

Guidance on the procedure for assessing ship's cooks

1. Purpose

This guidance stipulates the qualification requirements and procedure to be used in connection with the assessment of foreign ship's cooks wanting to work on board Danish ships.

2. Application/scope

This guidance shall apply to persons who shall, in accordance with section 2(2)(iii) of order no. 290 of 20 March 2013 on the qualification requirements for cooks not holding a Danish certificate of competency as a ship's cook to serve as a ship's cook on merchant ships registered in the Danish International Register of Shipping, assess foreign ship's cooks.

3. Basis/references/annexes

3.1 The order on the qualification requirements for cooks not holding a Danish certificate of competency as a ship's cook to serve as a ship's cook on merchant ships registered in the Danish International Register of Shipping issued by the Danish Maritime Authority.

3.2 Annexes

Appendix 1: Guidance regarding endorsement as a ship's cook.

Appendix 2: Questionnaire.

Appendix 3: Table of competences.

Appendix 4: Assessment of competence.

4. Definitions

4.1 "Assessment" means an assessment of whether a candidate holds the required competences and knowledge for a given qualification.

4.2 "Assessor" means a person performing an assessment and meeting the requirements as stipulated in item 5.13.

5. Procedure

Procedure for ordering tests, courses, etc.

5.1 The shipping company intending to hire a ship's cook not holding a Danish certificate of competency shall order tests, courses, etc. from a person approved by the Danish Maritime Authority to hold tests for ship's cooks. EU/EEA citizens may order the test themselves.

5.2 The holder of the test shall plan and carry out the test.

5.3 In connection with the Danish Maritime Authority's inspection/audit of the holder of the tests, the Danish Maritime Authority may decide to participate as an observer or to appoint a person as one of the assessors at a test. This will be arranged beforehand directly with the holder of the test.

5.4 For tests held in Denmark, only the test fee determined by the Danish Maritime Authority shall be requested, which amounts to DKK 1,200 as of 1 March 2012.

5.5 Furthermore, the holder of the test may request payment of his or her travel and accommodation expenses in connection with the holding of tests.

Procedure for carrying out interviews

- 5.6** The candidate shall fill in the Candidate Questionnaire personally immediately before the start of the test. The questions shall be answered in writing in English. The purpose of filling in the questionnaire is to provide the assessor with knowledge about the background for the applicant's acquisition of his or her education and training and also to demonstrate the applicant's level of written English.
- 5.7** Tests shall be held by two assessors. Tests shall have the form of an operational interview, if relevant with the inclusion of relevant computer-based programmes. When planning an interview, the assessors shall use the Assessment Table (cf. appendix 3).
- .1 The assessors shall prepare questions for use in the interview. Questions that it is possible to answer with a "Yes" or a "No" should be avoided. Questions starting with "Explain how you would ..." or the like that would require the applicant to formulate an answer are preferable.
- 5.8** Subsequently, the assessors shall carry out the interview with the applicant.
- .1 The interview shall be conducted in English, and the applicant's spoken English proficiency shall be included as part of the interview.
- .2 The assessors shall assess the applicant's qualifications compared to the qualification requirements stipulated in the Assessment Table.
- .3 When carrying out the interview, a subject is opened with questions prepared in the Assessment Table and, subsequently, supplementary questions may be asked depending on the answers given in order to clarify the applicant's level of understanding of the subject.
- .4 During the interview, the assessors shall take short notes of their observations.
- .5 Normally, the duration of the interview should be 30 to 60 minutes.
- 5.9** After the interview, the assessors may insert remarks in the Assessment Table and shall, subsequently, without the applicant being present, decide whether the applicant shall be considered to be qualified within each individual function and, consequently, shall be considered to be qualified for being issued with a certificate of endorsement as a ship's cook.
- .1 The assessors shall record the decision (Yes/No) in appendix 4.
- .1 In case of a negative (No) decision, the remarks in the table shall support this decision. The candidate is called and provided with an explanation of why he or she was not given the assessment "Yes". In this connection, it may be an advantage if a representative of the shipping company or the like is present.
- .2 Both assessors shall attest to the decision by signing the Assessment Table.
- 5.10** The holder of the test shall forward an overview of the candidates who are considered to be qualified for being issued with the Danish certificate of endorsement applied for to the Danish Maritime Authority.
- 5.11** The holder of the test shall keep the Assessment Table, duly filled in and attested as specified, and the Candidate Questionnaire, duly filled in by the applicant, for at least three years.
- 5.12** In case the applicant is considered qualified for being issued with a Danish certificate of endorsement, the assessors shall provide the candidate with a declaration on the result. The declaration shall be attached to the application for being issued with a Danish certificate of endorsement.

Assessors' qualification requirements

- 5.13** In order to function as an assessor at operational tests (assessments) for issuing certificates of endorsement for ship's cooks, the person concerned shall:

- .1 be a teacher or have similar qualifications from the vocational education and training programme for a Gastronomer specialising as a Chef (letter of apprenticeship as a cook) at a Danish educational institution, or
- .2 hold a valid Danish certificate of competency as a ship's cook and have completed seagoing service as a ship's cook and/or chief steward for a minimum of three years or similar qualifications, and
- .3 master English as a working language.

5.14 In connection with tests for issuing certificates of endorsement to ship's cooks, at least one of the assessors shall meet the requirements stipulated in items 5.13.1 or 5.13.2.

Procedure for approval

5.15 The institution (or the individual assessor) shall have been approved for assessment.

5.16 Persons or institutions wanting to be approved as assessors of cooks in relation to the order on the qualification requirements for cooks not holding a Danish certificate of competency shall forward an application to the Danish Maritime Authority. In this application, they shall give an account of them meeting the requirements for being approved as assessors.

5.17 The activities of the test holder in connection with assessments shall be documented in accordance with the guidelines in item 3.2. In this connection, procedures shall be in place ensuring compliance with items 5.6-5.12.

5.18 The management of the test holder shall be responsible for assessors meeting the qualification requirements of items 5.13-5.14.

6. Responsibilities

6.1 The assessors shall be responsible for items 5.6-5.12.

6.2 The holder of tests shall be responsible for items 5.2, 5.4, 5.13, 5.14, 5.15, 5.17 and 5.18.

6.3 The Danish Maritime Authority shall be responsible for approving and inspecting institutions.

Danish Maritime Authority, 25 November 2015

Per Sønderstrup / Benny Gade Matsumoto-Hansen

Guidance regarding certificate of endorsement as a ship's cook
Appendix 1

A ship's cook wanting to apply for a Danish certificate of endorsement as a ship's cook shall contact a Danish shipping company or its representative in his or her own country.

An application to the Danish Maritime Authority for an endorsement shall be endorsed by such a company indicating a promise of engagement on board the company's ships.

When contacting the shipping company or its representative, the foreign officer shall present his or her examination papers and certificates in original form and proof of identity (passport or seafarer's discharge book). Furthermore, it is strongly recommended to present proof of completed maritime education and training and seagoing service. The company will be in possession of an application form to be used when applying to the Danish Maritime Authority and will also provide information about further procedures that shall be followed in the application process. The shipping company may require further documentation and information. Citizens from member states of the European Union and from Norway and Iceland may apply directly to the Danish Maritime Authority.

Requests for certificates of endorsement shall be submitted to the Danish Maritime Authority by using the Danish Maritime Authority's system for digital applications for being issued with a certificate of competency.

Contact address:
Danish Maritime Authority
Carl Jacobsens Vej 31
DK-2500 Valby
Denmark
Tel.: +45 72 19 60 00
e-mail: kc@dma.dk

Questionnaire
Appendix 2

Candidate's details

First name(s)	Surname
Nationality	Date of birth

Details of examination papers and certificate, as appropriate**Examination papers**

Name, address and contact details of institution/ school/academy issuing the examination papers	Examination: Specify capacity
Date of issue	

Certificate

Name, address and contact details of institution/ school/academy issuing the certificates	Certificate: Specify capacity
Certificate number	Last revalidation date (if any)
Date of issue	Valid until

Details of experience (CV)

Describe what education and training you have completed to obtain your competences (and certificate) as a ship's cook, including names of training institution(s), details on seagoing service (names and types of ships, duration of each assignment), duration of courses and total duration of education and training as a ship's cook:
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Describe what basic safety training (first aid) fulfilling the STCW Convention you have completed to obtain your competences (and certificate) as a ship's cook, including names of training institution(s), details on seagoing service, duration of courses and total duration of education and training, including details of the training institutions and the certificates obtained:
Describe your previous working routines and practical experience as a ship's cook:
Describe your present working situation, including latest employment at sea:
Describe the specific types of ships where you have been employed (amount of details to approximately suit the space provided below):
Have you previously been employed in Danish ships? (if yes, please state name of company and types of ships):

Place and date

Signature

Table of competences: Ship's cook

Appendix 3

Ref.	Column 1 Competence	Column 2 Knowledge, understanding and proficiency	Column 3 Methods for demon- strating competence	Column 4 Criteria for evaluating competence
1	Practical cookery	<p>Prepare a week's menu for the crew</p> <p>How food articles are handled (pork, beef and poultry)?</p> <p>How would you re-use excess food?</p> <p>Briefly describe the connection between food and culture and religion?</p> <p>Can you bake (for example white bread, chapatti, rye bread or sponge cake)?</p>	<p>Assessment of evidence obtained from approved training or examination and from one or more of the following:</p> <p>.1 approved in-service experience;</p> <p>.2 approved training ship experience.</p>	Expected standards of work, behaviour and safety culture are observed at all times.
2	Food safety and hygiene	<p>Describe at which temperature the various types of food should be stored.</p> <p>Describe the basis hygienic principles in connection with chopping boards.</p> <p>Describe the danger of mixing non-prepared food articles.</p> <p>Describe the cleaning and preparation of food articles.</p> <p>Describe the arrangement and serving of hot and cold meals.</p> <p>Describe which food articles require a high hygienic standard and increased awareness.</p>	<p>Assessment of evidence obtained from approved training or examination and from one or more of the following:</p> <p>.1 approved in-service experience;</p> <p>.2 approved training ship experience.</p>	Expected standards of work, behaviour and safety culture are observed at all times.
3	Personal hygiene	<p>Describe your responsibility and how you ensure your personal hygiene in the galley.</p> <p>Describe which personal measures you should take to minimize the risk of infecting food articles. For example, how do you sneeze?</p> <p>How often and in what situations do you wash your hands using soap?</p> <p>How often do you find it necessary to change your work clothes?</p>	<p>Assessment of evidence obtained from approved training or examination and from one or more of the following:</p> <p>.1 approved in-service experience;</p> <p>.2 approved training ship experience.</p>	Expected standards of work, behaviour and safety culture are observed at all times.
4	Storage of food	<p>Describe the procedure for receiving stores.</p> <p>Which food articles cannot be stored above/below each other in the cold store?</p> <p>How do you pack various types of stores?</p> <p>Describe how the dry store should be arranged and fitted out.</p>	<p>Assessment of evidence obtained from approved training or examination and from one or more of the following:</p> <p>.1 approved in-service experience;</p> <p>.2 approved training ship experience.</p>	Expected standards of work, behaviour and safety culture are observed at all times.

Ref.	Column 1 Competence	Column 2 Knowledge, understanding and proficiency	Column 3 Methods for demon- strating competence	Column 4 Criteria for evaluating competence
		Describe the cold and freezing storage and the storage of fruit and vegetables. How often should freezers and cold storages be cleaned and defrosted?		
5	Order of stores and stock control	What is necessary before you order new stores? Describe the procedure for ordering stores? How much extra stores should be carried on board? Describe the stores procedure, including the receipt of food articles and stores for the galley. What is essential to sound stock control? What stores should be used first? How do you make sure that fresh stores are not ruined/get too old? Describe the order control procedure, including the measurement of temperatures, check of expiry dates, visual control, etc.	Assessment of evidence obtained from approved training or examination and from one or more of the following: .1 approved in-service experience; .2 approved training ship experience.	Expected standards of work, behaviour and safety culture are observed at all times.
6	Protection of the environment	Can you explain which environmental protection procedures should be implemented for the galley? How is waste sorted? How would you dispose of waste from the galley, including organic waste, plastic waste, the use of waste disposer (in port), etc.? Give examples of special stores regulations (USA, South America, etc.).	Assessment of evidence obtained from approved training or examination and from one or more of the following: .1 approved in-service experience; .2 approved training ship experience.	Expected standards of work, behaviour and safety culture are observed at all times.
7	Healthiness	Describe how you would check the self-monitoring of the galley and associated areas. Describe how you would ensure onboard health. Describe the procedure for cleaning and disinfecting the galley, stores rooms, etc. Describe the procedure for cleaning and disinfecting the furniture, tools and equipment in the galley, stores rooms, etc. Describe food-borne diseases and	Assessment of evidence obtained from approved training or examination and from one or more of the following: .1 approved in-service experience; .2 approved training ship experience.	Expected standards of work, behaviour and safety culture are observed at all times.

Ref.	Column 1 Competence	Column 2 Knowledge, understanding and proficiency	Column 3 Methods for demon- strating competence	Column 4 Criteria for evaluating competence
		infection sources. What would you do if you cut yourself on a knife? Can you work in the galley with wounds on your hands?		
8	Nutrition	Describe what is good and sound nutrition. Why is it important that the cook provides good and varied food? Why is it important that the crew has a possibility of eating varied food?	Assessment of evidence obtained from approved training or examination and from one or more of the following: .1 approved in-service experience; .2 approved training ship experience.	Expected standards of work, behaviour and safety culture are observed at all times.
9	Safety when handling food and supplies	Which measures should the cook take to ensure a good safety level in the galley and the stores rooms? Describe the microbiological, chemical and physical risk factors that may have an impact on the food safety on board. Describe the temperature requirements for refrigerating and heating.	Assessment of evidence obtained from approved training or examination and from one or more of the following: .1 approved in-service experience; .2 approved training ship experience.	Expected standards of work, behaviour and safety culture are observed at all times.
10	Safety in the galley	Can you explain the safety procedures in the galley? Describe how you ensure personal safety in the galley, including clothing, personal safety equipment, shoes, etc. How is the galley secured in adverse weather? What personal safety equipment should be used when taking in stores? Describe how you would handle a fire in the galley (deep-frying fat, oil, etc.).	Assessment of evidence obtained from approved training or examination and from one or more of the following: .1 approved in-service experience; .2 approved training ship experience.	Expected standards of work, behaviour and safety culture are observed at all times.

STCW basic safety training

Ref.	Column 1	Column 2	Column 3	Column 4
11	Personal survival techniques (STCW A-VI/1-1)	Ref. STCW	Assessment of evidence obtained from approved training or examination.	Ref. STCW
12	Fire prevention and fighting (STCW A-VI/1-2)	Ref. STCW	Assessment of evidence obtained from approved training or examination.	Ref. STCW
13	Elementary first aid (STCW A-VI/1-3)	Ref. STCW	Assessment of evidence obtained from approved training or examination.	Ref. STCW
14	Personal safety and social responsibilities (STCW A-VI/1-4)	Ref. STCW	Assessment of evidence obtained from approved training or examination.	Ref. STCW

**Assessment of competence – Assessor's conclusions
regarding competence in the functions as a ship's cook**
Appendix 4

Candidate's name: _____

Candidate's date of birth: _____

Is the candidate considered competent to perform the function as a ship's cook?

Yes

No

Concluding remarks, if any: _____

Place of assessment

Date

Assessor's name: _____

Signature: _____

Assessor's name: _____

Signature: _____