

THE HONOURABLE COMPANY OF MASTER MARINERS

A CITY OF LONDON LIVERY COMPANY

Founded 1926

Royal Charter Granted 1932



CHARTERED MASTER MARINER APPLICATION GUIDELINES

**Chartered Master Mariner
Application Guidelines and Information
Issued by
THE NAUTICAL INSTITUTE (NI)
on behalf of
HONOURABLE COMPANY OF MASTER MARINERS (HCMM)**

Version 3.2: **.06.19

Version	Date	Description	Author
1.0 – 2.9	07.09.15 - 24.10.2017	Guidelines development.	P McArthur (Chair CWG) / HCMM CWG
3.0	25.10.2017	Guidelines agreed and implemented	M.Reed (HCMM Master) / J.Lloyd (NI CEO) / Adm Sir N.Essenhigh (Chair RA)
3.1	11.07.18	Service Level Agreement Revised	R.B.Booth (Master HCMM) / J.Lloyd (NI CEO)
4.1	18.07.19	Update of application guidance	S.Hanlon (CMMar Registrar) / Adm Sir N.Essenhigh (Chair RA)

CONTENTS

PARA	SUBJECT	PAGE
	CONTENTS	3
	PARTICIPATING ORGANISATIONS	4
1.	WHAT IS CHARTERSHIP?	4
2.	WHO CAN APPLY	5
3.	CHARTERSHIP IN INDUSTRY	5
4.	WHAT IS A CHARTERED MASTER MARINER?	6
5.	APPLICANT QUALITIES	6
6.	OVERVIEW OF CHARTERSHIP ORGANISATIONAL PROCESSES	7
7.	PARTICIPATING ORGANISATIONS	7
7.1	HONOURABLE COMPANY OF MASTER MARINERS	7
7.2	CHARTERSHIP REGISTRATION AUTHORITY	8
7.3	THE NAUTICAL INSTITUTE	9
7.4	INSTITUTE OF MARINE ENGINEERING, SCIENCE AND TECHNOLOGY	9
8.	HOW DO YOU MAKE AN APPLICATION FOR CHARTERSHIP?	10
9.	CHARTERSHIP ORGANISATIONAL PROCESS – APPLICATION PATHWAY.	11
10.	THE APPLICATION PROCESS	11
11.	WHAT HAPPENS TO YOUR COMPLETED APPLICATION FORM?	14
12.	CoC / CeC CERTIFICATE AND ACADEMIC QUALIFICATION VALIDATION	14
12.1	Referees and Testimonial Guidance	14
12.2	How many Referees are needed?	15
13.	WHAT HAPPENS IF MY APPLICATION PASSES ASSESSMENT AND VALIDATION?	15
14.	CONDUCT FOLLOWING SUCCESSFUL GRANT OF CHARTERED STATUS	16
15.	WHAT HAPPENS IF MY APPLICATION FAILS OR I HAVE AN ISSUE WITH THE PROCESS?	16
16.	APPLICATION APPEALS	17
16.1	Appeal Notification – Time Limit	17
16.2	Appeals Process	18
17	INFORMATION, SECURITY AND DATA PROTECTION	18
17.1	Use of information given in application forms	18
17.2	Applicant consent to use information provided	18
17.3	Retention of data and supporting materials	19
18	FEES	19
18.1	Delinquent fee payments	19
19	PAYMENT METHODS	19
	Fee payment form	20

CHARTERSHIP REGISTRATION AUTHORITY - PARTICIPATING ORGANISATIONS.



TRINITY HOUSE

1. WHAT IS CHARTERSHIP?

Historically, a 'Charter' is a Royal Warrant – granted by the Crown (State) - permitting an activity or practice to be carried out by certain individuals, a town, city or region. Chartership was usually awarded following evidence of exceptional service, capability or loyalty to the State of Crown.

A commercial Charter is an historic right - granted only to exceptional craftsmen - evidencing their right to carry out their occupation unhindered and under the authority of the Crown. Receipt of a professional Charter represented the ultimate accolade that could be awarded by the State to a craftsman or artisan and could be held out as conclusive evidence of their competence and skill.

Chartership has been described as 'the gold standard' of personal achievement and professional development. There is no higher standard in the world of professional and technical achievement. Consequently, it is not a standard that will be achievable by every aspirant.

2. WHO CAN APPLY

Before an application for Chartered Master Mariner status will be considered the applicant must be able to demonstrate that they hold, or have held, the highest level of maritime command qualification that their State is legally able to issue. For mercantile States that are STCW compliant, the current minimum qualification for meeting the application *essential criteria* is an **STCW II/2 Master (Unlimited) Certificate of Competency**. For the avoidance of doubt, STCW II/2 Master (Unlimited) shall mean any equivalent predecessor and / or its successor. Non-mercantile high-level command qualifications may, in certain circumstances, be considered. It is, however, for the applicant to make the case for equivalency if offering State issued high-level command qualifications that are non-STCW compliant.

Regardless of the circumstances, any decision regarding the acceptability of non-STCW (or successor) compliant qualifications will always lie with the Court of the Honourable Company of Master Mariners.

All Qualified Ship's Masters who can demonstrate a combination of at least 10 years of experience in command of ships and/or in the Approved Practice of Maritime Related Operations shall be entitled to apply for registration as Chartered Master Mariners (hereinafter referred to by the post-nominal designation of CMMar which shall be entitled to use). The Registration Authority may exercise discretion in granting CMMar status to applicants who have demonstrated exceptional capability over a period of less than 10 years.

3. CHARTERSHIP IN INDUSTRY

Over the last 50 years, many technical professions have implemented their own higher-competence standards specifically directed towards recognising enhanced ability, superior individual skills, specialist knowledge and practitioner development.

Measurement of standards is now the norm in professional institutions, with the associated award schemes requiring input from eminent practitioners. Higher-competence awards are strictly controlled and tightly regulated by the external validation of external assessors and oversight from professional standards committees. Thus, the highest honour that most technical professions can offer in recognition of personal development is the bestowal of Chartered status.

The use of industry recognised Chartership is now universally construed as denoting higher learning and peer-recognised excellence. Inherent in industry Chartership programmes is the acknowledgement that excellence manifests in many forms – therefore, Chartership is approved and awarded based on individual achievement, not on any prescribed tick-box matrix – although there are guidelines for the awarding authorities to follow.

4. WHAT IS A CHARTERED MASTER MARINER?

If we are to begin defining the qualities required to achieve the status of Chartered Master Mariner, it applies to maritime industry professionals who are externally assessed as being: inspirational; high achievers; leaders; trend-setters and; developmental drivers - in all relevant areas.

Chartership is appropriate for those who have risen beyond the need for prescribed qualification routes that are defined by specific goals and objectivised career pathways.

It is not the intention of the Chartership project to simply re-define what it is to be a 'higher-spec' ship's Master. This would be nothing more than extending STCW criteria and applying the same methodology. If that were the driver behind Chartership, then there would be nothing special about the award or status as it would be achievable by every aspirant, both as right and as the natural expectation of their career development.

5. APPLICANT QUALITIES.

Chartership is looking for 'exceptional' performance and individual contributions to the industry. It is for applicants to define what is 'exceptional' and show how they are 'outstanding' in their workplace and the wider environment. How applicants can justify and demonstrate these requirements will help assessors decide upon their proximity to these criteria and, ultimately, their suitability for Chartership.

For the avoidance of doubt, simply 'being good at your job' or 'not making mistakes' will be insufficient to satisfy the strong evidential requirements necessary for proving suitability for Chartered status.

There is no 'prescribed' route to Chartership and development towards acquiring Chartered status is not about being guided or spoon-fed. Chartership is more likely to be achieved by those who have taken control and ownership of their lives and assumed responsibility for their personal development, goals, ambitions and life objectives.

Individuals who want Chartership should be sufficiently self-aware to know when they are deficient in certain work-skill areas and be self-motivated enough to take the necessary steps to remedy these weaknesses, perhaps by seeking mentorship for themselves, rather than waiting for someone else to direct them or develop a growth path that they might follow. This is the type of individual for whom chartership is designed. It is not, and should not be viewed as, an automatic step or expectation by all who acquire a Master (Unlimited) CoC.

It then holds good that individuals who have grown to truly believe in themselves and demonstrate this by a personal ability to develop themselves through self-motivated and self-directed means – which can be demonstrated in numerous ways – can be said to have reached a level of eminence whereby they can stand upon their own cognisance and be held out as an example to others as the best the maritime industry has to offer.

These, amongst others, are the personal qualities that may be expected of someone who aspires to become a Chartered Master Mariner.

6. OVERVIEW OF THE CHARTERSHIP ORGANISATIONAL PROCESSES

The following diagram shows details the organisations and the links between them that support the Chartered Master Mariner programme.

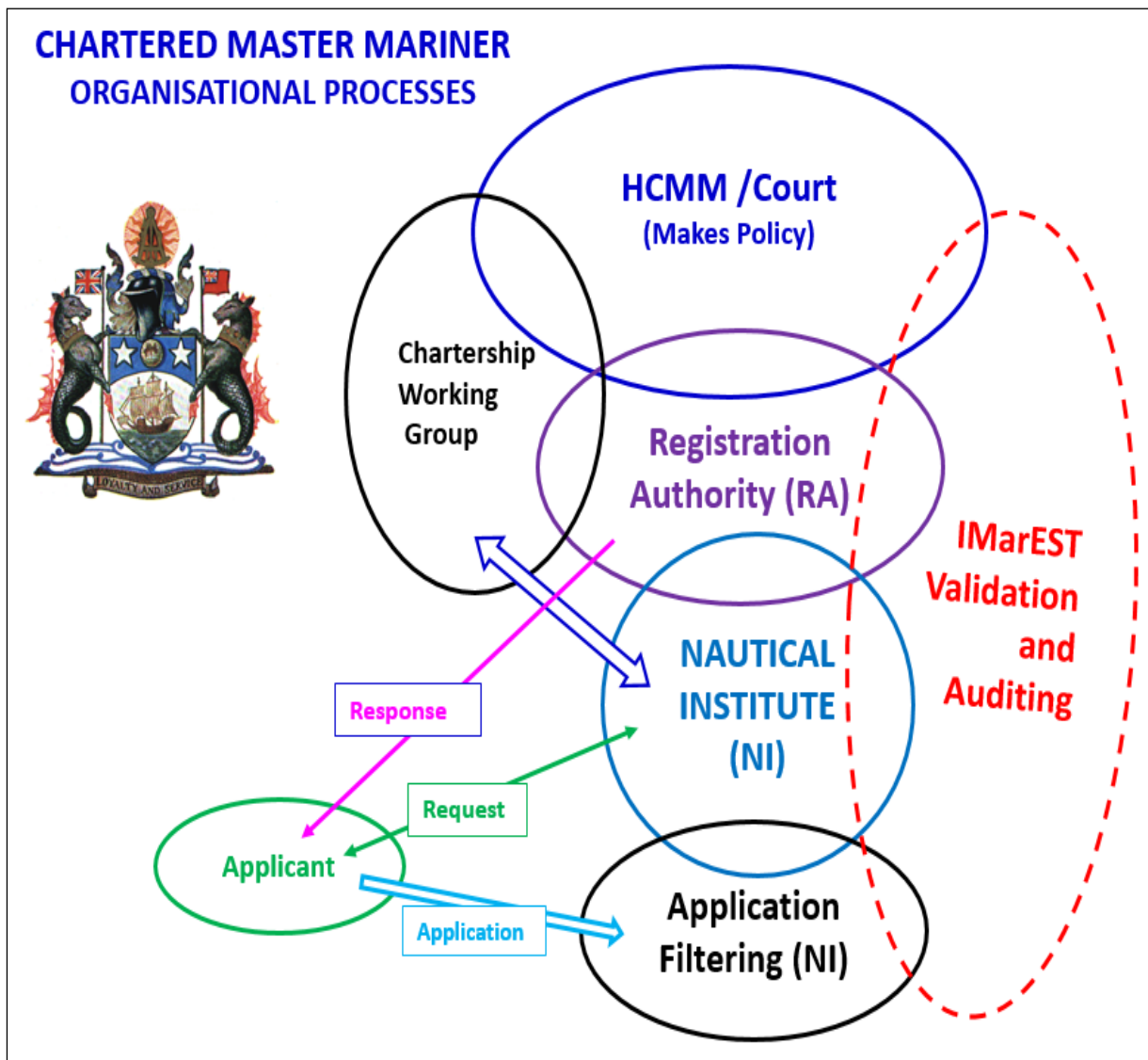


Figure 1: Overview of the organisational processes relevant to Chartered Master Mariner programme.

7. THE PARTICIPATING ORGANISATIONS

7.1 THE HONOURABLE COMPANY OF MASTER MARINERS

Formed in 1926, and based on the HQS Wellington, moored on the River Thames in London, the Honourable Company of Master Mariners (HCMM) is a City of London Livery Company with membership open to British and Commonwealth Master Mariners from the Merchant and Royal Navies.



Figure 2: HQS WELLINGTON

**Headquarters of the
Honourable Company of
Master Mariners.**

The aims of the HCMM are:

- to encourage and maintain a high and honourable standard of ability and professional conduct in officers of the British Merchant Navy
- to promote and maintain in all respects efficient and friendly co-operation between the Merchant Navy and the Royal Navy
- to be available for advice and consultation on all questions concerning or affecting the Merchant Navy, or related judicial, commercial, scientific, educational or technical matters.

For more information on the HCMM, go to www.hcmm.org.uk

7.2 THE CHARTERSHIP REGISTRATION AUTHORITY (R.A.)

The Registration Authority is a wholly owned division of the Honourable Company of Master Mariners. All power exercised by the Registration Authority derives from the HCMM Court by virtue of the 1932 Royal Charter (amended 2013). It is formed under Royal Charter and derives its authority from the Honourable Company. The Authority provides governance and oversight of the Chartership project, made up of HCMM members and maritime industry experts. The Authority currently comprises:

Standing Members.

- Chairperson of RA – Nominated by HCMM
- Deputy Chair of RA – Nominated by HCMM
- Three Court Assistants – Nominated by HCMM
- Verifications Committee Chair of The Nautical Institute
- Liveryman – nominated by HCMM Court

Organisational Members

- United Kingdom Chamber of Shipping (UKCS)
The International Chamber of Shipping (ICS) is represented by the UKCS
- Merchant Navy Training Board (MNTB)
- Royal Fleet Auxiliary / Royal Navy (RFA/RN)

Auditing Organisation

- Institute of Marine Engineering, Science and Technology (IMarEST);

All of the above are voting members.

Consulting Organisations

- International Federation of Ship Masters Associations (IFSMA);
- Maritime and Coastguard Agency (MCA);
- Trinity House of London;
- International Association of Maritime Educators (IAME);
- Other organisations that the RA / HCMM consider may assist in designating Chartered Master Mariner status

The function of the Registration Authority is to:

- oversee and manage the process by which the HCMM grants Chartered Master Mariner status
- receive Chartership candidate applications that have been scrutinised by The Nautical Institute
- process the applications in preparation for Professional Review Interview (PRI)
- undertake Professional Review Interview (PRI) assessments and complete the relevant documentation
- make final recommendations to the HCMM Court on the granting of Chartered Master Mariner status
- implement and maintain a Register of Chartered Master Mariners
- regularly review and modify this Register to ensure that all those on the Register comply with:
 - personal conduct statements;
 - codes of ethics;
 - Chartership application forms;

7.3 THE NAUTICAL INSTITUTE (N.I.)

The Nautical Institute is the Maritime Professional organisation with global credentials, which has been appointed by the HCMM to undertake the administrative, auditing and vetting functions associated with applications for Chartered Master Mariner status.

The Institute is a non-governmental organisation (NGO) with consultative status at the International Maritime Organisation (IMO). Its aim is to represent seafarers' and practical maritime professionals' views.

As a representative body, the Institute fulfils this role in many different ways. Membership is open to those of qualification and experience. Its technical committees represent professional opinion and feed back to the industry's decision making bodies.

The Institute's aim is 'to provide the strongest possible professional focus, dedicated to improving standards of those involved in control of seagoing craft, while maintaining the Institute as an international centre of nautical excellence'.

The Honourable Company of Master Mariners and the Institute jointly execute its Chartership granting functions and enjoy a very close professional relationship.

All enquiries regarding Chartership applications and processing MUST be directed to the Nautical Institute. Details are provided below.

7.4 INSTITUTE OF MARINE ENGINEERING, SCIENCE AND TECHNOLOGY (IMarEST)

IMarEST is The Institute of Marine Engineering, Science and Technology. It is an international professional body and learned society for all marine professionals. IMarEST is the first Institute to bring together marine engineers, scientists and technologists into one international multi-disciplinary professional body.

IMarEST is the largest marine organisation of its kind with a worldwide membership. It is a registered charity and provides grades of membership for those seeking to become Chartered or gain other professional recognition and those commencing careers or courses of study.

The purpose of the IMarEST is 'to work within the global marine community to promote the scientific development of marine engineering, science and technology, providing opportunities for the exchange of ideas and practices and upholding the status, standards and knowledge of marine professionals worldwide.'

For more information on the IMarEST, go to www.imarest.org

8. HOW TO MAKE AN APPLICATION FOR CHARTERSHIP

All correspondence and enquiries relating the Chartered Master Mariner programme should be directed to **THE NAUTICAL INSTITUTE**.

All enquiries, requests for information and application forms should be made:

By email to Chartership@nautinst.org

By post: The Nautical Institute
202 Lambeth Road
London
SE1 7LQ

Telephone: +44 (0)20 7928 1351

Fax: +44 (0)20 7401 2817

Additional information may be found at: www.nautinst.org or www.hcmm.org.uk

For details of the latest application fees, please check the Nautical Institute website at:
<https://www.nautinst.org/en/CPD/chartered-master-mariner/Application-Guidance.cfm>

9. CHARTERSHIP ORGANISATIONAL PROCESS – APPLICATION PATHWAY.

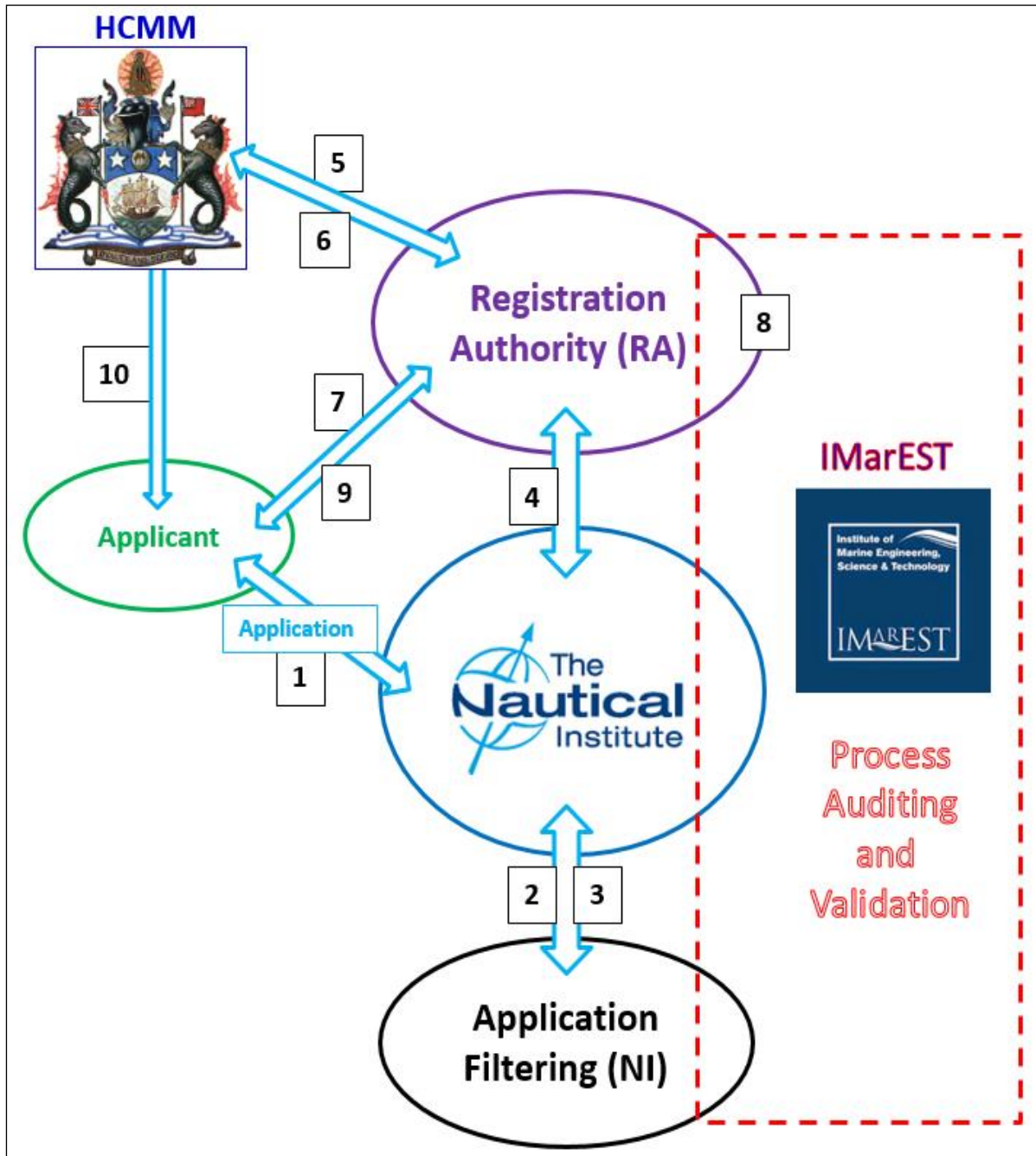


Figure 3: The organisational process and applications pathway.

The numbered boxes in the diagram above relate to the processes being undertaken in the following flow chart.

10. THE APPLICATION PROCESS

Before you begin!

Applicants are cautioned against entering the application process without giving serious consideration as to whether they are likely to succeed in achieving this high honour.

In deciding whether to engage with the application process (see diagram 4 below) – which may take many months to complete – aspirants should realistically assess their:

- personal development beyond the norm for mariners
- development of own professional competency standards
- wider skills base - beyond those required to hold a superior command qualification
- unique capabilities that set them apart from other command-qualified mariners
- contribution to the development of other mariners
- personal impact within and unique contribution to the maritime sphere and the wider industry

Having considered each of the above, applicants are advised to give careful consideration as to whether they are likely to be successful in their application. Many will be disappointed as only the strongest applications will attain registration as Chartered Master Mariner.

For those who succeed, they may be confident in knowing and being able to prove that they have been thoroughly examined and are peer recognised as examples of professional excellence within the maritime industry.

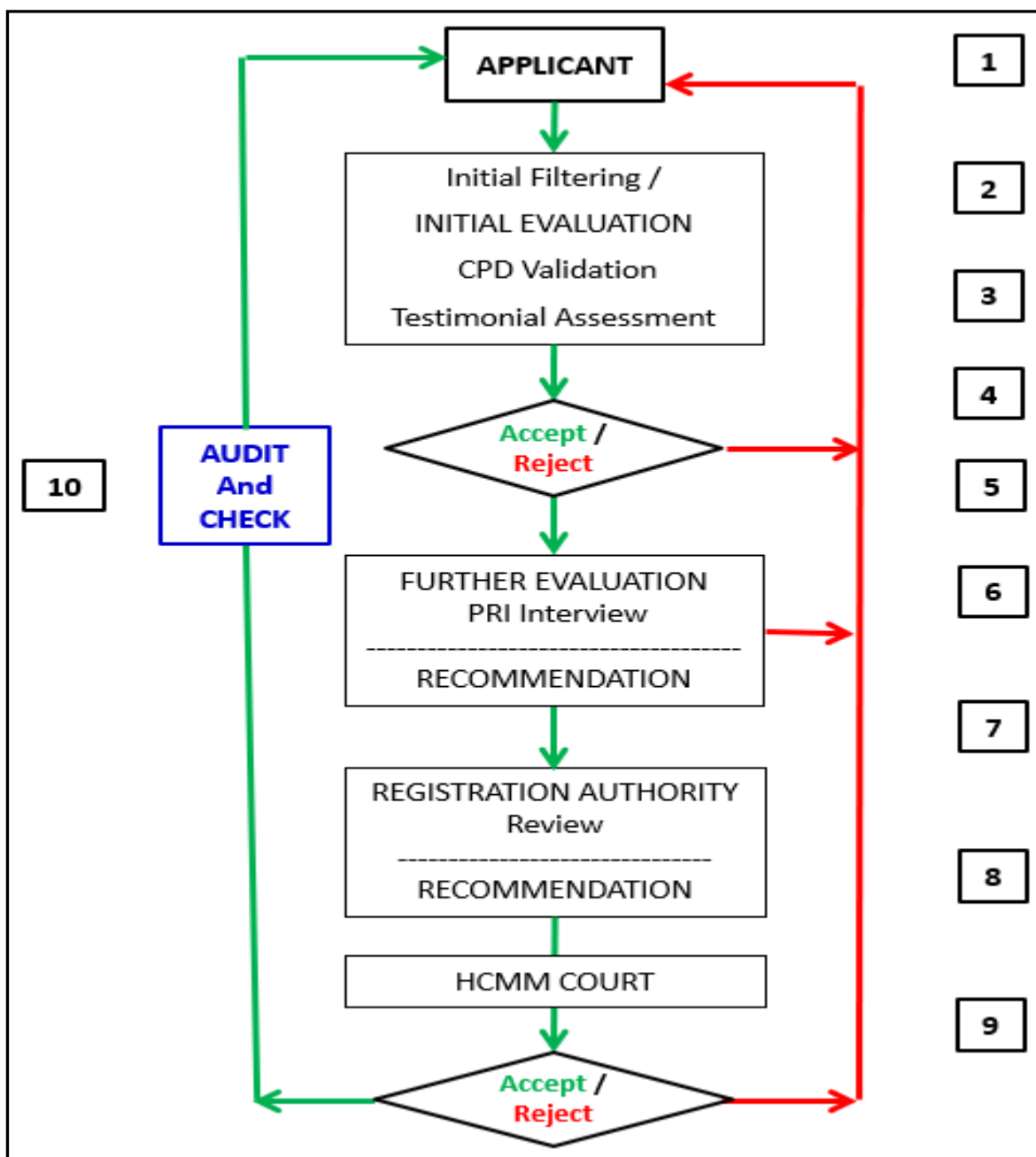


Figure 4: The application process

The following table explains, using the numbers given in figure 4, what is happening with your application at each stage of the process.

KEY	EVENT – What is happening with your application for Chartership status.
1.	<ul style="list-style-type: none"> i. Applicant makes enquiry of Nautical Institute. (Chartership@nautinst.org) ii. Applicant downloads application forms and guidelines pack from NI website. iii. Applicant identifies Referees and seeks agreement that they will stand as referee. iv. Applicant fills in both forms (1 & 2) and returns them to Nautical Institute with initial application processing fee and notarised copies of their Maritime and academic qualifications. v. Receipt of application is acknowledged by electronic (email) means. <p>PLEASE MAKE SURE YOU READ AND COMPLETE THE APPLICATION FORM CHECKLIST.</p> <p>DO NOT SEND ORIGINAL QUALIFICATIONS. These will be examined if you are invited for Professional Review Interview (PRI).</p>
2.	<ul style="list-style-type: none"> i. NI initial filtering. Verifications Committee checks PART 1 form against objective criteria provided by HCMM and Registration Authority. ii. Application forms that pass first filtering are sent forward for vetting and qualification auditing.
3.	<ul style="list-style-type: none"> i. Once vetting and auditing of part 1 form and qualifications is successful, Part 2 forms are assessed against a set of standards provided by HCMM / R.A.
4.	<ul style="list-style-type: none"> i. Successful applications satisfying the initial assessment are forwarded to the RA with a brief report and recommendation that the candidate application proceeds, subject to receipt of references. ii. Referees are contacted and asked to provide statements supporting the applicant.
5.	<ul style="list-style-type: none"> i. The candidate is notified (by the RA) that their application has been forwarded from the NI who have recommended invitation for a Professional Review Interview. ii. Unsuccessful candidates are notified of rejection with a brief explanation as to why. iii. RA arranges candidate PRI interview (appointing PRI assessors, arranging location, date, time). The applicant will be kept advised of arrangements.
6.	<ul style="list-style-type: none"> i. RA PRI of candidate undertaken by PRI Assessors. IMarEST may attend the interview to oversee and audit assessment. ii. Applicant receives and signs Code of Conduct committing to its observance. Applicants who do not observe this requirement will have their application rejected.
7.	<ul style="list-style-type: none"> i. Interview assessors send forward application and their recommendation to full meeting of the Registration Authority. ii. Unsuccessful applicants are notified at this stage.
8.	<ul style="list-style-type: none"> iii. Successful PRI recommendation sent to HCMM Court by RA, for final approval. iv. Court receives RA report on the candidate’s application and a brief account of their suitability for the grant of Chartered status.
9.	<ul style="list-style-type: none"> i. Subject to no adverse report from referee, RA or Court, RA notifies candidate that their application has been successful and that they will be registered as CMMar when their final remittance and registration fee is received by NI. ii. RA notifies Nautical Institute of application progress. iii. NI issues remittance request to applicant.
10.	<ul style="list-style-type: none"> i. NI confirms to RA when final fees and registration remittance received.
11.	<ul style="list-style-type: none"> i. HCMM arranges presentation of Chartered status to successful applicant. ii. RA records Grant of Charter in the Register of Chartered Master Mariners.

11. WHAT HAPPENS TO YOUR COMPLETED APPLICATION FORM

Once an application has been received (step 1 in Figures 3 and 4), it is subject to scrutiny to ensure all essential elements have been complied with.

Your PART 1 application will undergo initial filtering to make sure you satisfy the **essential criteria** (see Section 2 and step 2 in Figures 3 and 4), which assesses whether you meet the requirement of a Master (Unlimited) CoC or the internationally equivalent CeC plus sufficient higher-status employment experience.

Applications will be rejected if they fail to meet the essential criteria. There are no exceptions to this provision.

12. CoC / CeC CERTIFICATE AND ACADEMIC QUALIFICATION VALIDATION.

Applicants who can present original certification to HCMM, NI, MNTB, UKCS, IMarEST or other Registration Authority organisations may do so. The organisation will make a charge for certificate copying, witnessing and countersigning.

All other applications MUST be accompanied by notarised copies of the original certification. Costs incurred in having certificates notarised shall be borne by the applicant.

Maritime certification and education qualifications WILL be authenticated by the issuing authority. Where documentation is found to lack authenticity, the relevant issuing authority shall be notified. There will be NO EXCEPTIONS to this provision.

Your application, if it meets essential criteria, will be assessed against a set of objective standards set by the HCMM and Registration Authority. These are:

- Desired criteria
- Nice to have's
- Personal statement parameters
- Industry (and RA acceptable) Referees

Guidance for filling in each section of the PART 1 application form is included on the application form.

12.1 Referees and Testimonial Guidance.

If you satisfy these criteria, your referee(s) will be contacted and asked to provide statements in support of your application. These references are a vital part of the assessment procedure and you should:

- Seek out and get permission from your chosen referees BEFORE you fill in your application form;
- Provide as much detail as possible about your referee, so that the assessing team can
 - Verify who they are;
 - Communicate easily with them.

Failure to provide details of appropriate referees may result in your application being delayed or, in certain cases, being rejected altogether.

12.2 How many Referees are needed?

Provide **one referee**, if you are an officer or an equivalent member of the following organisations:

- Professional Fellowships from a Technical / Maritime related organisation;
- City Livery;
- Freeman of a City Livery Company or the City of London;
- Trinity House EB or YB;
- HCMM / Nautical Institute / IMarEST / Registration Authority organisation Officer, or similar

All other applicants **MUST** provide **two referees**, one of whom should:

- a. Be someone of the category listed above, and /or
- b. Maritime college or university Principal or head of maritime department, and / or
- c. Senior executive or director of current employer and / or
- d. Executive or director of professional association or network group and / or
- e. Someone of standing who is likely to be known to the Registration Authority organisations and / or
- f. Maritime Regulatory Authority officer and / or
- g. Legal professional or religious leader who has personal knowledge of the applicant and can vouch for their character.

The remaining referee (where 2 is specified) should be: your current employer; Marine Superintendent, or equivalent; Master of your current vessel; College or University principle or Head of maritime department.

The Registration Authority will contact the nominated referee directly and ask them to provide written personal references.

Applicants should not submit references with their application form.

IMPORTANT NOTE: Failure to provide suitable referees may prompt a reminder. Further failure will cause the application to fail.

13. WHAT HAPPENS IF MY APPLICATION PASSES ASSESSMENT AND VALIDATION?

There are two (2) components to the Chartership application process:

- Initial Assessment: Based on the evidence provided in your application form, and
- Further Assessment: Based on personal interview before a Registration Authority panel.

Your completed application form and the information contained within it should be sufficient to allow the initial objective assessment of your application. Assuming this is successful, you will be notified and advised that you are required to attend for a Professional Review Interview (**PRI**) before a Registration Authority (RA) appointed panel.

The range of dates and times for your PRI will normally be offered and, so far as possible, the RA will try to accommodate your work / life schedule. Some flexibility is expected of the candidate to make this possible.

The applicant will have the opportunity to make a short (approximately 10 minute) presentation to the panel – outlining their career development to date and showing how the candidate has excelled in his work and personal development.

The PRI assessments, generally, do not last longer than one (1) hour.

Following the PRI, the interviewing panel will assess the applicant performance and the evidence they provide at the interview and will make a recommendation to the Registration Authority.

The applicant should not seek an opinion from the interview panel at this stage as they will not be given one. Diagram 4 (above) makes clear that there are several stages that still have to be gone through before a final decision is reached.

The applicant will be notified of the panel's recommendation as soon as possible after the interview has taken place. However, depending on when the Registration Authority and HCMM Court meets, this notification may take several weeks. If the applicant has not received notification within 10 weeks of the PRI date, they may contact the Nautical Institute at Chartership@nautinst.org

All costs associated with attending the PRI are borne by the applicant.

14. CONDUCT FOLLOWING SUCCESSFUL GRANT OF CHARTERED STATUS

Once Chartered status has been granted, that is not the end of the matter. Chartership is a privilege and, as with any privilege, there are accompanying obligations, these include:

- i. Annual registration fee paid to The Nautical Institute by Chartership holder
- ii. Periodic review of Chartership holder's CPD (usually every 5 years)
- iii. CMMar holder MUST maintain and record his / her CPD.
- iv. Continuing obligation to observe the Chartered Master Mariner codes of ethics and professional conduct.

As with all grants of privilege, there is an absolute obligation to behave in an ethical, decent and professional manner and to respect, honour, uphold and preserve the reputation and integrity of the awarding organisation(s).

Where a Chartership holder has been found to breach these strict obligations, the awarding authority reserves the right to withdraw the privilege of Chartered status from any individual. The right to rescind Chartered status following a breach of the Codes of Conduct and Ethics is enshrined in the Royal Charter held by the Honourable Company of Master Mariners.

15. WHAT HAPPENS IF MY APPLICATION FAILS OR I HAVE AN ISSUE WITH THE PROCESS?

Applicants should keep in mind that the award of Chartered Master Mariner status is NOT something that will naturally follow on from their acquiring Master (Unlimited) certification or such other high-level command qualification as may, from time to time, be approved by the HCMM Court. It is not a right or entitlement that may be achieved simply by completing the application form and neither is it an accolade that can be achieved by providing evidence of long service.

Inability to meet the demanding criteria required for the award of Chartership should not detract from the respect and high standing that the STCW Master (Unlimited) certification - or such other high-level command qualification as may be approved by the HCMM Court - properly commands. To believe otherwise is to ignore hundreds of years of knowledge, experience and industry development upon which that qualification is founded and would be disrespectful of the training that goes into acquiring it.

Applicants who do not meet the criteria for Chartership should not feel that they have ‘failed’. Rather, they either haven’t made their case sufficiently well, or need to develop in certain areas in order to meet the higher personal specifications that all Chartership holders must demonstrate.

Those awarded Chartership will enjoy equivalent professional status to all other professional Chartership holders. The award would have limited value within the maritime industry and would not command reciprocal respect if the qualifying criteria were not as demanding as that required from other professional bodies.

Chartered Master Mariner status is the ultimate *Marque of Excellence* within the maritime industry and, as such, it will be awarded to those who can demonstrate: excellence in professional practice; acquisition of higher-level skills; outstanding personal achievement and, importantly; that aspirants have provided some quantifiable benefit to the wider industry. Additionally, Chartered status evidences personal development and growth both over time and in a range of disciplines, therefore not all applicants will meet the demanding criteria.

Where an applicant feels that their application has not been properly or fairly considered, they will have the right to appeal and explain why their application should be reconsidered. Those who wish to make an appeal should notify The Nautical Institute as soon as possible, following notification that their application has failed to proceed.

16. APPLICATION APPEALS

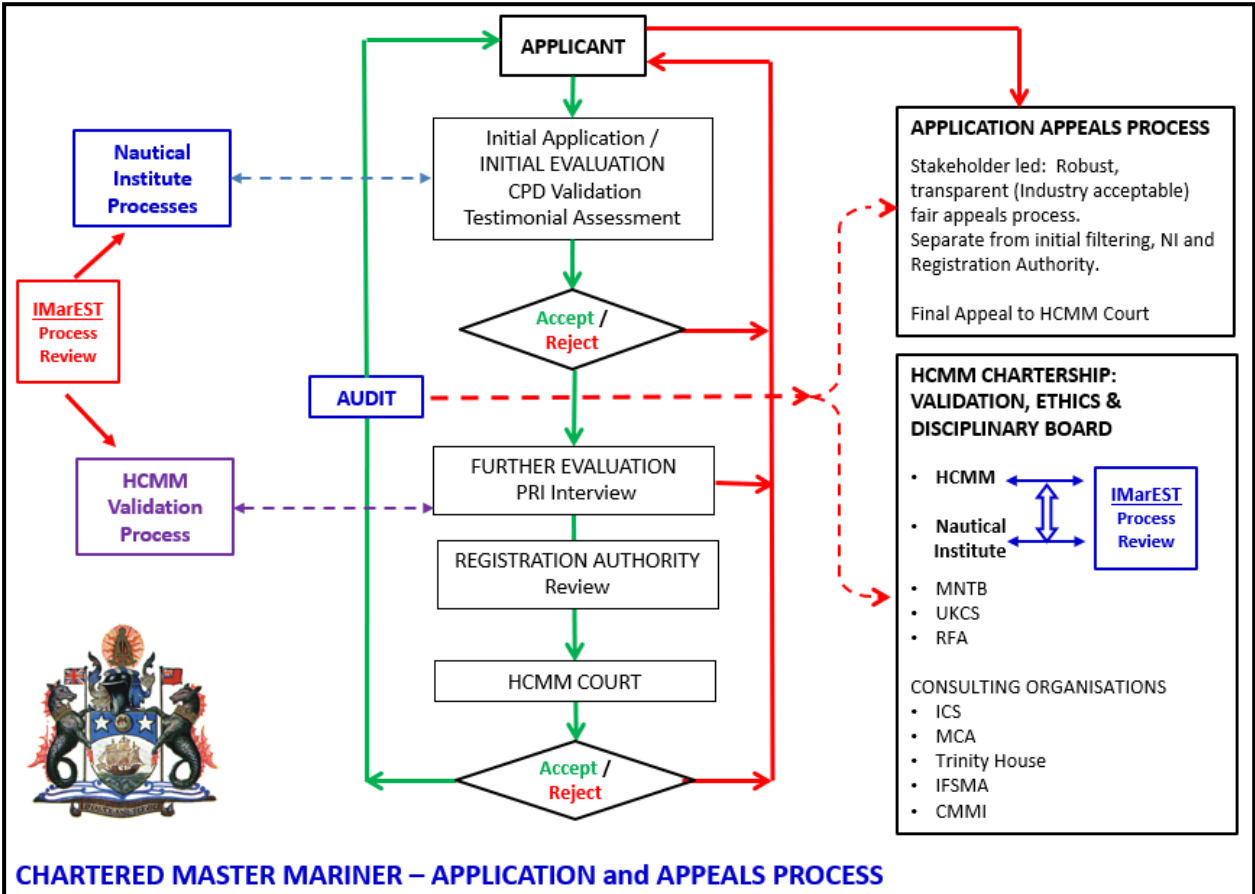


Figure 5: The application and appeals process

16.1 Appeal Notification – Time Limit.

The **TIME LIMIT** for submitting an appeal notification is **60 days** from the date of notification that the application has failed to proceed. Extensions to this time limit may be considered in exceptional circumstances.

For the avoidance of doubt, it will be for the appellant to prove that their application (either the Application Assessment or the Professional Review Interview) has been conducted:

- Improperly;
- Unfairly or incorrectly;
- With undue bias or prejudice.

16.2 Appeal Process.

Upon receipt of appeal notification, The Nautical Institute will provide ALL relevant application and assessment documentation to the Registration Authority, who will instruct an independent appeals panel (which will comprise at least 2 industry professionals plus one legal advisor) to review both the application and the appellant reasons.

The appeal will be undertaken as soon as possible following receipt of notification. The appellant will be notified accordingly of the review panel decision.

Where the appellant still considers that they have just cause to pursue and appeal, a **second and final appeal** may be made to a session of the Honourable Company of Master Mariners Court.

Notification of a second appeal MUST be made within 60 days of receipt of the first review panel decision. The second appeal will be made at the next sitting of the HCMM Court (normally 4 sittings per annum)

For the avoidance of doubt, the decision of the HCMM Court is final in all matters of appeal. In making their application for Chartered Master Mariner status, the applicant acknowledges and accepts this procedure for making appeals.

Failure of a first or second appeal does not prevent the applicant from making further applications for Chartered status. However, following rejection of a second appeal, further applications from the same candidate will not be entertained for at least 36 calendar months.

17. INFORMATION, SECURITY AND DATA PROTECTION

17.1 Use of information given in application forms

Information provided by applicants as part of the application process will be used only for informing the application and no other use will be made of any information or materials provided.

Neither the HCMM or any of the Registration Authority organisations will share personal information with third parties.

17.2 Applicant consent to use information provided

In signing the application form, candidates for Chartered Master Mariner stated expressly give their permission for the HCMM, The Nautical Institute and The Registration Authority (and associated organisations) to use the information provided by the candidate in any way that is deemed necessary to expedite the application. The applicants also give their permission for above named organisations to seek confirmation as to authenticity and validity of any documentation provided as part of the application process.

17.3 Retention of data and supporting materials

Paper copies of all live applications will be securely held for the duration of the application process and may be retained for up to 12 months. All hard copies of information held will be securely. The hard copies will be securely disposed of 12 months after it is no longer required.

Electronically scanned copies will be retained by the HCMM and Registration Authority organisations for so long as Chartered status is maintained by the successful applicant.

18. FEES

The schedule of latest applicable fees is available on The Nautical Institute website. These should be carefully checked before submitting an application.

For details of the latest application fees, please check the Nautical Institute website at:
<https://www.nautinst.org/en/CPD/chartered-master-mariner/Application-Guidance.cfm>

Only the initial application fee should be submitted with the application.

Costs incurred in having qualifications or other supporting evidence notarised or witnessed by appropriate Registration Authority related organisations (see s.11 above) will be for the candidates own account. Registration authority witnessing is significantly cheaper than having the documents notarised.

18.1 Delinquent fee payments

When an applicant for Chartership status is notified that first registration fees are due, payment shall be made promptly. The application process cannot progress until the required fees are paid.

Following first registration, notification that annual fees are due for payment will be made to Charter holders approximately one month before they fall due. It is the responsibility of Charter holders to ensure that payment is made at the earliest opportunity after notification is received.

Where fees are not received by the due date, no more than two additional notifications will be made using the contact information provided by the registrant. Persistent non-payment will result in the registrant being suspended from the Chartership register and forfeiting any rights or privileges that attach to Chartered Master Mariner status.

Re-instatement onto the Chartership Register following an absence of less than 1 year shall be at the discretion of the Registration Authority. In such circumstances, re-registration and will require payment of all arrears and will also incur an administrative charge of 100 GBP.

Non fee-payment for a period exceeding one year from the date of last notification will result in the registrant being removed from the register of Chartered Master Mariners. In these circumstances, re-admission to the register shall require full re-application to be considered for Chartership status.

19. PAYMENT METHODS

Please see the form below for payment guidance and instructions.



The Nautical Institute
(Chartership Applications)
202 Lambeth Road, London SE1
7LQ
T: +44 (0)20 7928 1351
F: +44 (0)20 7401 2817
E: Chartership@nautinst.org
W: www.nautinst.org

Chartership Fee Notice

Payment Authorization Form

Applicant Name:.....

Date of Birth:.....

Unique ID (office use only):.....

Chartership fees:

- Application Fee: £200
- Registration Fee: £225
- Annual Subscription Fee: £100 (£35 retired)

Payment options:

1. **Fax or post.** Complete the credit card payment section below and fax this form to us on +44 (0)20 7401 2817. Or you can post it to us at the address shown at the top of this form.

Card Number.....Security Code¹.....

Start Date (if applicable) Expiry Date

Name of Cardholder

Signed Date

2. **Bank Transfer.** When making your BACS payment³ please provide your full name and the letters "CMM" as the reference. Our BACS details are as follows:

*The Royal Bank of Scotland, PO Box 412, 62/63 Threadneedle Street, London EC2R 8LA
Acc No: 23110027 Sort Code: 16-0015 BIC/Swift Code: RBOS GB 2L IBAN: GB96 RBOS
1600 1523 1100 27*

3. **Cheque.** Please make your cheque payable to *The Nautical Institute* and send it to us at the address shown at the top of this form. We can accept a cheque drawn on a UK bank account or a banker's draft.

¹ The last three digits on the back of your credit card. Mandatory field