



Seafarer Training and Certification Guidance: Special Training Requirements for Personnel on Tankers and Passenger Ships

Notice to all Owners, Masters, Officers, Ratings and those concerned with maritime training.

This notice replaces MGN 95 (M)

Summary

This Merchant Shipping Notice (MSN) 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 on tankers and passenger ships.

This MSN covers:

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2. Certification Requirements for Tankers
3. Mandatory Requirements for Basic Training for Cargo Operations
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5. Tanker Service Requirements
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1. Introduction

- 1.1 The Merchant Shipping (Standards of Training, Certification and Watchkeeping) Regulations 2015, implement the requirements of the International Convention and Code on Standards of Training, Certification and Watch-keeping (STCW) 1978, as amended (referred to in this MSN as the 'STCW Convention' and 'STCW Code' respectively), including the provisions prescribing the mandatory minimum requirements for seafarers working on tankers and passenger ships.



1.2 All references to Certificates of Competency (CoC) in this notice pertain to those issued by the MCA, unless otherwise stated. Further definitions are as below:

Oil tanker means a ship constructed and used for the carriage of petroleum and petroleum products in bulk;

Chemical tanker means a ship constructed or adapted and used for the carriage in bulk of any liquid product listed in chapter 17 of the International Bulk Chemical Code;

Liquefied gas tanker means a ship constructed or adapted and used for the carriage in bulk of any liquefied gas or other product listed in chapter 19 of the International Gas Carrier Code;

Oil means petroleum in any form including crude oil and refined products;

Chemical means any liquid product in bulk form listed in chapter 17 of the International Bulk Chemical Code (IBC Code) except for vegetable oils;

Vegetable oils mean “vegetable and fish oils and animal fats” – listed in chapter 17 the IBC Code;

Liquefied Gas means any liquefied gas or other product in form listed in chapter 19 of the International Gas Carrier Code;

Supernumerary means a trainee with no other duties than that of undertaking the training programme and emergency duties;

Merchant Navy Training Board (MNTB) is the United Kingdoms (UK) shipping industry’s central body for promoting and developing sector specific education, training and skills. They work to create a structure of qualifications, learning pathways and education and training arrangements, based on national occupational standards, which ensure compliance with statutory standards and lead to the achievement of a degree, HNC/D and/or Maritime Studies (which provides an HE entry/access course) qualifications.

2. Certification Requirements for Tankers

2.1 There are two levels of training for tanker cargo operation: ‘basic’ and ‘advanced’. The basic level is divided into two training programmes; ‘Oil and Chemical’, and ‘Liquefied Gas’. The advanced level is divided into 3 separate programmes; Oil, Chemical and Liquefied Gas.

2.2 If you are an officer or rating assigned specific duties or responsibilities related to cargo or cargo equipment on tankers, you must complete basic training for tanker operations before taking up such duties. This training must be in accordance with STCW Convention Regulations V/1-1 and V/1-2.

2.3 If you are a Master, Chief Engineer, Chief Mate, Second Engineer or any person with immediate responsibility for loading, discharging, care in transit, handling of cargo, tank cleaning or other cargo-related operations on tankers, you must complete advanced training for tanker operations in accordance with STCW Convention Regulations V/1-1 and V/1-2 before taking up such duties.

2.4 Those with “immediate responsibility” will normally include all deck officers and may include other seafarers who could be placed in charge of a cargo operation (e.g. deck/cargo engineer, pumpman, and bosun).



2.5 If you are an Engineer Officer of the Watch serving on tankers, you are required to have a Certificate of Competency (CoC) endorsed for basic tanker training specific to the type of tanker on which you are serving.

3. Mandatory Requirements for Basic Training for Cargo Operations

3.1 Basic training for oil and chemical tanker cargo operations (STCW Convention Regulation V/1-1 para 1);

To have your CoC endorsed or be issued with a CoP for basic training for oil and chemical tanker cargo operations, you must:

- (a) Complete MCA-approved MNTB Tanker Fire Fighting training¹;
- (b) Hold a current ENG1 medical certificate or MCA-accepted equivalent;
- (c) Complete either:
 - I. 3 months' approved seagoing service on oil and/or chemical tankers²; and be assessed as meeting the learning objectives of the MNTB basic training for oil and chemical tanker cargo operations by a training centre approved by the MCA to deliver that programme; **or**
 - II. An MCA-approved MNTB basic training programme for oil and chemical tanker cargo operations;
- (d) Hold the four MCA-accepted³ basic training certificates of proficiency:
 - Personal Survival Techniques (STCW Code A-VI/1-1);
 - Fire Prevention and Fire Fighting (STCW Code A-VI/1-2);
 - Elementary First Aid (STCW Code A-VI/1-3);
 - Personal Safety and Social Responsibilities (STCW Code A-VI/1-4).

3.2 Basic training for liquefied gas tanker cargo operations (STCW Convention Regulation V/1-2 para 1)

To have your CoC endorsed or be issued with a CoP for basic training for liquefied gas tanker cargo operations you must:

- (a) Complete MCA-approved MNTB Tanker Fire Fighting training¹;
- (b) Hold a current ENG1 medical certificate or MCA-accepted equivalent;
- (c) Complete either:
 - I. 3 months' approved seagoing service on liquefied gas tankers; and be assessed as meeting the learning objectives of the MNTB basic training for liquefied gas tanker cargo operations by a training centre approved by the MCA to deliver that programme; **or**
 - II. An MCA-approved MNTB basic training programme for liquefied gas tanker cargo operations;

¹ Where this course is delivered as part of an MNTB approved officer cadet training programme, it is acceptable for the tanker fire-fighting component to be delivered as part of either Fire Prevention and Fire Fighting or Advanced Fire Fighting.

² If you serve on vessels that only carry vegetable oils your endorsement or CoP will be restricted to the carriage of vegetable oils only.

³ The MCA will accept basic training certificates issued under the authority of an administration included in the IMO list of STCW Parties (the so called "White List").



(d) Hold the following MCA-accepted basic training certificates of proficiency:

- Personal Survival Techniques (STCW Code A-VI/1-1);
- Fire Prevention and Fire Fighting (STCW Code A-VI/1-2);
- Elementary First Aid (STCW Code A-VI/1-3);
- Personal Safety and Social Responsibilities (STCW Code A-VI/1-4).

Note: you must complete an MNTB tanker Fire Fighting course in addition to STCW Fire Prevention and Fire Fighting or STCW Advance Fire Fighting.

4. Mandatory Requirements for Advanced Training for Cargo Operations

4.1 Advanced training for oil tanker cargo operations (STCW Convention Regulation V/1-1 para 3);

To have your CoC endorsed or to be issued with a CoP for advanced training for oil tanker cargo operations you must:

- (a) Have met the requirements for certification in basic training for oil and chemical tanker cargo operations;
- (b) While holding a basic tanker endorsement or CoP for oil and chemical tanker cargo operations, complete either:
 - I. At least 3 months' approved seagoing service on oil tankers; **or**
 - II. At least 1 month of MCA-approved shipboard training on oil tankers, in a supernumerary capacity, which includes at least 3 loading and 3 unloading operations and complete the MCA/MNTB shipboard training for tanker endorsements (Oil Tankers) and submit your original completed MCA-approved training record book;
- (c) Hold a current ENG1 medical fitness certificate or MCA-accepted equivalent;
- (d) Successfully complete an MCA-approved MNTB advanced training programme for oil tanker cargo operations.

4.2 Advanced training for chemical tanker cargo operations (STCW Convention Regulation V/1-1 para 5)

To have your CoC endorsed or be issued with a CoP for advanced training for chemical tanker cargo operations you must:

- (a) Have met the requirements for certification in basic training for oil and chemical tanker cargo operations;
- (b) While holding a CoC endorsement or CoP for basic oil and chemical tanker cargo operations, complete either:
 - I. At least 3 months' approved seagoing service on chemical tankers **or**
 - II. At least 1 month of MCA-approved shipboard training on chemical tankers, in a supernumerary capacity, which includes at least 3 loading and 3 unloading operations and complete either:
 - MCA/MNTB shipboard training for tanker endorsements (Chemical Tankers); **or**
 - If serving on vessels carrying only vegetable oils MCA/MNTB shipboard training for tanker endorsements (Vegetable Oil Tankers)



and submit your original completed MCA-approved training record book;

- (c) Hold a current ENG1 medical fitness certificate or MCA-accepted equivalent;
- (d) Successfully complete an MCA-approved MNTB advanced training programme for chemical tanker cargo operations.

Note: Seagoing service in an oil tanker will not be considered towards a chemical endorsement even if a chemical cargo has been carried.

4.3 **Advanced training for liquefied gas tanker cargo operations (STCW Convention Regulation V/1-2 para 3)**

To have your CoC endorsed or to be issued with a CoP for advanced training for liquefied gas tanker cargo operations you must:

- (a) Have met the requirements for certification in basic training for liquefied gas tanker cargo operations;
- (b) While holding a CoC endorsement or CoP for basic for liquefied gas tanker cargo operations, complete either:
 - I. At least 3 months' approved seagoing service on liquefied gas tankers; **or**
 - II. At least 1 month of MCA-approved shipboard training on liquefied gas tankers in a supernumerary capacity, which includes at least 3 loading and 3 unloading operations, and complete either:
 - o MCA/MNTB shipboard training for tanker endorsements (Liquefied Gas Tankers or Liquefied Natural Gas); **or**
 - o MCA/MNTB shipboard training for tanker endorsements (Liquefied Gas Tankers or Liquefied Petroleum Gas) and submit your original completed MCA-approved training record book;
- (c) Hold a current ENG1 medical fitness certificate or MCA-accepted equivalent;
- (d) Successfully complete an MCA-approved MNTB advanced training programme for liquefied gas tanker cargo operations.

5. **Tanker Service Requirements**

- 5.1 Before being considered for a CoC endorsement or to be issued with a CoP in tanker cargo operations, you will be required to provide evidence of having completed the full amount of applicable qualifying seagoing service.
- 5.2 Seagoing service must be documented by either Merchant Navy discharge book entries or certificates of discharge. Each entry must be supported by seagoing service testimonials detailing the cargoes carried during that period. You will be required to produce this documentary evidence when you apply to have your CoC endorsed or for the issue of a CoP in basic or advanced training. The testimonial should be signed and stamped by the Master of the vessel on which the seagoing service was carried out. An example of a tanker seagoing service testimonial is available in Annex A.



6. Approved Shipboard Training

- 6.1 For the purpose of tanker endorsements, an approved shipboard training programme is one that is conducted in accordance with the MCA/MNTB guidelines.
- 6.2 To qualify for a reduction in the seagoing service requirement from 3 months to 1 month (30 days), this approved shipboard training must be undertaken:
- On a ship approved by the MCA;
 - Under the supervision of experienced personnel holding a UK CoC or CEC;
 - Serving in a supernumerary capacity while the tanker is carrying appropriate cargoes, but may be on a ballast passage between cargoes for part of the period, and must include 3 loading and 3 discharging operations.
- 6.3 Shipping companies holding Documents of Compliance issued by the UK or Red Ensign Group Administrations and operating suitable tankers may apply for approval to deliver this shipboard training by contacting:

Seafarer Training and Certification,
Maritime and Coastguard Agency
Spring Place,
105 Commercial Road,
Southampton,
SO15 1EG

Phone +44 (0)2380 329231
Fax +44 (0)2380 329252
Email: stc.courses@mcga.gov.uk

- 6.4 MCA/MNTB shipboard training for tanker endorsements booklets are available to approved companies from the MNTB through their website www.mntb.org.uk.

7. Certificates and Endorsements

- 7.1 Certificates and endorsements issued in accordance with the provisions of STCW Convention regulations V/1-1 and V/1-2 to Masters and officers shall only be issued by the MCA.
- 7.2 If you are a Master or an officer and hold a non-UK CoC and meet all the requirements in the relevant paragraph (2.1 to 2.5) above, you may apply to the MCA to be issued with the appropriate CoP. This CoP will be accepted on UK-registered ships and will be valid for a period of five years.
- 7.3 If you are a Master or officer and you are going to serve on ships operating under a flag other than the UK, you must submit your CoP to that Administration for endorsement.
- 7.4 If you are a rating or trainee, the training centre where you undertook your training may issue you with a CoP if you meet all of the requirements. CoPs issued to ratings are not required to be revalidated and therefore do not carry an expiry date.
- 7.5 **All of the requirements for a tanker endorsement must be met within the 5 year period immediately prior to your application.**



8. Revalidation of Tanker Endorsements

8.1 If you are a Master or an officer you must revalidate your training for tanker cargo operations endorsement at intervals not exceeding 5 years.

8.2 To retain your tanker endorsement or endorsements on your CoC, you must provide evidence of at least 3 months' seagoing service within the last 5 years on each type of tanker for which you hold an endorsement.

8.3 Alternatively, to revalidate your tanker endorsement you may either:

- Complete at least 2 weeks' MCA-approved shipboard training on the appropriate type of tanker in a supernumerary capacity, which includes at least 1 loading and 1 unloading operation, and is documented in an MCA- approved training record book; **or**
- Complete an MCA-approved MNTB advanced tanker training programme appropriate to your CoC endorsement; **or**
- Complete 30 months' employment in an occupation that demonstrates continued proficiency equivalent to the seagoing service required. This time must include regular onboard visits to tanker(s) appropriate to your endorsement.

9. Passenger Ships

9.1 The following training requirements apply to all UK-flagged ro-ro passenger ships on any voyage and to all UK flagged passenger ships on international voyages.

9.2 Crowd management (STCW Convention Regulation V/2 para 4):

- a) If you work onboard a passenger ship and your muster list duties require you to assist passengers in emergency situations, prior to being assigned any shipboard duties you must complete training in crowd management. The training must be in accordance with your capacity, duties and responsibilities and should include, but not necessarily be limited to, the criteria shown in Annex B;
- 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;
- d) Seafarers are required, to undertake appropriate refresher training or to provide evidence of having achieved the required standard of competence within the previous 5 years.

9.3 Safety training for personnel providing direct service to passengers in passenger spaces (STCW Convention Regulation V/2 para 5):

- a) If you are providing direct service to passengers in passenger spaces onboard passenger ships you must, prior to being assigned any shipboard duties, have completed additional safety training. This training must be in accordance with your capacity, duties and responsibilities and at least ensure attainment of the abilities shown in Annex C;
- b) There are no entry requirements to undertake this training;
- c) This training is ship specific and not approved by the MCA. The shipping company should ensure that all such training is recorded and documentary evidence given to every seafarer found qualified in this training;
- d) Both "Crowd Management" and "Safety Training for Personnel Providing Direct Service to Passengers in Passenger Spaces" are essentially practical training courses



- and can be provided onboard. The requirement for “Crowd Management” refresher training at 5 year intervals can be demonstrated through participation in regular drills;
- e) It should be noted that both these training requirements are “in accordance with your capacity, duties and responsibilities”. Therefore, if you return to a ship that you have already been trained on but have been promoted or join in a different role, you may need to be retrained in either or both of these requirements;
 - f) In developing training programmes to cover the above requirements for “Crowd Management” and “Safety Training for Personnel Providing Direct Service to Passengers in Passenger Spaces”, to avoid duplication of training, companies should consider the requirements of EU Regulation 1177/2010 concerning the rights of passengers when traveling by sea and inland waterways. Guidance on training requirements for these regulations can be found on our website: www.gov.uk and search “1177/2010” or “maritime passenger rights”.

9.4 Crisis management and human behaviour (STCW Convention Regulation V/2 para 6):

- a) If you work onboard a passenger ship and are designated on the muster lists as having responsibility for the safety of passengers in emergency situations onboard passenger ships, you must, prior to being assigned any shipboard duties, have completed an MCA-approved MNTB training in crisis management and human behaviour programme;
- b) There are no entry requirements to undertake this training;
- c) You are required, to undertake appropriate refresher training or provide evidence of having achieved the required standard of competence within the previous 5 years. Where continued professional competence is demonstrated by undertaking a refresher course, the training centre (a shipping company may be approved as a training centre) may endorse your Certificate of Proficiency for a further 5 years. Where continued professional competence is demonstrated through appropriate shipboard service, the shipping company you work for, may endorse your Certificate of Proficiency for a further 5 years, providing they have such procedures written into their Safety Management System.

9.5 Passenger safety, cargo safety and hull integrity, for ro-ro passenger ships only (STCW Convention Regulation V/2 paragraph 7)

- a) If you work onboard a ro-ro passenger ship and are assigned immediate responsibility for embarking and disembarking passengers, loading, discharging cargo, securing cargo or closing hull openings onboard ro-ro passenger ships, you must, prior to being assigned any shipboard duties, complete an MCA-approved MNTB training in passenger safety, cargo safety and hull integrity. This training must be in accordance with your capacity, duties and responsibilities. Elements of the MNTB training programme that are completed must be clearly indicated on the Certificate of Proficiency;
- b) There are no entry requirements to undertake this training;
- c) You are required, at intervals not exceeding 5 years, to undertake appropriate refresher training or provide evidence of having achieved the required standard of competence. Where a continued professional competence is demonstrated by undertaking a refresher course, the training centre (a shipping company may be a training centre if so approved) may endorse your Certificate of Proficiency for a further 5 years. Where continued professional competence is demonstrated through appropriate shipboard service, the shipping company you work for may endorse your Certificate of Proficiency for a further 5 years, providing they have such procedures written into their Safety Management System;
- d) It should be noted that both these training requirements are “in accordance with your capacity, duties and responsibilities”, therefore, if you have been promoted or have a different role you may need to be retrained in these requirements;



9.6 Familiarisation training: ro-ro passenger ships (STCW Convention Regulation I/14, STCW Code A-I/14 para 3)

- a) Companies must ensure that personnel assigned specific duties and responsibilities onboard ro-ro passenger ships have, prior to being assigned any shipboard duties, completed familiarisation training taking into account B-I/14 of the STCW Code.

10. Recognition of Passenger Ship Certificates of Proficiency (CoP)

10.1 The UK will accept Crisis Management and Human Behaviour (STCW Convention Regulation V/2 paragraph 6) and Passenger Safety, Cargo Safety and Hull Integrity, Ro-Ro Passenger Ships (STCW Convention Regulation V/2 para 7) CoP's issued under the authority of any EU Member State Administration.

11. Transitional Arrangements for Passenger Ship Certificates of Proficiency (CoP)

11.1 Although the references have changed the actual training requirements for Crisis Management and Human Behaviour, Passenger Safety, Cargo Safety and Hull Integrity have not changed.

11.2 Crisis Management and Human Behaviour issued under the STCW Convention 1995, Regulation V/2 or V/3, will continue to be recognised for service on both passenger ships and ro-ro passenger ships. However, these CoPs should be endorsed in accordance with the current STCW regulations. Although this will be accepted by UK Port State Control Officers, this may not be reciprocated by other administrations. Therefore, if you are operating outside UK waters you may consider having your CoP re-issued in line with 11.2 above

11.3 Passenger Safety, Cargo Safety and Hull Integrity issued under the STCW Convention 1995, Regulation V/3, will continue to be recognised for service on ro-ro passenger ships. However, these CoPs should be endorsed in accordance with the current STCW regulations.

11.4 The MCA has no objection to training centres re-issuing CoPs issued under the STCW 1995 Convention, with certificates bearing the current STCW references. A reasonable administration fee may be charged for this service.

12. Approval of Training Programmes

12.1 All requests by training centres (noting that a shipping company may be considered to be 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 this MSN.

12.2 **Overseas course approvals** must be directed to Seafarer Training and Certification Branch: stc.courses@mcga.gov.uk



More Information

Seafarer Training and Certification
Maritime and Coastguard Agency
Bay 2/11
Spring Place
105 Commercial Road
Southampton
SO15 1EG

Tel : +44 (0) 23 8032 9(see website or application forms for number)
Fax : +44 (0) 23 8032 9N/A
e-mail: exams@mcga.gov.uk

General Inquiries: infoline@mcga.gov.uk

MCA Website Address: www.dft.gov.uk/mca

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Safer Lives, Safer Ships, Cleaner Seas



SPECIMEN REPORT OF TANKER SERVICE FROM MASTER/CHIEF ENGINEER
(for the issue of a tanker endorsement or Certificate of Proficiency)

REPORT OF TANKER SEAGOING SERVICE

Full name

Discharge Book Number

or other national I.D

has served as (Rank)

in MV/SS

between the following dates and

During this time the ship carried the following types of cargo(es)

.....
.....
.....
.....
.....
.....

†: I consider the above-named officer to be competent to carry out cargo handling duties safely
in an *oil tanker/*chemical tanker/*liquefied gas tanker.

Name:

Signature:

Master:

Date:

Ship Stamp



† The description of the type of cargo(es) carried during the period should be described in terms
identifiable in terms within the IBC Code or IGC Code .

* Delete as appropriate



Crowd Management (Regulation V/2 paragraph 4)

The training for crowd management shall be in accordance with seafarers' capacity, duties and responsibilities and should include, but not necessarily be limited to:

1. awareness of life-saving appliance and control plans, including:
 - a) Knowledge of muster lists and emergency instructions;
 - b) Knowledge of the emergency exits; and
 - c) Restrictions on the use of elevators;
2. the ability to assist passengers en route to muster and embarkation stations, including:
 - a) The ability to give clear reassuring orders;
 - b) The control of passengers in corridors, staircases and passageways;
 - c) Maintaining escape routes clear of obstructions;
 - d) Methods available for evacuation of disabled persons and persons needing special assistance; and
 - e) Search of accommodation spaces;
3. mustering procedures, including:
 - a) The importance of keeping order;
 - b) The ability to use procedures for reducing and avoiding panic;
 - c) The ability to use, where appropriate, passenger lists for evacuation counts; and
 - d) The ability to ensure that the passengers are suitably clothed and have donned their lifejackets correctly.



Safety Training for Personnel Providing Direct Service to Passengers in Passenger Spaces

This additional safety training must ensure attainment of the abilities shown in the following section:

Communication

1. Ability to communicate with passengers during an emergency, taking into account:
 - a) The language or languages appropriate to the principal nationalities of passengers carried on the particular route;
 - b) The likelihood that an ability to use an elementary English vocabulary for basic instructions can provide a means of communicating with a passenger in need of assistance, whether or not the passenger and crew member share a common language;
 - c) The possible need to communicate during an emergency by some other means, such as by demonstration, hand signals, or calling attention to the location of instructions, muster stations, life-saving devices or evacuation routes when oral communication is impractical;
 - d) The extent to which complete safety instructions have been provided to passengers in their native language or languages; and
 - e) The languages in which emergency announcements may be broadcast during an emergency or drill to convey critical guidance to passengers and to facilitate crew members in assisting passengers.

Life-saving appliances

2. Ability to demonstrate to passengers the use of personal life-saving appliances.

Embarkation procedures

3. Embarking and disembarking passengers, with special attention to disabled persons and persons needing assistance.



STCW Short Course Approval

The MCA is under no obligation to approve overseas training providers.

In accordance with STCW Convention regulation I/6 and I/8, the MCA has developed the following approval and ongoing monitoring procedure.

Training centres should meet the requirements specified in the course criteria developed by the MNTB in conjunction with the MCA. The policy adopted is to focus on achievement of the outcomes of training and to give the training centre flexibility to design their own courses, based on a common framework that meets the requirements applicable to the STCW code.

The course criteria are contained in a series of booklets published by the MNTB and downloadable from the MNTB website www.mntb.org.uk.

Once a course provider is satisfied they can meet these requirements they should contact the MCA for approval.

Course approvals in the UK: Course approvals should be directed to the local Marine Office who will appoint a Lead Surveyor. For your nearest Marine Office search www.gov.uk for “marine offices”.

The exception to this is where a course is delivered entirely by computer based learning; this should be directed to the Seafarer Training and Certification Branch: stc.courses@mcga.gov.uk.

Overseas course approval: Course approvals should be directed to Seafarer Training and Certification Branch: stc.courses@mcga.gov.uk

Stage 1: Desktop Assessment

Training Centres must provide a written submission of their proposed course including;

- A mapping to the appropriate MNTB ‘outcomes’ and ‘learning objectives’;
- Methods and media of delivery, course notes, presentations, hand-outs, etc;
- Lesson plans;
- Assessment processes;
- Course duration;
- Details of tutors and assessors (including names, qualifications and experience);
- Details of the centre’s quality assurance procedures; and
- Description of the venue and equipment.

The desktop assessment is commenced on receipt of the above and aims to ensure that a training centre has a formally documented health and safety management system and a Quality Management System (QMS) that ensures;

- (a) A continued satisfactory delivery of the programme to the current standards, reflecting changes of technology and best practice;
- (b) The training programme entry standards are met;
- (c) The same person does not carry out the training and assessment of any given part or the whole of the programme;



- (d) Only those who complete the training programme and meet any other necessary requirements are issued with certificates/documentary evidence;
- (e) Certificates are issued in a format that meets the MCA requirements (available in the MNTB guidelines);
- (f) Records of certificates issued are securely maintained until the 70th birthday of the certificate holder or 5 years from the date of issue, whichever is the longer;
- (g) The record system enables the authenticity of certificates to be verified and replacement certificates issued;
- (h) Where approved for peripatetic delivery, formal assessment is carried out to ascertain the suitability of each venue and records of such assessment are retained for 5 years;
- (i) The approving MCA Marine Office is informed of dates, timing and venues of all courses delivered;
- (j) Any changes made to the course content, facilities, equipment, training staff or other matters that may affect the delivery of the programme are reported to the approving Marine Office without delay.

Stage 2: Onsite Approval

Once satisfied with the submission, the lead surveyor will permit the centre to run a pilot course. The lead surveyor will attend the pilot course to ensure that:

- The course syllabus meets the requirements of the MNTB course criteria;
- Facilities and equipment are available, and that the administrative arrangements are satisfactory to enable the MCA to monitor performance;
- The Course Quality Management System (QMS) ensures points A-J listed above are met;
- Short course completion certificates are kept in a secure location (locked), stock controlled and have the following security features:
 - A unique identifying number;
 - A pre-printed background with a unique watermark or hologram;
- Short course completion certificates are stamped and embossed on issue.

Attention is drawn to the following additional guidance:

- a) **Course Intake Limitations:** Course documentation should include the maximum number of candidates to be enrolled on each course, taking account of the criteria laid down by the MNTB, where appropriate. For monitoring purposes the number of candidates on each course must be maintained for subsequent validation as part of the training centre's training records;
- b) **Staff Requirements:** initial approval will require sight of proof of the professional and teaching/assessing qualifications listed for each trainer/assessor. If peripatetic trainers are utilised, more than one visit may be necessary. If equipment is not available at each premises used, appropriate arrangements must be in place for transporting equipment;
- c) **Facilities and Equipment:** the training facilities should be large enough for the number of candidates to be trained, where appropriate allowing for demonstrations and practical exercises included in the guidelines. Premises or training rooms should be well lit, ventilated and have adequate heating. There must be access to nearby toilets and hot and cold water.



Stage 3: MCA Approval

When the MCA is satisfied that there are no major non-conformities, and where the training centre agrees to rectify any minor non-conformities, a 'provisional approval certificate' valid for 6 months' is issued to the training centre. Any minor non-conformities must be rectified within the time scale stipulated by the Lead MCA surveyor.

When all conditions are met, a training centre will be issued with a 'full approval certificate' valid for 5 years from the date of issue of the 'provisional approval certificate'.

Stage 4: On-going Monitoring

In line with both the Directive and STCW, an administration must audit training courses every 5 years (re-approval). In addition to this the MCA may carry out a mid-term inspection between the second and third anniversaries of the last approval.

Re-approval

If a course continues to meet the original requirements specified in the original approval (stage 2), the lead surveyor may re-approve the course regardless of whether or not the delivery of any part of the course has been witnessed. A training centre's internal audit may prove useful in cases where the course delivery cannot be witnessed.

If there are substantial non-conformities, the course can be suspended and the MCA surveyor may decide that the provider needs to make a new application for approval. Once all major non-conformities are resolved the lead surveyor will remove the suspension. Where any minor non-conformities are identified the lead surveyor will give a period of time in which they must be rectified.

When all conditions are met a training centre will be issued with a new 'approval certificate', valid for a further 5 years from the date of issue.

Mid-term Inspection

The aim of this inspection is to ensure that a course is being run in an acceptable manner by appropriate staff and that their QMS is being adhered to. Unless there are any grounds for concern, the delivery of the course does not have to be witnessed. If there are substantial non-conformities a course can be suspended and the MCA surveyor may decide that the provider needs to make a new application for approval. Once all major non-conformities are resolved the lead surveyor will remove the suspension.

Special Audit

A "Special Audit" is to cover any other situations arising, i.e. training centre takeover, complaint from attendees etc. This audit will normally involve the lead surveyor visiting a venue to establish whether or not all the initial approval requirements (stage 2) are being adhered to.

If there are substantial non-conformities then a course can be suspended or set to provisional re-approval. Once all major non-conformities are resolved the lead surveyor will remove the suspension. Where any minor non-conformities are identified the lead surveyor will give a period of time in which they must be rectified.



Name Change

To enable a name change, the Seafarer Training and Certification Branch will require notification from the training centre. In the case of a takeover the MCA will require notification from both the seller and the buyer. The Seafarer Training and Certification Branch should be advised by email (stc.courses@mcga.gov.uk).

Change of Training Centre Contact details

The conditions of approval require that any changes made to the course content, facilities, equipment, training staff or other matter that may affect the delivery of a programme are reported to the approving Marine Office without delay.

Where this involves an address change this will, in most cases, result in a “Special Audit”, as the venue of a course delivery will also change. Where changes in contact details do not entail a “Special Audit”, the Seafarer Training and Certification Branch should be advised by email (stc.courses@mcga.gov.uk). The seafarer Training and Certification Branch will issue a new approval certificate to the training centre, copying in the Marine Office concerned.

Online Approved Training Provider (ATP) list

Unless instructed otherwise, the MCA may make your course approval and company information available to the public via www.gov.uk. You will be responsible for checking we have published your details and that they are correct. If you are not on this list or if your details are incorrect please email: stc.courses@mcga.gov.uk .

The MCA will update the list with new additions at the end of each month.

If you hold pilot approval you will need to wait until full approval is granted by an MCA surveyor before being placed on the ATP list.

