

PLEASE READ THIS TO AVOID DELAYS IN VERIFICATION OF TESTIMONIALS

SEA SERVICE DEFINITIONS (DECK)

- **ONBOARD YACHT SERVICE** is the time spent signed on a yacht irrespective of the vessel activity, i.e. your contract.
- **SEA SERVICE** is the combination of days AT SEA (aka Actual Sea Service), Stand-by Service and/or Yard Service.

Do not confuse the two above. **Time signed on board should not usually equal sea service.**

- **Days AT SEA, aka Actual Sea Service** is time spent at sea, which may include time at anchor or river and canal transits associated with a passage, with engines running for at least 4h within a 24h period.
- **Stand-by Service IS NOT ANY DAY AT PORT** is time immediately following a voyage while the vessel is under preparation for a subsequent voyage. A maximum of 14 consecutive days may be counted at one time, but on no occasion may a period of standby service exceed that of the previous voyage. Therefore, **under no circumstances can your total standby service exceed your actual sea service.**
- **Yard Service** is time when standing by a build, refit, or serious repair whilst the vessel is in the Shipyard. The MCA accepts a maximum of 90 days continuously or in separate periods (i.e. per NOE application not per testimonial)
- **Watch keeping Service (only for those who have MCA OOW 3000)** is Actual Sea Service spent as a Watch keeping Officer in full charge of a navigational watch where every 4 hours (as of April 9th 2015) spent on watch may be counted as 1 day of watch keeping service. This may be achieved on a cumulative basis which means that the required 4 hours do not have to be within the same 24-hour period. You cannot carry the excess hours over though. Completing more than 4 hours watchkeeping cannot be counted as more than 1-day watchkeeping time. **Watchkeeping can never be higher than actual days at sea**
- **Time spent at anchor** may be accepted as **days at sea or watchkeeping service if it is associated with a 24-hour passage.** Please make sure that the time spent at anchor is part of a passage and within part of the same 24-hour voyage – this eliminates time spent at anchor for days on end which would not count.

HOW TO FILL IN A TESTIMONIAL

1. **You need to submit a signed testimonial.** Reference letters, log sheets, excel sheets, or other forms or similar documents are not accepted.
2. **PLEASE READ THE SEA SERVICE DEFINITIONS** so that you understand the different types of sea service. It will save you from delays in verification of your sea time.
3. If you have any questions on sea service, **please contact us at srb@pya.org** – better now than having to do the testimonials all over again.
4. **Fill in both dates in the testimonial** (start and end dates), **even if you are still on board**, you still have to put a date in the relevant box so that your sea service corresponds to a specific period of time.
5. **SEA SERVICE and ONBOARD YACHT SERVICE are NOT the same.** Time signed on board should not usually equal sea service. Also, **STANDBY SERVICE is not any day that you are not at sea.** But you must already know that if you read the definitions, right?
6. So please **do not calculate your days at sea + yard service and enter the balance as stand-by service.**
7. **Please do not fill in watch keeping days** if you have not yet obtained your OOW 3000 CoC.
8. **Make sure the dates on your testimonials do not overlap.** If they overlap you will be asked to submit new correct testimonials.
9. **The testimonials must be signed. Not self-signed.** Captains should have their testimonials signed by owners or managers. Deckhands should have their testimonials signed by captains, chief officers, owners, or managers. Second/third Engineers can also ask the chief engineers. If not, you will be asked to get a new signature.
10. Make sure the **email address of the signatory is filled-in and legible.** If not, your verification will be delayed.

REMEMBER TO SIGN YOUR SRB ON THE FIRST PAGE