

PLEASE READ THIS TO AVOID DELAYS IN VERIFICATION OF TESTIMONIALS!

SEA SERVICE DEFINITIONS (ENGINEERS)

- **ON BOARD 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 with the main engines running. A minimum of 4 hours in 24 hours would count as 1 full day AT SEA.
- **SHIPYARD time**: When vessel is fully and physically at shipyard. Undergoing serious maintenance, refit or full repair at dock is accepted when justification is provided.
For engineers going towards a **Yacht Licence** and for the **conversions from Y Licences to Small Vessel Licences, it does not count** as actual sea service/days at sea, **ONLY as on-board yacht service**.
- Please do not be concerned about the **1.5 rate (25% or 3 months)** applicable to Small Vessel applications or apply it when you are counting your sea time. The MCA will calculate/apply that themselves if needed.
- **There is no STANDBY SERVICE requirement** for engineers at the moment.

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 do the testimonials all over again.
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.**

Sea service= days at sea+ shipyard days.

Onboard yacht service=the total period of your employment. Your time signed on board would not usually equal your sea service.

Anchor days do not currently count as days at sea.

6. **Make sure the dates on your testimonials do not overlap.** If they overlap you will be asked to submit new correct testimonials.
7. **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.
8. Make sure the name, surname and **email address of the signatory is filled in and legible.** If not, your verification will be delayed.