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POCKET BOOK

Indonesian Fishing Vessel Crew



A handy reference for Indonesian Fishing Vessel Crew starting from the pre-employment stage. This would also be applicable as reference for the Owner of Fishing Vessel.

2023

Indonesian Fishing Vessel Crew Pocket Book

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Jakarta, IOM Indonesia and Ministry of Maritime Affairs and Fisheries of the Republic of Indonesia, February 2023

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“Information regarding pre-implementation of work is highly essential to know. The process should be carried out by prospective Fishing Vessel Crews to ensure the protection of rights and prevent a series of problems in the future.”

“Please ensure the suitability of age, competence, language and communication skills to prevent any problems. The management of Fishing Vessels Crew has been regulated in the MMAF Regulation Number 33 of 2021.”

**Director General of Capture Fisheries
Dr. Ir. Muhammad Zaini**

(Delivered during the Training on
Identification of Trafficking in Persons in the
Fishery Sector, Surabaya, 6 September 2022)



“

“Everyone has the same rights to receive reliable information to ensure you are in the regular pathways, safe and will be able to access your rights”

“Together, we can prevent trafficking in persons in fishing sector. We all deserve to be happy and safe at our jobs”



”

Jeffrey Labovitz
Chief of Mission IOM Indonesia



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I.

General Information on working as Fishing Vessel Crew



Who is Fishing Vessel Crew?

Fishing Vessel Crew (FVC) is someone who work or being employed on the fishing vessel by the owner or operator to undergo their working tasks based on the job title written on the endorsement book (Buku Sijil)*.



What is the difference between FVC and Crew Member?

Crew members are Fishing Vessel Crew other than the Captain and the Fishing Master.

* The endorsement book is a book containing the list of the vessel crew who work on the vessel based on their job title, date of boarding and disembarking and is legalized by the shah bandar.

What are the requirements of becoming FVC?

Below requirements are applicable for the FVC who works on:

- Fishing Vessel;
- Fish Collecting Vessel;
- Fish Processing Vessel;
- Fishery Training Vessel;
- Fishery Research/Exploration Vessel; or
- Fish Catching Operation Support Vessel
- Fish Breeding Operation Support Vessel

Minimum 18 (eighteen) years old and should have an identity card



Have a Seaman Book

Have a competence (certificate)



Physically and mentally healthy (proofed by medical certificate)

Registered as a participant of social insurance



Have a Sea Working Agreement (SWA)

The endorsement book be conducted (by the shah bandar in the fishing port)



How Can I Register as a Prospective FVC?

1 Meet the requirements, get your documents ready

2 Select the Placement Scheme (Through the owner/operator of the fishing vessel, manning agency, or independently)

3 Find the job information: salary/profit sharing, rights and obligations

4 Registration and submit all the requirements to the owner/operator or through the manning agent including Seaman Book, Identity Card, Certificate (Skills or expertise based on the job title), and medical certification

5 Own proof of ownership of the social insurance fulfilled by the owner/operator of the fishing vessel

6 Read and Understand the contents of the Sea Employment Agreement; Sign the SEA

7 Start Working





IMPORTANT NOTES

1

Follow the procedures and make sure you met all the requirements to become an FVC. Be aware of potential **Trafficking in Persons (TIP)** in each migration stages.

2

Make sure the original identity documents with you and there is no forgery or change of identities, these are important to make sure you are able to access services from the government whenever you need it.

3

Make sure to understand the content of the employment contract before signing, to know your rights and obligations during employment contract period. If needed, you may request interpreter assistance to understand the contents of a contract written in foreign language.



Why is There a Minimal Age of 18?

Based on the Law Number 35 of 2014 regarding Child Protection, the age limit for adult is 18 years old, whereas someone is able to represent himself/herself in giving consent and may own an identity card.



II.

Seaman Book



What is Seaman Book?

Seaman Book is the official state document published by the government for the Fishing Vessel Crew who work on a fishing vessel which contains physical identity of the Fishing Vessel Crew, not based on the fingerprints biometric standard and is not considered as the travel document as well as not intended to replace the passport.

Seaman Book is one of the FVC identities and become one of the documents to record the sailing period.

What are the types of the Seaman Book?

FVC who work on a fishing vessel >30GT until 300 GT.

FVC who work on a fishing vessel >300GT.



* GT = Gross Tonnage (vessel volume unit)

How is the Issuance Flow of Seaman Book?

Request to the Director General of the Capture Fisheries
Comes with the required documents based on the request.

1

Incomplete: Rejection

2
Verification conducted by the Director General of Capture Fisheries
Assessment on the completion of the requirements (<2 days)

Complete

3
Issuance by the Director General of the Capture Fisheries
The issuance of Seaman Book (<3 days)



Requirements for Creating Seaman Book

No	Requirements	Types of Requests			
		New	Extension	Renewal	Replacement
1	Statement letter of never owning a Seaman Book	✓			
2	Identity Card or Birth Certificate	✓		✓	
3	Copy of one of the Fishing Vessel Crew Certificate *	✓		✓	✓
4	Original or copy of the old Seaman Book		✓	✓	✓
5	Medical certificate from a hospital or the other medical facilities	✓	✓	✓	✓
6	Recent photo in a blue background, size 3x4 cm and 2x3 cm, 2 pages each	✓	✓	✓	✓
7	Lost certificate from the police, in case the Fishery Seaman Book is lost				✓

* FVC working on board fishing vessel >30GT to 300 GT = should have Fisherman Proficiency Certificate (Nautical/Technical); and/or have a Basic Safety Training Fisheries (BSTF) level II

FVC working on the board fishing vessel >300GT = should have BSTF level I

Remember!

Seaman Book must always be carried when you work aboard the fishing vessel.

How Long is the Valid Period of the Seaman Book?

Seaman Book is valid for 5 years since the date of issuance and could be extended for two times.

III.

Fishing Vessel Crew Competence and Certification

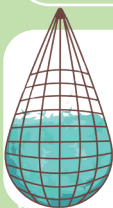


What are the Types of FVC Competencies?



Marine Eligibility Competence

Competence that ought to be owned by the vessel crew in assuring the sailing safety for the vessel to sail from the base port to the fishing region and return safely.



Capturing Eligibility Competence

Competence that ought to be owned by the vessel crew to operate the environmental-friendly fishing equipment properly and effectively.



Storing Eligibility Competence

Competence that ought to be owned by the vessel crew to conduct the fish processing, storing, and refrigerating, according to the food security rules.

What is certification?

Certification is the acknowledgement of someone expertise or skills on particular type of work.



Certifications are required to ensure the workers competence in carrying out their duties and functions as the FVC.

Why is important to have the certification

- ↔ To support in achieving a better chance of works.
- ↔ To be potential on getting higher salary.
- ↔ To support professional career.
- ↔ To support the compatibility and the fulfilment of work obligations, preventing potential disputes with the person in charge on the vessel due to not possessing any work-related expertise/competence.
- ↔ To ensure that the FVC possess the required competence as well as assuring the safety of works, the success of fishing operational, the quality of fish catch, and preventing work accident.



How is the Qualification Standard of FVC Competencies?

The qualification standard of FVC competencies on the Deck is determined by:

- Length size and/or gross tonnage,
- Fishing Vessel,
- Fishing Vessel's Operating Region,
- Job Titles Arrangement, and
- Required certificates.

Deck Section

Engine Section

The qualification standard of FVC competencies on the machine area is determined by::

- Fishing Vessel Machine Propulsion
- Job Titles Arrangement, and
- Required Certificates.

Job Title Arrangement in each Vessel may differ based on the Vessel Size in Gross Tonnage (GT)



>5 - 30 GT



>30 - 100 GT

Vessel with the size of 5 - 100 GT is operating in all the National Fishery Management Region (WPPNRI) as well as the high seas according to the fishing business licensing requirements.



>100 - < 300 GT



> 300 GT

Vessel with the size of 100 - > 300 GT is operating in all the National Fishery Management Region (WPPNRI) as well as the high seas according to the fishing business licensing requirements.

What are the Job Titles Arrangement of the FVC?

1. Captain
2. Fishing Master
3. Officers
 - Nauseam (Deck Officer) I
 - Nauseam II
 - Chief Engineer (KKM)
 - Machinist (KKM Assister) II
 - Machinist III
 - Radio Operator
 - Quality Control Officer
4. Crew
 - Senior Deckhand
 - Deckhand
 - Oil Operator
 - Oil men
 - Cook



Deck Section

- Captain
- Fishing Master
- Nauseam I
- Nauseam II
- Radio Operator
- Quality Control Officer
- Senior Deckhand
- Deckhand
- Cook

Engine Section

- Chief Engineer
- Machinist II
- Machinist III
- Cooler Machine Operator
- Oilmen

Cooler Machine Operator is the crew who operate the cooler machine for the fish storage and/or food ingredients on the Fishing Vessel.

Oilmen are the crew who assist the machinist in lubricating, maintaining, and taking care of Fishing Vessel Engine.

Nauseam I is the Fishing Vessel Crew Officer whose job title is one stage below the captain and may be acting as the captain when the captain is unable to carry out his duty.

Nauseam II is the Fishing Vessel Crew Officer who is assigned in the navigation sector of a Fishing Operation.

Officer is the Fishing Vessel Crew who is appointed according to the national law or the legislation.

Captain is someone from the Fishing Vessel Crew who has the highest command in the sailing and Fishing Operation.

Fishing Master is the Fishing Vessel Crew who possess the competence in recognize the fishing region and plan the Fishing Operation, as well as responsible for reporting the fishing activities.



Machinist III is the engine officer who is duty stationed in the engine room.

Machinist II is the engine officer whose job title is below the Chief Engineer and responsible for the vessel propulsion, mechanic operation and maintenance, as well as the vessel electric installation when the Chief Engineer absent.

Radio Operator is someone who hold the certificate issued or acknowledged by the government according to the radio regulation.

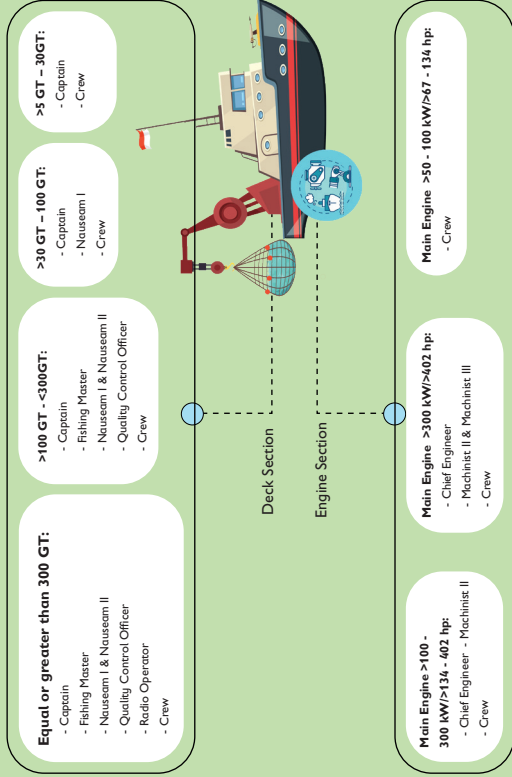
Chief Engineer the senior engine officer who is responsible for the mechanic propulsion and operation as well as maintenance of the mechanical installation and electrical installation of the vessel.

Senior Deckhand is the crew who is responsible for the operation of Fishing Equipment and/or the handling/storing of the catch.

Deckhand is the crew who conduct the Fishing Operation.



Fishing Vessel Crew Job Title Arrangement



What are the Types of FVC Certificate of Competence?



Certificate of Expertise

Acknowledgement to the expertise to carry out the duty as FVC after passing the **competency test** which is carried out by the FVC Expertise Examination Board, for all stages of FVC Education and Training.



Certificate of Skills

Acknowledgement to the skills to conduct certain jobs in the Fishing vessel after passing the **skill test** which is carried out by the **legal FVC Education Implementing Agency**.



JOB TITLE AND TYPE OF CERTIFICATE THAT ARE REQUIRED FOR THE FVC IN THE DECK SECTION BASED ON THE SIZE OF THE FISHING VESSEL? (1)

VESSEL SIZE	OPERATING REGION	JOB TITLE	CERTIFICATE OF COMPETENCE			
			EXPERTISE	REGULATION	SKILLS	REGULATION
≥300 GT	All the National Fishery Management Region (WPPNRI) as well as the high seas according to the fishing business licensing requirements	Captain	ANKAPIN I Certificate	Convention	-	-
		Fishing Master*	Fishing Master Certificate	Non-Convention	BSTF-I Certificate**	Convention
		Nauseam I (Deck Officer)	ANKAPIN I Certificate	Convention	-	-
		Nauseam II (Deck Officer)	ANKAPIN II Certificate	Convention	-	-
		Quality Control (Deck Officer)	Fishing Vessel Crew Rating Certificate	Non-Convention	BSTF-I Certificate**	Convention
		Radio Operator	-	-	Radio Operator Certificate	Convention
		Senior Deckhand	-	-	BSTF-I Certificate**	Convention
			-	-	Fish Handling Skill Certificate	Non-Convention
		Deckhand	-	-	BSTF-I Certificate**	Convention
			-	-	Fishing Operational Certificate	Non-Convention
		Cook	-	-	BSTF-I Certificate**	Convention
			-	-	BSTF-I Certificate**	Convention

* May be concurrently held by the captain.

** BSTF-I Certificate= Basic Safety Certificate whose requirements are governed by Convention

**JOB TITLE AND TYPE OF CERTIFICATE THAT ARE REQUIRED FOR THE FVC IN THE DECK SECTION
BASED ON THE SIZE OF THE FISHING VESSEL? (2)**

VESSEL SIZE	OPERATING REGION	JOB TITLE	CERTIFICATE OF COMPETENCE			
			EXPERTISE	REGULATION	SKILLS	REGULATION
> 100 s.d < 300 GT	All the National Fishery Management Region (WPPNRI) as well as the high seas according to the fishing business licensing requirements	Captain	ANKAPIN II Certificate	Convention	-	-
		Fishing Master*	Fishing Master Certificate	Non-Convention	BSTF-II Certificate**	Non-Convention
		Nauseam I (Deck Officer)	ANKAPIN II Certificate	Convention	-	-
		Nauseam II (Deck Officer)	ANKAPIN III Certificate	Non-Convention	-	-
		Quality Control (Deck Officer)	Fishing Vessel Crew Rating Certificate	Non-Convention	BSTF-II Certificate**	Non-Convention
		Deckhand	-	-	Fishing Operational Certificate	Non-Convention
			-	-	BSTF-II Certificate**	Non-Convention
		Cook	-	-	BSTF-II Certificate**	Non-Convention

* May be concurrently held by the Captain

** BSTF-II Certificate= Basic Safety Certificate whose competency requirements are governed by the national regulation

**JOB TITLES AND TYPE OF CERTIFICATE WHICH ARE REQUIRED FOR THE FVC IN THE DECK SECTION
BASED ON THE SIZE OF THE VESSEL? (3)**

VESSEL SIZE	OPERATING REGION	JOB TITLE	CERTIFICATE OF COMPETENCE			
			EXPERTISE	REGULATION	SKILLS	REGULATION
> 30 s.d. 100 GT	All the National Fishery Management Region (WPPNR) as well as the high seas according to the fishing business licensing requirements	Captain	ANKAPIN III Certificate	Non- Convention	-	-
		Nauseam I (Deck Officer)	-	-	Nautical Fisherman Proficiency Certificate	Non-Convention
		Deckhand	-	-	BSTF-II Certificate*	Non-Convention

* BSTF-II Certificate= Basic Safety Certificate whose competency requirements are governed by the national regulation

VESSEL SIZE	OPERATING REGION	JOB TITLE	CERTIFICATE OF COMPETENCE			
			EXPERTISE	REGULATION	SKILLS	REGULATION
> 5 s.d. 30 GT	All the National Fishery Management Region (WPPNR) as well as the high seas according to the fishing business licensing requirements	Captain	-	-	Nautical Fisherman Proficiency Certificate	Non-Convention
		Deckhand	-	-	Fisherman Proficiency Certificate	Non-Convention

**JOB TITLES AND TYPES OF CERTIFICATES WHICH ARE REQUIRED FOR THE FVC IN THE ENGINE SECTION
BASED ON THE SIZE OF THE VESSEL? (1)**

MAIN ENGINE PROPULSION	OPERATING REGION	JOB TITLE	CERTIFICATE OF COMPETENCE			
			EXPERTISE	REGULATION	SKILL	REGULATION
≥ 750 kilowatt(kW) atau ≥ 1.005 horse power (HP)	All waters area	Chief Engineer	ATKAPIN I Certificate	Convention	-	-
		Machinist II	ATKAPIN I Certificate	Convention		
		Machinist III	ATKAPIN II Certificate	Convention		
		Cooler Machine Operator	-	-	BSTF-I Certificate*	Convention
					Fish Storage Refrigeration Certificate	Non- Convention
		Oilmen	-	-	BSTF-I Certificate*	Convention
					Fishing Vessel Engine Maintenance Certificate	Non- Convention

* BSTF-I Certificate= Basic Safety Certificate whose requirements are governed by Convention

JOB TITLES AND TYPES OF CERTIFICATES WHICH ARE REQUIRED FOR THE FVC IN THE ENGINE SECTION
BASED ON THE SIZE OF THE VESSEL? (2)

MAIN ENGINE PROPULSION	OPERATING REGION	JOB TITLE	CERTIFICATE OF COMPETENCE		
			EXPERTISE	REGULATION	SKILL
>300 s.d. <750 kilowatt (kW) or >402 s.d. <1,005 horse power (HP)	All waters area	Chief Engineer	ATAKAPIN II Certificate	Convention	-
		Machinist II	ATAKAPIN II Certificate	Convention	
		Machinist III	ATAKAPIN III Certificate	Non-Convention	
		Cooler Machine Operator	-	-	BSTF-II Certificate*
					Fish Storage Refrigeration Certificate
		Oilmen	-	-	BSTF-II Certificate*
					Fishing vessel Engine Maintenance Certificate

* BSTF-II Certificate= Basic safety Certificate whose competency requirements are governed by the national regulation

**JOB TITLES AND TYPES OF CERTIFICATES WHICH ARE REQUIRED FOR THE FVC IN THE ENGINE SECTION
BASED ON THE SIZE OF THE VESSEL? (3)**

MAIN ENGINE PROPULSION	OPERATING REGION	JOB TITLE	CERTIFICATE OF COMPETENCE		
			EXPERTISE	REGULATION	SKILL
>100 s.d. 300 kilowatt (kW) or >134 s.d. 402 horse power (HP)	All waters area	Chief Engineer	ATKAPIN III Certificate	Non-Convention	-
		Machinist II	-	-	Technical Fisherman Proficiency Certificate
		Cooler Machine Operator	-	-	BSTF-II Certificate*
					Fish Storage Refrigeration Certificate
		Oilmen	-	-	BSTF-II Certificate*
					Fishing Vessel Engine Maintenance Certificate

* BSTF-II Certificate= Basic Safety Certificate whose competency requirements are governed by the national regulation



MAIN ENGINE PROPULSION	OPERATING REGION	JOB TITLE	CERTIFICATE OF COMPETENCE			
			EXPERTISE	REGULATION	SKILL	REGULATION
>50 until 100 kilowatt (kW) or >67 until 134 horsepower (HP)	All Waters	Oilmen	-	-	Fishing Vessel Engine Maintenance Certificate	Non- Convention

How to get certified?

The certificate of competence may be acquired through the Education and Training Agencies under the Ministries of Maritime Affairs and Fisheries and/or enrolling in technical guidance regarding the FVC skills. (list of agencies can be seen in info sheet)

FVC Expertise

- **Fishing vessel Nautical Expert**
ANKAPIN Stage I, II, and III
- **Fishing vessel Technical Expert**
ATKAPIN Stage I, II, and III
- **Fishing Master; and**
- **Fishing vessel Rating**

Can be acquired through the training and education program.

FVC Skills

- **Basic Safety Training Fisheries (BST-F):**
BST-F Stage I and II
- **Fishing Operational**
- **Fish Handling Skills**
- **Fish Storage Refrigeration**
- **Fishing vessel Engine Maintenance; and**
- **Radio Operator**
- **Fisherman Proficiency Certificate (SKN):**
SKN, Nautical SKN, Technical SKN

Can be acquired through the skills training and technical course.

Remember!!

The Competencies of the Fishing vessel Crew who work on the Fishing Vessel with the size of **300 gross tonnage or more should fulfil all the requirements according to the International Convention** regarding The Standard of Training, Certification, and Watchkeeping Duty for the Fishing Vessel Crew, 1995 (STCW, 1995)



Who Publish the Certificate?

- Director General of Capture Fisheries
- The institution of training and education for Fishing Vessel Crew under the Ministry of Maritime Affairs and Fisheries (Diklat) (specific for the certificate of skill whose course is carried out by that training institutions).

When does Revalidation of Certificate need to be conducted?

Revalidation of certificate is needed when FVC has not been working on fishing vessel for 5 years.



What do you need to know regarding the inauguration of certificate of expertise?

- ➡ To prove the issuance of the FVC certificate of expertise, the Inaugural Certificate is published separately from the certificate of expertise;
- ➡ Inaugural Certificate of the FVC Expertise is a determination of position to the owner of certificate;
- ➡ Published by the Director General of Capture Fisheries, provided to the holder of ANKAPIN (Stage I, II, and III), ATKAPIN (Stage I, II, and III), and Fishing Master Certificate.
- ➡ That Inaugural Certificate is used for the Fishing vessel that operate in the WPPNRI and high seas;



Inauguration of Certificate of Expertise

Type of Certificate	Position	Size of the vessel/Engine Propulsion	Requirements
Stage I Fishing vessel Nautical Expert (ANKAPIN I)	Captain	≥ 300 GT	Possess the sail period that is acknowledged after having the Stage I Fishing Vessel Nautical Expert as a watchkeeping officer in the deck section at very least 12 (twelve) months on the Fishing Vessel and/ or other Fishing vessel with the size of 300 (three hundred) gross tonnage or more which operate at all seas.
	Watchkeeping Officer in the Deck Section	≥ 300 GT	
Stage II Fishing vessel Nautical Expert (ANKAPIN II)	Captain	>100 GT – 300 GT	Possess the sail period that is acknowledged after having the Stage II Fishing Vessel Nautical Expert as a watchkeeping officer in the deck section at very least 12 (twelve) months on the Fishing Vessel and/ or other Fishing vessel with the size of 300 (three hundred) gross tonnage or more which operate at all seas.
	Watchkeeping Officer	>100 GT	

Inauguration of Certificate of Expertise

Type of Certificate	Job Title	Size of the Vessel/Engine Propulsion	Requirements
Stage III Fishing Vessel Nautical Expert (ANKAPIN III)	Captain	>30 GT – 100 GT	Possess the sail period that is acknowledged after having the Stage III Fishing Vessel Nautical Expert as a watchkeeping officer in the deck section at very least 12 (twelve) months on the Fishing Vessel and/or other Fishing vessel with the size of 100 (one hundred) gross tonnage until less than 300 (three hundred) gross tonnage which operate at all seas.
	Watchkeeping Officer in the deck section	>100 GT - <300 GT	
Stage I Fishing Vessel Technical Expert	Chief Engineer	≥ 750 kilowatt atau 1.005 horse power	Possess the sail period that is acknowledged after having the Stage I Fishing Vessel Technical Expert as an officer in the engine section at very least 12 (twelve) months on the Fishing Vessel and/or other Fishing vessel with the main engine propulsion of 750 (seven hundred and fifty) kilowatt or 1.005 (one thousand and five) horsepower or more which operate at all seas.
	Officer in the engine section	≥ 750 kilowatt atau 1.005 horse power	

Inauguration of Certificate of Expertise

Type of Certificate	Job Title	Size of the Vessel/Engine Propulsion	Requirements
Stage II Fishing vessel Technical Expert (ATKAPIN II)	Chief Engineer	>300 kilowatt/402 horsepower – < 750 kilowatt/ 1,005 horsepower	Possess the sail period that is acknowledged after having the Stage II Fishing vessel Technical Expert as an officer in the engine section at very least 12 (twelve) months on the Fishing Vessel and/or other Fishing vessel with the main engine propulsion of 300 (three hundred) kilowatt or 402 (four hundred and two) horsepower or more which operate at all seas.
	Officer in the engine section	≥ 750 kilowatt /1,005 horsepower	
Stage III Fishing vessel Technical Expert (ATKAPIN III)	Chief Engineer	>100 kilowatt /134 horsepower – 300 kilowatt/ 402 horsepower	Possess the sail period that is acknowledged after having the Stage III Fishing vessel Technical Expert as an officer in the engine section at very least 12 (twelve) months on the Fishing Vessel and/or other Fishing vessel with the main engine propulsion of 100 (one hundred) kilowatt or 134 (one hundred and thirty-four) horsepower or more which operate at all seas.
	Officer in the engine section	>300 kilowatt/402 horsepower – <750 kilowatt/ 1,005 horse power	

Inauguration of Certificate of Expertise

Type of Certificate	Job Title	Size of the vessel/Engine propulsion	Requirements
Fishing Master	Fishing Master	>100 GT	Possess the Sail Period as Fishing Vessel Crew at the very least 60 (sixty) months on the Fishing Vessel with the size more than 30 (thirty) gross tonnage which operate at all seas.

What certificates could be renewed?

Certificate of expertise for the FVC that is published according to the sailing related laws, can be renewed to Fishing Vessel Crew Certificate of Expertise, including:

- ➡ Stage I Fishing Vessel Nautical Expert Certificate with the Stage I Fishing Vessel Nautical Expert Certificate;
- ➡ Stage II Fishing Vessel Nautical Expert Certificate with the Stage II Fishing Vessel Nautical Expert Certificate;
- ➡ Stage I Fishing Vessel Technical Expert Certificate with the Stage I Fishing Vessel Technical Expert Certificate; and
- ➡ Stage II Fishing Vessel Technical Expert Certificate with the Stage II Fishing vessel Technical Expert Certificate.



How to request the renewal of certificate?

Submit the request of certificate renewal to the Director of Capture Fisheries with the following attachments:



- ✓ Original certificate and the copy of certificate that are legalized by the publishing agency; and
- ✓ 3 pieces of the most recent colour photo with the size of 3x4 cm, wearing white shirt and black tie, with a **blue** background (for the **nautical** certificate of expertise), with a **red** background (for the **technical** certificate of expertise).

In the inability to deliver the original certificate, the certificate holder may attach these documents:

- ✓ Statement letter of owning a certificate that contains at the very least name and certificate level, as well as the publishing agency.
- ✓ Copy of identity card; dan
- ✓ Certificate of loss from the police

Notes

- ✓ Certificate to be renewed is the certificate that is published at the very least **31 December 2022**;
- ✓ The certificate renewal is conducted from 3 January 2023 until **31 December 2023**.



How if the certificate is lost, burnt, or damaged?



- ✓ The replacement of certificate may be given by the Director General in kind of duplicate, triplicate, quarter plicate;
- ✓ To get the duplicate, triplicate, or quarter plicate, the Certificate of Expertise/Certificate of Skill holder must submit a request to the Director General or the assigned officer with attaching the following requirements:

- 1 Certificate of loss from the police or the evidence of the damaged certificate;
- 2 Fishing vessel accident photo report (in case Fishing vessel accident occurred);
- 3 Photo/scan of the Certificate (if any);
- 4 Supporting letter:
 - ➞ From the board of examiners of Fishing Vessel Crew expertise which stated the originality of the related Certificate of Expertise; or
 - ➞ From the certificate publishing agency which stated the originality of the related Certificate of Skill.
- 5 3 pieces of the most recent photo, with the size of 3x4 cm.



What are the available educations and trainings for FVC?



FVC Professional Training and Education

Formal education and training to acquire the Fishing Vessel Crew Certificate of Expertise. Consisted of:

- Stage I & II ANKAPIN
- Stage I & II ATKAPIN

Student should have a sailing experience as a requirement for taking the exam.

FVC Functional Training and Education

Nonformal education and training on the Fishing Vessel Crew professional level upgrade. Consisted of:

- Stage I, II, III ANKAPIN
- Stage I, II, III ATKAPIN
- API (Fishing Master)
- FVC Rating

Terms regarding the FVC Functional Crash Course are governed by the Head of the Agency Decision

FVC Skills Training and Education

Education and training to acquire the required skills to conduct certain duty and/or function aboard a Fishing vessel. Consisted of:

- Stage I & II BST-F
- Fishing Operational
- Fishing Handling Skill
- Fish Storing Refrigeration
- Fishing vessel Engine Maintenance

What is Fishing Vessel Crew Sail Period?

- Sailing Period is the FVC information regarding their period of working on a fishing vessel which is used:
 - a) In the requirements fulfilment of taking the education or higher FVC skill training; or
 - b) To acquire the authorization on certain job title in the Fishing vessel.
- Sail Period could be seen in the notes written in the Seaman Book, Endorsement Book, or other related documents.



Physically and Mentally Healthy

Must be proved by medical certificate which
is issued by Hospital/Health Facilities.



IV.

Social Insurance and Compensation



What are the types of social insurance for the FVC?



"The owner or operator of the Fishing vessel should include the employed Fishing Vessel Crew as the member of social assurance" (Article 184 of the Minister of Maritime and Fisheries Regulation Number 33 of 2021)

BPJS KETENAGAKERJAAN

Work-Accident Insurance

Covers the treatment and medication fee for FVC who is sick/injured while working on the Fishing vessel.



Life Insurance

Provides assurance of livelihood for the deceased FVC heirs and family.

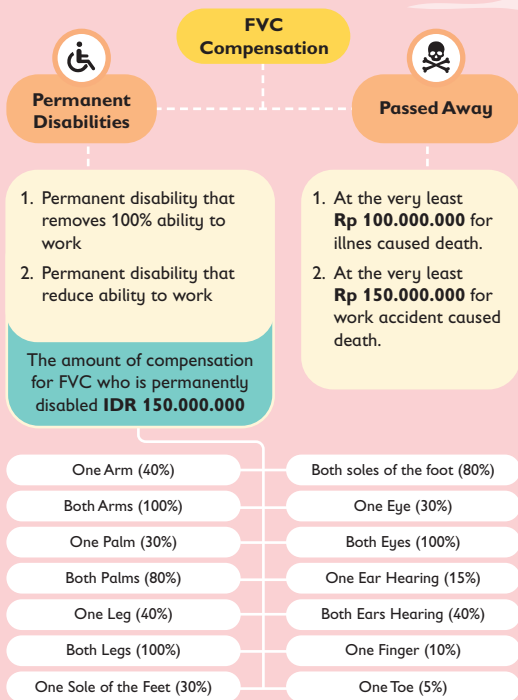


Pension Plan

Provides assurance of livelihood for the FVC and his family in case of termination of contract and/or no longer able to work.



How is compensation for the Fishing Vessel Crew?



V.

Sea Working Agreement



What is Sea Working Agreement?

Written agreement between the FVC and the fishing vessel owner or the operator, or the manning Agent.

Why is it important to have Sea Working Agreement?

1 To understand the rights and obligations of FVC and the Vessel Owner, vessel operator, or the manning agent.

2 To minimize the work-related risk for the FVC

3 To minimize the business-related risk for the owner/operator of the Fishing vessel

4 To provide protection for the FVC

- Notes:
1. The Vessel Owner is a person/legal entity who is registered as the vessel owner.
 2. The Vessel Operator is a legal entity who is appointed/cooperating with the vessel owner to maintain the vessel.
 3. Manning Agent is a legal entity who is registered in the government agency to recruit and deploy vessel crew.

What are the Objectives of the SWA?



Fishing Vessel Crew

Forms of
Protection



Employer in Fisheries

Work-Related Risk:

1. Uncertainty of working hours, that are relatively longer;
2. There are no standards regarding working hours and rest hour;
3. The fishing season demands the FVC to work continuously;
4. Dangerous waves and weather in the fishing ground;
5. Limited supply;
6. Work accident.

Business-Related Risk

1. Uncertainty of catch;
2. The fishery production achievement;
3. Security and safety of the production equipments;
4. The sustainability of the fishing business.

What are the types of the SWA?

(A must-have for every FVC who work in a >5GT Vessel)

Limited Time

The implementation ends after exceeding the SWA valid date

Single Operation

The implementation ends after arriving and the fish unloading in the assigned dock are completed

Unlimited

The implementation ends based on agreement



How is the Scope of SWA?

SWA



1

Personal Identity

- Full name
- Age
- Complete Address
- Name & Number of Certificate
- Number of Seaman Book



2

Identity of Owner/Operator

- Full name
- Complete address



3

Fishing Vessel Identity

- Ship name
- GT size
- Licensing Number
- Operational Area



4

Type & Period of Working Agreement



5

Rights & Obligations of the Parties



6

Wages System



7

Working Hours, Leave & Work Permit

- Working hours do not exceed 14 hours/day or 91 hours/7 days
- Leave for 10 days every 6 months or 20 days/year
- Permits for fishing, illness, renewal of documents or deceased relatives

What are the FVC Waging Systems?



Monthly Salary

The basic salary is calculated on a monthly basis, at the very least 1 time of the provincial/regency/city level minimum wage.

Profit Sharing

- Agreement between the owner/operator with the FVC is written in the SWA
- If there are no net income, the owner/operator should pay the salary to the FVC, at the very least half of the provincial/regency/city level minimum wage for each person every month.
- If can not be calculated on a monthly basis, the salary payment may be calculated on a daily basis (half of the provincial/regency/city level minimum wage).

Sailing allowances to be calculated on a daily basis at the very least 3% of the basic salary.

Production bonus at the very least 10% of the total production value, to be shared to all the FVC according to job title and workload.

Overtime payment to be calculated on an hourly basis at the every least 25% of the daily sailing allowances.

How is the SWA Format?

01 Nama Pemilik/Operator Kapal Perikanan	13 Tempat penandatangan		14 Tanggal penandatangan
	15 Tipe dokumen PKL		16 Jangka Waktu PKL
02 Alamat	17 PKL mengacu pada peraturan dari		
03 Nama Kapal Perikanan (nama dan tanda kapal)	18 Sistem Pengupahan	Gaji Bulanan	19 Gaji Pokok
04 Ukuran (GT) dan Tanda selar Kapal Perikanan			20 Tunjangan Berlayar
05 Daerah operasi Kapal Perikanan			21 Bonus Produksi
06 Jenis alat penangkapan ikan (untuk kapal penangkap ikan)			22 Uang Lembur
07 Nama lengkap Awak Kapal Perikanan (nama panggilan, nama tengah dan nama keluarga)	24 Tambahan upah awak Kapal Perikanan		23 Bagi Hasil
08 Alamat			25 Bonus ikan hasil tangkapan per ton
09 Tempat lahir dan tanggal lahir	27 Tempat dan tanggal pemberangkatan pertama kali sesuai PKL ini		
10 Jabatan			
11 Jenis Sertifikat	28 Paraf persetujuan Pemilik/Operator Kapal Perikanan		29 Paraf persetujuan Awak Kapal Perikanan
12 Nomor Kepesertaan Jaminan Sosial			

30 PKL antara Pemilik/Operator Kapal Perikanan dengan Awak Kapal Perikanan mengikuti ketentuan:

Pasal 1

Data yang termuat dalam kotak 01 sampai 29 merupakan bagian yang tidak terpisahkan dari PKL ini.

Pasal 2

Awak kapal perikanan yang disebut pada kotak 07 kompeten bekerja pada kapal perikanan sesuai kotak 03 sesuai dengan jabatan pada kotak 10.

Pasal 3

Jaminan sosial yang disebutkan pada kotak 12 paling sedikit: jaminan kecelakaan kerja, jaminan kematian, dan jaminan hari tua.

31 Hak Awak Kapal Perikanan

- mendapatkan upah, jaminan sosial, dan jaminan perlindungan hukum;
- mendapatkan akomodasi, makanan dan minuman, serta peralatan kerja yang cukup sesuai jabatan;
- mendapatkan waktu istirahat yang cukup;
- mendapatkan biaya keberangkatan dari tempat domisili ke lokasi pelabuhan keberangkatan dan biaya pemulangan dari lokasi pelabuhan kedatangan akhir ke tempat domisili (kecuali dalam wilayah administrasi kabupaten/kota yang sama);
- mendapatkan perawatan dan pengobatan serta biaya transportasi ke rumah sakit apabila sakit saat bekerja; dan
- mendapatkan santunan bagi ahli waris jika Awak Kapal Perikanan meninggal dunia.

32 Kewajiban Awak Kapal Perikanan

- mematuhi seluruh perjanjian dengan pemilik/operator Kapal Perikanan;
- melaksanakan tugas sesuai jabatan dalam perjanjian;
- menaati peraturan kerja di Kapal Perikanan yang disepakati kedua pihak;
- tidak memalsukan dokumen Awak Kapal Perikanan;
- tidak menggunakan sertifikat kompetensi Awak Kapal Perikanan lain; dan
- tidak terlibat dalam kegiatan *IUU Fishing* dan/atau *trans-international crime*.



<p>33 Hak Pemilik/Operator Kapal Perikanan</p> <ol style="list-style-type: none"> mendapatkan kompetensi kerja yang cukup sesuai dengan jabatan Awak Kapal Perikanan; dan mendapatkan kontribusi dari awak kapal perikanan (sesuai jabatan) dalam operasi penangkapan ikan. <p>34 Kewajiban Pemilik/Operator Kapal Perikanan</p> <ol style="list-style-type: none"> mematuhi seluruh perjanjian dengan Awak Kapal Perikanan; membayar premi asuransi atau iuran kepesertaan jaminan sosial bagi Awak Kapal Perikanan mempekerjakan awak kapal perikanan dengan layak (waktu kerja, waktu istirahat, dan peralatan kerja); tidak memotong upah dan membayar upah Awak Kapal Perikanan tepat waktu; menanggung biaya transportasi dan akomodasi saat pemberangkatan dan pemulangan Awak Kapal Perikanan menanggung biaya perawatan dan pengobatan Awak Kapal Perikanan yang mengalami kecelakaan kerja (termasuk biaya transportasi ke rumah sakit/fasilitas kesehatan) menanggung biaya pemulangan dan pemakaman jenazah Awak Kapal Perikanan yang meninggal akibat sakit atau kecelakaan kerja; memberikan santunan kepada ahli waris Awak Kapal Perikanan yang meninggal dunia sesuai ketentuan; dan memberikan kesempatan Awak Kapal Perikanan untuk mengikuti pelatihan untuk meningkatkan kompetensi. <p>35 Pernyataan Pemilik/Operator Kapal Perikanan dan Awak Kapal Perikanan</p> <p>Dengan ini saya menyatakan bahwa saya mendapatkan kesempatan mempelajari dan mendapatkan penjelasan ketentuan PKL sebelum ditandatangani. Saya memahami isi PKL ini, dan disaksikan saat penandatanganan PKL ini.</p> <table border="1"> <tr> <td>Pemilik/Operator Kapal Perikanan</td> <td>Awak Kapal Perikanan</td> </tr> <tr> <td>(...)</td> <td>(...)</td> </tr> <tr> <td>Nama Lengkap & Jabatan</td> <td>Nama Lengkap</td> </tr> </table> <p>Syahbandar di Pelabuhan Perikanan</p> <p>(...)</p> <p>Nama Lengkap</p>		Pemilik/Operator Kapal Perikanan	Awak Kapal Perikanan	(...)	(...)	Nama Lengkap & Jabatan	Nama Lengkap
Pemilik/Operator Kapal Perikanan	Awak Kapal Perikanan						
(...)	(...)						
Nama Lengkap & Jabatan	Nama Lengkap						



What are the welfare and health aspects of the FVC?*

1. Headspace;
2. Entrance door & between accommodation room;
3. Isolation room;
4. Noise and Vibration dampening device
5. Ventilation;
6. Air Conditioner;
7. Lightings;
8. Bedroom;
9. Floor Space;
10. Dining Room;
11. Bath Tub/Shower, bathroom & sink;
12. Laundry Facilities;
13. Facilities for the sick and/or injured vessel crew;
14. Bed, tableware & other equipments;
15. Recreation Facilities;
16. Communication Facilities;
17. Kitchen & food storing facilities;
18. Food & beverages;
19. Fishing Vessel Crew Safety Equipments.

*for Fishing Vessel Crew with the size of $\geq 300\text{GT}$



How is the dispute settlement mechanism between FVC and the owner/operator of the vessel?



**FISHING
VESSEL CREW**



**VESSEL
OWNER**

Complaint Submission

1. FVC, Delegation/Attorney
2. Workers union
3. Owner/Vessel Crew

*** Important!** (If there are any crimes occur including Trafficking in Person, etc, the case may be referred to the governing penal code)

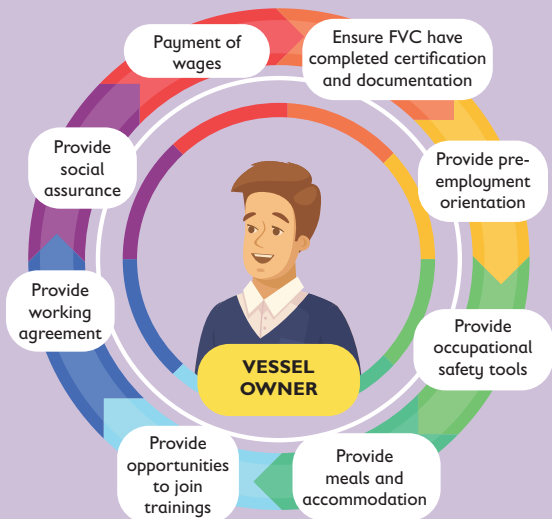
Scope of Conflict

1. Salary payment;
2. The fulfilment of care and treatment that is caused by work accident;
3. Fulfilment of the compensation for the heirs of the deceased FVC;
4. Retention of the FVC documents by the vessel owner;
5. One-sided cancellation from the FVC;
6. Fulfilment of livelihood for the FVC and his family in case of termination of contract/no longer able to work;
7. Fulfilment of a decent living when the FVC lose his job.

Agreement

The result of the agreement to be written into a joint-agreement and be reported in a written format by both/one of the parties to the manpower agency in regency/city/provincial or national level with a copy to the Directorate General.

What are the obligations of the vessel owner?



VI. Endorsement Book

Conducted by the Shah Bandar in the Fishery Harbour

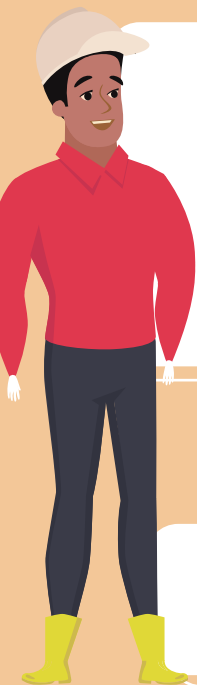


What is endorsement book?

- The endorsement book is the activity of Fishing Vessel Crew registration in the Fishing Vessel Crew Endorsement Book. The endorsement book can only be conducted if the FVC possess the SWA.
- The Fishing Vessel Crew Endorsement Book to be excluded for the Fishing vessel with the size until 100 (one hundred) gross tonnage and to be replaced with the Fishing Vessel Crew List.

Who is conducting endorsement?

- The Fishing Vessel Crew Endorsement Book is authorized by the Shah Bandar in the Fishing Port or Shah Bandar.



FVC Grievance and Consultation Mechanism

Complaint Scope:

- Pay salary
- Fulfillment of care & treatment due to work accidents
- Fulfillment of compensation for the heirs of the deceased FCV
- Detention of documents for fishing vessel crew by the ship owner
- Unilateral Cancellation of Fishing Vessel Crew

Contact



0811 251 744



Complaint Form

bit.ly/PengaduanAwakKP

Or may also contact the following:

Institusi/Lembaga	Nomor	Email
BPJS Ketenagakerjaan (Kantor Pusat)	175 / (+6221) 50911333	care@ bpjsketenagakerjaan. go.id
Humas DPP KNTI	+62 882-2975-2731	-
Serikat Buruh Migran Indonesia (SBMI)	+62 811-8626-776 / +62 852-2448-1957	pengaduan@sbmi. or.id
National Fishers Center – DFW Indonesia	+62 811-921-4141 / +62 811-143-7575	https://dfw.or.id/ fishers-center/
CASE MANAGEMENT IOM - INDONESIA (Only for potential trafficking cases)	+62 812-8242-0024	IndonesiaCTCase Management@iom.int

Watch Out for the Signs of Trafficking in Persons



Trafficking In Persons is the act of recruiting, transporting, sheltering, sending, transferring or receiving a person by means of the threat of force, use of force, abduction, confinement, fraud, deception, abuse of power or position of vulnerability, bondage of debt or giving payment or benefit despite obtaining consent from a person who has control over another person, whether carried out within a country or between countries, for the purpose of exploitation or causing people to be exploited.

Exploitation can be in the form of prostitution or the other forms of sexual exploitation, forced labour, slavery or practices similar to slavery, or unlawfully moves or transplant of organs.

