
TRAINING AND CERTIFICATION GUIDANCE – PART 23

YACHT RATING CERTIFICATES FOR SERVICE ON COMMERCIALY AND PRIVATELY OPERATED YACHTS AND SAIL TRAINING VESSELS

Notice to all owners, masters, deck officers and crews of commercially and privately operated yachts and sail training vessels, and those concerned with maritime training.

Summary

This Marine Guidance Note (MGN) is part of a series that gives guidance on the application of the Merchant Shipping (Training and Certification) Regulations 1997. The MGN number may change if and when revisions are necessary but the individual Part number will remain the same: this is for easy reference.

Key Points

- 1) To describe the certification needed for ratings who are required for the safe manning of Large Sailing and Motor Vessels in accordance with UK regulations; the principles of the International Convention on Standards of Training and Certification for Seafarers, 1978, as amended (STCW); the Merchant Shipping (Hours of Work and Safe Manning) Regulations 1997; and the Merchant Shipping (Hours of Work) Regulations 2002.
- 2) To detail how a rating can be considered suitably qualified to serve on:
 - a) commercial yachts or sail training vessels of 200gt or over that are in commercial use for sport or pleasure and that do not carry cargo and do not carry more than 12 passengers (covered by the Maritime and Coastguard Agency (MCA) Code of Practice for Safety of Large Commercial Sailing and Motor Vessels); and
 - b) privately owned yachts of 200gt or over that are used for sport or pleasure and that do not carry cargo and do not carry more than 12 passengers.
- 3) The certification system provides a structured training scheme for a rating to gain a Yacht Rating Certificate. This MGN covers details of the certification system and eligibility requirements, medical fitness requirements, details of the training modules and competencies to be demonstrated for issue of an MCA Yacht Rating Certificate.
- 4) This certification system comes into effect on 31st December 2005: transitional arrangements are described.

LATEST INDEX TO PARTS

The training and certification series of guidance is currently under review. Due to this the part numbers of some titles previously published may change. During this transitional period the Index to Parts will not be published in MGNs but will be made available via the Agency website.

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Department for
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All references to "Parts" in this document are to other Parts of this series of Training and Certification Guidance Notes

1.0 Introduction

1.1 All yacht ratings required by a Safe Manning Document, or where a Safe Manning Document is not required then those ratings necessary for the safe manning of a UK registered private or commercial yacht or sail training vessel of 200gt or over, must be qualified in accordance with the MCA 'Code of Practice for the Safety of Large Commercial Sailing and Motor Vessels' and this MGN. There is a transitional period until 31 December 2005 so that existing ratings have time to gain certificates in line with the new certification system.

1.2 The yacht rating training detailed in this MGN includes:

- the basic training under STCW;
- relevant competencies required by STCW for issue of a Navigational or Engineering Watch Rating Certificate; and
- relevant elements of the Efficient Deck Hand Certificate.

1.3 A single Yacht Rating Certificate covering both navigational and engineering watch keeping duties will be issued by the MCA to successful candidates.

2.0 Yacht Rating

2.1 The MCA 'Code of Practice for the Safety of Large Commercial Sailing and Motor Vessels' requires all sea-going commercially and privately operated yachts of 24 metres and over in load line length to be safely manned. It is the responsibility of the owner/managing agent to ensure that the Master and, where necessary, other members of the crew are appropriately qualified and have recent and relevant experience of the vessel type, vessel size and type of operation on which the vessel is engaged.

2.2 In fulfilling this obligation ratings required to be carried by a Safe Manning Document, or on vessels 200gt or over but less than 500gt where no such document is required

then the ratings necessary for the safe manning of the vessel, shall be appropriately qualified as evidenced by holding an MCA Yacht Rating Certificate or other MCA recognised qualification such as:

- an AB Certificate issued under the ILO AB Convention; or
- a UK Efficient Deck Hand (EDH) Certificate; or
- a Navigational or Engine Room Watch Rating Certificate issued under STCW.

Holders of these recognised equivalent qualifications do not need to apply for an MCA Yacht Rating Certificate as they will have already met, or exceeded, all the requirements detailed in Section 3.

3.0 Eligibility Requirements

3.1 To qualify as a Yacht Rating a candidate must:

- .1 be at least 16 years of age;
- .2 demonstrate at least 6 months yacht service including 2 months sea service, all of which must be on vessels 15 metres and over in load line length;
- .3 complete the four elements of approved STCW basic training:
 - Personal Survival Techniques (STCW Code Ref A-VI/1-1), or RYA Basic Sea Survival;
 - Fire Prevention and Fire Fighting (STCW Code Ref A-VI/1-2);
 - Elementary First Aid (STCW Code Ref A-VI/1-3);
 - Personal Safety & Social Responsibility (STCW Code Ref A-VI/1-4);
- .4 complete the Yacht Rating Training Record Book.

3.2 Holders of the following certificates recognised by the MCA will not need to complete the Yacht Rating Training Record Book and the 6 months yacht service requirement may be reduced to 2 months sea service on vessels 15 metres and over in load line length. Holders will, however, need to meet the other requirements detailed in Section 3 above and apply for an MCA Yacht Rating Certificate:

- Watchleader Certificate together with a Competent Crew Certificate; or
- Day Skipper Certificate together with a Competent Crew Certificate; or
- Yacht Rating Course Completion Certificate

4.0 Medical Standards

- 4.1 All candidates must hold a valid medical fitness certificate. The standard UK medical fitness certificate for those who work at sea is the ENG1. This is issued by an MCA approved doctor following a full medical examination. It is valid for a maximum of 2 years. Details of the procedures and medical and eyesight standards are given in Merchant Shipping Notice (MSN) 1765(M). A list of Approved Doctors is published annually as an MSN, currently MSN 1777(M), and a live list is available on the Agency's website at www.mcga.gov.uk/seafarer-information/health-and-safety. This MSN also lists those countries whose medical certificates are recognised as equivalent to the UK certificate and which are accordingly also acceptable.
- 4.2 For those who work on a vessel operating under MCA Codes of Practice and no more than 60 miles to sea, the ML5 certificate is also acceptable as evidence of medical fitness. Guidance on this is in MGN 264(M).

5.0 Yacht Rating Training Record Book

- 5.1 The format of the Training Record Book is in Annex A and this will also be included as part of the Officer of the Watch (Yacht) Training Record Book. Either is acceptable for submission when applying for a Yacht Rating Certificate. **Sections 1 to 6** detail the various tasks and knowledge that a candidate must demonstrate to show the level of competency required. Each area should be signed off, by the Master, when they are satisfied that the competency has been demonstrated.
- 5.2 **Sections 7 and 8** should be completed with details of the STCW basic training and yacht service / sea service respectively.
- 5.3 The qualifications of the Master together with a specimen signature should be entered in **Section 9** of the Training Record Book.

5.4 The training period may be spread across a number of vessels. However, it remains the responsibility of the Master of the final vessel to establish that the required standard of competency has been met. This Master should complete **Section 10**.

6.0 Transitional Arrangements

- 6.1 A transitional period will allow existing seafarers to achieve the required qualifications. This transitional arrangement ends on 31st December 2005. After this time the required ratings shall be appropriately qualified by holding an MCA Yacht Rating Certificate or other MCA recognised equivalent qualification.
- 6.2 Under these arrangements existing yacht ratings who can demonstrate 18 months yacht service on vessels 15 metres and over in load line length, and who have completed the four elements of STCW basic training as detailed in Section 3.0 will be exempted from completing the Training Record Book. Ratings who do not meet this yacht service requirement will need to complete the Training Record Book in full in addition to the STCW basic training.

7.0 Applications for a Yacht Rating Certificate

- 7.1 An application should be made on form MSF 4340 which is available for download from the Agency website, from Marine Offices (contact details on the website) or from Seafarer Training & Certification Branch (contact details on page 2 of this MGN)
- 7.2 **All applicants must send:**
- The completed application form;
 - Birth certificate or passport;
 - Evidence of service;
 - Sea Service Testimonials;
 - Valid Medical Fitness Certificate (ENG1) or equivalent or ML5 if applicable;
 - STCW basic training certificates;
 - The appropriate fee.

7.3 **Applicants with no exemption** must also send the completed Yacht Training Record Book (or the relevant part of the Officer of the Watch (Yacht) Record Training Book). They should ensure that they have at least 6 months yacht service, including 2 months sea service, all on vessels of 15 metres

and over in load line length with the supporting evidence / testimonials.

7.4 **Applicants with exemption** from completing the Yacht Training Record Book, and the reduction from 6 months yacht service to 2 months sea service, must send one of the certificates detailed at paragraph 3.2. They should also ensure that they have 2 months sea service on vessels 15 metres and over in loadline length with the supporting evidence / testimonials.

7.5 **Applicants under transitional arrangements** only need to send the documents for 'All applicants' listed at paragraph 7.2. They should also ensure that they have 18 months yacht service on vessels 15 metres and over in load line length with the supporting evidence / testimonials.

7.6 **Evidence of service** should be in the form of logbook or discharge book entries supported by testimonials from the Master. A specimen testimonial is at Annex B

8.0 **Further Information**

8.1 Further information is available from the Seafarer Training & Certification Branch or any Marine Office.

YACHT RATING TRAINING RECORD BOOK

NAME OF SEAFARER

DATE OF BIRTH / /

Discharge Book No or Other I.D.

SECTION 1 - Navigational Watch Duties

Task	Verification	Name/Rank	Date
Steering & Helm Orders:			
Demonstrate knowledge of the compass card in 360° notation			
Demonstrate ability to steer using magnetic and gyro-compass in open waters (minimum 5 hours)			
Demonstrate ability to steer using magnetic and gyro-compass in pilotage waters (minimum 5 hrs)			
Understand and respond to helm orders (for both pilotage and open water situations)			
Demonstrate change over procedures from helm to auto steering and vice-versa			
Keeping a Proper Lookout & Lookout Duties:			
Demonstrate ability to report bearings in degrees and points			
Demonstrate ability to report ships, lights, navigation marks and other floating and fixed objects			
Demonstrate ability to report sound signals			
Contribute to Monitoring and Controlling a Safe Watch			
Demonstrate a knowledge of shipboard terms and definitions			
Demonstrate use of appropriate internal communications equipment and alarms			
Demonstrate the ability to understand common orders and commands from the OOW in matters relevant to watch keeping duties			
Demonstrate the ability to respond to orders and commands, and communicate with the OOW in a clear and concise fashion			
Demonstrate knowledge of the procedures for the relief and handover of the navigational watch in accordance with accepted principles and procedures			
Demonstrate knowledge of the information required to maintain a safe navigation watch			

SECTION 2 - Life Saving and Fire Fighting Equipment

Task	Verification	Name/Rank	Date
Understand the importance of musters and drills and know what action to take on hearing an alarm signal			
Demonstrate a knowledge of assigned shipboard emergency duties			
Understand alarm systems and demonstrate the ability to distinguish between the various alarm signals			
Demonstrate a familiarity with type, use and location of fire fighting appliances including fixed fire fighting equipment such as in engine room, galley and petrol storage lockers			
Understand the importance and operation of fire doors and fire dampers/closure			
Demonstrate a familiarity with type, use and location of life saving appliances and life saving equipment.			
Understand the correct operation, precautions and the dangers of launching and recovery of rescue and survival craft			

SECTION 3 - Seamanship

Task	Verification	Name/Rank	Date
Demonstrate common knots , bends and hitches <ul style="list-style-type: none"> • Reef knot • Clove hitch • Bowline • Bowline on the bight • Sheet bend • Double sheet bend • Rolling hitch • Round turn and two half hitches • Figure of eight 			
Demonstrate: <ul style="list-style-type: none"> • Handling of mooring ropes and wires • Use of rope stoppers • Care, use and storage of ropes and wires • Safe operation of mooring winches, windlass and capstan • Correct fitting of wire grips • Slinging a stage and bosun chair • Rigging pilot ladder, gangways and accommodation ladders • Rigging of hydrostatic releases • Securing the deck for heavy weather • Opening and closing of hatches and watertight doors including, stern, side and other shell openings • Securing of anchors for sea 			
Understand the importance and safe operation of watertight doors, hatches and hull openings			

SECTION 4 – Code of safe Working Practices

Task	Verification	Name/Rank	Date
Code of Safe Working Practices (COSWP)			
Have working knowledge of the following COSWP relevant to a seaman’s duties: <ul style="list-style-type: none"> • Personal protective equipment • Safety signs • Safety induction • Fire precautions • Emergency procedures • Security on board • Safe movement onboard ship • Safe systems of work including work aloft, outboard and in machinery spaces • Entry into enclosed or confined spaces • Boarding arrangements • Manual lifting and carrying • Use of work equipment • Lifting plant • Anchoring, mooring and towing operations • Stowage and safe handling of oils and chemicals 			

SECTION 5 - Engine Watch Keeping Duties

Task	Verification	Name/Rank	Date
Watch Keeping:			
Demonstrate knowledge of the information required to maintain a safe engineering watch			
Understand terms used in machinery space and the names of machinery and equipment.			
Understand engine room watchkeeping procedures.			
Understand bilge pumping arrangements			
Understand safe working practices as related to engine room operations.			
Understand the requirement for record and log keeping			
Demonstrate how to hand over and relieve an engine room watch in accordance with accepted principles and procedures			
Demonstrate clear and concise communications and acknowledgement of machinery space orders			
Demonstrate a knowledge of machinery space emergency escape routes			
Demonstrate opening and closing of engine room opening and accesses incl. water tight doors (if fitted)			

SECTION 6 – Pollution Prevention

Task	Verification	Name/Rank	Date
Prevention of Pollution			
Understand bunkering and refuelling procedures with regards to protection of the marine environment			
Demonstrate knowledge of basic environmental protection procedures			
Understand requirements and prohibitions for discharge of oils, sewage and residues overseas.			
Understand requirements and prohibitions for disposal and/or discharge of garbage			
Knowledge of the location and use of anti-pollution equipment			

SECTION 7 –Completion of STCW 95 Basic Training

Title	Cert No	Date Issue	Issued By	Verification
Personnel Survival Techniques (STCW A-VI/1-1)				
Fire Prevention & Fire Fighting (STCW A-VI/1-2)				
Elementary First Aid (STCW A-VI/1-3)				
Personal Safety & Social Responsibility (STCW A-VI/1-4)				

SECTION 8 – Yacht Service and Sea Service Records

Name, Type and Length of Yacht	Date of Joining	Date of Leaving	Days at Sea	Mileage	Total Time on Board

SECTION 9 – Verification of Signatures

Name	Rank	Qualification Details				Specimen Signature
		Certificate Title	Number	Issue Authority	Date of Issue	

SECTION 10 – Statement by Master of final vessel

I confirm that I am satisfied that this candidate meets all of the required standards of competency to be issued with a MCA Yacht Rating Certificate.

Signature Name Date

TESTIMONIAL PRO-FORMA

COMMERCIALLY AND PRIVATELY OPERATED YACHTS AND SAIL TRAINING VESSELS

YACHT RATING TESTIMONIAL

This is to certify that:

Full Name:

Date of Birth: / /

has served on the yacht/sail training vessel*(name)
.....

Motor/Sail* Length (m) Gross Tons (gt)

Type of Vessel

Between / / and / /

During this period of service, the above-named has served as a Rating for
..... months days

The above service includes months days of actual sea service time.

My report on the above-named during this period is as follows:

Professional Conduct:

Ability:

Behaviour:

Signed: (Master)

Name (Print)

Name of owning/managing company*

Yacht/Company Stamp*

Date

* Delete as appropriate

