



**APPLICATION FOR AN ORAL EXAM LEADING TO THE
ISSUE OF AN STCW ELECTRO TECHNICAL OFFICER
(ETO) CERTIFICATE OF COMPETENCY (CoC)**

ETO

IMPORTANT - BEFORE completing this form, please ensure you have read the guidance notes and instructions on pages 7, 8 and 9.

Please post your application and supporting documents to UK Seafarer Services (Training & Certification), Maritime and Coastguard Agency, Spring Place, 105 Commercial Road, Southampton SO15 1EG

1 PERSONAL DETAILS

Title Mr/Mrs/Miss/Capt etc		Sex: Male/Female	
Surname /Family name			
Forename(s) in full			
Date of Birth (DD/MM/YYYY)			
Place of Birth		Country of Birth	
Nationality			

	Return Delivery Address		
Address			
District			
Town/City			
County/State			
Post Code/Zip			
Country			
Email Address			
Mobile No		Tel No	
Sponsoring Company Email, for UK Cadets only ; we will copy your company in, if we request further documentation and when we issue your NOE:		Email:	

PLEASE TICK (✓) ONE OF THE FOLLOWING ROUTES

Applicants following an MNTB approved training scheme leading to an ETO Certificate of Competency (3.2 of MSN 1860 Amendment 1)	<input type="checkbox"/>
Applicants not following an MNTB approved training scheme (3.3 of MSN 1860 Amendment 1)	<input type="checkbox"/>
Senior Electro-Technical Officer (5.1 of MSN 1860 Amendment 1)	<input type="checkbox"/>

3 - CHECKLISTS

Please note that failure to supply all the required documents may cause a delay in the processing of this application. Please read the attached Guidance Notes before completing this section.

3A – For All Applications

These documents must be submitted prior to the issue of your NOE.

	✓ if enclose	Official use only
Attested copy of passport (please do not send original passport)	<input type="checkbox"/>	<input type="checkbox"/>
Discharge Book AND Sea Service Testimonials demonstrating the required sea service*	<input type="checkbox"/>	<input type="checkbox"/>
Payment – Please see section 6	<input type="checkbox"/>	<input type="checkbox"/>
STCW A-VI/1-1 Personal Survival Techniques < 5 years old or updated in last 5 years	<input type="checkbox"/>	<input type="checkbox"/>
STCW A-VI/1-2 Fire Prevention & Fire Fighting < 5 years old or updated in last 5 years	<input type="checkbox"/>	<input type="checkbox"/>
STCW A-VI/1-3 Elementary First Aid	<input type="checkbox"/>	<input type="checkbox"/>
STCW A-VI/1-4 Personal Safety & Social Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
Valid Medical Fitness Certificate** (ENG 1 or accepted equivalent)	<input type="checkbox"/>	<input type="checkbox"/>
One Passport-style Photograph (IMPORTANT See Guidance Notes)	<input type="checkbox"/>	<input type="checkbox"/>
MNTB ETO Training Record Book	<input type="checkbox"/>	<input type="checkbox"/>

* You must refer the guidance notes, **section 3**

**To comply with health and safety requirements in accordance with the Merchant Shipping Training & Certification (Medical Examination) Regulations 2002 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: go to www.gov.uk and search “seafarer medical” or [click here](#).

3B – For Applicants Following an Approved Training Scheme Leading to an ETO CoC.

These documents must be submitted prior to the issue of your CoC.

	✓ if enclosed	Official use only
Letter from the training institution stating that you are following an approved training program*	<input type="checkbox"/>	<input type="checkbox"/>
STCW A-VI/3 Advanced Fire Fighting	<input type="checkbox"/>	<input type="checkbox"/>
STCW A-VI/2 para 1-4 Proficiency in Survival Craft and Rescue Boats	<input type="checkbox"/>	<input type="checkbox"/>
STCW A-VI/4 para 1-3 Medical First Aid	<input type="checkbox"/>	<input type="checkbox"/>
AMERC GMDSS Radio Maintenance Course Completion Certificate	<input type="checkbox"/>	<input type="checkbox"/>
MCA approved Human Element Leadership and Management (HELM) (Operational Level)**	<input type="checkbox"/>	<input type="checkbox"/>

* You will need to provide this before we can issue you with an NOE.

** If you are completing an MNTB approved HND or Foundation Degree the HELM requirements will be covered in your course. You are not required to submit a separate HELM certificate.

To satisfy Port State Control requirements:

We would recommend you carry the AMERC Electronic Navigation Equipment Maintenance (ENEM) course completion certificate onboard the vessel you are serving on. You must carry your AMERC GMDSS Radio Maintenance course completion certificate onboard the vessel you are serving on.

3C – For those who do not follow an MNTB or MCA-approved cadet training programme

If you do not follow an MNTB or MCA-approved cadet training course you **may** be eligible to apply for a UK ETO CoC. You will need to apply to an MCA-approved nautical college who will assess your workshop skills training and provide you with an action plan to meet the ETO standard. If you hold a relevant academic qualification you will first need to apply directly to IAMI (exemption@iami.org.uk) who will complete an assessment of your academic education and provide you with any exemptions you are entitled to.

You must refer to [MSN 1860 Amendment 1](#) section **3.3** for further information

The UK nautical colleges who currently offer this route are South Tyneside College and Warsash Maritime Academy:

<https://www.gov.uk/uk-seafarer-careers-training-provision-and-information>

Click on the link under: “Nautical colleges and training providers”.

You must submit the college action plan (and any IAMI exemptions) with your application.

3D For all applicants

Since the 01 January 2017 you are required to provide documentary evidence of either completing the training course or updating your training within the 5 years preceding the issue of your Certificate of Competency (for further information please refer to [MSN 1865 Amendment 1](#)):

	Please tick (✓)	Official use only
Fire Prevention and Fire Fighting < 5 years old	<input type="checkbox"/>	<input type="checkbox"/>
Personal Survival Techniques < 5 years old	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Fire Fighting < 5 years old	<input type="checkbox"/>	<input type="checkbox"/>
Proficiency in Survival Craft and Rescue Boats < 5 years old	<input type="checkbox"/>	<input type="checkbox"/>

These certificates do not need to have been issued within the last 5 years to obtain your NOE, however you must have completed them within the last 5 years at the date you send in your NOE to obtain your CoC or send in additional evidence of completing your updated training.

For further information please refer to [MSN 1865 Amendment 1](#) – section 4.4 & 4.5, page 5 or [MIN 535 Amendment 1](#).

4 DECLARATION

(The maximum penalty for a false declaration is £5000)

I declare that the data contained in this application is, to the best of my knowledge, true and complete. I also declare that the documents 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.

Signature:

For office use only

Today's date:

Please sign with your usual signature **within** the signature box above.

- Please print this form to sign it.
- You must use black ink only.
- You must not extend beyond the boundary of the box.
- The maximum dimensions for your signature are 0.6 cm (h) x 5.0 cm (w).
- You must scan in at a minimum of 200dpi and the signature must be clearly legible.

This signature will be transferred to your certificate. If your signature does not meet the above criteria, we will not be able to issue your certificate.

Please ensure payment has been made and all required documents have been provided. If your application is missing relevant documents or payment, your application will be delayed and may not be assessed.

5 COUNTER SIGNATURE

Name			
Address			
Town /City			
County/State			
Post Code/Zip		Country	
Telephone No		Occupation	
Capacity in which you know the applicant			

I declare that the information given is, to the best of my knowledge, true and complete. I also declare that the documents submitted are, to the best of my knowledge, genuine and relate to the person(s) whose names appear on them. I confirm that the photographs submitted bear a true current likeness of the applicant.

Signed.....

Date.....

6 PAYMENT

IMPORTANT NOTE: If you are sending documents from outside the UK and indicate to your courier company that the documents have a value of over £100 GBP, you will be liable to pay any import charges.

You must ensure you pay the appropriate fee (as laid down in the current Merchant Shipping Fees Regulations)

Payment should be made in pounds sterling (£), by BACs transfer, credit or debit card via online payment facility **Gov.uk Pay** by following the links below.

We are unable to accept cheques, postal orders, banker's drafts or cash.

The fee for an NoE application is £220.00 which includes the cost of a courier service.

To pay via Gov.UK Pay for your Notice of Eligibility:

<https://www.gov.uk/payments/seafarer-training-courses/application-for-electro-technical-officer>

If you wish to pay by BACs transfer, please email seafarer.finance@mcga.gov.uk for our bank details.

PLEASE ENSURE THAT YOU READ AND UNDERSTAND THESE NOTES BEFORE COMPLETING THE FORM

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

ENSURE YOU COMPLETE THIS FORM IN FULL - FAILURE TO DO SO MAY MEAN THAT WE WILL HAVE TO RETURN YOUR APPLICATION TO YOU, AND WILL RESULT IN A DELAY TO YOUR APPLICATION BEING PROCESSED.

Enclose all documents necessary to establish your eligibility for examination for an STCW Certificate of Competency. Document checklists are provided on pages 3, 4 & 5 to help you.

If eligible you will be issued with a Notice of Eligibility enabling you to sit an MCA oral examination. The Notice of Eligibility will advise you how to apply for an appointment for the examination and what you should do once you have taken the examination. The NoE will be valid for 5 years from the date of issue. Oral examination passes for each level of certification are valid for three years. The oral examination pass **must** be in date at the time of issue of the CoC.

A series of Training and Certification Guidance Notes, giving further details of requirements are available from the Seafarer Training & Certification Branch; the contact details are overleaf or they can be found on our website www.gov.uk.

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 or other national identity document.

Your date of birth should be given in the format DD/MM/YYYY, e.g. 18 February 1960 would be written 18/02/1960.

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. if you are away at College. Your documents will be returned by courier and will need to be signed for. Please ensure you provide us with the full address and contact details of where you would like your documents sent to should there be any queries with your delivery.

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)/ Flag State Endorsement (Certificate of Equivalent Competency) (FSE) 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 SEA SERVICE

Sea service must be supported by Discharge Book entries OR Certificates of Discharge **AND** sea service testimonials. Testimonials must be signed by the Chief Engineer or Master or in exceptional circumstances by the Superintendent responsible for the vessel.

If you are on an MNTB ETO approved cadetship you must demonstrate:

- not less than 12 months of combined workshop skills training and approved seagoing service of which:
 - not less than 6 months shall be seagoing service as part of an approved training programme including the on board training documented in MNTB ETO TRB;
 - not less than 3 months shall be workshops skills training to MNTB ETO standard;

Workshop Skills should be demonstrated by a college certificate or college letter.

Before being issued with a SETO endorsement the following seagoing service is required:

- Complete 12 months' seagoing service as an ETO after being issued with an ETO CoC
- For existing ETOs only (section 3.4), a total of 24 months' seagoing service as an ETO or carrying out similar duties

4 CHECKLISTS

Before a United Kingdom Certificate of Competency can be issued, you will need to submit certain documentation as specified in this section. Any candidate failing to submit all the required documents may have their application returned without being processed.

3A - ALL APPLICATIONS - ALL the documents in this section **MUST** be provided with this application before a Notice of Eligibility will be issued. Please ensure you tick (✓) each box to indicate that you have enclosed the documents.

Photograph: Your photograph must be taken full face without a hat and must be UK approved passport photograph, measuring a maximum of 50mm x 40mm, in colour with a plain white background.

3B/C High Voltage Course:

Courses undertaken prior to 1 July 2013 do not need to be MCA approved, however you must provide documentary evidence confirming the course covered:

- The hazards associated with High Voltage systems;
- The functional, operational and safety requirements for a marine high-voltage system;
- Arrangement of High Voltage systems and their protective devices;
- Safety procedures related to High Voltage systems;
- Remedial action necessary during faults in a high-voltage system;
- Assignment of suitably qualified personnel to carry out maintenance and repair of high-voltage switchgear of various types;
- Producing a switching strategy for isolating components of a high-voltage system;
- Selecting suitable apparatus for isolation and testing of high-voltage equipment;
- Carrying out a switching and isolation procedure on a marine high-voltage system, complete with safety documentation; and
- Performing tests of insulation resistance and polarization index on high-voltage equipment.

Acceptable courses are unlikely to have less than 24 hours contact time.

3B/C – Human Element, Leadership Management (HELM) Certificate:

The STCW Convention and Code, 1978 as amended 2010 brings in new requirements for leadership and management training. Although the UK has identified that these requirements are broadly met in the current MNTB approved officer training programmes for the operational level, specific training programmes in Human Element, Leadership and Management (HELM) have been developed at both the operational level (to be used for non MNTB officer cadet training programmes) and at the management level. **If the HELM operational Training element was covered in your Training we can accept a college letter confirming this in lieu of you taking the course.**

For further information please refer to [MSN 1865 Amendment 1](#) which is available on our website: go to www.gov.uk and search: "MSN 1865 Amendment 1"

All Applicants:

To satisfy Port State Control requirements:

We would recommend you carry the AMERC Electronic Navigation Equipment Maintenance (ENEM) course completion certificate onboard the vessel you are serving on.

You must carry your AMERC GMDSS Radio Maintenance course completion certificate onboard the vessel you are serving on.

5 YOUR SIGNATURE AND DECLARATION

Please read the declaration. Once you are sure that the information you have given is, to the best of your knowledge, true and complete, and that the documents submitted are genuine, given and signed by the persons whose names appear on them, you should sign the declaration with your usual signature, including the date. Please ensure your signature is inside the box as this will be transferred to your CoC.

6 COUNTER SIGNATURE

You should obtain a counter signature from a responsible person who is NOT related to you and has known you for at least 2 years. They should enter their details in this section. This person must endorse the rear of your passport style photograph "I confirm that this is a true current likeness of [your name]", and add their usual signature and date. See also guidance notes 4 on photograph.

7 PAYMENT

You must enclose the appropriate fee with your application. The fee includes worldwide postage. Payment must be made in pounds sterling (£). Please sign to confirm the amount and chosen method of payment.

IMPORTANT NOTE: If you are sending documents from outside the UK and indicate to your courier company that the documents have a value of over £100 GBP, you will be liable to pay any import charges.