

APPLICATION FOR AN ORAL EXAMINATION LEADING TO THE ISSUE OF A CERTIFICATE OF COMPETENCY (STCW) FOR Masters, Chief Mates and Deck Officers on Commercially and Privately Operated Yachts and Sail Training Vessels



IMPORTANT - <u>BEFORE</u> completing this form, please ensure you have read the guidance notes and instructions on pages 8 to 11. Further regulatory guidance is available in <u>MSN 1858</u>). <u>We do not offer a counter service.</u> For conversions from other CoCs you must refer to our website - <u>Click Here</u> or search <u>www.gov.uk</u> for "Yacht CoC".

If this if your first UK CoC application, 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

For all other applicants, please email your application and scanned documents to deck@mcga.gov.uk – please note you may be selected for random screening, which will require you to post original documents to us (as per with MIN 655).

I PERSON	IAL DETAILS				
Title Mr/Mrs/Miss/Capt etc				Sex: Male/Female	
Surname /Family name					
Forename(s) in fu	ıll				
Date of Birth (DD/	/MM/YYYY)				
Place of Birth				Country of Birth	
Nationality					
		Return Delivery A	ddress		
Address					
District					
Town/City					
County/State					
Post Code/Zip					
Country					
Email Address					
Mobile No			Tel No		

2 CERTIFICATE APPLIED FOR

A DEDCONAL DETAILS

Capacity	STCW Reg.	Tonnage Limits (GT)	Limitations	Please tick √
Master and OOW	II/2	Less than 200 GT Less than 500 GT	Master (Code Vessels, less than 200 GT 150 miles from safe haven) OOW (Yachts, less than 500GT unlimited)	
Master and OOW	II/2	Less than 200 GT Less than 500 GT	Master (Code Vessels, less than 200GT unlimited) OOW (Yachts, less than 500 GT unlimited)	
OOW	II/1	Less than 3000 GT	OOW (Yachts, less than 3000GT unlimited). If you wish to obtain a Master Code Vessel endorsement you will need to pass an additional oral examination (Please tick both relevant boxes to indicate this)	
Chief Mate (Upgrade Only)	II/2	Less than 3000GT	Chief Mate (Yachts, less than 3000 GT unlimited)	
Master	II/2	Less than 500 GT	Master (Yachts, less than 500 GT unlimited)	
Master	II/2	Less than 3000 GT	Master (Yachts, less than 3000 GT unlimited)	

Received:	Fee:	SDS Number	

3 SEA SERVICE

THIS PAGE MUST BE FILLED IN - take details from your Discharge Book, acceptable Logbook and/or Certificates of Discharge

All seafarers employed in the large yacht sector, irrespective of their individual membership of any organisation or association, must have their sea service verified by either the Professional Yachting Association or Nautilus International prior to submitting this information to the MCA.

ALL RELEVANT SEA SERVICE MUST BE LISTED If there is insufficient space, please continue on a separate sheet. Sea service on foreign flag ships will be accepted under the same conditions as service on UK ships provided it is properly documented and verifiable. All sea service must be relevant to this application. **Sea Service Time Requirements:**

Master Code Vessels -<200 GT, OOW <500 GT – There are no requirements to provide sea service testimonials unless you are converting from an OOW unlimited (Merchant) CoC, whereby you must demonstrate 3 months' seagoing sevice on vessels of between 15 metres and 24 metres or under 200 GT.

OOW Yachts <3000GT - a minimum of 36 months' onboard yacht service. This must include at least 365 days seagoing service on vessels of 15 metres or over in load line length, made up of:

- A minimum of 250 days' ACTUAL sea going service and
- 115 days of any combination of the following:
 - o Actual sea service;
 - Stand-by service A maximum of 14 consecutive days may be counted at one time, but on no occasion may a period of standby service exceed that of the previous voyage;
 - Yard service up to a maximum of 90 days continuously or in separate periods. You must complete a Training Record book, unless you have completed 36 months (1080 days) of actual sea service in vessels over 24 metres.
- Master Yachts <500GT 12 months onboard yacht service as a Deck Officer, including not less than 120 days watchkeeping service, in vessels of 15m or over in load line length whilst holding an accepted OOW STCW Reg. II/1(Yachts less than 3000 GT) CoC.
- Master Yachts <3000GT 24 months onboard yacht service as a Deck Officer, including not less than 240 days watchkeeping service whilst holding an accepted OOW STCW Reg. II/1 (Yachts less than 3000 GT)

 CoC. All of this service must be completed in vessels of 15m or over in load line length and include 12 months in vessels of 24m or over in load line length, or six months in vessels of 500

 GTor more.

VESSEL AND VOYAGE DETAILS								DATES	DU	RATION	SEA SERVICE DURATION (DAYS)			
Vessel Name	Flag	GT	Length*/	Type**/	Voyage***	Rank/Capacity	From	From To		Days	Actual Sea Service	Standby Service	Yard Servic	Watch- keeping
		•	•		•	Totals								

	VES	SEL AND	VOYAGE	DETAIL	S			DATES	DUF	DURATION		SEA SERVICE DURATION (DAYS)			
Vessel Name	Flag	GT	Length ³	*/Type**	/ Voyage [*]	Rank/Capacity	From	То	Months	Days	Actual Sea Service	Standby Service	Yard Servic	Watch- keeping	
						Totals									

^{*} Length ** Type *** Voyage Loadline length
Type of yacht. If service on other vessels please state Cargo, Passenger or Ro-Ro
you should give the area in which the ship traded using the following codes U = Unlimited, NC = Near Coastal Area

4 CHECKLIST

Before a Certificate of Competency can be issued, you will need to submit the following documentation $\begin{tabular}{ll} \hline \end{tabular}$

If you already hold a Certi details below	ficate of Competency or Certificate of Se	ervice you must send it in with this appli	cation and give the follow
Certificate No:	Capacity:	Country of Issue:	
	CATIONS (Apart from Chief Ma		✓ if Official
	a if applicable (Please refer to guidance		enclosed Use only
	Record Book - If you do not submit this d 0 days (not required for Master Code		bject to
Two passport photograph	s (please refer to guidance notes)		
MCA approved Yachtmas	ter Offshore Certificate of Competence		
MCA Approved Yachtmas	ster Offshore Shore based Certificate (no	ot required if YM was issued before 31/7	7/03)
MCA approved Yachtmas	ter Ocean Certificate of Competence**		
MCA approved Yachtmas	ter Ocean Shore based Certificate (not r	required if YM was issued before 31/7/0	03) **
Fire Prevention and Fire F Elementary First Aid STC	ques STCW A-VI/1-1 (after 1 st Januar Fighting STCW A-VI/1-2 (after 1 st Janu W A-VI/1-3 al Responsibilities STCW A-VI/1-4	•	
Valid Medical Fitness Cer	tificate*** s must include 'Annexure IV – Medical Cer	rtificate for Service at Sea' page.	
For Yacht OOW <3000	GT - MCA approved Training Recor	rd Book (please refer to guidance no	otes)
are converting from an	<200 GT, OOW <500 GT – There a OOW unlimited (Merchant) CoC, metres and 24 metres or under 2	whereby you must demonstrate	3 months' seagoing sevice of
** These certificates are	required if you wish to progress to C	Chief Mate (Yacht) or Master (Yacht)).
	take a solo watch or not fit for loc : https://www.gov.uk/seafarer-me		ed with a UK Deck Officer Co
	tated the documents listed i can provide it at this stage. f your CoC.		
			✓ if Official enclosed Use only
	FOR MASTER CODE VESSEL	LESS THAN 200 GT	, , 18
MCA approved HELM	Operational Certificate		

4C APPLICATIONS FOR OOW (YACHTS LESS THAN 3000 GT)	Official Use only	✓ if enclosed
PSC&RB/ PSC&RB(R) (STCW A-VI/2) OR Advanced Sea Survival for Yachtsmen*		
MCA approved Navigational & Radar (OOW Yachts) Training Module and pass certificate (<3 y	/ears d	
An MCA approved ECDIS course		
MCA approved General Ship Knowledge (OOW Yachts) and pass certificate (<3 years old)		
MCA approved Efficient Deck Hand (EDH) Course		
MCA approved HELM Operational Certificate		
GMDSS General Operators Certificate or Restricted Operators Certificate		
*Advanced Sea Survival: Candidates for a Yacht Certificate of Competency who have undertaken Adv Certificate in lieu of CPSC & RB will have their certificates endorsed with the following: "Not for use on slifeboats" (after the 1st January 2017 this training must have been updated or issued < 5 years)	ships equipped	
Candidates wanting to progress to Chief Mate or Master Yachts must have obtained: MCA approved Competence and an MCA approved Yachtmaster Ocean Shore based Certificate (not required if YM was Master of Yachts 200 GT Ocean certificate.		
4D APPLICATIONS FOR CHIEF MATE (YACHTS) ENDORSEMENT	✓ if enclose	Official ed Use only
Advanced Fire Fighting STCW A-VI/3 (after 1st January 2017 updated or issued < 5 years)		
Certificate of Proficiency in Medical First Aid STCW A-VI/4-1		
An MCA approved ECDIS course		
MCA approved HELM Management Certificate		
4E APPLICATIONS FOR MASTER (YACHTS LESS THAN 500/3000 GT)		
Certificate of Proficiency in Medical Care (STCW A-VI/4-2) (<5 years old)		
Advanced Fire Fighting STCW A-VI/3 (after 1st January 2017 updated or issued < 5 years)		
MCA approved Seamanship & Meteorology Training Module (Master Yachts) AND pass certific years old)*	ate (<3	
MCA approved Stability & Training Module (Master Yachts) AND pass certificate (<3 years old)	*	
MCA approved Business & Law Training Module (Master Yachts) AND pass certificate (<3 year	rs old)*	
MCA approved NARAS (Master Yachts) Course AND pass certificate (<3 years old)*		
MCA approved Celestial Navigation pass certificate (<1 year old) **		
An MCA approved ECDIS course		
MCA approved HELM Management Certificate		

*If you do not hold a Master <500 GT CoC you must complete and pass this module prior to the issue of your NOE. If you hold a Master <500 GT CoC you do not need to re-submit the module pass.

** If you passed the Celestial Navigation written examination to gain your Master < 500 GT this will not expire.

IMPORTANT: After the 1st January 2017, 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.

*If you have hold Advanced Sea Survival for Yachtsmen you will need to update this training every 5 years - While the MCA recognises this qualification for use on yachts it cannot guarantee recognition internationally. If you hold this certificate you should check the certification requirements of the local Port State Control Administration prior to entering their jurisdiction.

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.

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.

6 COUNTER SIGNATURE

Name		
Address		
Town /City		
County/State		
Post Code/Zip	Country	
Telephone No	Occupation	
<u> </u>	· · · · · · · · · · · · · · · · · · ·	
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	

Please now complete the payment section on the next page.

7 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 which includes the cost of a courier service.

The fee for a combined OOW Yacht <3000 GT and Master Code Yacht CoC is £377 including courier*.

The fee for a Chief Mate upgrade is £77. Postage to the UK is an additional £10, postage to Europe is an additional £20 and postage to the rest of the world is an additional £30.

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

Notice of Eligibility Application
To pay via Gov.UK Pay for your Notice of Eligibility: £220
https://www.gov.uk/payments/seafarer-training-courses/application-for-deck-yacht-certificate-of-competency-new-application
*Combined Oral Exam Application (You will be issued with two NOEs as you will need to sit two oral examinations)
To pay via Gov.UK Pay for your combined Notice of Eligibility: £379
https://www.gov.uk/payments/seafarer-training-courses/application-for-combined-deck-yacht-noe
Chief Mate Upgrade Application
To pay via Gov.UK Pay for delivery to the UK: £87
https://www.gov.uk/payments/seafarer-training-courses/application-for-deck-yacht-certificate-of-competency-uk-upgrade
To pay via Gov.UK Pay for delivery to the European Union or EEA: £97

https://www.gov.uk/payments/seafarer-training-courses/application-for-deck-yacht-certificate-of-competency-eu-upgrade

To pay via Gov.UK Pay for delivery to the Rest of the World: £107

https://www.gov.uk/payments/seafarer-training-courses/application-for-deck-yacht-certificate-of-competency-row-upgrade

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

GUIDANCE NOTES FOR THE COMPLETION OF THIS APPLICATION FORM

PLEASE ENSURE THAT YOU READ AND UNDERSTAND MSN 1858 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.

If you are converting from an existing CoC you will need meet the requirements listed on our website, go to www.gov.uk and search "Yacht CoC" or click here.

Enclose all documents necessary to establish your eligibility for examination for an STCW Certificate of Competency. A document checklist is on pages 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 NoE will be valid for 5 years from the date of issue. 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.

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 is available from the Seafarer Training & Certification Branch, the contact details are below, or they can be found on our website: go to www.gov.uk and search "yacht CoC". For details of the module and examination syllabi search "MCA syllabus".

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)/Flag State Endorsement (Certificate of Equivalent Competency) 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

From the 24th May 2017 all seafarers employed in the large yacht sector, irrespective of their individual membership of any organisation or association, must have their sea service verified by either the Professional Yachting Association or Nautilus International prior to submitting this information to the MCA.

The MCA will continue to provide direct verification of sea service on individual application but seafarers must note that the response time may be subject to operational delays and will not be included in the normal MCA service standards. The MCA may take 160 days to process applications that do not include a completed PYA or Nautilus Record Book. We may return applications where sea service is not broken down as per section 4 of MSN 1858 for Deck Officers. This will result in additional courier costs to be covered by the seafarer. Further information is available in MIN 543.

If you do not submit an MCA approved Service Record Book, 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 some other responsible company representative. Testimonials need to state the sign on and sign off dates, actual sea service days and any watchkeeping service undertaken. (See MSN 1858 (M) Annex E).

For detailed descriptions of sea service please refer to MSN 1858 (M).

Sea service requirements:

Master Code Vessels - <200 GT, OOW <500 GT - There are no requirements to provide sea service testimonials unless you are converting from an OOW unlimited (Merchant) CoC, whereby you must demonstrate 3 months' seagoing sevice on vessels of between 15 metres and 24 metres or under 200 GT. Seagoing service can be in the form of seagoing service testimonials or a company letter signed by the owner or operator. This cannot be self-certified. A company letter from the vessel owner or operator will be accepted as evidence.

OOW Yachts <3000 GT – Have (since the age of 16 years) a minimum of 36 months Onboard Yacht Service, *in vessels of any size, including* not less than 365 days Sea Service in vessels of 15 metres or over in loadline length, where the Sea Service is:

- i. A minimum of 250 days Actual Sea Service, and
- ii. The balance of 115 days any combination of the following:
 - Further Actual Sea Service
 - Stand-by Service is time immediately following a voyage while the vessel is under preparation for a subsequent voyage. A maximum of 14 consecutive days may be counted at one time, but on no occasion may a period of standby service exceed that of the previous voyage. Therefore, under no circumstances can your total standby service exceed your actual sea service;
 - Yard Service to a maximum of 90 days continuously or in separate period

Master Yachts <500 GT - 12 months onboard Yacht Service as a Deck Officer, including not less than 120 days Watchkeeping service, in vessels of 15m or over in load line length whilst holding an accepted OOW STCW Reg. II/1(Yachts <3000GT) CoC.

Master Yachts <3000 GT - 24 months onboard Yacht Service as a Deck Officer, including not less than 240 days Watchkeeping Service whilst holding an accepted OOW STCW Reg. II/1 (Yachts less than 3000GT) CoC. All of this service must be completed in vessels of 15m or over in load line length and include 12 months in vessels of 24m or over in load line length, or six months in vessels of 500gt or more.

5 CHECKLISTS

Before a United Kingdom Certificate of Competency can be issued, you will need to submit certain documentation as specified in this section and MSN 1858.

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 (\checkmark) 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

All applicants for OOW Yachts <3000GT must submit a Training Record Book. Applicants are only exempt from submitting a TRB if they have completed at least **36** months (**1080 days**) of **actual sea service** on vessels over 24m. Training Record Books are assessed by a Deck Examiner, so 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.

All the documentation indicated in section 4 must be supplied.

4B/C/D/E - documents in these sections must be provided if you are applying for the CoC indicated. Please ensure you tick (✓) the relevant boxes to indicate which documents you have enclosed with this application.

Training Modules

Apart from Celestial Navigation, all other training module passes for each level of certification are valid for three years. Celestial Navigation is valid for a period of 1 year. The training module pass certificate must be in date at the time of issue of the CoC. In the case of holders of a Master (Yachts less than 500GT) CoC applying for Master (Yachts less than 3000GT) oral examination, the taught modules presented for the lower qualification are not required to be presented for the higher qualification. Yacht Officers going from OOW <3000GT to Master Yacht <3000GT must complete all Master <500GT modules prior to taking the oral examination.

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.

Master Code Vessels: If you do not complete an MCA approved ECDIS Course you will receive the following limitation:

"Not valid for service on ships fitted with ECDIS." All Yacht OOW will need to submit an MCA approved ECDIS Certificate prior to the issue of their CoC.

OOW, Chief Mate & Master: You must complete an MCA approved ECDIS course. Alternatively we can accept the following Merchant Navy courses:

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

4E: HELM: For further information please refer to MSN 1858 (section 5.7 on page 12); go to www.gov.uk and search MSN 1858).

To locate MCA Approved Training Providers (ATP) for HELM or ECDIS, search www.gov.uk for "MCA ATP".

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. This person must endorse the rear of one of your passport style photographs "I confirm that this is a true current likeness of [your name] and their usual signature and date. See also note 4 on photographs.

8 PAYMENT

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