

Udskriftsdato: 3. januar 2026

VEJ nr 9016 af 08/01/2020 (Gældende)

Vejledning om fremgangsmåde ved bedømmelse af skibskokke

Ministerium: Erhvervsministeriet

Journalnummer: Erhvervsmin.,
Søfartsstyrelsen, j.nr. Erhvervsmin.,
Søfartsstyrelsen, j.nr. 2020 - 50337

Vejledning om fremgangsmåde ved bedømmelse af skibskokke

1. Formål

Denne vejledning opstiller kvalifikationskrav og den fremgangsmåde, der skal anvendes i forbindelse med bedømmelse af udenlandske skibskokke, der ønsker at arbejde om bord i danske skibe.

2. Anvendelse/omfang

Vejledningen finder anvendelse for personer, der i overensstemmelse med § 2, stk. 2, nr. 3, i bekendtgørelse nr. 1305 af 5. december 2019 om kvalifikationskrav til kokke uden dansk sønæringsbevis som skibskok til at gøre tjeneste som skibskok i handelsskibe registreret i Dansk Internationalt Skibsregister skal foretage en vurdering af udenlandske skibskokke.

3. Grundlag/referencer/bilag

3.1 Søfartsstyrelsens bekendtgørelse om kvalifikationskrav til kokke uden dansk sønæringsbevis som skibskok til at gøre tjeneste som skibskok i handelsskibe registreret i Dansk Internationalt Skibsregister.

3.2 BILAG:

Appendix 1: Guidance regarding endorsement as a ship's cook

Appendix 2: Questionnaire

Appendix 3: Table of competences

Appendix 4: Assessment of competence

4. Definitioner

4.1 *Assessment* er en vurdering af, om en kandidat er i besiddelse af de krævede færdigheder og kundskaber til en given kvalifikation.

4.2 *Assessor* er en person, der forestår assessment, og som opfylder kravene som fastsat i pkt. 5.13.

5. Fremgangsmåde

Fremgangsmåde ved bestilling af prøver, kurser mv.

5.1 Det rederi, der ønsker at ansætte en skibskok uden dansk sønæringsbevis, bestiller prøver, kurser mv. hos en person godkendt af Søfartsstyrelsen til at afholde en prøve for skibskokke. EU-/EØS-statsborgere kan selv bestille prøven.

5.2 Prøveafholderen forestår planlægning og gennemførelse af prøven.

5.3 I forbindelse med Søfartsstyrelsens tilsyn/audit af prøveafholderne kan Søfartsstyrelsen vælge at deltage som observatør eller udpege en person som den ene assessor til en prøve. Dette vil på forhånd blive aftalt direkte med prøveafholderen.

5.4 For prøver afholdt i Danmark kan kun opkræves det af Søfartsstyrelsen fastsatte prøvegebyr, der pr. d. 1. marts 2012 er på kr. 1.200.

5.5 Prøveafholderen kan endvidere kræve betaling for udgifter til rejse og ophold i forbindelse med afholdelse af prøver.

Fremgangsmåde ved gennemførelse af interview

5.6 Ansøgeren skal udfylde Candidate Questionnaire personligt, middelbart før prøven begynder. Spørgsmålene skal besvares skriftligt på engelsk. Formålet med at udfylde spørgeskemaet er at give assessor viden om baggrunden for ansøgerens opnåelse af hans eller hendes uddannelse samt for at vise ansøgerens niveau i skriftligt engelsk.

5.7 Prøver skal afholdes af to assessorer. Prøver afholdes i form af et operativt interview, evt. under inddragelse af relevante PC-baserede programmer. Ved planlægning af et interview skal assessorerne anvende Assessment table (bedømmelsesskemaet i appendix 3).

5.7.1 Assessorerne forbereder spørgsmål til brug ved interviewet. Spørgsmål, der kan besvares ved "Ja" eller "Nej", bør undgås. Spørgsmål, der starter med "Forklar, hvordan du vil udføre" eller tilsvarende, som vil kræve af ansøgeren, at han eller hun formulerer et svar, skal foretrækkes.

5.8 Assessorerne gennemfører herefter interviewet med ansøgeren.

5.8.1 Interviewet skal foregå på engelsk, og ansøgerens færdighed i at tale engelsk skal indgå som en del af interviewet.

5.8.2 Assessorerne skal vurdere ansøgerens kvalifikationer sammenlignet med de kvalifikationskrav, der er anført i bedømmelsesskemaet.

5.8.3 Ved udførelse af interviewet åbnes et emne med spørgsmål forberedt i bedømmelsesskemaet, og der kan efterfølgende stilles supplerende spørgsmål afhængigt af svarene for at klargøre ansøgerens niveau af forståelse for emnet.

5.8.4 Under interviewet gør assessorerne korte notater af deres observationer.

5.8.5 Varigheden af interviewet bør normalt være 30–60 minutter.

5.9 Efter interviewet kan assessorerne indsætte bemærkninger i bedømmelsesskemaet og skal derefter, uden at ansøgeren er til stede, beslutte, om ansøgeren skal anses for kvalificeret inden for hver enkelt funktion og i konsekvens heraf anses for kvalificeret til at få udstedt et påtegningbevis som skibskok.

5.9.1 Assessorerne registrerer beslutningen (Yes/No) i appendix 4.

5.9.1.1 I tilfælde af en negativ (No) beslutning skal bemærkninger i skemaet understøtte denne beslutning. Kandidaten kaldes ind og gives en forklaring på, hvorfor denne ikke fik bedømmelsen "yes". I denne forbindelse kan det være en fordel, hvis en repræsentant fra rederiet eller lignende kan være til stede.

5.9.1.2 Begge assessorer attesterer beslutningen ved underskrifter i bedømmelsesskemaet.

5.10 Prøveafholderen tilsender Søfartsstyrelsen en oversigt over de kandidater, der anses for kvalificeret til at få udstedt det danske påtegningbevis, der søges om.

5.11 Bedømmelsesskemaet - udfyldt og attesteret som specificeret - og "Candidate Questionnaire" - udfyldt af ansøgeren - skal opbevares af prøveafholderen i mindst 3 år.

5.12 Hvis ansøger findes kvalificeret til at få udstedt et dansk påtegningbevis, skal assessorerne give kandidaten en erklæring om resultatet. Erklæringen skal vedhæftes ansøgningen om udstedelse af dansk påtegningbevis.

Kvalifikationskrav til assessorer

5.13 For at kunne fungere som assessor ved en operationel test (assessment) til udstedelse af påtegningsbevis til skibskokke skal vedkommende:

5.13.1 være underviser eller have tilsvarende kvalifikationer fra Gastronomuddannelsen, specialet kok (svendebrev som kok) på en dansk uddannelsesinstitution eller

5.13.2 være i besiddelse af gyldigt dansk sønæringsbevis som skibskok og have fartstid som skibskok og/eller hovmester i minimum 3 år eller tilsvarende kvalifikationer og

5.13.3 beherske engelsk som arbejdssprog.

5.14 Ved prøver for udstedelse af påtegningsbevis til skibskokke skal mindst en af assessorerne opfylde kravene i pkt. 5.13.1 eller 5.13.2.

Fremgangsmåde ved godkendelse

5.15 Institutionen (eller den individuelle assessor) skal være godkendt til assessment.

5.16 Personer eller institutioner, der ønsker at blive godkendt som assessor af kokke i forhold til bekendtgørelse om kvalifikationskrav til kokke uden dansk sønæringsbevis, skal sende en ansøgning til Søfartsstyrelsen. I denne ansøgning skal de redegøre for, at de opfylder kravene til at blive godkendt som assessor.

5.17 Prøveafholderens aktiviteter i forbindelse med assessment skal være dokumenteret i overensstemmelse med retningslinjerne i pkt. 3.2. Der skal herunder være procedurer, som sikrer overholdelse af pkt. 5.6–5.12.

5.18 Prøveafholderens ledelse er ansvarlig for, at assessorer opfylder kvalifikationskravene i pkt. 5.13–5.14.

6. Ansvar

6.1 Assessorerne har ansvaret for pkt. 5.6–5.12.

6.2 Prøveafholderen har ansvaret for pkt. 5.2, 5.4, 5.13, 5.14, 5.15, 5.17 og 5.18.

6.3 Søfartsstyrelsen har ansvaret for godkendelse af institutioner og tilsyn hermed.

Erhvervsministeriet, den 8. januar 2020

PER SØNDERSTRUP
P.D.V.

/ Benny Gade Matsumoto-Hannsen

Guidance regarding Certificate of endorsement as a ship's cook

Appendix 1

A Ship's Cook wishing to apply for a Danish Certificate of endorsement as Ship's Cook will have to contact a Danish shipping company or its representative in his or her own country.

An application to the Danish Maritime Authority for an endorsement will need to be endorsed by such a company indicating a promise for engagement on board the company's ships.

When contacting the Danish shipping company or its representative, the foreign officer will need to present his or her examination papers and certificates in original form and proof of identity (passport or seafarer's discharge book). Furthermore, it is strongly recommended to present proof of completed maritime education and training and seagoing service. The company will be in possession of an application form to be used when applying to the Danish Maritime Authority and will also provide information about further procedures that will need to be followed in the application process. The shipping company may require further documentation and information. Citizens from member states of the European Union and from Norway and Iceland may apply directly to the Danish Maritime Authority.

Requests for certificate of endorsement shall be submitted to the Danish Maritime Authority by using the Danish Maritime Authority's system for digital applications for being issued with a certificate of competency.

Contact address:

Danish Maritime Authority

Carl Jacobsens Vej 31

DK-2500 Valby

Denmark

Tel. +45 72 19 60 00

e-mail: kc@dma.dk

Questionnaire*Appendix 2***Candidate's details**

First name(s)	Surname
Nationality	Date of birth

Details of examination papers and certificate as appropriate**Examination papers**

Name, address and contact details of institution/school/academy issuing the Examination Papers:	Examination: Specify Capacity
Date of issue	

Certificate

Name, address and contact details of institution/school/academy issuing the Certificates:	Certificate: Specify Capacity
Certificate number	Last revalidation date (if any)
Date of issue	Valid until

Details of experience (CV)

Describe what education and training you have completed to obtain your competences (and certificate) as Ship's Cook, including Names of training institution(s), details on seagoing service (names and types of ships, duration of each assignment), duration of courses and total duration of education and training as Ship's Cook:

Describe what Basic Safety training (first Aid, fulfilling the STCW Convention you have completed to obtain your competences (and certificate) as Ship's Cook, including Names of training institution(s), details on seagoing service, duration of courses and total duration of education and training including details of the training institutions and the certificates obtained:

Describe your previous working routines and practical experience as Ship's Cook.

Describe your present working situation including latest employment at sea.

Describe the specific types of ships where you have been employed (amount of details to approximately suit the space provided below).

Have you previously been employed in Danish ships?

(if yes, please state name of company and types of ships)

Place & date

Signature

Table of competences - Function: Ship's cook

Appendix 3

Ref	Column 1	Column 2	Column 3	Column 4
	Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
1	Practical cookery	Prepare a week's menu for the crew How food articles are handled (pork, beef and poultry)? How would you re-use excess food? Briefly describe the connection between food and culture and religion? Can you bake (for example white bread, chapatti, rye bread or sponge cake)?	Assessment of evidence obtained from approved training or examination and from one or more of the following: . 1 approved in-service experience . 2 approved training ship experience.	Expected standards of work, behaviour and safety culture are observed at all times
2	Food safety and hygiene	Describe at which temperature the various types of food should be stored. Describe the basic hygienic principles in connection with chopping boards. Describe the danger of mixing non-prepared food articles. Describe the cleaning and preparation of food articles. Describe the arrangement and serving of hot and cold meals. Describe which food articles require a high hygienic standard and increased awareness.	Assessment of evidence obtained from approved training or examination and from one or more of the following: . 1 approved in-service experience . 2 approved training ship experience.	Expected standards of work, behaviour and safety culture are observed at all times
3	Personal hygiene	Describe your responsibility and how you ensure your personal hygiene in the galley. Describe which personal measures you should take to minimize the risk of infecting food articles. For example, how do you sneeze?	Assessment of evidence obtained from approved training or examination and from one or more of the following: . 1 approved in-service experience	Expected standards of work, behaviour and safety culture are observed at all times

		How often and in what situations do you wash your hands using soap? How often do you find it necessary to change your work clothes?	. 2 approved training ship experience.	
4	Storage of food	Describe the procedure for receiving stores. Which food articles cannot be stored above/below each other in the cold store? How do you pack various types of stores? Describe how the dry store should be arranged and fitted out. Describe the cold and freezing storage and the storage of fruit and vegetables. How often should freezers and cold storages be cleaned and defrosted?	Assessment of evidence obtained from approved training or examination and from one or more of the following: . 1 approved in-service experience . 2 approved training ship experience.	Expected standards of work, behaviour and safety culture are observed at all times
5	Order of Stores and stock control	What is necessary before you order new stores? Describe the procedure for ordering stores. How much extra stores should be carried on board? Describe the stores procedure, including the receipt of food articles and stores for the galley. What is essential to sound stock control? What stores should be used first? How do you make sure that fresh stores are not ruined/get too old? Describe the order control procedure, including the measurement of temperatures, check of expiry dates, visual control, etc.	Assessment of evidence obtained from approved training or examination and from one or more of the following: . 1 approved in-service experience . 2 approved training ship experience.	Expected standards of work, behaviour and safety culture are observed at all times

6	Protection of the environment	Can you explain which environmental protection procedures should be implemented for the galley? How is waste sorted? How would you dispose of waste from the galley, including organic waste, plastic waste, the use of a waste disposer (in port?), etc.? Give examples of special stores regulations (USA, South America, etc.).	Assessment of evidence obtained from approved training or examination and from one or more of the following: . 1 approved in-service experience . 2 approved training ship experience.	Expected standards of work, behaviour and safety culture are observed at all times
7	Healthiness	Describe how you would check the self-monitoring of the galley and associated areas. Describe how you would ensure onboard health. Describe the procedure for cleaning and disinfecting the galley, stores rooms, etc. Describe the procedure for cleaning and disinfecting the furniture, tools and equipment in the galley, stores rooms, etc. Describe food-borne diseases and infection sources. What would you do if you cut yourself on a knife? Can you work in the galley with wounds on your hands?	Assessment of evidence obtained from approved training or examination and from one or more of the following: . 1 approved in-service experience . 2 approved training ship experience.	Expected standards of work, behaviour and safety culture are observed at all times
8	Nutrition	Describe what is good and sound nutrition. Why is it important that the cook provides good and varied food? Why is it important that the crew has a possibility of eating varied food?	Assessment of evidence obtained from approved training or examination and from one or more of the following: . 1 approved in-service experience . 2 approved training ship experience.	Expected standards of work, behaviour and safety culture are observed at all times

9	Safety when handling food and supplies	Which measures should the cook take to ensure a good safety level in the galley and the stores rooms? Describe the microbiological, chemical and physical risk factors that may have an impact on the food safety on board. Describe the temperature requirements for refrigerating and heating.	Assessment of evidence obtained from approved training or examination and from one or more of the following: . 1 approved in-service experience . 2 approved training ship experience.	Expected standards of work, behaviour and safety culture are observed at all times
10	Safety in the galley	Can you explain the safety procedures in the galley? Describe how you ensure personal safety in the galley, including clothing, personal safety equipment, shoes, etc. How is the galley secured in adverse weather? What personal safety equipment should be used when taking in stores? Describe how you would handle a fire in the galley (deep-frying fat, oil, etc.).	Assessment of evidence obtained from approved training or examination and from one or more of the following: . 1 approved in-service experience . 2 approved training ship experience.	Expected standards of work, behaviour and safety culture are observed at all times

STCW Basic Safety Training

Ref	Column 1	Column 2	Column 3	Column 4
11	Personal survival techniques (STCW A-VI/1-1)	Ref. STCW	Assessment of evidence obtained from approved training or examination	Ref. STCW
12	Fire prevention and fighting (STCW A-VI/1-2)	Ref. STCW	Assessment of evidence obtained from approved training or examination	Ref. STCW
13	Elementary first aid (STCW A-VI/1-3)	Ref. STCW	Assessment of evidence obtained from approved training or examination	Ref. STCW
14	Personal safety and social responsibilities (STCW A-VI/1-4)	Ref. STCW	Assessment of evidence obtained from approved training or examination	Ref. STCW

Bilag 4

Assessment of competence - Assessor's conclusions regarding competence in the function as ship's cook

Appendix 4

Candidate's name: _____

Candidate's date of birth: _____

Is the candidate considered competent to perform the function as Ship's Cook?

☐ ☐

YES **NO**
S

Concluding remarks, if any:

Place of Assessment Date

Assessor's name: _____

Signature:

Assessor's name: _____

Signature: