
TRAINING AND CERTIFICATION GUIDANCE – PART 19

Certificates Of Equivalent Competency

Notice to Owners, Operators, Managers, Masters, and Officers of Merchant Vessels

This Note supersedes Marine Guidance Note MGN 179 (M)

Summary

This Marine Guidance Note (MGN) is Part of a series which gives guidance on the application of the Merchant Shipping (Training and Certification) Regulations 1997¹ and the revised International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW 95)².

In order for the guidance to be easy to use and to keep up-to-date, the individual Parts will retain the same Part number but the MGN number may change if and when revisions are necessary. The front sheet of any revised Part will list the latest MGN numbers. Any reference to "Part" in this MGN relates to this series of Guidance Notes as listed below.

Key Points

This Part largely reproduces information on UK Certificates of Equivalent Competency (CECs) previously published in Merchant Shipping Notice MGN 179 and incorporates the following changes:

- Additional methods of assessment of UK Legal and Administrative Processes (UKLAP) and of English language skills;
- Conditions relating to the issue of temporary CECs;
- The use of photocopies;
- Companies permitted a role in assessing UKLAP and English;
- Maritime and Coastguard Agency's (MCA) audit role.

¹ SI 1997/348 as amended by SIs 1997/1911 and 2000/836

² Available from the Publications Department, International Maritime Organization, 4, Albert Embankment, London SE1 7SR

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4	Certificates of competency - radio personnel	MGN 214(M)	May 2002
5	Special training requirements for personnel on certain types of ship	MGN 95(M)	April 2000
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15	Certification of inshore tug personnel	MGN 209(M)	April 2002
17	Certificates of competency or marine engine operator licences for service as an engineer officer on commercially and privately operated yachts and sail training vessels	MGN 156(M)	February 2001
18	STCW 95 certificates of competency - conversion of tonnage limitations from GRT to gt	MGN 164(M)	January 2001
19	Certificates of Equivalent Competency	This note	
20	Certificates of Equivalent Competency (Fishing Vessel)	MGN 220(F)	March 2003
21	Deck Officer Certificates of Competency for service on commercially & privately operated yachts & sail training vessels	MGN 195(M)	February 2002

Seafarer Training and Certification Branch
Maritime and Coastguard Agency
Spring Place
105 Commercial Road
SOUTHAMPTON
SO15 1EG

Tel: 023-8032 9231
Fax: 023-8032 9252
E-mail : exams_section@mca.gov.uk

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Safer Lives, Safer Ships, Cleaner Seas

Department for
Transport

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All references to "Parts" in this document are to other Parts of this series of Training and Certification Guidance Notes

1.0 INTRODUCTION

1.1 This Note describes the requirements and procedures for the issue of a **Certificate of Equivalent Competency** (CEC), which will enable Officers holding STCW certificates issued by certain non-UK countries to work as Officers on UK-registered merchant ships. This Note reiterates the information previously contained in MGN 179 concerning who qualifies for the certificate and how to apply for it, and explains some additional means of fulfilling the requirements.

2.0 BACKGROUND

2.1 Under the Merchant Shipping (Training and Certification) Regulations 1997, Officers serving on UK merchant ships are required to hold a UK Certificate of Competency (CoC) or a UK Certificate of Equivalent Competency (CEC). The Regulations allow Officers who hold STCW certificates issued by certain other Administrations (listed at Annex 1) to be recognised for service in any position (including Master, Mate and Chief Engineer) on UK ships.

2.2 The position of Master on some types of UK ships (known as strategic ships) is restricted to nationals of certain countries as a result of the Merchant Shipping (Officer Nationality) Regulations 1995. Annex 3 sets out the details as they currently stand but those Regulations are the subject of discussion, which is likely to lead to amendment or reinterpretation in due course.

2.3 CECs will be issued, on application, to Officers holding STCW CoCs issued by other Administrations in all cases where the UK authorities are satisfied that there are no substantial differences between the standard set by the UK and that represented by other certificates. The CEC will carry identical rights and obligations as a CoC and, like the CoC, it will require revalidation at least every five years and holders will be subject to statutory procedures relating to their conduct.

A CEC will remain valid only as long as the original STCW CoC remains valid. At all times, the underlying non-UK STCW CoC must be carried with the CEC and be made available for inspection by duly authorised persons.

2.4 Employers can treat a valid CEC as meeting their obligations under the Merchant Shipping (Training and Certification) Regulations and for Safe Manning Documents in exactly the same way as they have accepted CoCs to date.

2.5 These new arrangements are consistent with EC Directives 89/48/EEC and 92/51/EEC (as amended by 2001/19/EC), which set out requirements for the mutual recognition of qualifications and training.

3.0 REQUIREMENTS

3.1 The MCA must ensure that applicants for CECs are qualified to the equivalent standards as holders of UK CoCs. To do this it will consider the standards of education and training represented by the applicant's STCW CoC and where there is no significant difference it will issue a CEC. However, where the MCA judges that a difference in standard does exist, it will assess individual applicants in those subject areas where there is a shortfall.

3.2 There are three main areas where a difference could exist and which would then need to be assessed:

- Standards of **Competency**;
- Use of the **English language**;
- Knowledge of **UK Legal and Administrative Processes (UKLAP)**.

There are several ways in which an individual applicant's standards in each of the above can be ensured and these are described in the following paragraphs.

Competency

3.3 No CEC will be issued until the standards of technical competency of the relevant country are found by the MCA to be equivalent to those of the UK.

3.4 USA applicants who hold 500gt and 3000gt (International Tonnage) Certificates of Competency will need to meet the requirements set out in Annex 8 by taking an Oral Examination of Competency at an MCA Marine Office. This is in addition to meeting the other requirements of this MGN.

English Language

3.5 It is a requirement of the Merchant Shipping (Minimum Standards of Safety Communications) Regulations 1997 that a common language exist among Officers on board UK ships. Since these Officers are required to read and understand English publications on board, the most useful common language for a UK ship is English. This is also the most commonly used language for international communication.

3.6 If the MCA is satisfied that the applicant's original STCW CoC satisfactorily tested oral and written English language skills no further test in this topic will be required.

3.7 If this is not the case, there are various forms of evidence acceptable to the MCA. These are set out in Annex 4.

UK Legal and Administrative Processes (UKLAP)

3.8 All Officers other than Officers of the Watch must have sufficient knowledge of UK legal and administrative processes to enable efficient ship operation. Unless applicants can prove that they have this knowledge they must be assessed in one of the ways outlined below.

3.9 **Masters** applying for CECs may, with MCA approval, undertake an oral examination conducted by an MCA examiner, using the MCA's syllabus (see Annex 6 for details of the Grade 1 syllabus).

3.10 Alternatively, they may take the UKLAP Grade 1 open book written test. The test can be taken by arrangement with SQA (Scottish Qualifications Authority) at one of their UK examination centres or at British Council centres abroad.

3.11 As an alternative to the examination route Masters who are nationals of EEA states

may attain the required UKLAP knowledge during a *shipboard adaptation period* of up to 36 months served on board a UK ship. The exact period is at the discretion of the MCA and will be advised on application. As a guide Adaptation Periods normally vary between 2 and 6 months. This should be requested on the Application to Serve an Adaptation Period Form MSF 4206/REV 0895. They will be issued with a temporary CEC at a **lower rank**, valid for up to six months.

3.12 On completion of the Adaptation Period an Adaptation Report Form MSF 4271/REV 0601 must be completed by the Master of the vessel carrying out the assessment. This is a numbered document and it attests that the candidate has an adequate knowledge of UKLAP. A Master, holding either an UK CoC or a full UK CEC, should complete the form and return it to MCA. If the Master of the vessel holds a temporary CEC, responsibility for the assessment during Adaptation Periods must lie with the shipping company. The Adaptation Report form must additionally be counter-signed and returned to MCA by a senior representative of the shipping company. This representative must be satisfied that they can attest to the candidate's knowledge of UKLAP. A covering letter explaining that the Master holds a temporary CEC should be sent with the form. The CEC will be upgraded once the Adaptation Period has been completed and the Adaptation Report has been submitted to the MCA and approved.

3.13 **Chief Mate, Chief or 2nd Engineer** applicants for CECs at the above levels will be required to undertake the UKLAP Grade 2 open book examination taken by arrangement with SQA at one of their UK examination centres or at British Council centres abroad. See Annex 7 for details of the Grade 2 syllabus.

3.14 As an alternative to the examination route applicants may attain the required UKLAP knowledge during a *shipboard adaptation period* of up to 36 months served on board a UK ship. The exact period is at the discretion of the MCA and will be advised on application. As a guide Adaptation Periods usually vary between 2 and 6 months. On completion of the Adaptation

Period the Master carrying out the assessment, who holds either an UK CoC or a full UK CEC, should sign and return the MCA's Adaptation Report Form. If the Master of the ship carrying out the assessment holds a temporary CEC, responsibility for assessment during Adaptation Periods must lie with the shipping company. The Adaptation Report form must additionally be counter-signed and returned to MCA by a senior representative of the shipping company. This representative must be satisfied that they can attest to the candidate's knowledge of UKLAP. A covering letter explaining that the Master holds a temporary CEC should be sent with the form. The CEC will be upgraded once the Adaptation Period has been completed and the Adaptation Report has been submitted to the MCA and approved.

Medical fitness

3.15 Applicants will be required to prove an appropriate standard of medical fitness and eyesight. Annex 2 gives details of countries whose medical certificates are currently recognised by the MCA. These are, however, due to be reviewed and amendments to Annex 2 will be published in due course.

4. APPLICATION PROCEDURES AND DOCUMENTATION

4.1 All documentation and evidence required by the MCA should be submitted as originals with the application. Photocopies of Certificates of Competency and other documents may be submitted as long as they are endorsed as true copies of the original by the issuing country's administration or a MCA official. Alternatively, companies may elect to endorse copies on behalf of their applicants by entering into a formal agreement with the MCA. In such cases, the company must see the original documentation.

NB Where copies of documents have been submitted a temporary CEC only will be issued. Original documents must be sent to the MCA for verification before a full (5 year) CEC will be issued.

4.2 Original documents must be sent to the MCA for verification at the end of the current tour of duty.

4.3 The following is a brief checklist of the necessary documentation, which should be submitted to the MCA's Seafarer Training and Certification Branch at the address given in paragraph 10.1:

- **Application form (MSF 4203)** completed by the seafarer with the seafarer's original signature, together with four attested photographs and the appropriate fee, currently £70 per seafarer. See also Annex 9 for the range of fees, which are currently under review. Consequent changes will be published separately. Payment should be by cheque, banker's draft or postal order made payable to the Maritime and Coastguard Agency. Credit cards are also now accepted;

- **Non- UK CoC** - All pages of CoCs issued by recognised countries **MUST** be included – the CoC must bear an STCW95 endorsement;

- Valid UK **Medical Certificate (ENG1)** or other medical certificate acceptable to the MCA (see Annex 2);

- **Passport or Discharge Book** – proof of national identity is required preferably the Discharge Book, but a full passport will be accepted as an alternative;

- Evidence of competency in **English and UKLAP** (see paragraphs 3.5 – 3.14 and Annexes 4,5,6 and 7).

4.3 On receipt of the above documentation, the Seafarer Training and Certification Branch will assess the application in accordance with the requirements specified in Section 3.

4.4 Applicants who fully meet the requirements and have submitted original documentation will be issued with a full UK CEC. Where photocopies are submitted, a temporary CEC will be issued for up to six months pending receipt of the original documentation.

- 4.5 Applicants who do not fully meet the requirements will be issued with a Notice of Assessment explaining the measures they must take in order to enable a CEC to be issued.
- 5.0 **COMPANY BASED ASSESSMENTS**
- 5.1 Where there is an urgent need to ensure that a ship is able to sail under the UK flag with appropriately certificated crew, and in order to minimise the risk of Officers being without documentation during a Port State Control Inspection, the following may apply:
- certain Companies, with prior approval from the MCA, may be allowed to attest, by letter signed by a senior company official, to candidates' knowledge and understanding of English based on the MCA criteria checklist (see Annex 5). We recommend the approach outlined in Annex 5, against which Company procedures will be audited, and the completed criteria checklist should be copied to the MCA with the application. All sections must be completed and endorsed with the company stamp;
 - Certificates of Competency and other documents may be faxed from the ship to the Company, but they need to be accompanied by confirmation from the ship's Master that they are faxes of the original; original documents must be sent to the MCA for verification at the end of the current tour of duty;
 - Companies that carry out these assessments will be subject to an audit of either the Company or the ship, where the auditor may require to see documentation and evidence of assessments and, if possible and where appropriate, to speak to the Officer(s).
- 6.0 **TEMPORARY CECs**
- 6.1 Temporary CECs may be issued in the following circumstances:
- Masters of UK ships flagging in, who, for operational reasons, cannot be replaced immediately in order to fulfil the UKLAP requirements, may be given temporary CECs for up to six months (see paragraph 3.11);
 - in order to enable Officers other than Masters and OOW to complete an Adaptation Period (see paragraph 3.14); no further fee will be charged for issuing full CECs at the end of successfully completed Adaptation Periods;
 - where attested photocopies are submitted at the time of application, a temporary CEC will be issued pending receipt of the original documentation;
 - only Companies meeting the MCA standards for flagging in may carry a full complement of Officers serving an Adaptation Period, at or below the rank specified on their CoC.
- 6.2 A Temporary CEC will be issued for a period of 6 months. During this time, the applicant is expected to meet **fully** the requirements for issue of a full CEC and provide all remaining information and documentation to the MCA. An extension will not normally be granted.
- 6.3 If there are genuine and compelling reasons for an applicant not being able to meet fully the requirements within the 6 month period, a further temporary CEC may exceptionally be issued at the discretion of the MCA for a **maximum** period of a further 3 months.
- 6.4 Full justification for the extension must be provided with the application together with the appropriate fee and application form.
- 6.5 All remaining requirements must be met within this further 3 month period. **No further extension will be granted.**
- 7.0 **RECOGNITION OF COMPETENCE**
- 7.1 Those countries whose standards of competency have been considered as being equivalent to those in the UK are listed in Annex 1. This will be updated as and when the position changes by means of a Marine Information Note (MIN)..

8.0 REVALIDATION

8.1 Original Certificates of Competency will need to be duly revalidated before a revalidated UK CEC can be issued. Form (MSF 4272) for revalidating UK CECs is available from Seafarer Training and Certification Branch at the address below. All Officers will need to send in their existing CEC, their revalidated CoC and a valid medical certificate.

8.2 If additional endorsements or a higher certificate are requested, relevant supporting documentation will be required. This requires a new application and fee.

9.0 IMMIGRATION RULES

9.1 CEC applicants who are **not** nationals of EEA countries should note that they might need to have a work permit if they are intending to work on a ship which operates solely within UK territorial waters.

10.0 APPLICATION FORMS

10.1 All relevant forms and further information are available from:

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

or from MCA Marine Offices.

COUNTRIES WHOSE CERTIFICATES OF COMPETENCY HAVE BEEN EVALUATED FOR THE PURPOSES OF COMPARING STANDARDS OF COMPETENCY WITH THOSE OF THE UK

To date, the following countries' standards of competency and administration arrangements have been evaluated by the MCA and are considered to be equivalent to UK arrangements for the purpose of issuing Certificates of Equivalent Competency. CECs are normally issued to applicants with capacities and limitations equivalent to their own national CoCs. However, CECs may be issued with lower capacities and limitations if requested.

We accept all those listed below under STCW 95. Up to date information is available from the MCA and changes will be published in Marine Information Notes (MINs) as necessary.

<i>EU/EEA Member States</i>		<i>Non EU/EEA Countries</i>	
Belgium	Italy	Australia	Myanmar
Bulgaria	Netherlands	Canada	New Zealand
Czech Republic	Norway	Croatia	Pakistan
Denmark	Portugal	Estonia	Philippines
Faroe Islands	Republic of Ireland	Hong Kong	Poland
Finland	Spain	India	Romania
France	Sweden	Jamaica	Russia
Germany		Latvia	Singapore
Greece		Lithuania	South Africa
Iceland		Malta	Ukraine
			USA*

If you wish to apply for a CEC for an applicant from a country not listed above, please contact the MCA.

* Holders of USCG CoCs must also refer to Annex B

COUNTRIES WHOSE MEDICAL TEST CERTIFICATES ARE ACCEPTED BY THE UK TOWARDS A MERCHANT NAVY CERTIFICATE OF EQUIVALENT COMPETENCY

Following the implementation of the Merchant Shipping (Medical Examination) Regulations 2002 on the 1st September 2002, only medical certificates issued by countries whose medical standards have been assessed and found to be equivalent to the UK will be accepted towards a UK CEC. These countries are listed in Merchant Shipping Notices MSN 1765(M) and 1766(M).

In addition, a live list of those countries assessed to date and found acceptable can be viewed on the MCA website: www.mcga.gov.uk Publications/ Statutory Information/ UK Equivalent Medical Certificates.

<i>EU & EEA Member States</i>	<i>Non EU & EEA Member States</i>
Austria	Australia
Belgium	Bulgaria
Denmark	Canada
Finland	Hong Kong
France	India
Germany	Jamaica
Greece	Lithuania
Iceland	New Zealand
Italy	Pakistan
Luxembourg	Poland
Netherlands	Romania
Norway	South Africa
Portugal	
Republic of Ireland	
Spain	
Sweden	

Transitional arrangements: For those seeking revalidation and holding a medical certificate which was issued prior to the 1st September 2002 by those countries previously accepted, (as listed below) these certificates will be allowed to run for their full validity.

Algeria	Korea, Republic of	United States of America
Angola	Kyrgyzstan	Uruguay
Argentina	Lebanon	Yugoslavia
Azerbaijan	Liberia	
Bangladesh	Lithuania	
Barbados	Macedonia, The former	
Bosnia & Herzegovina	Yugoslav, Republic of	
Brazil	Malta	
Costa Rica	Morocco	
Croatia	Panama	
Cyprus	Peru	
Djibouti	Poland	
Egypt	Russian Federation	
Ghana	Singapore	
Guinea-Bissau	South Africa	
Iraq	Tajikistan	
Israel	Tunisia	
Japan	Ukraine	

STRATEGIC SHIPS

1. Vessels registered in the UK which are defined in the Merchant Shipping (Officer Nationality) Regulations 1995 as "strategic" will be required to have a British, British Commonwealth, NATO or EU national, or a national of a state which is party to the EEA Agreement, as Master.
2. "Strategic" vessels are defined as:
 - a) **Fishing Vessels over 24 metres** in length;
 - b) other British ships of 500gt or more which are **Passenger Ships** with a Class 1 passenger vessel certificate certified to carry more than 200 passengers;
 - c) **Ro-Ro vessels** i.e. ships provided with cargo or vehicle spaces in which cargo or vehicles can be loaded and unloaded in a horizontal direction; or
 - d) **Product Tankers** i.e. namely oil tankers constructed for the carriage of petroleum products in bulk or chemical tankers constructed for the carriage in bulk of any liquid chemical.

EVIDENCE OF KNOWLEDGE OF ENGLISH LANGUAGE

The following is acceptable evidence of competency in English. The MCA will need to see documented proof of attainment in one of the following methods:

- Confirmation of proficiency by an MCA surveyor on board ship or in a Marine Office.
- Passing the Marlins test at an approved Marlins Test Centre (currently available in Poland, Croatia, Ukraine, the Philippines, India, Latvia, Russia and Spain – addresses available from MCA and the Marlin company home page <http://www.marlins.co.uk/>). At present, this needs to be accompanied by a Company interview to confirm that the owners/managers assess the seafarer's spoken English to be of an acceptable standard in order to carry out their shipboard duties. The results of the interview can be relayed in a letter from the Company to the MCA.

The minimum acceptable pass marks (to be submitted on a Marlins approved centre stamped computer printout) are as follows:

Deck Officers		Engineering Officers	
Senior Deck Officers	90%	Senior Engineering Officers	80%
Junior Deck Officers	80%	Junior Engineering Officers	70%

- Satisfying the MCA that English is the candidate's mother tongue (first language).
- Holding a STCW Certificate of Competency for which the examinations were conducted in English.
- Holding an advanced English Language Certificate issued by the British Council or an International Language Testing System (IELTS) Test Report showing Overall Band of at least 6.
- Holding a Certificate of TOEFL (Test Of English as a Foreign Language) as applicable for admission into US universities.
- Holding a Berlitz Language School Level 2+ Certificate endorsed by the Company.
- Passing the MCA English language test administered for MCA by the Scottish Qualifications Authority (SQA) and conducted by arrangement with SQA in any British Council office anywhere in the world.

RECOMMENDED CRITERIA FOR COMPANY-BASED ENGLISH ASSESSMENTS FOR CERTIFICATES OF EQUIVALENT COMPETENCY

WHEN TO USE

The assessment method outlined below is for use particularly where applicants for UK Certificates of Equivalent Competency (CECs) are newly or recently recruited and the Company is not otherwise aware of their level of English. The checklist should be used to confirm standards of English and as an auditable record for **all** CEC applicants.

THE ASSESSMENT

This is to be conducted on a one-to-one basis with a native English speaker ('the interviewer'). Where possible the assessments should be tape-recorded. It should consist of three separate sections of approximately one hour in duration altogether. Where there is doubt as to whether certain criteria are being met there may be a need to retry during the assessment, but if the point has to be pressed it should be left.

Section 1 - oral interview

This should cover general topics, for example career to date, future plans. The questions should enable and encourage discursive responses allowing the seafarer the chance to ask questions or seek clarification.

Section 2 - live listening/comprehension

The interviewer should, at a steady pace, read a passage lasting 3-5 minutes of a generally maritime nature, e.g. an incident or a procedure. The seafarer may take notes throughout (in their own language if preferred). They should be allowed 2-3 minutes to look over their notes and then be asked to describe the incident in their own words, summarising the main points.

Section 3 - specific/job focused communications

This Section needs to be tailored to the vocabulary relating to the specific functions to be undertaken by the seafarer. This may need to include listening to radio messages, loudspeaker announcements, and should certainly include the testing of comprehension and communication of the type of orders, statements and requests that the seafarer is likely to hear or have to make.

CRITERIA CHECKLIST

These criteria are to help establish levels of listening and speaking abilities and are to be filled in each time an assessment of new recruits is made and in all CEC applications to confirm established competence. The criteria are to be used as a checklist and where the interviewer decides that one/some are not met that is to be noted for the record against the criterion (a tick for met and a cross for not met). It will be for the Company to decide whether failure to meet any of the criteria means the seafarer's level of English would not be sufficient to carry out their functions safely and effectively.

The completed criteria sheet and, where available, the tape recording will form the basis of the documentation required for audit.

CRITERIA CHECKLIST (insert ✓ for met or ✗ for not met)

Speaking

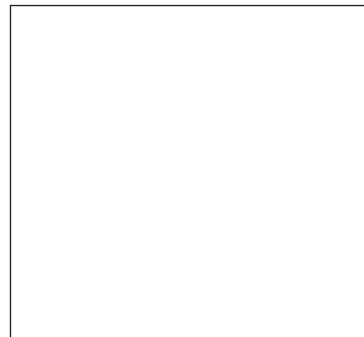
- 1. Clarity - language is sufficiently clear and accurate to be understood by native and non-native speakers of English; any inaccuracies, faults in intonation or hesitation do not impede comprehension of the points being made.
- 2. Initiation of dialogue - there is evidence of the seafarer not simply echoing or responding, but also of taking the conversation forward, asking questions and raising other issues.
- 3. Vocabulary - the seafarer can speak about their main job functions and communicate in both familiar and unfamiliar situations;
- their vocabulary is extensive enough to allow some flexibility of expression, and is appropriate to the context/topic.

Listening

- 4. The seafarer shows he can understand the overall theme in ways other than repeating back to the examiner word for word.
- 5. Key points can be identified.
- 6. Inferences and conclusions can be drawn.
- 7. The seafarer can demonstrate understanding of work-related communications delivered in a variety of registers and in varying degrees of complexity.

Comments

Company Stamp



Company assessment

I can confirm that the standard of English of

..... (name)

..... (function)

was assessed today.....(date) / has been tested overmths/yrs*

(period of employment)

and was found to be acceptable

not acceptable

by(signature).....(print name)

date

(*delete/ complete as appropriate)

CERTIFICATE OF EQUIVALENT COMPETENCY
EXAMINATION IN UK LEGAL AND ADMINISTRATIVE PROCESSES (UKLAP)
GRADE 1 – MASTERS
INFORMATION FOR CANDIDATES
and
ORAL SYLLABUS

You will be allowed to use any or all of the documents listed in the Permitted Examination Materials in the examination. The use of other documents, notes or CD-ROMs is **not** permitted.

The examination questions will be drawn from the following topics and will assess your knowledge and understanding

- a) Period and validity of SAFCON, SEC and Radio Certificates on UK cargo ships;
 - b) Period and validity of PC on UK passenger ships
- 2 Role and function of the Maritime and Coastguard Agency, including:
- a) Registry of Shipping and Seamen;
 - b) HM Coastguard;
 - c) Enforcement Unit;
 - d) Statutory surveys;
 - e) Port State Control.
- 3 Certificate of British Registry:
- a) Information contained within;
 - b) Period of validity;
 - c) Procedure in event of loss or destruction of Register.
- 4 Assistance overseas: role of the British Consul to assist the Master.
- 5 Documentation required to be presented on signing on:
- a) Officers;
 - b) Ratings;
 - c) Procedure for verifying authenticity of UK seafarers' Certificates.
- 6 Entries to be made in Official Log Book:
- a) Dedicated pages;
 - b) Narrative section to include disciplinary procedures;
 - c) Procedure for return to RSS.
- 7 Crew Agreement:
- a) Format of Crew Agreement;
 - b) Role of Master as Company Agent;
 - c) Procedure for closing an Agreement;
 - d) Engagement and discharge;
 - e) Law relating to young persons.
- 8 Seaman left behind:
- a) Failed to return from shore leave;
 - b) Hospitalised.
- 9 Death onboard:
- a) Crew member or passenger.

- 10 Role of the MAIB:
 a) Master's role in reporting accidents, collision, fire, grounding, personal injury, etc.
- 11 Provision of Muster, Drills and Training on board.
- 12 Provision of Health and Safety on UK ships: Safety Officials, safety meetings and the Code of Safe Working Practices for Merchant Seamen, including risk assessment.

Permitted Examination Material

You may use the following documents in the examination. **ONLY** the following documents may be taken into the examination room. The use of CD-ROMS is **not** permitted.

Reference Books:

Shipmasters Business Companion (**and** annual supplements)
 by Malcolm Maclachlan from: The Nautical Institute
 202 Lambeth Road
 London SE1 7LQ
 Tel: 020 7 928 1351
 Fax: 020 7 401 2817
 e-mail: pubs@nautinst.org

Business and Law Self – Examiner
 for Deck Officers
 By Malcolm Maclachlan from: Kelvin Hughes
 26 Holland Street
 Glasgow G2 4LR
 Tel: 0141 221 5452
 Fax: 0141 221 4688
 e-mail: glasgow@kelvinhughes.co.uk

Guidance and Information:

Merchant Shipping Notices

M 1379 Accommodation- Inspection
 M1725 Port State Control
 MGN 17 Musters, Drills and Training
 MGN 20 MS&FV (Health & Safety at Work) Regulations
 MGN 88 Employment of Young Persons
 MGN 111 Maintenance of Lists of Crew Ashore
 MGN 115 Accident Reporting and Investigation
 MGN 134 Issue of Discharge Books to UK Seafarers
 MGN 136 Changes to the amount that may be deducted from seafarers' wages in respect of breaches of obligations under a Crew Agreement.
 MGN 148 Approval of Crew Agreements

Merchant Shipping Notices are available individually or by annual subscription from;

Mail Marketing (Scotland)
 Unit 6, Blooms Grove Industrial Estate
 Norton Street
 NOTTINGHAM
 NG7 3JG
 Tel: 0115 901 3336
 Fax: 0115 901 3334

Or by annual subscription from:
The Marine Information Centre
Maritime and Coastguard Agency
Spring Place
105 Commercial Road
SOUTHAMPTON
SO15 1EG
Tel: 023 8032 9106
Fax: 023 8032 9388

They can also be accessed from the MCA's web page on www.mcga.gov.uk under Publications/
Statutory Information/M Notices or from MCA Marine Offices.

Legislation:

Primary Merchant Shipping Act 1995

Statutory Instruments

Official Log Book Regulations	SI 1981/569
(Amend)	SI 1985/1828
(Amend)	SI 1991/2145
(Amend)	SI 1997/1511
Seaman's Document Regulations	SI 1987/408
(Amend)	SI 1995/1900
(Amend)	SI 1999/3281
Repatriation Regulations	SI 1979/97
Returns of Births and Deaths Regulations	SI 1979/1577
Crew Agreement, List of Crew and Discharge of Seamen Regulations	SI 1991/2144
Health & Safety at Work Regulations	SI 1997/2962
H&S Employment of Young Persons Regulations	SI 1998/2411

Many Statutory Instruments are available, free to read and download, on the MCA website or HMSO website at the following addresses:
www.mcga.gov.uk/publications/si/index
www.legislation.hmso.gov.uk/stat

Statutory Instruments prior to 1987 are not available on these websites. They can be purchased from TSO at the following address:

The Stationary Office Ltd
PO Box 29
Norwich
NR3 1GN

Tel: 0870 600 5522
Fax: 0870 600 5533

Further related documents

Training and Certification series of MGNs: Parts 1-21

Training and Certification Regulations	SI 1997/348
(Amend)	SI 1997/1911
(Amend)	SI 2000/836
Minimum Standards of Safety Communications Regulations	SI 1997/529
(Amend)	SI 1999/1704
Safe Manning, Hours of Work & Watchkeeping Regulations	SI 1997/1320

CERTIFICATE OF EQUIVALENT COMPETENCY
EXAMINATION IN UK LEGAL AND ADMINISTRATIVE PROCESSES (UKLAP)
GRADE 2 – MATE, CHIEF & SECOND ENGINEER
INFORMATION FOR CANDIDATES
and
ORAL SYLLABUS

You will be allowed to use any or all of the documents listed in the Permitted Examination Materials in the examination. The use of other documents, notes or CD-ROMs is **not** permitted.

The examination questions will be drawn from the following topics and will assess your knowledge and understanding

- 1 List of Certificates and documents required to be carried on a UK flagged vessel.
 - a) SAFCON, SEC and Radio Certificates.
 - b) Loadline compliance.
 - c) Period and maintenance of validity on UK ships.
 - d) Understanding of survey procedures.

- 2 Role and function of the MCA.
 - a) Registry of Shipping and Seamen.
 - b) HM Coastguard.
 - c) Port State Control.
 - d) M. Notices: Merchant Shipping Notices (MSNs), Marine Guidance Notes (MGNs) and Marine Information Notes (MINs).

- 3 Provision of Muster, Drills and Training on board.

- 4 Provision of Health and Safety on UK ships to include:
 Safety officials and safety meetings; a comprehensive understanding of the Code of Safe Working Practices, including entry into enclosed spaces, safe movement aboard ships, hatches and lifting appliances, means of access and risk assessment.

- 5 An outline knowledge of entries to be made in Official Log Book.
 - a) Dedicated pages
 - b) Narrative section to include disciplinary procedures.

Permitted Examination Material

You may use the following documents in the examination. **ONLY** the following documents may be taken into the examination room. The use of CD-ROMS is **not** permitted.

Reference Books:

Shipmasters Business Companion (**and** annual supplements)
 by Malcolm Maclachlan from: The Nautical Institute
 202 Lambeth Road
 London SE1 7LQ
 Tel: 020 7928 1351 Fax: 020 7 401 2817
 e-mail: pubs@nautinst.org

Business and Law Self -Examiner for
Deck Officers by Malcolm Maclachlan

from: Kelvin Hughes
26 Holland Street
Glasgow G2 4LR
Tel: 0141 221 5452 Fax: 0141 221 4688
e-mail: glasgow@kelvinhughes.co.uk

Guidance and Information:

Merchant Shipping Notices

M 1379	Accommodation- Inspection
M1725	Port State Control
MGN 17	Musters, Drills and Training
MGN 20	MS&FV (Health & Safety at Work) Regulations
MGN 88	Employment of Young Persons
MGN 111	Maintenance of Lists of Crew Ashore
MGN 115	Accident Reporting and Investigation
MGN 134	Issue of Discharge Books to UK Seafarers
MGN 136	Changes to the amount that may be deducted from seafarers' wages in respect of breaches of obligations under a Crew Agreement.
MGN 148	Approval of Crew Agreements

Merchant Shipping Notices are available individually or by annual subscription from;

Mail Marketing (Scotland)
Unit 6, Blooms Grove Industrial Estate
Norton Street
NOTTINGHAM
NG7 3JG
Tel: 0115 901 3336
Fax: 0115 901 3334

They can also be accessed from the MCA's web page on www.mcga.gov.uk under Publications / Statutory Information / M Notices or from MCA Marine Offices.

Legislation:

Primary Merchant Shipping Act 1995

Statutory Instruments

Official Log Book Regulations	SI 1981/569
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www.legislation.hmso.gov.uk/stat

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PO Box 29
Norwich
NR3 1GN

Tel: 0870 600 5522

Fax: 0870 600 5533

Further related documents

Training and Certification series of MGNs: Parts 1-21

ORAL EXAMINATION OF COMPETENCY- HOLDERS OF USCG CoCs

Applicants holding USCG 500gt and 3000gt (International Tonnage) Certificates of Competency will be required to pass the following MCA oral examination of competency, for which an additional fee is payable (see Annex 9), in addition to meeting the other requirements of this MGN:

For candidates wishing to use their CEC in **Merchant Vessels**:

Chief Mate 500gt near coastal Oral D from MGN 69 from appropriate perspective

Chief Mate 500gt Oceans Oral D from MGN 69 from appropriate perspective

Master 3,000gt Oceans Oral B from MGN 69 from appropriate perspective

For candidates wishing to have their CEC limited to **yacht service only** (e.g. for use under the Code of Practice for Large Commercial Sailing and Motor Vessels):

Mate 500gt near coastal OOW oral from MGN 195

Mate 500gt Ocean OOW oral from MGN 195

Mate 3,000gt near coastal OOW oral from MGN 195

Mate 3,000gt Ocean OOW oral from MGN 195

Master 500gt near coastal Master 500gt oral from MGN 195

Master 500gt Ocean Master 500gt oral from MGN 195

Master 3,000gt near coastal Master 3,000gt oral from MGN 195

Master 3,000gt Ocean Master 3,000gt oral from MGN 195

All candidates should note that any limitation as to area of operation or capacity on the original Certificate of Competency will be carried forward to the Certificate of Equivalent Competency. A 'near coastal' certificate issued by the USCG will have the CEC endorsed 'USA near coastal area only'.

Payable to MCA at time of application

<i>FEES FOR CERTIFICATES OF EQUIVALENT COMPETENCY (As at July 2002)</i>	
Certificates	Payable to MCA
Issue of a CEC	£70.00
Revalidation of a CEC to STCW 95	£50.00
Revalidation of a STCW 95 CEC	£30.00
Upgrade of a current CEC	£70.00
Addition of Tanker Endorsement to CEC	£20.00

Payable to MCA or SQA at time of application

<i>UKLAP FEES</i>		
Examination	Payable to MCA Oral Examinations	Payable to SQA* Written Examinations
Grade 1 (MN)	£74.00	£60.00
Grade 2 (MN)	£74.00	£60.00

Payable to MCA or SQA at time of application

<i>ENGLISH LANGUAGE ORAL EXAM FEES</i>		
Examination	Payable to MCA Oral Examinations	Payable to SQA* Oral Examinations
English Language	£74.00	£60.00

Payable to MCA at time of application

<i>ORAL EXAM OF COMPETENCY</i>	
Payable to MCA	£111.00

*Details of how to apply to the SQA are given on the Notice of Assessment

