



ALTERNATIVE ROUTE FOR THE REVALIDATION OF A CERTIFICATE OF COMPETENCY FOR OFFICERS NOT MEETING THE SEAGOING SERVICE OR ACCEPTABLE OCCUPATION REQUIREMENTS

AR

For officers who have been away from the industry and who wish to revalidate expired Certificates of Competency. This route requires an oral examination. **BEFORE** completing this form, please ensure you have read [MSN 1861](#) and the guidance notes on pages 6 to 8. The process is summarised on pages 9 to 11 of this application form. **We do not offer a counter service.**

Name

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 <i>(if different from home address)</i>	
Address			
District			
Town / City			
County/State			
Post Code/Zip			
Country			
Telephone No		Mobile No.	
Email Address			

DOB

2 CERTIFICATE HELD

Deck	Please tick ✓
STCW 78, Pre STCW 95	<input type="checkbox"/>
Post STCW 95	<input type="checkbox"/>

Engineering	Please tick ✓
STCW 78, Pre STCW 95	<input type="checkbox"/>
Post STCW 95	<input type="checkbox"/>

SDS

Please do not write below this line

Received: 	Fee: 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">SDS No</td> <td></td> </tr> <tr> <td>Receipt No</td> <td></td> </tr> <tr> <td>RMS No</td> <td></td> </tr> <tr> <td>COC No</td> <td></td> </tr> </table>	SDS No		Receipt No		RMS No		COC No	
SDS No										
Receipt No										
RMS No										
COC No										

3 CERTIFICATE TYPE

Capacity/Grade of certificate:	
Certificate number:	
Limitations:	
Additional endorsements held:	

4A CHECKLIST FOR ALL APPLICANTS

	Tick if enclosed	Official use only
STCW Certificate of Competency	<input type="checkbox"/>	<input type="checkbox"/>
Valid Medical Fitness Certificate ENG1, or accepted equivalent*	<input type="checkbox"/>	<input type="checkbox"/>
Attested copy of passport **	<input type="checkbox"/>	<input type="checkbox"/>
Fee of £220	<input type="checkbox"/>	<input type="checkbox"/>
Two passport size photographs **	<input type="checkbox"/>	<input type="checkbox"/>
Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (PSC & RB) (STCW Code A-VI/2-1) or equivalent (see table on page 3)	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Fire Fighting (STCW Code A-VI/3) or equivalent (see table on page 3)	<input type="checkbox"/>	<input type="checkbox"/>
Proficiency in Medical First Aid (STCW Code A-VI/4-1) or equivalent (see table on page 3)	<input type="checkbox"/>	<input type="checkbox"/>

*You must submit a valid medical fitness certificate [ENG 1](#) or a [recognised non UK equivalent](#) as per [MSN 1815](#)

**Please refer to guidance notes

4B CHECKLIST FOR DECK APPLICANTS ONLY

	Tick if enclosed	Official use only
Valid GMDSS Certificate UK or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Masters and Chief Mates only: your certificate of Proficiency in Medical Care (STCW A-VI/4-2) or accepted equivalent (see table page 3)	<input type="checkbox"/>	<input type="checkbox"/>
For holders of CoCs issued before the STCW 95 amendments came into force: Ancillary Certificates as described in 4B of this application form.	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of MCA approved ECDIS Training *	<input type="checkbox"/>	<input type="checkbox"/>

* Please refer to guidance notes **4B**

If you hold a Class 2 Deck Officer Certificate of Competency issued prior to 1 January 1988 under the 1985 Merchant Shipping regulations or an equivalent certificate of competency issued under the 1894 Merchant Shipping Act you will be required to provide further evidence of training. You should email the MCA so we can provide you with the requirements.

Table of courses accepted as equivalent to the current STCW courses

STCW Advanced Safety Training in its current form	MCA accepted equivalents to the current STCW requirement
Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (PSC & RB) (STCW Code A-VI/2-1);	Proficiency in Survival Craft
	Lifeboatman Certificate
Advanced Fire Fighting (STCW Code A-VI/3)	Advanced Fire Fighting (4 day)
	MNTB approved Fire Fighting (4 day)
Medical First Aid (STCW Code A-VI/4-1)	First Aid at Sea
Proficiency in Medical Care (STCW A-VI/4-2)	Ship Captain's Medical

4C HELM REQUIREMENTS

✓ if enclosed

Official use only

MCA Approved Human Element Leadership and Management (HELM) Operational Certificate * or HELM Management Certificate**				
--	--	--	--	--

*For Officer of the Watch CoC, Reg II/1 or Engineer Officer of the Watch, Reg III/1.

** For all Masters or Chief Officers, Reg. II/2 (**unrestricted area**), Masters or Chief Officers, Reg. II/2 (limited to Standby, Seismic Survey and Oceanographic Research Vessels), Second or Chief Engineer, Reg III/2 (**unrestricted area**) and Second or Chief Engineer Reg, III/2 (limited to Standby, Seismic Survey and Oceanographic Research Vessels).

4D UPDATING TRAINING REQUIREMENTS and ADDITIONAL INFORMATION

IMPORTANT: After the 1st January 2017, prior to the issue of your you must provide documentary evidence of either completing or updating your training within the last 5 years for; Proficiency in Personal Survival Techniques (PST), Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (PSC & RB)*, Proficiency in Fire Prevention and Fire Fighting, Proficiency in Advanced Fire Fighting. For further information please refer to [MSN 1865](#) – section 4.4 & 4.5, page 5 or [MIN 535](#).

If your Certificate of Competency expired over 10 years ago you maybe be required complete additional training and/or examinations. This will be indicated on your NOE. Further information is available in sections 9.7 and 9.8 of [MSN 1861](#). This is also summarised on pages 8, 9 & 10 of this application form.

Deck Officers on yachts should refer to section 9.9 & 9.10 (page 13) of [MSN 1861](#).

5 YOUR SIGNATURE AND 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.

Date

for office use only

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

Completed applications should be sent to the following address:

**Maritime & Coastguard Agency
Seafarer Training & Certification branch
Spring Place
105 Commercial Road
Southampton
SO15 1EG, UK**

**Tel: +44(0)203 8172000
Fax +44(0) 2380 329252**

**Email: revalidation@mcga.gov.uk
Website: www.gov.uk/mca**

In your own interest use Registered Delivery if posting within the UK or a reliable courier service from abroad. Your documents will be returned by courier. The MCA cannot accept any responsibility for documents lost in the post.

6 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 bankers draft, credit or debit card. Cheques, postal orders and bankers drafts should be made payable to the "Maritime and Coastguard Agency" and crossed "Account Payee" and "not negotiable". Cheques and drafts should be drawn at a UK bank. **CASH WILL NOT BE ACCEPTED.** World-wide postage is included in the fee.

I enclose the MCA fee of £220.00

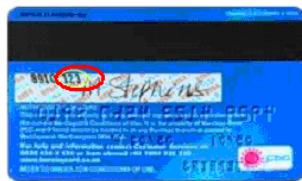
Please tick (✓) the appropriate box below to indicate your chosen method of payment.

Maestro Visa MasterCard/Access Cheque/Bankers Draft Postal Orders

Please charge my Maestro/Visa /MasterCard/Access/Delta Card: £...220...

Name of Card Holder											
Card Number											
Start Date											
Expiry Date											
Maestro Issue Number (Maestro 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. (See example right)



Signature..... Date.....

Official use only:

Name	
DOB:	
SDS Number:	

GUIDANCE NOTES

This procedure is outlined in [MSN 1861](#)

Please read these notes carefully before completing this form. Section 9 (pages 9 to 13) of [Marine Shipping Notice \(MSN\) 1861](#) will provide further guidance and details of requirements.

- (1) The STCW regulations have a provision for the revalidation of a Certificate of Competency by the completion of at least 3 months sea service in a certified capacity lower than that of the certificate held. However, as you have been away from the industry for a long time you may not be familiar with the latest developments. The MCA must check to ensure that you have the appropriate knowledge and competence to serve in a lower than certified capacity. This is achieved by an oral examination conducted by an examiner of the relevant discipline. **Your oral exam will be at the lower capacity.** On passing the oral examination you will be issued with a temporary CoC for service at a lower rank. Temporary Certificates will be issued for a period of 6 months; they may be extended at the discretion of the Chief Examiner. **(Deck Officers of the Watch and Engineering Officers of the Watch should refer to point 4)**
- (2) You may wish to serve on one particular type of vessel, in which case the oral examination may be restricted to that type of vessel.
- (3) Once you have completed three months sea service in an appropriate capacity you should submit your temporary Certificate of Competency (CoC), current ENG 1, Discharge Book **or** Certificates of Discharge **and** Sea Service Testimonials with a covering letter to the Seafarer Training and Certification branch. Once the sea time has been checked the MCA will issue you with a full UK CoC.
- (4) If you are either a Deck Officer of the Watch or Engineering Officer of the Watch who cannot revalidate through paragraph **(1) above**, you may sit a **FULL** Deck Officer of the Watch or Engineering Officer of the Watch oral exam. On successful completion of the oral examination and providing you meet the other revalidation requirements, your certificate will be revalidated in full.
- (5) If your Certificate of Competency expired over 10 years ago you may be required complete additional training and/or examinations. This will be indicated on your NOE. This is summarised on pages 8, 9 and 10 of this application form.

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.

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 HELD

This application form can be used for revalidating Certificates of Competency (CoC) issued pre and post the STCW 95 regulations, and for Deck or Engineering certificates. A pre STCW 95 CoC will usually have a hard back cover. This will determine the documents that you will need to submit as per the checklists 4A and 4B.

4 CERTIFICATE TYPE

Applicants for revalidation of an STCW 78 Certificate of Competency (CoC) which was issued before the STCW 95 amendments came into force should indicate the Grade or Class of the CoC. Holders of a CoC issued after the STCW 95 amendments came into force should indicate the capacity and regulation of the STCW CoC. Please also state Certificate number, limitations applying and all tanker endorsements (if held).

5 CHECKLIST FOR ALL APPLICANTS

Apart from your passport please send original documents. **Photocopies are not accepted.**

Passport

Please do not send your original passport. Applicants for a UK Certificate of Competency (CoC) should submit a photocopy of their passport attested by:

- A Notary Public (UK or Foreign)
- MCA approved Nautical Colleges
- PYA
- IYT
- Your Maritime Administration
- Other MCA approved organisations

The copy should be stamped, signed and sighted as an original copy. Copies must be clear and to scale. **Your original passport and visa (if required) will be checked against your Notice of Eligibility at the oral examination.**

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 counter sign your photograph. The back of the other photograph must include your name in BLOCK LETTERS and your date of birth.

6 CHECKLIST FOR DECK APPLICANTS ONLY

Applicants for the revalidation of an STCW 78 Certificate of Competency (CoC) that was issued before the STCW 95 amendments came into force must provide details and evidence of one of the following:

- Evidence of attending an MCA approved training programme on Radar Observer, Radar simulator and ARPA simulator; (not required for holders of Class 1 Certificates of Competency); **or**
- For holders of Deck Officer Class 5, 4 or 3 or 2nd Mate (FG) certificates of competency, evidence of attending an MCA approved training programme on Electronic Navigation Systems (ENS), Navigation Control (NCC), or Navigation, Radar and ARPA simulator (operational level); (not required for holders of Class 1 Certificates of Competency); **or**
- For holders of Master (HT), Mate (HT), First Mate (FG), Deck Officer Class 2 certificates of competency or lower certificates with command endorsements, evidence of attending an MCA-approved training programme on NCC or Navigation, Radar and ARPA simulator (operational or management level); (not required for holders of Class 1 Certificates of Competency).

Electronic Chart Display Information System (ECDIS)

The STCW Convention 1978 has been amended by the 2010 Manila Amendments and contains new requirements for all seafarers. If you are applying for a new Certificate of Competency (CoC) or revalidating an existing CoC you will be required to submit additional evidence to ensure your Certificate is valid for service on certain types of ships after 31 December 2016. There is no additional action required if you do not work on and do not intend to work on ships with ECDIS. You will receive the following limitation:

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

For new CoCs and those revalidated after 31st December 2011 the above limitation will apply unless you can submit one of the following:

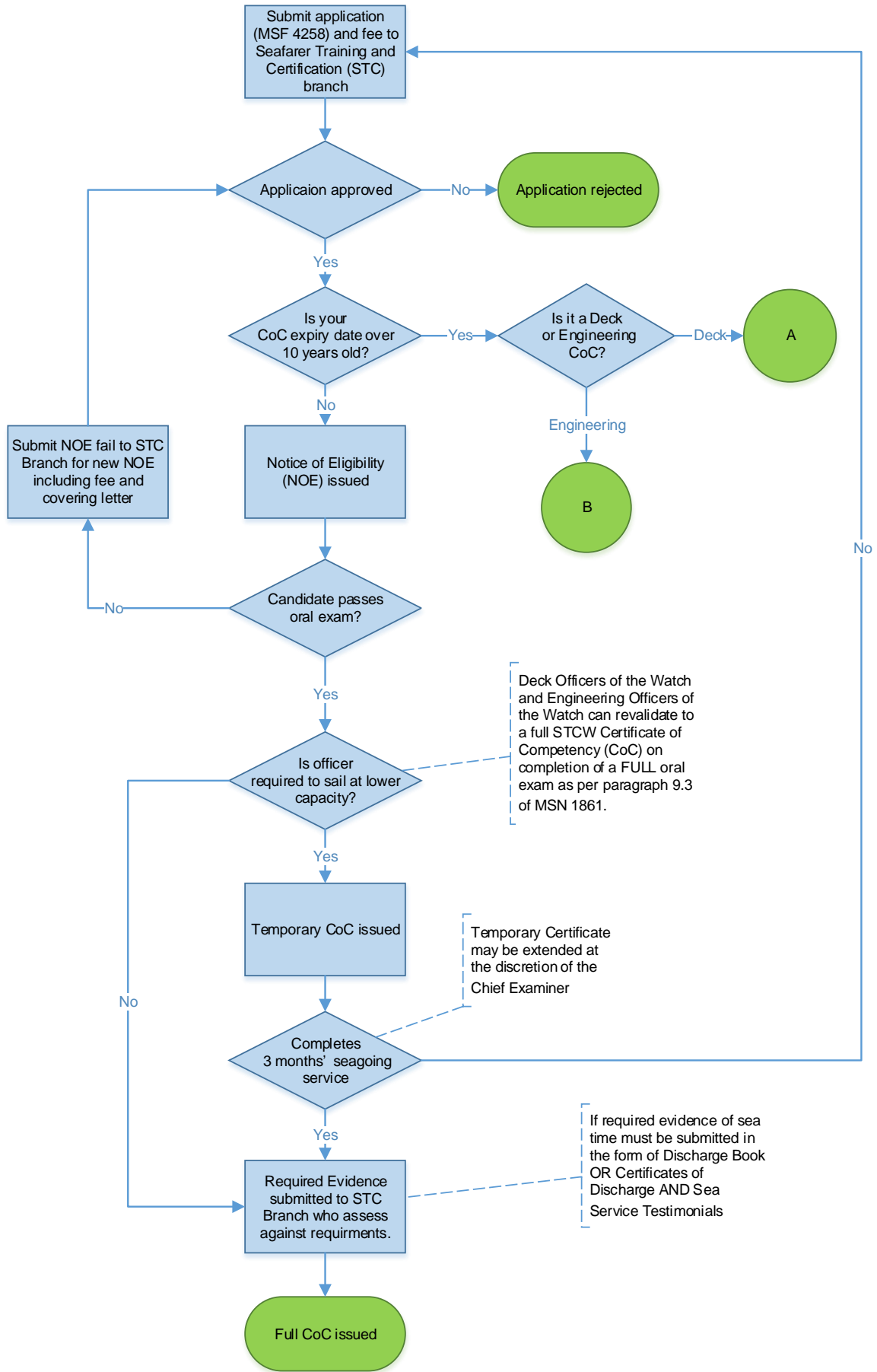
- MCA approved Navigation Radar and ARPA Simulator (NARAS)/ Navigation Aids and Equipment and Simulator Training (NAEST) (Operational Level) course completed on or **after** 1 January 2005; or

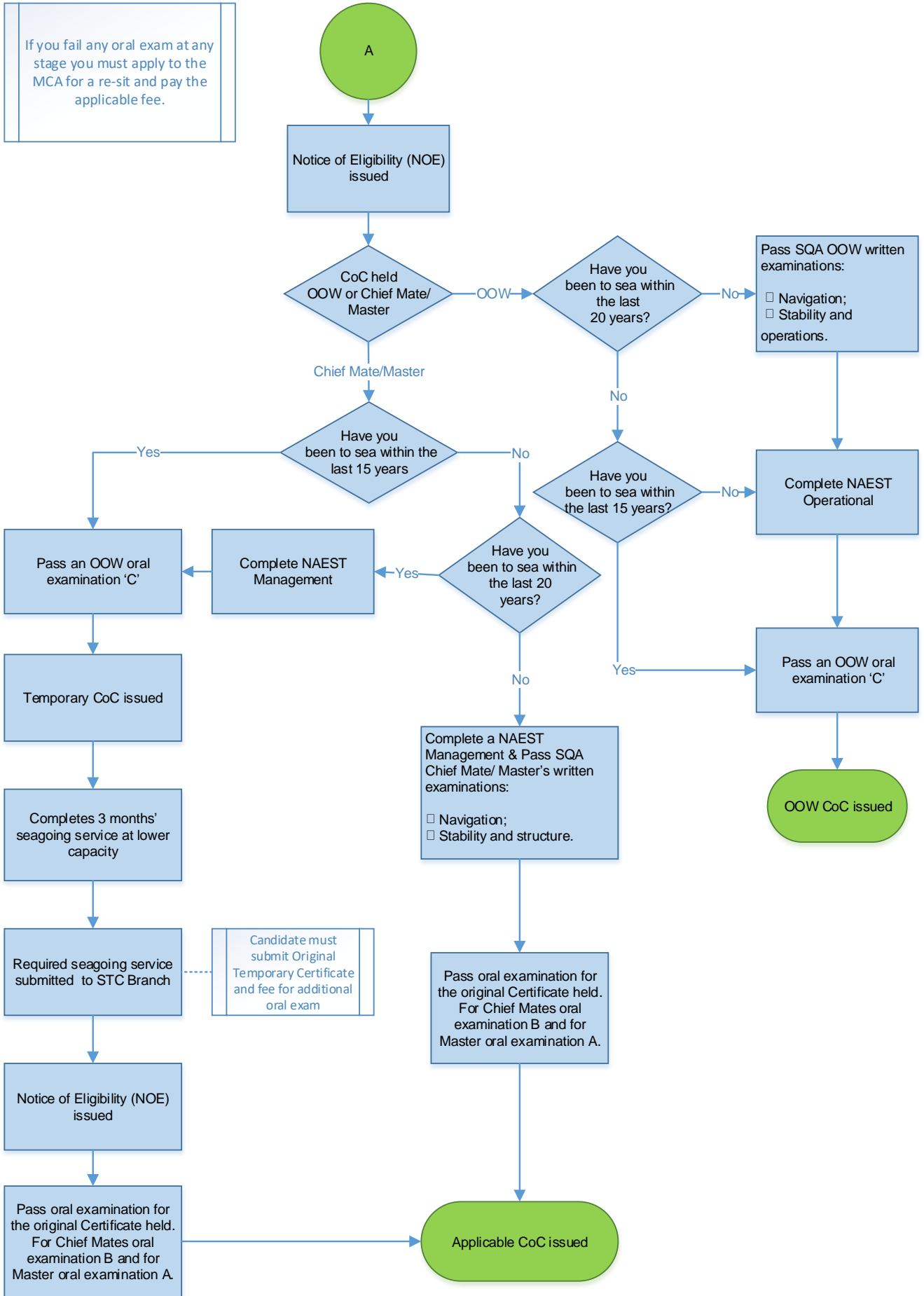
- MCA approved NARAS/ NAEST (management level) course completed on or **after** 1 January 2005; or
- MCA **approved** ECDIS course completed on or **after** 1 January 2005; or
- An ECDIS simulator training course in compliance with the current IMO Model Course 1.27 **and accepted** by the MCA for the purpose of CoC revalidation only.

For a list of MCA approved and accepted courses please refer to www.gov.uk and search “MCA Approved Training Providers” or “MCA ATP”.

ORIGINAL documents must be submitted, copies will NOT be accepted.

Alternate Route for Revalidation





If you fail any oral exam at any stage you must apply to the MCA for a re-sit and pay the applicable fee.

