



Maritime and Coastguard Agency

TRAINING AND CERTIFICATION GUIDANCE – PART 1

Certificates of Competency – General Requirements for Certification and Medical Fitness

Notice to Owners, Masters, Deck and Engineer Officers and Ratings of Merchant Vessels and those concerned with Maritime Training

This Note supersedes Marine Guidance Note MGN 1(M) and should be read in conjunction with Merchant Shipping Notices Nos MSN 1692(M), MSN 1746(M), MSN 1745(M&F), MSN 1750(M) and MSN 1742(M) (or subsequent amendments)

Summary

This Marine Guidance Note (MGN) is part of a series which gives guidance regarding the application of the Merchant Shipping (Training and Certification) Regulations 1997¹.

In order for the guidance to be easy to use and to keep up-to-date, the individual Parts will retain the same Part number but the MGN number may change if and when revisions are necessary. The front sheet of any revised Part will list the latest MGN numbers. Any reference to “Part” in this Note relates to this series of Guidance Notes as listed below.

Key Point

This Part gives an introduction to the requirements of STCW 95 and general guidance on the requirements for the certification of officers and ratings in both the deck and engine departments; it also describes the sight testing and the medical standards which apply to candidates for certification.

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¹ SI 1997/348 as amended by SI 1997/1911.

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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 The Merchant Shipping (Training and Certification) Regulations 1997 (the Regulations) implement in the United Kingdom some of the requirements of the International Convention on Standards of Training, Certification and Watchkeeping 1978 as amended in 1995 (STCW 95²) and its associated Code (STCW Code). The Regulations specify the conditions to be satisfied for the issue of certificates of competency and endorsements to those certificates, for service in the Merchant Navy. The remaining amendments to the Convention are implemented by The Merchant Shipping (Safe Manning, Hours of Work and Watchkeeping) Regulations 1997³.
- 1.2 STCW 95 prescribes mandatory minimum requirements for certification of deck and engineer officers and watch ratings including requirements relating to age, medical fitness, seagoing service and standards of competence. To satisfy these, candidates for UK certificates of competency have to meet certain medical standards (including eyesight); satisfactorily complete the minimum period of seagoing service; reach the required vocational and academic standard; undertake ancillary technical training, and in the case of officer candidates, on completion of programmes of education and training approved by the Maritime and Coastguard Agency (MCA), pass an oral examination conducted by an MCA examiner. Further information on the various requirements is detailed in other parts of this series of Guidance Notes.
- 1.3 STCW 95 requires Administrations to establish its own near-coastal voyage limits and for the UK this is within 150 miles from a safe haven in the UK and 30 miles from a safe haven in Eire.
- 1.4 For the purposes of this MGN, “sea-going” means any voyage beyond Category C and D waters (as set out in Merchant Shipping Notice MSN 1569 (M)).

2.0 Certificates of Competency

- 2.1 **Deck Department** – The Regulations provide for the following certification for masters and deck department personnel involved in bridge watchkeeping and navigational duties as shown below in Table 1. Additional flexibility is however provided by further limitations and restrictions on certification for specific ship types or trades, as appropriate.

² Available from the Publications Department, The International Maritime Organization, 4 Albert Embankment, London SE1 7SR.

³ SI 1997/1320 as amended by SI 2000/484.

Table 1 Deck Department Certificates of Competency

Capacity	Area Limitation	Tonnage Limitation	STCW 95 Regulation
OOW	near-coastal none	less than 500 gt none	II/3 II/1
Chief mate	near-coastal near-coastal none none	less than 3,000 gt none less than 3,000 gt none	II/2 II/2 II/2 II/2
Master	near-coastal near-coastal near-coastal none none	less than 500 gt less than 3,000 gt local domestic domestic passenger vessels none less than 3,000 gt none	II/3 II/3 II/2 II/2 II/2
Navigational watch rating	none	none	II/4

2.2 **Engine Department** - The Regulations also provide for the following certification for chief engineers and engine department personnel involved in watchkeeping and associated engine-room duties. Additional flexibility is however provided by further limitations and restrictions on certification for specific ship types, propulsion systems, or trade as appropriate. Engineer officers serving on ships of less than 750 kW are not required to hold certificates of competency.

Table 2 Engine Department Certificates of Competency

Capacity	Propulsive Power Limitation	STCW 95 Regulation
OOW	unlimited	III/1
Second engineer	less than 3,000kW unlimited	III/3 * III/2
Chief engineer	less than 3,000kW unlimited	III/3 ** III/2
Engine-room watch rating	unlimited	III/4

* This certificate will be endorsed for service in vessels up to 6,000kW in the near-coastal area
 ** This certificate may be endorsed, if required, for service in vessels up to 6,000kW in the near-coastal area for those with not less than 36 months sea-service

- 2.3 **Dual Certification** - Combined deck and engineer officer certificates of competency may be obtained under STCW 95 Regulation VII (the Dual or Alternative Certification System), which whilst requiring all the competencies specified for both disciplines, permits a reduction in the total sea service requirements. However, the UK, whilst approving training schemes for officers who wish to combine deck and engineering training, has decided at this time not to issue certificates of competency under Regulation VII. Officers successfully completing combined deck and engineer programmes will be issued with separate deck and engineer certificates in accordance with Regulations II and III. Further details of requirements are set out in Parts 2 and 3.
- 2.4 Under transitional arrangements, additional categories of deck and engineer officer certificates may be issued to ease the transition between the existing standards and those of STCW 95 (see Merchant Shipping Notice MSN 1692(M) or subsequent amendments).
- 2.5 All certificates, for both the deck and engine departments, may also be limited for service on specific ship types, engine types, or trades as appropriate.
- 2.6 Every certificate will be issued in the form required by Regulation I/2 of STCW 95.

3.0 Procedure for Obtaining a Certificate

- 3.1 There are two routes to gaining the necessary skills and underpinning knowledge required for the issue of a certificate of competency: the vocational qualification (VQ) route and a route based on traditional examinations. Where appropriate, both routes can lead to other nationally recognised qualifications, such as a Higher National Diploma (HND) issued by Edexcel (previously BTEC) or the Scottish Qualifications Authority (SQA)³.
- 3.2 The issue of a certificate of competency, particularly a first certificate, is generally the final stage in the following procedure:
- .1 demonstration of the required standard of physical fitness (by passing a medical examination/sight test);
 - .2 completion of the initial training requirements;
 - .3 completion of the appropriate watchkeeping and/or sea-service;
 - .4 successful completion of the approved training programmes and assessments;
 - .5 successful completion of all ancillary training as set out in Part 2 (deck) and 3 (engineer)
 - .6 success in the MCA oral examination (not required for ratings certification under Regulations II/4 and III/4).

4.0 Extra Master and Extra First Class Engineer Certificates

- 4.1 The Extra Master and Extra First Class Engineer certificates were created for the benefit of those candidates who wished to demonstrate that they had professional qualifications superior to the standard certificates of competency required for service at sea as master and chief engineer respectively. These certificates are outside any internationally recognised certification structure. As the number of candidates for examination leading to the issue of these certificates has dropped very substantially over recent years, the MCA have withdrawn these examinations and ceased issuing the certificates from 1 August 1998.

5.0 Competency and Training

- 5.1 Certificates of competency are obtainable only by assessment and examination consisting of practical, written and oral components. Details of examination arrangements for these components are given in Parts 8, 9 and 11.

³ With effect from 1 April 1997, the SQA took on the role and responsibilities of the Scottish Vocational and Educational Council (SCOTVEC).

5.2 Candidates will be assessed to ensure they meet the standards of competence required by STCW 95. The STCW Code details the levels of knowledge, understanding and proficiency and the methods which may be used to determine candidates' competence to undertake different functions associated with different levels of responsibility.

5.3 STCW 95 defines seven **functions** as follows:

- .1 navigation;
- .2 cargo handling and stowage;
- .3 control and operation of the ship and care for persons on board;
- .4 marine engineering;
- .5 electrical, electronic and control engineering;
- .6 maintenance and repair;
- .7 radiocommunications;

at the following **levels** of responsibility:

- .1 management - (master, chief mate, chief engineer, second engineer);
- .2 operational - (watchkeeping officers);
- .3 support - (watch ratings and other ratings with safety and pollution prevention responsibilities).

6.0 **Sea Service**

6.1 **General Provisions**

6.1.1 A candidate's eligibility for certification will depend (among other things) upon the amount and type of sea-service performed and the type and area of operation of vessel(s) in which employed. The minimum amount of service acceptable for each grade of certificate of competency is given in Part 2 for deck officers and Part 3 for engineer officers.

6.1.2 Unless candidates can prove the full amount of sea-service claimed, they will not normally be considered for assessment or examination. In a case where a candidate completes assessment or passes an examination prior to having completed the required sea-service, he or she will not be issued with a certificate until the required sea-service has been completed. At least 6 months of the qualifying sea-service must have been performed within the 5 years preceding the application.

6.1.3 Applicants for certificates other than first certificates (i.e. Reg. II/1, II/3, or III/1) are required to produce certificates of watchkeeping service signed by the Master or Chief Engineer of the ships in which the service has been performed. In the case of service as Master or Chief Engineer, the certificate must be signed by a responsible official of the company concerned. The certificates of watchkeeping service may incorporate the testimonials referred to in paragraph 6.4 below. The specimen forms at Appendix 1B and 1D may be used as a guide for this purpose.

6.1.4 Any applicant for a certificate of competency who has followed an approved Vocational Training (VQ) programme of on-board training must produce a Training Record Book or Training Portfolio completed in accordance with the recommendations of the Merchant Navy Training Board.

6.1.5 Applicants for a first certificate of competency as **deck** officer not undertaking approved VQ training, must produce as a minimum, evidence of participation in shipboard drills, exercises and training. This may be documented in appropriate testimonials or in a Personal Training and Service Record Book published by the International Shipping Federation (ISF).

6.1.6 Applicants for a first certificate of competency as **engineer** officer not undertaking approved VQ training, must obtain an approved Personal Training and Service Record Book published by the ISF, and record as fully as possible the work they have done on board ships. All entries must be verified by the Chief Engineer and/or other appropriate officers wherever possible.

6.2 Verification of Service

6.2.1 Entries in a Discharge Book or Certificates of Discharge supported by testimonials will be treated as evidence of sea service. Where there are doubts about the sea service claimed or it cannot be verified as above, it will only be accepted upon written confirmation by some responsible person having personal knowledge of the facts to be established.

6.3 Calculation of Service

6.3.1 Sea service entered in official documents as in paragraph 6.2 above, will be reckoned by the calendar month, that is the time included between any given day in any month and the preceding day of the following month, both inclusive. The number of complete months from the start of the period, ascertained in this way, should be worked at first, after which the number of odd days should be counted. The day on which the crew agreement began, as well as that on which it ended, should both be **included**, all leave of absence **excluded** and all odd days added together and reckoned at thirty days to the month.

6.4 Testimonials Required

6.4.1 All applicants for first and subsequent certificates of competency must produce testimonials covering character, standards of behaviour including sobriety, experience and ability on board ship and good conduct at sea, for at least the last twelve months of sea service preceding the date of application.

6.4.2 For applicants for certificates other than the first watchkeeping certificate, testimonials may be incorporated in the watchkeeping service certificates referred to in paragraph 6.1.3 above.

6.4.3 For applicants for a first watchkeeping certificate of competency, the testimonials may be incorporated in a loose-leaf format into the Record Book or Training Portfolio for those following MNTB approved training programmes. In other cases, the specimen forms at Appendix 1A and 1C may be used as a guide.

6.4.4 Unless there are exceptional circumstances, the required testimonials must be signed by the Master or Chief Engineer of the ships in which qualifying sea service has been performed. In the case of service as Master or Chief Engineer, the testimonials must be signed by a responsible official of the company concerned.

6.5 Unsatisfactory Conduct

6.5.1 Candidates or potential candidates who, after having signed crew agreements have neglected to join their vessels, or who, after having joined have left their ships other than upon discharge, or who have committed misconduct on board, will be required when applying for a Notice of Eligibility to produce satisfactory proof of two years subsequent service with good conduct at sea, unless the MCA, after investigation, should see fit to reduce this period.

MEDICAL FITNESS AND EYESIGHT REQUIREMENTS

7.0 Medical Fitness Certificates - General Provisions

7.1 All candidates for and holders of STCW 95 certificates of competency issued in the UK must also hold a valid medical fitness certificate, irrespective of the size of ship on which they are working or on which they intend to work. The standards of medical fitness are currently set out in MSN 1746(M).

7.2 Any seafarer, whose certificate expires whilst in a location where a medical examination in accordance with the Regulations cannot be arranged, may continue to be employed without a valid medical fitness certificate for not more than three months from the date on which the certificate expired.

7.3 **Medical Certificates acceptable for a Certificate of Competency**

7.3.1 These are:

- .1 a certificate (commonly and currently known as ENG 1) issued by an approved medical practitioner in accordance with the Merchant Shipping (Medical Examination) Regulations 1983⁴ (the Regulations).
- .2 an appropriate medical fitness certificate issued by any of the countries listed in Appendix 2.

In each case the certificate is only valid if it is within the period of validity stated on it, (see paragraph 7.4.2 below).

7.4 **Application Procedure for a UK Medical Fitness Certificate**

7.4.1 Applications should be made directly to an approved medical practitioner who is entitled to require payment of a prescribed maximum fee: a list of those currently approved is published in Merchant Shipping Notice MSN 1750 (M).

7.4.2 If the approved medical practitioner considers that the seafarer meets the medical standards, a medical fitness certificate (ENG 1) will be issued. This may be restricted to such capacity of sea service (eg catering department) or geographical area (eg excluding service in tropical areas) as the medical practitioner thinks appropriate. The period of validity will be entered on the certificate, subject to the seafarer's age, as follows:

Under 18 years – valid for 1 year

18 years and over 40 – valid for 5 years

40 years and over – valid for 2 years

7.4.3 If the seafarer's health (or type of work) demands it, an approved medical practitioner can issue a certificate valid for a shorter period. The medical fitness certificate should be retained by the seafarer.

7.4.4 If the approved medical practitioner refuses to issue a certificate or issues a certificate containing a restriction on sea service or geographical area, he must also give the seafarer a notice of failure to meet the medical standards and right of appeal form (currently numbered ENG 3) (see paragraph 7.6 below).

7.5 **Review of Valid Certificate**

7.5.1 If an approved medical practitioner has reasonable grounds for believing that the decision to award a medical fitness certificate should be reviewed or that the certificate should be withdrawn, he will notify the seafarer concerned and exercise his right under the Regulations to demand the return of the certificate so that he can:

⁴ SI 1983/808 as amended by SI 1985/512 and SI 1990/1985.

- .1 suspend its validity until the seafarer has undergone a further medical examination; or
- .2 suspend its validity for such period as he considers the seafarer will remain unfit to go to sea; or
- .3 cancel the certificate if he considers that the seafarer is likely to remain permanently unfit to go to sea.

7.6 Appeal Procedure

- 7.6.1 The appeal procedure is only available to an existing seafarer and for suspension of a certificate for 3 months or more. For this purpose, an existing seafarer is one who has served at sea or who has held a valid medical fitness certificate at any time during the two years immediately preceding the refusal, imposition of a restriction, suspension or cancellation of the certificate.
- 7.6.2 If a seafarer wishes to appeal, it is recommended that independent medical advice should be sought from the seafarer's family doctor or perhaps from the seafarer's trade union or employer. If the seafarer decides to proceed with an appeal, the application form (ENG 3), which is part of the notice of appeal and which includes an authority for the approved medical practitioner's report to be released to the medical referee, must be completed and sent to the Seafarer Health & Safety Branch of the MCA at the address at the front of this Guidance Note. The application must be made within one month of the date on which the seafarer is given notice by the approved medical practitioner of refusal, restriction or suspension of a certificate. The MCA will then arrange for the appeal to be considered by a medical referee and arrange an appointment for the seafarer to see the medical referee.
- 7.6.3 Any medical evidence in support of an application should be sent to the medical referee before the appointment date.
- 7.6.4 Further details of appeal procedure are given in MSN 1750 (M).

7.7 Eyesight Standards

- 7.7.1 An ENG 1 includes confirmation that eyesight standards are met. However for deck candidates, if the ENG 1 is more than 2 years old, a separate sight test (a seafarer vision test) will be required for the issue of a *first* certificate of competency. Details of the required standards and test arrangements for the seafarer vision test are given in Merchant Shipping Notice MSN 1745 (M+F).
- 7.7.2 To arrange a seafarer vision test, an application form should be obtained from any MCA Marine Office (listed at Appendix 3) and taken to any registered optometrist – available at most opticians – who will conduct the test and complete the required report. This report should be submitted with any application for a **first** certificate of competency.

8.0 Further Advice

- 8.1 Further information if required may be obtained from the MCA at any Marine Office or at the address given at the beginning of this MGN.

EXAMPLE OF SEA SERVICE TESTIMONIAL

This form should be used when a deck cadet or rating leaves a ship and should be submitted with any application for an MCA certificate of competency

Company Name

SEA SERVICE TESTIMONIAL - DECK CADET/RATING

Company Address / Contact Details :.....

Tel:..... **Fax:**.....

PART 1 - WATCHKEEPING SERVICE

This is to certify that:

Full Name of Cadet/Rating
 Date of Birth
 Discharge Book Number:

has served on:

Name of Vessel: Official Number:
 Type of Vessel: Gross Tonnage:

from: **to:**

During this period the above-named cadet/rating accrued the following bridge watchkeeping service (under the supervision of a certificated navigation officer) for not less than 8 hours out of every 24 hours whilst the vessel was engaged on unlimited*/near-coastal* voyages:

.....WeeksDays

In addition the above-named cadet/rating:

- a) regularly carried out other duties in connection with the routine and maintenance of the ship*
- b) was granted no leave of absence*
- c) was granted leave of absence as follows*.....

* Delete as appropriate

PART 2 - TESTIMONIAL

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

Conduct:

Experience/ability:

Behaviour/sobriety:

PART 3 – OFFICIAL ENDORSEMENT

Name (block letters) of Master:

Signature of Master:

Ship's/Company stamp and date:

In exceptional circumstances this testimonial may be signed by a responsible official of the Company.

EXAMPLE OF SEA SERVICE TESTIMONIAL

This form should be used when a deck officer or the master leaves a ship and should be submitted with any application for an MCA certificate of competency

Company name

SEA SERVICE TESTIMONIAL - DECK OFFICER

Company Address / Contact Details :.....

Tel:..... Fax:.....

PART 1 - WATCHKEEPING SERVICE

This is to certify that:

Full Name of Officer:
 Date of Birth:
 Discharge Book no. or other National I.D.:

has served on:

Name of Vessel: Official Number:

Type of Vessel: Gross Tonnage:

Area of Operation:.....

from: **to:**

in the capacity of watchkeeping officer under my command. During this period the above-named officer was in full charge of a navigation watch for not less than..... hours out of every 24 hours whilst the vessel was engaged on unlimited*/near coastal* voyages.

In addition, the above-named officer :

(a) regularly carried out other duties in connection with the routine and maintenance of the ship;*

(b) served as the senior*/junior* of two watchkeeping officers during the following periods when bridge watches were doubled and at no other times;*

.....

(c) was granted no leave of absence*

(d) was granted leave of absence as follows*

.....

(e) served on board the vessel from.....to.....whilst under refit or in the final stages of construction. (Such testimonials to be backed up by a detailed description of the work undertaken.)

* Delete as appropriate

PART 2 - TESTIMONIAL

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

Conduct:

Experience/ability:

Behaviour/sobriety:

PART 3 – OFFICIAL ENDORSEMENT

Name (in block letters) of Master:

Signature of Master:

Ship's/Company stamp and date:

In exceptional circumstances this testimonial may be signed by a responsible Official of the Company.

EXAMPLE OF SEA SERVICE TESTIMONIAL

This form should be used when an engineer cadet/rating leaves a ship and should be submitted with any application for an MCA certificate of competency

Company name

SEA SERVICE TESTIMONIAL - ENGINEER CADET/RATING

Company Address / Contact Details :

.....

.....

.....

Tel:..... Fax:.....

PART 1 - WATCHKEEPING SERVICE

This is to certify that

Full Name of Cadet/Rating

Date of Birth:

Discharge Book number:

has served on:

Name of Vessel: Official Number:

Type/Make of main propelling machinery:

Power (kW):

Shaft Power (kW):

Type/Make of Auxiliary Machinery:

Type of Boilers:

from: **to:**

During this period the above-named cadet/rating accrued the following engine-room watchkeeping/duty engineer, UMS vessel service (under the supervision of a certificated engineer officer) for not less than 8 hours out of every 24 hours whilst the vessel was engaged on sea-going voyages:

.....WeeksDays

In addition the above-named cadet/rating:

- a) regularly carried out other duties in connection with the routine and maintenance of the ship*
- b) was granted no leave of absence*
- c) was granted leave of absence as follows*.....

* Delete as appropriate

PART 2 - TESTIMONIAL

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

Conduct:

Experience/ability:

Behaviour/sobriety:

PART 3 – OFFICIAL ENDORSEMENT

Name (in block letters) of Chief Engineer Officer:

Signature of Chief Engineer Officer:

Ship's/Company stamp and date:

In exceptional circumstances this testimonial may be signed by a responsible Official of the Company.

EXAMPLE OF SEA SERVICE TESTIMONIAL

This form should be used when the engineer officer, or the Chief Engineer leaves a ship and should be submitted with any application for an MCA certificate of competency

Company Name

SEA SERVICE TESTIMONIAL - ENGINEER OFFICER

Company Address / Contact Details :.....

Tel:..... **Fax:**.....

PART 1 - WATCHKEEPING SERVICE

This is to certify that:

Full Name of Officer
 Date of Birth
 Discharge Book No. or other National I.D.
has served on

Name of vessel:..... Official Number:

Type/Make of main propelling machinery

Power (kW):

Shaft Power (kW):

Type/Make of Auxiliary Machinery:

Type of Boilers:

from: **to:**

During this period the above-named officer accrued the following engine-room watchkeeping/ duty engineer, UMS vessel service for not less than 8 hours out of every 24 hours whilst the vessel was engaged on sea-going voyages:

.....WeeksDays

NATURE OF OTHER DUTIES (Please tick appropriate boxes)

- 1. Day Work
- 2. Regular watch on auxiliary machinery:
- 3. Regular watch on main propulsion machinery:
 - (a) in full charge
 - (b) in subsidiary capacity

4. Regular work in ships possessing:

(a) centralised control room

(b) full or partial automation

(c) facility to operate machinery in the unmanned mode for a significant proportion of each 24 hour period

5. Service on board the vessel whilst it was under refit or in the final stages of construction. (Such testimonials to be backed up by a detailed description of the work undertaken.)

During the whole period stated above, the above named-officer

(a) was granted no leave of absence*

(b) was granteddays leave of absence whilst still on crew agreement*

*Delete as appropriate

PART 2 - TESTIMONIAL

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

Conduct:

Experience/ability:

Behaviour/sobriety:

PART 3 – OFFICIAL ENDORSEMENT

Name (in block letters) of Chief Engineer Officer:

Signature of Chief Engineer Officer:

Ship's/Company stamp and date:

In exceptional circumstances this testimonial may be signed by a responsible Official of the Company.

Medical Fitness Certificates Issued Outside the UK

Medical fitness certificates issued in accordance with STCW 95 requirements in the countries listed below will be accepted by the MCA as evidence of medical fitness, provided that they meet the validity requirements in paragraph 7.4.2.

Algeria	France	Norway
Angola	Germany	Pakistan
Argentina	Greece	Panama
Azerbaijan	Guinea-Bissau	Peru
Bangladesh	Hong Kong	Poland
Barbados	India	Portugal
Belgium	Iraq	Russian Federation
Bosnia & Herzegovina	Ireland	Singapore
Brazil	Italy	Slovenia
Bulgaria	Japan	South Africa
Canada	Korea	Spain
Costa Rica	Kyrgyzstan	Sweden
Croatia	Lebanon	Tajikstan
Cyprus	Liberia	Tunisia
Denmark	Luxembourg	Ukraine
Djibouti	Malta	United States
Egypt	Morocco	Uruguay
Finland	Netherlands	Yugoslavia
	New Zealand	

MCA MARINE OFFICES

ABERDEEN	Blaikies Quay Aberdeen AB11 5EZ Tel: 01224 574122 Fax: 01244 571 920	LIVERPOOL	Graeme House 2nd Floor Derby Square Liverpool L2 7SQ Tel: 0151 471 1142 Fax: 0151 471 1143
BELFAST	Custom House Queens Square Belfast BT1 3ET Tel: 02890 562962 Fax: 02890 562960	ORPINGTON (LONDON)	Central Court 1B Knoll Rise Orpington Kent BR6 OJA Tel: 01689 890400 Fax: 01689 890446
BEVERLEY (HULL)	Crosskill House Mill Lane Beverley North Humberside HU17 9JB Tel: 01482 866606 Fax: 01482 869989	MILFORD HAVEN	Gorsewood Drive Hakin Milford Haven Pembrokeshire SA73 3HB Tel: 01646 693272 Fax: 01646 697852
CARDIFF	Oxford House Hills Street Cardiff CF1 2TD Tel: 02920 229556 Fax: 02920 229017	NEWCASTLE	Government Buildings Broadway West Gosforth Newcastle upon Tyne NE3 2JL Tel: 0191 285 7171 Fax: 0191 284 7464
DOVER	Langdon Battery Swingate Dover CT15 5NA Tel: 01304 227710 Fax: 01304 241124	PLYMOUTH	New Fish Market Baylys Wharf Fish Quay Plymouth PL4 0LH Tel: 01752 266211 Fax: 01752 225826
FALMOUTH	Pendennis Point Castle Drive Falmouth Cornwall TR11 4WZ Tel: 01326 312761/312762 Fax: 01326 314331	SHETLAND	The Knab Knab Road, Lerwick Shetland ZE1 0AX Tel: 01595 696712 Fax: 01595 692160
GLASGOW	Marine House 6000 Academy Park Gower Street Glasgow G51 1TR Tel: 0141 427 9400 Fax: 0141 427 9401	SOUTHAMPTON	Spring Place 105 Commercial Road Southampton S015 1EG Tel: 02380 329329 Fax: 02380 329351
GT. YARMOUTH	5th Floor Yarmouth House Yarmouth Way Great Yarmouth Norfolk NR30 2QZ Tel: 01493 330433 Fax: 01493 330489	STOCKTON ON TEES	3rd Floor Victoria House Pearson Court Pearson Way Teesdale Park Stockton on Tees TS17 6PT Tel: 01642 611040 Fax: 01642 614048
LEITH	1 John's Place Leith Edinburgh EH6 7EL Tel: 0131 554 5488 Fax: 0131 554 7689		