



# MIN 620 (M) Amendment 1

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## Update on Online Oral Exams and the Future Issue of Notice of Eligibilities During the COVID-19 Lockdown Period

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

*This notice replaces MIN 620 (M) and should be read with MGN 69, MSN 1856, MSN 1857, MSN 1858, MSN 1859 and MSN1860.*

*This MIN expires 20 November 2021*

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### Summary

This MIN provides further information on the Maritime and Coastguard Agency's (MCA) process relating to the online oral examination and the order in which they will be prioritised. This MIN also provides information on the process for applying for a Notice of Eligibility (NOE). **This MIN has been updated with the latest process.**

## 1. Introduction

1.1 Following the outbreak of COVID-19 and the associated guidance issued by Public Health England (PHE), the MCA announced it was cancelling all face to face oral exams. As the oral exam is an integral part in ensuring the competency of those who will ultimately be responsible for their safety, the safety of others at sea and the protection of marine environment, the MCA has moved this process online. This MIN provides an overview of the process that will support this approach.

## 2. Expediting an NOE or an Oral Exam or the Issue of a CoC

2.1 If you have a job opportunity and you have completed all other requirements for the issue of your Certificate of Competency (CoC), then the MCA may be able to expedite your application – you should ask your employer to email a request to the appropriate email address: [deck@mcga.gov.uk](mailto:deck@mcga.gov.uk) or [engineering@mcga.gov.uk](mailto:engineering@mcga.gov.uk) or [revalidation@mcga.gov.uk](mailto:revalidation@mcga.gov.uk), confirming the job offer and the date you are required onboard.



### 3. The Process

3.1 Candidates can currently apply for an NOE using the appropriate application form and scanning and by sending the required documentation to the email address listed on the form. If you are required to submit the Training Record Book (TRB), the full physical book should be sent to the Seafarer Training and Certification Branch (to the address provided in the 'more information' section of this Notice), but you must retain scanned copies of the overview signature pages from the TRB. These will be required for your oral exam as per section 4 of this Notice.

3.2 The application forms and associated Marine Notices:

Quick Reference	Application Form (including link)	M-Notice Number (including link)
Deck Officers	<a href="#">MSF 4274</a>	<a href="#">MSN 1856</a>
Engineer Officers	<a href="#">MSF 4275</a>	<a href="#">MSN 1857</a>
Fishing Deck	<a href="#">MSF 4345</a>	<a href="#">MGN 411</a>
Yacht Deck Officers	<a href="#">MSF 4343</a>	<a href="#">MSN 1858</a>
Yacht Engineer Officers	<a href="#">MSF 4278</a>	<a href="#">MSN 1859</a>
Electro-technical Officers (ETOs)	<a href="#">MSF 4259</a>	<a href="#">MSN 1860</a>
Tugs (Deck)	<a href="#">MSF 4260</a>	<a href="#">MGN 495</a>
Workboats (Deck)	<a href="#">MSF 4257</a>	<a href="#">MGN 496</a>
Small Vessel Engineers (including Fishing Eng.)	<a href="#">MSF 4900</a>	<a href="#">MIN 524</a>

3.3 If you meet the requirements for an NOE to be issued, we will email you an electronic NOE<sup>1</sup>. Only **after** you have received your NOE can you book an oral exam through the central team. You should send a copy of your NOE by email to [onlineoralexams@mcga.gov.uk](mailto:onlineoralexams@mcga.gov.uk).

### 4. What candidates need to know prior to an Oral Exam

4.1 The MCA will use Microsoft Teams for the examination. Microsoft Teams will need to be downloaded prior to the start of the examination and you must log onto the meeting at least 10 minutes prior to the designated start time. If you are unable to attend without a valid reason this shall be considered as a fail.

4.2 You will need to ensure you have a suitable room available with the necessary amenities i.e. a clear desk, comfortable chair, water, low ambient noise and is adequately lit with no glare. The IT equipment provided must have a camera and access to a reliable high-speed internet connection (recommended minimum 10mbps), enough for Microsoft Teams to be successfully supported. **Candidates are not permitted to wear headphones during the**

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<sup>1</sup> You might hold a physical NOE as you applied before Electronic NOEs were being issued. In this case you should scan the NOE and attach it to the email in a PDF format.



**oral examination.** During the exam, rooms should not have posters, pictures etc. on the wall.

4.3 If during the exam there are connectivity and/or reliability issues resulting in repeated interruption to IT equipment or connections, this will result in postponement of the exam and require a re- scheduling of the exam.

4.4 If you want to postpone this appointment, we need at least 14 days email notice. More than 2 cancellations may result in forfeit of the examination fee. If you cancel within 14 days of your appointment, or fail to attend without a valid reason, you will fail the examination by default.

4.5 To book an exam please ensure you include the following:

- Your available dates;
- Scanned NOE (both sides) or Electronic NOE;
- Scanned Government Photo ID;
- Scanned Discharge Book (showing 1 to 2 years' worth of latest seagoing service including the ship stamps).

**For OOW, EOOW and ETO (cadet) candidates only**, a scan of the following excerpts from your MNTB Training Record Book (TRB).

- At the start of the TRB, and labeled as page "i" – Contact Details, with the stamp from MCA Seafarers and Certification Branch confirming they have reviewed your TRB;
- Section 2.2 – Sea Service record (page 11 of the 2018 edition 4 version); and
- Section 3.3 – Particulars of Ships (page 23-25 of edition 4 for the first ship and each subsequent vessel).

4.6 Please ensure you attach all the required documentation to your email request for an Oral Exam. Failure to do so will result in the MCA not being able to offer you an Oral Examination slot.

4.7 Candidates must refer to **Annex A** which details the required evidence that must be submitted depending on the oral exam and educational route they have taken.

## 5. After the Oral Exam

5.1 Once you have completed your oral examination the MCA Examiner will record the result of your oral examination on your NOE. This will be forwarded to you from the Central Exam Bookings Team. If you do not receive the NOE please contact [onlineoralexams@mcga.gov.uk](mailto:onlineoralexams@mcga.gov.uk).

5.2 If you have passed your Oral examination, you should submit the NOE pass to the relevant team and supply any outstanding documents or evidence as required by the applicable MSN (noted in the table in section 3 of this Notice). NOE passes and scans of any outstanding documents should be emailed to the relevant team [deck@mcga.gov.uk](mailto:deck@mcga.gov.uk) or [engineering@mcga.gov.uk](mailto:engineering@mcga.gov.uk) (as applicable).



5.3 If you fail your oral examination and would like to apply for a resit, you will need to submit your NOE fail along with any supporting documentation by email to [deck@mcga.gov.uk](mailto:deck@mcga.gov.uk) or [engineering@mcga.gov.uk](mailto:engineering@mcga.gov.uk), where you will be required to pay an additional fee via GOV.UK Pay before applying for a new NOE. Further information on the Resit process can be found in the MSN relevant to your application (noted in the table in section 3 of this Notice).



## **More Information**

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

Tel: +44 (0) 203 81N/A  
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)

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



# Deck Oral Examination – Documentation

	MERCHANT NAVY										
	A	B	C	D			E	F	G	H	R
<b>Documents</b>	Master Unlimited	Chief Mate Unlimited	OOW Unlimited	Master Near Coastal <500 GT	Chief mate <3000 GT Unlimited Area	Chief mate <3000 GT Near Coastal	OOW Near Coastal <500 GT	Chief Mate Near Coastal , Unlimited Tonnage	Master Near Coastal, unlimited tonnage	Master - Specified Area Domestic Vessels	Master Workboat <500 GT
<b>NOE</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>NOA</b>	-	-	-	-	-	-	-	-	-	-	-
<b>Identification document</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Discharge book/verified sea service record (the last qualifying)</b>	12 months	12 months	12 months	12 months	6 months	6 months	6 months	6 months	6 months	3 months	3 months
<b>Training Record Book</b>	-	-	<b>Overview Task Pages*</b>	-	-	-	-	-	-	-	-

\* Not applicable for experienced seafarer (see NOE). But you must include 6 months Bridge Watchkeeping time.



## Deck Oral Examination (restricted by vessel and CEC) – Documentation

	TUGS			FISHING			YACHTS				CEC	
	E	N	P	1	2	3	MSN 1858					
Documents	OOW Tugs	Master < 500 GT	Master < 3000 GT	Fishing - Class 1	Fishing - Class 2	Fishing - Class 3	OOW <3000 GT	Master Code Vessel <200 GT	Master <500 GT	Master <3000 GT	UKLAP - Grade 1 Oral	English Language
NOE	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
NOA	-	-	-	-	-	-	-	-	-	-	Yes	Yes
Identification document	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Discharge book/verified sea service record (the last qualifying)	3 months	6 months	6 months	-	-	-	3 months	3 months	3 months	3 months	-	-
Training Record Book	-	-	-	-	-	-	-	-	-	-	-	-



## Engineering oral Exam – Documentation

Documents	OOW Unlimited (M- Motor S- Steam)	2nd Engineer < 3000kW (M- Motor, S - Steam)	Chief Engineer < 3000 kW (M-Motor, S - Steam)	2nd Engineer Unlimited (M - Motor, S - Steam)	Chief Unlimited (M-Motor, S - Steam)	Small Vessel Second Eng (3,000, GT and less than 9,000kW)	Small Vessel Chief Eng <500 GT , less than 3000KW	Small Vessel Chief Eng (3,000, GT and less than 9,000kW)	SMEOL	MEOL	Electro-technical officer
<b>NOE</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Identification Document</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Discharge book/verified sea service record (the last qualifying)</b>	6 months (watch-keeping)	6 months	12 months	12 months	12 months	6 months (watch-keeping)	6 months	12 months	-	-	6 months
<b>Training record book</b>	overview task pages*	-	-	-	-	-	-	-	-	-	overview task pages*

\* Not applicable for experienced seafarer (see NOE)

