

PLEASE READ THIS TO AVOID DELAYS IN VERIFICATION OF TESTIMONIALS

SEA SERVICE DEFINITIONS (ENGINEERS)

- **ONBOARD YACHT SERVICE** is the time spent signed on a yacht irrespective of the vessel activity, i.e. your contract.
- **Days AT SEA, aka Actual sea service or actual days at sea**, is when yachts are proceeding to sea and in transit with the main engines running. A minimum of 4 hours in 24 hours would count as 1 full day AT SEA.
- **SHIPYARD time**: At lay-up, maintenance berth, or dry dock. You can include only up to 90 days per NOE application, not per testimonial.
- **Watchkeeping service** is defined as time spent at sea with main engines running, on an engine room watch or UMS duties, for a minimum of 4 hours out of every 24 hours and may be spent in a subsidiary capacity or in full charge of the watch. Watchkeeping counts only if you have already registered into the Small Vessel Program, if not, the MCA will not take it into account. If you are in the Y route, it does not apply to you.
- **Please ignore the 1.5 rate (25% or 3 months) applicable to Unrestricted Small Vessel applications** (ONLY! It does not apply at all to Yacht Restricted applications) or apply it when you are calculating your sea time. **The MCA will calculate/apply it themselves if needed.**
- **We do not log in STANDBY SERVICE** for engineers in the PYA Service Record Book, as the MCA does not require it (it is already included in the onboard service).

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 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.
6. **Please do not fill in watch keeping days** if you have not entered the Small Vessel Program already.
7. **Make sure your testimonials do not overlap (dates).** 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, 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.
9. Make sure the **email address of the signatory is filled in and legible.** If not, your verification will be delayed.