PLEASE READ THIS TO AVOID DELAYS IN THE 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. dates on your contract, or in your discharge book, which will include the following.

- **Days AT SEA, aka Actual Sea Service or Actual Days at Sea**, must be performed on yachts underway with the main propelling machinery in full use. Actual seagoing service must be in the engine department onboard yachts. A minimum of 4 hours of working duty in 24 hours would count as 1 full day of actual service.

- **SHIPYARD time**: is defined as the time when standing by a build, refit or serious repair that renders the vessel unseaworthy. Regular maintenance is not to be counted as shipyard but as onboard service. A maximum of 90 days per application can be accepted. Please note that the MCA might take out any shipyard time higher than the 90 days (per application) limitation from the total onboard service (when they feel that the definition has not been correctly applied). So, to avoid this, please email us any information that corroborates your shipyard claim. Remember that this information should also be sent to the MCA when applying for the NOE.

- **Watchkeeping service** (or UMS duties) is defined as time spent on an engine room watch, for a minimum of 4 hours out of every 24 hours whilst the main propulsion machinery is in operation. For this reason, it can never be higher than the actual seagoing service. This duty can be performed in a subsidiary capacity if you are applying for an SV Second Engineer Certificate of Competency; or need to be in FULL CHARGE of the entire watch or performing UMS duties if you are applying for an SV Chief Engineer Certificate of Competency.

- **Anchor time**: Actual Sea Service may include time at anchor or river and canal transits associated with a passage like a short period at anchor whilst waiting for a berth or to transit a canal or lock or other exceptional situations like harsh weather conditions or other adversities, where the depart is postponed to a later moment. This may be counted as Actual Sea Service but on no occasion may a period at anchor, on a buoy or mooring, exceed that of the previous voyage. On the contrary, if the period at anchor, on a buoy or mooring is at the conclusion of a passage (i.e., the vessel goes to anchor rather than to a berth) then time will be counted as Onboard service.

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. You can find our templates here.

2. **PLEASE READ THE SEA SERVICE DEFINITIONS** so that you understand the different types of sea service. It will save you from delays in the verification of your sea time. 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.

3. 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 because your sea service corresponds to a specific period of time.

4. **SEA SERVICE and ONBOARD YACHT SERVICE are NOT the same.** Time signed on board normally should not equal sea but you must already know that if you read the definitions, right?

5. **Do not fill in watchkeeping days** if you have not entered the Small Vessel Program.

6. **Make sure the dates on your testimonials do not overlap with other testimonials.** The MCA does not accept overlapping testimonials because you cannot be physically on two vessels at the same time.

7. **The testimonials must be signed by an acceptable signatory. Not self-signed.** Engineers can have their testimonials signed by captains, chief engineers, owners, or managers. If not, the testimonial will be declined.

8. **Make sure the email address of the signatory is filled-in and legible.** If not, the verification will be delayed.

9. **Please ignore the 1.5x rule (25% or 3 months) applicable to the FULL Small Vessel applications** only and only if you’ve worked on yachts (it does not apply at all to Yacht Restricted applications) and do not apply it when you are calculating your sea time. **It is applied by the Training Provider/College when entering the Program or by the MCA when applying for your NOE. It cannot be applied twice.** To be able to benefit from the 1.5x rule, you need to show the Training Provider and MCA that you were “on yachts where for considerable periods the main propelling machinery is not used”. If this applies to you, you will need to contact the MCA, but they do not specify how you can prove it.

10. **We do not log in STANDBY SERVICE** for engineers in the PYA Service Record Book, as the MCA does not require it (it is included in the onboard service).