



---

---

## **Update on Training Requirements for those Serving on Ships Subject to the International Code of Safety for Ships Using Gases or Other Low-Flashpoint Fuels (IGF), those that Operate in Polar Waters, and Passenger Ships**

**Notice to all ship owners, Masters, Officers, Ratings and those concerned with maritime training.**

*This notice should be read with MSN 1866*

*This MIN expires 31 August 2021*

---

---

### **Summary**

This MIN sets out and explains the regulatory requirements regarding the implementation of training elements applicable under Chapter V of the STCW Convention and Code. It details the training and certification requirements for personnel working on ships subject to the IGF code, those working on ships operating in polar waters and the new requirements for those working on passenger ships. It also details the new entry requirements for HELM Management in line with MSN 1856.

## **1. Introduction**

**1.1** The International Convention and Code on Standards of Training, Certification and Watch-keeping (STCW) 1978, as amended (referred to in this MIN as the 'STCW Convention' and 'STCW Code' respectively), includes the provisions prescribing the mandatory minimum requirements for seafarers working on ships subject to the IGF code, ships operating in polar waters and passenger ships.

**1.2** All references to Certificates of Competency (CoC) and Certificate of Proficiency (CoP) in this notice pertain to those issued by the MCA, unless otherwise stated.



## 2. Training for Personnel Working on Ships Subject to the IGF Code

2.1 There are two levels of training for those who work on ships subject to IGF Code:

- Basic Training for Service on Ships Subject to the IGF Code, STCW Code Section A-V/3-1;
- Advanced Training for Service on Ships Subject to the IGF Code, STCW Code, SCTW Code Section A-V/3-2.

2.2 If you are responsible for designated safety duties associated with the care, use, or emergency response to the fuel on board ships subject to the IGF code, you must hold a CoP in Basic Training for Service on Ships Subject to the IGF Code in accordance with STCW Convention Regulation V/3-4.

2.3 If you are a Master, Engineer officer or anyone with immediate responsibility for the care and use of fuels or fuel systems subject to the IGF Code, you must hold a CoP in Advanced Training for Service on Ships Subject to the IGF Code in accordance with STCW Convention Regulation V/3-7.

### 3. CoP in Basic Training for Service on Ships Subject to the IGF Code as per Regulation V/3 paragraph 4, Section A-V/3 paragraph 1 of the STCW Convention and Code 1978 as amended.

3.1 To be issued with a CoP for Basic Training for Ships Subject to the IGF Code you must either:

- (a) Complete a basic training programme for ships subject to the IGF Code in accordance with provisions of section A-V/3, paragraph 1 of the STCW Code and Complete MNTB Tanker Fire Fighting; **or**
- (b) Hold a valid UK Basic Gas Tanker Endorsement or Gas Tanker CoP issued within the last 5 years, in accordance with STCW convention regulation V/1-2, paragraphs 2 and 5<sup>1</sup>; **or**
- (c) Hold a valid UK Advanced Gas Tanker Endorsement or Gas Tanker CoP issued within the last 5 years, in accordance Regulation V/1-2, paragraphs 4 and 5<sup>1</sup>.

3.2 If you successfully complete an MCA approved basic training programme on ships subject to the IGF Code the training centre where you undertook the course must issue you with the appropriate CoP as per Annex A.

3.3 Those wishing to obtain a CoP through holding a Basic or Advanced Gas Tanker Endorsement or CoP should apply directly to the MCA using application form MSF 4210 (search [www.gov.uk](http://www.gov.uk) for MSF 4210). Only seafarers who hold a UK CoC, UK Watch Rating Certificate, a UK Able Seafarer Certificate or a Pump Man with a UK Advanced Gas Tanker CoP can apply to the MCA for an IGF CoP.

---

<sup>1</sup> If you hold an existing basic or advanced level gas tanker endorsements or CoP you are not required to complete MNTB Tanker Fire Fighting.



**4. CoP in Advanced Training for Service on Ships Subject to the IGF Code as per Regulation V/3 paragraph 6, Section A-V/3 paragraph 2 of the STCW Convention and Code 1978 as amended.**

**4.1** If you **do not** hold a Basic Gas Tanker Endorsement or an Advanced Gas CoP, in order to be issued with a CoP for Advanced Training on Ships Subject to the IGF Code you must:

- (a) Hold a CoP for Basic Training for Service on Ships Subject to the IGF Code;
- (b) Complete an MCA approved advanced training programme for service on ships subject to the IGF Code
- (c) Complete at least one month of approved seagoing service that includes a minimum of three bunkering operations onboard. Two<sup>2</sup> of the three bunkering operations may be replaced by simulator training on bunkering operations. These requirements must have been completed within the last five years.

If you successfully complete an MCA approved advanced training programme on ships subject to the IGF Code and can demonstrate the required seagoing service and bunkering operations, the training centre where you undertook the course must issue you with the appropriate CoP as per Annex B. This process is summarised in Annex C.

**4.2** If you hold a UK Advanced Gas Tanker Endorsement or UK Advanced Gas CoP, to be issued with a CoP for Advanced Training for Ships Subject to the IGF Code you must:

- (a) Complete either:
  - At least one month's approved seagoing service that includes a minimum of three bunkering operations on board. Two<sup>3</sup> of the three bunkering operations may be replaced by simulator training on bunkering operations. These requirements must have been completed within the last five years; **or**
  - Three cargo operations on board a liquefied gas tanker (loadings/discharge);
- (b) Have completed 3 months' seagoing service within the last five years on board:
  - Ships subject to the IGF Code; **or**
  - Tankers carrying as cargo, fuels covered by the IGF Code; **or**
  - Ships using gases or low flash point fuels.

**4.3** Those wishing to obtain a CoP through holding an Advanced Gas Tanker Endorsement or Advanced Gas CoP should apply directly to the MCA by completing application form MSF 4210 (search [www.gov.uk](http://www.gov.uk) for MSF 4210 ). Only seafarers who hold a UK CoC, UK Watch Rating, or UK Able Seafarer CoP can apply to the MCA for an IGF CoP.

---

<sup>2</sup> These must be completed as part of the advanced IGF training course as they will form part of the assessment. The completion of these simulated bunkering operations are included in the MNTB contact hour requirements.

<sup>3</sup> For your initial CoP Advanced Training for Ships Subject to the IGF Code the simulated IGF bunkering can only be completed at the MCA approved training centre that you completed the course.



## 5. IGF Code Refresher Training Requirements

5.1 Seafarers who hold a CoP for Basic or Advanced Training for Ships Subject to the IGF Code must undertake refresher training or demonstrate continued proficiency. The MCA considers the following options acceptable to meet this requirement:

- (a) Successfully completing the applicable basic or advanced training programme for ships subject to the IGF Code; or
- (b) Demonstrate continued proficiency applicable to your CoP:
  - **Basic:** complete 3 months seagoing service within the last five years onboard ships subject to the IGF Code;
  - **Advanced:** within the last five years complete 3 months seagoing service onboard ships subject to the IGF Code that includes a minimum of three bunkering operations on board. Two<sup>4</sup> of the three bunkering operations may be replaced by simulator training on bunkering operations.

5.2 In each instance any training provider approved by the MCA to conduct IGF training must issue you with a CoP for Basic or Advanced Training for Ships Subject to the IGF Code with a new issue date (Annex A and B). This should satisfy Port State Control inspection requirements. MCA approved training providers may charge a reasonable admin fee for checking continued proficiency and issuing a CoP. If you obtained your CoP from the MCA, you may apply to the MCA for the reissue of your CoP from the MCA using form MSF 4210.

## 6. Requirements for Deck Officers Working on Ships that Operate in Polar Waters

6.1 There are two levels of training for those who work on ships that operate in polar waters and are subject to the Polar Code:

- Basic Training for Service on Ships Operating in Polar Waters
- Advanced Training for Service on Ships Operating in Polar Waters

6.2 Polar waters mean arctic waters and/or Antarctic Area, as defined in SOLAS regulation XIV/1.2 to XIV/1.4.

6.3 All Masters, Chief Mates and Officers in Charge of a Navigational Watch on ships operating in polar waters shall hold a CoP in Basic Training for Ships Operating in Polar Waters in accordance with STCW Convention Regulation V/4 paragraph 1 of the STCW Convention.

6.4 If you are a Master or Chief Mate on ships operating in polar waters, you must hold a CoP in Advanced Training for Ships Operating in Polar Waters in accordance with STCW Convention Regulation V/4 paragraph 3<sup>5</sup>.

---

<sup>4</sup> To demonstrate continued proficiency for your CoP for Advanced Training for Ships Subject to the IGF Code, simulated bunkering can only be completed at an MCA approved training centre.

<sup>5</sup> Wordings used in section 6.3 and 6.4 are in line with regulation V/4 of STCW code. To avoid any potential problems during Port State Control inspection, the certificate template for Advanced Training for Service on Ships Operating in Polar Waters will contain references to the Basic and Advanced Training regulations.



## **7. Transitional Arrangements for Deck Officers with Seagoing Experience in Polar Waters**

**7.1** The following provisions are available up until up until 1 July 2020. Those who can meet these requirements should apply directly to the MCA for the issue of a Certificate of Proficiency.

### **7.2 Transitional Arrangements for a CoP in Basic Training for Service on Ships Operating in Polar Waters as required by the Polar Code in accordance with Regulation V/4 paragraph 6, of the STCW Convention, 1978 as amended.**

For the MCA to issue you with a CoP for Basic Training for Service on Ships Operating in Polar Waters as required by the Polar Code you must:

- (a) Have completed 3 months approved seagoing service in the deck department in polar waters or equivalent<sup>6</sup> at operational **or** management level before 1 July 2018 and within the last five years.

### **7.3 Transitional Arrangements for a CoP in Advanced Training for Service on Ships Operating in Polar Waters as required by the Polar Code in accordance with Regulation V/4 paragraph 7 of the STCW Convention, 1978 as amended.**

For the MCA to issue you with a CoP for Advanced Training for Service on Ships Operating in Polar Waters as required by the Polar Code you must:

- (a) Have completed 3 months approved seagoing service in the deck department in polar waters or equivalent<sup>6</sup> at the **management level** which commenced prior to 1 July 2018 and within the last five years.

Those wishing to obtain a CoP for Ships Operating in Polar Waters by demonstrating the required seagoing service must apply directly to the MCA by completing application form MSF 4391 (search [www.gov.uk](http://www.gov.uk) for MSF 4391). Only seafarers who hold a UK CoC can apply to the MCA for a Polar Waters CoP.

## **8. CoP in Basic Training for Service on Ships Operating in Polar Waters, as required by the Polar Code as per Regulation V/4 paragraph 2, Section A-V/4 paragraph 1 of the STCW Convention and Code 1978 as amended.**

To be issued with a CoP for Basic Training for Ships Operating in Polar Waters you must:

- (a) Complete an MCA approved basic training programme for ships operating in polar waters.

---

<sup>6</sup> Equivalent seagoing service will be considered on a case by case basis based on evidence of familiarity with tasks listed in Section B-V/g of STCW Code. Evidence should be in the format of a company letter detailing; your roles and responsibilities against the guidance listed in Section B-V/g of STCW Code, the vessel(s) you worked on, the area(s) you operated in and the dates that your vessel(s) operated in the equivalent waters.



**9. CoP in Advanced Training for Ships Operating Polar Waters as per Regulation V/4 paragraph 4, Section A-V/4 paragraph 2 of the STCW Convention and Code 1978 as amended.**

To be issued with a CoP for Advanced Training for Ships Operating in Polar Waters you must:

- (a) Have met the requirements for certification in basic training for ships operating in polar waters;
- (b) Have completed two months approved seagoing service in the deck department at either operational or management level polar waters or equivalent<sup>7</sup>;
- (c) Complete an MCA approved Advanced Training Programme for Ships operating in Polar Waters.

If you successfully complete an MCA approved advanced training programme on ships operating in polar waters and can demonstrate the required seagoing service, the training centre where you undertook the course must issue you with the appropriate CoP as per Annex D and Annex E. This process is summarised in Annex F.

**10. Polar Code Refresher Training Requirements**

**10.1** Seafarers who hold a CoP for Basic or Advanced Training for Ships Subject to the Polar Code must undertake refresher training or demonstrate continued proficiency. The MCA considers the following options acceptable to meet this requirement:

- (c) Successfully completing the applicable basic or advanced training programme for ships subject to the Polar Code; or
- (d) Demonstrate continued proficiency by completing 3 months seagoing service as a Deck Officer within the last five years' service in polar waters or equivalent<sup>7</sup>.

**10.2** In each instance any training provider approved by the MCA to conduct Polar Waters training must issue you with a CoP for Basic or Advanced Training for Training for Ships Operating in Polar Waters with a new issue date (See Annex D or E). This should satisfy Port State Control inspection requirements. MCA approved training providers may charge a reasonable admin fee for checking continued proficiency and issuing a CoP. If you obtained your CoP from the MCA, you may apply to the MCA for the reissue of your CoP from the MCA using form MSF 4391.

---

<sup>7</sup> Equivalent seagoing service will be considered on a case by case basis based on evidence of familiarity with tasks listed in Section B-V/g of STCW Code. Evidence should be in the format of a company letter detailing; your roles and responsibilities against the guidance listed in Section B-V/g of STCW Code, the vessel(s) you worked on, the area(s) you operated in and the dates that your vessel(s) operated in the equivalent waters.



**11. Changes to the Mandatory Requirements for the Training and Qualifications of Masters, Officers, Ratings and other Personnel on Passenger Ships as per Regulation V/2 paragraph 1 and paragraph 5, Section A-V/2 paragraph 2 of the STCW Convention and Code, 1978 as amended.**

**11.1** There are new mandatory training requirements for **all** personnel working on Passenger ships:

- Personnel serving on board passenger ships shall complete passenger ship emergency familiarisation appropriate to their capacity, duties and responsibilities as specified in section A-V/2, paragraph 1 of the STCW Code<sup>8</sup>.

**11.2 Passenger Ship Emergency Familiarisation:**

- (a) Before being assigned to shipboard duties if you work onboard a passenger ship you must receive passenger ship familiarisation training appropriate to your capacity, duties and responsibilities as specified in section A-V/2, paragraph 1 of the STCW Code;
- (b) There are no entry requirements to undertake this training;
- (c) This training is ship specific and not approved by the MCA. Your company should ensure that all such training is recorded, and documentary evidence given to every seafarer qualified by this training.

**12. Changes to STCW References on Passenger Training Certificates**

MCA Approved Training Centres offering MCA approved passenger ship training should now be using the following CoP references:

- CoP in Crisis Management and Human Behaviour as laid down in Regulations V/2, paragraph 8 and Section A-V/2 of paragraph 4 the STCW Convention and Code as amended.
- CoP in Passenger Safety, Cargo Safety and Hull Integrity as laid down in Regulation V/2, paragraph 9 and section A-V/2 of paragraph 5 of the STCW Convention and Code as amended.

**13. Changes to Prerequisite Requirements for Human Element Leadership and Management (HELM) - Management Level**

The prerequisite 'officer' seagoing service for MCA approved HELM Management has been reduced from 12 months to 6 months. This is to help companies stagger their officer training while ensuring the seafarer has enough relevant experience so that the course can add value. The MNTB guide for this course will be updated to reflect this, however this MIN can be held onsite by the training providers to confirm this new requirement.

---

<sup>8</sup> Before being assigned shipboard duties, all persons serving on a passenger ship shall also meet the ship familiarisation requirements of section A-VI/1, paragraph 1 of the STCW Code.



#### **14. Approval of Training Programmes**

All requests by training centres (noting that a shipping company may be considered a training centre) for MCA approval to deliver MNTB programmes should be addressed to the Surveyor in Charge of their local MCA Marine Office, with reference to Annex D of MSN 1866.

Training centres must build into their Quality Management System the requirements outlined in this MIN, MSN 1866 and the applicable MNTB guide(s). Evidence of approved seagoing service and bunkering operations should be held on file (paper or electronic) and made available to the MCA on request.

Overseas course approvals must be directed to Seafarer Training and Certification Branch: [stc.courses@mcga.gov.uk](mailto:stc.courses@mcga.gov.uk). These courses must be conducted at a fixed location.

If, as the result of an audit, or if the MCA otherwise becomes aware that the Training Centre is no longer complying with the conditions of approval or has major non-compliance issues as regards to health and safety, the MCA reserves the right to suspend or cancel the approval of the course.

#### **15. MCA Approved Training Programmes**

For a list of MCA approved Training Providers for the IGF Code or Polar Code please search [www.gov.uk](http://www.gov.uk) for “MCA ATP”.



## **More Information**

Seafarer Training and Certification  
Maritime and Coastguard Agency  
Bay 2/13  
Spring Place  
105 Commercial Road  
Southampton  
SO15 1EG

Tel: +44 (0) 203 8172000  
e-mail: [exams@mcga.gov.uk](mailto:exams@mcga.gov.uk)

Website Address: [www.gov.uk/government/organisations/maritime-and-coastguard-agency](http://www.gov.uk/government/organisations/maritime-and-coastguard-agency)

General Enquiries: [infoline@mcga.gov.uk](mailto:infoline@mcga.gov.uk)

File Ref: N/A

Published: September 2019  
Please note that all addresses and  
telephone numbers are correct at time of publishing

© Crown Copyright 2019

***Safer Lives, Safer Ships, Cleaner Seas***



**SPECIMEN CERTIFICATE OF PROFICIENCY IN BASIC TRAINING FOR SHIPS SUBJECT  
TO THE IGF CODE**

Certificate No: [Unique identifier number allocated by Approved Training Centre]

MCA Approval Certificate Number: [Issued by the MCA]

Address and contact details including telephone and email of Issuing Authority  
(Approved Training Centre)

**CERTIFICATE OF PROFICIENCY IN BASIC TRAINING FOR SERVICE  
ON SHIPS SUBJECT TO THE IGF CODE**

This is to certify that [*full name of learner*]

Date of Birth [*MM/DD/YYYY*]

has successfully completed a programme of training approved by the Maritime and  
Coastguard Agency as meeting the requirements laid down in:

**Regulation V/3 paragraph 4, Section A-V/3 paragraph 1 of the STCW  
Convention and Code 1978 as amended**

and has also met the additional criteria specified in the STCW Convention and  
Code, applicable to the issue of this certificate. This training must be updated within  
5 years from the date of issue of this certificate.

This Certificate is issued under the authority of the Maritime and Coastguard  
Agency of the United Kingdom of Great Britain and Northern Ireland, an executive  
agency of the Department for Transport.

Name and Signature of  
Principal or Authorised  
Representative of the  
Approved Training  
Centre \_\_\_\_\_

Issuing Authority  
Stamp and Date

Signature of person to  
whom this certificate  
was issued \_\_\_\_\_

Inquiries concerning this certificate should be addressed to the Issuing Authority at  
the address above.



**SAMPLE CERTIFICATE OF PROFICIENCY FOR ADVANCED  
TRAINING SHIPS SUBJECT TO THE IGF CODE**

Certificate No: [Unique identifier number allocated by Approved Training Centre]

MCA Approval Certificate Number: [Issued by the MCA]

Address and contact details including telephone and email of Issuing Authority  
(Approved Training Centre)

**CERTIFICATE OF PROFICIENCY IN ADVANCED TRAINING FOR  
SERVICE ON SHIPS SUBJECT TO THE IGF CODE**

This is to certify that: [*full name of learner*]

Date of Birth: [*MM/DD/YYYY*]

has successfully completed a programme of training approved by the Maritime and  
Coastguard Agency as meeting the requirements laid down in:

**Regulation V/3, paragraph 7 and Section A-V/3, paragraph 2 of the STCW  
Convention and Code 1978 as amended**

and has also met the additional criteria specified in the STCW Convention and Code,  
applicable to the issue of this certificate. This training must be updated within 5 years  
from the date of issue of this certificate.

This Certificate is issued under the authority of the Maritime and Coastguard Agency  
of the United Kingdom of Great Britain and Northern Ireland, an executive agency of  
the Department for Transport.

Name and Signature of  
Principal or Authorised  
Representative of the  
Approved Training  
Centre \_\_\_\_\_

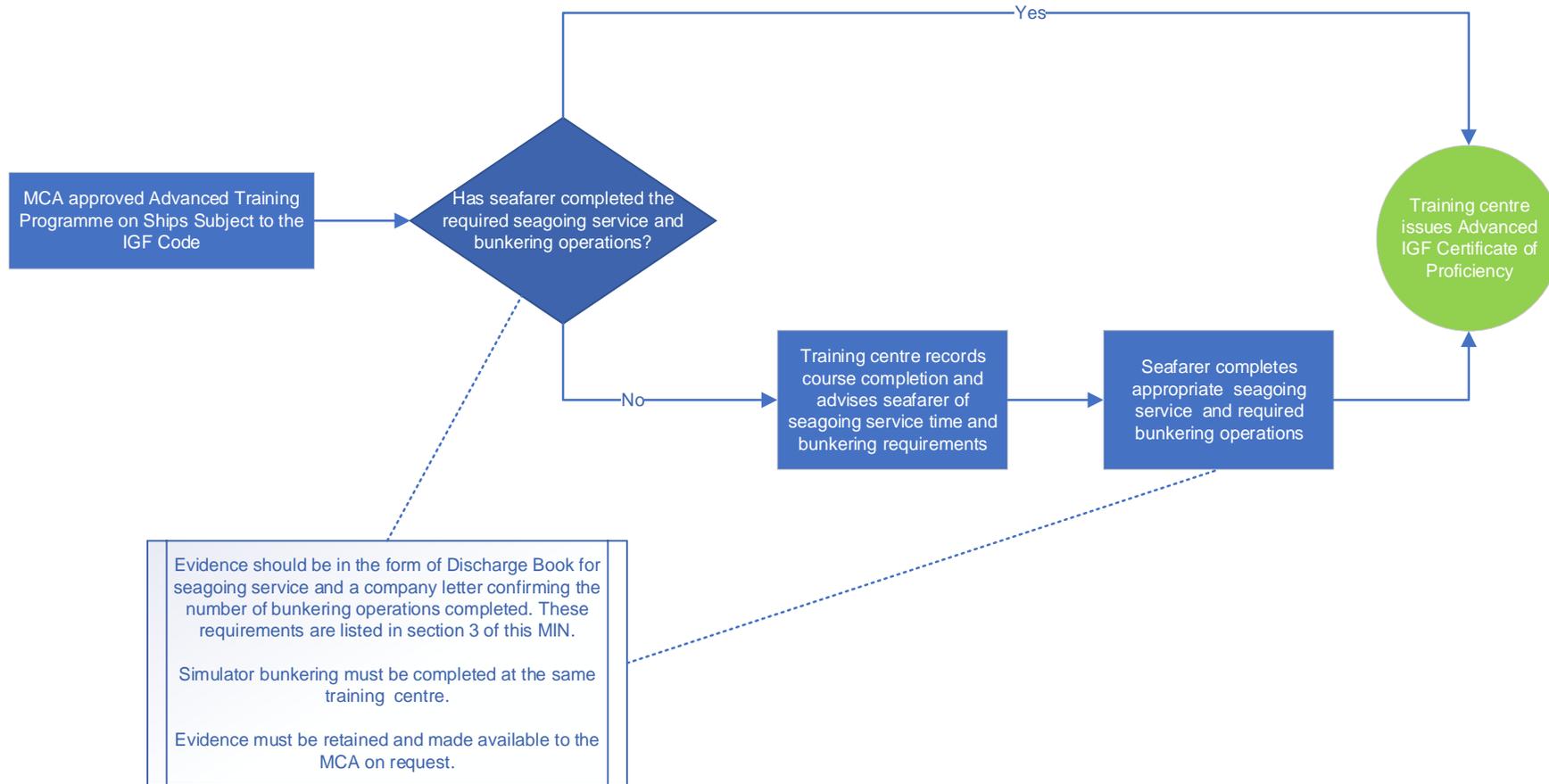
Signature of person to  
whom this certificate was  
issued \_\_\_\_\_

Issuing Authority  
Stamp and Date

Inquiries concerning this certificate should be addressed to the Issuing Authority at the  
address above.



Instructions for Training Centres to issue an Advanced Training CoP for Service on Ships Subject to the IGF Code



**SAMPLE CERTIFICATE OF PROFICIENCY IN BASIC TRAINING FOR  
SERVICE ON SHIPS OPERATING IN POLAR WATERS**

Certificate No: [Unique identifier number allocated by Approved Training Centre]

MCA Approval Certificate Number: [Issued by the MCA]

Address and contact details including telephone and email of Issuing Authority  
(Approved Training Centre)

**CERTIFICATE OF PROFICIENCY IN BASIC TRAINING FOR  
SERVICE ON SHIPS OPERATING IN POLAR WATERS**

This is to certify that: *[full name of learner]*

Date of Birth: *[MM/DD/YYYY]*

has successfully completed a programme of training approved by the Maritime and  
Coastguard Agency as meeting the requirements laid down in:

**Regulation V/4, paragraph 2 and Section A-V/4, paragraph 1 of the STCW  
Convention and Code 1978 as amended**

and has also met the additional criteria specified in the STCW Convention and Code,  
applicable to the issue of this certificate.

This Certificate is issued under the authority of the Maritime and Coastguard Agency  
of the United Kingdom of Great Britain and Northern Ireland, an executive agency of  
the Department for Transport.

Name and Signature of  
Principal or Authorised  
Representative of the  
Approved Training  
Centre \_\_\_\_\_

Signature of person to  
whom this certificate was  
issued \_\_\_\_\_

Issuing Authority  
Stamp and Date

Inquiries concerning this certificate should be addressed to the Issuing Authority at the  
address above.



**CERTIFICATE OF PROFICIENCY FOR ADVANCED TRAINING FOR SHIPS TRAINING FOR  
SERVICE ON SHIPS OPERATING IN POLAR WATERS**

Certificate No: [Unique identifier number allocated by Approved Training Centre]

MCA Approval Certificate Number: [Issued by the MCA]

Address and contact details including telephone and email of Issuing Authority  
(Approved Training Centre)

**CERTIFICATE OF PROFICIENCY IN BASIC AND ADVANCED TRAINING FOR  
SERVICE ON SHIPS OPERATING IN POLAR WATERS**

This is to certify that: [*full name of learner*]

Date of Birth: [MM/DD/YYYY]

has successfully completed a programme of training approved by the Maritime and  
Coastguard Agency as meeting the requirements laid down in:

**Regulation V/4, paragraph 2 and Section A-V/4, paragraph 1 of the STCW  
Convention and Code 1978 as amended**

and

**Regulation V/4, paragraph 4 and Section A-V/4, paragraph 2 of the STCW  
Convention and Code 1978 as amended**

and has also met the additional criteria specified in the STCW Convention and Code,  
applicable to the issue of this certificate.

This Certificate is issued under the authority of the Maritime and Coastguard Agency  
of the United Kingdom of Great Britain and Northern Ireland, an executive agency of  
the Department for Transport.

Name and Signature of  
Principal or Authorised  
Representative of the  
Approved Training  
Centre \_\_\_\_\_

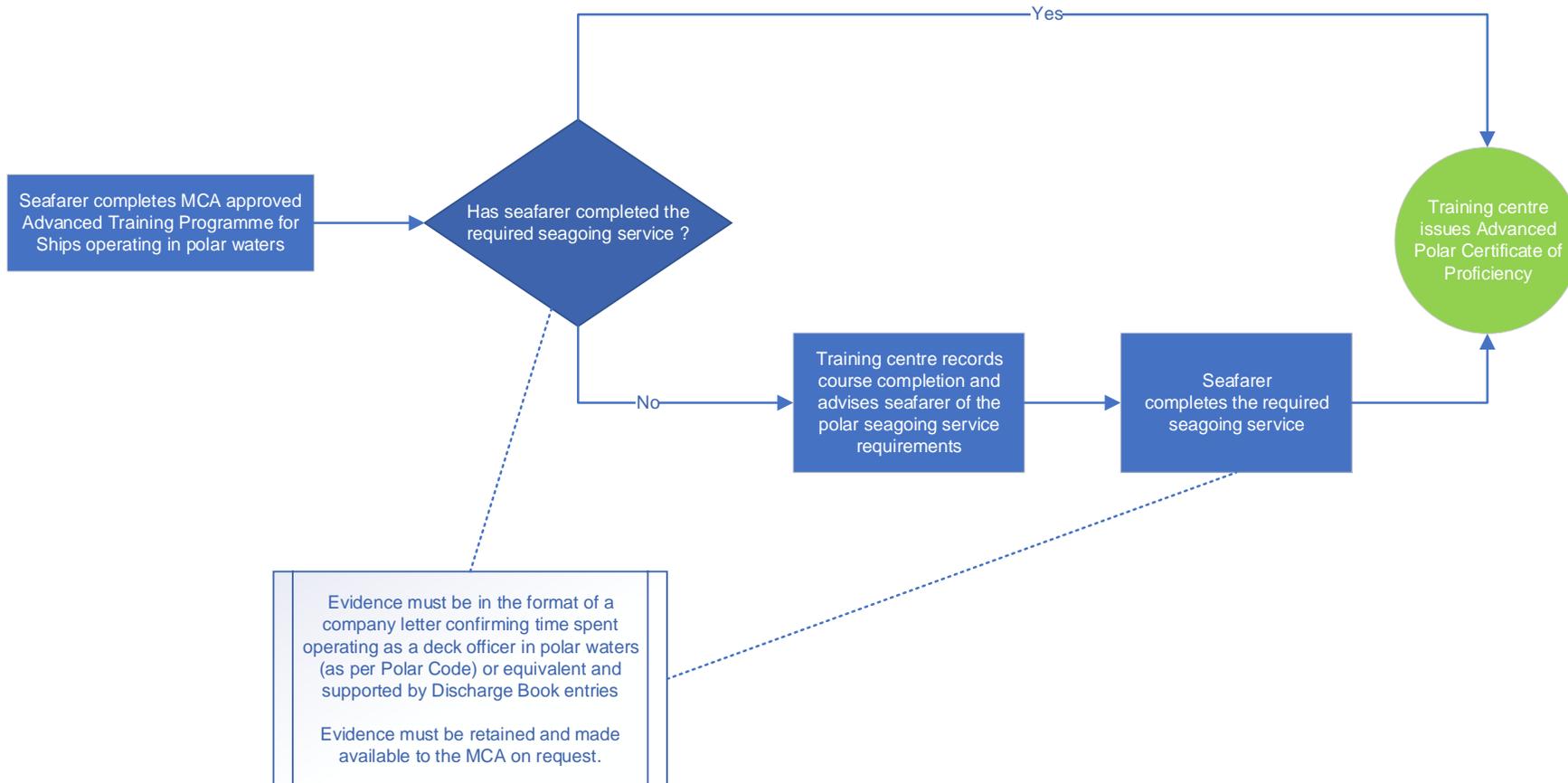
Issuing Authority  
Stamp and Date

Signature of person to  
whom this certificate was  
issued \_\_\_\_\_

Inquiries concerning this certificate should be addressed to the Issuing Authority at the  
address above.



**Instructions for Training Centres to issue a Training CoP for Service on Ships Operating in Polar Waters**



**Polar Waters Definition:** Polar waters means Arctic waters and/or Antarctic area, as defined in SOLAS regulation XIV/1.2 to XIV/1.4. Equivalent seagoing service will be considered on a case by case basis based on evidence of familiarity with tasks listed in Section B-V/g of STCW Code).

