



Maritime &
Coastguard
Agency

MERCHANT SHIPPING NOTICE

MSN 1858 (M+F)

Training & Certification Guidance: UK Requirements for Deck Officers on Large Yachts (over 24m).

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.

This notice replaces MSN 1802, MIN 473 and MIN 498

Summary

This Merchant Shipping Notice (MSN) sets out and explains the regulatory requirements regarding the implementation of training elements applicable under Chapter II, Article IX, of the STCW Convention and Code. It outlines the certification structure and examination and training requirements for yacht deck officers. The route for yacht certification is structured to provide a progressive career path for those in the industry to achieve yacht restricted Officer of the Watch (OOV), Chief Mate and Master qualifications.

This MSN covers:

1. Introduction
2. Certificate Structure
3. Mandatory Requirements for Masters and Deck Officers
4. Yacht Service Requirements
5. Ancillary Courses
6. Education and Training
7. Medical Fitness and Eyesight Standards
8. Application Procedure
9. Notice of Eligibility (NOE)
10. MCA Oral Examination
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Please note that the Revalidation of all Certificates of Competency is covered in MSN 1861.



1. Introduction

- 1.1 The Merchant Shipping (Standards of Training, Certification and Watchkeeping) Regulations 2015 implement the requirements of the International Convention and Code on Standards of Training, Certification and Watch-keeping (STCW) 1978, as amended (referred to in this MSN as the 'STCW Convention' and 'STCW Code' respectively), including the provisions prescribing the mandatory minimum requirements for the certification of yacht restricted Masters and deck officers.
- 1.2 Article IX of the STCW Convention allows an administration to adopt alternative arrangements of education and training for special types of ships and trades. The Maritime and Coastguard Agency (MCA) has utilised this alternative arrangement to create a structure for yacht restricted Certificates of Competency.
- 1.3 Masters and deck officers serving in all UK-registered yachts and sail training vessels of 24 metres and over in load line length and under 3000 GT must be qualified in accordance with either this MSN or MSN 1856.
- 1.4 This MSN provides details of the certification system for deck officers serving on:
- (a) Commercial yachts or sail training vessels of 24 metres and over in loadline length, less than 3000 GT, which do not carry cargo and do not carry more than 12 passengers, covered by the MCA's Large Commercial Yacht Code (**LY3**)¹; **and**
 - (b) Privately owned yachts not in commercial use of 24 metres and over in loadline length, less than 3000 GT used for sport or pleasure and which do not carry cargo and do not carry more than 12 passengers.
- 1.5 Candidates meeting the requirements will be issued with an STCW Certificate of Competency (**CoC**) limited to service in yachts and sail training vessels.

To obtain a United Kingdom STCW Certificate of Competency you must:

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

If you are considering a seagoing career it is strongly advised that you undergo a medical or sight test, which includes testing of colour and visual acuity, before starting training. Please refer to section 7 of this MSN.

- 1.6 Prior to joining your first vessel for your first sea voyage you will need to hold;
- Valid ENG1 (medical fitness certificate) or accepted equivalent;
 - Personal Survival Techniques (STCW Code – Table A-VI/1-1);
 - Fire Prevention and Fire Fighting (STCW Code – Table A-VI/1-2);
 - Elementary First Aid (STCW Code – Table A-VI/1-3);
 - Personal Safety and Social Responsibilities (STCW Code - Table A-VI/1-4);

¹ MSN 1851(M) or any subsequent amendment



- Security Awareness (STCW)².

1.7 All references to Certificates of Competency in this MSN pertain to those issued by the MCA and can be used in an unlimited area of operation, unless otherwise stated.

2. Certificate Structure

2.1 The CoCs limited to yachts will be issued as follows:

Capacity	STCW Reg.	Vessel Limitations	Area Limitations
Master and OOW	II/2	Code vessels less than 200 GT Yachts less than 500GT	150 miles from safe haven unlimited
Master and OOW	II/2	Code vessels less than 200 GT Yachts less than 500GT	unlimited unlimited
OOW	II/1	Yachts less than 3000 GT	unlimited
Chief Mate	II/2	Yachts less than 3000 GT	unlimited
Master	II/2	Yachts less than 500 GT	unlimited
Master	II/2	Yachts less than 3000 GT	unlimited

2.2 The Master (code vessels less than 200 GT) OOW (yachts less than 500 GT) Certificates of Competency are not mandatory. Seafarers serving in UK code vessels using MCA-recognised RYA/IYT qualifications have found that some overseas Administrations do not recognise those qualifications. To overcome this problem, holders of an RYA Yachtmaster Offshore, an RYA Yachtmaster Ocean, IYT Master of Yachts Limited and an IYT Master of Yachts Unlimited certificates may apply to upgrade to Master (code vessels less than 200 GT) OOW (yachts less than 500 GT) Certificates of Competency on a voluntary basis.

2.3 The manning scales for Deck Officers to be carried in motor or sailing yachts and sail training vessels are laid down in section 13 of this MSN.

2.4 Functions and capacities:

Deck yacht officer's Certificates of Competency will state the following STCW functions:

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

² If you are to serve on ships to which the International Ship and Port Facility (ISPS) Code applies, you must hold a Security Awareness certificate (STCW A-VI/6- 4). If you are assigned designated security duties aboard a vessel you must obtain a Designated Security Duties certificate (STCW A-VI/6 - 6 to 8). Please refer to MSN 1865.



These will be at the granted STCW capacities level:

Operational – this will be identified as an “O” on the Certificate of Competency

Management– this will be identified as an “M” on the Certificate of Competency

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

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

2.5 Relevant organisations

RYA: the Royal Yachting Association (RYA) is authorised to qualify examiners, provide examinations and issue RYA Yachtmaster Certificates of Competence.

IYT: International Yacht Training Worldwide (IYT) is authorised to qualify examiners, provide examinations and issue IYT Master of Yachts Certificates of Competence.

Both organisations accredit training centres who provide training towards these qualifications. Examinations for both organisations’ qualifications are conducted independently of the training centres to ensure the integrity of these qualifications.

2.6 The MCA recognises the following Yachtmaster certificates:

- RYA Yacht Master Coastal;
- IYT Master of Yachts Coastal;
- RYA Yachtmaster Offshore;
- IYT Master of Yachts Limited;
- RYA Yachtmaster Ocean;
- IYT Master of Yachts Unlimited.

RYA Yachtmaster certificates must be commercially endorsed for you to work onboard British flagged vessels subject to the MCA's codes of practice for small commercial vessels. IYT Certificates of Competency require no further endorsement for use in the commercial sector.

While the MCA recognises these qualifications for use on yachts of less than 200 GT in areas specified on the certificate, it cannot guarantee recognition internationally. If you hold these certificates you should check the certification requirements of the local Port State Control Administration prior to entering their jurisdiction.



3. Mandatory Requirements for Masters and Deck Officers

3.1 Master, II/2, code vessels less than 200 GT, not more than 150 miles from safe haven, Officer of the Watch yachts, less than 500 GT:

Safe haven: A safe haven is harbour or shelter of any kind, which affords safe entry and protection from the force of weather.

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

- (a) Be at least 18 years of age;
- (b) Have completed 6 months' seagoing service while holding an RYA Yachtmaster Offshore or IYT Master of Yachts Limited certificate;
- (c) Hold either:
 - RYA Yachtmaster offshore certificate and a certificate of successful completion of a shore-based Yachtmaster Offshore course*; **or**
 - IYT Master of Yachts Limited;
- (d) Hold the applicable ancillary course certificates as listed in section 5;
- (e) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent; **and**
- (f) Pass the MCA Master (code vessels less than 200 GT) oral examination (Annex A).

***Note:** Not required if the candidate holds a Yachtmaster Offshore certificate issued before 31 July 2003.

Candidates will be required to present documentary evidence of onboard yacht service and seagoing service when applying for a Notice of Eligibility (NOE).

The 150 miles from safe haven limitation may be removed from your Certificate of Competency upon presentation of:

- A valid GMDSS certificate issued by the UK or an administration recognised by the MCA; **and**
- either:
 - An RYA shore-based Yachtmaster Ocean course and Yachtmaster Ocean certificate; **or**
 - An IYT Master of Yachts Unlimited.

Applications for this upgrade should be made to the MCA Seafarer Training and Certification Branch.

3.2 Master, II/2, code vessels less than 200 GT, unlimited area and Officer of the Watch yachts, less than 500 GT, unlimited area:

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

- (a) Be at least 18 years of age;
- (b) Have completed 6 months' seagoing service while holding an RYA Yachtmaster Ocean or IYT Master of Yachts Unlimited certificate;
- (c) Hold either:



- An RYA Yachtmaster Ocean certificate and a certificate of successful completion of a shore-based Yachtmaster Ocean course*; **or**
- An IYT Master of Yachts Unlimited;

- (d) Hold the applicable ancillary certificates listed in section 5;
- (e) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;
- (f) Pass the MCA Master (code vessels less than 200 GT) oral examination (Annex A).

***Note:** Not required if the candidate holds an RYA Yachtmaster Ocean certificate issued before 31 July 2003.

Candidates will be required to present documentary evidence of onboard yacht service and seagoing service when applying for a notice of eligibility (NOE).

3.3 Officer in Charge of a Navigational Watch (OOW) yachts, less than 3000 GT, unlimited area, regulation II/1

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

- (a) Be at least 19 years of age;
- (b) Hold either:
- An RYA Yachtmaster certificate Offshore and a certificate of successful completion of a shore-based Yachtmaster Offshore course*; **or**
 - An IYT Master of Yachts Limited certificate;
- (c) Since the age of 16 have obtained a minimum of 36 months' onboard yacht service. This must include at least 365 days seagoing service on vessels of 15 metres or over in load line length, made up of:
- A **minimum** of 250 days' ACTUAL sea going service **and**
 - 115 days of any combination of the following:
 - Actual sea service;
 - Stand-by service - A maximum of 14 consecutive days may be counted at one time, but on no occasion may a period of standby service exceed that of the previous voyage;
 - Yard service - up to a maximum of 90 days continuously or in separate periods;
- (d) Hold an MCA-approved Efficient Deck Hand (EDH) certificate³;
- (e) Hold the applicable ancillary course certificates listed in section 5;
- (f) Successful completion of approved education and training, meeting the standards of competency identified by the MCA from section A-II/1 of the STCW Code as applicable to a yacht restricted Certificate of Competency, and covered by:
- Successful completion of the MCA-approved 'Navigation and Radar (OOW yachts)' training module and passing the corresponding IAMI written examination;
 - Successful completion of the MCA-approved 'General Ship Knowledge (OOW yachts)' training module and passing the corresponding IAMI written examination;

³ After 01 January 2017, this certificate must have been issued at least 18 months prior to the issue of your Certificate of Competency.



- Completion of Yacht Training Record Book. **Note:** Not required if the candidate can provide evidence of 36 months' onboard yacht service in vessels of at least 24 metres in load line length (**this has been updated, please refer to [MIN 521](#)**) ;

- (g) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;
- (h) Pass the OOW (yachts less than 3000 GT) oral examination (Annex B).

***Note:** Not required if the candidate holds a Yachtmaster Offshore certificate issued before 31 July 2003

To obtain Master, II/2, code vessels less than 200 GT endorsement on your OOW yachts, less than 3000 GT, II/1 Certificate of Competency, you must apply to sit a separate oral examination.

3.4 Chief Mate yachts, less than 3000 GT, unlimited area, regulation, II/2

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

- (a) Hold an OOW yachts, less than 3000 GT, II/1, Certificate of Competency **OR** have completed all of the requirements for this Certificate of Competency listed in 3.3;
- (b) Hold either:
 - An RYA Yachtmaster Ocean certificate and a certificate of successful completion of a shore-based Yachtmaster Ocean course*; **or**
 - An IYT Master of Yachts Unlimited;

(c) Hold the applicable ancillary certificates listed in section 5;

(d) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent.

This certificate can be applied for at the same time as OOW yachts, less than 3000 GT, II/1, Certificate of Competency, providing all qualifying conditions from section 3.3 are met in addition to the Chief Mate, II/2, yachts less than 3000 GT, requirements listed above.

***Note:** Not required if the candidate holds a Yachtmaster Ocean certificate issued before 31 July 2003.

3.5 Master yachts, less than 500 GT, unlimited area, regulation II/2.

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

- (a) Hold an MCA OOW yachts, less than 3000 GT, II/1, Certificate of Competency;
- (b) Have completed a minimum of 12 months' onboard yacht service as a deck officer, including at least 120 days watchkeeping service, in vessels of 15 metres or over in load line length while holding an OOW yachts, less than 3000 GT, II/1 Certificate of Competency;
- (c) Hold the applicable ancillary certificates listed in section 5;
- (d) Successful completion of approved education and training, meeting the standards of competency identified by the MCA from section A-II/2 of the STCW Code as applicable to a yacht restricted Certificates of Competency and covered by:
 - Successful completion of an MCA-approved 'Seamanship and Meteorology (Master Yachts)' training module and passing the corresponding IAMI module written examination;
 - Successful completion of an MCA-approved 'Stability (Master Yachts)' training module and passing the corresponding IAMI module written examination;



- Successful completion of an MCA-approved 'Business and Law (Master Yachts)' training module and passing the corresponding IAMI module written examination;
- Successful completion of an MCA-approved 'Navigation, Radar and ARPA Simulator (Master Yachts)' training module and passing the corresponding IAMI module written examination;
- Passing the IAMI 'Celestial Navigation' written examination;

(e) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;

(f) Pass the Master (yachts less than 500 GT) oral examination (Annex C).

3.6 Master yachts, less than 3000 GT, unlimited area, regulation II/2.

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

(a) Have completed a minimum of 24 months' onboard yacht service as a Deck Officer, including at least 240 days watchkeeping service while holding an OOW yachts, less than 3000 GT, II/1, Certificate of Competency. All of this service must be completed in vessels of 15 metres or over in load line length and include; 12 months in vessels of 24 metres or over in load line length, or 6 months in vessels of 500 GT or more;

(b) Hold the applicable ancillary certificates listed in section 5;

(c) Hold either:

- An MCA Master yachts, less than 500 GT, II/2, Certificate of Competency and a pass certificate for the IAMI 'Celestial Navigation' written examination; **OR**
- Certificates demonstrating successful completion of all of the MCA-approved yacht modules and IAMI written examinations passes applicable to the Master yachts, less than 500 GT, II/2, Certificate of Competency (**Celestial Navigation must be less than 1 year old and all other IAMI written exam pass certificates must be less than 3 years old prior to the issue of this Certificate of Competency**);

(d) Pass the Master (yachts less than 3000GT) oral examination (Annex D)

Note: As training module pass certificates are valid for three years, candidates are advised to obtain the MCA Master yachts, less than 500 GT, II/2, Certificate of Competency where circumstances may preclude them from attempting the Master (yachts less than 3000 GT) oral examination before the modules expire. If you do not hold a Master yachts, less than 500 GT, II/2, Certificate of Competency, with the exception of 'Celestial Navigation', all IAMI written examinations must be passed prior to the issue of your Notice of Eligibility (NOE).

4. Yacht Service Requirements

4.1 Before being issued with a Notice of Eligibility to sit an MCA oral examination you must provide evidence of having completed the full amount of qualifying service applicable to the Certificate of Competency you are applying for.

Service should be in the deck department onboard yachts and will be reckoned from the date of engagement to the date of discharge. A minimum of 4 hours of working duty in 24 hours would count as 1 full day.

At least 6 months of the qualifying seagoing service must have been performed within the 5 years immediately preceding the MCA's receipt of your application.

Service may be performed in vessels of any flag.



Candidates who are serving in a dual engine and deck capacity will have their service counted at the rate of 50%.

4.2 Service definitions

For the purposes of this notice service definitions are:

- **Onboard yacht service** is the time spent signed on a yacht, irrespective of the vessel activity;
- **Actual sea service** is time spent at sea, which may include time at anchor or river and canal transits associated with a passage;
- **Stand-by service** is time immediately following a voyage while the vessel is under preparation for a subsequent voyage. A maximum of 14 consecutive days may be counted at one time, but on no occasion may a period of standby service exceed that of the previous voyage. **Therefore, under no circumstances can your total standby service exceed your actual sea service;**
- **Yard service** is time when standing by a build, refit or repair;
- **Sea service** includes a combination of actual sea service, stand-by service and/ or yard service;
- **Watchkeeping service** is actual sea service spent as a watchkeeping officer in full charge of a navigational watch for not less than 4 out of every 24 hours while the vessel is engaged on voyage.

Watchkeeping service may be recorded on a cumulative basis. This means that every 4 hours watchkeeping accrued may be counted as 1 day of watch keeping service and does not need to be completed in a 24 hour period. Time spent at anchor associated with a passage, whilst the Officer is engaged in a bridge watch and if this passage is part of the same 24 hour voyage, can also be accepted. Completing more than 4 hours watchkeeping within a 24 hour period cannot be counted as more than 1 day watchkeeping time, e.g. a 12 hour watch within a 24 hour period can only be counted as 1 day of watchkeeping time.

4.3 Calculating yacht service

A month is defined as a calendar month or 30 days if made up of periods less than 1 month.

4.4 Proof of service and testimonials

You are expected to prove the full amount of qualifying service for a Certificate of Competency before being considered for an oral examination. All service required must be completed and verified to the satisfaction of the MCA. Where there are doubts about the service claimed or it cannot be verified as described below, it will only be accepted upon written confirmation by some responsible person having personal knowledge of the facts to be established, to the satisfaction of the MCA.

You will be required to present documentary proof of onboard yacht service and seagoing service for each Certificate of Competency for which you apply. Additionally, candidates for Master (yachts less than 500 GT) and Master (yachts less than 3000 GT) will need to provide proof of watchkeeping service.

Proof of onboard yacht service will need to be documented in either:

- Merchant Navy discharge book supported by testimonials (Annex E); **or**
- Certificates of discharge (Annex F) supported by testimonials; **or**
- Professional Yachtsmen's Association (**PYA**) Service Record Book; **or**



- Similar MCA-approved service record book.

Your testimonials should cover your conduct and ability for the last 12 months of onboard yacht service immediately preceding the date of your application and may also include details of sea service and watchkeeping service as applicable. Testimonials, which must be verifiable, should be in the format given in Annex E. If details of sea service and watchkeeping service are not included in the testimonials then this time must be verified by separate certificates of service.

Testimonials or certificates of service must be signed by the Master of the vessel in which the qualifying service has been performed. In the case of service as Master, the testimonials or certificates of service must be signed by the owner or a responsible person from the Yacht Management Company such as a company director or yacht manager.

If you are applying for your first watchkeeping Certificate of Competency and are following an MCA-approved training programme your testimonials may be incorporated in a loose-leaf format into your service record book or training portfolio.

Seafarers who have signed Crew Agreements or Seafarer Employment Agreements and have neglected to join their vessels, or, who after having joined have left their ships other than upon discharge, or, who have committed misconduct onboard will be required to produce satisfactory proof of 2 years' subsequent onboard yacht service with good conduct at sea prior to be issued an NOE or Certificate of Competency. This period may be reduced at the discretion of the MCA.

5. Ancillary Courses

- 5.1 The ancillary technical and safety courses that are required for the issue of each Certificate of Competency are contained in the table below. On successful completion of each course you will be issued with an STCW certificate of proficiency.

The ancillary technical courses form part of the education and training specified in A-II/1, A-II/2 of the STCW Code 1978, as amended. The safety courses form part of the mandatory training for emergency, occupational safety, security, medical care and survival functions specified in chapter A-VI STCW Code 1978, as amended.

- 5.2 You must successfully complete **all** the required ancillary technical and safety training applicable to the Certificate of Competency you are applying for.



Ancillary Course Certificate	Master Code Vessel <200GT II/2 *	Master Code Vessel <200GT II/2	OOW Yacht <3000GT	Chief Mate Yacht <3000GT	Master Yacht <500GT <3000GT	STCW Reference	Updating required
Personal Survival Techniques ^a	Yes	Yes	Yes	Yes	Yes	A-V1/1-1	•
Fire Prevention and Fire Fighting ^a	Yes	Yes	Yes	Yes	Yes	A-VI/1-2	•
Elementary First Aid ^a	Yes	Yes	Yes	Yes	Yes	A-V1/1-3	
Personal Safety and Social Responsibility ^a	Yes	Yes	Yes	Yes	Yes	A-V1/1-4	
Proficiency in Survival Craft and Rescue Boats ^b			Yes	Yes	Yes	A-V1/2	•
Advanced Fire Fighting ^b				Yes	Yes	A-VI/3	•
Medical First Aid ^b				Yes	Yes	A-V1/4-1	
Medical Care ^b					Yes	A-VI/4-2	see 5.9
ECDIS ^c	Optional	Optional	Yes	Yes	Yes	A-II/1 and A-II/2	
Efficient Deck Hand (EDH) ^c			Yes			Based on A-II/5	
GMDSS (GOC) ^d		Yes	Yes	Yes	Yes	A-IV/2	
GMDSS (ROC) ^d	Yes			Yes	Yes	A-IV/2	
HELM (operational) ^c	Yes	Yes	Yes	See 5.7		A-II/1	
HELM (management) ^c				Yes	Yes	A-II/2	

*not more than 150 miles from safe haven

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

5.3 For the issue of a Certificate of Competency:

- The MCA will accept certificates issued under the authority of any IMO 'White List' country.
- The MCA will accept certificates issued under the authority of any EU Member State, as well as Canada, New Zealand and South Africa⁴.
- Certificates must be MCA-approved.
- The MCA will accept certificates issued under the authority of any EU Member State and those listed on the approved list available from our website: www.gov.uk and search "GMDSS".

5.4 For yacht Certificates of Competency only, non-STCW Advanced Sea Survival may be accepted in lieu of Proficiency in Survival Craft and Rescue Boats, however, your Certificate of Competency will be endorsed with the following limitation:

⁴ 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".



“Not for use on ships equipped with davit launched lifeboats”

Non-STCW Advanced Sea Survival must be updated every 5 years in line with Proficiency in Survival Craft and Rescue Boats. The MCA would recommend that all seafarers hold an STCW Proficiency in Survival Craft and Rescue Boats Certificate of Proficiency. This is due to potential problems of Port State Control Officers outside of the UK, not accepting non-STCW Advanced Sea Survival.

5.5 GMDSS

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

5.6 Efficient Deck Hand (EDH)

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

5.7 Human Element and Leadership and Management (HELM)

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

Seafarers planning to obtain a Chief Mate, II/2, (yachts less than 3000 GT) Certificate of Competency at the same time as applying for an OOW, II/2, (yachts less than 3000 GT) Certificate of Competency will be required to complete both HELM operational and HELM management courses.

5.8 Electronic Chart Display & Information System (ECDIS)

ECDIS is now a mandatory requirement for OOW (yachts less than 3000GT), Chief Mate (yachts less than 3000 GT), Master (yachts less than 500 GT and 3000 GT).

If you are applying for a Master Code Vessel, less than 200 GT, Certificate of Competency and do not complete an MCA-approved ECDIS course you will receive the following limitation:

“From the 1 January 2017 this certificate is not valid for service on ships fitted with ECDIS”

5.9 Medical Care:

The Medical Care certificate is valid for a period of 5 years. This must be valid when you apply for your Certificate of Competency. If you serve on an EU-registered vessel as a Master, II/2, or are the person in charge of medical care on a vessel operating in an unlimited area, you will need to have undertaken approved Medical Care training or a refresher course within the previous 5 years. This is the requirement of Article 4(1) (b) of Directive 92/29 EEC.



5.10 Further Information

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

6. Education and Training

- 6.1 Nautical colleges and training providers offering education and training modules leading to the issue of Certificates of Competency must be approved by the MCA. The MCA will ensure that these modules meet the STCW regulatory requirements applicable to yachts operations. For details of how to gain approval, please refer to Annex G.
- 6.2 The MCA will monitor and audit all nautical colleges and training providers that offer training and education leading to the issue of an STCW Certificate of Competency. Examinations for training modules may only be conducted at approved centres. Written examination papers will be set and marked only by IAMI's (International Association of Maritime Institutions) Central Administration Centre.
- 6.3 To ensure learning outcomes can be successfully delivered, the MCA requires a classroom attendance rate of at least 90%.
- 6.4 'Celestial Navigation' does not have a set module that must be completed prior to taking the examination. For all other modules you must obtain a course completion certificate to be eligible to take the module examination.
- 6.5 'Celestial Navigation' training module passes are valid for 1 year. All other yacht training module and examination certificates are valid for 3 years. The training module pass certificate must be in date at the time of the issue of the Certificate of Competency.
- 6.6 If you hold a Master (yachts less than 500 GT), regulation II/2, Certificate of Competency your module passes do not need to be in date when you apply for a Master (yachts less than 3000 GT) Certificate of Competency.
- 6.7 If you fail an examination for any training module you will be allowed one re-sit, without the need to retake the training module, provided that the second attempt is taken within 12 months of the failed attempt. If you fail the second attempt, the training module must be retaken prior to taking the examination.
- 6.8 The syllabuses for the training modules and the associated written examinations are available from MCA website: www.gov.uk "MCA Yacht Syllabus".
- 6.9 With the exception of 'Celestial Navigation', you must gain a certificate of successful completion for each required module in addition to an examination pass certificate issued by the approved centre.
- 6.10 The contact details for the nautical colleges offering MCA-approved yacht training modules are available from the MCA website: www.gov.uk and search "nautical colleges".



7. Medical Fitness and Eyesight Standards

- 7.1 For any Certificate of Competency, you must meet the medical fitness and eyesight standards as required by the Merchant Shipping (Medical Examination) Regulations 2010, or any subsequent amendment. Details on the application of those regulations are found in MSN 1822 (M), or any subsequent amendment.
- 7.2 The seafarer medical examination includes a sight test for both colour vision and visual acuity. Failure to meet the statutory requirements will mean that an unrestricted medical certificate cannot be issued. **If you are considering a seagoing career it is strongly advised that you undergo a medical and sight test, which includes testing of both colour and visual acuity, before you start the training.** You can arrange a separate sight test with a local optometrist by taking along an Application for Seafarer Vision Test Form (MSF 4100). The form can be obtained by contacting an MCA Marine Office or the MCA Seafarer Health and Safety Branch: seafarer.s&h@mcga.gov.uk.
- 7.3 For any Certificate of Competency you must produce a valid medical fitness certificate, either
- The UK medical fitness certificate, currently known as an ENG 1, issued by a MCA-approved medical practitioner; **or**
 - A certificate issued by the administration of any country whose medical fitness certificate is recognised as equivalent to the UK ENG 1.
- 7.4 Updated lists are available from the MCA website.
- 7.5 The medical fitness certificate must specify the date of examination, the period of validity and any restriction applied.

8. Application Procedure

- 8.1 The application form, MSF 4343, details the procedure and fee to obtain a Certificate of Competency. You must complete this and submit it to the MCA with the relevant fee and documents listed on the form.
- 8.2 The application form is available to download from our website; go to www.gov.uk and search "MSF 4343".
- 8.3 If you are required to pass an MCA oral examination and you meet the requirements specified on the application form, you will be issued with a Notice of Eligibility (NOE).
- 8.4 You must submit your original MCA-approved log book or discharge book with your initial application. All other supporting documentation must be original or in the format of an attested photocopy. Attested copies must be clear and to scale. We can only accept attestation by:
- MCA-approved nautical colleges;
 - MCA-approved yacht training centres;
 - MCA-approved yacht companies;
 - MCA surveyors.

Companies must apply in writing to obtain permission to attest documents.



9. Notice of Eligibility (NOE)

9.1 You will be issued with an NOE once you have met the requirements specified below. The NOE will allow you to book an oral examination at an MCA Marine Office and provide you with a list of any outstanding documents that you will need to submit prior to the issue of your Certificate of Competency. You must submit evidence of meeting all the criteria applicable to the Certificate for Competency you are applying for, so, always cross-reference your NOE requirements with the relevant section of this MSN and any subsequent publications.

9.2 At least 6 months of the qualifying seagoing service must have been performed within the 5 years immediately preceding the issue of an NOE.

9.3 **Prior to the issue of your NOE you must submit⁵:**

- The appropriate fee;
- An ENG1 (medical fitness certificate) or accepted equivalent⁶;
- Passport (attested copy only);
- 2 passport-size photos attested by a counter signatory;
- Proof of the required yacht and watchkeeping service, applicable to the Certificate of Competency being applied for.

9.4 **For a first UK Certificate of Competence you must also submit:**

- STCW Basic safety training:
 - Personal Survival Techniques (STCW Code – Table A-VI/1-1);
 - Fire Prevention and Fire Fighting (STCW Code – Table A-VI/1-2);
 - Elementary First Aid (STCW Code – Table A-VI/1-3);
 - Personal Safety and Social Responsibilities (STCW Code - Table A-VI/1-4);
- Completed Training Record Book (**for OOW yachts less than 3000 GT only**).

NOEs are valid for 5 years from the date of issue. The date of issue will be stamped on your NOE. Once this period has elapsed⁷ you must make a new application with the supporting documentation and the appropriate fee.

10. MCA Oral Examination

10.1 If you are undertaking an OOW (yacht less than 3000 GT) oral examination, you must deposit your MNTB TRB at the Marine Office where you are scheduled to sit the examination at least 2 working days prior to your examination date.

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

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

⁵ If you are applying for a Master (yachts less than 3000 GT) Certificate of Competency and you do not hold a Master yachts, less than 500 GT, II/2, Certificate of Competency, with the exception of 'Celestial Navigation' all IAMI written examinations must be passed prior to the issue of your Notice of Eligibility (NOE).

⁶ To go to sea you must have obtained a valid medical fitness certificate. Whilst this may have expired when you apply for your NOE, it must be valid at the time when we issue your Certificate of Competency.

⁷ If you do not pass your oral examination within this timescale, your application will be rejected and the appropriate fee will be taken.



- 10.4 The MCA examiner will record the result of your oral examination.
- 10.5 **Your oral examination pass is valid for a period of 3 years.** This must be in date at the time of the issue of your Certificate of Competency. The NOE must be returned to the MCA with any outstanding documentary evidence.
- 10.6 If you fail your oral examination you will need to apply to the MCA for another NOE and pay an additional fee. Details of how to do this can be found on the NOE.
- 10.7 If a candidate fails an oral examination, re-sits may be taken at the following intervals:
- Second attempt** - at least 2 weeks after the initial examination;
Third attempt - at least 2 weeks after the second attempt;
Subsequent attempts - at least 3 months after the previous attempt.
- 10.8 Time periods between examinations can be reduced at the discretion of the MCA examiner. Where a candidate exhibits a lack of basic competency across the syllabus or makes fundamental errors in areas of safety, the examiner may impose a seagoing service penalty which the candidate must complete before re-sitting the examination.
- 10.9 Further information about the oral examination syllabus can be found in Annexes A to D or any subsequent publication.

11. The Issue of your Certificate of Competency

- 11.1 At least 6 months of the qualifying seagoing service must have been performed within the 5 years immediately preceding the issue of your Certificate of Competency. A Certificate of Competency will not be issued until the MCA has received all the documentary evidence confirming you have met the required standard.
- 11.2 The appropriate Certificate of Competency will be issued and valid for a period of 5 years from the date that the qualifying conditions were met. Your ENG 1 seafarer medical (or equivalent) must be valid at the time we issue your Certificate of Competency. Any outstanding fees must be received by the MCA before a Certificate of Competency can be issued.
- 11.3 Your GMDSS certificate should be submitted with your NOE pass so that the STCW endorsement expiry date can be synchronised with that of your Certificate of Competency.
- 11.4 **You must check you meet the current regulatory requirements when you make an initial application AND at the time you submit your NOE pass for the issue of your Certificate of Competency.**
- 11.5 Further information and guidance is available from our website go to www.gov.uk and search "Yacht CoC".

12. Fraudulent Certificates and Seagoing Service

- 12.1 The MCA takes the following steps to ensure that all of the information you submit in support of your application is accurate and true:
- We verify all certificates of competency and watchkeeping certificates issued by foreign administrations;
 - We check and verify technical and safety course certificates;
 - We verify sea service testimonials and discharge book entries;
 - We verify all IAMI course completion and exam pass certificates online.



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

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

13. Manning Requirements for Yachts

The manning scales given in this MSN are the minimum required and it is strongly recommended that additional officers are carried where necessary in order to prevent fatigue, particularly in periods of intensive operations. The tables below show the minimum qualifications required. **Vessels of 500 GT or more are required to have a Safe Manning document, please refer to MSN 1868.**

In the tables 13.1, 13.2 and 13.3 we have used the following abbreviations:

YM = Yacht Master (RYA issued)
 MOY- Master of Yachts (IYT issued)

An MCA-issued Master, II/2, code vessels less than 200 GT, not more than 150 miles from safe haven, may be used in lieu of the YM Offshore or MOY limited Certificate.

An MCA-issued Master, II/2, code vessels less than 200 GT, unlimited area, may be used in lieu of the YM Ocean or MOY unlimited Certificate.

13.1 Minimum deck officer manning scale for motor and sail yachts over 24 metres

AREA	Rank	VESSEL		
		>24m <200GT	200-<500GT	500-<3000GT
Miles From Safe Haven				
Up to 60nm	Master Chief Mate OOW	YM Offshore or MOY limited YM Coastal ¹ or MOY Coastal ² -	Master (Y) <500gt YM Coastal ² or MOY Coastal ² -	Master (Y) OOW (Y) <3000GT ²
Up to 150nm	Master Chief Mate OOW	YM Offshore or MOY limited YM Coastal or MOY Coastal -	Master (Y) <500gt YM Offshore ² or MOY Limited -	Master (Y) Chief Mate (Y) -
Over 150nm	Master Chief Mate OOW	YM Ocean or MOY unlimited YM Offshore ² or MOY limited -	Master (Y) <500GT OOW (Y) <3000GT ² YM Offshore or MOY limited	Master (Y) Chief Mate (Y) OOW (Y) <3000GT

Note ¹ Where appropriate dual deck and engineer roles may be considered, provided that the officer is suitably qualified in both disciplines and that the person holding the dual role is not the Master.

Note ² Where appropriate dual deck and assistant engineer roles may be considered provided that the officer is suitably qualified in both disciplines and that the person holding the dual role is not the Master.



13.2 Minimum deck officer manning scale for square rigged sailing vessels over 24 metres

AREA	Rank	VESSEL		
		>24m <200gt	200-<500gt	500-<3000gt
Miles From Safe Haven				
Up to 60nm	Master Chief Mate OOW	YM Offshore or MOY limited YM Coastal or MOY Coastal -	Master (Y) <500gt Chief Mate (Y) -	Master (Y) Chief Mate(Y) -
Up to 150nm	Master Chief Mate OOW	YM Offshore or MOY limited YM Coastal -	Master (Y) <500gt Chief Mate (Y) -	Master (Y) Chief Mate(Y) -
Over 150nm	Master Chief Mate OOW OOW (2) ³	YM Ocean or MOY unlimited YM Offshore or MOY limited - -	Master (Y) <500gt Chief Mate (Y) OOW (Y) <3000gt OOW (Y) <500gt	Master (Y) Chief Mate (Y) OOW (Y) <3000gt OOW (Y) <500gt

13.3 Minimum deck officer manning scale for training vessel over 24 metres.

AREA	Rank	VESSEL			
		>24m <200gt & <20 trainees ¹	>24m <200gt & <50 trainees ¹	>200gt & <50 trainees ¹	>50 trainees ¹
Miles From Safe Haven					
Up to 60nm	Master ² Chief Mate OOW	YM Offshore or MOY limited YM Coastal or MOY Coastal -	YM Offshore or MOY limited YM Coastal or MOY Coastal -	Master (Y) <3000gt Chief Mate (Y) -	Master Reg. II/2 Chief Mate Reg. II/2 -
Up to 150nm	Master ² Chief Mate OOW ³	YM Offshore or MOY limited YM Coastal or MOY Coastal -	Master (C) <200gt YM Offshore MOY limited -	Master (Y) <3000gt Chief Mate (Y) -	Master Reg. II/2 Chief Mate Reg. II/2 OOW Reg. II/1
Over 150nm	Master ² Chief Mate OOW (1) OOW (2) ³	YM Ocean or MOY Unlimited YM Offshore or MOY limited - -	Master (C) <200gt YM Ocean or MOY Unlimited - -	Master (Y) <3000gt Chief Mate (Y) OOW (Y) <3000gt OOW (Y) <500gt	Master Reg. II/2 Chief Mate Reg. II/2 OOW Reg. II/1 OOW Reg. II/1

Note¹ Maximum number of trainees or combination of trainees and passengers

Note² The Master in a training vessel carrying more than 12 trainees is required to either:

- Hold a certificate specified in the Table and be able to prove at least 50 days satisfactory sea service in a position of responsibility in training vessels; **or**
- Hold at least a Master <500gt (yachts).

Note³ Where a third watchkeeping officer is required to be carried for the safe manning of the vessel.



14. Training Vessels

14.1 Given the nature of training vessels, and the fact that a large number of untrained personnel may be carried, those training vessels must have adequate manning to cater for all operations onboard. Yacht restricted qualifications will only be applicable to training vessels carrying less than 50 trainees or combination of trainees and passengers. For vessels which carry more than 50 trainees or combination of trainees and passengers Merchant Navy STCW qualifications will be required. A training vessel operating under a Code of Practice may only carry a maximum of 12 passengers at any time.

14.2 **Definition of Training Vessel:** a Training Vessel, which may be either a sailing or motor vessel, means a vessel which is operated to provide:

- (a) Instruction in the principles of responsibility, resourcefulness, loyalty and team endeavour, and/or;
- (b) Instruction in navigation and seamanship, marine engineering or other shipboard related skills.

14.3 A training vessel will be operated under one of the following:

- 'Small Commercial Vessels Code';
- Large Yacht Code 3 (Y3);
- Applicable Merchant Shipping Regulations.

14.4 The sail training vessel must be properly and safely manned at all times, both at sea and, if necessary, in port, by a sufficient number of experienced and competent personnel to ensure that trainees are adequately supervised, giving particular consideration to the number, age and sex of the trainees. All training shall be properly organised with clearly detailed objectives and outcomes.

14.5 A Trainee **MUST**:

(a) Be onboard for the sole purpose of:

- Obtaining instruction in the principles of responsibility, resourcefulness, loyalty and team endeavour; and/or
- Instruction in navigation and seamanship, marine engineering or other shipboard related skills;

(b) Be considered to form part of a 'trainee voyage crew';

(c) Participate in the operation of the vessel to the best of their ability.

14.6 A trainee **MUST NOT**:

- (a) Be part of the crew for the purpose of safe manning or have any safety critical duties;
- (b) Have any employment contract or any employment relationship with the owner or operator of the vessel;
- (c) Receive any remuneration for their activities onboard;
- (d) Be considered to be a seaman or seafarer;
- (e) Be considered as a passenger.

Note: The fact that a trainees may contribute towards the cost of their welfare while onboard does not imply that they are passengers.



14.7 **Minimum Age of Trainees:** A trainee may only sail in a vessel in which it can reasonably be expected that they are physically and mentally capable of safely taking part in the operation of the vessel. There shall be specific documented provisions in place to cover the health, safety, and welfare of the trainees. Safety management tools, such as Formal Safety Assessment (**FSA**) and risk assessment techniques may be useful when considering the acceptable age of a trainee for a specific vessel, voyage or operating area/condition. Due consideration must also be given to the profile and balance of the crew for each voyage, taking into account the age and sex of the trainees. In any event a trainee shall not be less than 12 years of age and any person below this age must be considered as a passenger.

15. Approved Training Providers

15.1 All training, assessment and examinations must be taken at an MCA-approved training establishment. Details of MCA-approved yacht training establishments are available from the MCA website www.gov.uk, and search “nautical colleges”. The details of how to gain approval are listed in Annex G.

16. Square Rig Sailing Vessels

16.1 The Master and all watchkeeping officers of any square rig vessel must, in addition to holding the appropriate Certificate of Competency base certificate, have served at least 14 days at sea as a watchkeeping officer in the vessel and have been assessed as competent to serve as a watchkeeping officer or Master, as appropriate, under assessment systems approved and monitored by the MCA. In the case of assessment for a watchkeeping officer, this service shall be as the junior of the watch under the supervision of an experienced watchkeeping officer. In all cases, the Master and watchkeeping officers shall only serve in the vessel, or specified sister vessel, for which the assessment has been undertaken.

16.2 For an Owner/Operator’s Assessment System to be approved by the MCA to permit officers to serve in specific square-rigged sailing vessels, full details must be submitted of the criteria against which assessment will be made and the process of assessment. There shall be a separate assessment system for the watchkeeping officers and Masters. Such systems require the owners/operators to demonstrate that the applicants have followed an assessment programme, which includes proving knowledge of sailing ship terms and methods of working, including the following evolutions:

- Tacking;
- Setting and stowing sails;
- Wearing;
- Reefing;
- Anchoring;
- Operating at night;
- Heaving to;
- Operating in heavy weather;
- Coping with squalls;
- Effect of knockdowns;
- Understand the content of the vessels stability book, with particular reference to sailing conditions and ability to use Maximum Steady Heel angle Curves;
- Actions to take when caught aback;
- Launching and recovering rescue boats under sail;
- Safety of crew and trainees when working aloft;
- Rescue Aloft;
- Actions to be taken for Man Overboard under sail;
- Loss of Rig.



- 16.3 The management organisation must be able to demonstrate that they have established that the candidates know how to deal with emergencies at the appropriate level, including at least 2 man overboard evolutions, and have demonstrated competency in passage planning in an exercise relating to critical circumstances when the weather pattern is adversely changing and deteriorating.
- 16.4 Any officer who, in addition to holding the appropriate Certificate of Competency, holds a Nautical Institute Square Rig Sailing Ship Certificate or a Nautical Institute International Sail Endorsement for square rigged vessels shall be considered to have met the requirements of section 16.2.

More Information

Seafarer Training and Certification
Maritime and Coastguard Agency
Bay 2/11
Spring Place
105 Commercial Road
Southampton
SO15 1EG

Tel : +44 (0) 23 8032 9(see our website or application forms for number)
Fax : +44 (0) 23 8032 9N/A
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MCA Website Address: www.dft.gov.uk/mca

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Safer Lives, Safer Ships, Cleaner Seas



Master (code vessels less than 200 GT) Officer of the Watch (yachts less than 500 GT)

Oral Examination Master (code vessels less than 200 GT)

Navigational Safety

1 Plan and conduct a passage Including Chartwork and Position Determination

- a) Passage planning with respect to use of navigational publications, including navigational charts, sailing directions, light lists, tide tables, radio and navigational warnings
- b) IALA system of maritime buoyage A and B
- c) Limitations and sources of error of electronic chart and navigation systems
- d) Radar and ARPA – practical use of, modes of operation, limitations and sources of error, including basic radar plotting techniques
- e) Understands the importance of regular checking of the vessel's position and action to be taken if found off track
- f) Applies variation and deviation to convert true course to compass course and vice versa; understands the basic causes of variation and deviation
- g) Fixes a ship's position on the chart given magnetic bearings and/or radar ranges and quotes position by latitude and longitude
- h) Finds the magnetic course to steer and the ETA at a given destination given the starting position and log speed
- i) Identifies transits and clearing marks from the chart in order to plan a safe approach to harbour or anchorage
- j) States the meaning and explains the significance of chart symbols and abbreviations in common use
- k) Knows how to obtain and use weekly notices to mariners in order to correct charts
- l) Finds the time of high and low water, and predicts intermediate heights and/or times for standard and secondary ports
- m) Find and predict set and rate of the tide from tidal reference points on the chart, and tidal stream atlas

2 Meteorology

- a) Knows the sources of meteorological information
- b) Interprets weather forecasts including knowledge of characteristics of various weather systems
- c) Ability to use and interpret information obtained from shipborne meteorological instruments

3 Maintain a Safe Navigational Watch

- a) A thorough knowledge of the principles of navigational watchkeeping at sea, including watchkeeping at anchor; as STCW Code A-VIII and ICS Bridge Procedures Guide
- b) Understand the use of bridge equipment, including echo sounder and Navtex
- c) Knowledge of steering control systems, including automatic pilot and operational procedures and change over from manual to automatic control and vice-versa
- d) Maintain navigational records
- e) Knows the circumstances under which the Master should be called to the bridge
- f) Knows the principles for handing over and relieving the navigational watch



4 International Regulations for Preventing Collisions at Sea (ColRegs)

- a) A thorough knowledge of the ColRegs including:
 - i. requirements for proceeding at a safe speed and keeping a lookout
 - ii. recognises the lights and shapes, and fog signals for all classes of vessel
 - iii. recognises the manoeuvring sound signals
 - iv. recognises light signals
 - v. recognise a developing collision situation by compass, radar or visual reference
 - vi. states the actions to be taken by day and night to avoid collision
 - vii. describes the precautions to be taken when navigating in or near areas of restricted visibility; assess the likely likelihood of collision of vessel detected by radar alone and action to be taken to avoid a collision
 - viii. describes the requirements for navigating in or near traffic separation schemes
 - ix. describes the requirement for navigating in narrow channels

Response to Emergencies, Operational Safety and Pollution Control

1 Distress Signals and Communications

- a) States the conditions under which distress signals may be used; understands the various types of distress signal, action to be taken on receipt and the obligations to render assistance
- b) Understands the correct use of pyrotechnics, EPIRBS and SARTS including the appropriate circumstances for their use
- c) Understands correct distress communications procedures including the terms Mayday, PanPan and Sécurité messages
- d) Emergency communication with the GMDSS regulations

2 Manoeuvring the Vessel

- a) Preparation for getting under way, duties prior to proceeding to sea, making harbour, entering a dock, berthing alongside quays and jetties or other ships, and securing to buoys
- b) Use and care of mooring lines and associated equipment
- c) Helm orders, conning the ship, effects of propellers on the steering of the ship, effects of wind and current, stopping, going astern, and turning short round
- d) Action in event of failure of bridge control, telegraph or steering gear, including emergency steering arrangements
- e) Procedures for anchoring
- f) Understand the precautions to be observed when using winches and windlass
- g) Understand the precautions to be observed when mooring and un-mooring

3 Responses to Emergencies

- a) Initial action following: man overboard, collision, grounding, flooding or major mechanical damage, initial damage assessment and control, protection of the marine environment
- b) Knowledge of fire prevention, use and care of fire-fighting appliances, the shut-down and isolation of plant and equipment, escape and breathing apparatus, fire and safety plans
- c) Use and care of lifesaving appliances and equipment including, immersion suits and thermal protective aids, pyrotechnics and line throwing apparatus
- d) Launching of liferafts and rescue boats; proper rigging of liferaft hydrostatic release units
- e) Basic principles of survival



4 Pollution Prevention Requirements

- a) Pollution prevention in port and at sea; measures to be taken to prevent pollution during bunkering
- b) Action to be taken in response to pollution incidents in port and at sea
- c) Basic understanding of garbage management, and disposal of garbage and oil residue

5 Seaworthiness of the Ship

- a) Understand fundamentals of watertight integrity, and the closing of all openings including hatches, access hatches and watertight doors
- b) Understands the difference between good stability and poor stability, and recognises the warnings signs of the latter
- c) Describes the effect on stability of:
 - i. raising and lowering weights
 - ii. low freeboard
 - iii. obstruction of deck freeing arrangements and scuppers
 - iv. slack tanks
- d) Preparations for heavy weather, ensuring and maintaining watertight integrity

6 Business and Law

- a) Understand the content and application of the applicable Codes, namely 'Small Vessels Commercial Code'¹ and Large Commercial Yacht Code (LY3)²
- b) A knowledge of the Code of Safe Working Practices for Merchant Seamen³, the content and practical application
- c) A knowledge of the requirements for musters and drills including fire, emergency, and abandon ship drills
- d) Understand the legal obligation to ensure a seaworthy vessel
- e) A basic understanding of the laws of salvage
- f) Understand the requirements for safe manning, hours of work and watchkeeping
- g) Understand the circumstances when a vessel requires a crew agreement

¹ MGN 280 (M) Small Vessels in Commercial Use for Sport or Pleasure, Workboats and Pilot Boats or any subsequent amendment.

² MSN 1851(M) or any subsequent amendment.

³ SI 1998/1838 The Merchant Shipping (Code of Safe Working Practices for Merchant Seamen) Regulations 1998 or any subsequent amendment.



Officer of the Watch (yachts less than 3000 GT)

Oral Examination OOW (yachts less than 3000 GT)

Navigation

1 Plan and Conduct a Passage Including Position Determination

- a) Passage planning with respect to use of navigational publications including position determination, navigational charts (including ECDIS and RCDS), sailing directions, light lists, tide tables, radio navigational warnings and ship routing information
- b) IALA system of maritime buoyage A and B
- c) Electronic navigational systems – limitations and sources of error and methods of correction
- d) Limitations of electronic chart systems including ECDIS and RCDS navigational chart systems
- e) Radar and ARPA – practical use of, modes of operation, limitations, sources of error and parallel indexing, including radar plotting techniques
- f) Use of a sextant and identification and correction of errors
- g) Use an azimuth mirror, pelorus (bearing plate) or other instrument for taking bearings
- h) Sources of meteorological information, ability to use and interpret information obtained from shipboard meteorological instruments, and knowledge of characteristics of various weather systems
- i) Interprets weather forecasts including knowledge of characteristics of various weather systems
- j) Understands the importance of regular checking of the vessel's position and action to be taken if found off track
- k) Applies variation and deviation to convert true course to compass course and vice versa; understands the basic causes of variation and deviation
- l) Fixes a ship's position on the chart given magnetic bearings and/or radar ranges and quotes position by latitude and longitude
- m) Finds the magnetic course to steer and the ETA at a given destination given the starting position and log speed
- n) Knows how to obtain and use weekly notices to mariners in order to correct charts
- o) Finds the time of high and low water, and predicts intermediate heights and/or times for standard and secondary ports
- p) Find and predict set and rate of the tide from tidal reference points on the chart, and tidal stream atlas

2 Maintain a Safe Navigational Watch

- a) A thorough knowledge of the principles of navigational watchkeeping at sea, including under pilotage, and watchkeeping at anchor and in port
- b) A thorough knowledge of the contents, application and intent of the International Regulations for Preventing Collisions at Sea (**ColRegs**)
- c) Understand the use of bridge equipment, including rate of turn indicators, course recorders, echo sounder and NAVTEX
- d) Knowledge of steering control systems, including automatic pilot and operational procedures and change over from manual to automatic control and vice-versa, and adjustment of controls for optimum performance
- e) Knowledge of application of ICS Bridge Procedures Guide and STCW Code A-VIII
- f) Understand the principles, limitations and modes of operation of AIS
- g) Maintain navigational records
- h) Knows the principles for handing over and relieving the navigational watch



3 Manoeuvre the Ship

- a) Preparation for getting underway, duties prior to proceeding to sea, making harbour, entering a dock, berthing alongside quays and jetties or other ships, and securing to buoys
- b) Use and care of mooring lines and associated equipment
- c) Helm orders, conning the ship, effects of propellers on the steering of the ship, effects of wind and current, stopping, going astern, turning short round, interaction, and squat, and embarking and disembarking a pilot
- d) Action in event of failure of bridge control, telegraph or steering gear, and emergency steering arrangements
- e) Procedures for anchoring

Response to Navigational Emergencies

1 Response to Navigational Emergencies

- a) Initial action following: man overboard, collision, grounding, flooding or major mechanical damage, and receipt of a distress message, initial damage assessment and control, protection of the marine environment
- b) Use of the International Aeronautical and Marine Search and Rescue (**IAMSAR**) Manual, distress and emergency signals, and search and rescue around the UK and world-wide

2 Response to Other Emergencies

- a) Understand the organisational procedures for emergency parties and drills
- b) Knowledge of fire prevention, use and care of fire-fighting appliances, the shut-down and isolation of plant and equipment, escape and breathing apparatus, fire and safety plans
- c) Knowledge of classes and chemistry of fires
- d) Use and care of lifesaving appliances and equipment including hand held radios, EPIRBs, SARTs, immersion suits and thermal protective aids, and rocket and line throwing apparatus
- e) Meanings and markings on survival craft and associated equipment; correct use of distress signals
- f) Launch and manage survival craft, recover rescue boats at sea
- g) Precautions for the protection and safety of passengers in emergencies
- h) Basic principles of survival
- i) Sources of medical information available

3 Communications

- a) Use of distress and emergency signals, International Code of Signals and the IMO Standard Marine Communication Phrases
- b) Emergency communication with the GMDSS regulations

Onboard Ship Operations

1 Pollution Prevention Requirements

- a) Precautions to be taken to prevent pollution of the marine environment as required by MARPOL conventions, including Special Areas and the disposal of pollutants
- b) Basic understanding of the SOPEP manual, Garbage Management Plan and anti-pollution equipment

2 Seaworthiness of the Ship

- a) Understand fundamentals of watertight integrity, and the closing of all openings including hatches, access hatches and watertight doors
- b) Preparations for heavy weather
- c) Describes the effect on stability of:



- i. raising and lowering weights
- ii. low freeboard
- iii. obstruction of deck freeing arrangements and scuppers
- iv. slack tanks

3 Legislative Requirements

- a) Contents and use of Merchant Shipping Notices (**MSNs**), Marine Guidance Notes (**MGNs**), Marine Information Notes (**MINS**) and Annual Summary of Admiralty Notices to Mariners
- b) Knowledge and application of current Merchant Shipping Health and Safety legislation, and the Code of Safe Working Practices for Merchant Seamen⁴
- c) Basic knowledge of relevant IMO conventions concerning safety of life at sea, and protection of the marine environment
- d) Purpose and application of the International Safety Management (**ISM**) Code
- e) Purpose of Flag and Port State Control
- f) Purpose and application of the International Ship and Port Security (**ISPS**) Code

4 Business and Law

- a) Understand the content and application of the applicable Codes, namely 'Small Vessels Code'⁵ and Large Commercial Yacht Code (**LY3**)⁶
- b) A knowledge of the requirements for musters and drills including fire, emergency, and abandon ship drills
- c) Understand the legal obligation to ensure a seaworthy vessel
- d) A basic understanding of the laws of salvage
- e) Understand the requirements for safe manning, hours of work and watchkeeping
- f) Understand the circumstances when a vessel requires a crew agreement

⁴ SI 1998/1838 The Merchant Shipping (Code of Safe Working Practices for Merchant Seamen) Regulations 1998 or any subsequent amendment.

⁵ MGN 280 (M) Small Vessels in Commercial Use for Sport or Pleasure, Workboats and Pilot Boats or any subsequent amendment.

⁶ MSN 1851(M) or any subsequent amendment.



Master (yachts less than 500 GT)**Oral Examination Master (yachts less than 500 GT)****Navigation****1 Plan and conduct safe navigation**

- a) Demonstrate an ability to undertake voyage planning, taking into consideration:
 - i. restricted waters
 - ii. meteorological conditions through interpretation of synoptic charts, and to forecast local area weather, and the characteristics of various weather systems
 - iii. restricted visibility
 - iv. reporting in accordance with ship reporting systems
 - v. limitations of electronic chart systems including ECDIS and RDS navigational chart systems
 - vi. port radio information services: knowledge of the type of service available to aid vessels entering ports, berthing, VTIS and VTS systems as indicated in the Admiralty List of Radio Signals – Vessel Traffic Services, Port Operations and Pilot Stations
 - vii. maritime buoyage systems – IALA region A and B

2 Establish and maintain safe watchkeeping arrangements and procedures

- a) A thorough knowledge of the principles of navigational watchkeeping at sea, including under pilotage, at anchor and in port
- b) A thorough knowledge of the content, application and intent of the International Regulations for Preventing Collisions at Sea (**ColRegs**)
- c) Knowledge of principles of establishing a safe engineering watch at sea, anchor and in port

3 Compasses

- a) Compasses commonly fitted onboard the ship concerned – variation and deviation, causes and effects, siting of other equipment with reference to magnetic compasses
- b) Knowledge of the purpose of correctors/corrections

4 Ship Manoeuvring and Operation of Small Ship Power Plant

- a) Anchoring and working anchors and cables in all circumstances
- b) Proper procedures for berthing and unberthing
- c) Knowledge of factors affecting safe manoeuvring and handling
- d) Knowledge of the operation of small ship power plant and auxiliaries

Response to Emergencies**1 Response to Navigational Emergency**

- a) Action to be taken when disabled and in distress, abandoning ship, survival procedures, use of rockets and rocket apparatus
- b) Measures to be taken following collision, grounding, heavy weather damage and ingress of water
- c) Towing and being towed
- d) Knowledge of emergency steering systems
- e) Knowledge of search and rescue procedures, assisting a ship or aircraft in distress, rescuing the passengers and crew of a disabled ship or ditched aircraft
- f) Use of the International Aeronautical and Marine Search and Rescue (**IAMSAR**) Manual (Volume III), distress and emergency signals
- g) Emergency communications within the GMDSS Regulations



2 Response to Other Emergencies

- a) Method of dealing with fire aboard a vessel; prevention of fire in port and at sea
- b) Use and maintenance of firefighting equipment, fire dampers, doors and screens, and detection equipment
- c) Organisation and direction of fire-fighting drills and training
- d) Launch and manage survival craft, recover rescue boats at sea
- e) The organisation and direction of lifeboat and liferaft drills and training
- f) Understand the fundamental actions to be taken in the event of partial loss of intact buoyancy
- g) Precautions for the protection and safety of passengers in emergencies
- h) Appreciation of action to be taken when emergencies arise in port
- i) Sources of medical information available

Onboard Ship Operation

1 Pollution Prevention Requirements

- a) Precautions to be taken to prevent pollution of the marine environment as required by the MARPOL Conventions, including special areas
- b) Take appropriate action in response to pollution incidents onboard and found at sea
- c) Knowledge of the contents of the SOPEP manual, Garbage Management Plans and anti-pollution equipment.
- d) Masters duties, obligations and liabilities, including the keeping of records

2 Seaworthiness of the Ship

- a) Precautions to be taken prior to the onset of heavy weather, management of small ships in heavy weather, and handling a disabled ship
- b) Understand the fundamentals of watertight integrity
- c) Preparation for dry-docking and undocking, with or without damage – general procedure and precautions to be observed
- d) Working knowledge of stability and trim information

Legislative Requirements

1 Knowledge of the Following Legislative Requirements:

- a) Contents and use of Merchant Shipping Notices (**MSNs**), Marine Guidance Notes (**MGNs**), Marine Information Notes (**MINs**) and Annual Summary of Admiralty Notices to Mariners
- b) Knowledge of the application of current Merchant Shipping Health and Safety legislation, including the Code of Safe Working Practices for Merchant Seamen¹, and the main elements of risk assessment
- c) Knowledge of relevant IMO conventions concerning safety of life at sea and protection of the marine environment
- d) Crew agreement, the official log book and laws relating to entries, inspection of living quarters and storerooms, and complaints procedures
- e) Reports required by the Marine Accident Investigation Branch (**MAIB**)
- f) Load-line marks – entries and reports in respect of freeboard, draft and allowances
- g) The requirements of regulations concerning life-saving and fire fighting appliances
- h) Application of hours of work and rest legislation
- i) The law relating to the reporting of dangers to navigation
- j) A knowledge of the Master's obligations with respect to pilotage
- k) Purpose and application of the International Safety Management (**ISM**) Code
- l) Purpose of Flag State and Port State Control
- m) Purpose and application of the International Ship and Port Security Code (**ISPS**)

¹ SI 1998/1838 The Merchant Shipping (Code of Safe Working Practices for Merchant Seamen) Regulations 1998 or any subsequent amendment.



Master (yachts less than 3000 GT)**Oral Examination Master (yachts less than 3000 GT)****Navigation****1 Plan and conduct safe navigation**

- a) Passage planning with respect to the use of navigational publications including navigational charts (including ECDIS and RCDS), sailing directions, list of lights, tide tables, radio navigational warnings and ships' routing information
- b) The requirements of ships routing and mandatory reporting systems
- c) IALA systems of maritime buoyage
- d) Electronic navigation systems – limitations and sources of error, methods of correction
- e) Radar and ARPA – practical use of, modes of operation, limitations, sources of error and parallel indexing
- f) Sources of meteorological information, ability to use and interpret information obtained from shipboard meteorological instruments (the instruments supplied by the Meteorological Office will be taken as standard), knowledge of characteristics of various weather systems, reporting and recording systems

2 Establishing safe navigational watchkeeping arrangements and procedures

- a) A thorough knowledge of the principles of navigational watchkeeping at sea, including under pilotage, and watchkeeping at anchor and in port
- b) A thorough knowledge of the content, application and intent of the International Regulations for Preventing Collisions at Sea (**ColRegs**)
- c) Conduct in or near Traffic Separation Schemes and Vessel Traffic Services (**VTS**) areas
- d) Understand the use of bridge equipment, including course recorders, echo sounders and NAVTEX
- e) Knowledge of steering control systems, including automatic pilot, operational procedures and change-over from manual to automatic and vice versa, adjustment of controls for optimum performance
- f) Knowledge and application of the ICS Bridge Procedures Guide
- g) A knowledge of the principles of establishing a safe engineering watch at sea, at anchor and in port

3 Compasses

- a) Use, care and limitations of the magnetic and gyro compasses and associated equipment including automatic pilot

4 Ship manoeuvring

- a) Conning the ship, effects of wind and current and limited under keel clearance; Interaction and squat
- b) Berthing and unberthing at jetties, quays, mooring buoys with/without tugs, with/without tidal streams, with/without winds
- c) Manoeuvres in restricted waters and open waters
- d) Embarking and disembarking pilots
- e) Limitations of remote control operation of marine power plant and auxiliary machinery
- f) Anchors: different types of anchors and their advantages and disadvantages, preparation for anchoring, anchoring in a tideway and in confined waters, operation of anchoring with a single anchor and use of a second anchor, dragging anchor, clearing a fouled anchor and hawse, hanging off an anchor, breaking and slipping cables, getting under way
- g) Navigation in the vicinity of ice, ice reporting and steps to be taken in the event of ice accretion



- h) Manoeuvres to launch and recover rescue boats and survival craft

Response to Emergencies

1 Response to navigational emergencies

- a) Measures to be taken following: accidental damage including collision, grounding, flooding or major mechanical damage, including the possibility of beaching a ship, and protection of the marine environment
- b) Knowledge of the effect on trim and stability, and subsequent actions in the event of damage to and consequent flooding of a compartment
- c) Preparations and precautions for towing and being towed
- d) Use of the International Aeronautical and Marine Search and Rescue (**IAMSAR**) Manual (Vol. III), distress and emergency signals, Search and Rescue (**SAR**) around the UK and world-wide
- e) Knowledge of the operation of emergency steering systems

2 Response to other emergencies

- a) The organisation and direction of fire-fighting and abandon ship parties
- b) Methods of dealing with fire onboard ship; prevention of fire at sea and in port
- c) Action to be taken to prevent spread of fire
- d) Operation, maintenance and testing of fire-fighting equipment, fire doors, dampers, screens and detection equipment
- e) Operation, maintenance and testing of watertight doors, side scuttles and scuppers
- f) Launch, manage and ensure survival in survival craft, recover survival craft at sea and beach or land survival craft
- g) Operation, maintenance and testing of lifesaving appliances
- h) Knowledge of the contents of the SOLAS training manual
- i) Action to be taken when disabled and in distress
- j) Assisting a ship or aircraft in distress; rescuing the passengers and crew of a disabled ship or ditched aircraft
- k) Safety during helicopter operations

Onboard Ship Operation

1 Compliance with pollution requirements

- a) Measures to be taken to prevent pollution in port and at sea
- b) Take appropriate action in response to pollution incidents onboard and found at sea
- c) Knowledge of the contents of the SOPEP Manual, Garbage Management Plan and use of provided anti-pollution equipment
- d) Practical knowledge of the requirements of the MARPOL Convention
- e) Knowledge of responsibilities, duties, obligations and liabilities in respect of pollution

2 Seaworthiness of the ship

- a) Preparations for sea prior to sailing with respect to watertight integrity and additional precautions to be taken before the onset of heavy weather
- b) Practical knowledge of the particular loadline items affecting seaworthiness
- c) Action in the event of ingress of water into the hull
- d) Preparation for dry-docking and undocking with and without damage, general procedure and precautions to be observed
- e) Use and care of deck machinery commonly fitted

3 Crew management

- a) Knowledge of personnel management, organisation and training including disciplinary procedures
- b) Application of hours of work legislation



4 Maintain safety of ships crew and passengers

- a) Master's responsibility with respect to stowaways and prevention of smuggling
- b) Precautions to safeguard against terrorism, piracy and robbery

5 Legislative requirements

- a) Knowledge and application of current Merchant Shipping Health and Safety legislation including the Code of Safe Working Practices for Merchant Seamen¹⁵ and the main elements of risk assessment
- b) Improvement and prohibition notices
- c) Safe manning, crew agreements, conditions of employment, Official Log Book and the law relating to entries
- d) Understanding of loadline marks, entries and reports in respect of freeboard, draft and allowances
- e) Routine inspection of living quarters, storerooms and complaints procedures
- f) Requirement for records including Oil Record Book
- g) Requirements for drills and training
- h) The requirements of the regulations concerning fire-fighting appliances
- i) Knowledge of the requirements of the regulations concerning life-saving equipment
- j) Knowledge of international conventions relevant to the operation of ships, including certificates and other documentation required to be carried onboard ships
- k) The requirements for statutory and classification surveys
- l) Reports required by the Marine Accident Investigation Branch (**MAIB**)
- m) Obligations with respect to pilotage
- n) Towage and salvage agreements
- o) Purpose of Flag State and Port State Control
- p) Purpose and application of the International Safety Management (**ISM**) Code
- q) Purpose and application of the International Ship and Port Security Code (**ISPS**)
- r) Documentation required for vessel under 3000GT

¹⁵ SI 1998/1838 The Merchant Shipping (Code of Safe Working Practices for Merchant Seamen) Regulations 1998 or any subsequent amendment



Company Name

Yacht Rating/ Deck Hand seagoing service testimonial for commercially and privately operated yachts and sail training vessels

Company Address/Contact Details:

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

This is to certify that in capacity of Yacht Rating/ Deckhand*:	
Full Name:	
Date of Birth:	
Discharge Book/ Passport Number:	

has served on:

Name of Vessel:		IMO Number:	
Type of Vessel:		Gross Tonnage:	
Date of joining:		Date of discharge:	

The above service includes:

Actual Sea Service of days[†]
 Stand-by Service of days[†]
 Yard Service of days[†]

Standby: A maximum of 14 consecutive days may be counted at one time, but on no occasion may a period of standby service exceed that of the previous voyage. If you wish to claim standby service you must complete table A on the reverse of this testimonial. This is not required if you have an MCA-approved Service Record Book signed by an authorised official.

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

During this period the above-named Yacht Rating/ Deckhand accrued the following bridge watchkeeping duty, under the supervision of a certificated navigation officer, for at least 4 hours out of every 24 hours while the vessel was engaged on seagoing voyages:

Days

† Complete as appropriate or if no time write NIL.

*Delete as appropriate.



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

Conduct:	
Ability:	
General comments:	

In addition the above-named Yacht Rating/ Deck Hand:

- 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

Table A, for standby service (continue on a separate sheet if required):

Date voyage began	Date voyage ended	Standby days claimed	Master's signature
Total time in months and days:			

PART 4 – OFFICIAL ENDORSEMENT

Name of Master or responsible person**:		
Position in company:		
CoC number:		
Issuing Administration:		
Signature of Master**:		
Date:		Ship/company stamp:
** In exceptional circumstances this testimonial may be signed by a responsible official of the company.		



Company Name

**Officer's Seagoing service testimonial for commercially and privately operated yachts
and sail training vessels**

Company Address/Contact Details:

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

This is to certify that in capacity of Master/ Chief Mate/ OOW*:	
Full Name:	
Date of Birth:	
Capacity:	
Discharge Book/ Passport Number:	

has served on:

Name of Vessel:		IMO Number:	
Type of Vessel:		Gross Tonnage:	
Date of joining:		Date of discharge:	

The above service includes:

Actual Sea Service of days[†]
Stand-by Service of days[†]
Yard Service of days[†]

Standby: A maximum of 14 consecutive days may be counted at one time, but on no occasion may a period of standby service exceed that of the previous voyage. If you wish to claim standby service you must complete table A on the reverse of this testimonial. This is not required if you have an MCA-approved Service Record Book signed by an authorised official.

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

During this period the above-named Officer accrued the following bridge watchkeeping service, in full charge of a navigation watch, for at least 4 hours out of every 24 hours while the vessel was engaged on seagoing voyages:

Days

† Complete as appropriate or if no time write NIL.

*Delete as appropriate.



My report on the service of the Officer, during the period stated, is as follows:

Conduct:	
Ability:	
General comments:	

In addition the above-named Officer:

- 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

Table A, for standby service (continue on a separate sheet if required):

Date voyage began	Date voyage ended	Standby days claimed	Master's/ owner's/ operator's signature
Total time in months and days:			

PART 4 – OFFICIAL ENDORSEMENT

Name of Master**:		
Position in company:		
CoC number:		
Issuing Administration:		
Signature:		
Date:		
		Ship/company stamp:
** If you are sailing as a Master, this testimonial must signed off by the yacht owner, operator or manager.		



MARITIME AND COASTGUARD AGENCY (MCA)
YACHT CERTIFICATE OF DISCHARGE

Table with 2 main columns and multiple rows for fields: Surname (Block Capitals), Other Names (In Full), Passport or Discharge Book Number, Date and Place of Birth, Name of Yacht, Port of Registry, Official or IMO Number, Gross Tonnage, Capacity, Grade and Number of any CoC, Date and Place of Joining, Date and Place of Leaving, Description of Voyage, Total Time Onboard, Total Days at Sea.

Signature of Master
Name (Print)
CoC No
Issuing Administration

Yacht/ Company Stamp:

Date of issue/...../.....



Approved Yacht Training Providers

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

All training, assessment and examinations must be taken at an MCA-approved training establishment. Details of who is approved by MCA to deliver training modules and short course training programmes are available from MCA Marine Offices or the MCA Seafarer Training and Certification Branch.

In accordance with STCW Convention regulation I/6, training providers wishing to gain MCA approval to deliver training must have in place a recognised Quality Management System (**QMS**) with appropriate auditing and accreditation. An initial approach to the Seafarer Training and Certification Branch should be made before expending time and resources developing courses. Please note that even when the MCA visits a training establishment, the issue of a Course Approval Certificate is not foregone conclusion.

To gain approval a training provider will first have to undergo assessment to ensure that the standards set meet those required by the MCA. Training establishments wishing to obtain approval should make written application to the MCA outlining:

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

Once these particulars have been received, reviewed and found to meet the required standards a site evaluation/inspection visit will be made. Full approval will only be granted when the required standards are deemed to have been fully met at which point a Course Approval Certificate will be issued. The full vetting process will involve the attendance of an MCA surveyor and associated costs.

Thereafter, any changes to the course content/delivery, training facilities and/or equipment, teaching staff, certificates, and/or examination/assessment process must be notified to the MCA. Failure to notify changes to the MCA may result in approval being withdrawn. Should a training provider wish to deliver a course at a centre other than that approved by the MCA, further approval will be required.

Course approval certificates issued will be valid for a period of not more than 5 years after which time the training provider will have to apply for re-approval. Further, and in order to maintain standards and to satisfy the requirements of the MCA Quality Standards Procedures, all courses and training facilities will be subject to intermediate inspection at intervals of 2 and a half years plus or minus 6 months. These processes will involve the attendance of an MCA surveyor and associated costs.

In accordance with STCW Convention regulation I/8, all training providers who deliver training modules will be periodically audited by the MCA against the nautical college requirements listed above. Yacht training providers based outside of the UK will be expected to cover the MCA's expenses.

