



Welcome to ADOMS

**Interactive Application System for Seafarers
(IASS)**

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Foreword

The IASS is an innovative addition to a series of programs being undertaken by the flag State Administration of Antigua and Barbuda to improve its system of documentation.

The following advantages can be obtained through the use of IASS:

- improvement of application procedures for issuance of seafarer's documents
- faster processing of application documents
- lesser operational costs
- safer handling of documents

The scope of documents which can be applied for includes the following:

- Seafarer's Book
- Endorsements for Deck, Engine and Radio national certificates
- Tanker Man endorsements
- Ship Security Officer endorsement
- Certificate of Receipt of Application (CRA)
- Change of personal details
- Revalidation of documents

The flag State Administration of Antigua & Barbuda recognizes foreign national certificates for seafarers by issuance of endorsements. Furthermore, all seafarers on board Antiguan flagged vessels have to hold an Antiguan Seafarer's Book. These are international and national requirements which stem from the STCW convention and from the Antigua & Barbuda Merchant Shipping Act.

In order to improve the process flow in submitting applications, verification of application documents and issuance of endorsements and seafarer's books, this Administration has developed a modern and efficient Interactive Application System for Seafarers (IASS), which is based on the internet, enabling the direct communication between the Filing Agent as submitting party and the Administration as issuing party.

Only recognized Filing Agents of Antigua and Barbuda are entitled to submit applications via IASS. The Filing Agents must fulfil the technical requirements, as well as all requirements laid down by the flag State Administration of Antigua

and Barbuda in a Quality Management System and in the Handbook for Filing Agents.

Companies or crew management companies who are not yet recognized Filing Agents of Antigua and Barbuda should contact this Administration for information on how to get the status of Filing Agent.

The issuance of a Certificate of Receipt of Application (CRA) will remain as before. The application will be submitted by IASS and the CRA will be produced as a pdf-printout which will be sent by e-Mail.

The technical pre-conditions are:

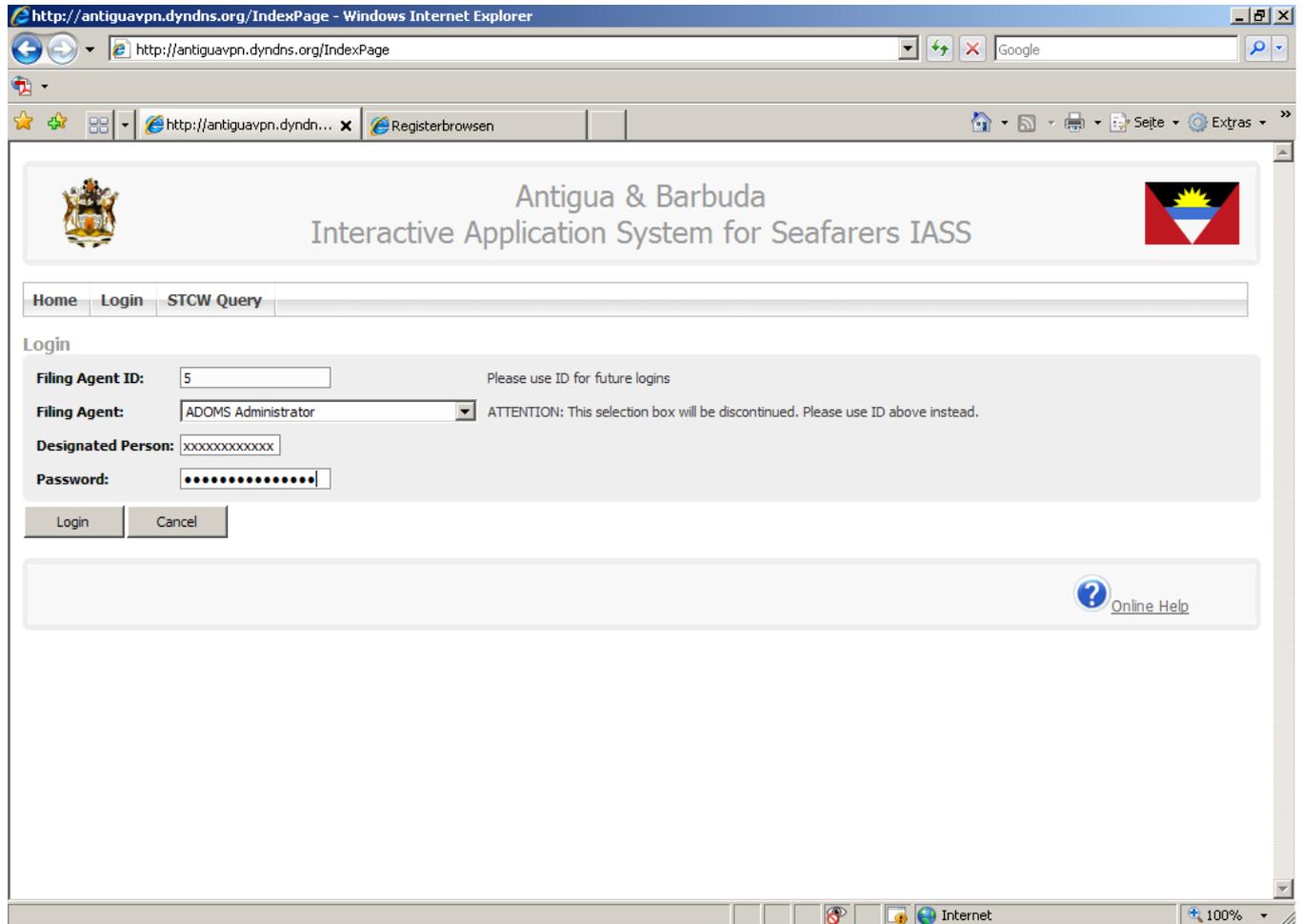
- standard desktop PC with internet access
- browser, preferably IE 6.0 upward, support of Java script
- Other browsers such as Firefox, Chrome, Opera, Edge are compatible, but may show a different layout.
- flat bed scanner with a resolution of 300 dpi
- basic image editor program

The following pages will guide you step by step through the IASS application process. In case of further questions, it is highly appreciated that you contact ADOMS for support. ADOMS is highly interested in all tips, criticisms and suggestions for improvement of the system.

Please note that the web server will not be in service on Sundays from 9:00 pm to 10:00 pm (UTC + 1h) due to maintenance and refreshing. During this time the access to IASS is denied.

1. Login procedure

Open your Internet explorer and visit www.abregistry.ag . On the welcome screen there is a link to the ADOMS IASS. Use this link and the login screen of ADOMS IASS appears.

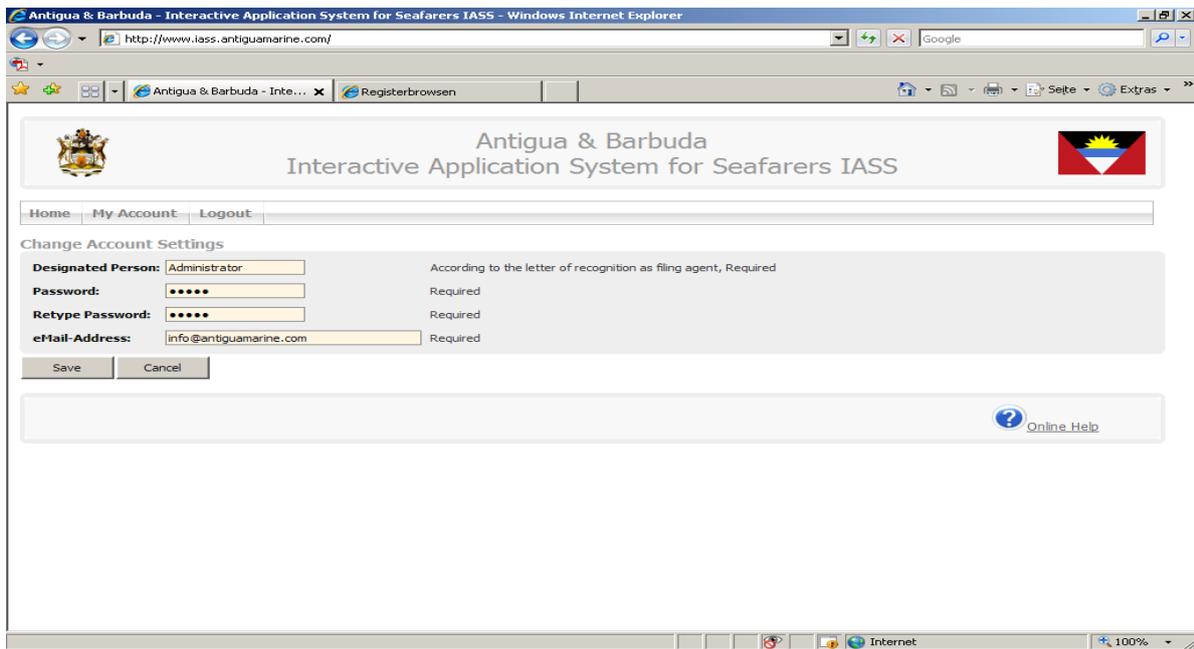


Before the first login you have to contact ADOMS by e-mail for allocation of your filing agent's ID-No., name of designated person and the initial password. Enter your ID Number and the name of the designated person as mentioned in the Letter 'Recognition as Filing Agent' or as agreed with ADOMS and use the initial password.

Press the 'Login' button and you will get access to the system.

You will be automatically directed to the menu 'My Account' where you have to fill in your e-mail address and where you can alter your initial password in a password of free choice.

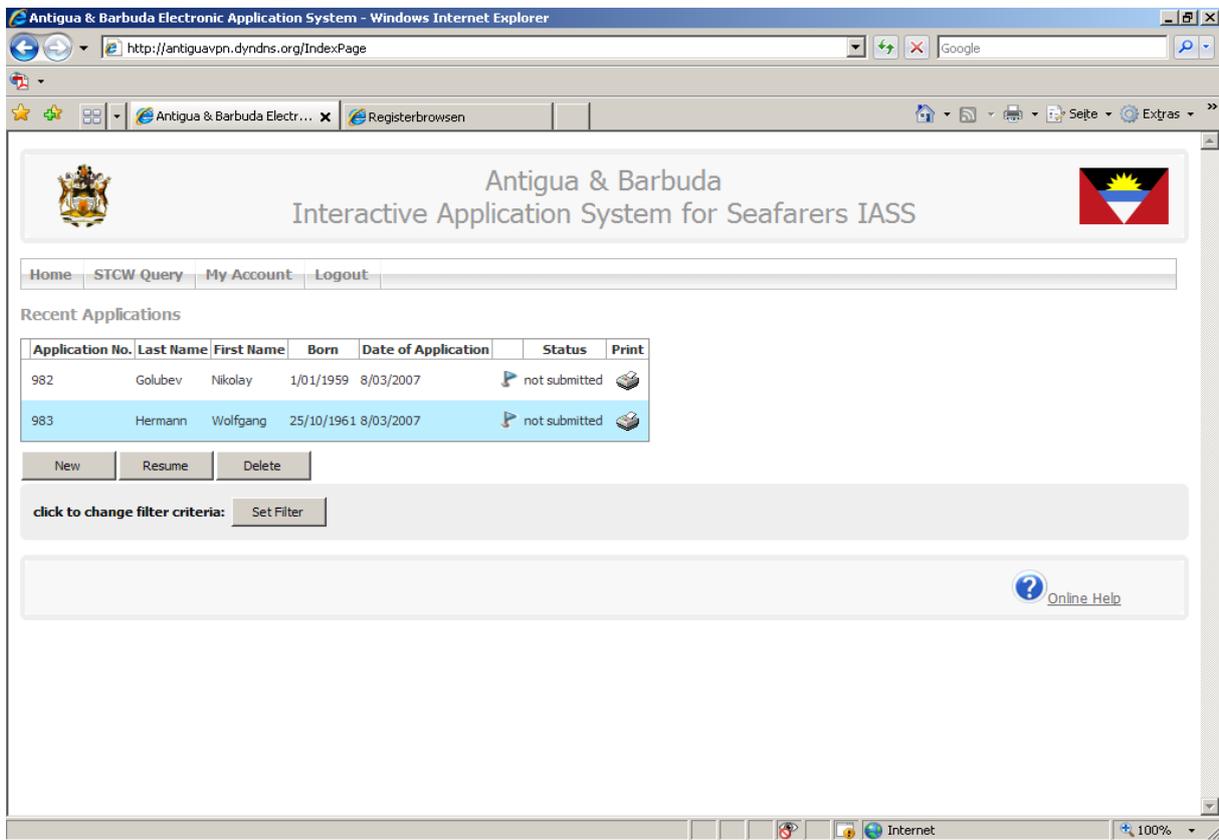
Designated person:	as mentioned in the Letter of Recognition as Filing Agent or as separately agreed with ADOMS
Password:	upon the first access to the system you can create your own password which has to be repeated
e-mail-address:	fill in your personal e-mail-address for a direct dialogue between you and ADOMS. The e-mail address is mandatory to enable a dialog between the filing agent and ADOMS.



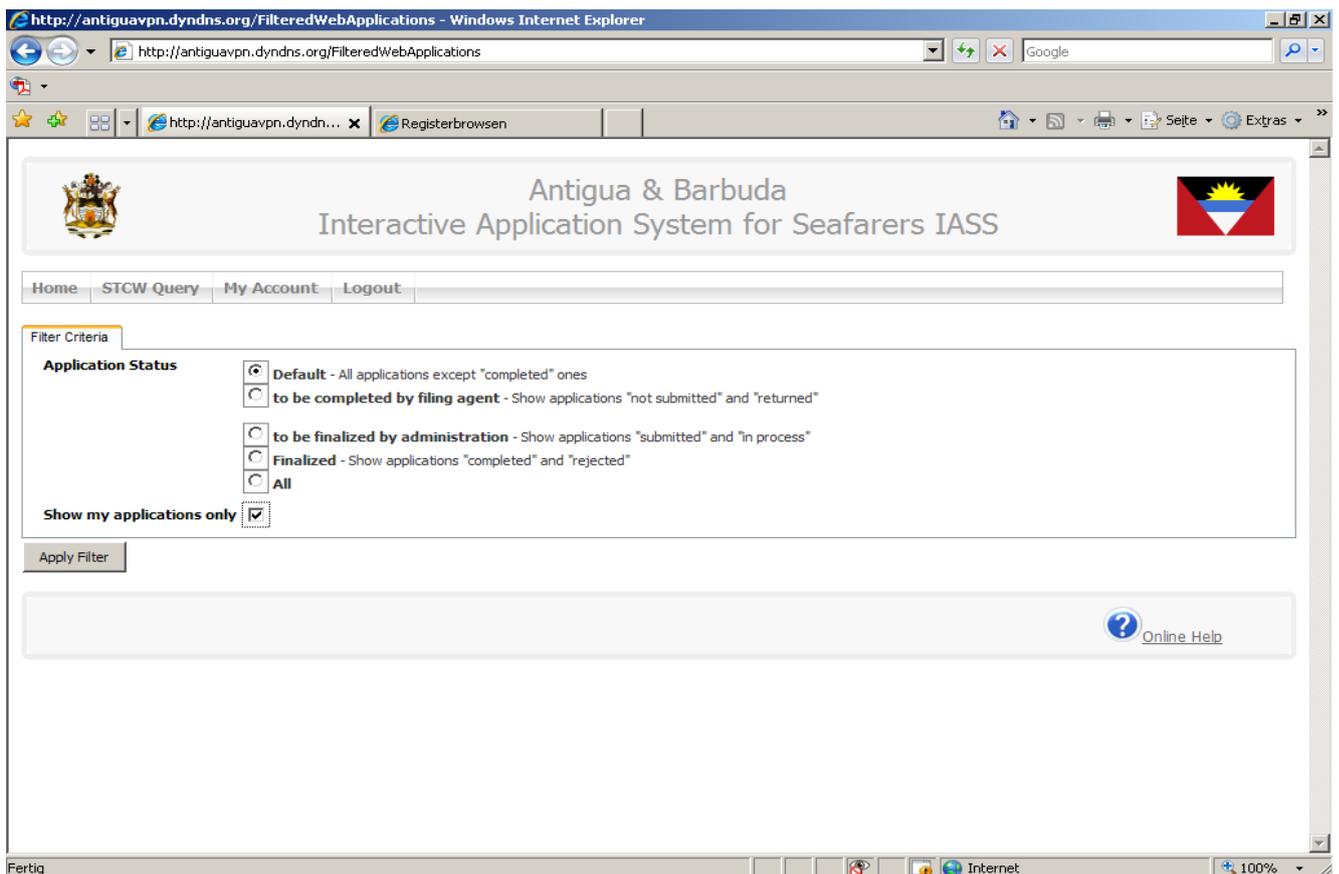
After 'Save' you will be re-directed back to 'Home'. This screen shows the status of recent applications, if applications have been already submitted or prepared or shows 'no recent applications' in case of first access.

2. Recent Applications

If you enter the system for the first time, the remark 'No recent Applications' appears. In case you have already submitted applications, you can see the list of the recent applications as well as their processing status. Select the concerned application. If the application is not yet submitted, you can continue processing by pressing the button 'resume'.



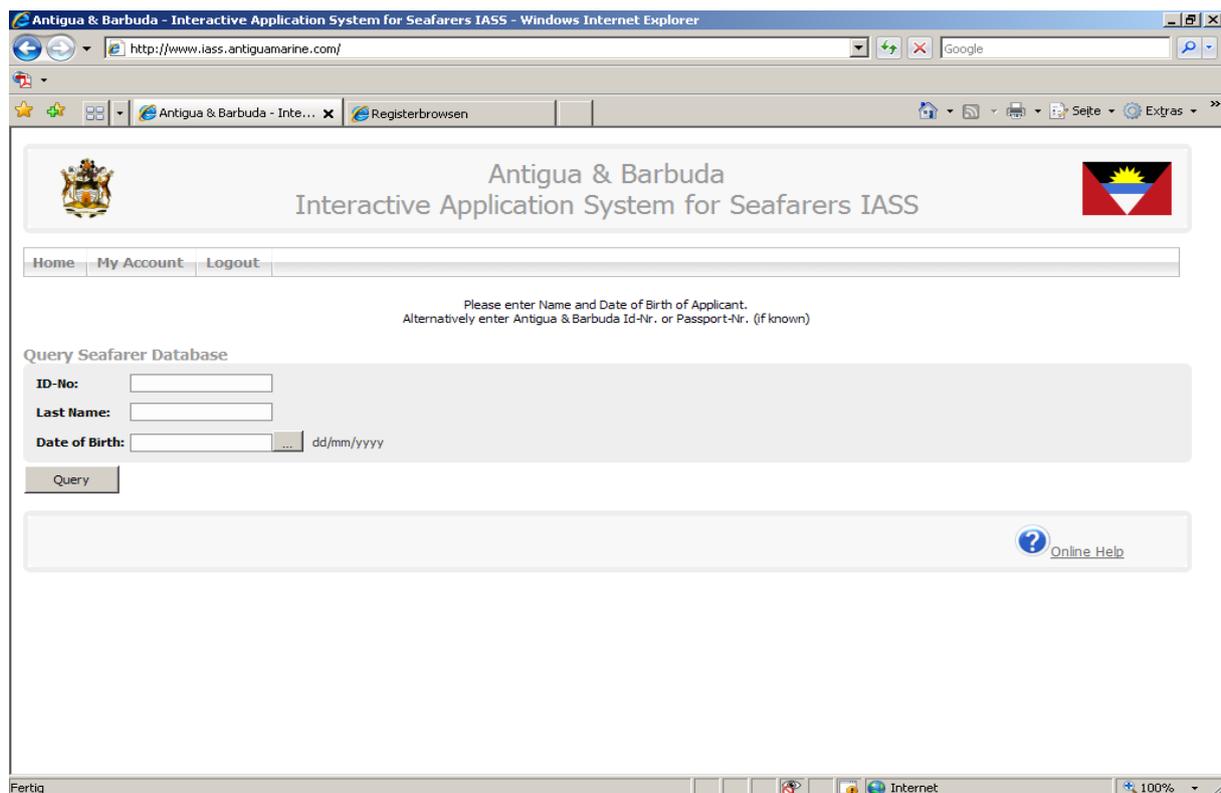
By setting of filter criteria 'Set Filter' the filing agent may get a display with a summary of the status of all applications.



Return to 'Home' where you can select 'New', 'Resume' or 'Delete'. Furthermore you have the possibility to sort your recent applications according to 'Appl:-No:', 'Last Name', 'Born', 'Vessel' and 'Agent'.

3. New Application

The following screen shows the STCW database query. By completion of the applicant's details ('Last Name' or 'Date of Birth') you will see if the applicant is already recorded in the database. This avoids duplication of applications and enables changes in recorded data to be made (revalidation, upgrades, etc.)



The criteria for the query are 'Last Name' or 'Date of Birth'. In case the identification number of the database is known, a definite assignment is possible.

If the applicant, or applicants (in case of same date of birth or same name), are already recorded, select the name you want to edit. Due to different phonetic transcription of names in Cyrillic characters, the use of date of birth is preferable. The screen 'Step 1: Seafarer personal data' appears where you can edit the records and application details.

If there is no compliance with a record in the ADOMS STCW database, the query will response 'No Records found'.

Press 'New Seafarer' to start the application procedure. The same screen without any entries appears.

http://antiguavpn.dyndns.org/UpdateWebApplication - Windows Internet Explorer

http://antiguavpn.dyndns.org/UpdateWebApplication

Antigua & Barbuda
Interactive Application System for Seafarers IASS

Home STCW Query My Account Logout

Application No. 1232

Step 1: Seafarer personal data

Please enter Seafarer's Personal Data. Special Characters are not allowed in any of the fields.

Seafarer Id.-No.: Press button to lookup applicant from database

A&B Vessel Name: Press button to lookup Vessel from database

Last Name: must be spelled exactly as in Seafarer's Passport, Required

Last Name (continued): may be used for alternative spelling of Last Name

First Name: Required

Date of Birth: dd/mm/yyyy Required

Sex: male female

Address: Required

Country of Citizenship:

4. Seafarer personal data (Step 1)

4.1. New Seafarer:

The details shown on the screen must be completed as required. Please complete mandatory fields which are light orange coloured. Empty mandatory fields suspend the continuation of the application process.

The vessel can be selected from the ship's list in the ADOMS database, therefore press the button "[...]" beside the field 'A&B Vessel Name'. If the vessel is not yet included in this list (new registration, change of name etc.), fill in the name by hand typing.

Compare if the spelling in the national passport corresponds with the spelling in the field 'Last Name'. The spelling in the national passport is binding.

The field 'Last name (continued)' should be completed in particular in case of different Cyrillic phonetic transcription in the national passport and in the national seaman's passport.

Choose the country of citizenship from the pull down menu. In case the country you want to select is not included, please inform ADOMS to have this country added. All other fields are self-explanatory.

4.2 Seafarer with existing ID-Nos.

Is the seafarer already registered in the ADOMS database, all fields must be compared with the current valid seafarer's documents and, if necessary, must be corrected and/or supplemented.

5. Eligibility basis on which application is made (Step 2)

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Home My Account Logout

Application No. 3, Gerdas

Step 1: Seafarer personal data

Step 2: Eligibility basis on which application is made

Please select the certificates and documents you are applying for.

Seafarer's Book a1) new issuance

Deck Officer Endorsement: b0) not applied for
 b1) new issuance (first application/extension)

Engine Officer Endorsement: c0) not applied for
 c1) new issuance (first application/extension)

GMDSS Endorsement: d0) not applied for
 d1) new issuance (first application/extension)

Tanker Man Endorsement(s): e0) not applied for
 e1) new issuance (first application/extension)

This screen enables the filing agent to choose the kind of document for which the application will be submitted.

A Seafarer's Book is compulsory for all new applicants. The button is preset on 'a1) new issuance'. In case of existing seafarers without any change in personal data, choose 'a0) not applied for' and in case personal data have been changed (new passport, change of name, citizenship etc.), choose 'a4) change of personal data'.

Masters, deck- and engine officers may select 'Deck Officer Endorsement', 'Engine Officer Endorsement' and 'GMDSS Endorsement' according to their capacity. New applications for deck officer's endorsement are generally combined with an application for a GMDSS endorsement, except for vessels which are not equipped with GMDSS (tonnage < 300 GT). You can choose between 'not applied for' and 'new issuance (first application/extension)'. 'New issuance' includes change of number of the national Certificate of Competency/Endorsement, upgrading, alteration of the limitations, loss of document; and 'replacement, revalidation' which will be available if the seafarer is already recorded and wants a revalidation of his Antigua endorsement.

'Tanker Man Endorsement(s)' may be applied for masters, officers and engineers as well as for ratings. Only tanker certificates of **advanced** training will be endorsed. Press '**continue**' after you have made your choice or '**suspend**' to stop the application process. Application will then remain in the list of recent applications.

6. Rating Information (Step 3)

Step 1: Seafarer personal data
Step 2: Eligibility basis on which application is made
Step 3: Rating Information

Please enter national rating information.

Document No.:

Date Issued: ... dd/mm/yyyy

Date expires: ... dd/mm/yyyy

Origin:

Rating Information:

STCW Reg No.: n.a.

Level: support

STCW Regulations:

- II/4:** certification requirements for ratings forming part of a navigational watch
- III/4:** certification requirements for ratings forming part of a navigational watch in a manned engine-room
- n.a.:** other than certified watchkeeping personnel

Level:

- Support:** watchkeeping personnel
- Other:** other than watchkeeping personnel (e.g. ordinary seaman, cook, electrician, steward etc.)

In case you have no application for an endorsement for masters, deck- and engine officers, you will be forwarded to '**Step 3: Rating information**'
Enter the national certificate of competency's number. (Able Seafarer Deck/Engine, Rating forming part of a navigational / an engineering watch, cook certificate etc.), dates of issuance and expiration, country of origin of the certificate, rating information (e.g. cook, OS, cadet), select the appropriate STCW Reg. No. and choose the level associated with the STCW Regulation (support or other). For easy reference you can find a legend with the description of the relevant STCW regulations at the bottom of the screen. Press '**continue**' to enter the next screen.

7. Sea Service (Step 6)

For proof of sea service, you are requested to provide a sea service record. You can select between:

- creation of a list of sea service by pressing the 'insert' button.
A form will be opened and you can complete the requested fields:

http://antiguavpn.dyndns.org:88/UpdateWebApplication - Windows Internet Explorer

http://antiguavpn.dyndns.org:88/UpdateWebApplication

Google

Los geht's! Lesezeichen 0 blockiert Rechtschreibprüfung Senden an Einstellungen

http://antiguavpn.dyndns.org:88/UpdateWebApplica...

Home My Account Logout

Application No. 3, Gerdes

Step 1: Seafarer personal data

Step 2: Eligibility basis on which application is made

Step 3: Deck Officer Endorsement

Step 4: GMDSS Endorsement

Step 5: Tanker Man Endorsement(s)

Step 6: Sea Service

Please enter Sea Service Records to provide documentation to meet the minimum sea service requirement of at least 1 year (365 days) within the last 5 years before application.

-alternatively-

Upload proof of Basic Safety Training or company's sea service record on the following page.

Sea Service Records

No Records entered

Insert

Proof of the minimum sea service requirement of 365 days has not been reached yet.
A total of 365 days is still missing.

continue... suspend

Online Help

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http://antiguavpn.dyndns.org/UpdateSeaService - Windows Internet Explorer

http://antiguavpn.dyndns.org/UpdateSeaService

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Enter Sea Service Record

Name of Vessel: Required

Vessel Gross Tons: Required only for Deck Officers

Vessel Power (kW): Required only for Engine Officers

Flag: Required

Crewing Agent: Alternatively enter Shipping Company

Capacity: Required

Period of Service

From: dd/mm/yyyy Required

To: dd/mm/yyyy Required

Save Cancel

[Online Help](#)

http://antiguavpn.dyndns.org/UpdateWebApplication - Windows Internet Explorer

http://antiguavpn.dyndns.org/UpdateWebApplication

Home STCW Query My Account Logout

Application No. 1232, Karambulov, Oleg

Step 1: Seafarer personal data

Step 2: Eligibility basis on which application is made

Step 3: Rating Information

Step 4: Sea Service

Please enter Sea Service Records to provide documentation to meet the minimum sea service requirement of at least 6 months.

-alternatively-

Upload proof of refresher course or adequate employment on shore or company's sea service record on the following page.

Sea Service Records

Name	GT	Power (kW)	Crewing Agent	Capacity	Period of service	Days
Vampir	3,456	0	xxxxxxxx	rating deck	12/06/2005 - 18/03/2006	279

Insert Change Delete

continue... suspend

Fertig

'Save' this form and continue to create the requested minimum time of sea service.

Alternatively, you can upload a basic safety training certificate (including proof of refresher training if required):

- skip the step before and you will be requested on the next screen for an upload of the concerned document

8. Upload Document Copies (Step 5)

This screen shows the documents which are requested and which must be uploaded. Press 'Upload' and select the document which you have scanned prior to starting the application process.

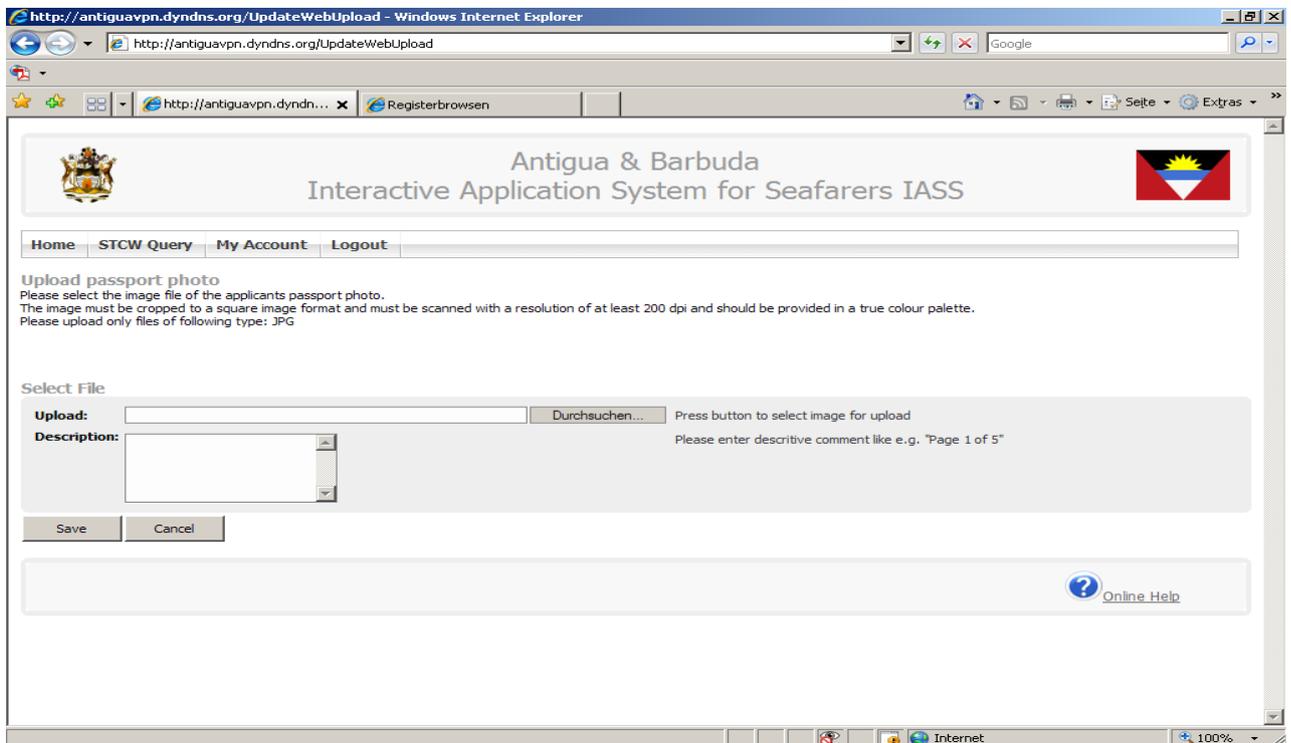
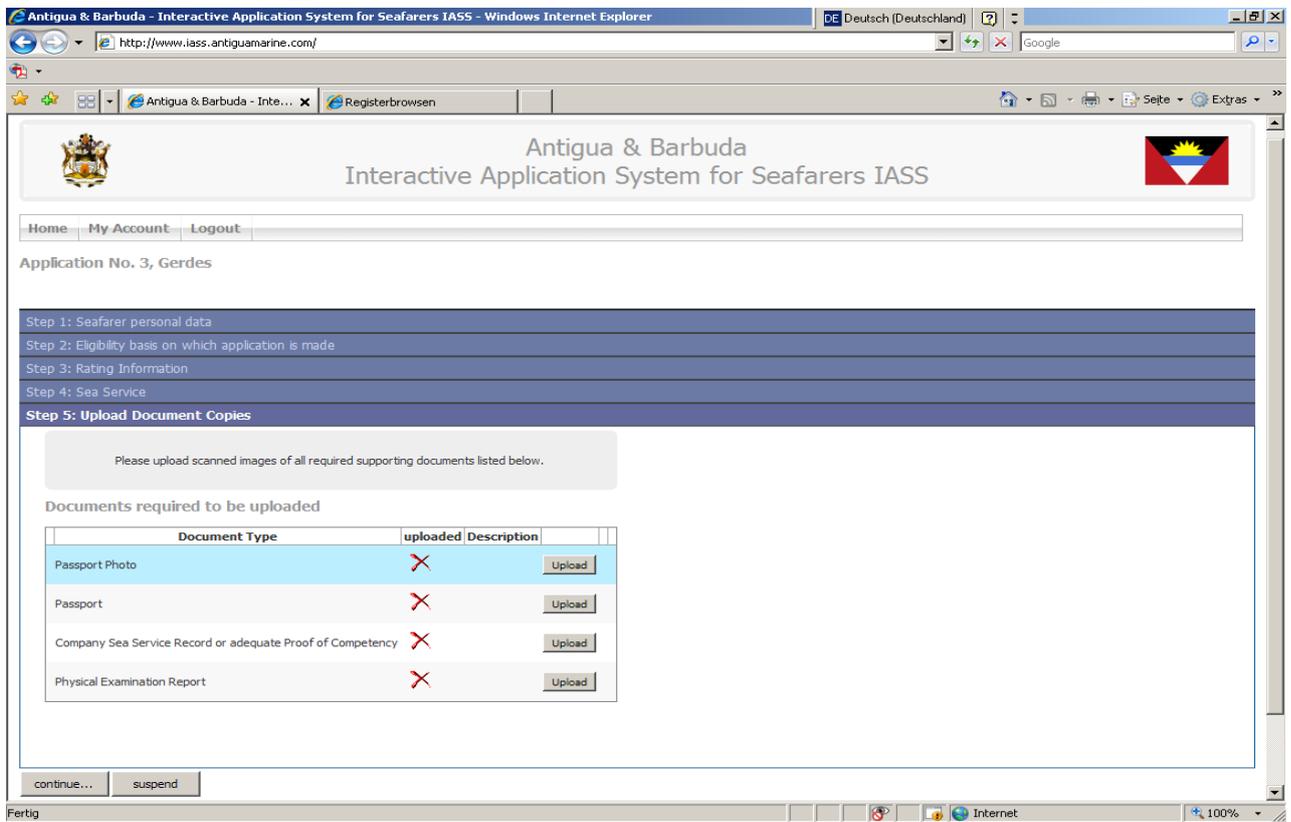
You will be forwarded to a screen on which you can browse to the folder on your PC or server where the documents are stored.

Please note following quality criteria for the documents to be scanned and uploaded:

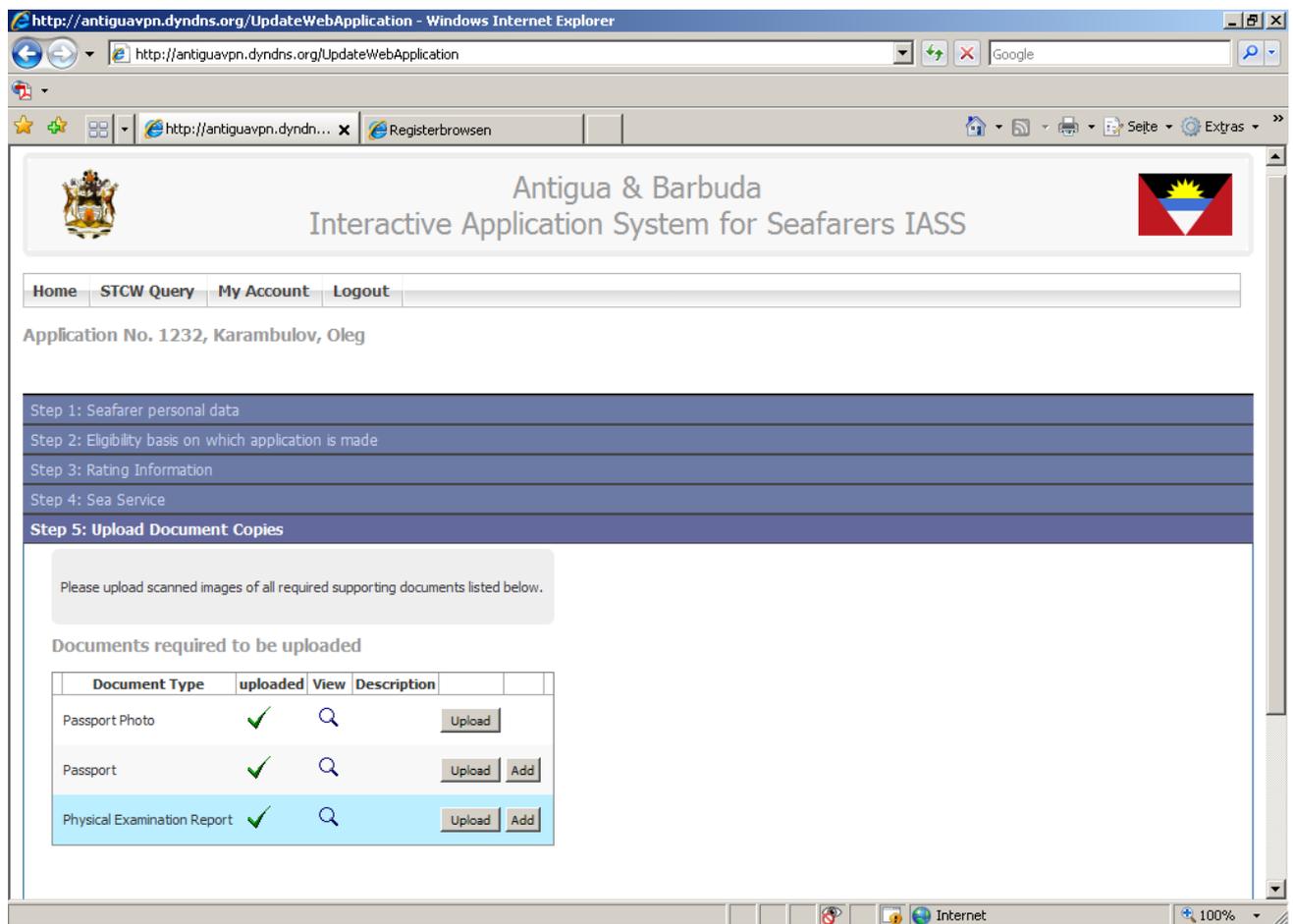
- photograph: jpg-file; size 40 by 50 mm (approx. 1.6 x 2 inch) with a resolution of **300 dpi**
- documents: jpg-file **in low resolution (75 dpi)**, black and white.
- Document size DIN A4 in panel format. The file should **not extend** a size of **500 kB**

If the document to be uploaded consists of more than one page press the 'Add' button in the menu 'Documents required to be uploaded'. An additional menu 'Select File' will appear.

Please note that the upload of the Physical Examination Report requires the completion by 'Medical Certificate Expiry Date', name of the 'Medical Practitioner' and the 'Origin' of the Certificate. If the name of the medical practitioner is unreadable, insert the name of the medical institute, clinic or hospital.



Start the upload by pressing 'Save'. Depending on the size of the file and the internet speed you can complete these screen.

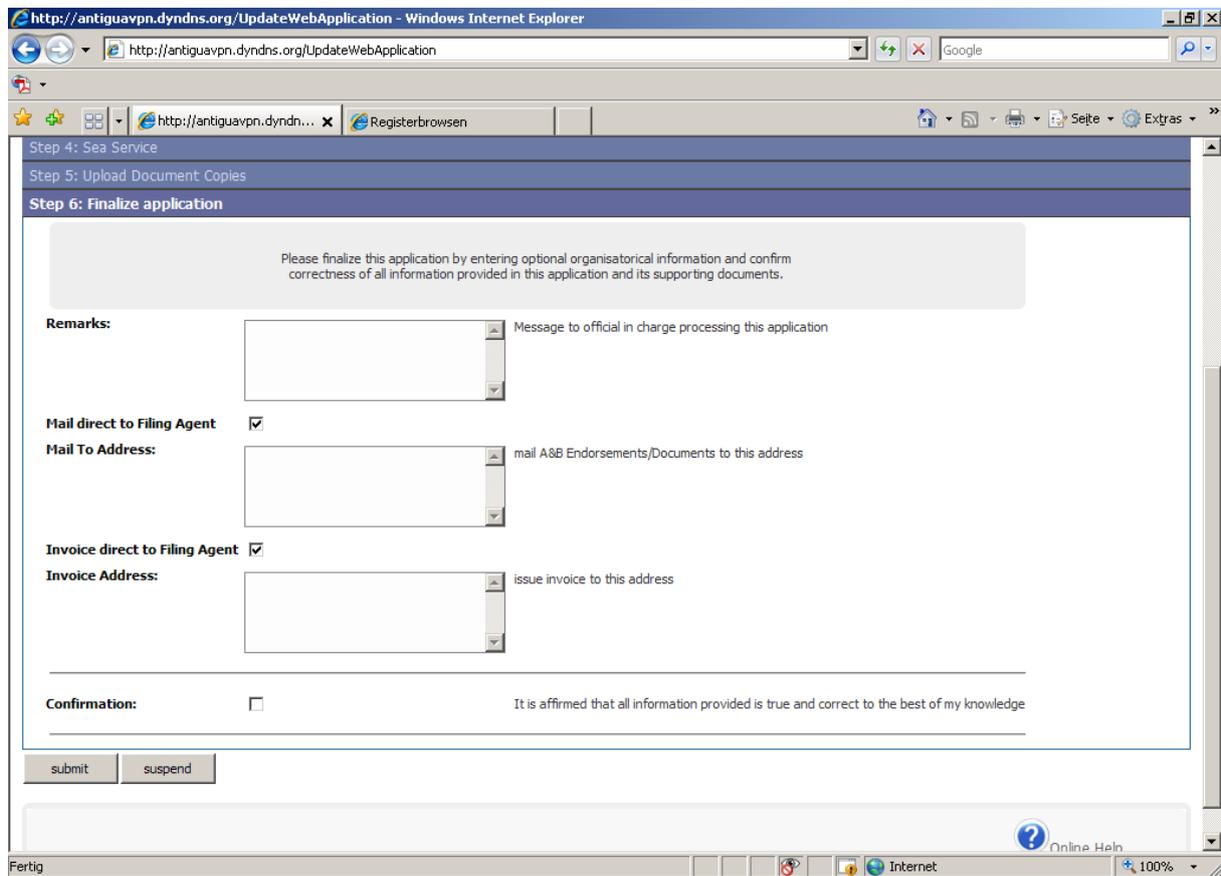


By using the magnifying glass, you can check the correctness and the quality of the scanned document. In case you have uploaded a wrong scan you can overwrite this file by without problems. After successful upload of the requested documents you can finalize the application by clicking on 'continue'.

9. Finalize Application (Step 6)

On this screen the Filing Agent has the possibility to communicate with ADOMS. You can give some additional remarks with regard to the application. Furthermore, you can change the mailing and invoicing instructions. The presetting is to mail the documents as well as the invoice to the applying Filing Agent. Otherwise, remove the tick and enter the deviating address.

By setting the tick in 'Confirmation' you affirm that the application is completed, true and correct to the best of your knowledge. Finally press 'submit' and your application will be displayed on the ADOMS server. In case you still have any corrections or alterations, press 'suspend' to stop the transmission for necessary changes.

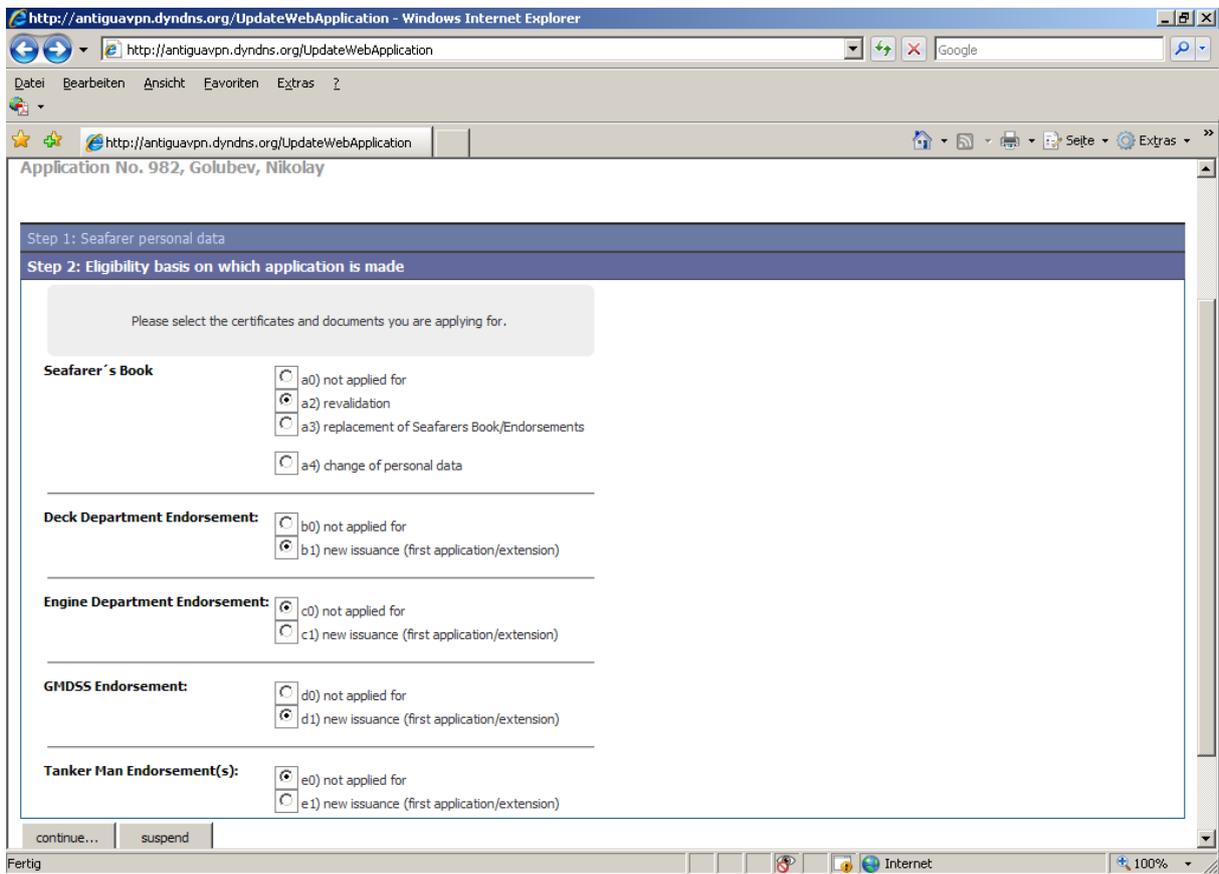


The status of your applications is displayed on the screen 'Recent Applications'. Please note that applications which have already been submitted will be displayed but cannot be changed. Only the applications which have been 'returned to filing agent' may be re-edited.

10. Application for an Endorsement or Change of Endorsement 'Eligibility basis on which application is made' (Step 2)

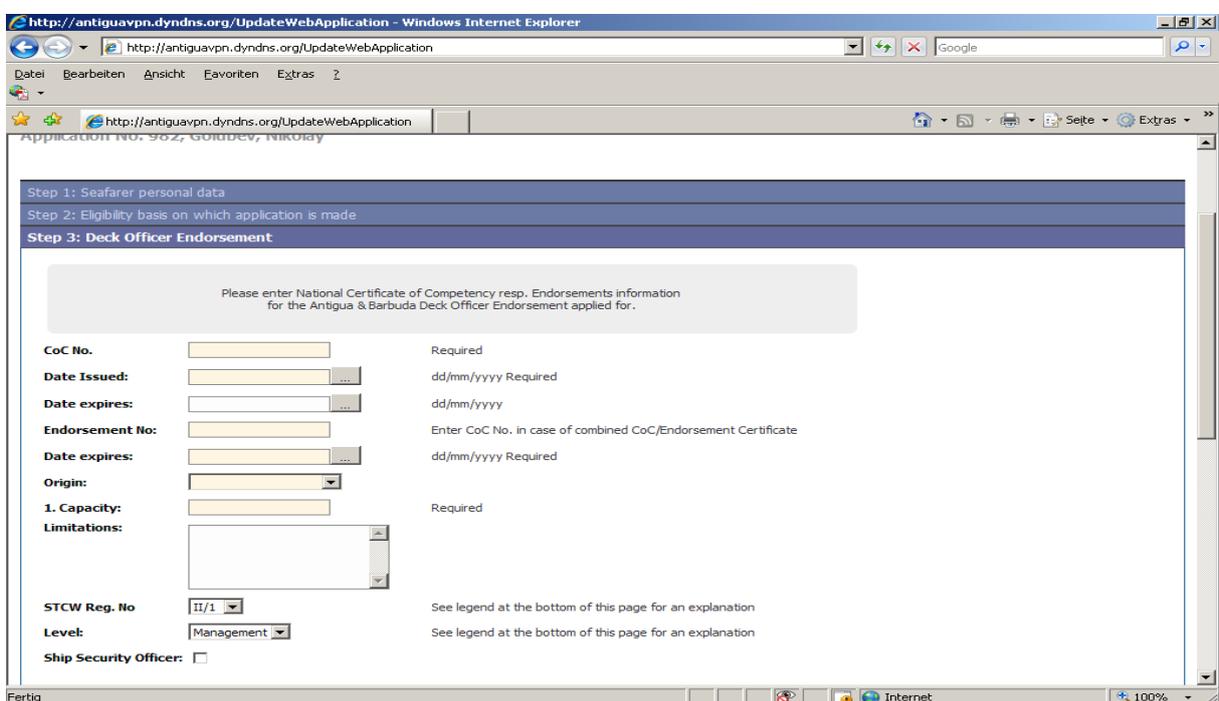
The sample above refers to an application of a rating for which only a Seafarer's Book is requested. See hereto ADOMS STCW Circular 2002-001.

Masters, officers and engineers have to apply for an endorsement of their foreign national certificate of competency or revalidation of A&B endorsements, respectively. The sample as shown in step 2 'Eligibility basis on which application is made' gives a review of the various alternatives which may be selected for a specific application.



The screen shows an application for a seafarer who is not yet recorded in the ADOMS database applying for a seafarer's book, an endorsement in the deck department (master, chief mate or deck officer according to his national certificate of competency) and a GMDSS endorsement. The ticks have been set accordingly.

Press 'continue' for the next screen, i.e. 'Step3: Deck Officer Endorsement'.
Now, the system asks for certification details.



Enter the national certificate of competency's number 'CoC No.', the 'Date of issue' and 'Date of expiry'. In case the national endorsement's number differs from the CoC's number, enter these data as well.

Ship Security Officer:

2. Capacity:
 Limitations:

3. Capacity:
 Limitations:

STCW Regulations:

- I/1:** certification requirements for officers in charge of a navigational watch on ships > 500 GT
- II/2:** certification requirements for masters and chief mates on ships > 500 GT
- II/3:** certification requirements for officers in charge of a navigational watch and masters on ships < 500 GT
- III/1:** certification requirements for officers in charge of an engineering watch
- III/2:** certification requirements for chief engineer officers and second engineer officers on ships > 3000 kW
- III/3:** certification requirements for chief engineer officers and second engineer officers on ships between 750 and 3000 kW
- IV/1:** requirements for the training and qualification of masters, officers and ratings on tankers

Level:

- Management:** serving as master, chief mate, chief engineer or second engineer
- Operational:** serving as officer in charge of a navigational watch or engineering watch

continue... suspend

The legend defines the STCW regulations as well as the applicable level.

Repeat the procedure described before for any other documents (GMDSS endorsement, Tanker man endorsement, Ship Security Officer endorsement...).

Step 1: Seafarer personal data
 Step 2: Eligibility basis on which application is made
 Step 3: Deck Officer Endorsement
Step 4: GMDSS Endorsement

Please enter National Certificate of Competency resp. Endorsements information for the Antigua & Barbuda GMDSS Endorsement applied for.

CoC/Endorsement No: Required

Date Issued: dd/mm/yyyy Required

Date expires: dd/mm/yyyy Required

Origin:

Capacity: GMDSS general operator GMDSS restricted operator

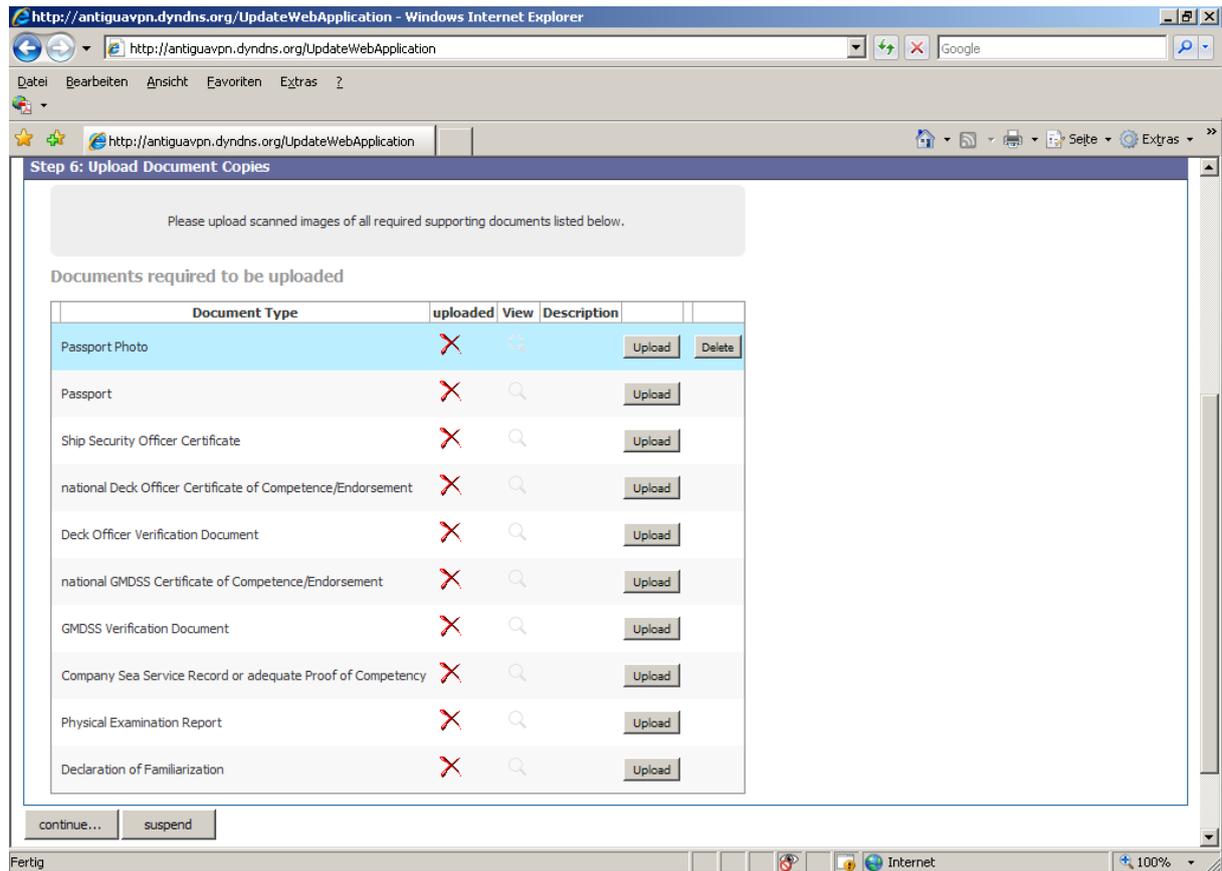
STCW Reg. No: IV/2

Level: Operational

continue... suspend

[Online Help](#)

As already shown in the previous sample, a 'Sea Service' record of at least 1 year within the last 5 years must be provided, either by preparation of a record in the system or by upload of a basic training certificate as part of the documents to be uploaded.



The following steps are already described in item 9. 'Finalize application'

If the application has been submitted, the status will be displayed on the screen 'Home', - 'Recent Applications'. It is not possible to alter any details in an already submitted application.

The STCW Division of ADOMS is informed at the moment an application has been submitted. The application will be checked and if ADOMS has any remarks or questions, the application will be 'returned to filing agent' and with an e-mail describing details for correction. The application can be re-edited and can be re-submitted afterwards. In case of major deficiencies, the application will be rejected by ADOMS. The status of applications is displayed on the Filing Agent's screen according to the different filter settings giving possibility to change or to complete the details in question.

To avoid delay in issuance of CRAs it is recommended to put the remark 'CRA requested' in 'Step 6 Finalize applications'.

Applications which are accepted will be processed by ADOMS in due time and will be despatched together with the invoice to the addresses as instructed.