



MINISTER  
OF MARITIME ECONOMY  
AND INLAND NAVIGATION

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Warsaw, 25 March, 2020

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**Guidelines on extending the validity of seafarers' maritime documents  
in the period of restrictions due to COVID-19 epidemic risk<sup>i</sup>**

Due to the rapid spread of SARS-CoV-2 virus (causing COVID-19) and the measures to prevent, counteract and fight COVID-19 in Poland and other countries, and

having regard to the problems related with the temporary restrictions on the functioning of educational institutions, including maritime education units, and the temporary restrictions on the movement of citizens, and

whereas seafarers encounter considerable difficulties with revalidating certificate of competency, certificates of proficiency and medical certificates, and

following the guidelines set out in Circular Letter No.4204/Add.5 of 17 March 2020 of the International Maritime Organisation on Guidance relating to the certification of seafarers, and

having regard to the exceptional and extraordinary circumstances,

the Minister of Maritime Economy and Inland Navigation introduces the following guidelines for seafarers, shipping companies and maritime authorities and, for information, to other countries' administration and control bodies.

Seafarers holding certificate of competency or certificates of proficiency that have expired or will soon expire, who meet the conditions for revalidation under the provisions of the relevant Regulation<sup>1</sup>, may apply electronically to maritime offices, provided that they send scans or copies of the documents required with a relevant statement (confirming their authenticity). Detailed information can be found on the websites of maritime authorities.

1. Extension of seafarer's documents

1.1. Certificates of proficiency revalidated based on a completed refresher training:

- Certificate of proficiency in personal survival techniques
- Certificate of proficiency in basic fire prevention and fire fighting
- Certificate of proficiency in basic safety training (integrated)
- Certificate of proficiency in advanced fire fighting
- Certificate of Proficiency in survival craft and rescue boats other than fast rescue boats
- Certificate of Proficiency in fast rescue boats

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<sup>1</sup> Regulation of the MMEIN of 23 April 2018 on training and qualifications of the crew members of sea-going vessels (Polish Journal of Laws, item 802).

- Certificate of proficiency in medical care

and those that expired on 1 February 2020<sup>1</sup> or later and cannot be revalidated due to exceptional circumstances resulting from COVID-19 outbreak remain valid until 1 September 2020. Such an extension does not require any separate official confirmation.

- 1.2. Certificate of competency that expired on 1 March 2020 or later and cannot be revalidated due to exceptional circumstances resulting from COVID-19 outbreak remain valid until 1 September 2020. Such an extension does not require any separate official confirmation.
- 1.3. In exceptional circumstances, seafarers who are in the above situation and are required to submit a certificate or certificate of competency to a shipping company or control body and do not meet the conditions for revalidation set out in the relevant Regulation<sup>1</sup>, may receive a certificate or diploma valid until 1 September 2020. Applications for extension of the above certificates or certificate of competency may be submitted to maritime authorities only via traditional post or electronically means. A certificate or certificate of competency will be sent by post to an address indicated by the seafarer. Possibly, also a scan of such a document may be sent to the e-mail address indicated in the application.
- 1.4. The above extension applies primarily to seafarers who are currently aboard vessels and due to the imposed restrictions may not revalidate their certificate of competency or certificates of proficiency.
- 1.5. Due to the extraordinary circumstances of such an extension, where the epidemic risk is contained, the movement of citizens and the operation of maritime education units is restored, seafarers holding documents that have been extended under this procedure should, where possible, immediately as soon as possibly remedy all deficiencies, as required, in order to revalidate their documents in accordance with the provisions of the Regulation<sup>1</sup>.

## 2. Extension of maritime pilots' documents

- 2.1. Holders of maritime pilot diplomas and pilot's licenses that have expired or will soon expire, who meet the conditions for revalidation under the provisions of the relevant Regulation<sup>2</sup>, may apply electronically to maritime offices, provided that they send scans or copies of the documents required with a relevant statement (confirming their authenticity). Detailed information can be found on the websites of maritime authorities.
- 2.2. Pilot's diplomas and licenses that expired on 1 March 2020 or later and cannot be revalidated due to exceptional circumstances resulting from COVID-19 outbreak remain valid until 1 September 2020. Such an extension does not require any separate official confirmation.

## 3. Medical certificate

- 3.1. If a medical certificate issued by medical practitioner recognised by maritime administration cannot be revalidated due to the COVID-19 epidemic outbreak, it is deemed valid until 1 September 2020. Seafarers are obliged to hold such medical certificates with expired validity and obtain new ones as soon as possible.

## 4. Extension of contracts

- 4.1. On a case-by-case basis, shipping companies or employment agencies (acting on behalf of a shipping company) that encounter problems with repatriation of seafarers after the deadline set in the seafarer's employment agreement (drafted in line with MLC) may extend the agreement for the maximum period of three months. This period may possibly be further extended if the situation resulting from the epidemic does not allow repatriation.
- 4.2. Notwithstanding the foregoing, measures relating to repatriation should be taken as soon as possible.

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<sup>2</sup>Regulation of the Minister of Maritime Economy and Inland Navigation of 17 November 2017 on maritime piloting (Polish Journal of Laws of 2018, item 38).

- 4.3. If a seafarer's employment agreement needs to be extended, an annex should be concluded, providing the seafarer with the same working conditions as in the agreement.
- 4.4. In the case of such an extension, shipping companies operating vessels that fly the Polish flag and employment agencies placing seafarers to work on vessels flying the Polish flag are required to provide the data of the seafarer(s), including the data on the current agreement validity periods, to the directors of maritime offices competent for the vessel's port of registration, to the e-mail addresses of the Flag State Inspections.

## 5. Final provisions

- 5.1. It should also be noted that due to the lack of relevant international arrangements some maritime administration authorities may refuse to recognise the extension of certificates. Therefore, should you have any doubts as to the application of the above guidelines or wish to obtain more details, please contact maritime offices.
- 5.2. The aforementioned guidelines apply to certificate of competency and certificates of proficiency issued by the Polish maritime administration and to medical certificates issued by medical practitioners recognised by the Polish administration. These guidelines may be changed without prior notice. They may be modified or repealed if any decisions, directives or other acts are adopted at the level of the European Union or the International Maritime Organisation. If this is the case, the guidelines will be updated or withdrawn as appropriate.
- 5.3. Any applications for extension of seafarers' documents should be sent to a special e-mail addresses of maritime offices:
- Maritime Office in Gdynia – [wdm.gdynia@umgdy.gov.pl](mailto:wdm.gdynia@umgdy.gov.pl)
  - Maritime Office in Szczecin – [wdm1@ums.gov.pl](mailto:wdm1@ums.gov.pl)
- 5.4. Up-to-date information will be published on an ongoing basis on the websites of the Maritime Offices [www.umgdy.gov.pl](http://www.umgdy.gov.pl) and [www.ums.gov.pl](http://www.ums.gov.pl).

**Anna Moskwa**  
Undersecretary of State  
on behalf of Minister  
Maritime Economy and Inland Navigation  
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<sup>i</sup> Amendments implemented since the last version of the Guidelines of 19 th March 2020:

- Point 1.1 – the date 1 March 2020 is replaced by the 1 February 2020