Maritime & Coastguard Agency

MSN 1865 (M)

Seafarer Training and Certification Guidance: UK Requirements for Emergency, Occupational Safety, Security, Medical Care and Survival Functions.

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

This notice replaces MGN 96 and MIN 469

Summary

This Merchant Shipping Notice (MSN) sets out and explains the regulatory requirements regarding the implementation of training elements applicable under Chapter VI, of the STCW Convention and Code. It contains the regulatory requirements regarding the implementation of training elements applicable under Chapter VI of STCW Code for Merchant Navy seafarers in the United Kingdom. The Merchant Navy Training Board (MNTB) criteria is to be followed for safety course related standards and information.

This MSN covers:

1. Introduction
2. Training Requirement: Familiarisation
3. Training Requirement: Basic Safety
4. Emergency, Occupational Safety and Survival Functions
5. Medical Training
6. Marine Evacuation System Training
7. Security Related Training
8. Safety Course Certificates Issued under STCW '95
9. Recognition of non MCA-Approved Basic Safety, Advanced Safety and Security Training
10. Company Responsibility
11. Approved Training Programmes

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 minimum requirements for emergency occupational safety, medical care, survival and security functions.

1.2 **Relevant organisations:**

MNTB: The Merchant Navy Training Board (MNTB) is the UK shipping industry's central body for promoting and developing sector specific education, training and skills. The MNTB, in conjunction with the Maritime and Coastguard Agency (MCA), has developed the STCW 'short course criteria' specification documents. These are required for approval of training under the IMO's Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978, as amended. Approval to deliver 'short course' training must be sought from the MCA (refer to section 11).

1.3 **Approved seagoing service**

Approved 'seagoing service' is the time that you are signed on a vessel of more than 15m in registered length operating in category C and D waters or beyond. Seagoing service will be reckoned from the date of engagement to the date of discharge. A month is defined as a calendar month or 30 days if made up periods less than 1 month.

2. **Training Requirements: Familiarisation**

2.1 **Safety familiarisation training**

If you are employed or engaged in a seagoing ship, other than as a passenger, before being assigned to shipboard duties, you must receive approved familiarisation training in Personal Survival Techniques or receive sufficient information and instructions in accordance with section A-VI/1 of the STCW Code. Such information and instruction shall take account of the guidance given in Section B VI/1 of the STCW Code, so as to enable you to:

- Communicate with other persons onboard on elementary safety matters and understand safety information symbols, signs and alarm signals;
- Know what to do if:

  o a person falls overboard;
  o fire or smoke is detected;
  o the fire or abandon ship alarm is sounded;

- Identify muster and embarkation stations and emergency escape routes;
- Locate and don lifejackets;
- Raise the alarm and have basic knowledge of the use of portable fire extinguishers;
- Take immediate action upon encountering an injured person or other medical emergency before seeking further medical assistance onboard;
- Close and open the fire, weather tight and watertight doors, other than those for hull openings, fitted in the ship in which you are serving.

2.2 **Security related familiarisation**

If you are employed or engaged in any capacity in ships which are required to comply with the provisions of the ISPS Code, prior to being assigned shipboard duties, you must complete security related familiarisation training. This training must be given by the Ships

Security Officer (SSO), or another equally qualified person[1]. Such instruction should emphasise ship specific security issues and must be conducted in accordance with STCW Code Section A-VI/6, paragraphs 1 - 3, taking account of the guidance given in part B. Further information relating to security training is provided in section 7.

2.3 **Documentary evidence**

Documentary evidence must be retained by the ship to show that related safety and security training has been completed by all persons required to do so. It is the responsibility of the company and Master to maintain such records.

3. **Training Requirements: Basic Safety**

3.1 If you are employed or engaged in any capacity onboard a ship with designated safety or pollution-prevention duties, before being assigned to any shipboard tasks you will be required to:

- Successfully complete those elements of MCA-approved basic training appropriate to your duties and functions. The 4 elements of basic training are:

  o Personal Survival Techniques (STCW Code – Table A-VI/1-1);
  o Fire Prevention and Fire Fighting (STCW Code – Table A-VI/1-2);
  o Elementary First Aid (STCW Code – Table A-VI/1-3);
  o Personal Safety and Social Responsibilities (STCW Code - Table A-VI/1-4).

3.2 **Personal Survival Techniques (STCW Code Table A-VI/1-1)**

For the issue of a Certificate of Proficiency in Personal Survival Techniques you must:

(a) Be at least 16 years of age;
(b) Successfully complete MCA-approved training in Personal Survival Techniques, meeting the standard of competence specified in Section A-VI/1-1 of the STCW Code.

Note: In exceptional circumstances where a learner is physically able and fit they may be able to complete the training course prior to their 16th birthday.

3.3 **Fire Prevention and Fire Fighting (STCW Code Table A-VI/1-2)**

For the issue of a Certificate of Proficiency in Fire Prevention and Fire Fighting you must:

(a) Be at least 16 years of age;
(b) Successfully complete MCA-approved training in Fire Prevention and Fire Fighting, meeting the standard of competence specified in Section A-VI/1-2 of the STCW Code.

3.4 **Elementary First Aid (STCW Code Table A-VI/1-3)**

For the issue of a Certificate of Proficiency in Elementary First Aid you must:

(a) Be at least 16 years of age;

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[1] By 'equally qualified' we would expect the seafarer to hold a Company Security Officer Certificate.

(b) Successfully complete MCA-approved training in Elementary First Aid, meeting the standard of competence in Section A-VI/1-3 of the STCW Code.

3.5 **Personal Safety and Social Responsibilities (STCW Code Table A-VI/1-4**)

For the issue of a Certificate of Proficiency in Personal Safety and Social Responsibilities you must:

(a) Be at least 16 years of age;
(b) Successfully complete MCA-approved training in Personal Safety and Social Responsibilities, meeting the standard of competence in Section A-VI/1-4 of the STCW Code.

4.   Emergency, Occupational Safety and Survival Functions:

4.1 **Proficiency in Survival Craft and Rescue Boats (PSC & RB)** (other than Fast Rescue Boats)

If you are required to launch and take charge of survival craft, you will need to prove you are proficient in survival craft and rescue boat operations.

For the issue of a Certificate of Proficiency in Survival Craft and Rescue Boats, you must:

(a) Be at least 18 years of age;
(b) Already hold a Certificate of Proficiency in Personal Survival Techniques (STCW Code A-VI/1-1);
(c) Successfully complete MCA-approved training in PSC & RB, meeting the standard of competence in Section A-VI/2 and Table A-VI/2-1 of the STCW Code;
(d) Have completed at least 6 months' approved seagoing service.

4.2 **Proficiency in Fast Rescue Boats (PFRB)**

If you are involved in the operation of fast rescue boats you must, in addition to the PSC & RB, have successfully completed an MCA-approved training programme meeting the standards laid down in Section A-VI/2-2 of the STCW Code.

For the issue of a Certificate of Proficiency in Fast Rescue Boats, you must:

(a) Be at least 18 years of age;
(b) Already hold a Certificate of Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (STCW Code A-VI/2-1);
(c) Successfully complete MCA-approved training in Fast Rescue Boats, meeting the standards of competence specified in section A-VI/2 and Table A-VI/2-2 of the STCW Code.

4.3 **Proficiency in Advanced Fire Fighting**

For the issue of a Certificate of Proficiency in Advanced Fire Fighting you must:

(a) Already hold a Certificate of Proficiency in Fire Prevention and Fire Fighting (Section A-VI/1-2 of the STCW Code) or similar training acceptable to the MCA;
(b) Successfully complete an MCA-approved training programme in Advanced Fire Fighting, meeting the standards of competence specified in section A-VI/3, paragraphs 1 to 4, of the STCW Code.

4.4 **Updating training**

If you are serving onboard ship and are qualified in any of the following, you must, as of the 1st January 2017, have documentary evidence of either having completed the training course or updated your training within the last 5 years;

(a) Proficiency in Personal Survival Techniques (PST) STCW A-VI/1-1, (recognised equivalent pre 31 January 2000: Basic Sea Survival)[2];
(b) Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (PSC & RB), STCW A-VI/2-1 (recognised equivalent pre 31 January 2000: Proficiency in Survival Craft or Lifeboatman's Certificate)[3];
(c) Proficiency in Fast Rescue Boats (PFRB) STCW A-VI/2-2;
(d) Proficiency in Fire Prevention and Fire Fighting (FP & FF), STCW A-VI/1-2 (recognised equivalent pre 31 January 2000: MNTB 2 Day Fire Fighting Course)[2];
(e) Proficiency in Advanced Fire Fighting (AFF) STCW A-VI/3 (recognised equivalent pre 31 January 2000: MNTB 4 Day Fire Fighting Course).

Tables showing which updating training is required for Certificates of Competency (CoC) and Certificates of Proficiency (CoP) is in Annex A. **All of the basic and advanced courses listed in (a) to (e) above, must be updated every 5 years**.

4.5 **MCA-approved updating training**

The STCW permits some elements of the updating training to be carried out onboard ship, with the exception of Fire Prevention and Fire Fighting (FP & FF). This can be achieved by the seafarer completing and signing a self-declaration form, as per the table below. You are required to complete additional hours for the appropriate training course if you have not completed all the elements listed on the self-declaration form. Those who are unable to gain onboard training and experience in Personal Survival Techniques are required to complete a full PST course. The table below shows the various combinations of updating training available.

STCW Proficiency Programme	Self-declaration form	Completed all permitted onboard training	MCA-approved shore based training course
Personal Survival Techniques[2]	Annex B	Yes	4 hours
		No	Full PST Course
Proficiency in Survival Craft and Rescue Boats[3]	Annex C	Yes	3 hours
		No	7 hours
Fast Rescue Boat	Annex D	Yes	4 hours
		No	7 hours
Fire Prevention and Fire Fighting[2]	Not applicable	Not applicable	7 hours
Advanced Fire Fighting	Annex E	Yes	4 hours
		No	7 hours

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[2] Where this certificate cannot be produced, the following MCA-issued certificates will permit entry onto to the applicable updating training course: Navigational Watch Rating (NWR) regulation II/4, Engine Room Watch Rating (ERWR) regulation III/4, Able Seafarer Deck certification (AB) regulation II/5 or AB Certificate of Competency issued under the AB regulations 1970. If your NWR or ERWR certificate was issued before August 1998 you must complete the full length shore based updating training course.

[3] Where this certificate cannot be produced, the following MCA-issued certificates will permit entry onto to the applicable updating training course: Able Seafarer Deck regulation II/5 or AB Certificate of Competency issued under the AB regulations 1970.

5. Medical Training

5.1 Proficiency in Medical First Aid

If you have designated duties to provide medical first aid, you must successfully complete an MCA-approved training programme in Medical First Aid, meeting the standards of competency specified in section A-VI/4-1 of the STCW Code. For the issue of a Certificate of Proficiencey in Medical First Aid you must:

(a) Successfully complete an MCA-approved training programme in Medical First Aid; meeting the standards of competency specified in section A-VI/4-1 of the STCW Code.

Updating of the Proficiency in Medical First Aid is not currently required under the STCW Code and therefore no refresher training is required for the revalidation of Certificates of Competency.

5.2 Proficiency in Medical Care

If you are a candidate for Master or Chief Mate certification under STCW Convention regulation II/2, or, if you are designated to take charge of medical care onboard a ship, you must, in addition to Proficiency in Medical First Aid, successfully complete an MCA-approved Proficiency in Medical Care training course, meeting the standards laid down in section A-VI/4-2 of the STCW Code. For the issue of a Certificate of Proficiencey in Medical Care you must:

(a) Have successfully completed an MCA-approved training programme in Medical First Aid, meeting the standards of competency specified in section A-VI/4-1 of the STCW Code;

(b) Successfully complete an MCA-approved training programme in Proficiency in Medical Care training course, meeting the standards laid down in section A-VI/4-2 of the STCW Code.

5.3 Article 4(1) (b) of Directive 92/29 EEC: Service as Master or the person in charge of medical care on UK-registered vessels

Article 4(1) (b) of Directive 92/29 EEC requires that on EU Member State flagged vessels the captain and any worker or workers to whom he or she delegates the use of the medical supplies must receive special training updated periodically, at least every 5 years, taking into account the specific risks and needs connected with the different categories of vessel.

The MCA has interpreted this directive, in relation to UK-registered Merchant Navy vessels as applying to the Master and the person designated to take charge of medical care and medicines onboard, requiring them to hold an MCA-approved or recognised Proficiency in Medical Care (MC) (STCW A-VI/4 paragraph 4-6) certificate or an MCA-approved Updated Proficiency in Medical Care certificate, issued within the preceding 5 years. Details are given in MGN 482 (M) or any subsequent amendments.

To gain access to an MCA-approved Updated Proficiency in Medical Care course you will only need to have completed a full Medical Care course once. This is irrespective of the date you originally completed the full course[4].

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[4] If you hold an MCA recognised (not MCA-approved) Proficiency in Medical Care Certificate that carries an expiry date, you will need to complete the full Proficiency in Medical Care course.

6. Marine Evacuation System Training

Masters, officers and ratings with designated duties on the deployment of marine evacuation systems (MES) are required to be trained in accordance with the requirements of Regulation III/19.3.3.8 of the Safety of Life at Sea (SOLAS) Convention 1974, as amended.

Documentary evidence to this effect should be issued by the training provider.

7. Security Related Training

7.1 The STCW Convention and Code, as amended by the Manila amendment (2010), contains new requirements regarding security training. These changes are embodied in STCW Convention regulations VI/5, VI/6 and; in sections A-VI/5 and A-VI/6 of the STCW Code.

There are four types of security training:

- Security Related Familiarisation (STCW Code A-VI/6, paragraph 1 -3);
- Proficiency in Security Awareness (STCW Code Table A-VI/6-1);
- Proficiency in Designated Security Duties (STCW Code Table A-VI/6-2);
- Proficiency for Ship Security Officer (STCW Code Table A-VI/5).

7.2 **Security Related Familiarisation**

If you are employed or engaged in any capacity on ships which are required to comply with the provisions of the International Ship and Port Facility Security (ISPS) code, prior to being assigned shipboard duties, you must complete Security Related Familiarisation training.

This can be delivered by the SSO, or another equally qualified person, and the instruction should emphasise ship specific security issues and provide guidance for the seafarer to be able to:

- Report a security incident, including a piracy or armed robbery threat or attack;
- Know the procedures to follow when they recognise a security threat;
- Take part in security-related emergency and contingency procedures.

Documentary evidence must be retained by the ship to show that this training has been completed. The training can be incorporated into the ship's safety familiarisation programme and use the existing method of recording the delivery of training.

7.3 **Proficiency in Security Awareness**

If you are employed or engaged in any capacity on ships required to comply with ISPS Code, you must undertake approved security awareness training. Training and instructions must meet the requirements of Section A-VI/6, paragraph 4, of the STCW Code and would lead to a Certificate of Proficiency in Security Awareness.

On completion of this training a seafarer will be able to:

- Contribute to the enhancement of maritime security through heightened awareness;
- Recognise security threats;

- Understand the need for, and methods of, maintaining security awareness and vigilance.

7.4 **Proficiency in Designated Security Duties**

If you have designated security duties under the Ship Security Plan, you must undertake approved training in designated security duties. This training must meet the requirements of Section A-VI, paragraphs 6-8, of the STCW Code and would lead to issue of a Certificate of Proficiency in Designated Security Duties.

On completion of this training a seafarer will be able to:

- Maintain the conditions set out in a ship security plan;
- Recognise security risk and threats;
- Undertake regular security inspections;
- Properly use security equipment and systems.

7.5 **Proficiency as Ship Security Officer (SSO)**

If you are the designated SSO, you must successfully complete an MCA-approved Ship Security Officer training programme, meeting the standards laid down in paragraph A-VI/5 of the STCW Code and taking into account the guidance given in section B-VI/5 of the Code.

For the issue of a Certificate of Proficiency as an SSO you must:

(a) Have completed at least 12 months' approved seagoing service **or** a minimum of 3 months' appropriate seagoing service[5] allowing you to gain knowledge of ships operations to enable you to achieve the objectives of the training;
(b) Successfully complete an MCA-approved training programme in Ship Security Officer training programme, meeting the standards laid down in paragraph A-VI/5 of the STCW Code.

Ship Security Officer training encompasses Security Awareness and Designated Security Duties, therefore, if you hold a Ship Security Officer Certificate of Proficiency, there is no separate requirement to complete Security Awareness or Designated Security Duties training.

8. **Safety Course Certificates Issued under STCW '95**

Certificates issued with a reference to STCW '95 will continue to be recognised by the MCA. Any updating training required is detailed in section 4.4.

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[5] In this instance, appropriate seagoing service is where a crew member is signed onto a vessel and their main duties are security related.

9. Recognition of non MCA-approved Basic Safety, Advanced Safety and Security Training

9.1 For the purpose of issuing UK Certificates of Competency, the following courses must be MCA-approved:

- NAEST (operational);
- NAEST (management);
- EDH;
- HELM (operational);
- HELM (management);
- High Voltage (operational);
- High Voltage (management).

9.2 For the purpose of issuing UK Certificates of Competency, the MCA will accept certificates issued under the authority of any administration included in the IMO list of STCW Parties ("the White List") for:

- Personal Survival Techniques;
- Fire Prevention and Fire Fighting;
- Elementary First Aid;
- Personal Safety and Social Responsibility.

9.3 For the purpose of issuing UK Certificates of Competency, the MCA will accept[6] certificates issued under the authority of any EU Member State, as well as: Canada, New Zealand and South Africa for:

- Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats;
- Proficiency in Advanced Fire Fighting;
- Proficiency in Medical First Aid;
- Proficiency in Medical Care.

9.4 **Proficiency in security awareness**

The MCA will recognise, for service on UK-registered ships, Certificates of Proficiency in Security Awareness which were issued under the STCW requirements by any Administration included in the IMO list of STCW Parties ("the White List").

9.5 **Proficiency in Designated Security Duties and Ship Security Officer (SSO)**

The MCA will recognise, for service on UK-registered ships, Certificates of Proficiency in Designated Security Duties and Certificates of Proficiency as SSO which were issued under the STCW requirements by a Maritime Administration whose Certificate of Competency the MCA accepts for the issue of a UK Certificate of Equivalent Competency (CEC).

10. Company Responsibility

10.1 In conforming to the provisions of STCW Convention Regulation 1/14, and section A-1/14, of the STCW Code, companies must ensure that seafarers assigned to any of

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[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".

their ships have received refresher and updating training as required by the Convention.

10.2 Companies shall provide written instructions to the Master of each UK-registered ship, setting forth the policies and the procedures to be followed to ensure that all seafarers who are newly employed onboard ships are given a reasonable opportunity to become familiar with the shipboard equipment, operating procedures and other arrangements needed for the proper performance of their duties, before being assigned to those duties. Such policies and procedures shall include:

- Allocation of a reasonable period of time during which each newly employed seafarer will have an opportunity to become acquainted with:

  o The specific equipment they will be using or operating,
  o Ship specific watchkeeping, safety, environmental protection, security and emergency procedures and arrangements they need to know to perform assigned duties properly.

11. Approved Training Programmes

11.1 The MCA has an obligation under EU Directive 2008/106/EU and the STCW Convention to approve and monitor education and training leading to the issue of a "Certificate of Competency" under Chapters II, III, IV and VII and a "Certificate of Proficiency" under Chapters II, III, V, VI, VII of the STCW Convention and Code.

11.2 The MCA has agreed course guidelines with the MNTB that will satisfy the requirements for approved training undertaken in the UK or elsewhere. These are available from the MNTB website (www.mntb.org.uk). Training centres wishing to gain approval should refer to Annex F.

11.3 All requests by UK training centres for MCA approval to deliver MNTB programmes should be addressed to the Surveyor in Charge of their local MCA Marine Office. The exception to this is where a course is delivered entirely by computer based learning; this should be directed to Seafarer Training and Certification Branch: stc.courses@mcga.gov.uk.

11.4 **Overseas course approvals** must be directed to Seafarer Training and Certification Branch: stc.courses@mcga.gov.uk.

More Information

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Updating Training Required for Certificates of Competency (CoC) and for Certificates of Proficiency (CoP)

The following tables show which updating training is required for the holders of Certificates of Competency (CoC) and Certificates of Proficiency (CoP). Certificates held outside the CoC and CoP requirements are required to be updated if you have duties relating to the training these courses incorporate, e.g. if you have Fast Rescue Boat duties onboard ship, you must keep your updating training in date. Please be aware these tables may not cover all certificates issued.

Table 1 - Deck Rating and Deck Officer Certificates

Certificate held	Updating training required				
	Proficiency in Personal Survival Techniques (PST) (STCW A-VI/1-1)	Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (PSC&RB) (STCW A-VI/2-1)[1]	Proficiency in Fast Rescue Boats (PFRB) (STCW A-VI/2-2)[3]	Proficiency in Fire Prevention and Fire Fighting (FP&FF) (STCW A-VI/1-2)	Proficiency in Advanced Fire Fighting (AFF) (STCW A-VI/3)[2]
Certificate of Proficiency Watch Rating (Navigation) (STCW Convention Reg. II/4)	Yes			Yes	
Certificate of Proficiency Able Seafarer (Deck) (Reg. II/5)	Yes	Yes		Yes	
Certificate of Competence OOW (Reg II/1) or Chief Mate (Reg II/2) or Master (Reg II/2) (Standby, seismic survey and oceanographic research vessels)	Yes	Yes		Yes	Yes
Certificate of Competence Master Code Vessel >200 GT (Reg II/2);	Yes			Yes	
Certificate of Competence Master <500 GT (Reg II/2) Workboat;	Yes	Yes		Yes	Yes
Certificate of Competence OOW or Master <500 GT (Reg II/3) (Tug) Near Coastal or 30 miles from safe haven	Yes	Yes		Yes	Yes
Certificate of Competence Master <3000 GT (Tug) (Reg II/3) Near Coastal	Yes	Yes		Yes	Yes
Certificate of Competence OOW <3000 GT (Yacht)	Yes			Yes	
Certificate of Competence Master <500 GT (Yacht) (Reg II/2)	Yes	Yes		Yes	Yes
Certificate of Competence Chief Officer or Master <3000 GT (Yacht) (Reg II/2)	Yes	Yes		Yes	Yes
Certificate of Competency Officer of the Watch (Reg II/1) Unlimited Area	Yes	Yes		Yes	Yes
Certificate of Competency for Chief Mate or Master (Reg II/2) Unlimited Area	Yes	Yes		Yes	Yes
Certificate of Competency for OOW or Master (Reg II/3) UK Near Coastal	Yes	Yes		Yes	Yes

Table 2 - Engineer, Electro Technical Rating and Officer Certificates

Certificate held	Updating training required				
	Proficiency in Personal Survival Techniques (PST) (STCW A-VI/1-1)	Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (PSC&RB) (STCW A-VI/2-1)[1]	Proficiency in Fast Rescue Boats (PFRB) (STCW A-VI/2-2)[3]	Proficiency in Fire Prevention and Fire Fighting (FP&FF) (STCW A-VI/1-2)	Proficiency in Advanced Fire Fighting (AFF) (STCW A-VI/3)[2]
Certificate of Proficiency Watch Rating (Engine Room) (Reg. III/4)	Yes			Yes	
Certificate of Proficiency Able Seafarer (Engine Room) (Reg. III/5)	Yes			Yes	
Certificate of Proficiency Electro-Technical Rating (Engine Room) (Reg. III/7)	Yes			Yes	
Marine Engine Operators Licence (Merchant Navy and Yacht)	Yes	Yes		Yes	Yes
Certificate of Competence Second Engineer or Chief Engineer (Standby, seismic survey and oceanographic research vessels)	Yes	Yes		Yes	Yes
Certificate of Competence Engineer OOW and Chief Engineer <500 GT <9000kW (Workboat)	Yes	Yes		Yes	Yes
Certificate of Competence Engineer OOW (Tug) and Chief Engineer (Tug) all power limits and operating areas	Yes	Yes		Yes	Yes
Certificate of Competence Yacht Engineer (Y1, Y2, Y3 and Y4)	Yes	Yes		Yes	Yes
Certificate of Competency Engineer Officer of the Watch (Reg III/1) (all power limits and all operating areas)	Yes	Yes		Yes	Yes
Certificate of Competency Second Engineer or Chief Engineer (Reg III/2) (all power limits and operating areas)	Yes	Yes		Yes	Yes
Certificate of Competency Second Engineer or Chief Engineer Officer (Reg III/3) (all power limits and operating areas)	Yes	Yes		Yes	Yes
Certificate of Competency Electro-Technical Officer (Reg. III/6)	Yes	Yes		Yes	Yes

Table 3 - Radio and Standalone certificates

Certificate held	Updating training required				
	Proficiency in Personal Survival Techniques (PST) (STCW A-VI/1-1)	Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (PSC&RB) (STCW A-VI/2-1)[1]	Proficiency in Fast Rescue Boats (PFRB) (STCW A-VI/2-2)	Proficiency in Fire Prevention and Fire Fighting (FP&FF) (STCW A-I/1-2)	Proficiency in Advanced Fire Fighting (AFF) (STCW A-VI/3[2])
Certificates held as a standalone qualification	If held	If held	If held	If held	If held
Certificate of Competence as GMDSS Radio Operator (Reg IV/2)	Yes			Yes	
Certificate of Competence MLC Ships Cook	Yes			Yes	

Notes:

[1]   If you need to update your Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats training, you must also complete the updating training for Proficiency in Personal Survival Techniques. The updating of PST is required whether or not it was part of your original certificate training.

[2]   If you need to update your Proficiency in Advanced Fire Fighting training, you must also complete the updating training for Proficiency in Fire Prevention and Fire Fighting. The updating of FP&FF is required whether or not it was part of your original certificate training.

[3]   Persons involved in the operation of fast rescue boats are required to complete PFRB in addition to the PSC&RB.

**Personal Survival Techniques Updating Training Self Declaration Form
(Signed by seafarer at an MCA-approved training centre)**

I …………………………….. declare that in the last 5 years I have completed onboard training and gained experience for maintaining the required standard of competence in the following:

	Tick if completed
1. Don a life jacket	
2. Board a survival craft from the ship, while wearing a life jacket	
3. Take initial actions on boarding a lifeboat to enhance chance of survival	
4. Stream a life raft drogue or sea-anchor	
5. Operate survival craft equipment	
6. Operate location devices, including radio equipment	

I have completed the above onboard the following vessels:

Vessel	IMO Number	Dates onboard

Signed………………………………………………………

Print Name:…………………………………………………

Date:…………………………………………………………

**Proficiency in Survival Craft and Rescue Boats Other Than Fast Rescue Boats Updating
Training Self Declaration Form
(Signed by seafarer at an MCA-approved training centre)**

I ………………………….. declare that in the last 5 years I have completed onboard training
and gained experience for maintaining the required standard of competence in the following:

	Tick if completed
1. Take charge of a survival craft or rescue boat during and after launch:	
• Interpret the markings on survival craft as to the number of persons they are intended to carry • Give correct commands for launching and boarding survival craft, clearing the ship and handling and disembarking persons from survival craft • Prepare and safely launch survival craft and clear the ship's side quickly • Safely recover survival craft and rescue boats	
2. Manage survivors and survival craft after abandoning ship:	
• Steer a boat and steer by compass • Use individual items of equipment of survival crafts, except for pyrotechnics • rig devices to aid location	
3. Use locating devices, including communication and signalling apparatus	
• Use of portable radio equipment for survival craft	
4. Apply first aid to survivors	
• Use of the first aid kit and resuscitation techniques • Manage injured persons, including control of bleeding and shock	

I have completed the above onboard the following vessels:

Vessel	IMO Number	Dates onboard

Signed…………………………………………………

Print Name:………………………………………………

Date:………………………………………………………

**Fast Rescue Boats Updating Training Self Declaration Form
(Signed by seafarer at an MCA-approved training centre)**

I …………………………….. declare that in the last 5 years I have completed onboard training and gained experience for maintaining the required standard of competence in the following:

	Tick if completed
1. Take charge of a fast rescue boat during launch:	
• control safe launching and recovery of a fast rescue boat	
2. Take charge of a fast rescue boat after launch:	
• handle a fast rescue boat in prevailing weather and sea conditions • use communications and signalling equipment between the fast rescue boat and a ship and or a helicopter • use the emergency equipment carried • carry out search patterns, taking account of environmental factors	

I have completed the above onboard the following vessels:

Vessel	IMO Number	Dates onboard

Signed…………………………………………………………

Print Name:……………………………………………………

Date:……………………………………………………………

**Advanced Fire Fighting Updating Training Self Declaration Form
(Signed by seafarer at an MCA-approved training centre)**

I …………………………….. declare that in the last 5 years I have completed onboard training and gained experience for maintaining the required standard of competence in the following:

	Tick if completed
1. Control fire fighting operations onboard ships:	
- Fire-fighting procedures at sea and in port, with particular emphasis on organization, tactics and command - Communication and coordination during fire-fighting operations - Ventilation control, including smoke extraction - Control of fuel and electrical systems - Fire-fighting process hazards (dry distillation, chemical reactions, boiler uptake, fires) - Fire precautions and hazards associated with the storage and handling of materials - Management and control of injured persons - Procedures for coordination with shore-based fire fighters	

I have completed the above onboard the following vessels:

Vessel	IMO Number	Dates onboard

Signed………………………………………………………

Print Name:………………………………………………

Date:………………………………………………………

STCW Short Course Approval

The MCA is under no obligation to approve overseas training providers.

In accordance with STCW Convention regulation I/6 and I/8 the MCA has developed the following approval and ongoing monitoring procedure.

Training centres should meet the requirements specified in the course criteria developed by the MNTB in conjunction with the MCA. The policy adopted is to focus on achievement of the outcomes of training and to give the training centre flexibility to design their own courses, based on a common framework that meets the requirements applicable to the STCW code.

The course criteria are contained in a series of booklets published by the MNTB and downloadable from the MNTB website www.mntb.org.uk.

Once the course provider is satisfied they can meet these requirements they should then contact the MCA for approval.

Course approvals in the UK: Course approvals should be directed to the local Marine Office who will appoint a Lead Surveyor. For your nearest Marine Office search www.gov.uk for "marine office".

The exception to this is where a course is delivered entirely by computer based learning; this should be directed to the Seafarer Training and Certification Branch: stc.courses@mcga.gov.uk.

Overseas course approval: Course approvals should be directed to the Seafarer Training and Certification Branch: stc.courses@mcga.gov.uk.

Stage 1: Desktop Assessment

Training Centres must provide a written submission of their proposed course including:

- A mapping to the appropriate MNTB 'outcomes' and 'learning objectives';
- Methods and media of delivery, course notes, presentations, hand-outs, etc.;
- Lesson plans;
- Assessment processes;
- Course duration;
- Details of tutors and assessors (including names, qualifications and experience);
- Details of the centre's quality assurance procedures;
- Description of the venue and equipment.

The desktop assessment is commenced on receipt of the above and aims to ensure that the training centre has a formally documented health and safety management system and a Quality Management System (QMS) that ensures:

(a) A continued satisfactory delivery of the programme to the current standards, reflecting changes of technology and best practice;
(b) The training programme entry standards are met;
(c) The same person does not carry out the training and assessment of any given part or the whole of the programme;
(d) Only those who complete the training programme and meet any other necessary requirements are issued with certificates/documentary evidence;

(e) Certificates are issued in a format that meets the MCA requirements (available in the MNTB guidelines);

(f) Records of certificates issued are securely maintained until the 70th birthday of the certificate holder or 5 years from the date of issue, whichever is the longer;

(g) The record system enables authenticity of certificates to be verified and replacement certificates issued;

(h) Where approved for peripatetic delivery, formal assessment is carried out to ascertain the suitability of each venue and records of such assessment are retained for 5 years;

(i) The approving MCA Marine Office is informed of dates, timing and venues of all courses delivered;

(j) Any changes made to the course content, facilities, equipment, training staff or other matters that may affect the delivery of the programme are reported to the approving Marine Office without delay.

Stage 2: <u>Onsite approval</u>

Once satisfied with the submission, the lead surveyor will permit the centre to run a pilot course. The lead surveyor will attend the pilot course to ensure that:

- The course syllabus meets the requirements of the MNTB course criteria;
- Facilities and equipment are available, and that the administrative arrangements are satisfactory to enable the MCA to monitor performance;
- The Course Quality Management System (QMS) ensures points A-J listed above are met;
- Short course completion certificates are kept in a secure location (locked), stock controlled and have the following security features:

  o A unique identifying number;
  o A pre-printed background with a unique watermark or hologram;

- Short course completion certificates are stamped and embossed on issue.

Attention is drawn to the following additional guidance:

(a) **Course Intake Limitations:** Course documentation should include the maximum number of candidates to be enrolled on each course, taking account of the criteria laid down by the MNTB, where appropriate. For monitoring purposes the number of candidates on each course must be maintained for subsequent validation as part of the training centre's training records;

(b) **Staff Requirements:** initial approval will require sight of proof of the professional and teaching/assessing qualifications listed for each trainer/assessor. If peripatetic trainers are utilised, more than one visit may be necessary. If equipment is not available at each premises used, appropriate arrangements must be in place for transporting equipment;

(c) **Facilities and Equipment:** the training facilities should be large enough for the number of candidates to be trained, where appropriate allowing for demonstrations and practical exercises included in the guidelines. Premises or training rooms should be well lit, ventilated and have adequate heating. There must be access to nearby toilets and hot and cold water.

Stage 3: <u>MCA Approval</u>

When the MCA is satisfied that there are no major non-conformities and where the training centre agrees to rectify any minor non-conformities within the time period stipulated by the lead MCA surveyor, a 'provisional approval certificate', valid for 6 months, is issued to the training centre.

When all conditions are met the training centre will be issued with a 'full approval certificate' valid for 5 years from the date of issue of the 'provisional approval certificate'.

Stage 4: <u>On-going Monitoring</u>

In line with both the Directive and STCW, an administration must audit training courses every 5 years (re-approval). In addition to this the MCA may carry out a mid-term inspection between the second and third anniversaries of the last approval.

Re-approval

If the course continues to meet the original requirements specified in the original approval (stage 2), the lead surveyor may re-approve the course regardless of whether or not the delivery of any part of the course has been witnessed. A training centres internal audit may prove useful in cases where the course delivery cannot be witnessed.

If there are substantial non-conformities, the course can be suspended and the MCA surveyor may decide that the provider needs to make a new application for approval. Once all major non conformities are resolved the lead surveyor will remove the suspension. Where any minor non-conformities are identified the lead surveyor will give a period of time in which they must be rectified.

When all conditions are met the training centre will be issued with a new 'approval certificate', valid for a further 5 years from the date of issue.

Mid-term inspection

The aim of this inspection is to ensure that a course is being run in an acceptable manner by appropriate staff and that their QMS is being adhered to. Unless there are any grounds for concern, the delivery of the course does not have to be witnessed. If there are substantial non-conformities a course can be suspended and the MCA surveyor may decide that the provider needs to make a new application for approval. Once all major non-conformities are resolved the lead surveyor will remove the suspension.

Special Audit

A "Special Audit" is to cover any other situations arising i.e. training centre takeover, complaint from attendees etc. This audit will normally involve the lead surveyor visiting the venue to establish whether or not all the initial approval requirements (stage 2) are being adhered to.

If there are substantial non-conformities then the course can be suspended or set to provisional re-approval. Once all major non-conformities are resolved the lead surveyor will remove the suspension. Where any minor non-conformities are identified the lead surveyor will give a period of time in which they must be rectified.

Name Change

To enable a name change, the Seafarer Training and Certification Branch will require notification from the training centre and in the case of a takeover, notification from both the seller and the buyer. The Seafarer Training and Certification Branch should be advised by email (stc.courses@mcga.gov.uk).

Change of Training Centre Contact details

The conditions of approval require that any changes made to the course content, facilities, equipment, training staff or other matter that may affect the delivery of a programme are reported to the approving Marine Office without delay.

Where this involves an address change this will, in most cases, result in a "Special Audit", as the venue of a course delivery will also change. Where changes in contact details do not entail a "Special Audit", the Seafarer Training and Certification Branch should be advised by email (stc.courses@mcga.gov.uk). The Seafarer Training and Certification Branch will issue a new approval certificate to the training centre, copying in the Marine Office concerned.

Online Approved Training Provider (ATP) list

Unless instructed otherwise, the MCA may make your course approval and company information available to the public via www.gov.uk. You will be responsible for checking we have published your details and that they are correct. If you are not on this list or if your details are incorrect please email: stc.courses@mcga.gov.uk.

The MCA will update the list with new additions at the end of each month.

If you hold pilot approval you will need to wait until full approval is granted by an MCA surveyor before being placed on the ATP list.