



# GEORGIA

## UNITED TRANSPORT ADMINISTRATION

### MARITIME TRANSPORT DEPARTMENT

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#### **PROCEDURE OF FOREIGN SEAFARERS CERTIFICATION**

1. Only those seafarers, who are the holders of Georgian Certificates of Competency and/or STCW Certificates and are registered in Georgian Seafarers electronic database are subject to certification.
2. Verification of seafarers' documents is carried out only via Maritime Transport Department ([mtag@maradgeorgia.org](mailto:mtag@maradgeorgia.org)).
3. The seafarer, possessing a Certificate of Competency / STCW Certificates applies to MTD agent (the list of MTD agents is given in Annex 2), submits all the relevant documents in accordance with Annex 1 and fills in the Application Form
4. The seafarer should indicate in the Application Form which training center he is choosing (the list of training centers is given in Annex 3)
5. The MTD agent provides Department by e-mail with the list of seafarers, indicating the seafarers' names, Certificate No. and completed Application Forms. All the other necessary documents should be sent to MTD by courier mail.
6. The list of seafarers is checked via MTD electronic database, and in the case the seafarer is not registered in the Registry, he is removed from the list and his documents are not considered.
7. On receiving the documents MTD checks if the set is full and if the documents comply with the requirements and forms the seafarers' file.
8. After being checked, the list of seafarers whose documents have been verified is sent to maritime training institutions for preparing the course.
9. Maritime Training Centers keep their own separate records of foreign seafarers and form separate groups for foreign seafarers training. After making the course list, it should be sent to MTD with indication the date of the course beginning.
10. MTD sends the course list to its agent, who informs the seafarers that they have been accepted for the training.

11. The seafarers arrive at training centers for refreshment courses.
12. Upon the completing of the course the attendance records are submitted to MTD.
13. Having taken the refreshment courses the seafarer should pass the appropriate test at MTD
14. The seafarers, who have taken only IMO special courses, get the appropriate STCW certificates.

Maritime Transport Administration

## ANNEX 1

### THE LIST OF DOCUMENTS TO BE SUBMITTED FOR CERTIFICATION

1. 2 coloured pictures (size 3x4 cm)
2. Copy of the Diploma of maritime education
3. Medical fitness certificate (copy)
4. Georgian Certificate of Competency (copy)
5. Copies of all STCW certificates
6. Civil passport copy
7. Seaman's Book copy
8. If a seafarer renews COC without changing the position ó not less than 12 months of seagoing service in this position within the last 5 years;
9. If a seafarer obtains a higher position ó promotion from vessel's management of shipowner and the original of Seagoing Service Records, which should meet the following requirements:
  - (1) Master - not less than 16 months of seagoing service in the position of Chief Mate;
  - (2) Chief Mate - not less than 18 months of seagoing service in the position of Officer in Charge of Navigation Watch;
  - (3) Officer in Charge of Navigation Watch - not less than 12 months of seagoing service in the position of A/B;
  - (4) Chief Engineer ó total seagoing service not less than 32 months, including not less than 20 months of seagoing service in the position of the 2<sup>nd</sup> Engineer;
  - (5) 2<sup>nd</sup> Engineer - not less than 16 months of seagoing service in the position of Officer in Charge of Engineering Watch;
  - (6) Officer in Charge of Engineering Watch - not less than 12 months of seagoing service in the position of a motorman.

## ANNEX 2

### MARITIME TRANSPORT DEPARTMENT AGENTS

#### 1. INTERNATIONAL MARINE SERVICES – (Syria)

**PIC- Capt. Talaat Hejazi**

P.O. Box 137

Tartous, Syria

T. +963 43 321 850/851 F. + 963 43 318 343

Cell: +963 933 8240 00

E-mail: [info@imsnaval.com](mailto:info@imsnaval.com)

#### 2. INTER MARINE CONSULTING CORP. (EU)

**PIC – Mr. Alexandros Spanos**

40, Stratigou Dagli Str., 145 63 Kifissia, Athens, Greece

Tel: +30 210 8089261 Fax: +30 210 6232508

Email: [registry@imcgroup.gr](mailto:registry@imcgroup.gr)

AOH: + 30 693 6649703

#### 3. IMC Egypt (Egypt, nearest countries, India)

**PIC – Mr. Alexandros Spanos**

40 A Baghdad Str., Flat No 31

Korba, Heliopolis

11341 Cairo, Egypt

Tel/fax: +202 417 2222

Email: [imcegypt@tedata.net.eg](mailto:imcegypt@tedata.net.eg)

#### 4. UMAR SHIPPING AND TRADING LTD. (Turkey)

**PIC- Mr. Ugur Ildirim**

Bostanki Kadiloy, Istanbul

Turkey

Tel: +90 216 3800994, fax: +90 216 3800999

E-mail: [info@umarshipping.com](mailto:info@umarshipping.com)

ANNEX 3

THE LIST OF GEORGIAN RECOGNIZED MARITIME TRAINING  
CENTERS

1. **BATUMI MARITIME ACADEMY**  
53 Rustaveli Av., Batumi 6004, Georgia  
  
Tel/fax: +995 222 74850, tel: +995 222 75388  
  
E-mail: [info@bma.edu.ge](mailto:info@bma.edu.ge), web-site: [www.bma.edu.ge](http://www.bma.edu.ge)
  
2. **“BATUMI NAVIGATIONAL INSTITUTE – INTERNATIONAL  
MARITIME TRAINING CENTRE” LTD.**  
26, Tbilisi Highway, Makhindjauri, Batumi, Georgia  
  
Tel: +995 222 54292 / 92525, cell: +995 77 422424 / 995 93 330747  
  
E-mail: [bmc-mercury@rambler.ru](mailto:bmc-mercury@rambler.ru); [bni@bni.edu.ge](mailto:bni@bni.edu.ge)  
  
web-site: [www.bni.edu.ge](http://www.bni.edu.ge)
  
3. **“MARITIME TRAINING CENTRE – ANRI”, LTD**  
11/4 Sh. Khimshiashvili Str., 6010, Batumi, Georgia  
  
Tel: +995 222 32488 / 33679 / 72146, fax: +995 222 71592 / 71592 / 33499  
  
Cell: +995 99 500874 / 995 77 761792  
  
E-mail: [mail@mtc-anri.ge](mailto:mail@mtc-anri.ge)