



Maritime &
Coastguard
Agency

MERCHANT SHIPPING NOTICE

MSN 1856 (M+F)

Training & Certification Guidance: UK Requirements for Master and Deck Officers

Notice to all Owners, Masters, Officers, Ratings and those concerned with maritime training.

This notice replaces MGN 91 (M), MGN 92 (M), MGN 97(M) and MGN 263.

Summary

This Merchant Shipping Notice (MSN) sets out and explains the regulatory requirements regarding the implementation of training elements applicable under Chapter II of the Standards of Training, Certification and Watchkeeping (STCW) Convention and Code. It outlines the certification structure and examination and training requirements for Merchant Navy deck officers. The certification system provides a structured progression route for trainee officers and ratings entering the industry to achieve Officer of the Watch (OOW), Chief Mate and Master qualifications.

This MSN covers:

1. Introduction
2. Deck Merchant Navy Certificate of Competency (CoC) Structure
3. Mandatory Requirements for Masters and Deck Officers (Unlimited)
4. Certification for Masters and Chief Mates on Vessels of less than 3,000 GT, Unlimited Area
5. Near-Coastal Area, Unlimited Tonnage
6. Near-Coastal Area, Ships less than 500 GT
7. Certification for Master Hovercraft, less than 500 GT, Near-Coastal Trading Area, Regulation II/3
8. Near-Coastal Specified Trading Area, Ships less than 3,000 GT
9. Seagoing Service Requirements
10. Ancillary and Safety Course Certification
11. Approved Education and Training Schemes
12. Medical Fitness and Eyesight Standards
13. Conversions to an OOW II/1 Certificate of Competency
14. Conversions from non-UK Certificates of Competency
15. Royal Navy Conversions
16. Application Procedure
17. Notice of Eligibility (NOE)
18. MCA Oral Examination
19. The Issue of your Certificate of Competency
20. Fraudulent Certificates and Seagoing Service

Please note that the Revalidation of all Certificates of Competency is covered in MSN 1861.



1. Introduction

1.1 The Merchant Shipping (Standards of Training, Certification and Watchkeeping) Regulations 2015, implement the requirements of the International Convention and Code on Standards of Training, Certification and Watch-keeping (STCW) 1978, as amended (referred to in this MSN as the 'STCW Convention' and 'STCW Code' respectively) including the provisions prescribing the mandatory minimum requirements for the certification of Masters and Deck Officers.

1.2 To obtain a United Kingdom (UK) STCW Certificate of Competency you must:

- Meet the minimum age requirement;
- Complete the minimum period of seagoing service;
- Undertake ancillary technical and safety training;
- Complete the appropriate programme(s) of education and training meeting the minimum vocational and academic standard;
- Meet medical standards (including eyesight);
- If applicable, pass an oral examination conducted by a Maritime and Coastguard Agency (MCA) examiner.

If you are considering a seagoing career it is strongly advised that you undergo a medical and sight test, which includes testing of colour and visual acuity, before starting training. Please refer to section 12 of this MSN.

1.3 Prior to joining your first merchant navy ship for your first sea voyage you will need to hold the following certificates;

- A valid ENG1 (medical fitness certificate) or accepted equivalent;
- Personal Survival Techniques (STCW Code – Table A-VI/1-1);
- Fire Prevention and Fire Fighting (STCW Code – Table A-VI/1-2);
- Elementary First Aid (STCW Code – Table A-VI/1-3);
- Personal Safety and Social Responsibilities (STCW Code - Table A-VI/1-4);
- Security Awareness (STCW)¹.

All references to Certificates of Competency in this notice mean those issued by the MCA unless otherwise stated.

1.4 Relevant organisations:

MNTB: The Merchant Navy Training Board is the UK shipping industry's central body for promoting and developing sector specific education, training and skills. They work to create a structure of qualifications, learning pathways and education and training arrangements, based on national occupational standards, which ensure compliance with statutory obligations.

¹ If you are to serve on ships to which the International Ship and Port Facility (ISPS) Code applies you must hold a Security Awareness certificate (STCW A-VI/6- 4). If you are assigned designated security duties aboard a vessel you must obtain a Designated Security Duties certificate (STCW A-VI/6 - 6 to 8). Please refer to MSN 1865.



SQA: The Scottish Qualifications Authority is a national accreditation and awarding body for qualifications other than degrees. The SQA quality-assures awarding bodies (nautical colleges) that plan to enter candidates for these qualifications. As an awarding body the SQA:

- Devises and develops qualifications;
- Validates qualifications (ensure they are well written and meet the needs of learners and tutors);
- Reviews qualifications to ensure they are up to date;
- Arranges for, assists in, and carries out the assessment of candidates taking SQA qualifications;
- Quality-assures education and training establishments which offer SQA qualifications;
- Issues certificates to candidates.

2. Deck Merchant Navy Certificate of Competency (CoC) Structure

2.1 The following Certificate of Competency requirements are listed in this MSN:

CoC	Area Limitation	Tonnage Limitation	STCW Convention Regulation
Officer of the Watch (OOW)	Near-coastal	Less than 500 GT	II/3
	Unlimited	Unlimited	II/1
Chief Mate	Near-coastal	Unlimited	II/2
	Near-coastal	Less than 3,000 GT	II/2
	Unlimited	Less than 3,000 GT	II/2
	Unlimited	Unlimited	II/2
Master	Near-coastal	Less than 500 GT	II/3
	Specified area	Less than 3,000 GT domestic vessels	II/3
	Near-coastal	Unlimited	II/2
	Unlimited	Less than 3,000 GT	II/2
	Unlimited	Unlimited	II/2

2.2 Deck officer Certificates of Competency will state the following STCW functions:

- Navigation (function 1);
- Cargo handling and stowage (function 2);
- Controlling the operation of the ship and care for persons onboard (function 3);
- Radiocommunications (function 7).

2.3 These will be at the granted STCW capacity level:

- Operational – this will be identified as an “O” on the Certificate of Competency;
- Management– this will be identified as an “M” on the Certificate of Competency.



2.4 The required functions and capacities for each Certificate of Competency will be:

Function	Applicable CoC	
	OOW	Chief Mate / Master
1	O	M
2	O	M
3	O	M
7	O	O

3. Mandatory Requirements for Masters and Deck Officers (Unlimited)

A summary of the unlimited trading areas and Gross Tonnage (GT) for Certificate of Competency progression can be found in Annex A.

3.1 Certification for Officers in charge of a Navigational Watch (OOW) unlimited, STCW Convention regulation II/1

If you have met the requirements and have been accepted onto an MNTB-approved cadet training programme, you must obtain a letter from the college confirming your attendance on the programme. This letter must be submitted when you make your application for an OOW, II/1, Certificate of Competency.

If you are following an MCA-approved 'overseas collaborative programme' ("one plus one") overseen by a UK nautical college, you must obtain a letter from the college confirming your attendance on the programme and the seagoing service requirements applicable to that programme. This letter must be submitted when you make your application for an OOW, II/1, Certificate of Competency.

If you are able to demonstrate 36 months of acceptable seagoing service you may be eligible to undertake the MCA-approved 'experienced seafarer route'. You do not require a college letter for the issue of an NOE. You will need to apply to MCA-approved nautical college for acceptance onto the course.

If you undertake and pass an MNTB-approved Honours Degree, Foundation Degree or Scottish Professional Diploma to the required level you will be exempt from the SQA OOW, II/1, written examinations.

3.2 To qualify for the issue of OOW unlimited Certificate of Competency you must meet the following requirements:

- (a) Be at least 18 years of age;
- (b) Since the age of 16, have obtained either;
 - Approved seagoing service of not less than 12 months as part of an MNTB-approved cadet training programme or MNTB-approved honours degree, which includes onboard training that meets the requirements of section A-II/1 of the STCW Code and is documented in an approved Training Record Book. This must include 6 months' seagoing service engaged in bridge watchkeeping duties; **or**
 - The approved seagoing service specified on your college letter as part of an MCA-approved 'overseas collaborative programme', which includes onboard training that meets the requirements of section A-II/1 of the STCW Code and is



documented in an approved Training Record Book. This must include 6 months' seagoing service engaged in bridge watchkeeping duties; **or**

- 36 months² seagoing service with 6 months engaged in bridge watchkeeping duties ('experienced seafarer route');

- (c) Hold the applicable ancillary and safety course certificates listed in section 10;
- (d) Successfully complete an approved education and training programme meeting the standards of competency specified in section A-II/1 of the STCW Code as listed in section 11;
- (e) Hold a Signals certificate issued in the last 3 years;
- (f) Pass SQA OOW written examinations at an approved SQA Centre in the following subjects:
 - Navigation;
 - Stability and operations;
- (g) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;
- (h) Pass MCA oral examination 'C' (for the syllabus see MGN 69 or any subsequent publication).

The SQA written examinations and MCA oral examination must be passed within 3 years prior to the date of the issue of your Certificate of Competency.

3.3 Certification for Chief Mate unlimited, STCW Convention regulation II/2

To qualify for the issue of this Certificate of Competency you must meet the following requirements:

- (a) Hold a valid OOW unlimited, II/1, Certificate of Competency;
- (b) Have completed 12 months' watchkeeping service while holding an OOW unlimited, II/1, Certificate of Competency;
- (c) Hold the applicable ancillary and safety course certificates as listed in section 10;
- (d) Successfully complete an approved education and training programme meeting the standards of competency specified in section A-II/2 of the STCW Code as listed in section 11;
- (e) Pass SQA Chief Mate/Master's written examinations at an approved SQA centre in the following subjects:
 - Navigation;
 - Stability and structure;
- (f) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;
- (g) Pass MCA oral examination 'B' (for the syllabus see MGN 69 or any subsequent publication).

Candidates who enrolled on an MNTB-approved Honours Degree, Foundation Degree or Scottish Professional Diploma prior to 01 September 2015 will be exempt from the external SQA written examinations up until 1 September 2022³. You must obtain a letter from your nautical college confirming your enrolment date and submit this with your Chief Mate Certificate of Competency application.

² If you are not enrolled on an MNTB or MCA approved route and have been working as a General Purpose (GP) rating you must demonstrate 48 months' seagoing service.

³ You must have met the full qualifying conditions for the Chief Mate unlimited, II/2, Certificate of Competency and have submitted original documentary evidence of this to the MCA prior to this date.



The SQA written examinations and MCA oral examination must be passed within 3 years prior to the date of the issue of your Certificate of Competency.

3.4 Certification for Master unlimited, STCW Convention regulation II/2⁴

To qualify for the issue of this Certificate of Competency you must meet the following requirements:

- (a) Hold a valid Chief Mate unlimited, II/2, Certificate of Competency by meeting all of the requirements listed in 3.3;
- (b) Have completed 36 months' watchkeeping service while holding OOW unlimited II/1, Certificate of Competency. This period may be reduced to 24 months if at least 12 months of such seagoing service has been served as Chief Mate while holding a Chief Mate unlimited, II/2, Certificate of Competency;
- (c) Hold applicable ancillary and safety course certificates as listed in section 10;
- (d) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;
- (e) Pass MCA oral examination 'A' (for the syllabus see MGN 69 or any subsequent publication).

4. Certification for Masters and Chief Mates on vessels of less than 3,000 GT, unlimited area

4.1 Certification for Chief Mate, less than 3,000 GT, unlimited area, STCW Convention regulation II/2

To qualify for the issue of this Certificate of Competency you must meet the following requirements:

- (a) Hold a valid OOW unlimited, II/1, Certificate of Competency;
- (b) Have completed 6 months' watchkeeping service while holding an OOW unlimited, II/1, Certificate of Competency;
- (c) Hold a NAEST certificate at management level;
- (d) Hold a HELM certificate at management level;
- (e) Hold the applicable ancillary and safety course certificates listed in section 10;
- (f) Hold a valid ENG 1 (medical fitness certificate) or accepted equivalent;
- (g) Pass MCA oral examination 'D' (for the syllabus see MGN 69 or any subsequent publication).

4.2 Certification for Master, less than 3000 GT, unlimited area, STCW Convention regulation II/2

To qualify for the issue of this Certificate of Competency you must meet the following requirements:

- (a) Hold a valid Chief Mate unlimited, II/2, Certificate of Competency;
- (b) Have 36 months' watchkeeping service while holding OOW unlimited, II/1, Certificate of Competency; this may be reduced to a minimum of 24 months if at least 12 months of seagoing service has been served as Chief Mate;
- (c) Hold the applicable ancillary and safety course certificates listed in section 10;
- (d) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent.

⁴ If you qualified before 1980 for your UK Chief Mate II/2, unlimited, Certificate of Competency and wish to upgrade, to Master unlimited, II/2, Certificate of Competency you must refer to annex C.



5. Near-Coastal Area, Unlimited Tonnage

If you meet the requirements you may obtain a near-coastal Certificate of Competency. This will allow you to work on vessels in the UK near-coastal area with the maximum size of the vessel specified below. "Near-coastal" means an area of operation restricted to 150 miles from a safe haven on the coast of the UK and 30 miles from Ireland. A summary of the near-coastal Certificate of Competency progression can be found in Annex B.

5.1 Certification for Chief Mate, unlimited tonnage, near-coastal trading area, STCW Convention regulation II/2

To qualify for the issue of this Certificate of Competency you must meet the following requirements:

- (a) Hold a valid OOW unlimited, II/1, Certificate of Competency⁵;
- (b) Have completed 12 months' watchkeeping service while holding an OOW unlimited, II/1, Certificate of Competency;
- (c) Hold the applicable ancillary and safety course certificates as listed in section 10;
- (d) Successfully complete an approved education and training programme meeting the standards of competency specified in section A-II/2 of the STCW Code as applicable to a near-coastal restricted Certificate of Competency and covered by passing the following SQA written examinations:
 - Magnetic compass and navigational aids;
 - Ship construction and stability;
 - Shipboard operations;
- (e) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;
- (f) Pass MCA oral examination 'F' (for the syllabus see MGN 69 or any subsequent publication).

The SQA written examinations and MCA oral examination must be passed within 3 years prior to the date of the issue of your Certificate of Competency.

5.2 Certification for Master, unlimited tonnage, near-coastal trading area, STCW Convention regulation II/2

To qualify for the issue of this Certificate of Competency you must meet the following requirements:

- (a) Hold a valid Chief Mate unlimited GT, near-coastal, II/2, Certificate of Competency or a Chief Mate unlimited, II/2, Certificate of Competency;
- (b) Have completed 36 months' watchkeeping service including at least 18 months' watchkeeping service performed holding a Chief Mate unlimited GT, near-coastal, II/2, Certificate of Competency or a Chief Mate unlimited, II/2, Certificate of Competency. This may be reduced to 24 months' watchkeeping service if at least 12 months' watchkeeping service was carried out in the capacity of Chief Mate while holding a Chief Mate unlimited GT, near-coastal, II/2, Certificate of Competency or Chief Mate unlimited, II/2, Certificate of Competency;
- (c) Hold the applicable ancillary and safety course certificates listed in section 10;
- (d) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;

⁵ Holders of a Master less than 500 GT, near-coastal trading area, regulation II/3 Certificate of Competency are eligible to apply for this Certificate. They must first complete additional academic units required to meet the standard for an OOW unlimited, regulation II/1 standard.



- (e) Pass MCA oral examination 'G' (for the syllabus see MGN 69 or any subsequent publication).

5.3 Certification for Chief Mate, less than 3000 GT, near-coastal trading area, STCW Convention regulation II/2

To qualify for the issue of this Certificate of Competency you must meet the following requirements:

- (a) Hold a valid OOW unlimited, II/1, Certificate of Competence;
- (b) Hold a valid ENG1 (medical fitness Certificate) or accepted equivalent;
- (c) Hold a NAEST Certificate at Management level;
- (d) Hold the applicable ancillary and safety course certificates listed in section 10;
- (e) Pass MCA oral examination 'D' (for the syllabus see MGN 69 or any subsequent publication).

Oral examination 'D' will be conducted from the perspective of a Chief Mate on a less than 3,000 GT near-coastal vessel.

6. Near-Coastal Area, Ships Less Than 500 GT

6.1 Certification for Officer of the Watch (OOW) less than 500 GT, near-coastal trading area, STCW Convention regulation II/3

To qualify for the issue of this Certificate of Competency you must meet the following requirements:

- (a) Be at least 18 years of age;
- (b) Have (since the age of 16) completed 36 months' seagoing service in the deck department. This may be reduced to 12 months if following an approved training course;
- (c) Hold the applicable ancillary and safety course certificates listed in section 10;
- (d) Hold a Signals certificate issued within the last 3 years;
- (e) Have successfully completed of approved education and training programme meeting the standards of competency specified in section A-II/3 of the STCW Code and passed the following SQA written exams examinations:

- General Ship Knowledge;
- Chart-work and Coastal Navigation;
- Meteorology;

- (f) Hold an ENG 1 (medical fitness certificate) or accepted equivalent;
- (g) Pass MCA oral examination 'E' (for the syllabus see MGN 69 or any subsequent publication).

The sea time may be reduced to 12 months if you have followed an MNTB-approved training course and complete the relevant academic studies.

Officers or ratings from other categories must provide evidence of work on deck in the form of an approved Training Record Book for the stated period of seagoing service, including bridge watchkeeping duties of 6 months.

The SQA written examinations and MCA oral examination must be passed within 3 years prior to the date of the issue of your Certificate of Competency.



6.2 Certification for Master less than 500 GT, near-coastal trading area, STCW Convention regulation II/3

To qualify for the issue of this Certificate of Competency you must meet the following requirements:

- (a) Be at least 20 years of age;
- (b) Hold a valid OOW unlimited, II/1, Certificate of Competence or OOW less than 500 GT, near-coastal trading area, II/3, Certificate of Competence;
- (c) Have completed 12 months' watchkeeping service while holding a regulation II/3 or II/1 Certificate of Competency;
- (d) Hold the applicable ancillary and safety course certificates listed in section 10;
- (e) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;
- (f) Pass MCA oral examination 'D' (for the syllabus see MGN 69 or any subsequent publication).

7. Certification for Master, Hovercraft, Less than 500 GT, Near-Coastal Trading Area, STCW Convention Regulation II/3

To obtain a Master II/3, hovercraft less than 500 GT on near-coastal voyages Certificate of Competency you must refer to Annex D.

8. Near-coastal Specified Trading Area, Ships Less than 3,000 GT

8.1 Specified trading areas is an area defined by the local MCA Marine Office.

8.2 Certification for Master, less than 3,000 GT, specified trading area, STCW Convention regulation II/3

To qualify for the issue of this Certificate of Competency you must meet the following requirements:

- (a) Be at least 20 of age;
- (b) Hold a Master less than 500 GT, II/3, Certificate of Competency;
- (c) Have completed 12 months' watchkeeping service in the specified area while holding an OOW less than 500 GT, near-coastal, II/3, Certificate of Competency;
- (d) Hold the applicable ancillary and safety course certificates listed in section 10;
- (e) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;
- (f) Pass MCA oral examination 'H' (for the syllabus see MGN 69 or any subsequent publication).

9. Seagoing Service Requirements

9.1 Before being considered for an MCA oral examination you are required to provide evidence of having completed the full amount of qualifying seagoing service applicable to the Certificate of Competency you are applying for.

9.2 Calculating seagoing service

Seagoing service is defined as time spent onboard a ship, relevant to the issue of the certificate or other qualification being applied for. Seagoing service must be in the deck department and will be reckoned from the date of engagement to the date of discharge.

At least 6 months of the qualifying seagoing service must have been performed within the 5 years immediately preceding the date your application is received by the MCA.



A month is defined as a calendar month or 30 days if made up of periods of less than one month.

9.3 Requirements for seagoing service:

Seagoing service may be performed on vessels of any flag.

Seagoing service must be performed on merchant ships of at least 24 metres in registered length or not less than 80 GT proceeding to sea. Proceeding to sea means beyond the categorised waters around the coast of the UK or beyond the harbour limits for waters outside the UK.

If you are applying for either a Chief Mate or Master Certificate of Competency you will need to provide proof of watchkeeping service. "Watchkeeping service" is defined as time spent as the duty officer in full charge of a navigational watch for no less than 4 out of every 24 hours while the vessel is engaged on a voyage.

If you are applying for an unlimited area Chief Mate or Master Certificate of Competency, you must have a minimum of 6 months' seagoing service in a watchkeeping capacity, either in vessels of more than 500 GT or on voyages outside the UK near-coastal area or harbour limits for waters outside the UK.

For Certificates of Competency requiring at least 12 months seagoing service, no more than 2 months' service spent standing-by a new vessel during the final stages of construction, in dry dock, or undergoing repairs can be counted.

9.4 Required documentary evidence

You will be required to submit documentary evidence of seagoing service for each Certificate of Competency you apply for. Proof of seagoing service must be documented by either Merchant Navy discharge book entries or certificates of discharge. Entries must be supported by testimonials from the Master. Examples of seagoing testimonials can be found in Annex E. The testimonials must cover your conduct and ability and include details of seagoing and watchkeeping service as applicable.

- 9.5 If you are applying for an OOW II/1 Certificate of Competency you are required to produce a statement from the Master under whom you served, stating that you have performed bridge watchkeeping duties under the supervision of the Master or a qualified officer for a period of not less than 6 months. These duties may include keeping a lookout on the bridge or acting as helmsman.
- 9.6 If you are a trainee deck officer, before being eligible for a reduction from 36 months' to 12 months' seagoing service, you must produce evidence that an MNTB-approved or an MCA-approved overseas collaborative programme has been followed, and that all service onboard ship was performed in a satisfactory manner. You must complete an MNTB Training Record Book (TRB) and obtain a letter from your college confirming the programme you are following.
- 9.7 If you have obtained seagoing service on specialised ships, yachts, tugs Royal Navy vessels or within categorised waters, you should refer to Annex F.



10. Ancillary and Safety Course Certification

- 10.1 The ancillary and safety courses that are required for the issue of each Certificate of Competency are contained in the table below. On successful completion of the relevant course you will be issued with an STCW certificate of proficiency.
- 10.2 The ancillary technical courses form part of the education and training specified in sections; A-II/1, A-II/2 or A-II/3 of the STCW Code. The safety courses form part of mandatory training for; emergency, occupational safety, security, medical care and survival functions specified in chapter A-VI STCW 1978 Code.
- 10.3 You must successfully complete **all** the required ancillary technical and safety training applicable to your Certificate of Competency.

Ancillary/Safety Course Certificate	II/1	II/2	II/3	STCW Code Reference	Updating required
Personal Survival Techniques ^a	Yes	Yes	Yes	A-V1/1-1	•
Fire Prevention and Fire Fighting ^a	Yes	Yes	Yes	A-VI/1-2	•
Elementary First Aid ^a	Yes	Yes	Yes	A-V1/1-3	
Personal Safety and Social Responsibility ^a	Yes	Yes	Yes	A-V1/1-4	
Proficiency in Survival Craft and Rescue Boats ^b	Yes	Yes	Yes	A-V1/2*	•
Advanced Fire Fighting ^b	Yes	Yes	Yes	A-VI/3	•
Medical First Aid ^b	Yes	Yes	Yes	A-V1/4-1	
Medical Care ^b		Yes		A-VI/4-2	See 10.8
NAEST (operational) ^c	Yes	Yes	Yes	A-II/1	
NAEST (management) ^c		Yes		A-II/2	
Efficient Deck Hand (EDH) ^c	Yes	Yes	Yes	N/A	
HELM (operational) ^c	Yes		Yes	N/A	
HELM (management) ^c		Yes		N/A	
GMDSS (GOC) ^d	Yes	Yes		A-IV/2	
GMDSS (ROC) ^d			Yes	A-IV/2	

• From 01 January 2017 you will be required to provide documentary evidence of either completing the training course or updating your training within the preceding 5 years for all Certificate of Competency applications. To satisfy Port State Control requirements you will need to hold evidence onboard your vessel of completing or updating your training within the last 5 years. For further information relating to STCW course certificates, including their validity, please refer to MSN 1865.



For the issue of a Certificate of Competency:

- a** - The MCA will accept certificates issued under the authority of any IMO 'White List' country.
- b** - The MCA will accept certificates issued under the authority of any EU Member State, as well as Canada, New Zealand and South Africa⁶.
- c** - Certificates must be MCA-approved.
- d** - The MCA will accept certificates issued under the authority of any EU Member State and those listed on the approved list available from our website: go to www.gov.uk and search "GMDSS".

10.4 Human Element and Leadership and Management (HELM)

HELM forms part of the education and training requirements to obtain a UK Certificate of Competency. HELM aims to provide you with the leadership and managerial skills required by the STCW Code.

If you are following an MNTB-approved officer training scheme leading to the issue of an Officer of the Watch Certificate of Competency you will cover the operational requirements as part of your course and you will not need to submit a course completion certificate. If you are following an MCA-approved overseas collaborative programme (one plus one scheme) you should consult with the UK parent college as separate agreements will be made by each college with the MCA.

HELM Management is a standalone course. You must submit a course completion certificate regardless of the education and training route you have followed.

The following Royal Navy training will be accepted in place of HELM training:

- HELM (O) - Royal Navy Navigational Watch Keeping Officers (NWKCO), Petty Officers and Ratings who hold First Line Management 'Leadership and Management' (L&M). Royal Navy ratings that have completed 'Royal Navy Senior Ratings' Command Course;
- HELM (M) - Royal Navy CQ1 and CQ2 who hold level 4 L&M (Royal Navy issued).

10.5 Navigation Aids and Equipment Simulator Training (NAEST)

NAEST forms part of the education and training required to obtain a UK Certificate of Competency. It will give you the fundamental knowledge and skills required to maintain a safe navigational watch, use electronic navigational aids to determine vessel position and use the equipment for safety of navigation in anti-collision modes.

NAEST Operational: Provided you undertook NAEST Operational (formally NARAS Operational) after 1 July 2005, you will have covered the use of Electronic Chart Display Information Systems (ECDIS) required by the STCW Code. If you have not covered the ECDIS requirements, you will need to complete a standalone **MCA-approved** ECDIS course.

NAEST Management: If you have not covered the ECDIS requirements, you will need to complete a standalone **MCA-approved** ECDIS course as pre-requisite, before undertaking the NAEST Management course.

⁶ The MCA will accept these certificates of proficiency issued by India and Pakistan up until 01 January 2017. After this date the MCA may accept some certificates of proficiency issued by DG Shipping-approved training providers, for details please refer to our website, search www.gov.uk for "MCA ATP".



Details of MCA-approved EDCIS courses are available from our website: www.gov.uk and search "MCA ATP".

10.6 Efficient Deck Hand (EDH)

EDH forms part of the education and training required to obtain a UK Certificate of Competency. The EDH course provides an understanding of safe working practices with regard to seamanship, cargo work, anchor procedures, pilot ladders and means of access, shipboard organisation and associated topics. Further information about the course requirements can be found in MSN 1862.

10.7 The Global Maritime Distress and Safety System (GMDSS)

Any person operating any radio equipment must be appropriately qualified. The GMDSS course forms part of the education and training required to obtain a UK Certificate of Competency. To obtain a UK Certificate of Competency you must hold a valid GMDSS certificate issued by the UK or an administration recognised by the MCA. The certificate must have an STCW endorsement. For further information about the GMDSS including recognised administrations, please refer to MSN 1864 or search our website www.gov.uk for "GMDSS".

10.8 Medical care

The Medical Care certificate is valid for a period of 5 years. This must be valid when you apply for your Certificate of Competency. If you serve on an EU-registered vessel as a Master or are the person in charge of medical care on a vessel operating in the unlimited area, you will need to have undertaken approved Medical Care training or a refresher course within the previous 5 years. This is the requirement of Article 4(1) (b) of Directive 92/29 EEC.

10.9 Further Information

Further information about; Personal Survival Techniques, Fire Prevention and Fire Fighting, Elementary First Aid, Personal Safety and Social Responsibility, Proficiency in Survival Craft and Rescue Boats, Advanced Fire Fighting, Medical First, Aid Medical Care and other required shipboard courses can be found in MSN 1865.

11. Approved Education and Training Schemes

11.1 Education and training programmes leading to the issue of Certificates of Competency must be approved by the MCA. The MCA will ensure that each programme meets the STCW regulatory requirements. The MCA will monitor and audit all nautical colleges that offer training and education leading to the issue of an STCW Certificate of Competency. Details of the approval process are contained in Annex G.

11.2 To ensure learning outcomes can be successfully delivered the MCA requires a classroom attendance rate of at least 80%. Shipping companies and nautical colleges may set a higher rate of attendance.

11.3 Honours Degree/Foundation Degree/ Scottish Professional Diploma

The Honours Degree (HD)/ Foundation Degree (FD)/ Scottish Professional Diploma (SPD) are routes into the Merchant Navy for officer cadets. The MNTB in conjunction with the MCA will approve nautical colleges that run these schemes to ensure STCW regulatory requirements for training and competency are met.



The HD/FD/SPD consists of alternating periods of seagoing service and college-based work, which encompass the requirements for a Certificate of Competency.

If you undertake a HD/FD/SPD, you must achieve an overall examination pass average of 50% or more, with a minimum of 65% in 'Navigation' and a minimum of 60% in 'Stability and Operations', to be eligible for the issue of a Certificate of Competency.

If you do not obtain an examination pass average of 50%, you must retake the exams where 50% was not achieved. You will qualify for exemptions for each subject in which you achieved a 50% pass. If you do not pass or complete the HD/FD/SPD you will not be eligible for any exemptions.

If you complete an MNTB/MCA-approved HD/FD/SPD programme and meet the minimum pass rates set for assessment, you will qualify for exemptions from SQA written examinations. Candidates commencing their HD/FD/SPD programme on or after 1st September 2015 will not be eligible for exemptions from the SQA Chief Mate's written examinations for Navigation and Stability & Structure.

From 1st September 2022 all candidates for a Chief Mate unlimited, STCW Convention regulation II/2, Certificate of Competency will be required to pass the SQA written examinations in Navigation and Stability & Structure.

On successful completion of an MCA/MNTB-approved HD/FD/SPD, you will be issued with a course completion letter and certificate providing you with the evidence that you have successfully completed the education and training programme applicable to the STCW Code.

You must obtain your Chief Mate unlimited II/2, Certificate of Competency within 7 years from the issue of your HD/FD/SPD course completion certificate.

The contact details for the nautical colleges offering MCA/MNTB-approved schemes are available from the MCA website: www.gov.uk and search "nautical colleges".

11.4 Higher National Diploma (HND)/ Higher National Certificate (HNC) route

The National Diploma (HND/HNC) route will enable you to gain the necessary education and training required for the issue of a Certificate of Competency. The MCA will approve and monitor nautical colleges providing this route to ensure that the STCW regulatory requirements for training and competency are met. Nautical colleges offering this route will need approval from the SQA in order to administer SQA exams.

On successful completion of a HNC/HND, you will be issued with a course completion letter and certificate providing you with the evidence that you have successfully completed the education and training programme applicable to the STCW Code.

You must obtain your OOW II/1 Certificate of Competency within 7 years from the issue of your HNC course completion certificate.

You must obtain your Chief Mate unlimited II/2, Certificate of Competency within 7 years from the issue of your HND course completion certificate.

If you do not obtain your Certificate of Competency within this time period you will need to complete the applicable academic programme again. For OOW that would be the full HNC. For Chief Mate that would be the HND.



HND/HNC route: If you undertake an MNTB-approved HND/HNC programme of education and training, you will be eligible for a reduction in seagoing service from 36 months to 12 months.

MCA-approved overseas collaborative programme: If you are following an MCA-approved overseas “one plus one” route overseen by a UK College you will be required to complete all the elements of the HND/HNC programme and should refer to your college letter for details of your seagoing service requirements.

Experienced seafarer route: If you are not on an MNTB-approved route or an MCA-approved overseas collaborative programme you will need to be examined in the competencies required by the STCW Code and complete 36 months’ seagoing service. These competencies are assessed by completing a number of HNC/HND units, the SQA examinations and the appropriate oral examination. If you are not enrolled on an MNTB-approved route and have been working as a General Purpose (GP) rating you must demonstrate 48 months’ seagoing service.

The contact details for the nautical colleges offering HND/HNC approved schemes are available from the MCA website: www.gov.uk and search “nautical colleges”.

11.5 Exemptions

In exceptional circumstances, the MCA’s Chief Examiner may allow an exemption from any part of the examinations to candidates who have achieved relevant academic attainment or technical training considered to be equivalent.

12. Medical Fitness and Eyesight Standards

12.1 For any Certificate of Competency, you must meet the medical fitness and eyesight standards as required by the Merchant Shipping (Maritime Labour Convention) (Medical Certification) Regulations 2010 (S.I. 2010/737) as amended. Details on the application of those regulations are found in MSN 1839, or any subsequent amendment.

12.2 The seafarer medical examination includes a sight test for both colour vision and visual acuity. Failure to meet the statutory requirements will mean that an unrestricted medical certificate cannot be issued. **If you are considering a seagoing career it is strongly advised that you undergo a medical and sight test, which includes testing of both colour and visual acuity, before you start the training.** You can arrange a separate sight test with a local optometrist by taking along an Application for Seafarer Vision Test Form (MSF 4100). The form can be obtained by contacting an MCA Marine Office or the MCA Seafarer Health and Safety Branch seafarer.s&h@mcga.gov.uk

12.3 For any Certificate of Competency you must produce a valid medical fitness certificate, either:

- (a) The UK medical fitness certificate, currently known as an ENG 1, issued by a MCA-approved medical practitioner; **or**
- (b) A certificate issued by the administration of any country whose medical fitness certificate is recognised as equivalent to the UK ENG 1.

Updated lists are available from the MCA website.

12.4 The medical fitness certificate must specify the date of examination, the period of validity and any restriction applied.



13. Conversions to OOW unlimited, STCW Convention regulation II/1, Certificate of Competency

13.1 Class 1 Fishing Certificate of Competency

If you hold a **UK**-issued Class 1 (Fishing Vessel) Certificate of Competency, you must meet the following requirements to obtain an OOW unlimited, II/1, Certificate of Competency:

- (a) Have completed 6 months' seagoing sea service in merchant or fishing vessels of at least 80 GT or 24 m registered length;
- (b) Pass SQA OOW written examinations in Stability and Operations **or** complete HNC/D units for cargo work and ship stability;
- (c) Hold the applicable (II/1) ancillary and safety course certificates listed in section 10;
- (d) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent.

13.2 Holders of a Class 2 UK Fishing Certificate of Competency

If you hold a UK Class 2 (Fishing Vessel) Certificate of Competency you must meet the following requirements to obtain an OOW unlimited, II/1, (STCW), Certificate of Competency:

- (a) Have completed 6 months' seagoing sea service within the last 5 years of which 3 months' service must be in merchant vessels of at least 80 GT or 24 m registered length;
- (b) Pass SQA OOW written examinations at an approved SQA Centre in the following subjects:
 - Navigation;
 - Stability and operations;
- (c) Hold the applicable (II/1) ancillary and safety course certificates listed in section 10;
- (d) Hold a certificate evidencing successful completion of "Underpinning Knowledge for OOW, certification" (HNC) listed in section 11.4;
- (e) Hold a Signals certificate issued within the last 3 years;
- (f) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;
- (g) Pass MCA oral examination 'C' (for the syllabus see MGN 69 or any subsequent publication).

If you hold Electronic Navigation Systems (ENS) and Navigational Command and Control (NCC) certificates, you will not be required to obtain an NAEST Operational certificate. Holders of ENS and NCC, who do not hold a NAEST certificate, must complete an MCA-approved ECDIS course.

If you hold an Irish Deck Class 1 or Class 2 Fishing Certificate of Competency you will be eligible to apply for the UK Fishing Class 1 certificate, provided that you meet the relevant requirements to obtain a UK Class 1 Fishing Certificate of Competency.

13.3 Holders of a Deck OOW, yacht less than 3000 GT, II/1, Certificate of Competency

If you hold an OOW (yacht less than 3000 GT), II/ 1 Certificate of Competency you must meet the following requirements to obtain an OOW unlimited, II/1 Certificate of Competency:

- (a) Complete 36* months in yachts of more than 24m in registered length or at least 80 GT, with evidence of at least 6 months involved in bridge watchkeeping;



- (b) Hold a certificate evidencing successful completion of “Underpinning Knowledge for OOW, certification” (HNC) listed in section 11.4;
- (c) Hold the applicable ancillary safety course certificates listed in section 10;
- (d) Hold a Signals certificate issued within the last 3 years;
- (e) Pass SQA written examinations, in the following subjects:
 - Navigation;
 - Stability and operations;
- (f) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;
- (g) Pass MCA oral ‘C’ (for the syllabus see MGN 69 or any subsequent publication).

*Please refer to Annex F for how to count your yacht sea service.

14. Conversions from non-UK Certificates of Competency

If you hold a Certificate of Competency issued by a foreign administration you may be eligible to enter the UK education and training system for certification. The non-UK CoC must be valid (in-date) at the time of the issue of your Notice of Eligibility and UK Certificate of Competency. CoC.

14.1 UK Chief Mate unlimited, STCW Convention regulation II/2, Certificate of Competency

To qualify for the issue of UK Chief Mate unlimited, II/2, Certificate of Competency you must already hold a valid OOW unlimited, II/1, Certificate of Competency issued under the authority of an administration included in the IMO list of STCW parties (the “White List”) and meet the full requirements for Chief Mate unlimited, II/2, Certificate of Competency listed in paragraph 3.3.

14.2 UK Master unlimited, STCW Convention regulation II/2, Certificate of Competency

To qualify for the issue of a UK Master unlimited, II/2, Certificate of Competency, you must already hold a valid Chief Mate unlimited, II/2, or Master unlimited, II/2, Certificate of Competency issued under the authority of an Administration included in the IMO list of STCW parties (the “White List”) and meet the full requirements for Chief Mate unlimited, II/2, and Master unlimited, II/2, as listed in paragraphs 3.3 and 3.4. Please note you will only need to pass the MCA oral examination ‘A’.

15. Royal Navy Conversions

15.1 There is a Memorandum of Understanding (MOU) between the Royal Navy and the Maritime and Coastguard Agency (MCA). The MOU details the requirements for Royal Navy Commanding, Executive and watchkeeping officers to be issued with an STCW Certificate of Competency.

15.2 For further information please contact the Seafarer Training and Certification Branch: exams@mcca.gov.uk.



16. Application Procedure

- 16.1 The application form, MSF 4274, details the procedure and fee to obtain a Certificate of Competency. You must complete this and submit it to the MCA with the relevant fee and documents listed on the form.
- 16.2 The application form is available to download from our website, go to www.gov.uk and search “MSF 4274”.
- 16.3 If you are required to pass an MCA oral examination and you meet the requirements specified on the application form, you will be issued with a Notice of Eligibility (NOE).
- 16.4 With the exception of passports, the supporting documents (evidence) must be original. Applicants for a UK Certificate of Competency should submit a photocopy of their passport attested by:
- A Notary Public (UK or Foreign);
 - MCA-approved nautical colleges;
 - Your maritime administration;
 - Another MCA-approved organisation.

17. Notice of Eligibility (NOE)

- 17.1 You will be issued with an NOE once you have met the requirements specified below. The NOE will allow you to book an oral exam at an MCA Marine Office and provide you with a list of any outstanding documents that you will need to submit prior to the issue of your Certificate of Competency.
- 17.2 At least 6 months of the qualifying seagoing service must have been performed within the 5 years immediately preceding the issue of your NOE.
- 17.3 Prior to the issue of your NOE you must submit:
- The appropriate fee;
 - An ENG1 (medical fitness certificate) or accepted equivalent⁷;
 - Passport (attested copy);
 - 2 passport-size photos attested by a counter signatory;
 - Proof of the required seagoing service applicable to the Certificate of Competency you are applying for.
- 17.4 For the OOW II/1 and II/3 Certificate of Competency you must also submit:
- STCW Basic safety training:
 - Personal Survival Techniques (STCW Code – Table A-VI/1-1);
 - Fire Prevention and Fire Fighting (STCW Code – Table A-VI/1-2);
 - Elementary First Aid (STCW Code – Table A-VI/1-3);
 - Personal Safety and Social Responsibilities (STCW Code - Table A-VI/1-4);
 - Completed Training Record Book (if following MNTB-approved route);

⁷ To go to sea you must have obtained a valid medical fitness certificate. Whilst this may have expired when you apply for your NOE, it must be valid at the time when we issue your Certificate of Competency.



- A letter from the college confirming your attendance on the programme.

17.5 **NOEs are valid for 5 years from the date of issue.** The date of issue will be stamped on your NOE. Once this period has elapsed⁸ you must make a new application with the supporting documentation and the appropriate fee.

18. MCA Oral Examination

18.1 If you are undertaking the MNTB-approved OOW education and training programme that allows a reduction in seagoing service, you must deposit your MNTB TRB at the Marine Office where you are scheduled to sit the examination at least two working days prior to your examination date.

18.2 You must take your current passport (with visa if applicable) to the oral examination as a means of identification.

18.3 It is recommended that you complete all of the education and training before attempting the oral examination, as this will provide you with the knowledge on which the examination is based.

18.4 The MCA examiner will record the result of your oral examination on your NOE.

18.5 **Your oral examination pass is valid for a period of 3 years.** This must be in date at the time of the issue of your Certificate of Competency. The NOE must be returned to the MCA with any outstanding documentary evidence.

18.6 If you fail your oral examination you will need to apply to the MCA for another NOE and pay an additional fee. Details of how to do this can be found on the NOE.

18.7 If a candidate fails an oral examination, re-sits may be taken at the following intervals:

- **Second attempt** - at least two weeks after the initial examination
- **Third attempt** - at least two weeks after the second attempt
- **Subsequent attempts** - at least three months after the previous attempt

18.8 Time periods between examinations can be reduced at the discretion of the MCA examiner. Where a candidate exhibits a lack of basic competency across the syllabus or makes fundamental errors in areas of safety, the examiner may impose a seagoing service penalty which the candidate must complete before re-sitting the examination.

18.9 Further information about the NOE and oral examination syllabus can be found in MGN 69 or any subsequent publication.

19. The Issue of your Certificate of Competency

19.1 At least 6 months of the qualifying seagoing service must have been performed within the 5 years immediately preceding the issue of your Certificate of Competency. A Certificate of Competency will not be issued until the MCA has received all the documentary evidence confirming you have met the required standard.

19.2 The appropriate Certificate of Competency will be issued and is valid for a period of 5 years from the date that the qualifying conditions were met. Your ENG1 seafarer medical (or accepted equivalent) must be valid at the time when we issue your

⁸ If you do not pass your oral examination within this timescale, your application will be rejected and the appropriate fee will be taken.



Certificate of Competency. Any outstanding fees must be received by the MCA before an NOE or Certificate of Competency will be issued.

19.3 Your GMDSS certificate should be submitted with your NOE pass so that the STCW endorsement expiry date can be synchronised with your Certificate of Competency.

19.4 **You must check you meet the current regulatory requirements when you make an initial application AND at the time you submit your NOE pass for the issue of your Certificate of Competency.**

19.5 Further information and guidance is available from our website go to www.gov.uk and search "Deck CoC".

20. Fraudulent Certificates and Seagoing Service

20.1 The MCA checks that all of the information you submit in support of your application is accurate and true. We:

- Verify all Certificates of Competency and Watchkeeping certificates issued by foreign administrations;
- Check and verify ancillary and safety course certificates;
- Verify sea service testimonials and discharge book entries;
- Only accept original course completion certificates.

20.2 If you submit fraudulent seagoing service records or certificates we will not allow you to proceed with your application. We reserve the right not to let you apply again until after a period specified by the MCA's Chief Examiner.

20.3 We may also refer your application to the MCA Enforcement Branch who may decide to proceed against you in court.

20.4 The UK holds a record of all Certificates of Competency issued. The authenticity of a Certificate of Competency can be verified on request. For more information please email the MCA by email: exams@mcga.gov.uk.



More Information

Seafarer Training and Certification
Maritime and Coastguard Agency
Bay 2/13
Spring Place
105 Commercial Road
Southampton
SO15 1EG

Tel : +44 (0) 23 8032 9(see our website or application forms for number)
Fax : +44 (0) 23 8032 9N/A
e-mail: deck@mcga.gov.uk

General Inquiries: infoline@mcga.gov.uk

MCA Website Address: www.dft.gov.uk/mca

File Ref: N/A

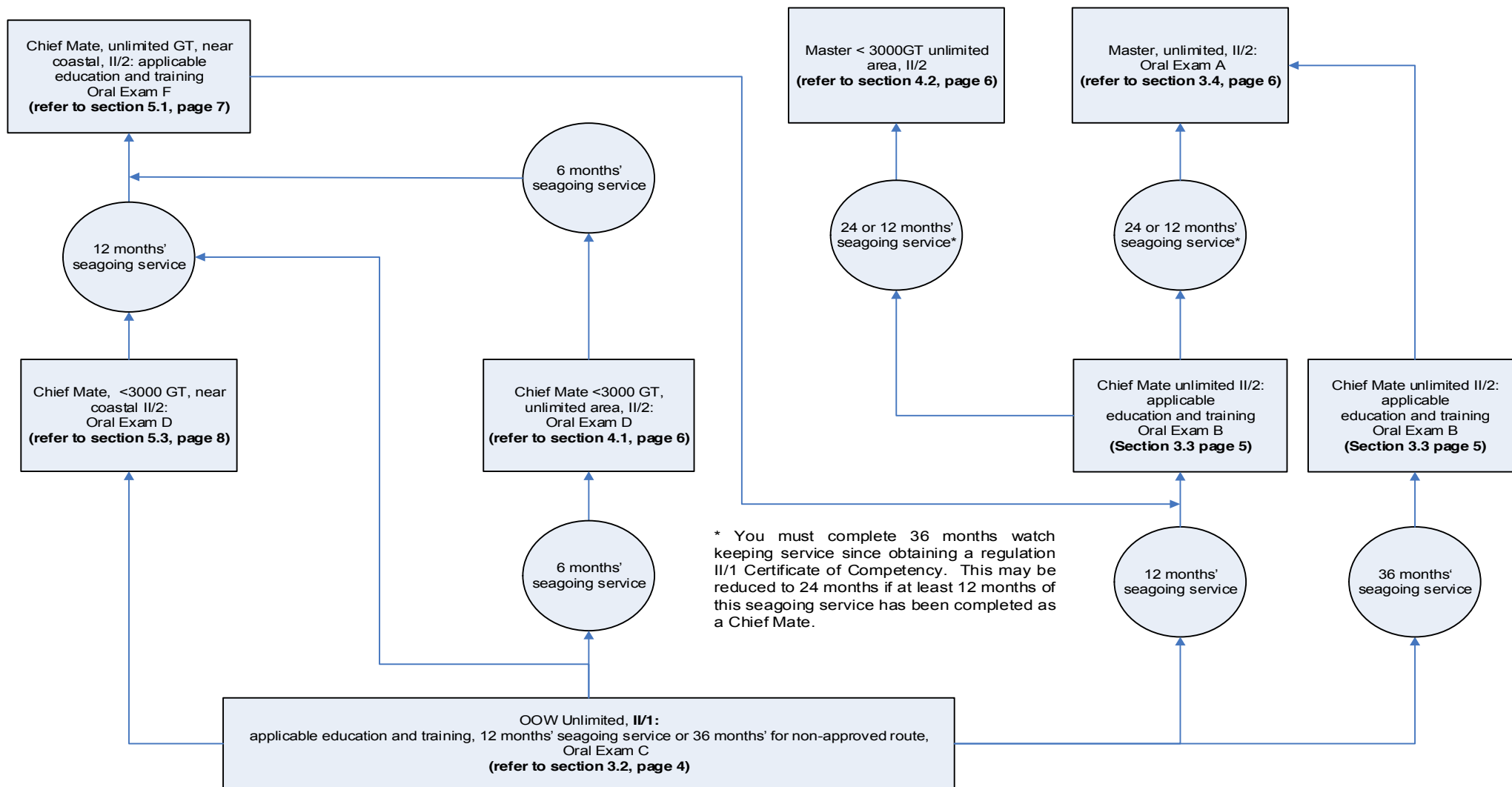
Published: June 2015
Please note that all addresses and
telephone numbers are correct at time of publishing

© Crown Copyright 2015

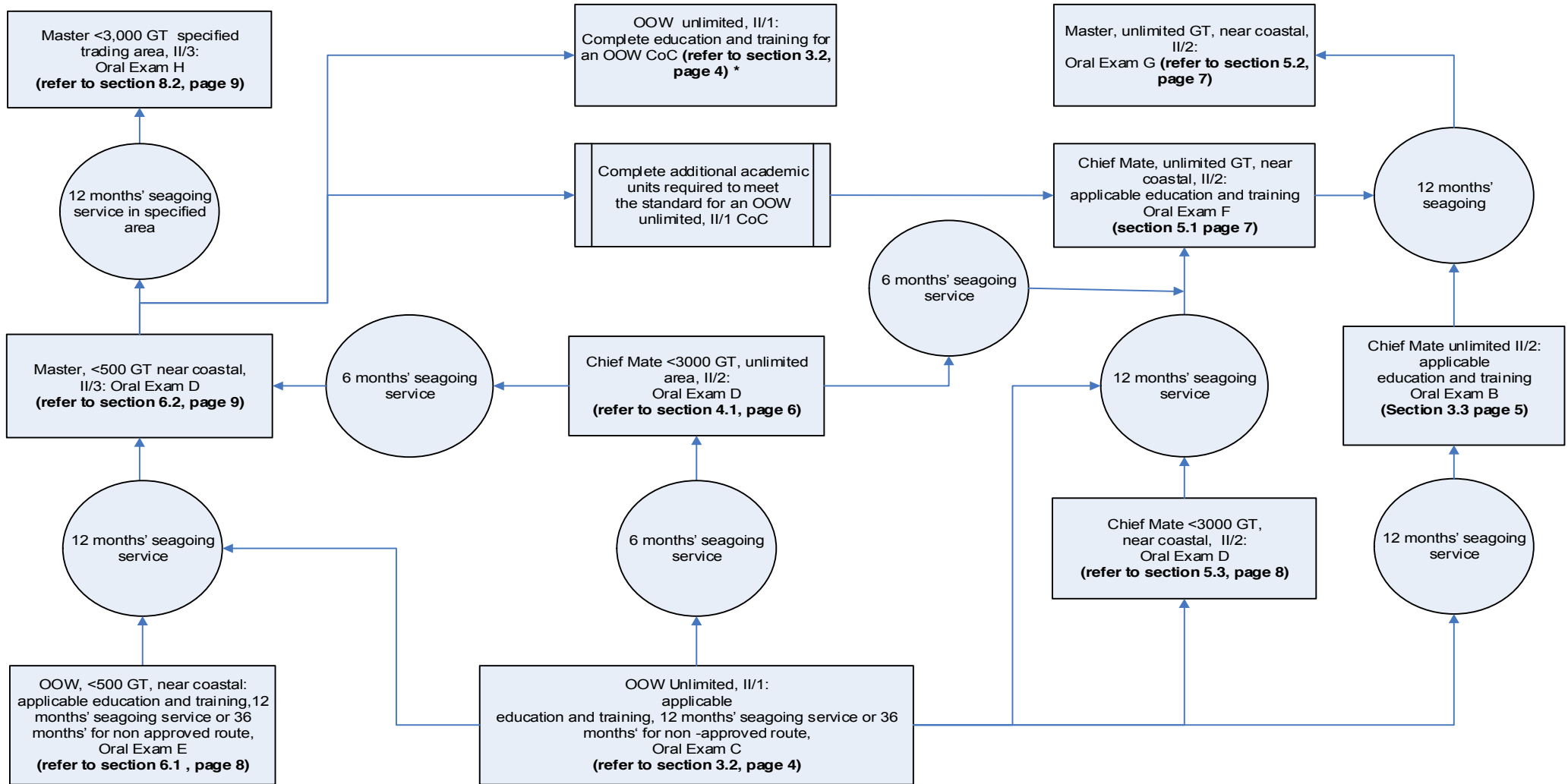
Safer Lives, Safer Ships, Cleaner Seas



Summary: Deck Certificate of Competency (CoC) structure to Master unlimited. This flowchart is to summarise the routes to obtain an unlimited area CoC. To be issued with a CoC you must meet the full requirements listed in the applicable section of this MSN.



Summary Deck certificate structure to Master near coastal. This flowchart is to summarise the routes to obtain near coastal endorsements. To be issued with a Competency of Competency (CoC) you must meet the full requirements listed in the applicable section of this MSN.



Holders of a UK Chief Mate unlimited, II/2 Certificate of Competency where the qualifying conditions were met prior to the 1st January 1980, upgrading to a Master unlimited, II/2, Certificate of Competency,

In addition to the requirements listed in section 3.4, you must provide documentary evidence of the following:

(a) A testimonial from an MCA-approved college confirming successful completion of the following SQA HND units (or equivalent):

- Management of Bridge Operations;
- Shipmaster's Business;
- Shipboard Management;
- Marine Engineering Systems;

(b) Passing the following Chief Mate MCA written examinations administered by SQA:

- Navigation;
- Stability & Structure;

(c) Successful completion of MCA-approved:

- Navigation Control Course (NCC); **or**
- Navigation, Radar and ARPA Simulator Training (NARAS) Management Level; **or**
- Navigational Aids and Equipment Simulator Training, Management Level.

If you hold a NCC or NARAS issued before 01 January 2005 you will need to complete an MCA-approved or accepted ECDIS course or undertake the NAEST Management course prior to obtaining a Certificate of Competency. Details of MCA-approved EDCIS courses are available from our website www.gov.uk and search "MCA ATP" or "MCA Approved Training Providers".



Hovercraft Certificate of Competency

Holders of appropriate UK qualifications may apply to obtain a hovercraft Certificate of Competency issued under STCW regulation II/3 for the capacity of Master with the following limitation:

“Hovercraft less than 500 GT on near-coastal voyages only”.

If you hold an OOW unlimited, II/1 Certificate of Competency you must meet the following requirements:

- (a) Hold a valid High Speed Craft (HSC) hovercraft type-rating certificate;
- (b) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;
- (c) Pass MCA oral examination ‘D’ (for the syllabus see MGN69 or any subsequent publication).

If you hold an MCA-accepted UK qualification as Master of hovercraft you must meet the following requirements:

- (a) Hold a valid High Speed Craft (HSC) hovercraft type-rating certificate;
- (b) Hold the applicable ancillary and safety course certificates listed in section 10;
- (c) Hold a valid GMDSS ROC;
- (d) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;
- (e) Pass MCA oral examination ‘D’ (for the syllabus see MGN69 or any subsequent publication).

If you hold a Royal Navy Navigation Watch Certificate (STCW Convention regulation II/1) or a Command Qualification 1 (STCW Convention regulation II/1) you must meet the following requirements:

- (a) Hold a valid High Speed Craft (HSC) hovercraft type-rating certificate;
- (b) Hold the applicable ancillary and safety course certificates listed in section 10;
- (c) Hold a valid GMDSS ROC;
- (d) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;
- (e) Pass MCA oral examination ‘D’ (for the syllabus see MGN 69 or any subsequent publication).

If you hold a Chief Mate (II/2 and II/3) or Master (II/2 and II/3) Certificate of Competency you may upgrade without examination, subject to meeting the following requirements:

- (a) Hold a UK qualification as Master of hovercraft or valid HSC hovercraft type-rating certificate;
- (b) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent.



Deck Cadet and Rating Seagoing Service Testimonial for Maritime and Coastguard Agency

Company Address/Contact Details

Company Name:		
Address:		
Contact Details:	Tel:	
	E-mail:	

This is to certify that:	
Full name of Trainee/Rating:	
Date of Birth:	
Discharge Book Number:	

has served on:

Name of Vessel:		IMO Number:	
Type of Vessel:		Gross Tonnage:	
Date of Joining:		Date of Discharge:	

Please record, below, the actual watchkeeping time undertaken on this voyage.

During this period the above-named trainee/ rating accrued the following bridge watchkeeping duty (under the supervision of a certificated navigation officer) for not less than 4 hours out of every 24 hours while the vessel was engaged on seagoing voyages:

_____ days

In addition the above-named trainee/rating:

- Regularly carried out other duties in connection with the routine and maintenance of the ship*
- Was granted no leave of absence*
- Was granted leave of absence as follows:

.....
*Delete as appropriate



This section must be completed.

My report on the service of the above-named trainee/rating, during the period stated, is as follows:

Conduct	
Ability	
General comments	

Type of Tanker:	
During this period the ship carried the following types of cargo(es) (the different types and grades of oil, gas and chemicals should be specified):	
I confirm the above-named trainee/rating has gained experience in carrying out regular cargo handling duties during the period stated:	

PART 4 – OFFICIAL ENDORSEMENT

Name of Master:	
Certificate Details:	
Number	
Issuing Administration:	
Signature of Master**:	
Date:	
Ship's/Company stamp:	** In exceptional circumstances this testimonial may be signed by a responsible official of the Company.



Deck Officer Seagoing Service Testimonial for Maritime and Coastguard Agency

Company Address/Contact Details

Company Name:		
Address:		
Contact Details:	Tel:	
	E-mail:	

This is to certify that:	
Full name of Officer:	
Date of Birth:	
Discharge Book Number:	

has served on:

Name of Vessel:		IMO Number:	
Type of Vessel:		Gross Tonnage:	
Date of Joining:		Date of Discharge:	

Please record, below, the actual watchkeeping time undertaken on this voyage.

During this period the above-named officer accrued the following bridge watchkeeping duty (under the supervision of a certificated navigation officer) for not less than 4 hours out of every 24 hours while the vessel was engaged on seagoing voyages:

_____ days

In addition the above-named officer:

- a) Was granted no leave of absence*
- b) Was granted leave of absence as follows:

.....

*Delete as appropriate



This section must be completed.

My report on the service of the above-named officer, during the period stated, is as follows:

Conduct	
Ability	
General comments	

Type of Tanker:	
During this period the ship carried the following types of cargo(es) (the different types and grades of oil, gas and chemicals should be specified):	
I confirm the above-named officer has gained experience in carrying out regular cargo handling duties during the period stated:	

PART 4 – OFFICIAL ENDORSEMENT

Name of Master:	
Certificate Details:	
Number	
Issuing Administration:	
Signature of Master**:	
Date:	
Ship's/Company stamp:	** In exceptional circumstances this testimonial may be signed by a responsible official of the Company.



Seagoing service on specialised ships

Service in the specialised ships listed in the table below will be counted towards the qualifying seagoing service required for a Certificate of Competency subject to the conditions stated in section 9.

Type of vessel – Must be at least 24m in registered length or more than 80 GT	Applicable rate	Conditions
FPSOs, FSUs, moored Construction and Support vessels, and MOUs on station in DP mode or anchored. Semi submersibles,	0.5	Service can be counted up to a maximum of 50% towards the total required seagoing service. This cannot be used if you are a cadet or trainee following an MNTB-approved training programme unless your company has an agreement with the MCA . If your company has an agreement with the MCA, then you must submit a company letter detailing your company's agreement.
Jack ups with propulsion device	1.0	Deck Cadets on MNTB-approved OOW programmes must complete at least 3 months on any other vessel that qualifies under section 9 of this MSN.
		Officers applying for higher level Certificates of Competency working on these vessels must complete at least 25% more than the seagoing service required.
Cable ships, mobile drilling ships, self-propelled MOUs, jack-ups, dredgers, semi-submersibles on passage. Salvage vessels, navaid tenders, cruising pilot vessels, custom launches and other specialised craft.	1.0	Service will be counted as full provided that 2/3 of the time onboard is spent at sea. Other cases will be treated on a pro-rata basis In all cases sea service and the operational patterns and work arrangements of the vessels must be properly documented to support an application

MOU - Mobile Offshore Unit
FPSO - Floating Production Storage Off-take
FSU - Floating Storage Units
DP - Dynamically Positioned

If you have other types or combinations of seagoing service not included in the table above, details of service together with documentary evidence should be submitted for consideration to the MCA's Chief Examiner.



Seagoing service on yachts

Seagoing service in yachts of more than 24m in registered length or more than 80 GT will be counted in full towards the issue of an unlimited regulation II/1 or II/2 Certificate of Competency using the sea service definitions and calculations in part 5 of this MSN.

Seagoing service on yachts will be counted as a combination of actual seagoing service, standby service and yard service where:

- Standby service does not exceed the number of days performed on the previous voyage and in no case exceeds a maximum of 14 days in each period. **Therefore, under no circumstances can standby service exceed actual sea service.**
- Yard service does not exceed a maximum total of 90 days for OOW and 30 days for Chief Mate or Master.

If you have an OOW unlimited, II/1, or a Chief Mate unlimited, II/2, Certificate of Competency and are serving on yachts, in order to qualify for higher Certificate of Competency you must meet the seagoing service requirements in section 3.3 (for OOW to Chief Mate) or 3.4 (for Chief Mate to Master) and this must include:

- At least 6 months **of the required seagoing service** on yachts of 500 GT or more operating beyond UK categorised water waters or if outside of the UK, beyond the harbour limits; **OR**
- At least 6 months **of the required seagoing service** on vessels of at least 24 metres, made up of voyages of more than 300 nautical miles.

Yacht service must be submitted on yacht service testimonials and include a breakdown of actual, stand-by-service and yard time. For definitions of yacht service and yacht seagoing service testimonials please refer to MSN 1858.

Seagoing Service on tugs

Seagoing service in tugs is counted in full on vessels over 24 metres or 80 GT that proceed to sea. Seagoing service in categorised waters will be counted at a rate of 75% and can account towards a maximum 75% of the total seagoing service required. The remaining 25% must be on vessels of over 24 metres or 80 GT that proceed to sea.

Seagoing service in categorised waters

Seagoing service on vessels operating in categorised waters will be counted towards a Certificate of Competency to allow trainee officers and deck ratings sailing on such vessels to undertake the education, training and examination required for a Certificate of Competency. The Certificate of Competency issued will be limited to service in Category 'D' or 'C' waters (as defined in Merchant Shipping Notice 1837 or any subsequent amendment) as appropriate.

To remove this limitation you must complete 6 months' seagoing service outside categorised waters as a trainee deck officer, deck rating (including time spent associated with Bridge Watchkeeping duties), supernumerary deck officer or as an officer in seagoing waters within a Specified Area while holding a Reg. II/3 Certificate of Competency limited to Category 'D' waters. This sea service must be performed on merchant ships of at least 24 metres in length or not less than 80 GT proceeding to sea.

Royal Navy Sea service

Royal Navy Officers holding an RN Navigational Watch Keeper Certificate (NWC) with a minimum of 12 months' seagoing service will be required to complete 3 months' seagoing service on merchant vessels.



Approval of education and training programmes

In accordance with STCW Convention regulation I/6, all nautical colleges planning to offer education and training leading to the issue of a Certificate of Competency will need to gain MCA approval.

All awards must be validated by the awarding body. The MCA and the MNTB will work together with awarding bodies to ensure that the award (currently HND/HNC, Foundation Degree/ Scottish Professional Diploma or Honours Degree) is fit for purpose and covers all requirements of the underpinning knowledge applicable to the STCW Code.

Nautical colleges will need to gain approval from an awarding body to award their qualification (e.g. If the college wishes to use an SQA HND, then the college must seek approval from the SQA).

UK Cadet Training

All UK cadet training programmes are currently approved by the MNTB in consultation with the MCA. Nautical colleges will need to develop a programme of training that must be approved by the MNTB in accordance with their published guidelines.

Non-UK Cadet Training

To gain approval, nautical colleges will have to undergo assessment by the MCA to ensure their training standards meet the STCW requirements. Nautical colleges wishing to obtain approval should make a written application to the MCA outlining:

- Course title;
- Lesson plan;
- Course duration;
- Facilities, teaching aids and equipment;
- Staff qualifications and experience;
- Examination and assessment procedures;
- Monitoring of entry requirements;
- Issue, control, authentication and recording of certification; **and**
- Quality management systems and procedures.

Nautical colleges will need to develop an education and training programme that incorporates an MCA-approved HND/HNC delivering the underpinning knowledge required for the training of deck officers.

Approval

When the MCA is satisfied that the education and training programme meets the requirements of the STCW Code, an approval letter will be issued by the MCA Seafarer Training and Certification Branch.



Ongoing Monitoring

Nautical College requirements: In accordance with STCW Convention regulation I/8, all nautical colleges that offer education and training leading to the issue of a Certificate of Competency will be periodically audited by the MCA in accordance with the following requirements:

- Course title;
- Lesson plan;
- Course duration;
- Facilities, teaching aids and equipment;
- Staff qualifications and experience;
- Examination and assessment procedures;
- Monitoring of entry requirements;
- Issue, control, authentication and recording of certification; **and**
- Quality management systems and procedures.

Any changes to course structure or syllabus must be submitted in writing to the MCA and, if offering UK cadet training, the MNTB.

The introduction of a new course that is developed by an MCA-approved nautical college leading to the issue of a Certificate of Competency must be approved by the MCA and, if offering UK cadet training, the MNTB.

The MCA/MNTB will inform the nautical colleges of any changes to STCW regulations that will affect the education and training syllabus. When notified, nautical colleges must provide details in writing of how they plan to incorporate such changes into their programmes. Once the MCA/MNTB are satisfied that the new STCW regulatory requirements have been met they will re-issue an approval letter. Prior to approval the MCA/MNTB may carry out a site visit.

Blended Learning

Any nautical college planning to offer a blended learning package must present their proposal to the MCA for approval.

