

PLEASE READ THIS TO AVOID DELAYS IN VERIFICATION OF TESTIMONIALS!

SEA SERVICE DEFINITIONS (DECK)

- **ON BOARD YACHT SERVICE** is the time spent signed on a yacht irrespective of the vessel activity, i.e. your contract.
- **SEA SERVICE** is a total, combined 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, always associated with a 24-hour passage plan.
- **Stand-by Service IS NOT ANY DAY AT PORT.** It is time moored whilst fully crewed, victualled, fuelled and stored ready to proceed safely to sea, e.g. awaiting the owner to arrive or a Charter to commence. It 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 standby service exceed your Days at Sea.**
- **Yard Service** is time when standing by a build, refit or 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 (for those who hold an MCA OOW 3000)** is **days AT SEA aka 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.
- **Time spent at anchor** may be accepted as **days AT SEA or watch keeping service if it is associated with a 24 hour passage plan.** 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 would have 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 the PYA** – better now than having to amend the testimonials.
4. **Fill in both dates in the testimonial** (signing on and signing off). Even if you are still on board, you should still put a date in the relevant box so that your sea service corresponds to a specific period of time.
5. **SEA SERVICE and ON BOARD 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.** So please **do not calculate your days at sea + yard service and enter the balance as stand-by service.**
6. **Please do not fill in watch keeping days** if you have not yet obtained your MCA OOW 3000 certificate.
7. **Make sure the dates on your testimonials do not overlap.** If they overlap you will be asked to submit new correct testimonials.
8. **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, owners or managers. Second/Third Engineers can also ask the Chief Engineer. Otherwise you might get asked to submit a new correct testimonial.
9. Make sure the name, surname and **email address of the signatory is filled in and legible**, otherwise your verification will be delayed.