

## MSN 1825 (F)

### Certificates of Equivalent Competency: Fishing Vessels Training & Certification Guidance Part F2

Notice to all Owners, Operators, Managers, Skippers, and Officers of fishing vessels

*This notice replaces MGN 220 (F) and MIN 340 (M+F) where it relates to fishing vessels.*

#### PLEASE NOTE:-

Where this document provides guidance on the law it should not be regarded as definitive. The way the law applies to any particular case can vary according to circumstances - for example, from vessel to vessel and you should consider seeking independent legal advice if you are unsure of your own legal position.

#### Summary

This notice describes the requirements for fishing vessel officers holding certificates issued by specified Maritime Administrations working as officers on UK-registered fishing vessels including:

- the issue of Certificates of Equivalent Competency (**CEC**) for use on UK-registered fishing vessels (**Fishing CECs**); and
- the responsibilities of the owners and operators relating to crew member's knowledge.

It replaces MGN 220 (F) and the information for Fishermen contained in MIN 340 (M+F).

This notice relates to the certification of officers serving on fishing vessels as outlined in the Fishing Vessels (Certification of Deck Officers and Engineer Officers) Regulations 1984/1115, as amended by 1995/1428 and 1998/1013 and is consistent with EC Directives 89/48/EEC, 92/51/EEC (as amended by 2001/19/EC), 2003/103/EC (as implemented by SI 2006/89) and Decision 2004/108EC.

#### Key Points.

- To serve as an officer on board a UK-registered fishing vessel you must have a CEC issued by the Maritime and Coastguard Agency (**MCA**) unless you hold a UK Certificate of Competency (**CoC**).
- To be eligible for a Fishing CEC you must hold a Fishing CoC accepted by the MCA.
- To be eligible for a Fishing CEC you are not required to provide evidence of knowledge of English language. However it is the responsibility of the owners and operators to ensure that at least one person on board every fishing vessel is competent in English language to the specified standard.
- All Skippers must hold UK Legal and Administrative Processes (**UKLAP**) Grade I before a full Fishing CEC is issued.

- The owners and operators are responsible for ensuring that Second Hands and Engineers have knowledge of UKLAP to enable efficient ship operation as detailed in the UKLAP Grade 2 syllabus.
- Application forms for CECs are available to download from the MCA website. Only original signed copies are accepted.
- Applicants for Fishing CECs must submit a completed application form, two passport approved photographs, an accepted non-UK Fishing CoC, a passport or discharge book and the current fee.

## **1. Introduction/ Background**

- 1.1 Under the Fishing Vessels (Certification of Deck Officers and Engineer Officers) Regulations 1984, officers serving on UK-registered fishing vessels are required to hold a Fishing CoC or Fishing CEC issued by the MCA. The Regulations set out the certificates to be held by officers serving in certain capacities on UK-registered fishing vessels and lay down procedures for obtaining a UK CoC.
- 1.2 The Regulations were amended by the Fishing Vessels (Certification of Deck Officers and Engineer Officers) (Amendment) Regulations 1995 to enable officers who hold certificates issued by certain Maritime Administrations (listed at Annex 1) to be recognised for service on UK-registered fishing vessels as long as all the relevant conditions are satisfied.
- 1.3 Fishing CECs are issued in accordance with this notice, on application, to officers holding Fishing CoCs issued by other Maritime Administrations where the MCA is satisfied that there are no substantial differences between the standard set by the UK and that represented by the other certificate. The Fishing CEC will carry identical rights and obligations as a Fishing CoC and holders will be subject to the same statutory requirements relating to their conduct. A Fishing CEC will remain valid only as long as the underlying non-UK Fishing CoC remains valid. At all times the Fishing CoC must be carried with the Fishing CEC and be made available for inspection by duly authorised persons.
- 1.4 The position of Skipper on UK-registered fishing vessels of over 24 metres in length (included in a group of vessels known as strategic ships) is restricted by the Merchant Shipping (Officer Nationality) Regulations 1995 to nationals of Great Britain and Northern Ireland, the British Commonwealth, NATO or of the EU/EEA. Annex 2 sets out the details.
- 1.5 Employers can treat a valid Fishing CEC as meeting their obligations under the Regulations as amended in exactly the same way as they accept UK Fishing CoCs.
- 1.6 These arrangements are consistent with EC Directives 89/48/EEC, 92/51/EEC (as amended by 2001/19/EC), 2003/103/EC (as implemented by SI 2006/89) and Decision 2004/108EC, which set out requirements for the mutual recognition of qualifications and training.

## **2. Requirements**

- 2.1 The MCA will only issue CECs to officers who are qualified to a standard equivalent to the standard required by holders of UK CoCs. Accepted non-UK CoCs are considered to be partially equivalent to UK CoCs. The MCA will assess individual applicants in the subject areas where differences exist. The three main subject areas are:
  - Standards of competency;
  - Use of the English language;
  - Knowledge of UKLAP.

The following paragraphs describe how these differences are assessed.

**2.2 Standards of Competency**

No CEC will be issued unless the standards of technical competency represented by the original certification are considered by the MCA to be equivalent to those of the UK.

**2.3 Use of English Language**

The MCA expects that there is a common language between officer's on-board UK registered fishing vessels.

- 2.4 Individual applicants for a Fishing CEC are not required to provide evidence of knowledge of English Language. However, to maintain the necessary standards of safety, especially for ship/shore communication and for the understanding of UK Safety Publications, it is the responsibility of the company to ensure that **at least one officer** on board the fishing vessel is competent in English Language to the standard specified in Annex 3. This may be verified by Flag State Inspection.

**2.5 Knowledge of UKLAP**

All officers other than Officers of the Watch must have knowledge of UKLAP to enable efficient ship operation. The methods of assessment of this requirement are described in the following paragraphs.

- 2.6 **Skippers** applying for a Fishing CEC must take either the oral or written UKLAP Grade1 examination:

- Oral Examination. This is conducted by an MCA examiner using the MCA's syllabus (Annex 4).
- Written Examination. This is taken by arrangement with SQA (Scottish Qualifications Authority) at one of their UK examination centres or at British Council centres abroad.

The MCA will issue a Notice of Assessment (**NOA**) to eligible applicants so that they can book either of the examinations.

- 2.7 As an alternative to the examination route Skippers who are nationals of EU States may gain UKLAP knowledge during a shipboard adaptation period of up to 24 months provided that:

- This is served on board a nominated UK-registered fishing vessel;
- The exact period is at the discretion of the MCA and will be advised on application (as a guide adaptation periods normally vary between two and six months but may be up to 24 months); and
- A request to serve an adaptation period is being made using form MSF 4206 Application to Serve an Adaptation Period.

In order to serve an adaptation period **the Skipper applicant must sail at a lower rank**. Applicants will be issued with a temporary Fishing CEC at a lower rank for the duration of the adaptation period.

- 2.8 On completion of the adaptation period an assessment of the candidate must be carried out by the Skipper of the nominated vessel using the UKLAP Grade 1 syllabus as a guide:

- The Skipper must hold a UK Class 1 Fishing CoC or a full Skippers UK CEC.
- The Skipper must complete form MSF 4271 Adaptation Report which will be issued by the MCA to eligible candidates.
- Adaptation Report forms have serial numbers so must not be photocopied.
- A full Skipper's CEC will be issued to the candidate once the adaptation period has been completed, and the report form submitted to the MCA and approved.

## 2.9 UKLAP Grade 2 requirements for Second hand and Engineer:

- The owners and operators are responsible for ensuring that Second Hands and Engineers have a working knowledge of UKLAP requirements equivalent to the UKLAP Grade 2 syllabus (Annex 6).
- A written report confirming that each officer has attained the necessary standard must be kept on-board the vessel. The written record should be in the form at Annex 5. Skippers completing the assessment should use the UKLAP Grade 2 syllabus as a guide.
- The report **does not** have to be submitted to the MCA as part of the application procedure for a Fishing CEC, but should be available on request.
- The reports may be verified by Flag State Inspection.

## 3. Application Procedures and Documentation

3.1 Applications must be submitted to the MCA's Seafarer Training and Certification Branch with the full supporting documentation specified in Annex 7.

3.2 Photocopies of CoCs and other documents may be submitted instead of the originals if they are endorsed as true copies of the original by:

- an official from the issuing Maritime Administration,
- an MCA official,
- a solicitor or notary public.

Photocopies must be legible and complete.

3.3 An application must include:

- An application form completed and signed by the seafarer. The signature must be original in ink. Scanned, faxed or photocopied signatures are not acceptable. MSF 4203 Application for a Certificate of Equivalent Competency can be downloaded from the MCA website at [www.mcga.gov.uk](http://www.mcga.gov.uk)
- Two passport sized photographs. On the back of one photograph there must be written the seafarer's full name in block capitals and the signature of a doctor, bank manager, civil servant, school teacher or other professional person or person of good standing in the community and who has known the applicant for more than two years. The counter signatory should write on the back of the photograph 'I certify that this is a true likeness of .....' and add their signature and the date. On the back of the other photograph must be written the applicant's name in block letters and date of birth.
- The non-UK CoC. All pages must be included, including any blank pages.
- Passport or Discharge Book or a properly attested copy. This is required as proof of identity.
- The current application fee. A list of fees and information about methods of payment is also available from the MCA website

## 4. Temporary CECs

4.1 Temporary CECs will only be issued in limited circumstances, for instance where an employed Skipper needs to complete the UKLAP Grade 1 examination or where verification of the Non-UK CoC has not been confirmed.

4.2 A Temporary CEC will be issued for a period of up to six months. During this time, the applicant is expected to meet fully the requirements for issue of a full CEC. An extension will not normally be granted.

## **5. Immigration Rules**

- 5.1 CEC applicants who are not nationals of EEA countries should note that they may need to have a UK work permit if they intend to work on a ship operating solely within UK territorial waters.**

## **6. Prevention of fraud and other unlawful practices**

- 6.1 The UK is required under European law to take and enforce appropriate measures to prevent fraud and other unlawful practices involving the certification process and to provide for penalties that are effective, proportionate and dissuasive.
- 6.2 In the UK, the authorities that are competent to detect and combat fraud and to exchange information concerning the certification of seafarers with other states are the MCA and the police. If a document is thought to be fraudulent the matter should in the first instance be reported to the MCA. The MCA can be contacted using the contact details at the end of this Information Note. A list of addresses for local police stations can be found using the following links [www.police-information.co.uk](http://www.police-information.co.uk) or [www.scottish.police.uk](http://www.scottish.police.uk)
- 6.3 A list of contact details for designated authorities in other member states can be found on the IMO web site by following the link [www.imo.org](http://www.imo.org)

## **More Information**

Seafarer Training and Certification Branch  
Maritime and Coastguard Agency  
Bay 1/17  
Spring Place  
105 Commercial Road  
Southampton  
SO15 1EG

Tel : +44 (0) 23 8032 9231  
Fax : +44 (0) 23 8032 9252  
e-mail: [cec@mcga.gov.uk](mailto:cec@mcga.gov.uk)

General Inquiries: [info@mcga.gov.uk](mailto:info@mcga.gov.uk)

MCA Website Address: [www.mcga.gov.uk](http://www.mcga.gov.uk)

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telephone numbers are correct at time of publishing

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**Transport***

## ANNEX 1

### **Countries Whose Officers' Fishing Vessel Certificates are Considered to be Part Equivalent to those of the UK.**

All European Union Member States Iceland Norway
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**Strategic Ships**

1. Vessels registered in the UK that 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 that 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;
  - 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.

### **Acceptable Evidence of Knowledge of English Language for Service On Board Fishing Vessels**

Candidates for Fishing Vessel CECs are not required to demonstrate this evidence at the application stage. However, the company must ensure that AT LEAST ONE OFFICER on board is able to demonstrate competency in English to the satisfaction of the Maritime & Coastguard Agency which may be verified at Flag State inspection. The following will be accepted as evidence of competency in English language.

- Confirmation of proficiency through passing an oral examination in English from an MCA surveyor on board the vessel or in a Marine Office.
- Passing the Marlins written test and Test of Spoken English (TOSE) at an approved Marlins Test Centre – the minimum acceptable pass mark is 70%. Addresses of approved centres are available from the Maritime & Coastguard Agency and the Marlin company homepage <http://www.marlins.co.uk>
- Satisfying the Maritime & Coastguard Agency that English is the candidate's mother tongue.
- Holding a CoC for which the examinations are 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 level of at least 6.
- Holding a certificate of TOEFL (Test of English as a foreign language) as applicable for admission to US universities.
- Passing the Maritime & Coastguard Agency English language test administered for the Maritime & Coastguard Agency by the Scottish Qualifications Authority (SQA) and conducted by arrangement with SQA in any British Council Office.



## ANNEX 4

### **Certificate of Equivalent Competency Examination in UK Legal and Administrative Processes (UKLAP) Grade 1 – Skipper Fishing Vessel Information for Candidates and Oral Syllabus.**

Candidates will be allowed to use any or all of the documents listed in the Permitted Examination Materials in the examination. The use of any 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. Certificates and documents required to be carried on UK-flagged fishing vessels (FV). Period of validity and requirements for maintenance of validity on UK-flagged fishing vessels.
2. Role and function of the Maritime and Coastguard Agency (MCA), including:
  - a) statutory surveys;
  - b) Merchant Shipping Notices (MSNs), Marine Information Notices (MINs) and Marine Guidance Notes (MGNs);
  - c) Registry of Shipping and Seamen;
  - d) HM Coastguard.
3. Certificate of British Fishing Vessel Registry:
  - a) information contained on Certificate of British Fishing Vessel Registry;
  - b) period of validity of Certificate of British Fishing Vessel Registry;
  - c) procedure in event of loss or destruction of Certificate of British Fishing Vessel Registry.
4. Assistance overseas: role of British Consul to Master/Skipper.
5. Documentation required to be presented by crew members when signing on and the procedure for verifying authenticity of UK Fishermen's 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 Registry of Shipping and Seamen.
7. Crew agreement: engagement and discharge:
  - a) Format of crew agreement;
  - b) Role of Skipper as company agent;
  - c) Procedure for closing an agreement;
  - d) Law relating to young persons.
8. Seaman left behind.
9. Death onboard of a crew member.
10. Role of Marine Accident Investigation Branch (MAIB):  
Skipper's role in reporting accidents, collision, fire, grounding, personal injury etc.
11. Provision of Health and Safety on UK ships: safety officials, meetings and Code of Safe Working Practices, 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 Book:**

Shipmasters Business Companion (**and** annual supplements) by Malcolm Maclachlan  
available from:

The Nautical Institute  
202 Lambeth Road  
LONDON SE1 7LQ  
Tel: +44 (0)20 7 928 1351  
Fax: +44(0)20 7 401 2817  
e-mail: [pubs@nautinst.org](mailto:pubs@nautinst.org)

Website: [www.nautinst.org](http://www.nautinst.org)

### **Guidance and Information:**

Merchant Shipping Notices  
M 719, 1303 & 1314 Documents to be carried on FVs  
SI 1981/570 Official Log books  
As amended by SI 2002/1473  
SI 1975/2220 Crew Accommodation  
As amended by 1998/929  
And SI 2002/2201

SI 1972/919 The Merchant Shipping (Crew Agreements, Lists of Crew and Discharge  
of Seamen)(Fishing Vessels) Regulation  
As amended by SI1979/1519  
And SI 1983/478

M 1057 Crew Agreements  
MGN 71M Musters, Drills and Training  
MGN 20 & MGN 175(M+F) Merchant Shipping (MS) & Fishing Vessel (FV) (Health &  
Safety at Work) Regulations  
MGN 88 (M+F) Employment of Young Persons  
MGN 289 (M+F) Accident Reporting and Investigation  
MGN 123 Certificates of Discharge  
MGN 111 Maintenance of Lists of Crew Ashore  
SI 1993/3138 The Merchant Shipping (Registration of Ships) Regulations  
As amended by SI 1994/541  
And SI 1998/1915  
And SI 1998/2976  
And SI 1999/3206  
SI 1988/1926 The Merchant Shipping (Registration of Fishing Vessels) Regulations  
1988  
SI 2005/881 The Merchant Shipping (Accident Reporting and Investigation)  
Regulations 2005  
SI 1979/97 The Merchant Shipping (Repatriation) Regulations 1979  
SI 1979/1577 The Merchant Shipping (Returns of Births and Deaths) Regulations

Merchant Shipping Notices are available individually or by annual subscription from MCAs distribution Company:

EC Group  
Europa Park  
Magnet Road  
Grays  
Essex  
RM20 4DN

Tel +44 (0)845 603 2431  
email [mca@ecgroup.uk.com](mailto:mca@ecgroup.uk.com)

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

The Torremolinos Protocol (1993) (also known as the Code of Safety for Fishermen and Fishing Vessels) is available from:

The Publications Dept  
IMO  
4 Albert Embankment  
LONDON  
SE1 7SR  
Tel: + 44 (0)20 7735 7611

**Legislation:**

***Primary***

Merchant Shipping Act 1995

***Statutory Instruments Relating to Fishing Vessels***

Crew Agreements, List of Crew & Discharge  
of Seamen Regulations  
as amended by  
and

SI 1972/0919  
SI 1979/1519  
SI1983/478

Crew Accommodation Regulations,  
As amended by  
and

SI 1975/2220  
SI 1998/929  
SI 2002/2201

Official Log Book (FV) Regulations  
As amended by

SI 1981/570  
SI 2002/1473

MS & FV (Health & Safety at Work) Regulations  
As amended by  
and

SI 1997/2962  
SI 1998/2411  
SI 2001 No.54

MS & FV (Health & Safety at Work),  
(Employment of Young Persons) Regulations  
As amended by

SI 1998/2411  
SI 2002/2125

The Fishing Vessels (Safety Provisions) Rules 1975  
As amended by

SI 1975/330  
SI 1975/471

And	SI 1976/432
And	SI 1977/313
And	SI 1977/498
And	SI 1978/1598
And	SI 1978/1873
And	SI 1981/567
And	SI 1991/1342
And	SI 1996/2419
And	SI 1998/928
And	SI 1999/2998
And	SI 2001/9
And	SI 2002/2201

The Fishing Vessels (Safety of 15-24 Metre Vessels)  
Regulations 2002 SI 2002/2201

The Fishing Vessels (Working Time: Sea-fishermen)  
Regulations 2004 SI 2004/1713

The Merchant Shipping (Seamen's Wages and Accounts)  
(Fishing Vessels) Regulations 1972 SI 1972/1701  
As amended by SI 1998/2064  
And SI 1999/3360

The Merchant Shipping and Fishing Vessels (Medical Stores)  
Regulations 1995 SI 1995/1802  
As amended by SI 1996/2821

The Merchant Shipping and Fishing Vessels (Manual Handling Operations) Regulations 1998)	SI 1998/2857
As amended by	SI 1999/2205

The Merchant Shipping and Fishing Vessels (Safety Signs and Signals) Regulations 2001	SI 2001/3444
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Fishing Vessels (Certification of Deck Officers and Engineer Officers) Regulations,	SI 1984/1115
as amended by	SI 1995/1428

The Merchant Shipping (Radio) (Fishing Vessels) Regulations	SI 1999/3210
As amended by	SI 2002/2201

The Merchant Shipping and Fishing Vessels (Control Of Noise at Work) Regulations 2007	SI 2007/3075
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The Merchant Shipping and Fishing Vessels (Control Of Vibration at Work) Regulations 2007	SI 2007/3077
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The Merchant Shipping and Fishing Vessels (Health and Safety At Work)(Carcinogens and Mutagens) Regulations 2007	SI 2007/3100
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The Fishing Vessels (Life Saving Appliances) Regulations 1998	SI 1988/38
As amended by	SI 1999/2998
And	SI 1999/3210
And	SI 2001/9
And	SI 1998/927

And	SI 1992/2201
The Fishing Vessels (Safety Training) Regulations 1989 As amended by	SI 1989/126 SI 2004/2169
The Merchant Shipping and Fishing Vessels (Personal Protective Equipment) Regulations 1999	SI 1999/2205
The Fishing Vessels (EC Directive on Harmonised Safety Regime (Regulations) 1999 As amended by And 2003/1809	SI 1999/2998 SI 1999/3210 SI 2003/1112
The Merchant Shipping (Prevention of Oil Pollution) Regulations 1996 As amended by And And And And And	SI 1996/2154 SI 1997/1910 SI 2000/483 SI 2004/303 SI 2004/2110 SI 2005/1916 SI 2009/1210
Merchant Shipping (Prevention of Pollution by Sewage and Garbage from Ships) Regulations 2008	SI 2008/3257
Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003	SI 2003/1809
The Merchant Shipping (Prevention of Air Pollution from Ships) Regulations 2008	SI 2008/2924
The Merchant Shipping (Distress Signals and Prevention of Collisions) Regulations 1996 As amended by	SI 1996/75 SI 2004/302
The Merchant Shipping (Safety of Navigations) Regulations 2002 As amended by And And	SI 2002/1473 SI 2004/302 SI 2004/2110 SI 2005/2114
The Merchant Shipping and Fishing Vessels (Provision And Use of Work Equipment) Regulations 2006 As amended by	SI 2006/2183 SI 2008/2165
The Merchant Shipping and Fishing Vessels (Lifting Operations And Lifting Equipment) Regulations 2006 As amended by	SI 2006/2184 SI 2008/2166
The Merchant Shipping (EPIRB Registration) Regulations 2000	SI 2000/1850

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](http://www.mcga.gov.uk/publications/si/index)  
[www.legislation.hmsso.gov.uk/stat](http://www.legislation.hmsso.gov.uk/stat)

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

TSO Orders/Post Cash Dept  
PO Box 29  
Norwich  
NR3 1GN

Tel: +44 (0)870 600 5522  
Fax: +44 (0)870 600 5533  
Email: [customer.services@tso.co.uk](mailto:customer.services@tso.co.uk)

### **Other Recommended Reading Material**

This publication may **not** be used in the examination:

Business and Law Self -Examiner for Deck Officers by Malcolm Maclachlan available from:  
Kelvin Hughes  
26 Holland Street  
Glasgow  
G2 4LR

Tel: 0141 221 5452  
Fax: 0141 221 4688  
e-mail: [glasgow@kelvinhughes.co.uk](mailto:glasgow@kelvinhughes.co.uk)  
Web address: [www.bookharbour.com](http://www.bookharbour.com)

Fishermen and Safety (A guide to safe working practices for fishermen)

Available from the MCAs distribution Company:

EC Group  
Europa Park  
Magnet Road  
Grays  
Essex  
RM20 4DN

Tel +44 (0)845 603 2431  
email [mca@ecgroup.uk.com](mailto:mca@ecgroup.uk.com)

**CERTIFICATE OF EQUIVALENT COMPETENCY  
WRITTEN RECORD OF UKLAP GRADE 2 FAMILIARISATION TRAINING  
FISHING VESSELS**

A report must be completed for each officer serving with the company holding a Certificate of Equivalent Competency.

Name of officer		
Name of vessel		
Capacity in which served		
Period of assessment	rom	o

**UKLAP – in this section confirmation is required of the officer's knowledge of the subject areas listed below. Confirm in the space provided that the officer has been assessed and would, if required, be able to demonstrate knowledge.**

<b>List of certificates and documents required to be carried on a UK flag fishing vessel</b>	
UK FVC or IFVSC	
Period and Maintenance of Validity on UK ships	
Understanding of survey procedures	
<b>Role and function of the MCA and it's organs</b>	
Seamen Registry of Shipping and	
HM Coastguard	
M Notices	
<b>Provision of Muster, Drills and Training on Board</b>	
Muster, Drills and Training	
<b>Provision of Health and Safety on UK Ships to include</b>	
Safety Officials, meetings	
Crew Agreement & Crew Accommodation Regulations	
Hatches and lifting appliances	
Means of access and risk assessment	
<b>An outline knowledge of entries to be made in the Official Log Book</b>	
Dedicated pages	
Narrative section to include disciplinary procedures	

**CONDUCT AND SOBRIETY – in this section, a report is required of the officer’s ability to establish relationships and maintain discipline. A report is also required upon signs of alcohol or drug abuse.**

<b>Conduct and Sobriety</b>	
Relations with colleagues	
Conduct and ability to maintain discipline	
Alcohol and drug related problems	
<b>Overall Assessment – use this space to summarise the report and provide any relevant information not included elsewhere</b>	

I am personally satisfied that the content of this report is a fair and accurate reflection of the performance, competence and conduct of the officer during the period and assess the officer as follows:

- ☐ PASS – I am satisfied that the officer has met the full requirements of UKLAP Grade 2 and has demonstrated a satisfactory standard of conduct, discipline and sobriety
- ☐ EXTENSION – the officer has made good progress toward the necessary standard but requires some further improvement in the following areas

--

I expect the necessary standard to be reached by.....

- ☐ FAIL – the officer has failed to reach the standard in the following area(s)

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Signature of Company Representative	
Full Name of Company Representative	
Company	

Company stamp
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**Certificate of Equivalent Competency in UK and Administrative Processes (UKLAP)**  
**Grade 2- Second Hand and Engineer Fishing Vessel 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 any 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 at a level appropriate to the functions to be performed onboard according to your position.

1. Certificates and documents required to be carried on UK-flagged fishing vessels (FV).
2. Role and function of the Maritime and Coastguard Agency (MCA), including:
  - a) Statutory surveys;
  - b) Merchant Shipping Notices (MSNs), Marine Information Notices (MINs) and Marine Guidance Notes (MGNs);
  - c) Registry of Shipping and Seamen;
  - d) HM Coastguard.
3. Assistance overseas: role of British Consul to Master/Skipper.
4. Documentation required to be presented by crew members when signing on and the procedure for verifying authenticity of UK Fishermen's Certificates.
5. Entries to be made in Official Log Book:
  - a) Dedicated pages;
  - b) Narrative Section to include disciplinary procedures.
6. Crew agreement: engagement and discharge:
  - a) Format of Crew Agreement;
  - b) Role of Skipper as Company Agent;
  - c) Law relating to young persons.
7. Seaman left behind.
8. Death on board of a crew member.
9. Role of Marine Accident Investigation Branch (MAIB):  
Skipper's role in reporting accidents, collision, fire, grounding, personal injury etc.
10. Provision of Health and Safety on UK ships: safety officials, meetings and Code of Safe Working Practices, 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 Book:**

Shipmasters Business Companion (**and** annual supplements) by Malcolm MacLachlan available from:

The Nautical Institute  
202 Lambeth Road  
LONDON SE1 7LQ

Tel: +44 (0)20 7 928 1351  
Fax: +44(0)20 7 401 2817  
E-mail: [pubs@nautinst.org](mailto:pubs@nautinst.org)

Website: [www.nautinst.org](http://www.nautinst.org)

### **Guidance and Information:**

Merchant Shipping Notices  
M 719, 1303 & 1314  
SI 1981/570  
As amended by SI 2002/1473  
SI 1975/2220  
As amended by 1998/929  
And SI 2002/2201

SI 1972/919

As amended by SI1979/1519  
And SI 1983/478

M 1057  
MGN 71M  
MGN 20 & MGN 175(M+F)

MGN 88 (M+F)  
MGN 289 (M+F)  
MGN 123  
MGN 111  
SI 1993/3138

As amended by SI 1994/541  
And SI 1998/1915  
And SI 1998/2976  
And SI 1999/3206  
SI 1988/1926

SI 2005/881

SI 1979/97  
SI 1979/1577

Documents to be carried on FVs  
Official Log books

Crew Accommodation

The Merchant Shipping (Crew Agreements, Lists of Crew and Discharge of Seamen)(Fishing Vessels) Regulation

Crew Agreements  
Musters, Drills and Training  
Merchant Shipping (MS) & Fishing Vessel (FV) (Health & Safety at Work) Regulations  
Employment of Young Persons  
Accident Reporting and Investigation  
Certificates of Discharge  
Maintenance of Lists of Crew Ashore  
The Merchant Shipping (Registration of Ships) Regulations

The Merchant Shipping (Registration of Fishing Vessels) Regulations 1988

The Merchant Shipping (Accident Reporting and Investigation) Regulations 2005

The Merchant Shipping (Repatriation) Regulations 1979

The Merchant Shipping (Returns of Births and Deaths) Regulations

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

EC Group  
Europa Park  
Magnet Road  
Grays  
Essex  
RM20 4DN

Tel +44 (0)845 603 2431  
email [mca@ecgroup.uk.com](mailto:mca@ecgroup.uk.com)

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

The Torremolinos Protocol (1993) (also known as the Code of Safety for Fishermen and Fishing Vessels) is available from:

The Publications Dept  
IMO  
4 Albert Embankment  
LONDON  
SE1 7SR  
Tel: + 44 (0)20 7735 7611

### **Legislation:**

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](http://www.mcga.gov.uk/publications/si/index)  
[www.legislation.hmso.gov.uk/stat](http://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:

TSO Orders/Post Cash Dept **Legislation:**  
PO Box 29  
Norwich  
NR3 1GN

Tel: +44 (0)870 600 5522  
Fax: +44 (0)870 600 5533  
Email: [customer.services@tso.co.uk](mailto:customer.services@tso.co.uk)

### **Primary**

Merchant Shipping Act 1995

### **Statutory Instruments Relating to Fishing Vessels**

Crew Agreements, List of Crew & Discharge  
of Seamen Regulations  
as amended by  
and

SI 1972/0919  
SI 1979/1519  
SI1983/478

Crew Accommodation Regulations,  
As amended by  
and

SI 1975/2220  
SI 1998/929  
SI 2002/2201

Official Log Book (FV) Regulations As amended by	SI 1981/570 SI 2002/1473
MS & FV (Health & Safety at Work) Regulations As amended by and	SI 1997/2962 SI 1998/2411 SI 2001 No.54
MS & FV (Health & Safety at Work), (Employment of Young Persons) Regulations As amended by	SI 1998/2411 SI 2002/2125
The Fishing Vessels (Safety Provisions) Rules 1975 As amended by And And And And And And And And And And And And	SI 1975/330 SI 1975/471 SI 1976/432 SI 1977/313 SI 1977/498 SI 1978/1598 SI 1978/1873 SI 1981/567 SI 1991/1342 SI 1996/2419 SI 1998/928 SI 1999/2998 SI 2001/9 SI 2002/2201
The Fishing Vessels (Safety of 15-24 Metre Vessels) Regulations 2002	SI 2002/2201
The Fishing Vessels (Working Time: Sea-fishermen) Regulations 2004	SI 2004/1713
The Merchant Shipping (Seamen's Wages and Accounts) (Fishing Vessels) Regulations 1972 As amended by And	SI 1972/1701 SI 1998/2064 SI 1999/3360
The Merchant Shipping and Fishing Vessels (Medical Stores) Regulations 1995 As amended by	SI 1995/1802 SI 1996/2821
The Merchant Shipping and Fishing Vessels (Manual Handling Operations) Regulations 1998 As amended by	SI 1998/2857 SI 1999/2205
The Merchant Shipping and Fishing Vessels (Safety Signs and Signals) Regulations 2001	SI 2001/3444
Fishing Vessels (Certification of Deck Officers and Engineer Officers) Regulations, as amended by The Merchant Shipping (Radio) (Fishing Vessels) Regulations As amended by	SI 1984/1115 SI 1995/1428 SI 1999/3210 SI 2002/2201
The Merchant Shipping and Fishing Vessels (Control Of Noise at Work) Regulations 2007	SI 2007/3075

The Merchant Shipping and Fishing Vessels (Control Of Vibration at Work) Regulations 2007	SI 2007/3077
The Merchant Shipping and Fishing Vessels (Health and Safety At Work)(Carcinogens and Mutagens) Regulations 2007	SI 2007/3100
The Fishing Vessels (Life Saving Appliances) Regulations 1998	SI 1988/38
As amended by	SI 1999/2998
And	SI 1999/3210
And	SI 2001/9
And	SI 1998/927
And	SI 2992/2201
The Fishing Vessels (Safety Training) Regulations 1989	SI 1989/126
As amended by	SI 2004/2169
The Merchant Shipping and Fishing Vessels (Personal Protective Equipment) Regulations 1999	SI 1999/2205
The Fishing Vessels (EC Directive on Harmonised Safety Regime (Regulations) 1999	SI 1999/2998
As amended by	SI 1999/3210
And 2003/1809	SI 2003/1112
The Merchant Shipping (Prevention of Oil Pollution) Regulations 1996	SI 1996/2154
As amended by	SI 1997/1910
And	SI 2000/483
And	SI 2004/303
And	SI 2004/2110
And	SI 2005/1916
And	SI 2009/1210
Merchant Shipping (Prevention of Pollution by Sewage and Garbage from Ships) Regulations 2008	SI 2008/3257
Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003	SI 2003/1809
The Merchant Shipping (Prevention of Air Pollution from Ships) Regulations 2008	SI 2008/2924
The Merchant Shipping (Distress Signals and Prevention of Collisions) Regulations 1996	SI 1996/75
As amended by	SI 2004/302
The Merchant Shipping (Safety of Navigations) Regulations 2002	SI 2002/1473
As amended by	SI 2004/302
And	SI 2004/2110
And	SI 2005/2114
The Merchant Shipping and Fishing Vessels (Provision And Use of Work Equipment) Regulations 2006	SI 2006/2183
As amended by	SI 2008/2165
The Merchant Shipping and Fishing Vessels (Lifting Operations And Lifting Equipment) Regulations 2006	SI 2006/2184

As amended by

SI 2008/2166

The Merchant Shipping (EPIRB Registration) Regulations 2000

SI 2000/1850

**Other Recommended Reading Material**

This publication may **not** be used in the examination:

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

Kelvin Hughes  
26 Holland Street  
Glasgow  
G2 4LR

Tel: 0141 221 5452  
Fax: 0141 221 4688  
e-mail: [glasgow@kelvinhughes.co.uk](mailto:glasgow@kelvinhughes.co.uk)  
Web address: [www.bookharbour.com](http://www.bookharbour.com)

Fishermen and Safety (A guide to safe working practices for fishermen)  
Available from the MCAs distribution Company:

EC Group  
Europa Park  
Magnet Road  
Grays  
Essex  
RM20 4DN

Tel +44 (0)845 603 2431  
Email [mca@ecgroup.uk.com](mailto:mca@ecgroup.uk.com)

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

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IMO  
4 Albert Embankment  
LONDON  
SE1 7SR  
Tel: + 44 (0)20 7735 7611

**Application Procedures for Certificates of Equivalent Competency – Fishing Vessels**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Application For:</b>	<b>Application Requirements</b>	<b>Company Action</b>	<b>MCA Action</b>
Skipper	<ul style="list-style-type: none"> <li>* Completed Application Form</li> <li>* Fee</li> <li>* Photographs</li> <li>* Original or properly attested copy of CoC</li> <li>* Original or properly attested copy of Passport or Discharge Book</li> </ul>	<ul style="list-style-type: none"> <li>* Check original CoC for correctness</li> <li>* Complete application in accordance with the Regulations &amp; requirements in Column B and send to MCA</li> <li>* Send proof of UKLAP Grade 1 to MCA as soon as obtained</li> <li><b>Ensure at least one officer on board is competent in English Language to the standard specified in Annex 3</b></li> </ul>	<ul style="list-style-type: none"> <li>* Verify CoC with issuing administration</li> <li>* Issue Temporary CEC, NOA and instruction to take UKLAP Grade 1</li> <li>* Issue Full (5 year) CEC when proof of successfully passing UKLAP Grade 1 received from the company and all other checks are complete</li> </ul>
2 <sup>nd</sup> Hand and Engineer	<ul style="list-style-type: none"> <li>* Completed Application Form</li> <li>* Fee</li> <li>* Photographs</li> <li>* Original or properly attested copy of CoC</li> <li>* Original or properly attested copy of Passport or Discharge Book</li> </ul>	<ul style="list-style-type: none"> <li>* Check original CoC for correctness</li> <li>* Ensure officer receives sufficient training to satisfy the knowledge requirements of UKLAP Grade 2 and retain records. See Annex 5</li> <li>* Complete application in accordance with the Regulations &amp; requirements in Column B and send to MCA</li> </ul>	<ul style="list-style-type: none"> <li>* Verify CoC with issuing administration</li> <li>* Issue Full CEC when checks are complete</li> </ul>