



Maritime and Coastguard Agency

TRAINING AND CERTIFICATION GUIDANCE – PART 9

Procedure for the Issue and Revalidation of Certificates of Competency, Marine Engine Operator Licences and Tanker Endorsements

Notice to Owners, Masters, Deck and Engineer Officers and Ratings of Merchant Vessels and those concerned with Maritime Training.

This Note supersedes Merchant Shipping Notices No M1308 and M1309 and should be read in conjunction with Merchant Shipping Notices No M1634, MSN 1692(M) (or subsequent amendments) and other Parts of this series.

Summary

This Marine Guidance Note (MGN) is part of a series which gives guidance regarding the application of the Merchant Shipping (Training and Certification) Regulations 1997¹.

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 Note relates to this series of Guidance Notes as listed below.

Key Point

This Part gives information and guidance on the requirements and procedures for the issue and revalidation of STCW 95 certificates of competency, Marine Engine Operator licences and tanker endorsements.

LATEST INDEX TO PARTS

<u>Part No.</u>	<u>Subject</u>	<u>Latest MGN Number</u>	<u>Issue Date</u>
1	General requirements for certification and medical fitness	MGN 91(M)	April 2000
2	Certificates of competency – deck department	MGN 92(M)	April 2000
3	Certificates of competency – engine department	MGN 93(M)	April 2000
4	Certificates of competency – radio personnel	MGN 94(M)	July 1999
5	Special training requirements for personnel on certain types of ship	MGN 95(M)	April 2000

¹ SI 1997/348 as amended by SI 1997/1911

6	Emergency, occupational safety, medical care and survival functions	MGN 96 (M)	April 2000
7	Alternative certification – dual certification	MGN 7(M)	April 2000
8	Education and training schemes	MGN 8(M)	April 2000
9	Procedure for the issue and revalidation of certificates of competency, marine engine operator licences and tanker endorsements.	This Note	April 2000
10	Ratings	MGN 97(M)	April 2000
11	Conduct of MCA oral examinations	MGN 69(M)	April 2000
12	Safety training for concessionaires working on passenger ships	MGN 120(M)	April 2000
13	Use of fishing vessel certificates of competency in standby, seismic survey and oceanographic research vessels – revised arrangements	MGN 121(M)	April 2000
14	STCW 95 application to certificates of service	MGN 116(M)	April 2000
15	Certification of inshore tug personnel	MGN 117(M)	April 2000
16	Certification of inshore craft personnel (other than tugs)	MGN 126(M)	Not yet issued

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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 The Merchant Shipping (Training and Certification) Regulations 1997 (the Regulations), implement in the United Kingdom some of the requirements of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended in 1995 (STCW 95)² and its associated Code (STCW Code).
- 1.2 The new **certificate structure** is described in Part 2 (deck), Part 3 (engineer), and Part 7 (dual).
- 1.3 Paragraphs 2 to 8 below and Annexes 1-3 describe the **requirements and procedures** for the issue of certificates and marine engine operator licences.
- 1.4 Arrangements for the issue of **endorsements for service on tankers** are described in paragraph 9 below and Annexes 4 and 5.
- 1.5 Information concerning **revalidation** of certificates and requirements for **updating training** is given in paragraphs 10 to 12 below.
- 1.6 Maritime and Coastguard Agency (MCA) oral examination syllabuses for the different categories of deck and engineering department certificates and marine engine operator licences are given in Part 11.
- 1.7 Certificates and marine engine operator licences issued under the terms of the STCW Convention before it was amended (STCW 78) will remain valid, subject to revalidation requirements, until 31 January 2002. Merchant Shipping Notice MSN 1692 (M), as amended, gives more details on transitional arrangements. The guidance in this Part relates to certificates of competency, tanker endorsements and revalidation procedures under STCW 95 and marine engine operator licences issued under the 1997 Training and Certification Regulations.

ISSUE OF CERTIFICATES OF COMPETENCY AND ENGINE OPERATOR LICENCES

2.0 Application Requirements

- 2.1 A first certificate of competency or marine engine operator licence will only be issued after the following have been satisfactorily completed:
- .1 demonstration of the required standard of medical fitness, by passing a medical examination/seafarer's vision test (see paragraph 3 below);
 - .2 basic training requirements (see paragraph 4 below);
 - .3 approved training programmes and assessments (see paragraph 5 below);
 - .4 appropriate watchkeeping and/or sea service (see paragraph 6 below); and
 - .5 an MCA oral examination (see paragraph 7 below).

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

2.2 After obtaining a first certificate of competency a candidate may progress to the next level of certification by:

- .1 accumulating further qualifying sea service;
- .2 undertaking further education, training and assessment;
- .3 confirming continuing medical fitness; and
- .4 passing the MCA oral examination for the appropriate level.

3.0 Medical Fitness Requirements

3.1 All candidates are strongly advised to ensure, as early as possible in their career, that they will be capable of meeting the requirements for the issue of a medical fitness certificate issued in accordance with the Merchant Shipping (Medical Examination) Regulations 1983 as amended.³ Failure to obtain such a certificate will mean that the certificate of competency cannot be issued. Part 1 gives further details of medical fitness requirements.

3.2 A medical fitness certificate issued to a **deck candidate** must confirm the candidate's fitness for lookout duties. If the medical certificate is more than two years old when the candidate becomes eligible for the issue of a first certificate of competency, a seafarer's vision test report issued within the previous two years will also be required.

4.0 Basic Training

4.1 All seafarers having less than 6 months sea service prior to 1 August 1998 and employed or engaged in any capacity on board ship as part of the ship's complement, with designated safety or pollution prevention duties in the operation of the ship, must receive appropriate basic training covering:

- .1 personal survival techniques;
- .2 fire prevention and fire fighting;
- .3 elementary first aid; and
- .4 personal safety and social responsibilities.

These training requirements are described in Part 6.

4.2 However, as all candidates for a first certificate of competency or marine engine operator licence are required to receive more advanced training in each of the first three items of basic training, they will only be required to produce evidence of training in personal safety and social responsibilities, if appropriate, when submitting their application. The more advanced training referred to is:

- .1 proficiency in survival craft and rescue boats (PSC & RB);
- .2 training in advanced fire-fighting;
- .3 proficiency in medical first aid;

³ SI 1983/808 as amended by SIs 1985/512 and 1990/1985

4.3 Alternatives which will be considered as meeting the STCW 95 requirements are detailed below:

MCA-approved training required for STCW 95 certification	Training undertaken prior to 31.1.2002 acceptable for STCW 95 certification*
Personal Survival Techniques	Basic Sea Survival
Fire Prevention and Fire Fighting	Basic or Advanced Fire Fighting
Elementary First Aid	First Aid at Sea
Proficiency in Survival Craft & Rescue Boats (PSC & RB)	Proficiency in Survival Craft (or equivalent)
Training in Advanced Fire Fighting	Advanced Fire Fighting (4 day)
Proficiency in Medical First Aid	First Aid at Sea
Proficiency in Medical Care	Ship Captain's Medical
Personal Safety and Social Responsibility	-

*other training may be acceptable at the discretion of the MCA.

5.0 Approved Training Programmes

5.1 There are two alternative ways of gaining the necessary skills and underpinning knowledge required for the issue of a certificate of competency. The first is based on training leading to Vocational Qualifications (VQs). The second is based on training leading to traditional written examinations.

5.2 VQ Candidates

5.2.1 Details of the VQ system are given in Part 8 and currently in Merchant Shipping Notice M1634. Award of the VQ and success in the MCA oral examination MUST be achieved within a 3 year period. If the VQ is more than 3 years old, the candidate must be either reassessed for currency, pass the Scottish Qualifications Authority (formerly SCOTVEC) SQA/MCA "safety" papers for deck candidates, or pass the Engineering Knowledge papers for engineer candidates.

5.2.2 The VQ award date will be taken as the date on which the internal verifier signed the qualification summary sheet as complete.

5.3 Written Examination Candidates

5.3.1 Under the traditional examination system described in Part 8, some of the deck and engineering examinations are set by the SQA on behalf of the MCA; the remainder of the engineering examinations are set by the International Association of Maritime Institutions (IAMI) on behalf of the MCA.

5.3.2 Conduct of these written examinations is established under SQA and IAMI regulations. The action which will be taken where a candidate is involved in irregular behaviour (such as cheating) is clearly set out in those regulations. Misconduct will be reported to the Chief Examiner at the MCA. The circumstances of reported cases will be considered individually and such consideration may result in the candidate's script being declared null and void and the candidate being barred from sitting the examination again, either for a given specified period, or until further sea service has been completed by the candidate.

5.3.3 **Deck Candidates** – Examinations are divided into those administered by the SQA on behalf of the MCA and those which lead to a Higher National Diploma (HND) in Nautical Science (or Certificates of Achievement in individual units), awarded by EdExcel (formerly BTEC) or the SQA. MCA/SQA written examinations, the MCA oral examination and the Signals examination (where applicable) MUST be passed within the 3 year period prior to the date of issue of a certificate of competency. The HND, Certificate of Achievement or equivalent will remain valid towards the issue of a certificate of competency for a period of 7 years.

5.3.4 Holders of fishing vessel deck officer certificates of competency and ex-RN officers will qualify for exemption from the HND and MCA/SQA examinations as follows:

- .1 exemption from meteorology will be given to holders of deck officer (fishing vessel) Class 1 and Class 2 certificates of competency;
- .2 exemption from meteorology and coastal navigation, including chartwork, will be given to holders of deck officer (fishing vessel) Class 1 or Skipper (full) certificates of competency and to ex-RN officers holding the bridge watchkeeping and ocean navigation certificates;
- .3 exemption from ocean and offshore navigation will be given to ex-RN officers holding the Frigate Navigating Officer (FNO) certificate;
- .4 exemption from all navigation papers will be given to ex-RN officers holding the Navigation Specialisation (N) certificate.

5.3.5 **Engineer Candidates** – Examinations are divided into academic and professional subjects, as described in Part 8. The professional subject examinations and the MCA oral examination MUST be passed within a 3 year period prior to the date of issue of a certificate of competency. Successes in the academic written examinations remain valid for an indefinite period.

5.3.6 Candidates who have been trained under Merchant Navy Training Board (MNTB)-approved cadet training schemes will be exempted from the MCA/SQA written academic examinations on a subject for subject basis, depending on the results of examinations undertaken during the cadetship.

5.3.7 Other engineer candidates who have obtained a UK marine or mechanical engineering National or Higher National Diploma/Certificate or Degree may be exempted from the MCA/SQA written academic examinations on a subject for subject basis and should apply for an assessment to IAMI at the following address:

The Engineering Sub Group Secretary
International Association of Maritime Institutions
Glasgow College of Nautical Studies
21 Thistle Street
Glasgow
G5 9XB

The reply will be in the form of an **IAMI Assessment Certificate** which must be produced when applying for the certificate of competency for which exemptions are being claimed.

6.0 **Watchkeeping and Sea Service**

6.1 Sea service requirements for:

- .1 VQ candidates are given in Part 2 (deck) and Part 3 (engineer).
- .2 traditional examination candidates are given in Part 8.
- .3 candidates for marine engine operator licences are given in Part 3.

7.0 **Applications for MCA Oral Examinations**

7.1 **General**

7.1.1 Candidates for MCA oral examinations must apply to the MCA for a Notice of Eligibility (NOE). This will permit entry to an MCA oral examination at an MCA Marine Office of the candidate's choice (list attached at Annex 6).

- 7.1.2 Applications should be made on forms which may be obtained from nautical colleges in the United Kingdom, from the MCA's Seafarer Standards Branch at the address at the beginning of this Notice, or from any MCA Marine Office. Completed application forms, with supporting documents and the appropriate fee should be sent to the Seafarer Standards Branch. The supporting documents must be original. Any candidate failing to submit all the required documents will have their application returned without being processed. 28 days should be allowed for processing.
- 7.1.3 Paragraphs 7.2 and 7.3 below describe the different application procedures which must be followed, depending on whether the candidate is following the VQ route or the written examination route respectively. Paragraph 7.4 describes the application procedure for marine engine operator licences.
- 7.1.4 Candidates are reminded that, under Section 47(5) of the Merchant Shipping Act 1995, any person who makes a statement which he knows to be false for the purpose of obtaining for himself or for another person a certificate or other document, shall be liable on summary conviction to a fine.

7.2 VQ Route

- 7.2.1 Applications for a certificate of competency may be made once the required level of VQ has been achieved and the appropriate sea service has been completed. A Notice of Eligibility will be issued, provided the requirements described in paragraph 2.1.1-4 above have been met and the documents listed in Annex 1 have been submitted (details of the documents required are also given in the application form).
- 7.2.2 Applications may also be made **prior to achieving the required level of VQ**, provided all other requirements have been met. In such cases, applications will normally be sent via the VQ assessment centre. Although a Notice of Eligibility may be issued, it will not become valid for entry to the oral examination until the VQ assessment centre has endorsed it to confirm that the candidate has completed their VQ programme.

7.3 Written Examination (non-VQ) Route

- 7.3.1 **Deck Candidates** – Applications for a certificate of competency may be made once the appropriate sea service has been completed. A Notice of Eligibility will be issued, provided the requirements in paragraph 2.1.1-4 above have been met and the documents detailed in Annex 2 have been submitted (details of the documents required are also given in the application form).
- 7.3.2 **Engineer Candidates** – Applications for a certificate of competency may be made once the appropriate sea service has been completed. A Notice of Eligibility will be issued, provided the requirements described in paragraph 2.1.1-4 above have been met and the documents detailed in Annex 2 have been submitted (details of the documents required are also given in the application form). The Notice will specify which written examination subjects have been exempted or previously passed.

Note: Engineer candidates must be in possession of a Notice of Eligibility before commencing the approved programme of education and training leading to the MCA/IAMI or MCA/SQA professional subject examination(s).

- 7.4 **Marine Engine Operator Licences** – Applications may be made once the appropriate sea service has been completed. A Notice of Eligibility will be issued, provided the requirements described in paragraph 2.1.1-4 above have been met and the documents detailed in Annex 3 have been submitted (details of the documents required are also given in the application form).

7.5 All Candidates

- 7.5.1 On receipt of the Notice of Eligibility, candidates should make arrangements to attend an MCA oral examination, following the advice given in Part 11.
- 7.5.2 The conduct of MCA oral examinations is governed by procedures established by the MCA and is described in Part 11.
- 7.5.3 The result of the oral examination will be entered by the examiner on the Notice of Eligibility.
- 7.5.4 In order to apply for re-examination in the event of failure in the oral examination, the Notice of Eligibility (showing the “failed” entry) should be returned to the MCA with the appropriate fee and a new Notice of Eligibility will then be issued.

8.0 Issue of Certificates of Competency and Marine Engine Operator Licences

- 8.1 Notices of Eligibility issued to candidates who have fulfilled all the requirements for the issue of a certificate of competency apart from passing the oral, will bear a red endorsement to this effect.
- 8.2 Candidates who pass the oral examination and who hold a Notice of Eligibility bearing the red endorsement referred to above will be asked to surrender any existing certificate of competency to the examiner, who will make the necessary arrangements with the Seafarer Standards Branch for the new certificate to be issued.
- 8.3 Candidates who pass the oral examinations, but whose Notice of Eligibility does not bear a red endorsement, will have the Notice returned for their retention. When they have fulfilled all the remaining requirements for the issue of a certificate of competency, they should return the Notice, together with the outstanding documentation and any existing certificate of competency, to the Seafarer Standards Branch of the MCA for the issue of their new certificate of competency.

ISSUE OF TANKER ENDORSEMENTS

9.0 Application Procedure

- 9.1 Certificates of competency will be endorsed for service on tankers carrying oil, chemicals or liquefied gas for those candidates who meet the training and sea service requirements specified in Part 5.
- 9.2 Applications should be made on forms which may be obtained from MCA Marine Offices or the MCA’s Seafarer Standards Branch at the address given at the beginning of this notice.
- 9.3 Completed application forms should be sent to the Seafarer Standards Branch with the following **original** supporting documents and appropriate fee (details of the fee are given on the application form).
- .1 certificate of competency, certificate of service or certificate of equivalent competency;
 - .2 certificate(s) of successful completion of an MCA approved specialised tanker training programme;
 - .3 discharge book or certificates of discharge;
 - .4 reports on sea service (see Annex 4 for specimen report);
 - .5 certificate of successful completion of an MCA approved 28 day shipboard training programme (if applicable);

- .6 a medical fitness certificate issued within one year of the date of application for an endorsement of a certificate of competency for service on a bulk chemical carrier.
- 9.4 **Multiple Endorsements** – Applicants for more than one endorsement who are suitably qualified may apply on one application form, submitting only one fee.

REVALIDATION OF CERTIFICATES AND ENDORSEMENTS

10.0 Requirements for Revalidation of Certificates of Competency

- 10.1 Every master, officer and radio operator holding a certificate of competency issued or recognised under STCW 78 or STCW 95 who wishes to serve at sea is required to revalidate the certificate at intervals not exceeding 5 years (revalidation of watchkeeping ratings' certificates is not required).
- 10.2 Officers holding certificates issued under STCW 78 (and marine engine operator licences) currently have two options for revalidation. One is to revalidate under the requirements of STCW 78, in which case the certificate will cease to be valid on 1 February 2002. Alternatively, the certificate may be revalidated for five years under the requirements of STCW 95. These alternatives are explained in Merchant Shipping Notice MSN 1692(M) and on the revalidation application form, which may be obtained from any MCA Marine Office, the Seafarer Standards Branch or the Registry of Shipping and Seamen.
- 10.3 **The following guidance only deals with certificates revalidated under the requirements of STCW 95.** All candidates for revalidation must:
- .1 meet the medical fitness requirements of the Merchant Shipping (Medical Examination) Regulations 1983 and produce a valid medical certificate (see Part 1 for further details); *and*
 - .2 for service in the **deck** department, have served as a master or deck officer in seagoing ships of any flag (other than fishing vessels) of more than 80 gt or 24 metres in length, for at least 12 months (which need not be continuous) during the preceding 5 years; *and*
 - .3 for service in the **engine** department, have served as an engineer officer on sea-going ships (other than fishing vessels), of at least 350kW registered power, of any flag for at least 12 months (which need not be continuous) during the preceding 5 years; *and*
 - .4 for service as a **radio operator**, have served as a radio operator or an officer on sea-going ships of any flag for at least 12 months (which need not be continuous) during the preceding 5 years.
- 10.4 **Deck officers** not meeting requirements of paragraph 10.3 above may serve on ships, other than fishing vessels, in a supernumerary capacity for 3 months before applying for revalidation of the certificate. During this period officers are expected to update their professional knowledge. Officers who have served at sea in vessels as described in paragraph 10.3.2 above for at least 3 months in a deck officer capacity immediately prior to the expiry of their certificate may, within 3 months after the expiry date, also apply for revalidation. Alternatively, they can satisfactorily complete an approved shore-based updating course.
- 10.5 **Engineer officers** who do not meet the requirements of paragraph 10.3 above may serve on ships, other than fishing vessels, of 350kW or more registered power, in a supernumerary capacity for 3 months before applying for revalidation of the certificate. During this period officers are expected to update their professional knowledge. Officers who have served at sea in an engineering capacity, in vessels described above, for at least 3 months immediately prior to the expiry of their certificate may also apply for revalidation within 3 months after the expiry date.

10.6 Deck and engineer officers who do not meet the revalidation criteria above may, alternatively sail in a lower rank than that for which they are certificated, for 3 months before applying for revalidation of their certificate. In order to do this they must first contact an MCA Marine Office and apply on form MSF 4258 for a revalidation oral examination by an MCA examiner. Successful candidates, who must present a valid medical fitness certificate to the examiner, will be issued with a **Certificate of Dispensation**, which may be presented to interested parties as confirmation of their eligibility for service at a lower rank. Those who wish to restrict their service to a certain type of vessel may elect to be examined only on that type of vessel, in which case the certificate of dispensation will indicate any such limitation.

10.7 **Acceptable Occupations** – In addition to the above options, STCW 95 provides for the acceptance of a master's or officer's continued proficiency by virtue of his having performed functions relating to the duties appropriate to the class or grade of certificate held which are considered to be at least equivalent to the sea service required for revalidation. A list of occupations which will be favourably considered is given below. It is not exhaustive and applications from certificate holders engaged in other occupations may also be considered. Applications for revalidation may be made by certificate holders who have been engaged in the listed occupations for at least two and a half of the preceding five years.

Marine Pilots

MCA surveyors

Marine college lecturers

Technical, engineering and marine superintendents or ship repair managers

Harbour Masters

Hydrographic surveyors

Classification Society marine surveyors

10.8 **Applicants for revalidation of STCW 78 certificates and marine engine operator licences to STCW 95** criteria must provide details and evidence of the following, in addition to the requirements described at paragraphs 10.3 to 10.7 above:

10.8.1 **Deck Officers:**

- .1 a GMDSS General Operator's Certificate (GOC) or Restricted Operator's Certificate (ROC) approved by the MCA; *and*
- .2 evidence of attending MCA-approved training programmes on Radar Observer, Radar simulator and ARPA simulator; *(not required for holders of Class 1 certificates of competency); or*
- .3 for holders of Deck Officer Class 5, 4 or 3 or 2nd Mate (FG) certificates of competency, evidence of attending an MCA-approved training programme on Electronic Navigation Systems (ENS), Navigation Control (NCC), or Navigation, Radar and ARPA simulator (operational level); *(not required for holders of Class 1 certificates of competency); or*
- .4 for holders of Master (HT), Mate (HT), First Mate (FG), Deck Officer Class 2 certificates of competency or lower certificates with command endorsements, evidence of attending an MCA-approved training programme on NCC or Navigation, Radar and ARPA simulator (operational or management level); *(not required for holders of Class 1 certificates of competency).*

10.8.2 Engineer Officers:

- .1 a First Aid at Sea certificate or Medical First Aid certificate;
- .2 a Lifeboatman certificate, *or* a Certificate of Proficiency in Survival Craft (CPSC), a Certificate of Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (PSC & RB), *or* an MCA-approved onboard survival craft training programme; *and*
- .3 for holders of newly issued Class 2, 3, or 4 certificates of competency, a minimum of 6 months sea service whilst in possession of the certificate being revalidated. This does not apply to those who have qualified for a chief engineer's service endorsement.

10.8.3 Marine Engine Operator Licences:

- .1 a First Aid at Sea certificate, a Medical First Aid certificate or Offshore Petroleum Industry Training Organisation (OPITO) basic Medical Aid certificate;
- .2 a Lifeboatman certificate, or a Certificate of Proficiency in Survival Craft (CPSC) or a Certificate of Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (PSC & RB).

10.9 When STCW 78 certificates of competency and engine operator licences which are limited for service by trading area, tonnage or power are revalidated to STCW 95 criteria, the STCW 95 certificate will bear the same limitations as the STCW 78 certificate (Merchant Shipping Notice MSN 1692 (M) gives further details).

10.10 In addition to the arrangements described in paragraph 10.9 above, holders of deck officer certificates of competency Class 2, First Mate Foreign Going or Master Home Trade who have completed a minimum of 2 years watchkeeping service as the officer in charge of a navigational watch or one year watchkeeping service as Chief Mate whilst holding one of the above certificates, and who hold a valid Ship Captain's Medical or Medical Care certificate, will have the following endorsements added to their STCW 95 certificate:

Master 3,000gt (unlimited area) *and*
Master – any vessel in near-coastal waters

11.0 Requirements for Revalidation of Tanker Endorsements

11.1 In addition to the general requirements for revalidation of a certificate of competency, a tanker endorsement will be revalidated provided the master or officer can provide evidence of the following service in the preceding 5 years:

- .1 at least 3 months, which need not be continuous, on any type of tanker; *or*
- .2 at least 6 months on a storage tanker, barge or terminal in operations involving loading or discharging of tankers.

11.2 If this evidence cannot be provided, the tanker (or dangerous cargo) endorsement will be withdrawn. Before it can be re-issued, the applicant will be required to complete:

- .1 the relevant specialised tanker training programme (details in Part 5); *or*
- .2 14 days supervised ship-board training in a supernumerary capacity in the relevant type of tanker (a specimen report is at Annex 5).

11.3 Officers who hold non-UK certificates of competency may obtain tanker endorsements (as separate documents) if they undertake an MCA-approved relevant tanker training programme and produce evidence of required sea service on tankers. The issue of such endorsements will not imply recognition by the UK of these officers' certificates of competency.

12.0 Application Procedure for Revalidation of Certificates of Competency and Tanker Endorsements

12.1 Applications for revalidation of certificates of competency and tanker endorsements should be made on forms which may be obtained from MCA Marine Offices or the MCA's Seafarer Standards Branch at the address given at the beginning of this notice, or from the MCA's Registry of Shipping and Seamen at the following address:

Maritime and Coastguard Agency
Registry of Shipping and Seamen
PO Box 165
Cardiff Tel: 02920 768222 (certificates section)
CP4 5PU Fax: 02920 747877

12.2 Applicants who opt to revalidate their certificates under STCW 78 (only valid until 1 February 2002) should send their completed applications to the Registry of Shipping and Seamen.

12.3 Applicants who opt to update their certificates to STCW 95 should send the completed applications to the Seafarer Standards Branch.

12.4 Each application should be accompanied by the relevant supporting documents and the appropriate fee, full details of which are given on the application form.

12.5 **Applicants should note that failure to revalidate a certificate of competency prior to the fifth anniversary of the certificate's issue or previous revalidation will render the holder ineligible to serve in the capacity specified by the certificate and could result in delays to ship operations. All certificate holders are therefore urged to make applications in good time and allow at least 14 days for processing.**

13.0 Further Information

13.1 Further information, if required, is available from the MCA at any MCA Marine Office or at the address given at the beginning of this Guidance Note.

DOCUMENTS TO BE SUBMITTED IN SUPPORT OF APPLICATIONS FOR MCA ORAL EXAMINATIONS**(Original documents only, photocopies will not be accepted)****VQ ROUTE****1.0 Deck Officers – First Certificate**

- .1 birth certificate, British seaman's card, passport, or other proof of age and nationality;
- .2 discharge book and/or certificate(s) of discharge;
- .3 sea service testimonials and character testimonials;
- .4 proof of 6 months duties associated with bridge watchkeeping;
- .5 current medical fitness certificate;
- .6 seafarer's vision test report (if medical fitness certificate is more than 2 years old);
- .7 VQ completion certificate detailing the programme content, signed by the Internal Verifier;
- .8 Personal Safety and Social Responsibilities certificate or combined Basic Training certificate (only those with less than 6 months sea service prior to 1 August 1998);
- .9 Advanced Fire-Fighting certificate;
- .10 Certificate of Proficiency in Survival Craft and Rescue Boats (PSC & RB) or Certificate of Proficiency in Survival Craft (CPSC);
- .11 Medical First Aid certificate or a valid First Aid at Sea certificate ;
- .12 GMDSS – General Operator's Certificate (GOC);
- .13 Navigation, Radar and ARPA Simulator certificate (Operational level) or Electronic Navigation Systems (ENS) certificate;
- .14 Efficient Deck Hand (EDH) certificate or VQ level 2 in marine vessel operations.

2.0 Deck Officers – Subsequent Certificates

- .1 certificate of competency already held;
- .2 birth certificate, British seaman's card, passport, or other proof of age and nationality;
- .3 discharge book and/or certificate(s) of discharge;
- .4 sea service testimonials and character testimonials;
- .5 current medical fitness certificate;
- .6 VQ completion certificate detailing the programme content, signed by the Internal Verifier;
- .7 GMDSS – General Operator's Certificate (GOC);
- .8 Navigation, Radar and ARPA Simulator (Management level) or Navigational Control Course (NCC) certificate;
- .9 Medical Care certificate or a valid Ship Captain's Medical certificate;
- .10 Watchkeeping certificates;

3.0 Engineer Officers – First Certificate

- .1 birth certificate, British seaman's card, passport, or other proof of age and nationality;
- .2 discharge book and/or certificate(s) of discharge;
- .3 sea service testimonials and character testimonials;
- .4 current medical fitness certificate;
- .5 VQ completion certificate detailing the programme content, signed by the Internal Verifier;
- .6 MNTB Workshop Skills certificate;
- .7 Personal Safety and Social Responsibilities certificate or combined Basic Training certificate (only those with less than 6 months sea service prior to 1 August 1998);
- .8 Advanced Fire-Fighting certificate;
- .9 Certificate of Proficiency in Survival Craft and Rescue Boats (PSC & RB) or Certificate of Proficiency in Survival Craft (CPSC);
- .10 Medical First Aid certificate or valid First Aid at Sea certificate.

4.0 Engineer Officers – Subsequent Certificates

- .1 certificate of competency already held;
- .2 birth certificate, British seaman's card, passport, or other proof of age and nationality;
- .3 discharge book and/or certificate(s) of discharge;
- .4 sea service testimonials and character testimonials;
- .5 current medical fitness certificate;
- .6 VQ completion certificate detailing the programme content, signed by the Internal Verifier;
- .7 Certificate of Proficiency in Survival Craft and Rescue Boats (PSC & RB) (only if first application for an STCW 95 certificate) or Certificate of Proficiency in Survival Craft (CPSC);
- .8 Medical First Aid certificate (only if first application for an STCW 95 certificate) or First Aid at Sea certificate.

DOCUMENTS TO BE SUBMITTED IN SUPPORT OF APPLICATIONS FOR MCA ORAL EXAMINATIONS

(Original documents only, photocopies will not be accepted)

WRITTEN EXAMINATION ROUTE

1.0 Deck Officers – First Certificate

- .1 birth certificate, British seaman's card, passport, or other proof of age and nationality;
- .2 discharge book and/or certificate(s) of discharge;
- .3 sea service testimonials and character testimonials;
- .4 proof of 6 months duties associated with bridge watchkeeping;
- .5 current medical fitness certificate;
- .6 seafarer's vision test report (if medical fitness certificate is more than 2 years old);
- .7 Personal Safety and Social Responsibilities certificate or combined Basic Training certificate (only those with less than 6 months sea service prior to 1 August 1998);
- .8 Advanced Fire-Fighting certificate;
- .9 Certificate of Proficiency in Survival Craft and Rescue Boats (PSC & RB) or Certificate of Proficiency in Survival Craft (CPSC);
- .10 Medical First Aid certificate or a valid First Aid at Sea certificate;
- .11 results of MCA/SQA written examinations (application may be made before sitting these examinations, but a Notice of Eligibility will not be issued until the examinations have been taken);
- .12 HND, Certificate of Achievement or equivalent;
- .13 Signals certificate;
- .14 GMDSS – General Operator's Certificate (GOC);
- .15 Electronic Navigation Systems (ENS) certificate or Navigation, Radar and ARPA Simulator Certificate (Operational level);
- .16 Efficient Deck Hand (EDH) certificate;
- .17 Training Record Book.

1.1 In order to obtain a Notice of Eligibility, a candidate must submit at least items 1-10 and 13-17 above with the original application. Following success at the oral examination, the remaining items must be sent to the Seafarer Standards Branch with the endorsed Notice of Eligibility, in order for a certificate of competency to be issued.

2.0 Deck Officers – Subsequent Certificates

- .1 certificate of competency already held;
- .2 birth certificate, British seaman's card, passport, or other proof of age and nationality;
- .3 discharge book and/or certificate(s) of discharge;

- .4 sea service testimonials or character testimonials;
- .5 current medical fitness certificate;
- .6 results of MCA/SQA written examinations (application may be made before sitting these examinations, but a Notice of Eligibility will not be issued until the examinations have been taken);
- .7 HND, Certificate of Achievement or equivalent;
- .8 Signals certificate (not required for Master);
- .9 GMDSS – General Operator’s Certificate (GOC);
- .10 Navigation, Radar and ARPA Simulator (Management level) or Navigational Control Course (NCC) certificate;
- .11 Medical Care certificate or valid Ship Captain’s Medical certificate;
- .12 Watchkeeping certificates.

2.1 In order to obtain a Notice of Eligibility, a candidate must submit at least items 1-5 and 9-12 above with the original application. Following success at the oral examination, the remaining items must be sent to the Seafarer Standards Branch with the endorsed Notice of Eligibility, in order for a certificate of competency to be issued.

3.0 Engineer Officers – First Certificate

- .1 birth certificate, British seaman’s card, passport, or other proof of age and nationality;
- .2 discharge book and/or certificate(s) of discharge;
- .3 sea service testimonials and character testimonials;
- .4 current medical fitness certificate;
- .5 Personal Safety and Social Responsibilities certificate or combined Basic Training certificate (only those with less than 6 months sea service prior to 1 August 1998);
- .6 Advanced Fire-Fighting certificate;
- .7 Certificate of Proficiency in Survival Craft and Rescue Boats (PSC & RB) or Certificate of Proficiency in Survival Craft (CPSC);
- .8 Medical First Aid certificate or a valid First Aid at Sea certificate;
- .9 MCA Letter of Initial Assessment (non-cadets only – see Part 8);
- .10 Training Record Book
- .11 MNTB Workshop Skills Certificate (only those whose initial training was considered unacceptable – see Part 8).

3.1 In order to obtain a Notice of Eligibility, a candidate must submit at least items 1-4 and 9-10 above and 11 if applicable, with the original application. Following success at the oral examination, the remaining items must be sent to the Seafarer Standards Branch with the endorsed Notice of Eligibility, in order for a certificate of competency to be issued.

4.0 Engineer Officers – Subsequent Certificates

- .1 certificate of competency already held;
- .2 birth certificate, British seaman's card, passport, or other proof of age and nationality;
- .3 discharge book and/or certificate(s) of discharge;
- .4 sea service testimonials and character testimonials;
- .5 current medical fitness certificate;
- .6 Certificate of Proficiency in Survival Craft and Rescue Boats (PSC & RB) or Certificate of Proficiency in Survival Craft (CPSC) (only if first application for an STCW 95 certificate);
- .7 Medical First Aid certificate or First Aid at Sea certificate (only if first application for an STCW 95 certificate);
- .8 EDEXEL (BTEC)/SQA (SCOTVEC) academic qualifications (RN artificers and ex-cadets claiming exemptions only);
- .9 IAMI assessment certificate (non-cadets claiming exemptions only).

- 4.1 In order to obtain a Notice of Eligibility, a candidate must submit at least items 1- 5 above, with the original application. Following success at the oral examination, the remaining items must be sent to the Seafarer Standards Branch with the endorsed Notice of Eligibility, in order for a certificate of competency to be issued.

DOCUMENTS TO BE SUBMITTED IN SUPPORT OF APPLICATIONS FOR MCA ORAL EXAMINATIONS**(Original documents only, photocopies will not be accepted)****MARINE ENGINE OPERATOR LICENCES****1.0 Marine Engine Operator Licence**

- .1 certificate of competency already held (deck officers only);
- .2 birth certificate, British seaman's card, passport, or other proof of age and nationality;
- .3 discharge book and/or certificate(s) of discharge;
- .4 sea service testimonials and character testimonials;
- .5 current medical fitness certificate;
- .6 Personal Safety and Social Responsibilities certificate or combined Basic Training certificate (only those with less than 6 months sea service prior to 1 August 1998);
- .7 Advanced Fire-Fighting certificate;
- .8 Certificate of Proficiency in Survival Craft and Rescue Boats (PSC & RB) or Certificate of Proficiency in Survival Craft (CPSC);
- .9 Medical First Aid certificate or a valid First Aid at Sea certificate;
- .10 evidence of basic engineering skills training.

2.0 Senior Marine Engine Operator Licence

- .1 marine engine operator licence;
- .2 birth certificate, British seaman's card, passport, or other proof of age and nationality;
- .3 discharge book and/or certificate(s) of discharge;
- .4 sea service testimonials and character testimonials;
- .5 current medical fitness certificate.

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

REPORT OF TANKER SEA SERVICE

Full name of Officer

Certificate of Competency Number

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:

Ship Stamp

Date:

† The description of the type of cargo(es) carried during the period need not be exhaustive, but must be more than simply "oil", "chemical" or "liquefied gas": for example, "crude oil"; "gas oil, motor spirit and other products"; "Benzene"; "Phenol and other chemicals"; "LNG"; "LPG and Ammonia"; etc.

* Delete as appropriate

**SPECIMEN REPORT OF 14 DAYS SUPERVISED SHIPBOARD TANKER TRAINING
(for revalidation purposes)**

REPORT OF 14 DAYS SUPERVISED SHIP-BOARD TANKER TRAINING

Full name of Officer

Certificate of Competency Number

Discharge Book Number
or other national I.D

has served as (Rank)

in mv/ss between the following dates
..... and

and during this time has undergone a course of 14 days ship-board training in cargo operations. The ship was carrying the following types of cargo(es)[†], or was on ballast voyages between carrying such cargo(es):

I consider the above-named officer now has an overall appreciation of *oil tanker/*chemical tanker/*liquefied gas tanker cargo operations.

Name

Signature

Master:

Ship Stamp

Date:

[†] The description of the type of cargo(es) carried during the period need not be exhaustive, but must be more than simply "oil", "chemical" or "liquefied gas": for example, "crude oil"; "gas oil, motor spirit and other products"; "Benzene"; "Phenol and other chemicals"; "LNG"; "LPG and Ammonia"; etc.

* Delete as appropriate

ADDRESSES OF MCA MARINE OFFICES WHERE ORAL EXAMINATIONS ARE HELD

- | | | |
|-----|--|--|
| 1. | Aberdeen Marine Office
Blaikies Quay
Aberdeen AB11 5EZ | Tel: 01224 574 122
Fax: 01224 571 920 |
| 2. | Belfast Marine Office
Custom House
Queens Square
Belfast BT1 3ET | Tel: 02890 562 962
Fax: 02890 562 960 |
| 3. | Beverley Marine Office
Crosskill House
Mill Lane, Beverley
North Humberside HU17 9JB | Tel: 01482 866 606
Fax: 01482 869 989 |
| 4. | Cardiff Marine Office
Oxford House
Hills Street
Cardiff CF1 2TD | Tel: 02920 229 556
Fax: 02920 229 017 |
| 5. | Glasgow Marine Office
Marine House
6000 Academy Park
Gower Street
Glasgow G51 1TR | Tel: 0141 427 9400
Fax: 0141 427 9401 |
| 6. | Leith Marine Office
1, John's Place
Leith
Edinburgh EH6 7EL | Tel: 0131 554 5488
Fax: 0131 554 7689 |
| 7. | Liverpool Marine Office
Graeme House
2nd Floor, Derby Square
Liverpool L2 7SQ | Tel: 0151 471 1142
Fax: 0151 471 1143 |
| 8. | London Marine Office
Central Court
1B Knoll Rise, Orpington
Kent BR6 0JA | Tel: 01689 890 400
Fax: 01689 890 446 |
| 9. | Newcastle Marine Office
Government Buildings
Broadway West, Gosforth
Newcastle upon Tyne NE3 2JL | Tel: 0191 285 7171
Fax: 0191 284 7464 |
| 10. | Plymouth Marine Office
New Fish Market
Baylys Wharf, Fish Quay
Plymouth PL4 0LH | Tel: 01752 266 211
Fax: 01752 225 826 |
| 11. | Southampton Marine Office
Spring Place
105 Commercial Road
Southampton SO15 1EG | Tel: 02380 329 329
Fax: 02380 329 351 |

