

Letter headed paper showing  
Company Logo and Contact Details

Courses Department  
Ocean Technologies Group  
Space Liverpool Street  
35 New Broad Street  
London  
EC2M 1NH

Date: <DD/MM/YYYY>

Dear Sir/Madam,

**RE: Passenger Ship Tender Boat Operator Certification**

I write to introduce <Candidate's Full Name> who has served in the capacity of <rank> onboard Passenger Ship(s) connected with this company.

During this time, the above-named candidate has received onboard practical instruction to take charge of a passenger tender boat, in accordance with IMO MSC.1/Circ.1417, and demonstrated to our satisfaction the following competencies:

1. Take charge of a tender boat during and after launch
2. Operate a tender boat engine(s)
3. Manage passengers during normal tender operations
4. Use communication and navigational equipment
5. Operate and manoeuvre tender boat
6. Manage emergencies

I also confirm that this candidate holds documentary evidence of having achieved:

1. the competencies listed in column 1 of STCW Code tables:
  - A-VI/1-1 – Personal Survival Techniques
  - A-VI/1-2 – Fire Prevention and Fire Fighting
  - A-VI/1-3 – Elementary First Aid
  - A-VI/1-4 – Personal Safety & Social Responsibilities
2. A Certificate of Proficiency in Survival Craft and Rescue Boats (other than Fast rescue boats)
3. The STCW requirements of medical fitness

I therefore deem this crew member to be practically competent in all aspects and suitable to be awarded certification as a Passenger Ship Tender Boat Operator.

Yours Faithfully,

<Your signature>

<Your Name>

<Your Position>