TUVALU SHIP REGISTRY

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MARINE CIRCULAR

MC-1/2009/10/12/3

11/2026

FOR: Ship Owners, Ship Managers, Ship Operators, and Crewing Agents

SUBJECT: TUVALU CREW ENDORSEMENTS AND SUBMISSION OF CREW LISTS

DEFINITIONS:

The following abbreviations stand for:

- "COC" means Certificate of Competency.
- "COE" means a Tuvalu Certificate of Endorsement or Recognition.
- "COP" means Certificate of Proficiency.
- "DCE" means Dangerous Cargo Endorsement.
- "GOC" means GMDSS Operator Certificate.
- "PCOE" means Provisional Certificate of Endorsement.
- "PSC" means Port State Control.
- "SSO" means Ship Security Officer.
- "STCW" means the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended.

The term "Administration" shall mean Tuvalu Ship Registry

PURPOSE:

This Circular sets out the requirements for Tuvalu crew endorsements and submission of crew lists, together with the penalties and administrative measures applicable to non-compliance.

REFERENCES:

(a) STCW Convention, as amended, particularly regulation I/10.
(b) Tuvalu Registry Circular RC-5/2012/1 – Crew Endorsement Application.
(c) Tuvalu Marine Circular MC-1/2025/1 – Endorsement/Recognition of Foreign Maritime Administration Certificates of Competency.
(d) Tuvalu Marine Circular MC-27/2012/1 – Crew List

APPLICATION:

The crew list requirements apply to all Tuvalu-flagged manned vessels. The endorsement requirements apply to officers and radio operators required to hold Tuvalu COEs, including those serving in addition to the minimum safe manning complement, unless otherwise authorized in writing by the Administration. Ratings are not required to obtain Tuvalu COEs solely by virtue of serving as ratings.

CONTENTS:

1. Crew Endorsement Requirements

1.1. The shipowner is responsible for ensuring that applications for Tuvalu COEs are submitted for all officers who require them. Applications shall be made sufficiently in advance of joining the vessel in accordance with RC-5/2012/1.

1.2. Officers and radio operators shall hold the applicable valid COC, DCE, GOC or SSO certificate and Tuvalu COE or PCOE. The shipowner shall ensure that these documents are available on board for inspection, monitor their validity and arrange renewals in good time.

1.3. Where permitted under applicable requirements, the Administration may grant a written waiver of the Tuvalu COE requirement for a domestic vessel, subject to any conditions specified. Such waiver shall not exempt the shipowner from crew list submission or other applicable certification requirements.

2. Submission of crew lists

2.1. The shipowner is responsible for ensuring that applications for Tuvalu COEs are submitted for all officers who require them. Applications shall be made sufficiently in advance of joining the vessel in accordance with RC-5/2012/1.

2.2. The shipowner shall submit an accurate and up-to-date crew list to the Administration:

2.2.1. within 7 calendar days whenever there is a crew change;
2.2.2. at each annual registration renewal;
2.2.3. six months after each annual registration renewal; and
2.2.4. whenever requested by the Administration's Crewing Team.

2.3. The crew list shall include all persons serving on board and their ranks or functions in accordance with the applicable IMO crew list format and MC-27/2012/1. The information shall be sufficient for the Administration to verify the endorsement status of applicable personnel.

2.4. Crew lists may be updated in the Tuvalu On-line Registry (TOR) in accordance with RC-5/2012/1. Where the Crewing Team specifically requests a crew list, the shipowner shall provide it as requested. The shipowner remains responsible where submission is arranged through a manager or crewing agent.

3. Detainable deficiencies and administrative action

3.1. Where a PSC authority records a detainable deficiency arising from the failure to apply for or obtain a required Tuvalu COE or PCOE, the Administration may impose an administrative penalty of **US$1,000** for each affected crew member.

3.2. The Administration will determine the affected crew members from the inspection findings and supporting records. The shipowner shall promptly provide the current crew list, relevant certificates, applications and other evidence requested, and arrange corrective action.

3.3. Failure to submit or update crew lists in accordance with Section 2 may result in administrative action by the Administration, subject to applicable requirements.

3.4. Payment of a penalty does not remove the obligation to rectify the deficiency or affect any action taken by the PSC authority.

4. Implementation

This circular takes effect from 21 November 2026 and supersedes the previous version of MC-1/2009/10/12/3 (rev 2/2024).

For crew list submissions and crew endorsement enquiries, please contact the Crewing Team at crewing@tvship.com

Yours sincerely,
Deputy Registrar
Tuvalu Ship Registry