# IJUBOA BARGE MASTER SCHEME ACCREDITATION STANDARD

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FINAL VERSION

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IJUBOA BARGE MASTER SCHEME ACCREDITATION STANDARD

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# CONTENTS


1. INTRODUCTION TO THE NAUTICAL INSTITUTE IJUBOA BARGE MASTER ACCREDITATION STANDARD .....6
2. TRAINING AND QUALIFICATION STANDARD .....9
3. ACCREDITATION .....11
APPENDIX A .....12
1. INTRODUCTION .....14
2. AIMS AND OBJECTIVES .....14
3. HISTORY OF THE BLUE BOOK AND ASSESSMENT PROCESS .....15
3.1 PREVIOUS ASSESSMENT PROCESS .....15
4. CURRENT ASSESSMENT PROCESS .....16
4.1 STEP 1 – REGISTERING FOR AN ONLINE LOGBOOK .....16
4.2 NEW ENTRANT TO THE INDUSTRY .....17
4.2.1 EXPERIENCED BARGE MASTERS .....20
4.2.2 IJUBOA'S BARGE MASTER REVIEW COMMITTEE .....22
5. MENTORS AND ASSESSORS .....25
5.1 REGISTERING AS A MENTOR .....25
5.2 RESPONSIBILITIES OF THE MENTOR .....26
5.2.1 SIGNING OF A 'NEW ENTRANT' .....27
5.2.2 REGISTERING AS AN ASSESSOR .....28
5.2.3 RESPONSIBILITIES OF THE ASSESSOR .....29
5.2.4 SIGNING OF A 'NEW ENTRANT' .....29
5.2.5 SIGNING OF AN EXPERIENCED BARGE MASTER USING THE 'RECOGNISED PRIOR LEARNING' ROUTE ....31
6. CERTIFICATION APPLICATION .....32
7. REVALIDATION .....33
8. ROLE OF THE NAUTICAL INSTITUTE .....33
9. FALSE INFORMATION OR FRAUDULENT APPLICATIONS .....33
10. COMPLAINT/ APPEAL PROCEDURE .....34
11. PRIVACY POLICY .....34
12. PRIVACY AND GDPR POLICY .....35
13. NEW PARTICIPANTS .....36
GRANDFATHERED ROUTE (THOSE WITH PRIOR EXPERIENCE) .....37
APPENDIX B .....38


FINAL VERSION

**CERTIFICATION .....39**

FINAL VERSION

# INTRODUCTION TO THE NAUTICAL INSTITUTE

# IJUBOA BARGE MASTER ACCREDITATION STANDARD

**IJUBOA BARGE MASTER SCHEME ACCREDITATION STANDARD**

FINAL VERSION

# 1. INTRODUCTION TO THE NAUTICAL INSTITUTE IJUBOA BARGE MASTER ACCREDITATION STANDARD

Background and introduction to the need.

In developing the Standard, The Nautical Institute has drawn upon expertise in the training and operational maritime communities and seeks to codify the training requirement for those in Jack-Up barge operations intending to serve in the role of Barge Master.

This standard sits alongside and seeks to complement the work in other areas and especially the work of IJUBOA and other industry stakeholders.

NI IJUBOA Barge Master

The Nautical Institute IJUBOA Barge Master accreditation scheme has been developed to provide for a globally harmonised training, experience and certification for those working as a Barge Master.

This document provides guidance on the IJUBOA Barge Master training scheme to and will be used for independent audit to demonstrate that IJUBOA has the appropriate measures in place for oversight of the scheme

In doing so IJUBOA will:

- Establish procedures and protocols that ensure the effective management of the Training Standard detailed in the Appendices.
- Ensure appropriate records are verified and kept with respect to the qualifications and experience of Assessors and Mentors
- Ensure that effective independent examination/assessment procedures are in place
- That an effective and reliable certification process is provided for
- These standards have been developed and kept up-to-date with the full engagement and cooperation of key stakeholders from industry.

**THE ROLE OF THE NAUTICAL INSTITUTE**

The NI facilitates consensus building among stakeholders and administers the accreditation of the IJUBOA Barge Master scheme and the certification of IJUBOA Barge Masters in accordance with the criteria established in collaboration with them.

FINAL VERSION

**OVERVIEW OF THE NAUTICAL INSTITUTE IJUBOA BARGE MASTER SCHEME ACCREDITATION STANDARD**

FINAL VERSION

# ACCREDITATION STANDARD

## IJUBOA BARGE MASTER SCHEME ACCREDITATION STANDARD

FINAL VERSION

## 2. TRAINING AND QUALIFICATION STANDARD

**Scheme Overview**

The NI requires IJUBOA to have an approved system in place effective oversight of the programmes accredited and effective administration for the scheme's operation.

**IJUBOA Barge Master**

Knowledge, experience and competence in each of the following matters is considered necessary for the proper discharge of the essential safety and pollution prevention functions assigned to the IJUBOA Barge Master and Master. The detail of the content is given in Appendix A

**Subject Areas**

1. The Fundamentals of jack-up barge operations
2. Jack-up barge safety
3. Jack-up barge operations
4. Jack-up barge moving

***Practical Training and Supplementary Training:***

Having successfully completed the formal training indicated above, no individual should work as an IJUBOA Barge Master without the supervision of a competent person for a period of time to enable them to become fully conversant with the practical requirements for operating safely in barge operations.

The candidate must meet the requirements of IJUBOA training standard induction – The Nautical Institute Accredited Master Pathway.

FINAL VERSION

# ACCREDITATION

## IJUBOA BARGE MASTER SCHEME ACCREDITATION STANDARD

FINAL VERSION

# 3. ACCREDITATION

**DEFINITIONS**

***Accreditation*** is defined by the NI as the systematic verification of the processes, procedures, methods and techniques employed to deliver a maritime training product or servbarge operations in accordance with standards defined, co-developed and approved by the NI with industry stakeholders.

Accredited providers have demonstrated that their product or service meets the standard required for NI accreditation. This award is valid for a period of not more than three years.

***Shall -*** throughout this document this term will refer to an aspect that is mandatory and deemed necessary by the NI.

***Should -*** throughout this document this term will refer to an aspect that is recommended by the NI.

***May*** - throughout this document this term will refer to an aspect that is considered optional by the NI

***To assess*** - is to evaluate the nature, ability or quality of the object assessed.

***To verify*** - is to prove the truth of a matter by presentation of evidence or testimony; to check the accuracy of the object examined.

***To approve*** - is to have a positive opinion that something is good or acceptable.

**WHAT IS ACCREDITED?**

IJUBOA Barge Master Competency Framework

The competency framework involves both theory and practical tasks for the individual to record experience against whilst undertaking barge operations. The competency framework covers the following topics:

1. The Fundamentals of jack-up barge operations
2. Jack-up barge safety
3. Jack-up barge operations
4. Jack-up barge moving

During the process of accreditation, the NI's auditors will assess IJUBOOA's administrative and record-keeping processes, the training and experience of the instructors, mentors and assessors and their effective oversight of the qualification arrangements.

FINAL VERSION

# APPENDIX A

# IJUBOA JACKUP BARGE

# QUALIFICATION SCHEME

FINAL VERSION

# IJUBOA BARGE MASTER ACCREDITATION STANDARD

## *IJUBOA-SWIFT -001*

This Sheet Must be Completed at Each Revision Once Approved for Issue

| | | | | | |
|---|---|---|---|---|---|
| **Prepared By:** | | Sophie Willcock | Company Secretary and Director (IJUBOA) | | |
| **Checked By:** | | | | | |
| **Approved By:** | | | | | |
| **Review Period:** | | | | | |
| **Rev:** | **Date:** | **Description:** | **Prep:** | **Chk:** | **Appr:** |
| | | For use | SW | | |

### Revision History

| Rev | Date | Description |
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FINAL VERSION

# 1. INTRODUCTION

The international jack-up barge operators association was formed in 2008 with a mission to promote the safe, cost effective and environmentally sound use of jack-up barges. This was in response to a wide range of challenges. To achieve this mission, IJUBOA have three strategic goals:

- To promote a safe industry – safe for its people, for the environment and for society at large.

- To promote a learning industry, with a skilled and professional workforce, essential for the safe and efficient operation of jack-up barges.

- To promote a reputable industry that is responsive to the needs of its customers and committed to continuous improvement.

# 2. AIMS AND OBJECTIVES

IJUBOA's online logbook has been developed to provide Barge Masters with a route map to training, and employers a framework on which to build their own training and competence schemes.

By transforming and building upon the original blue book we are therefore increasing general confidence in the marine industry, that all personnel operating jack-up vessels can carry out their jobs in an effective manner.

This helps us in raising the health, safety, and cultural bar within the marine industry.

All those using the online logbook understand that there is a thorough assessment procedure in place against which their skills, experience and knowledge will be measured.

Through the development of our competency framework, we are enabling personnel to track their career development. The competency framework is formed of four competency areas. Each area has a set of learning outcomes which specify the key requirements of the role of a Bargemaster, and evidence must be provided against the areas for the individual to be considered as competent.

- The Fundamentals of Jack-up Barge Operations
- Jack-up Barge Safety
- Jack-up Barge Operations
- Jack-up Barge Moving

FINAL VERSION

# 3. HISTORY OF THE BLUE BOOK AND ASSESSMENT PROCESS

The IJUBOA Official Logbook, also known as the "Blue Book" was launched in 2009.

The book was designed for anybody working on a Jack-Up Barge, from a new crew member to a fully qualified Bargemaster.

The book belonged to the holder and was for the holder to use as a record of the experience they gained working on Jack-Up Barges. It detailed the work that a person had done, the contracts they had worked on, the specific tasks they had performed, the training they had received and the certificates they held. All entries in the book were validated by the signature of the vessel master, other senior company representative or, when appropriate, a provider of training.

## 3.1 Previous Assessment Process

Well trained, competent people are essential for the safe and efficient operation of Jack-Up Barges. Specific qualifications within the industry have been difficult to identify and establish for many years with many companies trying to develop their own training packages or rely on the experience of their crews but without any formal knowledge or assessment.

A barge or lift boat operator needs to know that their masters and crew are competent. Equally, a client will need to be assured that the master of the vessel and the crew that they command are competent before deciding to hire.

Currently only masters of self-propelled units will have an STCW Certificate of Competence and the IMO Resolution A.1079(28) specifies minimum standards for Offshore Installation Managers (OIMs), but neither cover the skills and knowledge specific to the jacking operation and the need to keep the barge or lift boat stable during elevated working.

Full competence is made up of two key elements – the practical skills to do a job and the knowledge and understanding of the principles underpinning what is being done. Both are equally important.

The assessment of practical skills, whether they be generic maritime or jack-up specific are best done in the workplace by the employer. Previously, employers would assess individuals against the NOS standards, with the results of this assessment recorded in personnel records and in the IJUBOA official logbook (blue book). These records provide firm evidence of practical competence which clients can ask for. The necessary maritime knowledge and understanding was demonstrated via STCW/ BOSIET or similar certificates of competence and other maritime qualifications which are available.

Specific knowledge and understanding gaps could be filled by attending IJUBOA Courses.

## 4. CURRENT ASSESSMENT PROCESS

It has always been IJUBOA's ambition to create a standardised training route map for Barge Master's on a global scale.

Since 2020, we have been working with app Developers, SwiftTrack, to design an all-encompassing app that allows Barge Master's to record sea-service, evidence of competence, training records and more, in one place which can be easily verifiable.

There are several steps in achieving Barge Master Accreditation with IJUBOA, these include:

- Registering all necessary information on the online logbook
- Getting the information signed off by an approved mentor and assessor
- Submitting the evidence to IJUBOA's Review Committee
- Sitting the Barge Master Final Assessment Exam

*The app will also be available to those who just wish to use the system as a sea-service log but these individuals will not receive any endorsement/pass-out through IJUBOA.*

### 4.1 Step 1 – Registering for an Online Logbook

The first step in starting the Barge Master accreditation process is in registering for an online logbook.

Via the IJUBOA website Barge Master Online Logbook - IJUBOA individuals will complete an application form and payment before being sent their login details to the app. Within the application form, individuals will need to nominate a company mentor and assessor who will be able to verify the information being recorded on the app.* LINK TO MENTOR AND ASSESSOR SECTION

Once the individual is given access, they will be required to upload the following information (based on whether they are new to the industry or an Experienced Barge Master trying to achieve Recognised Prior Learning.)

***It is important to note, that IJUBOA cannot train Barge Masters.*** The pathway below has been created to support the development of an individual and it is the responsibility of the employer organisation to provide the necessary training for a Barge Master to operate vessels' competently.

FINAL VERSION

### 4.2 New Entrant to the Industry

For someone who has not worked on a jack-up barge before, or who has minimal experience, they will be required to upload the following information on the online logbook:

- Record (and have verified by an internal mentor and assessor) at least 250 operating hours of barge moves/jacking operations (or a minimum of 50 barge moves, not on the same project)* recorded online using the online logbook system. ***These hours must only include the actual number of hours you were completing the barge move, not the total hours for your shift. For example, as an average, we would expect a barge move to take roughly 4-5 hours.***

  ***Although we expect to see 250 operating hours as a default, we understand that there may be individual cases where this criteria has not been met, however, your mentor and assessor are confident in your competence. In this case, please contact IJUBOA and we will consider your application.***

- Demonstrate proficiency by completing the competency framework and have this signed off by an IJUBOA approved Mentor and Assessor. This includes a variety of theoretical and performance tasks that you can upload evidence against.

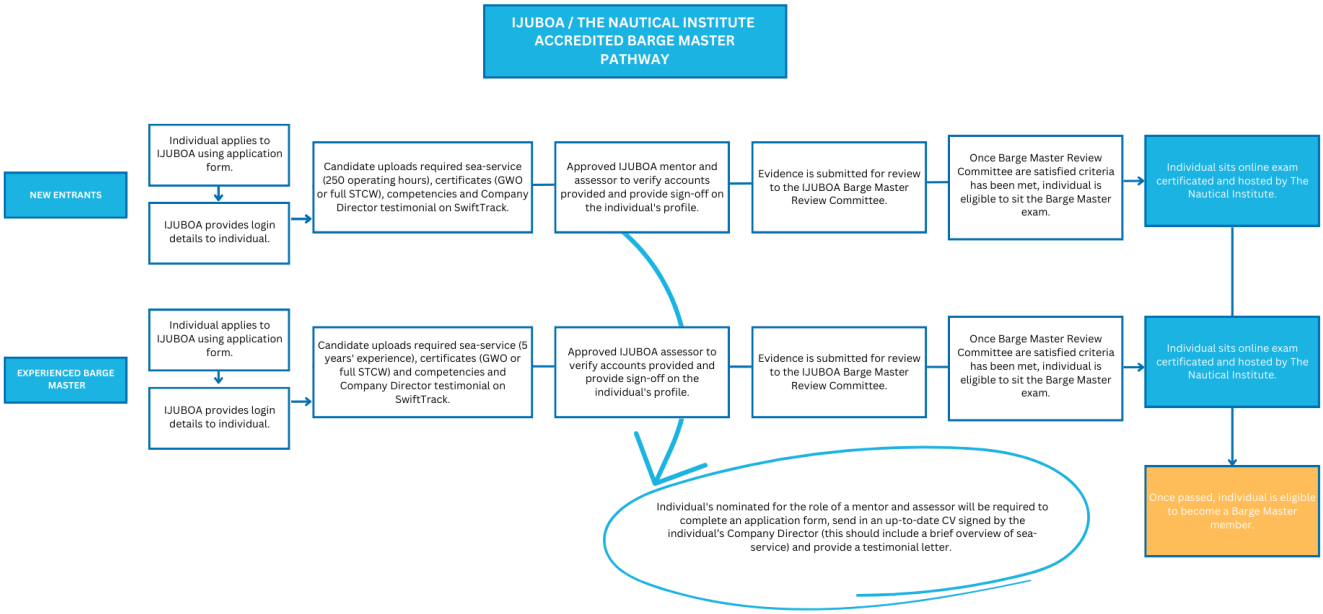
- Upload all mandatory training certificates – this must include either full STCW or GWO qualification.

- Upload testimonial letter signed by Operations Director (template available via the app).

Once all the above steps have been completed and the individual's profile has been verified by an internal mentor and assessor, the individual can apply to IJUBOA's Review Committee, and they will conduct an assessment to see whether the individual passes the necessary criteria to sit the Barge Master Final Assessment.

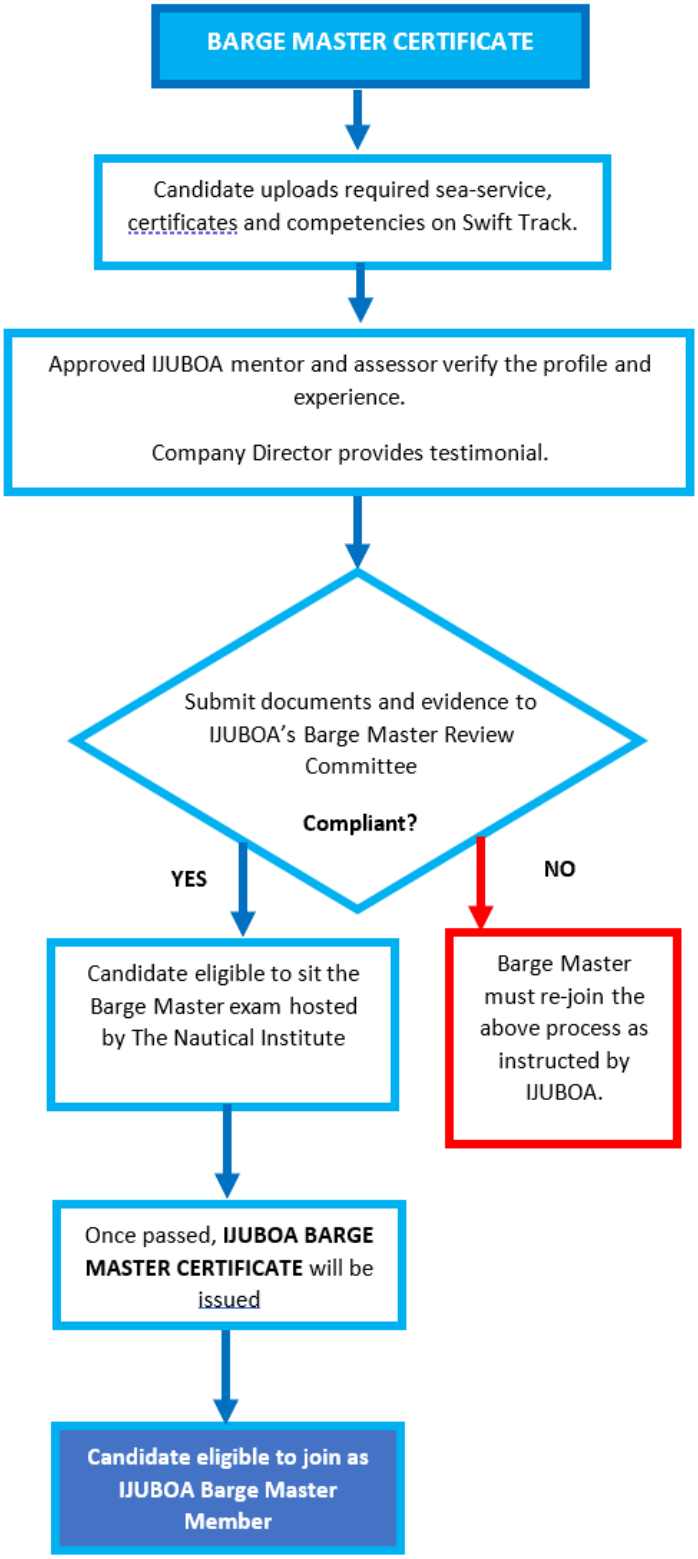
FINAL VERSION

## Scheme Overview




FINAL VE

## Figure 1. New Entrants Pathway



### 4.2.1 Experienced Barge Masters

IJUBOA recognises that there are many professionally trained and competent Barge Masters already operating on vessels that may wish to become certified.

As a standard for the industry, IJUBOA will allow Barge Masters who have over five years of experience or a minimum of 50 barge moves (completed within the last 5 years), working on a jack-up barge enter the 'Recognised Prior Learning' Pathway which consists of the below:

- Submit and backdate experience to produce a body of evidence sufficient in highlighting the projects an individual has worked on (at least five years of experience must be included) to demonstrate their experience of operating jack-up barges. This record will detail what vessel you were operating on, the time-period, the activities taken on board and the client for whom you were working for. This will need to be verified by an approved assessor.

- Complete the competency section on the homepage and have this signed off by an approved assessor. If the Barge Master has been employed with one company for more than five years, then one employer reference will suffice.

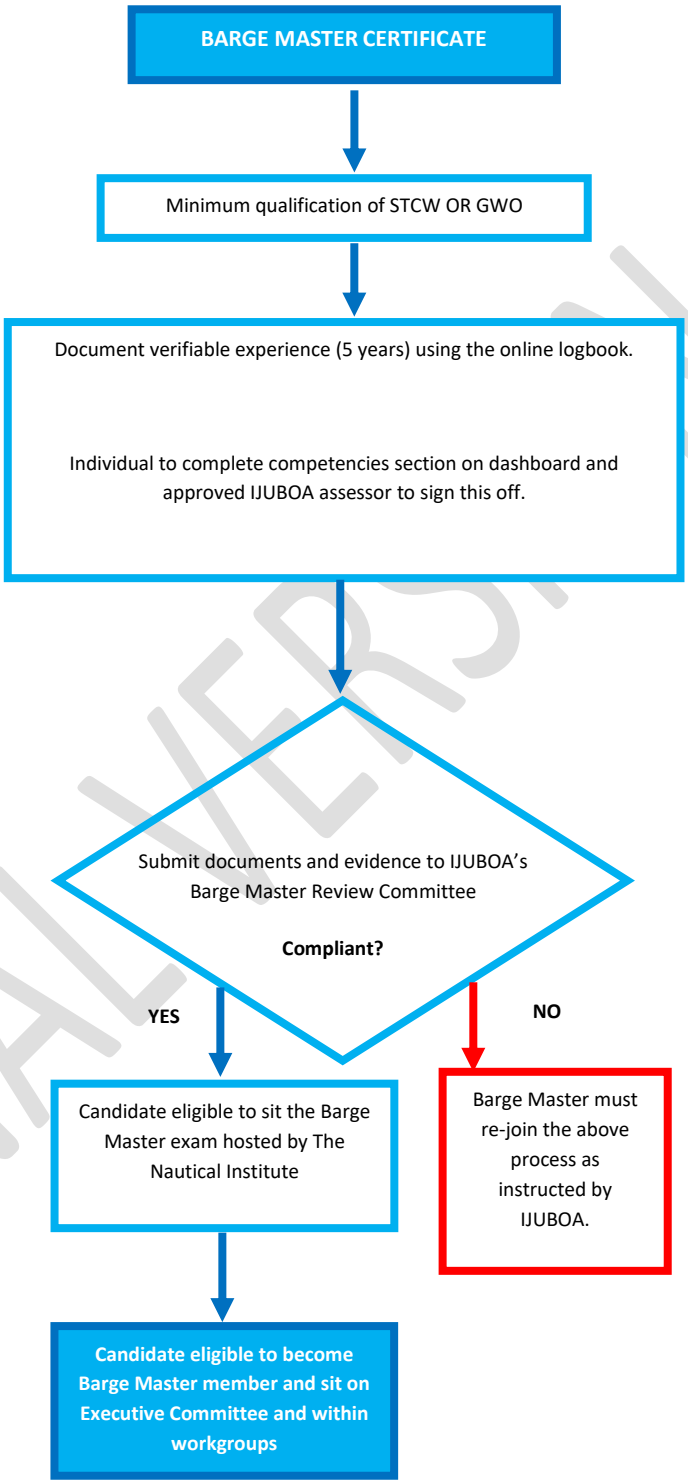
- The Barge Master will need to upload all mandatory training certificates – full STCW or GWO is required.

- Testimonial letter signed by a Company Director (whose vessels the experience was gained on) endorsing the individuals experience as a Barge Master, skills and working history.

- Sit and pass the Barge Master Final Assessment

FINAL VERSION

**Figure 2. Experienced Barge Masters**




FINAL VERSION

### 4.2.2 IJUBOA's Barge Master Review Committee

For each of the applications above, individuals will be required to send in their information to IJUBOA's Barge Master Review Committee.

The Barge Master Review Committee will review the applications based on the following:

**New Entrants:**

| Criteria | Check |
|---|---|
| Identity | Valid passport or Drivers Licence |
| STCW or GWO Qualification | Valid certificate number |
| 250 Operating Hours Recorded using the online logbook | Spot check entries by contacting representative on board. Check Company Director Testimonial. |
| Competencies | All competencies complete and signed off by an approved mentor and assessor |
| Company Operational Director Testimonial | This is the final assessment of the Barge Master. The Company Director should carefully consider whether they are able to affirm the competency of the individual before signing. The testimonial should be completed at the end of final period of sea-service time prior to a certificate application being made.<br><br>The testimonial should be:<br><br>• Written on original headed paper from the employer<br><br>• Be written and dated only after the Barge Master has completed the sea-service time claimed<br><br>• Confirm the total time the applicant has performed as a trainee Barge Master on board the vessel(s).<br><br>It is the company's responsibility to cross-check the sea-service time claimed by the trainee Barge Master to ensure that the candidate has completed the proper training and undertaken the correct amount of sea-service time. Should any false statement be received, IJUBOA reserves the right to take such action as necessary. |

| | |
|---|---|
| | The company should check the information that they are confirming against progress reports, daily diaries, and internal information.<br><br>IJUBOA reserves the right to undertake spot checks directly with the company to confirm the signees and any other relevant information for verification of sea-service time.<br><br>This includes the daily report of the vessel and the crew list. |

FINAL VERSION

**Experienced Barge Master:**

| Criteria | Check |
|---|---|
| Identity | Valid passport or Drivers Licence |
| STCW or GWO Qualification | Valid certificate number |
| 5 Years' Experience Logged on the online logbook | Spot check entries by contacting a representative on board – can also be verified via CV |
| Recognised Prior Learning Competencies | Recognised Prior Learning Section completed and signed off by an approved assessor |
| Company Operational Director Testimonial | This is the final assessment of the Barge Master. The Company Director should carefully consider whether they are able to affirm the competency of the individual before signing. The testimonial should be completed at the end of final period of sea time prior to a certificate application being made.<br><br>The testimonial should be:<br><br>• Written on original headed paper from the employer<br><br>• Be written and dated only after the Barge Master has completed the sea-service time claimed<br><br>• Confirm the total time the applicant has performed as a Barge Master on board the vessel(s).<br><br>It is the company's responsibility to cross-check the sea-service time claimed by the Barge Master to ensure that the candidate has completed the proper training and undertaken the correct amount of sea-service time. Should any false statement be received, IJUBOA reserves the right to take such action as necessary.<br><br>The company should check the information that they are confirming against progress reports, daily diaries and internal information.<br><br>IJUBOA reserves the right to undertake spot checks directly with the company to confirm the signees and any other relevant information for verification of sea-service time.<br><br>This includes the daily report of the vessel and the crew list. |

# 5. MENTORS AND ASSESSORS

Mentors and assessors play an important role through the online logbook process. It is their responsibility to sign an individual off with confidence that they are ready to sit the Barge Master Final Assessment.

Mentors and Assessors need to be satisfied that personnel have demonstrated competence on the job and that they have the theoretical knowledge for them to perform the role of a Barge Master.

Mentors/Assessors should be competent to carry out assessments of the personnel being assessed.

## 5.1 Registering as a Mentor

As an appointed mentor to a Trainee Barge Master, mentors have a responsibility to use their own knowledge and experience of industry working practices and techniques to make a judgement of a learner's knowledge, understanding and practical performance. They will receive their own unique login to track the progress of the candidate and must sign them off only when they are fully confident that they are competent to carry out the task/role being assessed and determine if the assessment criteria has been met.

The mentor will also verify the candidate's sea service log to provide an evidenced account that the experience they have recorded is true and accurate. A company assessor will give the candidate the final sign-off.

To ensure mentors have the correct experience to be signing individual's off, IJUBOA requires the following information:

- Complete the application form

- An up-to-date CV signed by the individual's Company Director (this should include a brief overview of sea-service). The CV should include contact details for at least two previous employers who may be contacted by IJUBOA as a reference check

- A company headed letter completed by a Company Director verifying the individual has the correct experience to act as a mentor – template available to download

All of the above will be reviewed by IJUBOA's Barge Master Review Committee and the individual will only be accepted to act as a mentor when the Review Committee are fully satisfied.

FINAL VERSION

## 5.2 Responsibilities of the Mentor

The mentor should assist candidates with the following:

- Help to plan learners' assessments by identifying the evidence needed for the assessment criteria

- Provide guidance on submitting additional assessment evidence
- Give learners information and assistance in completing the online logbook

- Assess the evidence presented by learners against the specified assessment criteria fairly and without personal bias according to agreed protocols

- Complete records to evidence the assessment process showing how the evidence has been judged and decisions made about learners' competence

- Monitor progress and provide regular feedback to learners, to encourage learners to reach their full potential

- Receive and act on feedback from Internal and External verifiers

- Attend standardisation meetings and planning meetings with trainers, Internal verifiers and maintain communication with all parties

- Respond to any appeal from a learner according to the agreed appeals procedure

- Actively engage in professional development and performance management to ensure quality and high standards in training for more information

FINAL VERSION

### 5.2.1 Signing of a 'New Entrant'

Mentors are responsible for completing the first initial check of the candidate's progress using the online logbook. They will need to complete the following checks to ensure they are satisfied:

| Criteria | Check | Action |
|---|---|---|
| Has the individual recorded at least 250 operating hours of experience across various projects? | Check the sea-service log within the app and ensure there are entries which cover at least 250 operating hours. The individual will also have provided a contact reference who will have been on board the barge. The mentor should check with these references that the information the individual has recorded is true and accurate. | It is the company's responsibility to cross-check the sea-service time claimed by the Barge Master to ensure that the candidate has completed the proper training and undertaken the correct amount of sea-service time.<br><br>The mentor should check the information that they are confirming against progress reports, daily diaries and internal information. |
| Has the individual uploaded a copy of their STCW or GWO certificate? | Check on the Training Records tab that the complete certificate and certificate number has been uploaded. | Sign this off by ticking the box next to each training certificate. |
| Competence | Check that the individual has provided sufficient evidence against each competency. You can also add your comments to help validate their answer.<br><br>Under the Resources tab, use the document 'Competency Framework' to understand which each answer should cover off. | Tick this off to the 'Progressing' level. Add any comments to help validate the individual's response. |
| Company Director Testimonial | Ensure the Company Director Testimonial has been uploaded to the 'References' section. | N/A |

### 5.2.2 Registering as an Assessor

As an appointed assessor to a Barge Master, you have a responsibility to use your own knowledge and experience of industry working practices and techniques to make a judgement of the individuals' knowledge, understanding and practical performance.

You will receive your own unique login to the online logbook system to sign individuals off, only when you are fully confident that they are competent to carry out the task or role being assessed and determine if the assessment criteria has been met.

Your role as an assessor is to provide the final sign-off of modules that an individual has provided evidence against. Before you provide sign-off, the company mentor will have been appointed and signed the individual off to 'progressing level' within the platform. As an assessor, you will provide the complete sign-off of the modules to a 'satisfactory level'.

If you are appointed as an assessor to an experienced Barge Master (who has over 5 years' experience) then no mentor is appointed, and you will have the first and final sign-off.

The mentor will also verify the candidate's sea service log to provide an evidenced account that the experience they have recorded is true and accurate. A company assessor will give the candidate the final sign-off.

To ensure assessors have the correct experience to be signing individual's off, IJUBOA requires the following information:

- Complete the application form

- An up-to-date CV signed by the individual's Company Director (this should include a brief overview of sea-service). The CV should include contact details for at least two previous employers who may be contacted by IJUBOA as a reference check. An Assessor should hold a Senior Operations Role within the company or be a Company Director. We expect the CV to evidence at least 3 years' Operational Management Experience – typical job roles would include: Operations Director, Operations Manager, Technical Director, Technical Operations Director, Technical Manager

- A company headed letter completed by a Company Director verifying the individual has the correct experience to act as an assessor – template available to download

All of the above will be reviewed by IJUBOA's Barge Master Review Committee and the individual will only be accepted to act as an assessor when the Review Committee are fully satisfied.

FINAL VERSION

### 5.2.3 Responsibilities of the Assessor

- Sign off a candidate's assessments by identifying the evidence needed for the assessment criteria

- Assess the evidence presented by candidates against the specified assessment criteria fairly and without personal bias according to agreed protocols

- Complete records to evidence the assessment process showing how the evidence has been judged and decisions made about learners' competence

- Monitor progress and provide regular feedback to learners, to encourage learners to reach their full potential

- Actively engage in professional development and performance management to ensure quality and high standards in training for more information

### 5.2.4 Signing of a 'New Entrant'

Assessors are responsible for completing the final assessment of the candidate's profile on the online logbook system. They will need to complete the following checks to ensure they are satisfied:

FINAL VERSION

| Criteria | Check | Action |
|---|---|---|
| Has the individual recorded at least 250 operating hours experience across various projects? | Check the sea-service log within the app and ensure there are entries which cover at least 250 operating hours. The individual will also have provided a contact reference who will have been on board the barge. The mentor should check with these references that the information the individual has recorded is true and accurate. | Confirm with the mentor that the necessary checks have been made against the sea-service log and verify these entries. |
| Has the individual uploaded a copy of their STCW or GWO certificate? | Check on the Training Records tab that the complete certificate and certificate number has been uploaded. | Sign this off by ticking the box next to each training certificate |
| Competence | Check that the individual has provided sufficient evidence against each competency. You can also add your comments to help validate their answer.<br><br>Under the Resources tab, use the document 'Competency Framework' to understand which each answer should cover off. | Tick this off to the 'satisfactory' level. Add any comments to help validate the individual's response. |

| | | |
|---|---|---|
| Company Director Testimonial | Ensure the Company Director Testimonial has been uploaded to the 'References' section. | |

### 5.2.5 Signing of an Experienced Barge Master using the 'Recognised Prior Learning' Route

Assessors are responsible for completing the final assessment of the candidate's profile on the online logbook system. They will need to complete the following checks to ensure they are satisfied:

| Criteria | Check | Action |
|---|---|---|
| Has the individual recorded/backdated at least 5 years' experience? | Check the sea-service log within the app and ensure there are entries which cover at least 5 years of experience. The individual should have also uploaded a copy of their CV within the 'Competencies' section on the dashboard, check the entries match the CV. Individuals should provide a contact reference for each sea-service entry to provide verification. | It is the company's responsibility to cross-check the sea-service time claimed by the Barge Master to ensure that the candidate has completed the proper training and undertaken the correct amount of sea-service time.<br><br>The mentor/assessor should check the information that they are confirming against progress reports, daily diaries and internal information. |
| Has the individual uploaded a copy of their STCW or GWO certificate? | Check on the Training Records tab that the complete certificate and certificate number has been uploaded. | Sign this off by ticking the box next to each training certificate |

| | | |
|---|---|---|
| Competence | Complete the Recognised Prior Learning Competencies on the homepage to verify the individual's experience. If the individual has been with the company for less than five years, then a previous employer will also need to complete this.<br><br>Under the Resources tab, use the document 'Competency Framework' to understand which each answer should cover off. | Tick this off to the 'satisfactory' level. Add any comments to help validate the individual's response. |
| Company Director Testimonial | Ensure the Company Director Testimonial has been uploaded to the 'References' section. | |

## 6. CERTIFICATION APPLICATION

It is strongly recommended that the relevant guides are read before making an application so as to avoid incorrect completion of evidence on the app.

Failure to meet the requirements for the application of a certificate will cause a delay in issuing a certificate.

Once the individual is confident that they have satisfied the above requirements and that it has been countersigned by the approved mentor/assessors, they should apply to IJUBOA's Barge Master Review Committee using the application form available on the IJUBOA website. Barge Master Online Logbook - IJUBOA

The Barge Master Review Committee will review the evidence and advise the individual accordingly on whether they are eligible to sit the Barge Master Final Assessment Exam. The individual may be encouraged to refresh knowledge by sitting courses specified by IJUBOA.

***Final Assessment Exam***

IJUBOA works with The Nautical Institute (NI) for final certification services. The Final Assessment Exam is hosted and invigilated by the NI using its TestReach platform.

The exam is multiple choice and covers the following areas:

- Jack-up Barge Safety
- Jack-up Barge Maintenance
- Legal Requirements
- Elevated Operations
- Stability
- Jack-up Barge Moving
- Geotechnical Requirements
- Fundamentals of Jack-up Barge Operations
- Weather and the Marine Environment

The individual (once passed) will then be issued with a certificate. Certificates will detail the vessels' the individual is competent in operating. Individual's can apply to revalidate this certificate at any point they have gained sufficient experience (over 250 operating hours) in operating additional vessels.

## 7. REVALIDATION

Individual's wishing to uphold their Barge Master status with IJUBOA will be required to revalidate their certificates every five years.

The individual will be required to sit the Revalidation Online Exam and keep an up-to-date record of their sea-service using the online logbook platform. This can then be submitted to IJUBOA using the application form available on the website.

## 8. ROLE OF THE NAUTICAL INSTITUTE

The NI facilitates the accreditation of the Barge Master Training Scheme and the certification for Barge master's entering the above process.

## 9. FALSE INFORMATION OR FRAUDULENT APPLICATIONS

Applications and certificates that are found to be fraudulent may be revoked and the individual banned from IJUBOA's Barge Master Training Scheme for a period of up to five years.

FINAL VERSION

Others found involved in fraud cases may also have their certificates removed and banned from the system for a period of time. IJUBOA reserves the right not to accept applications or letters from companies involved in fraudulent cases.

## 10. COMPLAINT/ APPEAL PROCEDURE

General enquiries and correspondence related to the IJUBOA Barge Master Training Scheme should be directed to IJUBOA using the contact details below:

**IJUBOA**

Shore Farm, Ash Street
Wrabness, Manningtree
Essex, CO11 2TG

Email: info@ijuboa.com

Complaints and disputes related to the IJUBOA Barge Master Training Scheme should be directed to IJUBOA using info@ijuboa.com. Acknowledgements will normally be made within five working days and a response given within a further 10 working days. Matters escalated beyond the Accreditation and Training Department will be dealt with in accordance with the governance structure.

## 11. PRIVACY POLICY

IJUBOA is a not-for-profit professional maritime membership body. We take your privacy extremely seriously and we are committed to treating any information we may collect from you in a sensitive and respectful manner.

If you would like to raise any matter relating to the processing of your data then please contact IJUBOA at:

Shore Farm, Ash Street
Wrabness
Essex
CO11 2TG

Email: info@ijuboa.com
Website: www.ijuboa.com

FINAL VERSION

If you are unhappy with any aspect of IJUBOA's handling of your personal data, then you have the right to raise this with the Information Commissioner's Office (ICO) at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number
Fax: 01625 524 510
Website: https://ico.org.uk

***Lawful basis on which your information is processed:***

IJUBOA processes personal data on a 'legitimate interests' basis under Article 6 (1) of the General Data Protection Regulation (GDPR). This enables us to provide a full range of services to our members and also services relating to our Barge Master Training Scheme.

## 12. PRIVACY AND GDPR POLICY

**General information**
This notice relates to the way in which Swift Track Digital Ltd ("SwiftTrack") processes personal information about individuals. If you have any difficulty understanding the information in this policy, please contact our Data Protection Officer using the details below.

**Data Protection Officer's contact details**

Swift Track Digital has elected Matthew Riley as our Data Protection Officer and you can contact him in several ways:

Email: support@swifttrack.co.uk

Post: SwiftTrack Digital Ltd.
Enterprise Village
Prince Albert Gardens
N. E. Lincolnshire
DN31 3AT
Phone: +44 (0)800 689 3682

FINAL VERSION

Evidence requirements for the award of an IJUBOA Barge Master Certificate by The Nautical Institute

## 13. NEW PARTICIPANTS

Candidates should ensure their experience is recorded in an appropriate journal or log and should include the following information:

| Date commenced barge operations barge operations activities | Date completed barge operations barge operations activities | Number of days as applicable | Vessel Name | IMO number and barge operations class | Location | Barge operations coverage and type | Type of Activity<br><br>(ie, transit, barge operations breaker escort | Verification signature (Master or Chief Offbarge operations) or qualified IN level 2 Navigator |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

The record should include details of all barge operations regime encountered including any barge operational decisions to avoid concentrations of barge operations.

FINAL VERSION

## Grandfathered Route (Those with Prior Experience)

**Level 1**

| Evidence Required | Acceptable Evidence | Remarks |
|---|---|---|
| Confirmation of evidence | Statutory declaration from applicant that all evidence is true and accurate<br>and<br>testimonial letter from an NI member or Fellow on behalf of the applicant's skills and experience attesting that 'to the best of their knowledge' the evidence submitted is correct and that the applicant is entitled to the qualification applied for. | Applicants who cannot satisfy the NI Testimonial requirement should approach The Nautical Institute for advbarge operations. |
| ID and other documents | Copy of passport details page or driving lbarge operationsnce | To verify ID and name for certificate printing |
| Application Document | Signed application document | To be provided by the NI |

Note:

**Arrangements for Grandfathered Certification**

The candidate must meet the requirements of IJUBOA Training Standard Introduction – The Nautical Institute Accredited Barge Master Pathway.

FINAL VERSION

# APPENDIX B

# CERTIFICATION

**IJUBOA BARGE MASTER TRAINING SCHEME ACCREDITATION STANDARD**

FINAL VERSION

## CERTIFICATION

### Minimum Qualification Requirement

Following the 2010 Manila amendments to the STCW Convention and Code, The Nautical Institute (the NI) has implemented the following criteria for entry into the Barge operations Barge operations Operators Training Scheme:

The minimum qualification is set at:

- STCW Basic Safety Training (BST)
- GWO Basic Safety Training

Alternative appropriate **marine vocational qualifications (MVQs)** will be considered on a case by case basis. The NI defines an MVQ as *a non-STCW Certificate of Competency issued by a white list Maritime Administration for use in the administration's* ***local waters only****.*

On completion of the required training and experience and upon application with appropriate evidence and payment of the relevant fee, The Nautical Institute will issue its IJUBOA Barge Master Certificate identifying the barges for which the holder I certifctaed to operate.

Such a certificate will be valid for a period of five years.

Revalidation of the certificate will require evidence to be provided of a minimum amount of 30 days experience on-board in barge operations conditions for the revalidation of the qualification and the successful completion of the Barge Master examination at the time of renewal.

### Progression and Validity

Candidates for IJUBOA Barge Master qualifications may use evidence of sea service operations or training that has occurred with the previous 5 years. Any activities more than 5 years previous will be regarded as expired under the scheme other than the provision made under the grandfathering arrangements.

### STCW LIMITATIONS ON THE REVERSE OF THE IJUBOA BARGE MASTER CERTIFICATE

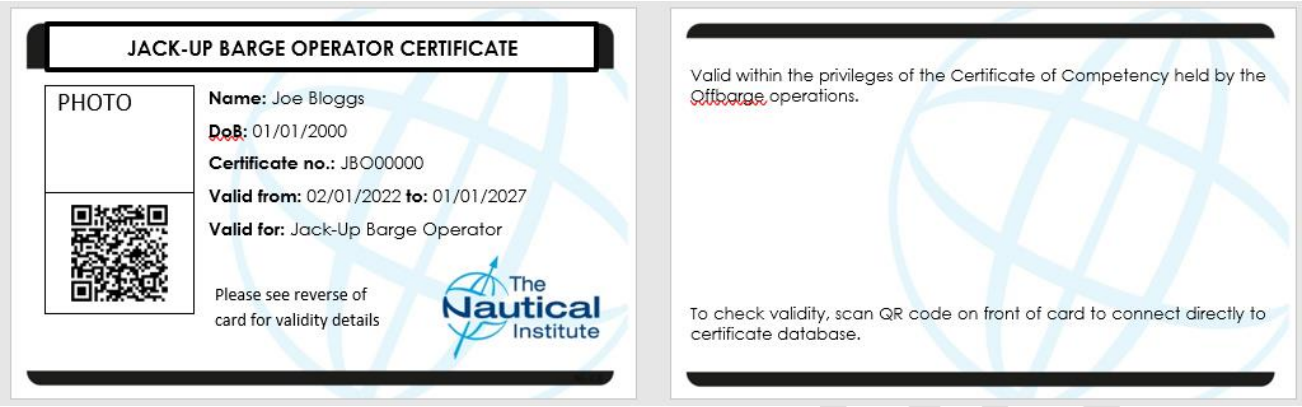
The following endorsement will be used on all IJUBOA Barge Master certificates.
Valid within the privileges of the Certificate of Competency held by the Offbarge operations[1].

### Arrangements for Initial Certification

[1] *This means that the holder can only use the IJUBOA Barge Master certificate within the limitations allowed by their Certificate of Competency or Proficiency. This is to allow operators who possess non-STCW local Certificates of Competency or Proficiency to operate as an IJUBOA Barge Master on vessels to the limits allowed on those certificates, i.e. within restricted areas/limits from the coast of the issuing state on vessels of a certain size only.*

FINAL VERSION

## Sample Certificate:

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