



Maritime and Coastguard Agency

MGN 147 (M+F)

Training in First Aid and Medical Care for Fishing Vessel Personnel, Boatmaster's Licence Holders and Small Commercial Vessel Personnel (Not covered by the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers as amended in 1995 (STCW95))

Notice to fishermen, boatmasters licence holders, crew of small domestic vessels and hovercraft, training providers and anyone operating a small commercial vessel under the MCA Statutory Codes.

This Note replaces M813.

Summary

This Notice sets out the details of the approved courses in first aid and/or medical training for those who need to satisfy the requirements of various UK regulations but who do not need to hold certificates of competency issued under the provisions of STCW '95. It covers:

- syllabuses for the training courses
- who will require each level of training
- entry standards and refresher training
- transitional arrangements
- the approval process for training providers

BACKGROUND

1. This Notice introduces updated arrangements for first aid and medical care training for fishing vessel personnel, boatmaster's licence holders and those operating under statutory Codes of Practice. These seafarers are not covered by the requirements of the Standards of Training, Certification and Watchkeeping for Seafarers Convention 1978, as amended in 1995, for whom revised training has already been introduced. The training outlined in this Notice replaces the two tier system of first aid and medical care training known as First Aid at Sea and Ship Captain's Medical Training with the three tier system detailed below.

2. The new courses are based on those developed by the Merchant Navy Training Board (MNTB) for those seafarers required to obtain Certificates of Competency under the provisions of STCW'95. We acknowledge the use of the STCW syllabuses as a basis for the training programmes in this Note. We also draw attention to the course guidance for the first level of training for fishermen in the Sea Fish Industry Authority Guide to Elementary First Aid for Fishermen.

THE COURSES

3. First aid and medical training now operate on a three tier basis comprising **Elementary First Aid**, **Medical First Aid** and **Proficiency in Medical**

Care. Details of each syllabus are given in Annexes A1-A3 to this Note. The three levels of training are designed to meet the following objectives:

Elementary First Aid – The main purpose, is to provide a basic knowledge of what to do when faced with an accident or medical emergency. The basic course does not contain any training in the use of statutory medical stores – see MSN 1726 (M + F). However, there will be a “bolt-on” module explaining the use of Category C stores for seafarers on vessels required to carry these.

Medical First Aid – The main purpose of this course is to apply immediate first aid in the event of an accident or illness on board. Category A, B or C medical stores may be covered depending on the candidate’s requirements. The certificate would be endorsed to indicate which level of medical stores the candidate is competent to use.

Proficiency in Medical Care – The purpose of this course is to provide medical care to the sick and injured while they remain on board. Category A or B medical stores may be covered depending on the candidate’s requirements. The certificate will be endorsed to indicate which level of medical stores the candidate is competent to use.

TRAINING REQUIREMENTS

4. The tables at Annexes B1-B3 show the minimum requirement for each category of seafarer.

CERTIFICATION

5. Trainees who successfully complete a non-STCW first aid/medical aid course will receive a certificate; which will indicate the level of medical stores covered and the date of issue.

VALIDITY OF CERTIFICATES

6. The content of STCW and non-STCW first aid and medical care training courses are, with very minor differences, the same. Certain additional age and seetime requirements must be satisfied before the relevant STCW certificate can be issued. Once a seafarer has satisfied those conditions and any other STCW requirements, it will be possible to carry over the competencies in first aid and medical training and “convert” a non-STCW certificate to a full STCW certificate. Training providers may provide advice on what if any additional training is required, for example to

cover medical incidents related to dangerous goods. First aid and medical certificates valid for STCW purposes are acceptable to meet non-STCW requirements.

ENTRY STANDARDS AND REFRESHER TRAINING

7. Entry standards for the medical first aid course require that the candidate has received approved or recognised training in elementary first aid within the preceding five years. ((Seafarers who were at sea for at least 12 months before August 1998 are not required to undertake the Elementary First Aid course before attending the Medical First Aid course.) Candidates may undertake the Proficiency in Medical Care course provided that they have successfully completed the Medical First Aid course at any earlier stage. In the context of entry standards for the new course, a First Aid at Sea Certificate issued before August 1998 should be considered as equivalent to the Medical First Aid certificate.

8. Any master/skipper of a vessel required to carry medical stores as indicated in MSN 1726 (M + F) and anyone to whom he delegates the use of the medical supplies must update their training at least every five years. This is the minimum requirement to comply with the EC Directive 92/29 on medical treatment on board vessels. However, MCA strongly recommends that all those responsible for first aid/medical care should regularly reinforce their skills by refresher training, preferably every three years. This is particularly important for resuscitation training. If longer than this elapses between courses the full course should be retaken. For those who work in an area covered by HSE’s First Aid regulations, first aider certificates must be renewed every three years, and some marine employers may also require this as company policy.

TIMETABLE/TRANSITIONAL PERIOD

9. Any First Aid at Sea or Ship Captain’s Medical Training certificates issued under the previous scheme, will no longer be valid after September 2002, or five years from the date of issue of the certificate where this is earlier. Certificates currently accepted as equivalent will similarly no longer be accepted, except those listed in Annex B1 for holders of Boatmaster’s Licences operating in Category “A” to “C” waters who are not required to carry medical stores.

APPROVAL OF TRAINING PROVIDERS

10. Annex C sets out the conditions for approval of first aid and medical training courses and Annex D lists Marine Offices to whom applications for approval should be addressed.

Seafarer Health and Safety Branch
Maritime and Coastguard Agency
Bay 2/1, Spring Place
105 Commercial Road
Southampton
SO15 1EG

Tel: 02380 329216
Fax: 02380 329165

MC 58/28/5

Safer Lives, Safer Ships, Cleaner Seas



*An executive agency of the Department for
Transport, Local Government and the Regions*

Elementary first aid

Guidelines on course structure and content

Participants on this course are assumed to have little background or prior knowledge or experience of shipping or life at sea. This course could be completed in about 6 – 7 hours.

Assessments will include appropriate oral questioning to establish that a candidate has knowledge and understanding of the relevant principles and procedures that underpin competent performance and which cannot be readily inferred from practical demonstrations.

This training should enable a successful participant to demonstrate that they can take immediate action upon encountering an accident or other medical emergency.

Participants need to have knowledge and understanding of the following syllabus:

- a) Assessment of needs of casualties and threats to own safety
- b) Appreciation of body structure and functions
- c) Understanding of immediate measures to be taken in cases of emergency, including the ability to:
 - .1 position casualty
 - .2 apply resuscitation techniques and maintain clear airway
 - .3 control bleeding
 - .4 apply appropriate measures of basic shock management
 - .5 apply appropriate measures in the event of burns and scalds, including accidents caused by electric current
 - .6 rescue and transport a casualty
 - .7 improvise bandages and use materials in emergency kit

Competence will be demonstrated by the following;

- The manner and timing of raising the alarm
- Raising the alarm in circumstances appropriate to the accident or medical emergency
- Prompt and complete identification of the probable cause, nature and extent of any injuries
- Identification of the appropriate priority and sequence of actions to be taken
- An assessment of any proposed course of action to ensure that it is proportional to any potential threat to life.
- Ensuring risk of further harm to self and casualty is minimised at all times.

For further detail on course content particularly relevant to Fishing Vessel personnel refer to FAO/ILO/IMO Document for Guidance on the Training and Certification of Fishing Vessel Personnel and to the Sea Fish Industry Authority Guide to Elementary First Aid for Fishermen

Medical First Aid

Guidelines on course structure and content

The length of the course will depend on the background and prior knowledge and experience of course participants. However, where potential candidates have limited prior experience, it is unlikely that the course could be completed in less than 21 hours.

Assessments will include appropriate oral questioning to establish that a candidate has knowledge and understanding of the relevant principles and procedures that underpin competent performance and which cannot be readily inferred from practical demonstration.

The training should be structured around the guidelines in this document. The training should be progressive with alternating periods of instruction in principles and procedures and practical exercises. At least 40% of the course should be devoted to practical exercises.

Module 1

Theory

Basic concepts of body structure and function, in sufficient detail to support the application of immediate effective first aid in the event of accident on board ship.

Principles and priorities of First Aid aboard ship. Action on encountering or being summoned to the scene of an accident and use of First Aid kit and other equipment available. Observation and examination of casualties based upon medical precepts. Making a diagnosis based on information obtainable from a variety of sources such as medical history, specific questions, general appearance and physical examination.

- The obstructed airway (including asthma), environmental hazards, risks to the First Aider (from an infection viewpoint).
- Methods of clearing the obstructed airway.
- Drowning and near drowning.
- The heart and circulation, the respiratory system and respiration.
- Basic Life Support (BLS) and the recovery position.
- The face shield, pocket mask and plastic airway.

Practical

Examination of casualty or patient.

Performing Basic Life Support (Resus mannequin).

Clearing an obstructed airway (Resus mannequin).

Use of inhalers when treating asthma

Use of the face shield, pocket mask and plastic airway in Basic Life Support.

Module 2

Theory

Head injuries – recognition and management.

Signs and symptoms and handling of neck injuries.

Signs and symptoms and handling of spinal injuries.

Practical

Performing immobilisation of neck injuries.

Lifting casualties into stretchers.

Performing the spinal recovery position.

Module 3

Theory

The skeletal system.

Types, signs, symptoms and management of:

- fractures: open, closed, complicated and greenstick. Special requirements for treating pelvic and spinal injuries;
- dislocations and muscular injuries.

Treatment and immobilisation of the injured part.

Splints and splinting methods.

Practical

Immobilisation of upper and lower limb fractures on simulated casualties.

Using splints on simulated casualties.

Transport casualties with fractures using simulated casualties.

Module 4

Theory

Burns, scalds, effects of heat and cold. Recognition of the signs of burns and scalds, heat-stroke, hypothermia and frostbite. Application of appropriate first aid measures, including:

- burns/scalds: definition, complications and therapy of the general condition of burns; difference between burns and scalds; sterile dressings;
- heat-stroke
- sunburn: cause, therapy, prophylaxis and effect;
- hypothermia and frostbite; precautions against heat loss, effect of wind and humidity; possibilities of re-warming; difference between burn and frostbite; damage of tissue.

First aid treatment of rescued persons: recognition and care of distress, hypothermia and cold exposure; symptoms and therapy for congelation, seasickness, dehydration and lack of nutrition.

Wounds, types of bleeding, the control of bleeding and managing shock.

Practical

Using dressings to control bleeding on simulated casualties.

Position the casualty suffering from shock (simulated casualty).

Use pressure points to control bleeding on simulated casualties.

Dressing a wound with a retained foreign body (simulated casualty).

Module 5

Theory

The recognition and management of medical emergencies – heart attack, angina, hypoglycaemia, epileptic fit.

Practical Nil

Module 6

Theory

Anatomy of the eye.

Eye injuries and their management.

Practical

Applying an eye pad and bandage to simulated casualty.

Module 7

Theory

The action and effects of toxic substances on the human body. Toxicological hazards on board

Symptoms and clinical aspects of poisoning.

First aid in the event of poisoning by ingestion, inhalation or skin contact. Therapy in the event of acid or caustic solutions being swallowed. Symptoms and treatment of acid and caustic burns.

Practical: Nil

Module 8

Theory

The layout and content of the Ship Captain's Medical Guide, including knowledge of the use of the medical stores ¹required to be carried on board'. Radio Medical Advice and record keeping.

Pharmacology: main terms of general pharmacology and recognition of basic principles and application of: antibiotics, antiseptics, analgesics and chemotherapeutics.

Sterilisation: meaning of disinfection and sterilisation and the application of appropriate measures.

Practical

Nil

¹ See Merchant Shipping Notice MSN 1726 (M+F) or any subsequent MCA publication detailing carriage of medical stores

Proficiency in medical care

Guidelines on course structure and content

The training should be based on the advice and procedures contained in the Ship Captain's Medical Guide and structured around the guidelines in this Annex. The training should be progressive with alternating periods of instruction in principles and procedures and practical exercises – at least 30% of the course should be devoted to practical exercises.

The duration of the course will depend on the background and prior knowledge and experience of course participants. However, where potential candidates have limited prior experience, it is unlikely that the stated objectives can be achieved in less than 30 hours.

It is assumed that those attending will have received training in both elementary and medical first aid. The opportunity should be taken to revise and reinforce the major points, including:

- body structure and function
- toxicological hazards on board
- examination of patient

The training centre may decide that additional revision/basic training needs to be undertaken during the course for holders of First Aid at Sea Certificates. It is for the centre to determine the extent of any such additional revision/training in the light of its own arrangements in order to ensure achievement of the standards required for medical care on board ship.

Assessments will include appropriate oral questioning to establish that a candidate has knowledge and understanding of the relevant principles and procedures that underpin competent performance and which cannot be readily inferred from practical demonstration.

Module 1

Theory

The types of medical equipment and supplies carried aboard merchant ships. Sources of information and advice, including the Ship Captain's Medical Guide and Radio Medical Advice, while providing treatment and medical care to sick or injured seafarers while they remain on board.

A working knowledge of the general principles and aspects of the treatment and care of sick and injured persons, including:

- re-assurance and counselling
- the importance of disinfection and sterilisation procedures
- pain relief and anaesthesia and the effects of anaesthetics and sedatives on patients
- handling patients, with particular reference to suspected spinal fracture and hazard of paralysis

The concepts of clinical examination and medical history in the identification of symptoms and assessment of the condition of a patient or casualty: past medical history, signs and symptoms, history of illness, pain description and measurement, psychology of illness, vital signs (blood pressure, pulse and temperature), observation and appearance.

Record keeping; condition of the patient; use of dangerous drugs.

General principles, where necessary with the aid of radio medical advice, for recognition and management of medical conditions and emergencies likely to be encountered aboard ship, including disorders of the mental and central nervous system.

Revision of anatomy and physiology of the heart.

Cardiovascular disease – what is cardiovascular disease, recognition and management of angina, heart attack and stroke.

Use of the sphygmomanometer and stethoscope.

Use of the clinical thermometer.

Practical

Taking and interpreting the pulse.

Taking and interpreting the blood pressure.

Taking and interpreting the temperature.

Module 2

Theory

The respiratory system

Revision of the anatomy and physiology of the respiratory system.

Common respiratory diseases – clinical features of respiratory diseases including asthma, bronchitis, pneumonia, pleurisy and pneumothorax.

Use of oxygen.

Use of respiratory inhaler equipment.

Use of oxygen resuscitation equipment.

Practical

Administration of oxygen to a casualty, using cylinder and mask.

Use of airways and pocket mask.

Use of the Ambu bag in respiratory resuscitation.

Use of respiratory inhalers for delivering medication.

Module 3

Theory

The urinary system.

Revision of the anatomy and physiology of the urinary system.

Urinary system problems – management of urinary tract infection, management of ureteric colic and urinary retention, including catheterisation.

Use of labstix in testing urine.

Practical

Collecting a urine sample.

Testing urine and interpretation of results.

Use of Lignocaine gel and equipment to catheterise a patient in urinary retention (simulation).

Module 4

Theory

Injuries and wounds

Revision of the structure and function of the central nervous system and the muscular and skeletal system.

Recognition of causes, symptoms, possible complications and the general principles for treatment and care relating to:

- head and spinal injuries
- internal and external bleeding
- dislocations
- fractures (open, closed, complicated and undisplaced), sprains, strains and dislocations, muscular injuries
- poisoning and allergic reactions

Methods for immobilising injured parts and preventing infection.

Injection techniques: reasons for giving injections, sites for injections, drug administration and safety checks.

Wound treatment and management: types of wounds (including burns and the differences between burns, scalds and frostbite) and their management. Wound healing. Prevention, recognition and treatment of infection.

Arrest of bleeding: surgical means; the use of a ligature; clamps. Use of local anaesthetic in suturing – types of suture material.

Practical

Use of syringes and needles and safe disposal.

Drawing up the correct amount of a drug.

Giving an injection (using simulator).

Cleaning and suturing a wound (using wound simulation models).

Procedures for minor surgical procedures of localised skin infections and injuries (including preparation of patient and the application of appropriate dressings and medication)

Use of different dressings.

Removal of sutures.

Module 5

Theory

The gastro-intestinal system

Revision of the anatomy and physiology of the gastro-intestinal system.

Causes, treatment and prevention of common gastro-intestinal illnesses aboard ship-management of oesophageal reflux, peptic ulceration, vomiting and diarrhoea, appendicitis and peritonitis.

Practical:

Nil

Module 6

Theory

Eyes, ear, nose and throat and dental /oral conditions

Revision of the anatomy and physiology of the eye, ear, nose, throat and mouth.

Recognition and management of:

- ear, nose, throat and mouth conditions and injuries
- injuries of the eye region; injuries of the external eye; removal of loose foreign bodies through the use of moistened cotton bud or loop.

Treatment of dental problems.

Examination of the throat using spatula and torch.

Examination of the eye using fluroscein stain and a light source.

Examination of the mouth using gloves and light source.

Practical

Nil

Module 7

Theory

Diseases and spread of infection

Recognition of the main types and characteristics of diseases caused by viruses, bacteria and parasites.

General principles and procedures of protection against transmission of diseases and control of epidemics, including:

- disinfection, disinfestation and de-ratting
- regulations regarding waste and sewage disposal

Routes of infection, the main principles of shipboard hygiene, universal precautions. Containment of infection on board.

The hygienic and medical procedures available and designed to prevent tropical and infectious diseases
Vaccinations applicable in seafaring and general principles of protection.

Application of basic medical treatment, including isolation where needed.

Recognition and management of sexually transmitted diseases, including counselling. VD and HIV. Use of urethral smears.

Tropical diseases (including Malaria) prevention by vaccination, prophylactic drugs, precautions and management.

Practical

Nil

Module 8

Theory

The female reproductive system.

Revision of anatomy and physiology.

The signs, complications and side effects related to pregnancy.

The management of obstetric and gynaecological conditions and disorders peculiar to women, including emergency childbirth procedure, ectopic pregnancy, threatened miscarriage and miscarriage, pelvic infections, vaginal bleeding and discharge.

Practical:

Nil

Module 9

Theory

Medical care of rescued persons: treatment and care of hypothermia, acute cold injury, frostbite, seasickness, dehydration and malnutrition, sunburn.

Drowning and near drowning.

Alcohol and drug abuse: misuse of alcohol, alcohol addiction and withdrawal, safe drinking and adverse effects on health. Common drug misuse signs and symptoms and effects on health.

Death: treatment of dying persons, including relief from mental and physical pain. Signs of death, reporting and recording death at sea. Procedures for keeping a body on board.

Practical Nil

Module 10

Theory

External assistance and evacuation of patients

The principles and procedures for obtaining radio medical advice. National and international systems.

Modes of contact.

Objective and function of advisory services. Communications with the medical adviser.

Use of the appropriate checklist and the medical section of the International Code of Signals.

Transportation of ill and injured persons, including evacuation by helicopter or launch

Procedures for dealing with port health authorities and out-patients clinics in ports in connection with medical cases of seamen, including detailed medical records and possible language and cultural difficulties.

Liaison with port health authorities.

International and national maritime medical regulations.

BOATMASTERS LICENCE HOLDERS

| BML | Area of Operation See MSN 1719 | Category of Medical Stores See MSN 1726 | Minimum Level of Training. |
|---|---|--|--|
| Boatmaster’s Licence Holder 13 – 251 plus passengers Grade 3 or 2 | Narrow rivers and canals – Category A waters | First Aid Kit | MCA Elementary First Aid or Red Cross or |
| Boatmaster’s Licence Holder 13 – 251 plus passengers Grade 3 or 2 | Wider rivers and deeper canals – Category B waters | First Aid Kit | St John Ambulance or |
| Boatmaster’s Licence Holder 13 – 251 plus passengers Grade 2 | Tidal rivers and estuaries and large deep lakes and lochs – Category C waters | First Aid Kit | an HSE First Aid at Work Certificate |
| Boatmaster’s Licence Holder 13 – 251 plus passengers Grade 2 or 1 | Tidal rivers and estuaries with waves up to 2 metres at any time – Category D waters | Category C Stores | Elementary First Aid including Category C Stores |
| | | | |
| Boatmaster’s Licence Holder 13 – 250 plus passengers Grade 2 or 1 | To Sea | Category C Stores | Medical First Aid |
| All crew additional to the BML holder (skipper) on vessels carrying 13 –250 plus passengers | To Sea | Category C Stores | Elementary First Aid including Category C Stores |
| | | | |

| SCV <i>As defined in the MCA Codes of Practice (Yellow and Blue)</i> | Area of Operation <i>As defined in the MCA Codes of Practice (Yellow and Blue)</i> | Category of medical Stores <i>See MSN 1726M +F)</i> | Minimum level of training |
|--|--|---|--|
| Skipper or nominated member of the crew | Up to 60 miles from shore (Areas 4,3 and 2) | Category C Stores | Elementary First Aid including Category C Stores |
| Skipper *or 2nd competent person | Up to 150 miles from shore (Area Category 1) | Category B Stores | Proficiency in Medical Care |
| Nominated member of the crew | Up to 150 miles from shore (Area Category 1) | Category B or A Stores | Medical First Aid |
| Skipper *or 2nd competent person | Unrestricted Service (Area 0) | Category A Stores | Proficiency in Medical Care |
| Nominated member of the crew | Unrestricted Service (Area 0) | Category A Stores | Proficiency in Medical Care |
| | | | |

*The Codes of Practice state that Skippers of vessels operating in areas 1 or 0 are not required to hold a Certificate of Proficiency in Medical Care provided another member of the crew holds a medical or nursing qualification of an equivalent or higher standard.

| Small Workboats and Pilot Boats <i>(As defined in the MCA Code of Practice (Brown Code)</i> | Area of Operation <i>As defined in the MCA Code of Practice (Brown Code)</i> | Category of Medical Stores <i>See MSN 1 726(M+F)</i> | Minimum level of training |
|---|--|--|--|
| Skipper | Areas 6# to 2 | Category C Stores# | Elementary First Aid including Category C Stores |
| Skipper | Area 1 | Category B Stores | Proficiency in Medical Care |
| Nominated crew member | Area 1 | Category B Stores | Medical First Aid |
| | | | |

Subject to the special consideration allowed for single-handed vessels under Annex 2 and related paragraphs in the Code of Practice for the Safety of Small Workboats and Pilot boats

| Fishermen | Area of Operation | Category of Medical Stores See MSN 1726 | Minimum Level of training |
|--|--|--|--|
| Skipper or Nominated First Aider | Not exceeding 60 miles from shore | Category C Stores | Elementary First Aid including Category C Stores (included in Fishermen’s Safety Training) |
| Deck Officer FV Class 2 | Not exceeding 150/175 miles from shore | Category B Stores | Medical First Aid |
| FV Nominated First Aider | Not exceeding 150/175 miles from shore | Category B Stores | Medical First Aid |
| Deck Officer FV Class 1 | Unlimited operation | Category A Stores | Proficiency in Medical Care |
| FV Nominated First Aider | Unlimited operation | Category A Stores | Proficiency in Medical Care |
| | | | |
| Engineer Officer FV Class1 | All | Category C Stores | Medical First Aid |
| Engineer Officer FV Class 2 and Non-certificated fishermen | All | Category C Stores | Elementary First Aid including Category C Stores (included in Fishermen’s Safety Training) |
| | | | |

In cases where dual certification applies the Deck officer requirements will take priority.

OTHER

Note: Any High Speed Craft personnel will require training appropriate to their area and type of operation.

TRAINING PROVIDERS ALREADY APPROVED TO CONDUCT STCW '95 COURSES

1. Training providers who are currently approved to conduct STCW '95 first aid/medical care training courses, and who wish to run non-STCW courses should apply to the Marine Office which dealt with their application for STCW approval. The additional approval will normally be a paper exercise and a fee will only be charged if a visit is required.

TRAINING PROVIDERS FOR THE FISHING INDUSTRY

2. In the case of Elementary First Aid Training for fishermen, individual training establishments do not need to apply for approval, provided they are covered by a Group Training Association operating under the auspices of the Seafish Industry Authority.

NEW TRAINING PROVIDERS

3. Prospective training providers should note that centres offering training and assessment must be approved by the MCA. They should also be aware that the initial approval process will involve

- a) a paper exercise, to ensure that the course documentation meets the criteria, and that trainers and examiners have the relevant qualifications and experience; and
- b) a visit (or visits) to training premises by a marine office surveyor to ensure that facilities and equipment are available, and that the administrative arrangements are satisfactory to enable MCA to monitor performance;
- c) a surveyor may sit in on part of a course to ensure that written undertakings are complied with, that course notes are followed, and that organisation is satisfactory.
- d) spot checks for monitoring purposes may be made at the training provider's premises, to ensure continuing compliance. The training records should demonstrate that all conditions are being enforced.

COST OF APPROVAL

4. As for STCW approvals the cost of a new approval will be based on the standard hourly rate for the examining surveyor's time, also travelling time from the Marine Office to the training centre, subject to a specified maximum for travelling time.

COURSE INTAKE LIMITATIONS

5. Course documentation should include the maximum number of candidates. It is recommended that no more than 12 persons take part in each course to ensure proper participation in practical exercises. For monitoring purposes, the training records should validate the number of candidates on each course.

STAFF REQUIREMENTS

6. Details of qualifications required by trainers are given in the training specification (see paragraph 7). The instructor and examiner for any particular course should not be the same person. Training providers no longer require individual approval for their first aid/medical trainers and examiners; approval of the course includes approval of the trainers.

APPLICATIONS FOR APPROVAL

7. Before applying for approval training providers should consider carefully the information in this Notice and should also obtain a copy of the more detailed training specifications, available from Seafarer Health and Safety Branch, Maritime and Coastguard Agency, Bay 2/1 Spring Place, 105 Commercial Road, Southampton, telephone 02380 329247 or on the Agency's web site www.mcagency.org.uk Applications for approval should be made to the local Marine Office. A list of MCA Marine Offices is attached at Annex D.

THE MARITIME AND COASTGUARD AGENCY

ALPHABETICAL LIST OF MARINE OFFICES

| | | | |
|--------------------|--|-----------------------|---|
| ABERDEEN | Marine House Blaikies Quay Aberdeen AB1 1 5EZ Tel: 01224 574122 | LEITH | 1 John's Place Leith Edinburgh EH6 7EL Tel: 0131 554 5488 |
| BELFAST | Customs House Queens Square Belfast BT1 3ET Tel: 02890 562962 | LIVERPOOL | Graeme House. 2 nd Floor Derby Square Liverpool L2 7SQ Tel: 0151 471 1142 |
| BEVERLEY (HULL) | Crosskill House Mill Lane Beverley HU17 9JB Tel: 01482 866606 | ORPINGTON (LONDON) | Central Court 1 B Knoll Rise Orpington Kent BR6 0JA Tel: 01689 890400 |
| CARDIFF | Oxford House Hills Street Cardiff CF1 2TD Tel: 02920 229556 | NEWCASTLE | Government Buildings Broadway West Gosforth Newcastle-upon-Tyne NE3 2JL Tel: 0191 285 7171 |
| DOVER | Langdon Battery Swingate Dover CT15 5NA Tel: 01304 227710 | PLYMOUTH | New Fish Market Bayly's Wharf Fish Quay Sutton Harbour Plymouth PL4 0LH Tel: 01752 266211 |
| FALMOUTH | Pendennis Point Castle Drive Falmouth Cornwall TR11 4WZ Tel: 01326 312761 | SHETLAND | The Knab Knab Road Lerwick Shetland ZE1 OAX Tel: 01595 696712 |
| GLASGOW | Marine House 6000 Academy Park Gower Street Glasgow G51 1TR Tel: 0141 427 9400 | SOUTHAMPTON | Spring Place 105 Commercial Road Southampton SO15 1EG Tel: 023 8032 9329 |
| GT. YARMOUTH | 5th Floor Yarmouth House 45 Yarmouth Way Great Yarmouth Norfolk NR30 2QZ Tel: 01493 330433 | STOCKTON ON TEES | 3rd Floor Victoria House Pearson Court Pearson Way Teesdale Park Stockton on Tees TS17 6PT Tel: 01642 611040 |

