



**APPLICATION  
FOR A SHIPS' COOK  
CERTIFICATE OF COMPETENCY**

**SC**

**PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THIS APPLICATION FORM.**

Name

**1. PERSONAL DETAILS**

Title Mr/Mrs/Miss etc		Sex Male / Female	
Surname / Family name			
Forename(s) in full			
Date of Birth		Nationality	
Place of Birth			
	Full Home Address	Address for return of documents <i>(if different from home address)</i>	
Address			
District			
Town / City			
County/State			
Post Code/Zip			
Country			
Telephone No		Mobile No.	
Email Address			

DOB

SDS No.

**Please do not write below this line**

<b>Received:</b>

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Ships Cook CoC	
SDS No.	
Receipt No.	

Please note that **original documents or attested copies** must be sent with this application form.

**2A - ALL APPLICANTS**

Tick if enclosed

Official use only

Two colour passport size photos (50 by 40 mm) <i>(See Guidance Note 7)</i>		
<b>STCW Training:</b>		
i. Personal Survival Techniques (STCW Code Table A-VI/1-1)		
ii. Fire Prevention and Fire Fighting (STCW Code Table A-VI/1-2)		
iii. Elementary First Aid (STCW Code Table A-VI/1-3)		
iv. Personal Safety and Social Responsibility (STCW Code Table A-VI/1-4)		
v. Proficiency in Security Awareness (STCW Code Table A-VI/6-1)		
Level 2 Food Safety or Food Hygiene course <i>(see guidance note 5)</i>		
Evidence of sea service <i>(see guidance note 3)</i>		
ENG 1 Medical Fitness Certificate or acceptable equivalent* <i>(see guidance note 6)</i>		

\*To comply with the Merchant Shipping (Maritime Labour Convention) (Medical Examination) Regulations 2010 (as amended) and STCW Regulation I/9, any seafarer employed or engaged in any capacity aboard a seagoing vessel must hold a valid medical fitness certificate attesting to their medical fitness for the work for which they are employed. Further information may be obtained from the MCA

**2B- EXISTING SHIPS' COOKS**

Tick if enclosed

Official use only

Part 1 Ships' Cook Certificate of Competency		
Part 2 Ships' Cook Certificate of Competency		
Evidence of Cooks Training/Experience <i>(See Guidance Note 4, Paragraph B)</i>		
Health and Safety in Catering in the Maritime Industry		
Assessment in Marine Cookery**		

\*\* Holders of Parts 1 and 2 Ships Cook Certificate of Competency do not need to complete the Assessment in Marine Cookery.

**2C- EXPERIENCED COOKS**

Evidence of Cooks Training/Experience <i>(See Guidance Note 4)</i>		
Health and Safety in Catering in the Maritime Industry		
Assessment in Marine Cookery <i>(See Guidance note 4, Paragraph D)</i>		

**2D - NEW COOKS**

Tick if enclosed

Official use only

Level 2 Professional Cookery Diploma or equivalent training <b>PLUS</b> Assessment in Marine Cookery <b>OR</b> Level 2 Professional Cookery Diploma in Marine Cookery <i>(See Guidance note 4)</i>		
Health and Safety in Catering in the Maritime Industry		
Cultural and religious catering requirements		
Dietary requirements for shift workers		

**3. DECLARATION** (The maximum penalty for a false declaration is £5000)

I declare that the information I have given is, to the best of my knowledge, true and complete. I also declare that the documents submitted are genuine, given and signed by the persons whose names appear on them. I consent to any processing of the data contained in this application by the MCA (including any processing necessary to establish the authenticity and validity of the issued certificate). Please refer to our privacy statement in Section 2 of the guidance notes which explains how we use the personal information we collect from you.

Please sign this form in the centre of the space opposite, in BALLPOINT PEN.

For Official Use Only

**IMPORTANT – KEEP WITHIN BORDER  
FAILURE TO COMPLY WITH THIS  
INSTRUCTION WILL INVALIDATE THE  
APPLICATION**

Date: ..... 20

Completed applications should be sent to the following address:

**Registry of Shipping & Seamen  
Anchor Court  
Keen Road  
Cardiff  
CF24 5JW**

**Telephone:** +44 (0) 29 20448844  
**Fax:** +44 (0) 29 20448820  
**Email:** [seafarers\\_registry@mcga.gov.uk](mailto:seafarers_registry@mcga.gov.uk)  
**Website:** [www.dft.gov.uk/mca](http://www.dft.gov.uk/mca)

**The MCA cannot accept any responsibility for documents lost in the post.**

## GUIDANCE NOTES FOR THE COMPLETION OF THIS APPLICATION FORM

Please ensure that you read and understand these Guidance Notes before completing the form. You should also refer to Merchant Shipping Notice MSN 1846.

**Please complete this form in BLOCK LETTERS and in black ink.**

**ENSURE YOU COMPLETE THIS FORM IN FULL - FAILURE TO DO SO WILL RESULT IN A DELAY TO YOUR APPLICATION BEING PROCESSED. The MCA will email you once your application has been received by the Branch. We will then email you if we require any further evidence.**

### 1. PERSONAL DETAILS

Enter your personal details in the boxes provided. Your name should be given **IN FULL**, and should be given in the same format as appears in your passport.

Your date of birth should be given in the format DD/MM/YYYY, e.g. 21 May 1989 would be written 21/05/1989.

You should give your permanent home address, where you are normally resident. You may also provide an alternative address for return of documents or correspondence relating to this application – e.g. your Company address.

### 2. PRIVACY STATEMENT

Personal information which you supply to us will be used to process your application to meet the applicable Standards of Training Certification and Watchkeeping (STCW) requirements. To check and report on how effective the MCA and the services it commissions have been. To make sure that the MCA gives value for money. We may use your information to investigate complaints, legal claims or important incidents. We may use your information for crime prevention and prosecution of offenders.

The information you provide is primarily used for issuing your UK Certificate of Competency (CoC)/Certificate of Equivalent Competency (CEC) but may also be used for other related purposes, and shared with other statutory bodies/organisations to enable them to fulfil their statutory obligations.

We will not disclose any financial details you provide to us. Once your payment has been processed all financial details are securely destroyed.

For more information on how we use your information, and your rights to access information we hold on you, please see our full privacy policy available on our website:

<https://www.gov.uk/government/organisations/maritime-and-coastguard-agency>

### 3. DOCUMENTS

Enclose all documents necessary to establish your eligibility for your Ships' Cook Certificate of Competency. All documents must be **ORIGINAL or ATTESTED COPIES**. Plain Photocopies will **NOT** be accepted. A document checklist is on page 2 to help you.

### 4. SEA SERVICE

All applicants must show at least one month sea service. Sea service must be shown in Discharge Book entries, or Certificates of Discharge, or sea service testimonials signed by the master.

## 5. EVIDENCE OF COOKS TRAINING/EXPERIENCE

- (a) Holders of Ships' Cooks certificates (Parts 1 and 2) issued or recognised under The Merchant Shipping (Certificate of Ships' Cooks) Regulations 1981 may continue to sail as a Ships' Cook until 7 August 2019.
- (b) Holders of Ships' Cooks Certificate of Competency Parts 1 and 2 issued under 1981 Ships' Cooks Regulations can submit a testimonial issued and signed by the Master which confirms that the training requirements in MSN 1846 (M) Annex 1 and 2 are met. There is no requirement for existing ships cooks holding Ships' Cook Certificate of Competency Parts 1 and 2 to complete the assessment in Marine Cookery.
- (c) Existing Ships Cooks **without** Parts 1 and 2 Ships' Cook Certificate of Competency must enclose evidence of the successful completion of an Assessment in Marine cookery.
- (d) Experienced Cooks **without** Parts 1 and 2 Ships' Cook Certificate of Competency must enclose evidence of the successful completion of an Assessment in Marine cookery **PLUS** evidence of at least 12 months working in a shorebased catering establishment or business. The form of a testimonial as per Annex 3b in MSN1846 (M).
- (e) New Ships' Cooks must enclose evidence of the successful completion of
  - (i) Level 2 Professional Diploma in Cookery or a recognised equivalent **PLUS** Assessment in Marine Cookery **PLUS** at least 12 months service in a shorebased catering establishment or business **OR**
  - (ii) Level 2 Professional Diploma in Marine Cookery or a recognised equivalent and
  - (iii) the following modules:
    - Health and Safety in Catering in the Maritime industry as per MSN 1846 Annex 2
    - Cultural and religious catering requirements as per MSN 1846 Annex 2
    - Dietary requirements for shift workers as per MSN 1846 Annex 2
- (f) All Ships' Cooks must complete the STCW Training:
  - Personal Survival Techniques
  - Fire Prevention and Fire Fighting
  - Elementary First Aid
  - Personal Safety and Social Responsibility
  - Security Awareness

## 6. FOOD HYGIENE OR FOOD SAFETY IN CATERING

All ships' cooks must meet the learning outcomes and assessment criteria in Food hygiene **or** Food Safety in Catering as set out in Annex 1 of MSN 1846 (M). A list of qualifications and awarding bodies that are recognised and accepted in the UK as fulfilling the learning outcomes and assessment criteria is contained in Marine Information Note (MIN) 531 (M) (and subsequent revisions).

## 7. MEDICAL FITNESS CERTIFICATE

All applicants for a Ships' Cook Certificate of Competency **must** provide a valid medical fitness certificate, either

- The UK medical fitness certificate, currently known as an ENG 1, issued by an 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. Details of the Medical Fitness Certificates that are recognised are available on the website at:

[www.gov.uk/seafarers-medical-certification-guidance](http://www.gov.uk/seafarers-medical-certification-guidance)

**Your Medical Fitness Certificate must be valid at the time of issue of your Ships' Cook Certificate of Competency.**

## 8. PHOTOGRAPHS

Your photographs must be taken full face without a hat and must be UK approved passport photographs, measuring a maximum of 50mm x 40mm, in colour with a plain white background. The back of one photograph must include your name in BLOCK LETTERS and the signature of a Doctor, Bank Officer, Established Civil Servant, School Teacher or someone of similar standing. They should also write on the back of the photograph "I certify that this is a true likeness of Mr/Mrs/Miss/Ms/Dr etc....." and add their signature. A member of your family is **NOT** allowed to countersign your photograph. The back of the other photograph must include your name in BLOCK LETTERS and your date of birth.

## 9. Postage

Your Ships' Cooks Certificate of Competency will be dispatched by Royal Mail Recorded Delivery. If you wish to have documents returned by courier please contact the Registry of Shipping and Seamen using the details shown on page 3 to make the necessary arrangements.

## 10. Payment

Please enclose the appropriate fee (as laid down in the current Merchant Shipping Fees Regulations)

Payment should be made in £ sterling by cheque, postal order or banker's draft, credit or debit card.

Cheques, postal orders and banker's drafts should be made payable to the "Maritime and Coastguard Agency" and crossed "account payee" and "not negotiable". Cheques and orders should be drawn at a UK bank.

**CASH WILL NOT BE ACCEPTED.**

**The fee for the Ships' Cook Certificate of Competency is £ xx.**

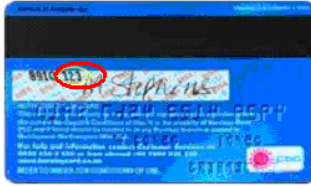
I enclose the MCA fee of £.....

Please tick (✓) the appropriate box below to indicate your chosen method of payment.

Switch  Visa  MasterCard  Delta  Cheque/Bankers Draft  Postal Orders

Please charge my Switch / Visa / MasterCard / Access / Delta Card £.....

Name of Card Holder	
Card Number	
Start Date	
Expiry Date	
Switch Issue Number (Switch Cards only)	Security Code



The security code is the last three digits of the numbers on the reverse of the card, near to the signature strip.