

January 20th 2012

To whom it may concern

Guidance for the Ship's Cook Examination (Revised in April, 2011)

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 Japanese Government.

The qualification of examinees has been partly altered as follows from April 2011.

- ① Certifying candidate's ability to serve as a cook by Master is abolished.
- ② Certifying candidate's ability to serve as a cook by Training center (as alternative requirement above mentioned ①) is abolished.
- ③ Candidate's experience of having been engaged exclusively in service of cooking on board ships is unified into "one year or more within last ten years".

Therefore your careful attention would be invited because some application documents have been changed due to the alternation.

1. 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.
- Method to Examination: Examinees are asked mainly to select one correct answer from among plural answers in each question.

(2) Practical Skill Examination

- Examination Subjects: Japanese Cuisine (including basic skill), Western Cuisine and Chinese Cuisine
- Method of Examination: Examinees are 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. Examination on basic skill is in 10 minutes.

2. Qualification of candidates

Candidates are required to satisfy following 2 conditions.

- (1) Candidates shall be twenty years old and more of age on the day of this examination
- (2) Candidates must have experience of having been engaged exclusively in service of cooking for one year or more on board ships within last ten years.

3. Application procedure

Following documents shall be submitted to SECOJ Tokyo by mail or directly deliver to SECOJ Tokyo through your company office in Japan together with fee to take this examination by the deadline date.

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

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

(a) Regarding to notation of candidate's name

– Enter the name according to the notation in the 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 starting Given name (Full spell), followed by Middle name (Omitted by initial letter with dot) and Surname (Full spell), which are correspondent to candidate's passport in case applicant has not been issued Orange Book in the past.

Only capital letters are used as example below.

(Example)

RONNIE D. DAMIAN

(2) Candidate's photograph

– One sheet of photograph(taken within 6 months, no cap, head & shoulder, no backgrounds, the size should be 4cm X 3cm)

– Candidate's name shall be written on reverse side of photograph.

(3) Candidate's passport

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

(4) Mariners Pocket Ledger (Orange book)

– 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.

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

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

(5) A document of actual service records on board (Form No.2)

Be careful about following matters.

(a) Sea service experience

– 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 ships within last ten years.

(b) Additional copy of the pages of Seamen's Book about service record on board the ship

– It is necessary to attach the copy of the pages 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.

(c) 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 pages of each Mariners Pocket Ledger mentioned embarkation/disembarkation record and candidate's identification (photograph, name, date of birth etc.) issued by government concerned.

(d) 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 of the person in charge (general manager level or higher rank of your company in Japan) and official stamp of the company shall be put in lower part of this form (Form No.2).

* In case application for Ship's Cook License to Japanese Government would be performed by your company, you are requested to attach a photocopy of Form No.2 to SECOJ Tokyo.

(6) 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

4. Announcement of examinees who passed the examination & Certificate of success in the examination

– This announcement is made in the home page of SECOJ.
– Certificate will be issued to each of those who have passed this examination.
Home page address: <http://www.seocj.com>

5. 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

* The examination fee is not refund even if there is any kind of reason except the case that examination is not carried out.

6. Important notice on the day of this examination

– The original ID card shall be carried for identification and confirmation of individual qualification to take this examination at the examination day.
– Trainees are requested to muster at [NYK-FIL MARITIME E-TRAINING, INC](#) 15 minutes before the starting time of both examination.

7. Others

– Applications may be made by a representative of candidate
– The total number of candidates may be limited depending on numbers of application.