



Maritime &
Coastguard
Agency

**APPLICATION FOR AN ORAL EXAMINATION LEADING TO
THE ISSUE OF A CERTIFICATE OF COMPETENCY (STCW)
FOR MASTER WORKBOAT LESS THAN 500 GT.**

WD

IMPORTANT - BEFORE completing this form, please ensure you have read the guidance notes and instructions on pages 8, to 11.

Due to the ongoing COVID-19 situation we are currently unable to accept any applications via post. Please submit all applications and supporting documents via email. Please note that scanned copies of supporting documents are currently acceptable. Please note this is subject to change, visit our webpage to stay up to date with the latest information – [Click here](#). Please email your application to deck@mcga.gov.uk

1 PERSONAL DETAILS

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

(please complete your email address in capitals letters)

2 CERTIFICATE APPLIED FOR

| Pathway | Please tick ✓ |
|---|---------------|
| Master (Code vessel < 200 GT not more than 150 miles from safe haven) to Master Workboat < 500 GT | |
| Master (Code vessel < 200 GT unlimited area) to Master Workboat < 500 GT | |
| Officer of the Watch (Yachts < 3000 GT) to Master Workboat < 500 GT | |
| Officer of the Watch unlimited to Master Workboat < 500 GT | |
| Fishing Class 1 to Master Workboat < 500 GT | |
| Other (Please specify which CoC you hold in section 4) | |

Please do not write below this line

Date Received:

Fee:

Documents Received:

4 CHECKLIST

Before a Notice of Eligibility (NOE) can be issued, you will need to submit the following documentation

| | | |
|--|-----------|-------------------|
| If you already hold a certificate of Competency or Certificate of Service you must send it in with this application and give the following details below | | |
| Certificate No: | Capacity: | Country of Issue: |

| | | | |
|----------------------------|---|--------------------------|--------------------------|
| 4A All Applications | able (please refer to guidance notes) | <input type="checkbox"/> | <input type="checkbox"/> |
| | Discharge Book OR Certificates of Discharge | <input type="checkbox"/> | <input type="checkbox"/> |
| | Sea Service Testimonials (see guidance notes) | <input type="checkbox"/> | <input type="checkbox"/> |
| | Approved Training Record Book (at appropriate level) | <input type="checkbox"/> | <input type="checkbox"/> |
| | Two Countersigned Passport Photographs (please refer to guidance notes) | <input type="checkbox"/> | <input type="checkbox"/> |
| | Valid Medical Fitness Certificate* | <input type="checkbox"/> | <input type="checkbox"/> |
| | GMDSS General Operators Certificate | <input type="checkbox"/> | <input type="checkbox"/> |
| | Personal Survival Techniques (STCW A-VI/1-1)** | <input type="checkbox"/> | <input type="checkbox"/> |
| | Fire Prevention and Fire Fighting (STCW A-VI/1-2)** | <input type="checkbox"/> | <input type="checkbox"/> |
| | Elementary First Aid (STCW A-VI/1-3)** | <input type="checkbox"/> | <input type="checkbox"/> |
| | Personal Safety and Social Responsibilities (STCW A-VI/1-4)** | <input type="checkbox"/> | <input type="checkbox"/> |
| | Security Awareness Course (STCWA-VI/6-4)** | <input type="checkbox"/> | <input type="checkbox"/> |

✓ if Official
enclosed use only

*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 website.

**Only required if converting from Fishing Class 1.

PLEASE NOTE: If you are not following one of the prescribed routes shown in 4B – E, the additional certificates required for the issue of your Master Workboat less than 500 GT will be confirmed once your NOE has been issued.

4B From Master (Code vessel < 200 GT)

The below certificates are not required for the issue of your NOE, however you can provide them at this stage. These certificates must be received by the MCA prior to the issue of your CoC.

✓ if Official
enclosed use only

| | | |
|---|--|--|
| MCA approved Yachtmaster Ocean Shorebased Certificate (not required if YM was issued before 31/7/03) | | |
| MCA approved Yachtmaster Ocean Certificate of Competence (RYA CoC must be commercially endorsed) | | |
| Certificate of Proficiency in Survival Craft, OR Certificate of Proficiency in Survival Craft & Rescue Boats (CPSC &RB STCW A-VI/2) | | |
| Efficient Deck Hand (EDH) Certificate | | |
| Certificate of Proficiency in Advanced Fire Fighting (STCW A-VI/3) | | |
| Valid First Aid at Sea, OR Medical First Aid Certificate (STCW A-VI/4-1) | | |
| Certificate of Proficiency in Medical Care (STCW A-VI/4-2) (less than 5 years old) | | |
| MCA approved Navigational & Radar (OOW Yachts) Training Module AND pass certificate (less than 3 years old) | | |
| MCA approved General Ship Knowledge (OOW Yachts) AND pass certificate (less than 3 years old) | | |
| MCA approved ECDIS course completed on or after 01 January 2005 (see guidance notes on page 10) | | |
| MCA approved Seamanship & Meteorology Training Module (Master Yachts) AND pass certificate (less than 3 years old) | | |
| MCA approved Stability & Training Module (Master Yachts) AND pass certificate (less than 3 years old) | | |
| MCA approved Business & Law Training Module (Master Yachts) AND pass certificate (less than 3 years old) | | |
| MCA approved NARAS (Master Yachts) Course AND pass certificate (less than 3 years old) | | |
| Human Element, Leadership and Management (HELM) – Management Level Certificate | | |

4C From OOW unlimited

The below certificates are not required for the issue of your NOE, however you can provide them at this stage. These certificates must be received by the MCA prior to the issue of your CoC.

| | ✓ if enclose | Official use only |
|---|-----------------|----------------------|
| Certificate of Proficiency in Medical Care (STCW A-VI/4-2) (less than 5 years old) | | |
| MCA approved ECDIS course completed on or after 01 January 2005 (see guidance notes on page 10) | | |
| MCA approved Business & Law Training Module (Master Yachts) AND pass certificate (less than 3 years old) | | |
| Human Element, Leadership and Management (HELM) - Management Level Certificate | | |

4D From OOW (Yachts < 3000 GT)

The below certificates are not required for the issue of your NOE, however you can provide them at this stage. These certificates must be received

by the MCA prior to the issue of your CoC.

✓ if Official
enclose use only

| | | |
|---|--|--|
| MCA approved Yachtmaster Ocean Shore based Certificate (not required if YM was issued before 31/7/03) | | |
| MCA approved Yachtmaster Ocean Certificate of Competence (RYA CoC must be commercially endorsed) | | |
| Efficient Deck Hand (EDH) Certificate | | |
| Certificate of Proficiency in Advanced Fire Fighting (STCW A-VI/3) | | |
| Certificate of Proficiency in Medical Care (STCW A-VI/4-2) (less than 5 years old) | | |
| MCA approved ECDIS course completed on or after 01 January 2005 (see guidance notes on page 10) | | |
| MCA approved Seamanship & Meteorology Training Module (Master Yachts) AND pass certificate (less than 3 years old) | | |
| MCA approved Stability & Training Module (Master Yachts) AND pass certificate (less than 3 years old) | | |
| MCA approved Business & Law Training Module (Master Yachts) AND pass certificate (less than 3 years old) | | |
| MCA approved NARAS (Master Yachts) Course AND pass certificate (less than 3 years old) | | |
| Human Element, Leadership and Management (HELM) - Management level Certificate | | |

4E From Fishing Class 1

The below certificates are not required for the issue of your NOE, however you can provide them at this stage. These certificates must be received by the MCA prior to

the issue of your CoC.

✓ if Official
enclosed use only

| | | |
|---|--|--|
| Certificate of Proficiency in Medical Care (STCW A-VI/4-2) (less than 5 years old) | | |
| MCA approved ECDIS course completed on or after 01 January 2005 (see guidance notes on page 10) | | |
| MCA approved Business & Law Training Module (Master Yachts) AND pass certificate (less than 3 years old) | | |
| Certificate of Proficiency in Survival Craft, OR Certificate of Proficiency in Survival Craft & Rescue Boats (CPSC &RB STCW A-VI/2) | | |
| Certificate of Proficiency in Advanced Fire Fighting (STCW A-VI/3) | | |
| Human Element, Leadership and Management (HELM) – Management Level Certificate | | |

5 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.

Please sign this form in the centre of the space opposite, in BLACK BALL POINT PEN, this will be transferred to your new STCW Certificate

FOR OFFICIAL USE
ONLY

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

Date.....

Print name

Due to the ongoing COVID-19 situation we are currently unable to accept any applications via post. Please submit all applications and supporting documents via email. Please note that scanned copies of supporting documents are currently acceptable. Please note this is subject to change, visit our webpage to stay up to date with the latest information – [Click here](#). Please email your application to deck@mcga.gov.uk

6 COUNTER SIGNATURE

| | | | |
|--|--|------------|--|
| Name | | | |
| Address | | | |
| Town /City | | | |
| County/State | | | |
| Post Code/Zip | | Country | |
| Email | | | |
| 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.....

AN INCOMPLETE APPLICATION WILL DELAY THE ISSUE OF YOUR NOE

7 PAYMENT

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 which includes the cost of a courier service.

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

Notice of Eligibility Applications

To pay via Gov.UK Pay for your Notice of Eligibility: £220

<https://www.gov.uk/payments/seafarer-training-courses/application-for-deck-merchant-certificate-of-competency-including-upgrades>

If you wish to pay by BACS transfer – please contact us.

GUIDANCE NOTES FOR THE COMPLETION OF THIS APPLICATION FORM

PLEASE ENSURE THAT YOU READ AND UNDERSTAND MGN 496(M) BEFORE COMPLETING THE FORM. These notes summarise the requirements.

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

ENSURE YOU COMPLETE THIS FORM IN FULL - FAILURE TO DO SO MAY MEAN 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 on page 3 ,4 & 5to help you.

If eligible you will be issued with a Notice of Eligibility (NOE) enabling you to sit an MCA oral examination.

The NOE is valid for a period of five years. The NOE will advise you how to apply for an appointment for the examination and what you should do once you have taken the examination.

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 Certificate of Competency (CoC).

A series of Training and Certification Guidance Notes, giving further details of requirements is available from the Seafarer Training & Certification Branch, the contact details are below, or they can be found on the MCA website.

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.

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. CERTIFICATE APPLIED FOR

Please tick (✓) the capacity / limitations for which you are applying. Only tick ONE box.

4. SEA SERVICE

For **all** applications the sea service declaration (page 2) **must** be completed in full.

Service should be in the deck department.

Sea service is time spent at sea, at anchor, on river or canal transits and time in port associated with the work on a Workboat.

Watch Keeping Service is sea service spent as a Watch Keeping Officer in full charge of a navigational watch for not less than four out of every 24 hours. Shorter periods may be aggregated together.

Length of Voyage: this must be given in calendar months and days, e.g. from 3 January to 5 March = 2 months and 3 days. Odd days should be added together and reckoned at 30 days to the month. Please specify under voyage the area worked e.g. unlimited area or categorised waters.

For all sea service that is declared, you **must** submit two forms of evidence. One form of evidence can be Discharge Book entries or Certificates of Discharge, and the other form of evidence can be sea service testimonials; testimonials must be countersigned by the Master or an authorised company representative. Testimonials need to state the sign on and sign off dates and watch keeping service undertaken.

Masters should obtain a company letter providing confirmation of their sea service signed by an authorised official within the company. We will not accept self certified sea service.

Sea service requirements:

From Master (Code vessel < 200 GT) to Master Workboats < 500 GT

Complete 36 months sea service on vessels of any size, including not less than 12 months sea service and 120 days watch keeping service in vessels 15 metres or over in load line length, whilst holding a Master (Code vessel 200 GT) CoC. You must have completed 6 months sea service on a workboat of 15m or over in load line length. **Note:** Your 6 months service onboard a workboat can be completed within the 12 months specified above, although this is not mandatory.

From OOW unlimited to Master Workboats < 500 GT

Complete 12 months sea service holding an OOW unlimited CoC, including not less than 120 days watch keeping service in vessels of 15m or over in load line length. You must have completed 6 months sea service on a workboat of 15m or over in load line length. **Note:** Your 6 months service onboard a workboat can be completed within the 12 months specified above although, this is not mandatory.

From OOW (Yachts < 3000 GT) to Master Workboats < 500 GT

Complete 12 months sea service since gaining OOW (yachts < 3000 GT) CoC, including not less than 120 days watch keeping service on vessels of 15m or over in load line length. You must have completed 6 months sea service on a workboat of 15m or over in load line length. **Note:** Your 6 months service onboard a workboat can be completed within the 12 months specified above , although this is not mandatory.

From Fishing Class 1 to Master Workboat < 500 GT

Complete 6 months sea service on a workboat of 15m or over in load line length including not less than 120 days watch keeping service in vessels of 15m or over in load line length.

5. CHECKLIST

Before a United Kingdom Certificate of Competency can be issued, you will need to submit certain documentation as specified in this section and MGN 496 (M).

4A - 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.

Any candidate failing to submit all the required documents may have their application returned without being processed.

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.

Medical Fitness Certificates

All candidates for any CoC **must** produce 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.

Medical Fitness Certificates **must** be valid at the time of issue of the CoC.

Training Record Book

Training Record Books are assessed by a Deck Examiner, please ensure they are fully completed and are submitted in a presentable manner, failure to do so may result in a delay in your application.

4B/C/D/E – You must submit the documents in these sections before your CoC can be issued. They are not required for the issue of the NOE. If you wish to include the documents at this stage please ensure you tick (✓) the relevant boxes to indicate which documents you have enclosed with this application.

Training Modules

Training module passes for each level of certification are valid for three years with the exception of the workboat module which is valid for five years. The training module pass certificate must be in date at the time of issue of the CoC.

ECDIS

The STCW Convention 1978 has been amended by the 2010 Manila Amendments and contains new requirements for all seafarers. Seafarers applying for a new CoC or revalidating an existing CoC will be required to submit additional evidence to ensure their certificate is valid for service on certain types of ships after 31 December 2016. There is no additional action required for seafarers who do not work on and do not intend to work on ships fitted with ECDIS. These seafarers will receive the following limitation:

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

For new CoC's the above limitation will apply unless you submit one of the following:

- MCA approved ECDIS course completed on or after 01 January 2005; or
- MCA approved NARAS/ NAEST* (Operational Level or Management) course completed on or after 01 January 2005

6. 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. Ensure your signature is inside the box – this will be transferred to your CoC

7. 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.

8. PAYMENT

You must enclose the correct fee with your application. Please tick (✓) the appropriate box to indicate your chosen method of payment. Payment must be made in pounds sterling (£).

9. APPLICATION TRACKING

Due to the ongoing COVID-19 situation we are currently unable to accept any applications via post. Please submit all applications and supporting documents via email. Please note that scanned copies of supporting documents are currently acceptable. Please note this is subject to change, visit our webpage to stay up to date with the latest information – [Click here](#). Please email your application to deck@mcga.gov.uk