



Maritime &
Coastguard
Agency

APPLICATION FOR A CERTIFICATE OF COMPETENCY FOR A COMPASS ADJUSTER **CA**

Due to the ongoing COVID-19 situation we are currently unable to accept any applications via post. Please submit all applications and supporting documents via email. Please note that scanned copies of supporting documents are currently acceptable. Please note this is subject to change, visit our webpage to stay up to date with the latest information – [Click here](#). Please email your application to exams@mcga.gov.uk

1. Personal Details

Please read [MGN 279](#) prior to completing this application form.

Title Mr/Mrs/Miss/Capt etc		Sex Male / Female	
Surname / Family name			
Forename(s) in full			
Date of Birth			
Place of Birth		Country of Birth	
Nationality		Discharge Book No	

	Full Home Address	Address for return of documents <i>(if different from home address)</i>	
Address			
District			
Town / City			
County/State			
Post Code/Zip			
Country			
Telephone No		Mobile No.	
Email Address			

Please do not write below this line

Received:	Fee:	SDS No	
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2. Particulars of Service

(a) EXPERIENCE IN MAKING AND REPAIRING COMPASSES					
Name Address and Occupation of Employer	Dates of Service		Length of Service		Nature of Service
	From	To	From	To	

NOTE: All particulars of service must be supported by testimonials. Any certificates or awards in compass work should be mentioned.

(b) EXPERIENCE IN PRACTICAL ADJUSTING OF SHIPS' COMPASSES

Particulars of Ship				Particulars of Service		Supervising Compass Adjuster	
Vessel Name	Official/ MONumber	Port of Registry	GRT	Capacity (Assistant or Adjuster)	Date	Name	Certificate Number

3 YOUR SIGNATURE AND DECLARATION

(The maximum penalty for a false declaration is £5000)

I understand that completing and returning this form will result in the related Certificate being cancelled, that it may never be used again and, if subsequently found, it should be returned to the Maritime and Coastguard Agency (MCA) immediately.

The information given on this form is true to the best of my knowledge, true and complete. Please refer to our privacy statement in Section 5 which explains how we use the personal information we collect from you

Date

for office use only

IMPORTANT – KEEP WITHIN BORDER FAILURE TO COMPLY WITH THIS INSTRUCTION WILL INVALIDATE THE APPLICATION

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Please now complete the payment section on page 5.

4 Payment

You must ensure you pay the appropriate fee (as laid down in the current Merchant Shipping Fees Regulations).

Payment should be made in pounds sterling (£), by BACS transfer, credit or debit card via online payment facility **Gov.uk Pay** by following the links below.

We are unable to accept cheques, postal orders, banker's drafts or cash.

The fee for an NoE application is £482 which includes all written exams and oral examination leading to your certificate.

Please tick (✓) the appropriate box below to indicate your chosen method of payment.

Notice of Eligibility Application

To pay via Gov.UK Pay for your Notice of Eligibility: £482

<https://www.gov.uk/payments/seafarer-training-courses/compass-adjustors-exams>

If you wish to pay by BACS transfer – please contact us.

5 Privacy Statement

Personal information which you supply to us will be used to process your application to meet the applicable Standards of Training Certification and Watchkeeping (STCW) requirements. To check and report on how effective the MCA and the services it commissions have been. To make sure that the MCA gives value for money. We may use your information to investigate complaints, legal claims or important incidents. We may use your information for crime prevention and prosecution of offenders.

The information you provide is primarily used for issuing your UK Certificate of Competency (CoC)/Certificate of Equivalent Competency (CEC) but may also be used for other related purposes, and shared with other statutory bodies/organisations to enable them to fulfil their statutory obligations.

We will not disclose any financial details you provide to us. Once your payment has been processed all financial details are securely destroyed.

For more information on how we use your information, and your rights to access information we hold on you, please see our full privacy policy available on our website:

<https://www.gov.uk/government/organisations/maritime-and-coastguard-agency>