[Company headed paper]

[Date]

FAO Ice Navigation

DP Department

The Nautical Institute

202 Lambeth Road

LONDON

SE1 7LQ

United Kingdom

**Initial Application for an Ice Navigator Certificate – Ice Navigation Scheme**

We hereby certify that [ICE NAVIGATOR’S FULL NAME] (DOB: [DATE OF BIRTH]) is employed by [COMPANY NAME] as a [ICE NAVIGATOR’S RANK] on board our vessels.

We have checked his/her sea ice time against our records and confirm that [ICE NAVIGATOR’S NAME] has accrued the necessary days spent in ice at sea as required by the Ice Navigation Scheme.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Vessel Name** | **GRT** | **IMO No** | **Class** | **Trip Dates** | **Total Days in Ice at Sea** | **Rank** |
| **From** | **To** |
|  |  |  |  | dd/mm/yyyy | Dd/mm/yyyy |  |  |
| **Ice Navigation dates** |  |
| **Description of ice encountered** |  |
| **Location(s)** |  |
| **Type of operations** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Vessel Name** | **GRT** | **IMO No** | **Class** | **Trip Dates** | **Total Days in Ice at Sea** | **Rank** |
| **From** | **To** |
|  |  |  |  | dd/mm/yyyy | dd/mm/yyyy |  |  |
| **Ice Navigation dates** |  |
| **Description of ice encountered** |  |
| **Location(s)** |  |
| **Type of operations** |  |

[Add/delete boxes as required]

This letter is provided in support of his/her application for an Ice Navigator certificate.

Yours faithfully

[SIGNATORY’S NAME]

[SIGNATORY’S JOB TITLE]

[CONTACT DETAILS]