

**UK LEGAL AND ADMINISTRATIVE PROCESSES (UKLAP)
GRADE 2 – MATE, CHIEF & SECOND ENGINEER
SYLLABUS**

You will be allowed to use any or all of the documents listed in the Permitted Examination Materials in the examination. The use of other documents, notes or CD-ROMs is **not** permitted.

- 1 List of Certificates and documents required to be carried on a UK flagged vessel.
 - a) SAFCON, SEC and Radio Certificates.
 - b) Loadline compliance.
 - c) Period and maintenance of validity on UK ships.
 - d) Understanding of survey procedures.

- 2 Role and function of the MCA.
 - a) Registry of Shipping and Seamen.
 - b) HM Coastguard.
 - c) Port State Control.
 - d) M. Notices: Merchant Shipping Notices (MSNs), Marine Guidance Notes (MGNs) and Marine Information Notes (MINs).

- 3 Provision of Muster, Drills and Training on board.

- 4 Provision of Health and Safety on UK ships to include: Safety officials and safety meetings; a comprehensive understanding of the Code of Safe Working Practices, including entry into enclosed spaces, safe movement aboard ships, hatches and lifting appliances, means of access and risk assessment.

- 5 An outline knowledge of entries to be made in Official Log Book.
 - a) Dedicated pages
 - b) Narrative section to include disciplinary procedures.

Reference books

Shipmaster's Business Companion by Malcolm MacLachlan from:

The Nautical Institute
202 Lambeth Road
London SE1 7LQ

Tel: +44 (0)20 7928 1351
e-mail: pubs@nautinst.org

Shipmaster's Business Self-Examiner by Malcolm Maclachlan from:

KH Charts
Unit 5
St Luke's Business Estate
GLASGOW G5 0TS

Tel: +44 (0) 141 429 6462

Guidance and information

Merchant Shipping Notices:

- MGN 71 - Musters, Drills and Training
- MGN 88 - Employment of Young Persons
- MGN 111 - Maintenance of Lists of Crew Ashore
- MGN 123 (M+F) - Certificates of Discharge
- MGN 134 - Issue of Discharge Books to UK Seafarers
- MGN 137 (M+F) - Look-out During Periods of Darkness and Restricted Visibility
- MGN 148 - Approval of Crew Agreements
- MGN 153 (M+F) - Compliance with Mandatory Ship Reporting Systems
- MGN 175 Health and Safety Regulations for Ships: Merchant Shipping and Fishing Vessel (Health and Safety at Work) (Amendment) Regulations
- MGN 332 (M+F) - The Merchant Shipping and Fishing Vessels (Lifting Operations and Lifting Equipment) Regulations 2006
- MGN 345 – Alternative Compliance Scheme
- MGN 395 (M+F) - Radio Log Book: Merchant Shipping & Fishing Vessels
- MGN 397 (M+F) - Guidelines for the Provision of Food and Fresh Water on Merchant Ships and Fishing Vessels
- MGN 447(M) Maritime Labour Convention 2006, Seafarers' Employment Agreements
- MGN 448 (M) - Standards of Training, Certification and Watchkeeping Convention, 1978 as Amended Manila Amendments: Medical Certification, Hours of Work and Alcohol Limits
- MGN 458 - Accident Reporting and Investigation
- MGN 471 – Crew Agreement for non MLC ships
- MGN 477 – Maritime Labour Convention 2006, Seafarers' Employment Agreements
- MSN 1704 (M+F) - Carriage of Firearms on board Ships - Changes resulting from the Firearms (Amendment) Act 1997 and the Firearms (Amendment) (No. 2) Act 1997
- MSN 1751 – Harmonised System of Survey and Certification
- MSN 1826 – ISM Code Amendments
- MSN 1831 – Vessel Traffic Monitoring Notification and Reporting Requirements for Ships and Ports
- MSN 1832 - Port State Control Regulations 2011

- MSN 1842 (M) - Maritime Labour Convention 2006: Hours of Work and Entitlement to Leave
- MSN 1848 (M) - Maritime Labour Convention, 2006: Survey and Certification of UK Ships
- MSN 1849 (M) - Maritime Labour Convention, 2006: On-Board Complaints Procedure.
- 1868 Standards of Training, Certification and Watchkeeping Convention: UK Requirements for Safe Manning and Watchkeeping.

MSNs and MGNs are subject to change from time to time. Candidates are advised to refer to the latest updates or amendments.

Legislation:

Primary

- Merchant Shipping Act 1995

Statutory Instruments

- Repatriation Regulations - SI 1979/97
- Returns of Births and Deaths Regulations - SI 1979/1577
- Official Log Book Regulations - SI 1981/569 and subsequent amendments
- Seaman's Document Regulations - SI 1987/408 and subsequent amendments
- Provisions and Water Regulations – SI 1989/0102
- Crew Agreement, List of Crew and Discharge of Seamen Regulations - SI 1991/2144
- Survey and Certification Regulations – SI 1995/1210 and subsequent amendments
- Reporting Requirements for Ships Carrying Dangerous or Polluting Goods Regulations – SI 1995/2498
- The Merchant Shipping (Standards of Training, Certification and Watchkeeping) Regulations 2015,
- Crew Accommodation Regulations – SI 1997/1508
- Health & Safety at Work Regulations - SI 1997/2962
- Entry into Dangerous Spaces Regulations – SI 1998/1638
- Code of Safe Working Practices for Merchant Seamen Regulations – SI 1998/1838
- H&S Employment of Young Persons Regulations - SI 1998/2411
- Musters, Training and Decision Support Systems Regulations – SI 1999/2722
- Hours of Work Regulations – SI 2002/2125
- Accident Reporting & Investigation Regulations - SI 2012/1743
- International Safety Management (ISM) Code Regulations – SI 2014/1512
- MS Maritime Labour Convention and Minimum Requirement for Seafarers Regulations SI 2014/1613