

# Statement of Administrative Sources: Maritime and Coastguard Agency Seafarer Documentation System

## Name of System MCA Seafarer Documentation System

Collection – a short outline of the process through which the system's underlying 'raw data' are captured Applications from seafarers leading to the issue of Certificates of Competency (COC) and Certificates of Equivalent Competency (CEC)

Application - a description of each of the main applications/uses to which the administrative or management data are put before they are transformed into official statistics (e.g. operational monitoring, resource allocation, performance measurement, etc) SDS is a register of CoCs and CECs issued to seafarers. MCA is required to maintain a register under the Merchant Shipping Act. It is also used to monitor MCA workflow, resource management and achievement of Service Standards.

Access and Dissemination – a summary of the arrangements put in place for sharing and disseminating the administrative/management data, either inside or outside the organisation, during the period before they are converted into official statistics – whether via a hardcopy, an intranet, access to a database, whatever. The details provided should cover the range, nature and timing of such access. The primary function of SDS is for processing applications for CoCs and CECs. Access to the database is limited to Seafarer Training & Certification Branch; Marine Offices; Registry of Shipping & Seamen. Service Standard information is also passed to the MCA Executive Board.

Non-statistical Publication - a summary of any exceptional arrangements put in place for placing the administrative/management data in the public domain during the period before they are converted into official statistics. This should cover the reason for such publication and the nature and timing of such publication. Potentially briefing for CEC Steering Group, also MAIG Questionnaire; DfES Professional Recognition Article 11 of Directive 89/48/EEC & 92/51/EEC; EC Manning Conditions Questionnaire

Statistical publication – A listing of each of the 'official' or 'National' statistics series derived from each system The MCA Annual Report (published in July each year) contains some information taken from SDS. The DfT National Statistics report UK Seafarer Statistics publishes series derived from SDS..

Synergies – a mapping which explains the relationship between any public manifestations of the administrative/management data, and any subsequent statistical releases or publications The data provided from SDS is 'raw' data whereas the derived statistics in the UK Seafarer Statistics Report are adjusted as described in the report.

## Security/Data Protection arrangements

MCA document ITAN 41 applies

## SUPPORTING METADATA

### Statistical End-Product

- Title of the statistical product derived from an administrative/management source UK Seafarer Statistics
- Name of the organisation responsible for this statistical end-product Department for Transport
- Name/E-mail address of Contact Point for this product Jeremy Grove, Maritime Statistics Branch (SLAM1), Department for Transport, Zone 2/29 Great Minster House, 76 Marsham Street, London, SW1P 4DR. email: maritime.stats@dft.gsi.gov.uk

### Administrative/Management Source or System

- Name/Title of the original administrative/management data source Name of the organisation responsible for the original data source Jane Owens, Seafarer Training & Certification Branch, Maritime & Coastguard Agency, Bay 1/21 Spring Place, 105 Commercial Road, Southampton, SO15 1EG, Jane.Owens@mcga.gov.uk
- The purpose of the administrative/management system/source
- Unit of Inquiry (Claimants, Taxpayers, Households, Accidents, etc) Individuals
- Intended coverage of administrative/management system/source (here if this was a survey what would have been the sampling frame) 100% - it is a certification system
- Completeness i.e. actual coverage (e.g. take-up rate) 100% - it is a certification system
- Geographical coverage of statistical product (eg UK, GB, England and Wales, England) UK nationals and other nationals applying for Certificates of Competency or Certificates of Equivalent Competency
- Lowest level of geographical coverage (eg local Authority, Postcode area, Postcode, etc) Not applicable
- Extent to which statistical end-producers can influence the system (do you have much control over the information collected) The collection of data is driven by Seafarer Training, Certification and Watchkeeping (STCW) requirements, however there are opportunities to discuss statistical outputs at the Seafarer Statistics Steering Group
- Data definitions used see UK Seafarer Statistics
- Classification systems used see UK Seafarer Statistics. Further details of certification system published in MCA Marine Guidance Notes (see MGN 92, 93, 221 etc)
- The data collection process
  - Periodicity/Timing Demand led – certificates are usually valid for five years
  - Validation procedures ID checks on applicants, validity check on qualifications, quality audits of process
- Access arrangements for policy/operational/etc purposes As above

- Dissemination procedures (and publication procedures where appropriate)  
As above
- Timing/Periodicity of public release (if any) MCA Annual Report
- Nature of changes to the system/source (or other 'Noise') which can impact on the statistics New requirements from International Maritime Organisation (IMO), European Maritime Safety Agency (EMSA), EU, or other policy changes. The 5-year validity period of certificate may complicate interpretation of trends.

#### Change Process

- Procedures for changing definitions, scope, etc Following international agreement (if applicable), changes approved by MCA management chain, implemented using process mapping

#### The subsequent statistical production process

- Validation procedures see UK Seafarer Statistics
- Quality assessment see UK Seafarer Statistics
- Periodicity of release Annual
- Potential impact of changes to the administrative/management system on the statistics The certification system may be changed occasionally to reflect new standards agreed through the International Maritime Organisation, new standards adopted at UK level, or revised MCA administrative procedures.
- Procedures for mitigating such discontinuities Discussion of potential impact on statistical estimates with MCA and other stakeholders through Seafarer Statistics Steering Group