



Certificate of Competency for Master Workboat less than 500 GT unlimited

Notice to all Masters, Officers and Seafarers in the Merchant Navy and to those involved in Maritime Training.

This notice should be read with MSN 1802(M) and MGN 280(M).

Summary

This notice describes the system for the certification for Masters of workboats less than 500 GT operating in the unlimited area.

Key Points

This certification system provides details for deck officers and masters serving in workboats of less than 500 GT covered by either MGN 280, the revised Code of Practice for the Safe Operation of Small Workboats (2013) or those not covered by MSN 1802.

This notice covers:

- | | |
|---|---------------------------------|
| 1) Introduction | 7) Training Modules |
| 2) Certificate Structure | 8) Ancillary Training Courses |
| 3) Medical Fitness and Eyesight Standards | 9) Application Procedure |
| 4) Service Definitions | 10) Notice of Eligibility (NOE) |
| 5) Proof of Service and Testimonials | 11) Education and Training |
| 6) Oral Examination | 12) Revalidation |

1.0 Introduction

1.1 STCW 78 as amended allows an Administration to adopt alternative arrangements of education and training for special types of ships and trades. Given the nature of the workboat industry, the MCA has invoked these equivalency arrangements for qualifications restricted to workboats.

1.2 This notice details a route for certification restricted to workboats that is structured to provide a progressive career path for those in the workboat industry. Candidates meeting the requirements will be issued with an STCW Certificate of Competency (CoC) limited to service in workboats less than 500 GT with an unlimited area of operation, it will be based on certification requirements for large yachts detailed in MSN 1802. References in this notice to “Yachtmaster Offshore” or “Yachtmaster Ocean”



certificates and/or shorebased courses mean the MCA recognised qualifications as detailed in MSN 1802.

1.3 A “Workboat” is a vessel of less than 500 GT engaged to carry out multipurpose functions in support of marine projects ranging from harbour construction and maintenance to offshore projects. A workboat may undertake occasional international voyages for repositioning of the vessel.

1.4 Workboats may carry specialist equipment and stores in support of their function to facilitate the specific tasks for which they are designed.

Note: These vessels are not permitted to carry “cargo”.

1.5 Workboat crews require specialised training to develop competence to work safely across a range of operations. Examples of typical workboat operations include but are not limited to:

- Anchor handling
- Dredging/ploughing
- Hydrographic surveying
- Maintenance of navigational aids
- Transfer of industrial personnel

2.0 Certificate structure

2.1 The Certificate of Competency issued will be Master Workboat less than 500 GT unlimited area. Please see Annex A for an outline of the certificate structure.

2.2 Workboat CoCs cover the following STCW functions:

- Navigation at the management level
- Controlling the operation of the ship and care for persons on board
- Radio communications
- Cargo handling and stowage

3.0 Medical fitness and eyesight standards

3.1 For any CoC you must meet the medical fitness and eyesight standards as required by the Merchant Shipping (Medical Examination) Regulations 2010¹. Details on the application of those regulations are found in MSN 1822 (M)². Countries whose seafarer medical certificates are accepted as equivalent to the UK seafarers Medical Certificate (ENG 1) can be found in MSN 1815³.

3.2 The seafarer medical examination includes a sight test for both colour vision and visual acuity. Failure to meet the statutory requirements will mean that an unrestricted medical certificate cannot be issued. Anyone considering a seagoing career is strongly advised to have a medical or sight test, which includes testing both colour and visual acuity, before starting training. You can arrange a separate sight test with a local optometrist by taking along an Application for Seafarer Vision Test Form (MSF 4100). The form can be obtained by contacting a MCA Marine Office or the MCA Seafarer Health and Safety Branch on 0044 (0)2380 329247 or seafarers.s&h@mcga.gov.uk

3.3 For any CoC you must produce a valid medical fitness certificate, either

¹ SI 2010/737 or any subsequent amendment

² MSN 1822 (M) or any subsequent amendment

³ MSN 1815 or any subsequent amendment



- the UK medical fitness certificate, currently known as an ENG 1, issued by a MCA approved medical practitioner, or
- a certificate issued by the Administration of any country whose medical fitness certificate is recognised as equivalent to the UK ENG 1.

Updated lists are available from the MCA website.

3.4 The medical fitness certificate must specify the date of examination, the period of validity and any restriction placed on the use of the certificate.

4.0 Service definitions

4.1 For the purposes of this notice service definitions are as follows:

- **Sea Service** is time spent at sea, at anchor, on river or canal transits and time in port associated with the work on a Workboat.
- **Watchkeeping Service** is sea service spent as a Watchkeeping Officer in full charge of a navigational watch for not less than four out of every 24 hours. Shorter periods may be aggregated together.

4.2 Service must be in the deck department.

4.3 At least six months of the qualifying sea service must have been performed within the five years preceding the application.

4.4 Service may be performed in vessels of any flag.

4.5 Service in a dual engine and deck capacity will be counted at the rate of 50%.

Example: Two days service as a deck or engine rating may only count as one day deck time and one day engine room time.

5.0 Proof of service and testimonials

5.1 Before being considered for oral examination, you are expected to prove the full amount of qualifying service for a CoC. All service required must be completed and verified to the satisfaction of the MCA.

5.2 Evidence of Sea Service should be in the form of any of the following documents supported by testimonials:

- Merchant Navy discharge book
- Certificates of discharge (Annex B)
- Similar MCA approved service record book

5.3 Your testimonials should preferably be in the format of Annex C. If details of sea service and watchkeeping service are not included in the testimonials then they must be verified by a separate certificate of service. Testimonials or certificates of service should be signed by the Master of the vessel in which the qualifying service has been performed. If you are serving as Master your testimonials or certificates of service must be signed by the owner or a responsible person from the management company such as a Company Director or Superintendent.



6.0 Oral examination

- 6.1** The syllabus outline for Workboat less than 500 GT unlimited MCA oral examination is annexed to this notice and is available from the MCA website.
- 6.2** Higher level training relies on the underpinning knowledge of the lower level training. Be aware that questions in the oral examination may, in addition to the published oral syllabus, include topics that should have been covered in previous training. It is generally expected that all training modules and ancillary training courses will be completed before attempting the oral examination, as these provide the knowledge on which the examination is based.
- 6.3** Your oral examination pass is valid for three years. The oral examination pass must be in date at the time of issue of your CoC. Further information on oral examinations is available in another MGN 69⁴.

7.0 Training modules

- 7.1** All training modules must be approved by the MCA. Training providers who have MCA approval to deliver a training module will hold a current Course Approval Certificate for that course. Examinations for training modules may only be conducted at approved examination centres. Written examination papers will be set and marked only by MCA approved organisations.
- 7.2** You must gain a certificate of successful completion of the module plus an examination pass certificate. The pass marks for all training module examinations is 60% in all parts. Training module passes are valid for three years except for the workboat module, which is five years. The training module pass certificate must be in date at the time of issue of the CoC. As there are a large number of modules to undertake you are advised to obtain the MCA OOW (yachts less than 3000 GT) where circumstances may preclude you from completing within the three year validity of the training modules. The OOW (yachts less than 3000 GT) modules are not then required to be presented for the Master Workboat less than 500 GT within the three year validity. You will be required to meet any sea time requirements regardless of the route you take.
- 7.3** The outline syllabuses for the training modules and the associated written examinations are available from the MCA website.

8.0 Ancillary Training Courses

- 8.1** All STCW ancillary training must be approved by the MCA.
- 8.2** Training providers who have MCA approval to deliver ancillary training courses will hold a current Course Approval Certificate for that course. STCW ancillary training courses completed under the authority of specified MCA recognised Administrations are also acceptable⁵.
- 8.3** If you are the Master or otherwise in charge of medical care of a UK registered vessel you will be required to undertake refresher training in Proficiency in Medical Care

⁴ MGN69 (M) Conduct of MCA Oral Examinations or any subsequent amendment

⁵As detailed in Annex E of MSN 1802 (M) Certificate of Competency: Yacht Deck Officers Training and Certification Guide-Part 7 or any subsequent amendment



(STCW A-VI/4-2) every five years⁶. Proficiency in Medical Care certificates must be in date when presented for issue of your CoC.

Note: Not required for revalidation of a CoC.

9.0 Application procedure

9.1 Completed application forms should be sent to the address on the form. A summary of requirements at each level is described in section 11.

9.2 Applications for oral examinations will not be assessed without the following:

- Fee
- Valid medical fitness certificate
And where required:
 - Passport
 - Two passport size photos
 - Proof of service
 - Testimonials
 - Relevant Yachtmaster certificate plus proof of corresponding shorebased course
 - Completed Workboat Training Record Book
 - Accepted non-UK CoC with corresponding accepted Certificate of Proficiency in Advanced Fire Fighting and accepted GMDSS GOC.

9.3 Fees are as stated in the latest Fees Amendment Regulations⁷.

9.4 With the exception of passports, as described below, the supporting documents must be original. If you fail to submit all the required documents your application may be returned without being processed. A minimum of 28 days should be allowed for processing.

9.5 A photocopy of your passport is acceptable provided that it is certified as a “true copy” by one of the following:

- A Notary Public
- The Master of the vessel holding a valid STCW UK CoC,
- MCA approved Nautical College,
- PYA,
- IYT,
- MCA Marine Office, or
- Other MCA approved organisations.

In all cases the person should write ‘I have seen the original passport and confirm that this is a true copy’ and include their full name, signature and the date. Masters should also give their CoC number and issuing Administration.

9.6 Please be reminded that under Section 47(5) of the Merchant Shipping Act 1995 any person who makes a statement which they know to be false for the purpose of obtaining for themselves or for another person a certificate or other document shall be liable on summary conviction to a fine.

⁶ As detailed in MGN 96 (M) Emergency, Occupational Safety, Medical Care and Survival Functions or any subsequent amendment

⁷ SI 1996/3243 The Merchant Shipping (fees) Regulations 1996 as amended



- 9.7** Applicants for Master Workboat less than 500 GT are required to complete an approved training record book a copy of which can be found on the MCA or National Workboat Association (NWA) website.

www.workboatassociation.org

10.0 Notice of Eligibility (NOE)

- 10.1** Once you are issued with an NOE you will be eligible to attend the MCA oral examination. When you are ready to sit the examination you should contact your local MCA Marine Office for an appointment. Contact details for MCA Marine Offices are available from the MCA website.
- 10.2** NOEs are valid for five years from the date of issue which is clearly stamped on the NOE. If this period is lapsed you will be required to make a new application and all service will be re-assessed. Full supporting documentation and the appropriate fee must be supplied with the new application. This is to ensure that your assessed service remains valid during the qualifying period leading to the issue of a CoC.
- 10.3** If you fail an oral exam you need to apply for a new NOE before re-sitting the examination. After your third and any subsequent unsuccessful attempts you must wait three months before re-sitting the exam. To apply for a re-sit, your NOE showing the fail result, should be returned to the MCA Seafarer Training and Certification Branch with the appropriate re-sit fee. A new NOE will then be issued.
- 10.4** If you pass the oral examination you should return your NOE along with any other outstanding documents to the MCA Seafarer Training and Certification Branch. A minimum of 14 days should be allowed for issue of the new CoC. If an existing CoC is being upgraded then the original CoC must be returned with the NOE.
- 10.5** Please be aware once you have completed your oral exam the result will be valid for three years. If this period of time elapses you will be required to make a new application and retake the oral examination. All sea service will be reassessed.

11.0 Education and Training

11.1 Master Workboat less than 500 GT unlimited area

To qualify for issue of this certificate you must already hold one of the following CoCs;

- Masters (Code vessel less than 200 GT),
- Officer of the Watch (Yachts less than 3000 GT),
- Officer of the Watch Unlimited, or
- Fishing Class 1.

11.2 Candidates with a Master (Code vessel less than 200 GT) CoC

To qualify for issue of Master Workboat less than 500 GT you must meet all of the following requirements:

- a) Complete 36 months sea service in vessels of any size, including not less than 12 months sea service and 120 days watchkeeping service in vessels 15 metres or over in load line length, whilst holding a Master (Code vessel 200 GT). You must have completed 6 months sea service on a workboat of 15m or over in load line length.



Note: Your 6 months service onboard a workboat can be completed within the 12 months specified above however this is not mandatory

- b) Have completed the approved Workboat Training Record Book
- c) Hold the following additional certificates;
 - i. Certificate of successful completion of a shore-based Yachtmaster Ocean course.
Note: Not required if you hold a Yachtmaster Ocean certificate issued before 31 July 2003. If you hold an IYT equivalent certificate the shorebased course is already included and is not a separate requirement
 - ii. Yachtmaster Ocean Certificate.
Note: If you hold a Yachtmaster Offshore or equivalent you will be issued with Master Workboat less than 500 GT near coastal. This certificate is for use in UK near coastal waters only.
 - iii. GMDSS General Operators Certificate (GOC)
 - iv. Certificate of Proficiency in Survival Craft and Rescue Boats (PSC&RB)(STCW A-VI/2-1) or Advanced Sea Survival for Yachtsmen certificate
 - v. Certificate of successful completion of 'Navigation and Radar (OOW Yachts)' training module and examination
 - vi. Certificate of successful completion of 'General Ship Knowledge (OOW Yachts)' training module and examination
 - vii. Efficient Deck Hand (EDH) Certificate
 - viii. Certificate of Proficiency in Advanced Fire Fighting (STCW A-VI/3)
 - ix. Certificate of Proficiency in Medical First Aid (STCW A-VI/4-1)
 - x. Certificate of Proficiency for Person in Charge of Medical Care on Board Ship (STCW A-VI/4-2)
 - xi. Certificate of successful completion of 'Seamanship and Meteorology (Master Yachts)' training module and examination
 - xii. Certificate of successful completion of 'Stability (Master Yachts)' training module and examination
 - xiii. Certificate of successful completion of 'Business and Law (Master Yachts)' training module and examination
 - xiv. Certificate of successful completion of 'Navigation, Radar and ARPA Simulator (Master Yachts)' training module and examination
 - xv. Human Element, Leadership and Management (HELM) Course (Management)



- xvi. Certificate of successful completion of 'Workboat Operations' (Master Workboats)' training module plus an examination pass certificate as detailed in this notice.

Note: Because of the cross syllabus nature of this module and prior knowledge is assumed it is recommended that the stability and seamanship modules are completed before attempting the 'Workboat Operations (Master Workboats)' training module and examination.

- d) Pass the Master Workboat less than 500 GT oral examination
- e) Candidates who have not completed a MCA approved ECDIS course or NARAS/NAEST certificate after 1st January 2005 will have their certificate of competency endorsed:

'Not for use on ECDIS equipped ships after 31 December 2016'

11.3 Candidates with a United Kingdom OOW Unlimited CoC

To qualify for issue of Master Workboat less than 500 GT you must meet all of the following requirements:

- a) United Kingdom OOW unlimited CoC
- b) Complete 12 months sea service holding an OOW unlimited CoC, including not less than 120 days watchkeeping service in vessels of 15m or over in loadline length. You must have completed 6 months sea service on a workboat of 15m or over in load line length.
Note: Your 6 months service onboard a workboat can be completed within the 12 months specified above however this is not mandatory.
- c) Have completed the approved Workboat Training Record Book
- d) Hold the following additional certificates:
 - i. Certificate of Proficiency for Person in Charge of Medical Care on Board Ship (STCW A-VI/4-2)
 - ii. Certificate of successful completion of 'Business and Law (Master Yachts)' training module and examination.
 - iii. Human Element, Leadership and Management (HELM) Course (Management)
 - iv. GMDSS General Operators Certificate (GOC)
 - v. Certificate of successful completion of 'Workboat Operations' (Master Workboats)' training module plus an examination pass certificate as detailed in this notice.
Note: Because of the cross syllabus nature of this module and prior knowledge is assumed it is recommended that the stability and seamanship modules are completed before attempting the 'Workboat Operations (Master Workboats)' training module and examination.
- e) Pass the Master Workboat less than 500 GT oral examination



- f) Candidates who have not completed a MCA approved ECDIS course or NARAS/NAEST certificate after 1st January 2005 will have their certificate of competency endorsed:

'Not for use on ECDIS equipped ships after 31 December 2016'

11.4 Candidates with a United Kingdom OOW (Yachts less than 3000 GT) CoC

To qualify for issue of Master Workboat less than 500 GT you must meet all of the following requirements:

- a) United Kingdom OOW (Yachts less than 3000 GT) CoC
- b) Complete 12 months sea service since gaining OOW (Yachts less than 3000 GT), including not less than 120 days watchkeeping service in vessels of 15m or over in loadline length. You must have completed 6 months sea service on a workboat of 15m or over in load line length.
Note: Your 6 months service onboard a workboat can be completed within the 12 months specified above however this is not mandatory.
- c) Have completed the approved Workboat Training Record Book
- i. Certificate of successful completion of a shore-based Yachtmaster Ocean course
Note: Not required if you hold a Yachtmaster Ocean certificate issued before 31 July 2003.
 - ii. Yachtmaster Ocean Certificate
Note: If you hold a Yachtmaster Offshore or equivalent you will be issued with Master Workboat less than 500 GT near coastal. This certificate is for use in UK near coastal waters only.
 - iii. Efficient Deck Hand (EDH) Certificate
 - iv. Certificate of Proficiency in Advanced Fire Fighting (STCW A-VI/3)
 - v. Certificate of Proficiency for Person in Charge of Medical Care on Board Ship (STCW A-VI/4-2)
 - vi. Certificate of successful completion of 'Seamanship and Meteorology (Master Yachts)' training module and examination
 - vii. Certificate of successful completion of 'Stability (Master Yachts)' training module and examination
 - viii. Certificate of successful completion of 'Business and Law (Master Yachts)' training module and examination
 - ix. Certificate of successful completion of 'Navigation, Radar and ARPA Simulator (Master Yachts)' training module and examination
 - x. Human Element, Leadership and Management (HELM) Course (Management)



- xi. Certificate of successful completion of 'Workboat Operations' (Master Workboats)' training module plus an examination pass certificate as detailed in this notice.

Note: Because of the cross syllabus nature of this module and prior knowledge is assumed it is recommended that the stability and seamanship modules are completed before attempting the 'Workboat Operations (Master Workboats)' training module and examination.

- d) Pass the Master Workboat less than 500 GT oral examination
- e) Candidates who have not completed a MCA approved ECDIS course or NARAS/NAEST certificate after 1st January 2005 will have their certificate of competency endorsed:

'Not for use on ECDIS equipped ships after 31 December 2016'

11.5 Candidates with a United Kingdom Class 1 Fishing CoC

To qualify for issue of Master Workboat less than 500 GT you must meet all of the following requirements:

- a) United Kingdom Class 1 Fishing CoC
- b) Complete 6 months sea service in a workboat 15m or over in load line length including not less than 120 days watchkeeping service in vessels of 15m or over in load line length.
- c) Have completed the approved Workboat Training Record Book
- d) Hold the following additional certificates;
- i. Four elements of STCW basic training:
- Personal Survival Techniques (STCW A-VI/1-1)
 - Fire Prevention and Fire Fighting (STCW A-VI/1-2)
 - Elementary First Aid (STCW A-VI/1-3)
 - Personal Safety and Social Responsibilities (STCW A-VI/1-4)
- ii. Security Awareness Course (STCW A-VI/6-4)
- iii. Certificate of Proficiency for Person in Charge of Medical Care on Board Ship (STCW A-VI/4-2)
- iv. Certificate of Proficiency in Survival Craft and Rescue Boats (CPSC&RB) (STCW A-VI/2-1) or Advanced Sea Survival for Yachtsmen certificate
- v. Certificate of Proficiency in Advanced Fire Fighting (STCW A-VI/3)
- vi. Certificate of Proficiency in Medical First Aid (STCW A-VI/4-1)
- vii. Certificate of successful completion of 'Workboat Operations' (Master Workboats)' training module plus an examination pass certificate as detailed in this notice.
- Note:** Because of the cross syllabus nature of this module and prior knowledge is assumed it is recommended that the stability and



seamanship modules are completed before attempting the 'Workboat Operations (Master Workboats)' training module and examination.

- viii. Human Element, Leadership and Management (HELM) Course (Management)
- ix. GMDSS General Operators Certificate (GOC)
- e) Pass the Master Workboat less than 500 GT oral examination
- f) Candidates who have not completed a MCA approved ECDIS course or NARAS/NAEST certificate after 1st January 2005 will have their certificate of competency endorsed:

'Not for use on ECDIS equipped ships after 31 December 2016'

12.0 Revalidation

12.1 If you hold a CoC restricted to workboats you are required to revalidate the certificate at intervals not exceeding five years for it to remain valid for service. When revalidating you must meet the following requirements:

- a) Produce a valid medical fitness certificate (Paragraph 3 refers)
- b) Have served in an appropriate Officer capacity on the crew agreement in a vessel of 15 metres or over in load-line length for at least 12 months during the preceding five years
- c) Hold an accepted valid GMDSS General Operators Certificate (GOC).

12.2 If you do not meet these requirements you may do one of the following:

- a) Serve on a workboat in a supernumerary capacity for three months before applying for the revalidation of your CoC. During this period you will be expected to update your professional knowledge. If you have three months service as an Officer in Workboats of 15 metres or over in loadline length immediately prior to your CoC expiry date you may within three months after the expiry date apply for revalidation.
- b) Satisfactorily complete an approved shorebased refresher training (paragraph 12.3 refers).
- c) You may apply to Seafarer Training and Certification branch for a Notice of Eligibility (NOE) for an MCA oral examination at a lower rank. On passing the oral examination you will be issued with a temporary CoC for service the lower rank. After completing 3 months sea service your CoC will be revalidated in full. Temporary Certificates will be issued for a period of 6 months; they may be extended at the discretion of the Chief Examiner. 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 temporary CoC will indicate this limitation.
- d) Have performed duties, in an acceptable occupation, appropriate to the class of certificate you hold for at least two and a half years of the preceding five years⁸.

⁸ MGN 9 (M) Procedure for the Issue and Revalidation of Certification of Competency, Marine Engine Operator Licences and Tanker Endorsement or any subsequent amendments



- 12.3 To revalidate your Workboat CoC through refresher training you must complete:
- a) Certificate of successful completion of 'Navigation, Radar and ARPA Simulator (Master Yachts)' training module and examination.
 - b) Certificate of successful completion of 'Stability (Master Yachts)' training module and examination.
- 12.4 Application forms for revalidation (MSF 4201) are available from MCA Marine Offices or from the MCA website. Fully completed forms should be sent, with the current fee and supporting documents to the address on the form.
- 12.5 Please note that failure to revalidate your CoC prior to the certificate expiry date will make the holder ineligible to serve in the capacity specified and could result in delays to vessel operation. All CoC holders are therefore urged to make applications in good time and allow at least 14 days for processing.

More Information

Seafarer Training and Certification
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: deck@mcga.gov.uk

General Inquiries: infoline@mcga.gov.uk

MCA Website Address: www.dft.gov.uk/mca

File Ref: IMC 058/022/0128

Published: June 2013
Please note that all addresses and
telephone numbers are correct at time of publishing

© Crown Copyright 2013

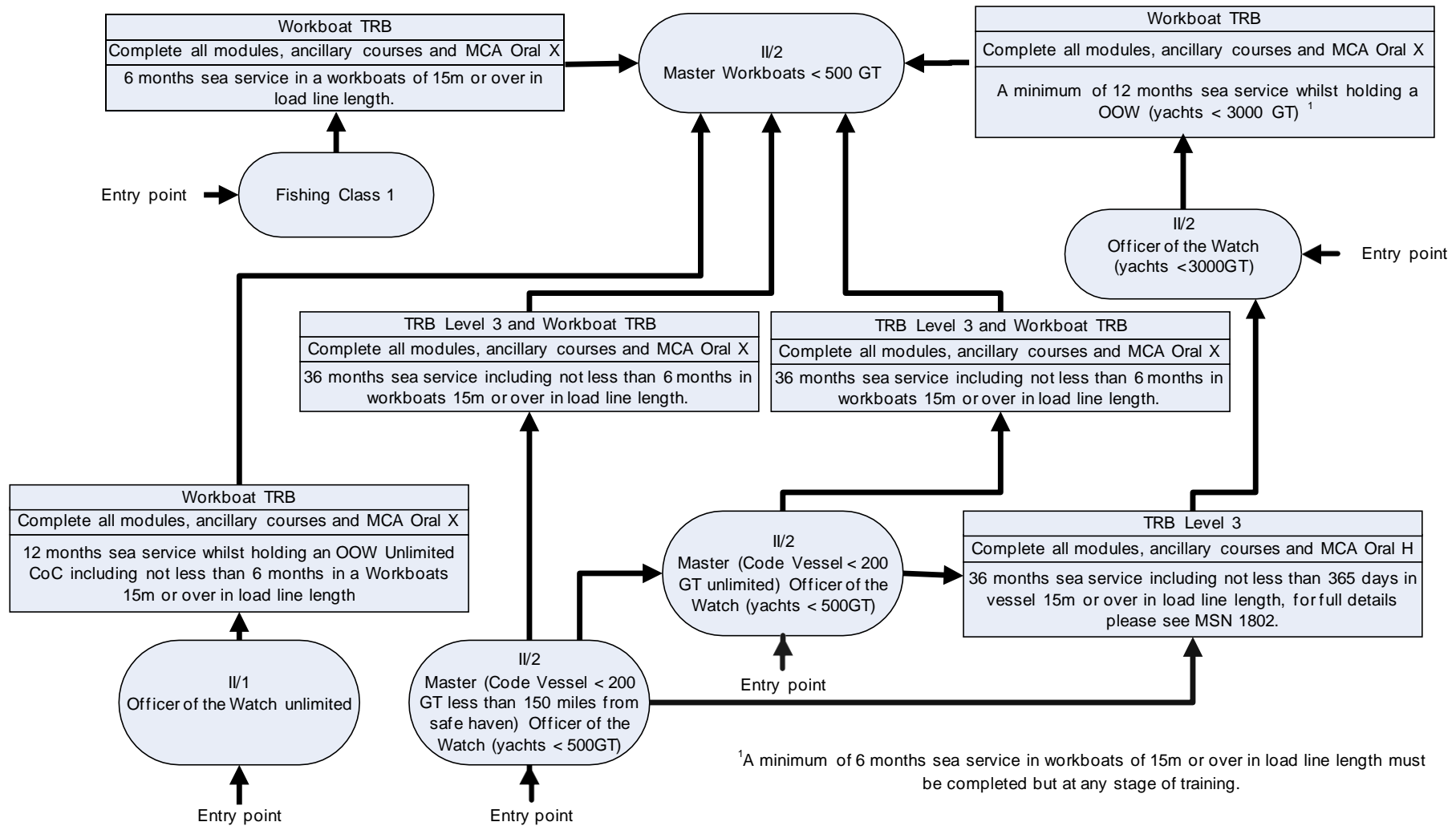
Safer Lives, Safer Ships, Cleaner Seas

*An executive agency of the
Department for
Transport*



Entry Routes to Gain a Master Workboat less than 500 GT CoC

Annex A



MARITIME AND COASTGUARD AGENCY (MCA)

CERTIFICATE OF DISCHARGE

Surname (Block Capitals)	Other Names (In Full)
Passport or Discharge Book Number	Date and Place of Birth
Name of Vessel	Port of Registry
Official or IMO Number	Gross Tonnage
Capacity	Grade and Number of any CoC
Date and Place of Joining	Date and Place of Leaving
Description of Voyage	Total Time Onboard
	Total Days at Sea

Signature of Master

Name (Print)

CoC No

Issuing Administration

Vessel/Company Stamp:

Date of issue/...../.....



Testimonial Pro-forma

Company Name

Deck (Workboat) Testimonial

Address:
Phone
Fax
Email

Part 1 Service

This is to certify that in capacity of Master/ Chief Mate/ OOW/ Rating†:

Full name
Date of Birth/...../.....
Discharge book or other National I.D.....

Has served in the vessel/workboat*:

Name
Length (m)
Gross Tons (gt)
Official Number
Vessel Type

From/...../..... To/...../.....

The above service includes months..... ..days sea service†.

During the Sea Service the officer was in full charge of a navigational watch for not less than four out of every 24 hours whilst the vessel was engaged on voyage giving:

Watchkeeping Service ofdays†

Duties and tasks carried out were:
.....
.....

Leave of absence was granted as follows†:

.....
.....
.....

* Delete as appropriate
† Complete as appropriate or if no time of that type write NIL



Part 2 Testimonial

My report on the service of the above-named during the period stated is as follows:

Conduct:

Ability:

Part 3 Official endorsement

Signed

Name (Print)

Position Master/ Responsible Person*

If Master then CoC No.:.....

 Issuing Administration:.....

If responsible person Organisation:.....

 Position in organisation:.....

Vessel/ Company Stamp:

Date /...../.....



MASTER WORKBOAT LESS THAN 500 GT UNLIMITED**STCW Regulation – II/3 SYLLABUS DECK - R****Oral Examination**

Candidates should demonstrate the ability to apply the knowledge outlined in this oral examination syllabus, by the appropriate response, anticipations and reactions to a range of routine, non-routine and contingency scenarios as presented by the examiner, from the perspective of the master of a workboat.

Topic 1 NAVIGATION**1. Plan and Conduct Safe Navigation**

- a) demonstrate an ability to undertake passage planning, taking into consideration:
 - i) restricted waters;
 - ii) meteorological conditions, through interpretation of a synoptic chart, and to forecast local area weather, the characteristics of various weather systems;
 - iii) restricted visibility;
 - iv) the requirements of ship routing and mandatory reporting systems;
 - v) reporting in accordance with ship reporting systems;
- b) IALA system of maritime buoyage (Region A and B)
- c) electronic navigational systems – limitations and sources of error, methods of correction;
- d) limitations of electronic chart systems including ECDIS and RCDS navigational chart systems;
- e) radar and ARPA – practical use of, modes of operation, limitations, sources of error and parallel indexing;
- f) use care and limitations of the gyro compass and associated equipment including automatic pilot;
- g) sources of information, ability to use and interpret information obtained from ship borne meteorological instruments (the instruments supplied by the Meteorological Office will be taken as standard), knowledge of characteristics of various weather systems, reporting and recording systems;
- h) port radio information services, knowledge of the type of service available to aid vessels entering ports, berthing, VTIS and VTS services, as indicated in the Admiralty List of Radio Signals – Vessel Traffic Services, Port Operations and Pilot Stations.

2. Establishing Safe Watchkeeping Arrangements and Procedures

- a) thorough knowledge on the principles of navigational watchkeeping at sea, including under pilotage, and watchkeeping at anchor and in port;
- b) a thorough knowledge of the content, application and intent of the international regulations for preventing collisions at sea;
- c) knowledge of the ICS Bridge Procedures Guide;
- d) understand the use of bridge equipment, including rate of turn indicators, course recorders, echo sounders and NAVTEX;
- e) knowledge of steering control systems, including automatic pilot, operational procedures and change-over from manual to automatic control and vice-versa – adjustments of controls for optimum performance;
- f) knowledge of principles of establishing a safe engineering watch at sea, anchor and in port.



3. Compasses

- a) operation and care of compasses commonly fitted on board ship – variation and deviation, causes and effects, siting of other equipment with reference to magnetic compasses;
- b) working knowledge of the purpose of correctors/corrections.

4. Manoeuvre the Ship

- a) preparations for getting under way, duties prior to proceeding to sea, making harbour, entering a dock, berthing alongside quays, jetties, or other ships and securing to buoys
- b) proper procedures for berthing and unberthing
- c) knowledge of manoeuvring and propulsion characteristics of workboats with special reference to stopping distances and turning circles at various drafts and speeds, squat and interaction
- d) helm orders, conning the ship, effects of propellers on the steering of a ship, effects of wind and current, stopping and going astern, turning short round
- e) importance of navigating at reduced speed to avoid damage caused by own ship's bow wave and sternwave
- f) choice of anchorage and working anchors in all circumstances
- g) embarking and disembarking a pilot;
- h) precautions to be taken before the onset of heavy weather, management of ships in heavy weather, handling a disabled ship in heavy weather ;
- i) precautions when manoeuvring to launch rescue boats or survival craft in adverse weather.
- j) knowledge of special handling characteristics of workboats.

TOPIC 2 RESPONSE TO EMERGENCIES

1. Response to Navigational Emergencies

- a) action to be taken when disabled and in distress, abandoning ship, survival procedures, use of rockets and rocket apparatus;
- b) measure to be taken following collision, grounding, heavy weather damage and leaks including the possibility of beaching the ship
- c) emergency towing arrangements and towing procedures;
- d) knowledge of operation of emergency steering systems;
- e) plan and co-ordinate SAR operations, including establishing and maintaining effective communications;
- f) use of the International Aeronautical and Marine Search and Rescue (IAMSAR) Manual (Volume III), distress and emergency signals; Search and Rescue around the UK.

2. Response to Other Emergencies

- a) preparation of contingency plans for response to emergencies;
- b) method of dealing with fire onboard ship; prevention of fire at sea and in port;
- c) maintenance of life saving appliances, fire fighting appliances and other safety systems;
- d) the organisation and direction of fire fighting, and life-boat and life-raft training drills;
- e) SAR and rescue plans for passenger vessels;
- f) understand the fundamental actions to be taken in the event of partial loss of intact buoyancy;
- g) action to limit damage and save the ship following fire, explosion, collision or grounding including protection of the marine environment;
- h) action to safe guard all persons on board in an emergency;
- i) action to be taken when an emergency arises in port;



- j) safety during helicopter operations;
- k) assisting a ship or aircraft in distress.

3. Communications

- a) emergency communications within the GMDSS regulations;
- b) sources of medical information available.

TOPIC 3 ONBOARD SHIP OPERATIONS

1. Pollution Prevention Requirements

- a) responsibilities under the International Convention for Prevention of Pollution including master's duties, obligations and liabilities, including the keeping of records;
- b) measures to be taken to prevent pollution in port and at sea;
- c) take appropriate action in response to pollution incidents onboard and found at sea;
- d) knowledge of the contents of the SOPEP manual, Garbage Management Plan and use of anti-pollution equipment;

2. Seaworthiness of the Ship

- a) effect upon ship behaviour of lists, stiff and tender stability conditions, large angles of heel and associated righting precautions;
- b) practical knowledge of the particular loadline items and openings affecting seaworthiness;
- c) working knowledge of stability and trim information including the importance of free surface effects and the identification and correction of an angle of loll;
- d) specific effects on stability and stress caused by ship type or nature of trade;
- e) preparations for dry-docking and undocking, general procedures and precautions to be observed.

3. Crew Management

- a) knowledge of personnel management, organisation and training including disciplinary procedures;
- b) application of hours of work and rest legislation.

4. Legislative Requirements

- a) contents and use of Merchant Shipping Notices, Guidance Notes, Marine Information Notes and the Annual Summary of Admiralty Notices to Mariners;
- b) knowledge and application of current Merchant Shipping Health and Safety legislation, and the Code of safe Working Practices for Merchant Seamen, and the main elements of Risk Assessment;
- c) a knowledge of international conventions relevant to the operation of ships and concerning safety of life at sea and protection of the marine environment, including certificates and Other documents required to be carried on board ships;
- d) requirements for statutory and classification surveys;
- e) certificate of Registry and its legal significance;
- f) safe manning, crew agreements, conditions of employment, and the official log book and the law relating to entries;
- g) reports required by the Marine Accident Investigation Branch;
- h) purpose and application of International Safety Management (ISM) Code;
- i) purpose of Flag and Port State control; and inspections under Port State ;
- j) the requirements of the regulations concerning life-saving and fire-fighting appliances;
- k) requirements for drills and training;



- l) putting into port with damage to ship from both a business and technical point of view;
- m) towage and salvage agreements;
- n) the law relating to the reporting of dangers to navigation;
- o) knowledge of the master's obligations with respect to pilotage.

