

In every case where a candidate for a master's certificate of competency claims service as second mate he should be requested to make a declaration, in Divn. G of the Form Exn. 2, to the effect that during his service as second mate he had only one officer over him, or, if more than one, that a third and a fourth mate were also carried.

If the service claimed is as "auxiliary second mate" the candidate should be required to state the number of officers serving in a junior capacity.

A candidate with first mate's service should make a declaration that he was the senior officer under the master, or, if not, he must comply with the requirements of para. 116, as it has been found that in some cases the second mate has been signed on the articles as first mate, the proper first mate being called "chief officer" simply for examination purposes.

It must be clearly understood that the amount of service laid down in the regulations for each grade of certificate of competency is the absolute minimum that can be accepted, and unless a candidate can show the full amount he must in no case be allowed up for examination.

7. Age.—Should any doubt exist as to the age of a candidate he will be required to produce a certificate of birth.

8. False Representation.—It is provided by section 32 of the Shipping and Seamen Act, 1908, that any person who makes, assists in making, or procures to be made any false representation for the purpose of procuring, either for himself or for any other person, a certificate of competency or service, or the grant of any such certificate, shall in respect of each offence be guilty of a crime the punishment for which is imprisonment for a term not exceeding two years or a fine not exceeding £100.

9. Testimonials required.—Testimonials to character, including sobriety, and to experience and ability, on board ship for at least the twelve months of sea service preceding the date of application to be examined will be required of all candidates, and without producing them no person will be examined.

10. Penalty for Desertion and Gross Misconduct.—Candidates who have neglected to join their vessels after having signed articles, or who have deserted their vessels after having joined, or who have been found guilty of gross misconduct on board, will be required to produce satisfactory proofs of two years' subsequent service and good conduct at sea, unless the Marine Department, after having investigated the matter, should see fit to reduce the time.

11. Deafness and other Physical and Mental Disabilities.—If during the progress of the examination the Examiner finds that a candidate is afflicted with deafness, with an impediment in his speech, or with some other physical or mental infirmity, and he is satisfied upon further investigation that the degree of deafness or of the impediment or other infirmity is such as to render the candidate incompetent to discharge the ordinary duties of a mate or master at sea, he should not allow the candidate to complete his examination, and should return his examination fee; but every case in which this action is taken must be reported to the Marine Department.

If the candidate subsequently produces a medical certificate to the effect that his hearing, speech, or physical or mental condition has improved or is normal, the Marine Department will take into consideration the question of allowing the candidate to sit again for examination.

12. Foreigners must know English.—Foreigners being British subjects must prove to the satisfaction of the Examiners that they can speak and write the English language sufficiently well to perform the duties required of them on board a British vessel. If a candidate fails for ignorance of the English language he will not be re-examined until after a lapse of six months.

13. Issue of Certificate.—If the candidate passes he will receive a form (Form Exn. 16) authorizing the Superintendent of the Mercantile Marine office to whom it is addressed to issue the certificate. The candidate's testimonials and other papers will be returned to him with the certificate. It is therefore important that the port at which the certificate is to be issued should be the same on both the Form Exn. 16 and Form Exn. 2. If circumstances should make any alteration necessary the Examiner should see that it is made in both forms, otherwise delay in the issue of the certificate may be caused.

14. Service found to be insufficient.—If after a candidate has passed the examination it is discovered on further investigation that