



## No. 6, July 2011

### *Procedure for working on board a ship*

In the three years that I have been with CSMOIM, the question I am most often asked on the phone or at job fairs is: "What do you have to do to work on board a ship?" Many organizations are regularly asked the same question. Most know that there are certain regulatory formalities for accessing navigating personnel jobs. But who knows about the steps required in detail?

To answer this question, CSMOIM developed a career path information document (deck and engine room) that explains the procedure to follow, among other things. This document is now available on our website. In this 6th regulatory column, I thought it would be useful to reproduce part of it so that you could have a description of the procedure handy.

#### Unlicenced jobs

To get a job as a deckhand, engine room rating or cook, you must proceed as follows (in order):

1. Get a candidate document number (CDN) from a local Marine Safety Transport Canada centre (TCC). For the list of centres, go to <http://www.tc.gc.ca/eng/marinesafety/contact-tcc-1576.htm>.
2. Have a medical examination performed by a doctor recognized by Transport Canada. For the list of marine medical examiners, go to: <http://wwwapps.tc.gc.ca/saf-sec-sur/4/mme-mdm/m.aspx?lang=e>
3. Successfully complete the following Marine Emergency Duties (MED) training:
  - STCW Basic Safety;
  - Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats.

In Québec, the IMQ's Centre de formation aux mesures d'urgence (emergency duties training centre – CFMU), located in St-Romuald, offers this training. To register online, go to: <http://www.imq.qc.ca/formation-continue/calendriers-des-cours>

4. Successfully complete Marine Basic First Aid training. The organizations that are accredited to give this course are St. John Ambulance, the Red Cross and the CSST.

5. Begin your job search by contacting a marine organization or union. For jobs on ships travelling to the United States, employers usually ask you to provide the following documents as well:

- A Certified Criminal Record Check from the Royal Canadian Mounted Police or U.S. waiver (issued by U.S. embassy);
- Proof that you own a passport.

Furthermore, while not compulsory, certain training—general seamanship and engine room rating—is considered an asset by potential employers. For ship's cooks, training in "professional cooking", an asset when applying for a job, exempts you for Transport Canada's practical exam.

6. Get a seaman's book from a local Marine Safety Transport Canada centre (TCC). You will need a letter from a maritime company or union certifying that you have obtained or will obtain a job on aboard a ship.

#### Licenced jobs

To access a job as a navigating officer or marine engineer more easily, you are advised to register for an approved Navigation or Marine Engineering training program. On graduating, students have the knowledge, requirements and sea time needed to obtain their first officer's certification from Transport Canada.

In Québec, the Institut maritime du Québec, located in Rimouski, offers these two college-level training programs. They are co-op programs with 6 study sessions and 12 months of seaphase work terms. To be admitted, you must apply through the Service régional d'admission au collégial de Québec (SRACQ) at [www.sracq.qc.ca](http://www.sracq.qc.ca).

For more information on admission criteria, go to the IMQ website [www.imq.qc.ca](http://www.imq.qc.ca).