

Jan. 22<sup>nd</sup> 2010

To whom it may concern

Guidance for the Ship's Cook Examination in Feb. 2010

Seamen's Employment Center of Japan

This is a guide for the captioned examination to obtain a license of Japanese Ship's Cook on board Japanese flag ocean-going vessels.

This examination is to be conducted by Seamen's Employment Center of Japan (SECOJ) registered with the Ministry of Land, Infrastructure, Transport and Tourism Japan.

1. Date of Examination: 23<sup>rd</sup> (Tue.) February 2010 – 25<sup>th</sup> (Thu.) February 2010  
Date of Examination may be shortened depending on the number of candidates.
2. Venue: NYK-FIL Maritime E-training Center  
Gen. Luna St. corner Sta. Potenciana Sts. Intramuros, Manila, Philippines
3. Deadline date of application: 4<sup>th</sup> (Thu.) February 2010
4. Contents of the Examination
  - (1) Written Examination (in English for 3 hours)
    - Examination Subjects : Food Culture, Sanitary Laws and Regulations, Public Health, Science of Nutrition, Sitology, Food Sanitation and Gastronomy.
    - How to Examine : Examinees are to be asked mainly to select one correct answer from among plural answers in each question.
  - (2) Practical Skill Examination
    - Examination Subjects :Japanese Cuisine(basic skill are included), Western Cuisine and Chinese Cuisine
    - How to Examine : Examinees are to be asked to prepare Japanese cuisine/Western Cuisine within 30 minutes and Chinese Cuisine within 20 minutes for two persons(two orders) and serve up one for taste assessment by the Examiner and the other for dishing up. The Examiner marks the dishes according to such standards as workmanship, dishing up, handling of cooking utensils and sanitation. Examinees are to be asked basic skills in 10 minutes.
5. Qualification to take this examination  
Candidates are required to satisfy following three conditions.
  - (1)Candidates shall be twenty years old and more of age on the day of this examination
  - (2)Candidates must have an experience of having been engaged exclusively in service of cooking for one year or more on board ship within last ten years.
  - (3)Two or more Japanese masters must certify that the candidate has the ability to do the service concerning to cooking properly on board ship. If the master is not a Japanese, a Japanese officer on board the same vessel must additionally certify the applicant's ability to serve a dish suiting Japanese taste.

## 6. Application procedure

Following documents shall be submitted to SECOJ Tokyo by mail or directly to SECOJ Tokyo through your company office in Japan together with fee to take this examination by the deadline stipulated in item No.3 above.

(1) An application form for Ship's Cook Examination as attached Form No.1

Complete the application form (Form No.1) referring to attached sample.

Regarding to notation of candidates name is as follows.

- Enter the name according to the mention of Seaman's Pocket Ledger (Seamen's Book called "Orange Book" in Japan) issued by Japanese Government in case applicant has once been issued it.
- Enter the name according to Given name(Full name), Middle name(Capital letter only) and Surname(Full name) according to the mention of applicant's passport in case applicant has not been issued Orange Book.

(Example)

RONNIE D. DAMIAN

(2) Two sheets of photograph(taken within 6 months, no cap, head & shoulder, no backgrounds, the size should be 4cm X 3cm)

- Candidates name shall be written on reverse side of photographs.
- 1 sheet of photograph shall be pasted on application form (Form No.1).

(3) One photo copy of the picture identification (name, date of birth, nationality etc.) page of candidate's passport

(4) One photo copy of Mariners Pocket Ledger(Orange book) issued by Japanese Government if the candidate has been issued it once in the past regardless the validity date.

- It is necessary to make sure whether the candidate's name has registered with the data base of the Japanese Government or not.

\* However it is not necessary to submit it in case the candidate has not been issued Japanese Mariners Pocket Ledger in the past.

(5) A document of actual service records on board(Form No.2) (for experience of having been engaged exclusively in service of cooking for one year or more)

Be careful about following matters.

<Embarkation/Disembarkation Record>

- The embarkation/disembarkation record for experience of having been engaged exclusively in service of cooking must be one year or more in total on board ship within last ten years.

<Attachment copy of the page of Seamen's Book about service record of the foreign ship>

- About the embarkation/disembarkation record of the foreign ship ; It is necessary to attach the copy of the page of Mariners Pocket Ledger mentioned embarkation/disembarkation record to approve the length of service duration and candidate's identification(photograph, name, date of birth etc.) issued by government concerned.
- In case total service duration of one year or more is recorded in plural Mariners Pocket Ledgers ; It is necessary to attach the copies of the page of each Mariners Pocket Ledger mentioned embarkation/disembarkation record and candidate's identification(photograph, name, date of birth etc.) issued by government concerned about the embarkation/disembarkation record of the foreign ship.

<Signature & Official Stamp of the person in charge>

- Fill in "This is to certify that embarkation/disembarkation record above is not different from the record in the Mariners Pocket Ledger" and signature & official stamp of the person in charge (more than general manager of your company in Japan) shall be put in lower part of this form(Form No.2).

\* In case application for Ship's Cook License to Japanese Government after passing this examination would be performed by your company, you need to attach a copy of Form No.2.

(6) A document of certifying candidate's service ability to cooking properly on board vessel (Form No.3)

Following matters must be noted.

- Period of certifying candidate's ability must be one year and more in total.
- Two or more Japanese masters who have been on board with the candidate must certify his/her ability of cooking properly on board. If the master is not Japanese, a Japanese officer on board the same vessel must additionally certify the candidate's ability.
- Certifying by operation manager, SI of the company is not accepted.
- In case two or more masters certify the candidate's ability for the same duration, this duration is considered a certification made by a master.

(7) Envelope of A4 size (2 pieces)

2 pieces of envelope of A4 size (printed return address & with stamp equivalent to delivery record or registered mail) for the purpose of dispatching ID card and Certification of passing this Examination

7. Examination fee: ¥75,000 per person

- Applicants are required to remit the examination fee to the following bank account at the time of application.
- You are requested to bear the remittance charge.
  - Name of Bank: Mizuho Bank Ltd. (Toranomon Branch)
  - Account No: 2391668 (Ordinary Account)
  - Account Holder: Seamen's Employment Center of Japan

\* We do not refund the examination fee even if there is any kind of reason except examination may not be carried out.

8. Announcement of examinees who passed the examination

The announcement of examinees who passed this examination will be made at SECOJ on 18th March 2010. This announcement will be also made in the home page of SECOJ.  
Home page address: <http://www.seocj.com>

9. Certificate of Success in the Examination

A certificate will be issued to each of those who have passed this examination.

10. Others

- An application may be submitted by a representative of candidate
- We may limit the total number of candidates to be accepted.