



Maritime &
Coastguard
Agency

**APPLICATION FOR AN ORAL EXAMINATION LEADING TO
THE ISSUE OF A CERTIFICATE OF COMPETENCY (STCW)
For Masters and Deck Officers of Tugs**

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IMPORTANT - BEFORE completing this form, please ensure you have read the guidance notes and instructions on pages 6, 7, 8 and 9.

If this is 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](#)).

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	

(please complete your email address in capitals letters)

2 CERTIFICATE APPLIED FOR

Capacity	STCW Reg.	Tonnage Limits (GT)	Area Limitation	Please tick ✓
OOW Tugs	II/3	Less than 500 GT	30 miles	
OOW Tugs	II/3	Less than 500 GT	Near Coastal	
OOW Tugs	II/3	Less than 3000 GT	30 miles	
OOW Tugs	II/3	Less than 3000 GT	Near Coastal	
Master Tugs	II/3	Less than 500 GT	30 miles	
Master Tugs	II/3	Less than 500 GT	Near Coastal	
Master Tugs	II/3	Less than 3000 GT	30 miles	
Master Tugs	II/3	Less than 3000 GT	Near Coastal	

Please do not write below this line

Date Received:

Fee:

Documents Received:

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

4 CHECKLIST

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

	✓ If enclosed	Official use only
Copy of Passport and Visa if applicable (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 (see guidance notes)	<input type="checkbox"/>	<input type="checkbox"/>
Valid Medical Fitness Certificate*	<input type="checkbox"/>	<input type="checkbox"/>
GMDSS General Operators Certificate or Restricted 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 Responsibility (STCW A-VI/1-4)	<input type="checkbox"/>	<input type="checkbox"/>
OR MSQ units**	<input type="checkbox"/>	<input type="checkbox"/>
Security Awareness Course (STCW A-VI/6-4)	<input type="checkbox"/>	<input type="checkbox"/>

*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.

** The four basic STCW certificates have MSQ unit equivalents; please see MGN 495 (M+F) Annex B or the guidance notes for further details.

4B Applications for Tug OOW

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.

*Some MSQ units have STCW ancillary course equivalents; please see MGN495 (M+F) Annex B or the guidance notes for further details.

	✓ if enclosed	Official Use only
Certificate of Proficiency in Survival Craft, OR Proficiency in Survival Craft & Rescue Boats (CPSC & RB STCW A-VI/2)	<input type="checkbox"/>	<input type="checkbox"/>
Efficient Deck Hand (EDH) Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Proficiency in Advanced Fire Fighting (STCW A-VI/3)	<input type="checkbox"/>	<input type="checkbox"/>
Valid First Aid at Sea OR Medical First Aid Certificate (STCW A-VI/4-1)	<input type="checkbox"/>	<input type="checkbox"/>
Navigation Aids, Equipment and Simulator Training (NEAST) operational	<input type="checkbox"/>	<input type="checkbox"/>
Signals (less than 3 years old)	<input type="checkbox"/>	<input type="checkbox"/>
Human Element, Leadership and Management (HELM) operational	<input type="checkbox"/>	<input type="checkbox"/>
MSQ units*	<input type="checkbox"/>	<input type="checkbox"/>

4C Application for Tug Master

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 enclosed	Official Use only
Certificate of Proficiency in Medical Care (STCW A-VI/4-2) (less than 5 years old)	<input type="checkbox"/>	<input type="checkbox"/>
Navigation Aids, Equipment and Simulator Training (NEAST) management	<input type="checkbox"/>	<input type="checkbox"/>
MSQ units**	<input type="checkbox"/>	<input type="checkbox"/>

* Only required if applying for Tug Master < 3000 GT

**Some MSQ units have STCW ancillary course equivalents; please see MGN 495 (M+F) Annex B or the guidance notes for further details.

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:

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.

For office use only

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		
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.....

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 an upgrade with no oral examination 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 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>

UK Certificate of Competency Upgrade Applications without Oral Examination.

To pay via Gov.UK Pay for delivery to the UK: £87

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

GUIDANCE NOTES FOR THE COMPLETION OF THIS APPLICATION FORM

PLEASE ENSURE THAT YOU READ AND UNDERSTAND MGN 495 (M+F) 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 THIS 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. There are document checklists on pages 3 & 4 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 (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 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 www.dft.gov.uk/mca.

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) (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. 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.

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

Watch keeping service is time 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.

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:

OOW (Tug) near coastal area:

- i 12 months as an deck apprentice with not less than 8 months on tugs or 36 months as a tug rating, including
- ii at least 90 days outside categorised waters. For a day to be counted, at least 4 hours must be outside categorised waters.
- iii If 'ii' is not met then your certificate will be limited to not more than 30 miles from a safe haven around the coast of the United Kingdom until relevant sea time is achieved.

Master (Tug) less than 500 GT near coastal area:

- i. 12 months serving as an officer on tugs, including
- ii. not less than 90 days outside categorised waters. For a day to be counted, at least 4 hours bridge watch keeping duties must be outside categorised waters.
- iii. If 'ii' is not met then your certificate will be limited to not more than 30 miles from a safe haven around the coast of the United Kingdom until relevant sea time is achieved.

Master (Tug) less than 3000 GT near coastal area:

- i. 24 months serving as an officer on tugs, including
- iv. not less than 90 days outside categorised waters. For a day to be counted, at least 4 hours bridge watch keeping duties must be outside categorised waters.
- ii. If 'ii' is not met then your certificate will be limited to not more than 30 miles from a safe haven around the coast of the United Kingdom until relevant sea time is achieved.

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 495 (M+F).

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 a 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.

All the documentation indicated in section 4 must be supplied.

4B/C - documents in these sections are required for the issue of the CoC indicated, 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 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.

Training Modules

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

MSQ Units – Please see below the required MSQ units at each certificate level and equivalent STCW courses where applicable.

MSQ Units for Officer of the watch (Tug) less than 500 GT near coastal certificate

Unit Title	MSQ CODE	STCW/MCA
Vessel navigation and tides	UNIT 11	
Ship Construction	UNIT 37	
Chart-work and tides	UNIT 41	
Contribute to stability and watertight integrity	UNIT 43	
Control tug operations	UNIT 44	
Control vessel anchoring mooring and securing operations	UNIT 46	
Interpret Meteorology in the near coastal area	UNIT 48	
Provide Fire Fighting response on board a vessel	UNIT 59	AFF (STCW A-VI/3)
Provide Medical First Aid on board a vessel	UNIT 60	MFA (STCW A-VI/4-1)
Take charge of a watch in the near coastal area.	UNIT 63	NAEST
Respond to navigational emergencies	UNIT 62	NAEST
Control Marine Radar and Automatic Identification systems	UNIT 88	NAEST

Control Marine Electronic Navigation Systems	UNIT 89	NAEST
Control Electronic Chart Display Information Systems (ECDIS)	UNIT 90	ECDIS
Control Bridge Resources	UNIT 91	NAEST

MSQ units for Officer of the watch (Tug) less than 3000 GT near coastal certificate

Note: you must also complete units from OOW < 500 GT near coastal.

UNIT TITLE	MSQ CODE	STCW/MCA
Vessel watch keeping	UNIT 12	
Control vessel operations	UNIT 30	
Mathematics for seafarers	UNIT 34	
Nautical Science - an introduction	UNIT 35	
Control vessel communications	UNIT 45	GMDSS/ROC
Maintain safe and environmentally responsible working practices on board a vessel	UNIT 50	
Navigation Mathematics and Science	UNIT 58	
Respond to emergencies on board a vessel	UNIT 61	

MSQ Units for Master (Tug) less than 500 GT near coastal certificate

UNIT TITLE	MSQ CODE	STCW/MCA
Direct Tug operations	UNIT 47	
Manoeuvre a tug	UNIT 55	

MSQ Units for Master (Tug) less than 3000 GT near coastal certificate

Note: you must also complete units from Master < 500 GT near coastal.

UNIT TITLE	MSQ CODE	STCW/MCA
Manage personnel on board a vessel	UNIT 51	
Manage Vessel navigation	UNIT 52	
Manage vessel maintenance	UNIT 53	
Manage vessel operations	UNIT 54	
Take charge of medical care on board a vessel	UNIT 66	MC (STCW A-VI4-2)

6. 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 (£).

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.

7. 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

8. 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.