



Maritime &
Coastguard
Agency

MERCHANT SHIPPING NOTICE

MSN 1857 (M+F) Amendment 1

Training & Certification Guidance: UK Requirements for Engineer Officers and Engineer Operators

Notice to all Owners, Masters, Officers, Ratings and those concerned with maritime training.

This notice updates and replaces MSN 1857 (M+F)

Summary

This Merchant Shipping Notice (MSN) sets out and explains the regulatory requirements regarding the implementation of training elements applicable under Chapter III of the Standards of Training, Certification and Watchkeeping (STCW) Convention and Code. It outlines the certification structure and examination and training requirements for Merchant Navy engineer officers. The certification system provides a structured progression route for trainee officers and ratings entering the industry to achieve an Engineer Officer of the Watch (EOOW), Second Engineer Officer and Chief Engineer Officer qualifications. It also details the requirements to obtain non-STCW Marine Engineer Operators Licences (MEOL) and Senior Marine Engineer Operators Licences (SMEOL).

This MSN covers:

1. Introduction
2. Engineering Merchant Navy Certificate of Competency (CoC) Structure
3. Mandatory Requirements for Engineer Officers
4. Seagoing Service Requirements
5. Acceptable Special Services Towards Approved Seagoing Service
6. Ancillary and Safety Courses Certification
7. Approved Education and Training Programmes
8. Medical Fitness and Eyesight Standards
9. Conversions to a UK Certificate of Competency (STCW)
10. Marine Engine Operator License (MEOL) and Senior Marine Operator Engine License (SMEOL)
11. Application Procedure
12. Notice of Eligibility (NOE)
13. MCA Oral Examination
14. The Issue of your Certificate of Competency
15. Fraudulent Certificates and Seagoing Service

Please note that the Revalidation of all Certificates of Competency is covered in MSN 1861 (Amendment 1).



The Annexes of this MSN cover:

- A. Summary of the requirements and routes to obtain motor and/or steam ship endorsements (Flow chart)
- B. Summary of the requirements for limited Certificates of Competency and near coastal endorsements (Flow chart)
- C. Maritime and Coastguard Agency Engineer Cadet, Junior Engineer, Rating Seagoing Service Testimonial
- D. Approval of Education and Training Providers
- E. MCA Approved UK Cadetship – Terms of Reference (ToR)
- F. MCA Terms of Reference (ToR) for Approval of UK College training providers engaged in Collaborative Programmes with Overseas Colleges (1+1)
- G. MCA Terms of Reference (ToR) for Cadet (non-UK) Training Providers
- H. MCA Terms of Reference (ToR) for Overseas Colleges
- I. Marine Engineer Operators Licence (MEOL) and Senior Marine Engineer Operators Licence (SMEOL) Oral Exam Syllabus

1. Introduction

1.1 The Merchant Shipping (Standards of Training, Certification and Watchkeeping) Regulations 2015 (“the 2015 Regulations”) implement the requirements of the International Convention and Code on Standards of Training, Certification and Watch-keeping (STCW) 1978,¹ (referred to in this MSN as the ‘STCW Convention’ and ‘STCW Code’ respectively), including the provisions prescribing the mandatory minimum requirements for the certification of engineer officers. A reference in this Notice to the 2015 Regulations is a reference to the Regulations as amended.

1.2 To obtain a United Kingdom (UK) STCW Certificate of Competency (CoC) you must:

- Meet the minimum age requirements;
- Complete the minimum period of seagoing service;
- Undertake ancillary technical and safety training;
- Complete the appropriate programme(s) of education and training, meeting the minimum vocational and academic standard;
- Meet medical standards (including eyesight);
- Pass an oral examination conducted by an MCA examiner.

If you are considering a seagoing career it is strongly advised that you undergo a medical and sight test, which includes testing of colour and visual acuity, before starting training. Please refer to section 8 of this Notice.

1.3 Prior to joining your first Merchant Navy ship for your first sea voyage you will need to hold the following certificates²;

- A valid ENG1³ (medical fitness certificate) or accepted equivalent;
- Personal Survival Techniques (STCW Code – Table A-VI/1-1);

¹ The STCW Regulations (SI 2015/782) were amended by S.I. 2018/68, S.I. 2019/630 and S.I. 2021/XXX.

² As required by Section A-VI/1 of the STCW Code, if you are employed or engaged in any capacity onboard a ship with designated safety or pollution-prevention duties, before being assigned to any shipboard tasks you will be required to successfully complete those elements of STCW basic training which are appropriate to your duties and functions

³ See section 8 for further details. Details of MCA-Approved Medical Certificates are available from our website: www.gov.uk and search “Seafarer Medical Certificates”.



- Fire Prevention and Fire Fighting (STCW Code – Table A-VI/1-2);
- Elementary First Aid (STCW Code – Table A-VI/1-3);
- Personal Safety and Social Responsibilities (STCW Code - Table A-VI/1-4);
- Security Awareness (STCW Code Table A-VI/6-1)⁴.

Apart from ENG1, all the certificates listed above are Certificates of Proficiency required by the 2015 Regulations.

All references to Certificates of Competency in this notice pertain to those issued by the MCA, unless otherwise stated. All references to Kilowatt (kW) pertain to the propulsion power of the vessel, unless otherwise stated.

2. Engineering Merchant Navy Certificate of Competency (CoC) Structure

2.1 The following CoC requirements are listed in this MSN:

CoC	Area limitation	Power limitation	STCW Convention regulation	Available additional endorsement
EOOW	Unlimited	Unlimited	III/1	Second Engineer, near coastal, less than 3000 kW, Reg III/3
Second Engineer	Unlimited	Less than 3,000 kW	III/3	Second Engineer, near coastal, less than 9000 kW, Reg III/2
	Unlimited	Unlimited	III/2	Chief Engineer, unlimited area, less than 3,000 kW and Chief Engineer, less than 9000 kW near coastal endorsement, Reg. III/2
Chief Engineer	Unlimited	Less than 3,000 kW	III/3	Chief Engineer, less than 9000 kW near coastal endorsement, Reg. III/2
	Unlimited	Unlimited	III/2	N/A

2.2 Engineering officer Certificates of Competency will carry the following STCW functions:

- Controlling the operation of the ship and care for persons onboard (function 3);
- Marine engineering (function 4);
- Electrical, electronic and control engineering (function 5);
- Maintenance and repair (function 6).

⁴ If you are to serve on ships to which the International Ship and Port Facility (ISPS) Code applies you must hold a Security Awareness certificate (Section A-VI/6, paragraph 4 of the STCW Code, and STCW Code Table A-VI/6-1). If you are assigned designated security duties aboard a vessel you must obtain a Designated Security Duties certificate (Section A-VI/6, paragraphs 6-8 of the STCW Code, and STCW Code Table A-VI/6-2). Please refer to MSN 1865 (Amendment 1).



These will be at the granted at the STCW capacities levels Operational (O) and Management (M):

Function	Applicable CoC	
	EOOW	Second / Chief Engineer
3	O	M
4	O	M
5	O	M
6	O	M

3. Mandatory Requirements for Engineer Officers

3.1 For unlimited trading areas:

Certification for Engineer Officers of the Watch (EOOW), Unlimited, STCW Convention Regulation III/1

To be issued with an EOOW CoC you must follow either route **3.2**, **3.3** or **3.4** and be at least 18 years old.

3.2 Standard MCA and MCA approved programmes for Engineer Officer of the Watch (EOOW) Unlimited, STCW Convention Regulation III/1

If you have met the requirements and have been accepted onto an MCA approved UK Cadetship⁵ training programme, you must obtain a letter from the college confirming your attendance on the programme. This letter must be submitted when you make your application for an EOOW, III/1, CoC.

If you are following an MCA approved overseas collaborative programme⁶ ("one plus one scheme") overseen by a UK nautical college, you must obtain a letter from the college confirming your attendance on the programme and the seagoing service requirements applicable to that programme. This letter must be submitted when you make your application for an EOOW, III/1, CoC.

If you are following an MCA approved UK Cadetship training programme, an MCA approved Cadetship training programme or an MCA approved overseas collaborative programme ("one plus one scheme"), to qualify for the issue of this CoC you must meet the following requirements:

(a) Since the age of 16, have completed;

- 12 months' combined seagoing service and workshop skills training. This must include a minimum of 6 months' seagoing service engaged in watchkeeping or Unmanned Machinery Space (UMS) duties and 3 months' workshop skills training. Seagoing service must be completed on merchant ships of at least 750 kW and include onboard training that meets the requirements of section A-III/1 of the STCW Code. This training must be documented in an approved Training Record Book (TRB) and its associated workbook. The remaining 3 months' combined workshop skills and seagoing service can be made up of either:
 - 1 months' MCA approved laboratory time and 2 months' combined seagoing service and/or industrial training; **or**
 - 3 months' seagoing service; **or**
 - 3 months' combined approved workshop and/or industrial training;

⁵ The requirements for approval are listed in **Annex D** of this Notice.

⁶ The requirements for approval are listed in **Annex D** of this Notice.



- (b) Successfully complete approved education and training programme, meeting the standards of competency specified in section A-III/1 of the STCW Code and listed in section 7 of this Notice, (for Foundation Degree/ Scottish Professional Diploma 7.2 for HND/HNC 7.3);
- (c) Hold the applicable ancillary and safety course certificates listed in section 6;
- (d) Pass the MCA EOOW Professional examinations at an MCA approved exam centre in the following subjects:
 - Engineering Knowledge sections⁷:
 - General;
 - Motor **and/or** steam;
- (e) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;
- (f) Pass the MCA oral examination 'STCW Regulation – III/1 Engineer Officer of the Watch motor **and/or** steam'.⁸

If you successfully complete a Foundation Degree/Scottish Professional Diploma part of an MCA approved Cadetship Training Program you will be exempt from all the MCA Engineering Knowledge examinations.

The MCA Engineering Knowledge examination and MCA oral examination must be passed within 3 years prior to the date of the issue of your CoC.

The completion of either motor **or** steam seagoing service, the motor **or** steam sections of the TRB, the motor **or** steam MCA Professional examinations and the MCA motor **or** steam oral examination will determine the type of ship you will be permitted to work on. Your CoC will be limited to either motor ships **or** steam ships unless you meet the requirements listed in either 3.2.1 or 3.2.2. A summary of the requirements and routes to obtain motor and/or steam ship endorsements can be found in **Annex A**.

3.2.1 Combined motor ship and steam ship EOOW Certificate of Competency

In order to obtain this endorsement while following either an MCA approved UK Cadetship or MCA approved cadetship programme, you must provide additional evidence of meeting the following requirements:

- Completion of 4 months' watchkeeping or UMS duties on each type of ship (motor and steam);
- Completion of both the motor and steam sections of the TRB and its associated workbook;
- If you have not completed the Foundation Degree, pass both the motor and steam sections of the MCA EOOW Engineering Knowledge Professional examination;
- Passing the combined MCA oral examination 'STCW Regulation – III/1 Engineer Officer of the Watch motor and steam'.⁸

3.2.2 Additional endorsement for motor ships or steam ships

If you already hold an EOOW CoC limited to motor or steam ships, in order to obtain a combined endorsement, you must meet the following requirements:

⁷ These sections must be passed in a single attempt. If you fail one or both of the sections you will need to retake all of the sections again.

⁸ For the MCA's published Oral Examination Syllabi, please refer to the following page and navigate to the section titled 'Oral Exam Syllabuses': www.gov.uk/guidance/uk-seafarer-careers-training-provision-and-information.



- Complete at least 4 months' watchkeeping or UMS duties as a trainee/junior engineer officer under the supervision of qualified engineer officers, on the type of ship for which you do not hold an endorsement;
- Complete the motor or steam sections of the TRB (whichever one you do not currently hold an endorsement in);
- If you have not completed the Foundation Degree, pass the MCA EOOW Engineering Knowledge motor or steam professional examination (whichever one you do not currently hold an endorsement in);
- Pass the MCA oral examination in motor or steam EOOW (whichever one you do not currently hold an endorsement in).⁹

3.3 Experienced Seafarer Programme

3.3.1 If you are eligible to enter onto this programme you will need to apply directly to an MCA-approved nautical college. Contact details of the nautical colleges offering this programme are available from the MCA website, search www.gov.uk for "MCA approved nautical colleges".

To be eligible to register on a study programme you must meet the following requirements:

- (a) Have completed 24 months' seagoing service on merchant ships of at least 350 kW¹⁰;
- (b) Hold either:
 - An Engine Watch Rating Certificate STCW regulation III/4; **or**
 - A Marine Engine Operator Licence (MEOL); **or**
 - A Senior Marine Engine Operator Licence (SMEOL);
- (c) Hold basic STCW safety training certificates;
 - Personal Survival Techniques (STCW Code – Table A-VI/1-1);
 - Fire Prevention and Fire Fighting (STCW Code – Table A-VI/1-2);
 - Elementary First Aid (STCW Code – Table A-VI/1-3);
 - Personal Safety and Social Responsibilities (STCW Code – Table A-VI/1-4);
- (d) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent.

If you meet the above requirements and are accepted by a UK nautical college you will then undertake the experienced seafarer route.

3.3.2 Notice of Eligibility

To be issued with a Notice of Eligibility (NOE) to sit an MCA oral examination you must:

- (a) Have completed 33 months' approved seagoing service in an engine department, which includes:
 - 9 months' seagoing service on merchant ships of at least 750 kW, which includes 6 months' engaged in watchkeeping or UMS duties;
- (b) Have completed an MCA approved Training Record Book (TRB);

⁹ For the MCA's published Oral Examination Syllabi, please refer to the following page and navigate to the section titled 'Oral Exam Syllabuses': www.gov.uk/guidance/uk-seafarer-careers-training-provision-and-information.

¹⁰ Engine room seagoing service consisting of cleaning duties only will not be accepted.



- (c) Have completed a workbook supporting your TRB;
- (d) Have evidence of acceptance (college letter) to an approved training and education program meeting the standards specified in section A-III/1 of the STCW Code and detailed in section 7.4.

3.3.3 Exemptions

If you hold engineering qualifications (degree, HND/HNC or equivalent) completed in the UK or an EU member state, you may apply for an exemption from the academic subjects only. The modules of your engineering programme must show a match of at least 70% with the MCA professional examinations syllabus and you must secure at least 50% pass marks in the respective modules. To apply for exemptions please contact the MCA approved administering body whose contact details are available on our website: search www.gov.uk for “Experienced Engineer Seafarer route”.

3.3.4 Certificate of Competency Requirements

To be issued with an EOOW unlimited, III/1, CoC you must meet the following requirements:

- (a) Since the age of 16, have obtained 36 months’ combined seagoing service (in the engine room) and workshop skills training. This must include:
 - Seagoing service of not less than 24 months on merchant ships of at least 350 kW;
 - A further 9 months’ seagoing service on merchant ships of at least 750 kW, which includes onboard training that meets the requirements of section A-III/1 of the STCW Code and is documented in an approved Training Record Book (TRB) and its associated workbook;
 - 3 months’ approved workshop skills training;
- (b) Successfully complete an approved education and training programme, meeting the standards of competency specified in section A-III/1 of the STCW Code, as listed in section 7.4.1;
- (c) Hold the applicable ancillary and safety course certificates listed in section 6;
- (d) Pass the MCA EOOW professional examinations at an MCA approved exam centre in the following subjects:
 - Engineering Knowledge sections¹¹:
 - General,
 - Motor **and/or** steam,
 - Control Engineering;
- (e) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;
- (f) Pass MCA the oral examination ‘STCW Regulation – III/1 Engineer Officer of the Watch’.¹²

The MCA Engineering Knowledge professional examination and MCA oral examination must be passed within 3 years prior to the date of the issue of your CoC.

¹¹ The General and Motor sections must be passed in a single attempt. If you fail one or both of the sections you will need to retake both sections again.

¹² For the MCA’s published Oral Examination Syllabi, please refer to the following page and navigate to the section titled ‘Oral Exam Syllabuses’: www.gov.uk/guidance/uk-seafarer-careers-training-provision-and-information.



The completion of either motor or steam seagoing service, the motor or steam sections of the TRB, the motor or steam MCA professional examinations and the MCA motor or steam oral examination will determine the type of ship you will be permitted to work on. Your CoC will be limited to either motor or steam ships unless you meet the requirements listed in either **3.2.1** or **3.2.2**.

3.4 Alternative Route

If you have completed a suitable engineering apprenticeship and/or are a qualified engineer, you may apply through the alternative route. This will include:

- University Graduates or Higher National Diploma (HND)/Higher National Certificate (HNC) holders (preferably in Mechanical or Marine Engineering or in an engineering subject that at least covers four of the following 6 subjects: Mathematics, Engineering Drawing, Applied Mechanics, Applied Heat, Electrotechnology and Naval Architecture);
- Royal Navy Engineers;
- Suitable engineering apprenticeship (NVQ level 3 or above) holders.

If you would like to pursue one of these routes to achieve an MCA CoC, you will need to refer to MIN 511 (Amendment 1).¹³

3.5 Second Engineer Unlimited, STCW Convention Regulation III/2

3.5.1 If you were issued with a Letter of Initial Assessment (LIA), College action Plan and/or any exemption letters for your EOOW CoC, you must refer to this for any exemptions from the requirements listed in **3.5.2**.

3.5.2 To qualify for the issue of this CoC you must meet the following requirements:

- (a) Have completed 12 months' seagoing service as an EOOW, III/1, on vessels of at least 750 kW in engine power. This time must include at least 9 months in full charge of the watch or with designated UMS duties*;
- (b) Successfully complete an MCA approved education and training programme, meeting the standards of competency specified in section A-III/2 of the STCW Code, as listed in section 7;
- (c) Hold the applicable ancillary and safety course certificates listed in section 6;
- (d) Pass the MCA Second Engineer or Management level¹⁴ professional examination in:
 - Engineering Knowledge sections¹⁵:
 - General;
 - Motor **and/or** steam;
- (e) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;
- (f) Pass the MCA oral examination 'STCW Regulation – III/2 Second Engineer'.¹⁶

¹³ For further information please refer to MIN 511 (Amendment 1).

¹⁴ the Second and Chief Engineer 'Engineering Knowledge' examinations are now combined to form one management level 'Engineering Knowledge' examination. If you pass the management examination prior to obtaining your Second Engineer Certificate of Competency you will not need to repeat it to gain a Chief Engineer Certificate of Competency.

¹⁵ These sections must be passed in a single attempt. If you fail one or both of the sections, you will need to retake all of the sections again.

¹⁶ For the MCA's published Oral Examination Syllabi, please refer to the following page and navigate to the section titled 'Oral Exam Syllabuses': www.gov.uk/guidance/uk-seafarer-careers-training-provision-and-information.



* If you are an EOOW working on cruise ships or for the Royal Fleet Auxiliary (RFA), watchkeeping service may be accepted if it has been performed in a subsidiary capacity rather than in full charge of the watch.

The MCA professional examination for 'Engineering Knowledge' is in two parts. The general part will have to be completed by all applicants. You will need to complete either the motor **and/or** steam paper(s). This will be determined by the type of ship you wish to work on. Your Engineering Knowledge written examination pass is valid for a period of 3 years, all other qualifying conditions must be met within this period.

The MCA Engineering Knowledge professional examination and MCA oral examination must be passed within 3 years prior to the date of the issue of your CoC.

Your CoC will be limited to either motor or steam ships depending on the route you have taken up to this point. For example, to obtain the Second Engineer **motor** CoC you will; hold an EOOW **motor** CoC, have completed your seagoing service on **motor** ships, passed the **motor** section of the MCA Second Engineer or Management level Engineering Knowledge professional examination and passed the Second Engineer **motor** MCA oral examination. A summary of the requirements and routes to obtain motor and/or steam ship endorsements can be found in **Annex A**.

3.5.3 Combined steam and motor ship Second Engineer Certificate of Competency

In order to obtain this endorsement you must provide additional evidence of meeting the following requirements:

- Holding a combined motor and steam ship EOOW unlimited, III/1, CoC;
- Completion of at least 6 months' watchkeeping or UMS duties on each type of ship (motor and steam) while holding an EOOW unlimited, III/1, CoC;
- Passing both the motor and steam sections of the MCA Second Engineer or Management level Engineering Knowledge professional examination;
- Passing the combined MCA oral examination 'STCW Regulation – III/2 Second Engineer for motor and steam'.¹⁷

3.5.4 Obtaining an EOOW motor or steam ship endorsement:

You can obtain an EOOW motor or steam ship endorsement if you hold Second Engineer unlimited, III/2, CoC by meeting all the requirements listed in **3.2.2**.¹⁸

3.5.5 Second Engineer Unlimited steam ship endorsement:

To obtain a steam ship endorsement on your Second Engineer unlimited, III/2, motor ship CoC you must meet the following requirements:

- Hold an EOOW unlimited, III/1, steam ship endorsement;
- Complete at least 6 months' seagoing service on steam vessels as EOOW while holding an EOOW steam endorsement. This seagoing service must be performed on steam vessels of at least 750 kW;

¹⁷ For the MCA's published Oral Examination Syllabi, please refer to the following page and navigate to the section titled 'Oral Exam Syllabuses': www.gov.uk/guidance/uk-seafarer-careers-training-provision-and-information.

¹⁸ If you complete the MCA management level 'Engineering Knowledge' examination and the management level academic subjects professional examinations (see section **7.2.2**), you will only need to complete the applicable oral exam: MCA 'STCW Regulation — III/3 EOOW Engineer' (motor or steam).



- Pass the MCA Second Engineer or Management level Engineering Knowledge steam professional examination;
- Pass MCA oral examination 'Second Engineer Steam'.¹⁹

3.5.6 Second Engineer Unlimited motor ship endorsement:

To obtain a motor ship endorsement on your Second Engineer unlimited, III/2, steam ship CoC, you must meet the following requirements:

- Hold an EOW unlimited, III/1, motor ship endorsement;
- Complete at least 6 months' seagoing service on motor vessels as EOW while holding an EOW motor endorsement. This seagoing service must be performed on motor ships of at least 750 kW;
- Pass the MCA Second Engineer or Management level Engineering Knowledge motor professional examination;
- Pass the MCA oral examination 'Second Engineer motor ship' EOW.¹⁹

3.6 Chief Engineer, Unlimited, STCW Convention Regulation III/2

3.6.1 If you were issued with a Letter of Initial Assessment (LIA), College action Plan and/or any exemption letters for your EOW CoC, you must refer to this for any exemptions from the requirements listed in section **3.6.2**.

3.6.2 To qualify for the issue of this CoC you must meet the following requirements:

(a) You must have obtained either:

- 36 months' seagoing service as an EOW. A minimum of 18 months of this seagoing service must have been on vessels of at least 3000 kW, in charge of the watch* or with designated UMS duties **and** the remainder on vessels of at least 750 kW; **or**
- 12 months' seagoing service as a Second Engineer III/2, **OR** Chief Engineer III/2, on vessels of less than 9000 kW. A minimum of 9 months of this seagoing service must be on vessels of at least 3000 kW, **and** the remainder on vessels of at least 750 kW;

(b) Hold a valid Second Engineer unlimited, III/2, CoC **or** have met all of the requirements for a Second Engineer unlimited, III/2, CoC listed in **3.5.2**;

(c) Hold the applicable ancillary and safety course certificates listed in section **6**;

(d) Successfully complete an MCA approved education and training programme, meeting the standards of competency specified in section A-III/2 of the STCW Code as listed in section **7**;

(e) Pass the MCA Chief Engineer or Management level professional examinations in²⁰:

- Engineering Knowledge sections²¹:

¹⁹ For the MCA's published Oral Examination Syllabi, please refer to the following page and navigate to the section titled 'Oral Exam Syllabuses': www.gov.uk/guidance/uk-seafarer-careers-training-provision-and-information.

²⁰ The Second and Chief Engineer 'Engineering Knowledge' examinations are now combined to form one management level 'Engineering Knowledge' examination. If you pass the management examination prior to obtaining your Second Engineer Certificate of Competency you will not need to repeat it to gain a Chief Engineer Certificate of Competency.

²¹ These sections must be passed in a single attempt. If you fail one or both of the sections you will need to retake all of the sections again.



- General,
 - Motor **and/or** steam;
- (f) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;
- (g) Pass the MCA oral examination 'STCW Regulation – III/2 Chief Engineer'.²²

The MCA Engineering Knowledge professional examinations and MCA oral examination must be passed within 3 years prior to the date of the issue of your CoC.

*If you are an EOOW working on cruise ships or for the Royal Fleet Auxiliary (RFA), watchkeeping service may be accepted if it has been performed in a subsidiary capacity rather than in full charge of the watch.

Your CoC will be limited to either motor or steam ships depending on the route you have taken up to this point. For example, to obtain the Chief Engineer **motor** CoC you will; hold a Second Engineer **motor** CoC, have completed your seagoing service on **motor** ships, passed the **motor** section of the MCA Chief Engineer or Management level Engineering Knowledge professional examination and passed the Chief Engineer **motor** MCA oral examination. A summary of the requirements for motor and/or steam ship endorsements can be found in **Annex A**.

3.6.3 Combined motor or steam ship Chief Engineer Certificate of Competency

In order to obtain this endorsement you must provide additional evidence of meeting the following requirements:

- Holding a combined motor and steam ship Second Engineer unlimited, III/2, CoC;
- Completion of at least 6 months' seagoing service as a Second Engineer on each type of ship (motor and steam);
- Passing both the motor and steam sections of the MCA Chief Engineer or Management level Engineering Knowledge professional examinations;
- Passing the combined MCA oral examination 'STCW Regulation – III/2 Chief Engineer'.²²

3.6.4 Obtaining an EOOW motor or steam ship endorsement:

You can obtain an EOOW motor or steam ship endorsement if you hold a Chief Engineer, unlimited, III/2, CoC by completing the applicable MCA oral exam: 'STCW Regulation – III/1 EOOW' motor or steam.²²

3.6.5 Chief Engineer Unlimited steam ship endorsement:

To obtain a steam ship endorsement on your Chief Engineer unlimited, III/2, motor ship CoC you must meet the following requirements:

- Hold an EOOW unlimited, III/1, steam ship endorsement;
- While holding an EOOW unlimited, III/1, steam endorsement, complete at least 6 months as an EOOW on steam vessels. This seagoing service must include 3 months on vessels of at least 1500 kW and 3 months on vessels 3000 kW or more;
- Pass the MCA Management or Chief Engineer Engineering Knowledge steam professional examinations;

²² For the MCA's published Oral Examination Syllabi, please refer to the following page and navigate to the section titled 'Oral Exam Syllabuses': www.gov.uk/guidance/uk-seafarer-careers-training-provision-and-information.



- Pass the MCA oral examination 'Chief Engineer steam'.²³

3.6.6 Chief Engineer Unlimited Motor Endorsement:

To obtain a motor ship endorsement on your Chief Engineer unlimited, III/2, steam ship CoC, you must meet the following requirements:

- Hold an EOW unlimited, III/1, motor ship endorsement;
- While holding an EOW unlimited, III/1, motor endorsement, complete at least 6 months as an EOW on motor vessels. This seagoing service must include 3 months on vessels of at least 1500 kW and 3 months on vessels 3000 kW or more;
- Pass the MCA Management or Chief Engineer Engineering Knowledge motor professional examination;
- Pass the MCA oral examination 'Chief Engineer motor'.²³

3.7 Second and Chief Engineer Officers, less than 3000 kW, Unlimited Area, STCW Convention Regulation III/3

3.7.1 A summary of the requirements for limited Certificates of Competency and near coastal endorsements can be found in **Annex B**.

3.7.2 Second Engineer, less than 3000 kW, Unlimited Area, STCW Convention Regulation III/3

To qualify for the issue of this CoC you must meet the following requirements:

- Hold an EOW unlimited, III/1, CoC;
- Complete 12 months' approved seagoing service as an assistant engineer officer, or an officer in charge of the engineering watch, or with designated UMS duties;
- Hold the applicable ancillary and safety course certificates listed in section 6;
- Successfully complete an approved education and training programme, meeting the standards of competency specified in section A-III/3 of the STCW Code and covered by passing the following MCA professional examinations in:
 - General Engineering Science (GES) I and II (if applicable²⁴);
 - Applied Marine Engineering;
 - Advanced Hotel Services;
 - Chief Engineer Statutory and Operational Requirements;
- Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;
- Pass the applicable MCA oral examination: 'STCW Regulation – III/3 Second Engineer less than 3000 kW'.²³

3.7.3 Chief Engineer, less than 3000 kW, Unlimited Area, STCW Convention Regulation III/3

To qualify for the issue of this CoC you must meet the following requirements:

²³ For the MCA's published Oral Examination Syllabi, please refer to the following page and navigate to the section titled 'Oral Exam Syllabuses': www.gov.uk/guidance/uk-seafarer-careers-training-provision-and-information.

²⁴ If you have completed an MCA approved Engineering Foundation Degree or the Marine Engineering HND you will not need to complete MCA General Engineering Science (GES) I and II. If you have completed a Marine Engineering HNC, you will need to check with the awarding body to see if you are exempt.



(a) Either:

- Hold a Second Engineer, less than 3000 kW, unlimited area, III/3, CoC **and** complete at least 12 months' seagoing service as an assistant engineer or EOOW on vessels of at least 750 kW; **or**
- Hold a Second Engineer unlimited, III/2, CoC;

(b) Hold the applicable ancillary and safety course certificates listed in section 6;

(c) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;

(d) Pass the MCA oral examination 'STCW Regulation – III/3 Chief Engineer less than 3000 kW'.²⁵

3.8 Near Coastal Trading Area

3.8.1 "Near-coastal" means an area of operation restricted to 150 miles from a safe haven on the coast of the United Kingdom and 30 miles from Ireland. A summary of the requirements for limited Certificates of Competency and near coastal endorsements can be found in **Annex B**.

3.8.2 Second Engineer, less than 3000 kW, Near Coastal Endorsement, STCW Convention Regulation III/3

If you have met all the requirements listed in 3.2 for an EOOW, unlimited, III/1, CoC you may also be issued with a Second Engineer, less than 3000 kW, near coastal endorsement. To qualify for the issue of this CoC you must meet the following requirements:

- (a) Have completed 6 months' seagoing service above that required to be eligible to sit the MCA EOOW oral examination;
- (b) Pass the MCA oral examination 'Second Engineer less than 3000 kW near coastal'.²⁵

The 'Second Engineer less than 3000 kW near coastal' oral examination may be taken at the same time as the 'EOOW oral examination' if the seagoing service requirement has been met.

3.8.3 Second Engineer, Near Coastal, less than 9000 kW, STCW Convention Regulation III/2

To qualify for this endorsement you must already hold a Second Engineer, less than 3000 kW, III/3, CoC, and since gaining this have completed 8 months' seagoing service in full charge of the watch while holding this CoC on vessels of at least 750 kW.

3.8.4 Chief Engineer less than 9000 kW, Near Coastal Endorsement, STCW Convention Regulation III/2

To qualify for this endorsement you must already hold a Chief Engineer, less than 3000 kW, III/3, CoC, and since gaining this have completed 8 months' seagoing service, of which at least:

- 4 months' seagoing service must be on vessels of at least 750 kW; **and**
- 4 months' seagoing service must be on vessels of at least 3000 kW.

²⁵ For the MCA's published Oral Examination Syllabi, please refer to the following page and navigate to the section titled 'Oral Exam Syllabuses': www.gov.uk/guidance/uk-seafarer-careers-training-provision-and-information.



4. Seagoing Service Requirements

4.1 Before being considered for an MCA oral examination you are required to provide evidence of having completed the full amount of qualifying seagoing service applicable to the CoC you are applying for.

4.2 Calculating Seagoing Service

Seagoing service is defined as time spent onboard a ship, relevant to the issue of the certificate or other qualification being applied for. Seagoing service must be in the engineering department reckoned from the date of engagement to the date of discharge. At least 6 months of the qualifying seagoing service must have been performed within the 5 years immediately preceding the date your application is received by the MCA.

A month is defined as a calendar month or 30 days if made up of periods less than one month.

4.3 Requirements for Seagoing Service

Seagoing service may be performed on vessels of any flag.

Seagoing service must be performed on merchant ships proceeding to sea. Proceeding to sea means, beyond the categorised waters around the coast of the United Kingdom or beyond the harbour limits for waters outside the United Kingdom.

At least 75% of the required seagoing service must be performed while the vessel is underway on sea passage. Seagoing service (steaming time) will be calculated from the seagoing service testimonials.

For Second and Chief Engineer Certificates of Competency; you may count a total of 25% or 3 months (whichever is least) of the required qualifying service; at lay-up, at maintenance berth, at extended anchorage or in dry dock.

If you hold a Letter of Initial Assessment (LIA), College Action Plan and/or any exemption letters, this will detail your seagoing service requirements.

4.4 Requirements for Watchkeeping Service

If you are applying for an Engineer Officer of the Watch CoC, a minimum of 6 months of your seagoing service must be spent performing engine room watchkeeping duties or UMS duties. This duty can be performed in a subsidiary capacity.

If you are applying for a Second Engineer CoC, a minimum of 9 months of your seagoing service must be spent performing engine room watchkeeping duties while in **FULL CHARGE** of the entire watch or performing UMS duties. However, if you are an EOOW working on a cruise ship or for the Royal Fleet Auxiliary (RFA), watchkeeping service may be accepted if it has been performed in a subsidiary capacity rather than in full charge of the watch.

Watchkeeping service is defined as time spent on an engine room watch, for a minimum of 4 hours out of every 24 hours.

4.5 Required Documentary Evidence

You will be required to submit documentary evidence of seagoing service for each CoC you apply for. Proof of seagoing service must be documented by either Merchant Navy discharge book entries or certificates of discharge. Entries must be supported by testimonials completed and signed by the Chief Engineer. Examples of seagoing testimonials can be found in **Annex**



C. The testimonials must cover your conduct and ability and include details of seagoing and watchkeeping service as applicable.

Your seagoing service testimonials must clearly detail your watchkeeping duties, specifying how much of your sea time was spent performing watchkeeping and indicating in what capacity this was performed, i.e. in a subsidiary capacity or in full charge of the watch. If your seagoing service was spent on a vessel with unmanned machinery spaces and you performed duties associated with this operation, your testimonials must state this.

5. Acceptable Special Services Towards Approved Seagoing Service

5.1 Sporadic use of main propelling machinery

Service performed on ships where, for considerable periods, the main propelling machinery is not used (such as yachts, movable Oil Rigs etc), is reckoned as one and a half (1.5) times the number of days actually spent underway. In no case can this exceed the total time served under a crew agreement. Sea service testimonials must state the number of days actually spent underway with the main propelling machinery in full use.

5.2 Categorised or Sheltered Water Service

Seagoing service on vessels operating on lakes or rivers, or within category C and D waters as defined in MSN 1837 (Amendment 2) may be accepted at half rate.²⁶ A restricted CoC will be issued on the basis of sheltered water service only. 3 months' seagoing service is required before this restriction can be lifted.

5.3 Offshore Service

Service in self-propelled offshore units, where the unit is undertaking seagoing passages or well shifts, or when engaged in maintaining a fixed station by continuous use of the main propelling machinery, will be accepted at full rate.

Service in self-propelled offshore units, where the unit is fixed on station in either drilling or service mode, will be accepted at full rate. Such service will be accepted up to a maximum of half the minimum required watchkeeping service, as counting towards the minimum required time to be spent on watchkeeping or UMS duties on the main propelling machinery.

Service in an offshore unit which is not self-propelled but is termed a ship under the Merchant Shipping Act 1995 will be accepted at half rate. However, such service will not be accepted as counting towards the minimum required time to be spent on watchkeeping or UMS duties (this must be completed on self-propelled vessels meeting the requirements listed above).

5.4 Royal Navy Personnel

Seagoing service performed on Royal Navy ships will be assessed according to the same criteria as seagoing service performed on Merchant Navy ships. Service performed while holding a Royal Navy Marine Engineer Officer of the Watch Certificate will be assessed as if it had been performed while in possession of a CoC for an Engineer Officer of the Watch in the Merchant Navy, issued in accordance with regulation III/1. This does not, however, entitle the holder to be issued with such a certificate unless all other requirements, including a pass in the MCA oral examination, are met.

The above candidates for a Second Engineer Certificate, issued in accordance with STCW Regulation III/2 or III/3, must perform at least 3 months' merchant vessel familiarisation seagoing

²⁶ For further details use our website: www.Gov.uk and search 'MSN 1837 (Amendment 2)'.



service in the engine room as an officer in charge of the engineering watch, while holding an EOOW unlimited, III/1, CoC.

5.5 Service on Gas Turbine Ships

Service on gas turbine ships can be used at full rate for both motor and steam certification. Engineer Officers holding motor or steam Certificates of Competency are eligible to serve on this type of vessel; however, some additional training related to the gas turbine machinery may be required for senior Engineer Officers.

6. Ancillary and Safety Courses Certification

6.1 The ancillary and safety courses that are required for the issue of each CoC are contained in the table below. On successful completion of the relevant course you will be issued with an STCW Certificate of Proficiency (CoP).

6.2 The ancillary technical courses form part of the education and training specified in sections; A-III/1, or A-III/2 of the STCW Code. The safety courses form part of mandatory training for; emergency, occupational safety, security, medical care and survival functions specified in chapter A-VI of the STCW Code.

6.3 You must successfully complete **all** the required ancillary and safety training applicable to the regulation of your CoC.

Ancillary/Safety Course Certificate	Certificate of Competency					STCW Code Reference	Updating required
	MEOL/SMEOL	III/1	III/2	III/3, near coastal	III/3, unlimited area		
Personal Survival Techniques ^a	Yes	Yes	Yes	Yes	Yes	A-V1/1-1	•
Fire Prevention and Fire Fighting ^a	Yes	Yes	Yes	Yes	Yes	A-VI/1-2	•
Elementary First Aid ^a	Yes	Yes	Yes	Yes	Yes	A-V1/1-3	
Personal Safety and Social Responsibility ^a	Yes	Yes	Yes	Yes	Yes	A-V1/1-4	
Proficiency in Survival Craft and Rescue Boats ^b	Yes	Yes	Yes	Yes	Yes	A-V1/2	•
Advanced Fire Fighting ^b	Yes	Yes	Yes	Yes	Yes	A-VI/3	•
Medical First Aid ^b	Yes	Yes	Yes	Yes	Yes	A-V1/4-1	
High Voltage (Operational) ^c		Optional		Optional		A-III/1	
High Voltage (Management) ^c			Optional		Optional	A-III/2	
HELM (Operational) ^c		Yes		Yes		A-III/1	
HELM (Management) ^c			Yes		Yes	A-III/2	



- You will be required to provide documentary evidence of either completing the training course or updating your training within the preceding 5 years for all CoC applications. To satisfy Port State Control requirements you will need to hold evidence onboard your vessel of completing or updating your training within the last 5 years. For further information relating to STCW course certificates, including their validity, please refer to MSN 1865 (Amendment 1).

6.4 For the issue of a Certificate of Competency:

- a** – The MCA will accept certificates issued under the authority of any IMO 'White List' country.
- b** – The MCA will accept certificates issued under the authority of any EU Member State, as well as by any country noted in MIN 643.²⁷
- c** – Certificates must be MCA-approved.

6.5 Human Element Leadership and Management (HELM)

6.5.1 HELM forms part of the education and training requirements to obtain a UK CoC. HELM aims to provide you with the leadership and managerial skills required by the STCW Code.

If you are following an MCA approved UK Cadetship or MCA approved cadetship programme leading to the issue of an Engineer Officer of the Watch CoC, no additional training is required and you will not need to submit a course completion certificate. If you are following an MCA-approved overseas collaborative programme ("one plus one scheme"), you should consult with the UK parent college as agreements will be made with the MCA on a programme by programme basis. All standalone HELM Operational Courses must be approved in accordance with MSN 1865 (Amendment 1) **Annex F**.

HELM Management is a standalone course. You must submit a course completion certificate regardless of the education and training route you have followed. All HELM Management Courses must be approved in accordance with MSN 1865 (Amendment 1) **Annex F**.

6.5.2 The following Royal Navy training will be accepted in place of HELM training:

- HELM (O) - Royal Navy Engineering Watchkeeping Officers (EWKO), Petty Officers and Ratings who hold First Line Management 'Leadership and Management (L&M). Royal Navy ratings who have completed Royal Navy Senior Ratings' Command Course;
- HELM (M) - Royal Navy CQ1 and CQ2 who hold level 4 L&M certificate (issued by the Royal Navy).

Evidence of undertaking the courses should be submitted with your application.

6.6 High Voltage

The high voltage course forms part of the education and training required to obtain a UK CoC. A high voltage (over 1000V) system is where voltage is generated and distributed at high voltage or transformed to and distributed at high voltage. It does not include systems where high voltage is utilised locally e.g. ignition systems, radio transmission, radar and other navigational equipment.

If you are following an MCA approved Foundation Degree or HNC/HND you may submit a college letter confirming that the high voltage operational element has been completed as part

²⁷ For further details please refer please refer to: MIN 643 (insert link).



of your MCA-approved education and training programme. This letter will be accepted in lieu of a High Voltage operational certificate. High voltage at the management level is a standalone course for all seafarers, you must submit a course completion certificate, regardless of the education and training route you have followed. All standalone High Voltage Operational courses and High Voltage Management courses must be approved in accordance with MSN 1865 (Amendment 1) **Annex F**.

You will not be required to have a High Voltage operational or management certificate if you do not intend to work on ships with high voltage systems. If you do not submit a course completion certificate your CoC will not be valid for service on ships fitted with high voltage (over 1000 V) systems.

6.7 Further Information

Further information about Personal Survival Techniques, Fire Prevention and Fire Fighting, Elementary First Aid, Personal Safety and Social Responsibility, Proficiency in Survival Craft and Rescue Boats, Advanced Fire Fighting, Medical First Aid, Medical Care and other required shipboard courses can be found in MSN 1865 (Amendment 1).

7. Approved Education and Training Programmes

7.1 Education and training programmes leading to the issue of a CoC must be approved by the MCA. The MCA will ensure that each programme meets the STCW regulatory requirements. The MCA will monitor and audit all nautical colleges that offer training and education leading to the issue of an STCW CoC. Details of the approval process are contained in **Annexes D – H**.

7.2 Any training provider that wants to offer the underpinning knowledge and assessment must present an award (recognised qualification) that is fit for purpose and meets the requirements of the underpinning knowledge applicable to applicable to STCW Code (A-II-1 and A-II-2). All awards must be recognised by a national Higher or Further Educational awarding body. The MCA will work together with the nautical colleges to ensure their award is fit for purpose and covers the requirements of the underpinning knowledge applicable to the STCW Code.

7.3 To ensure learning outcomes can be successfully delivered, the MCA requires a classroom attendance rate of at least 80%. Shipping companies and nautical colleges may set a higher rate of attendance.

7.4 Standard MCA Approved Foundation Degree/Scottish Professional Diploma

The Foundation Degree (FD) is a route into the Merchant Navy for officer cadets. The MCA will approve nautical colleges that run these programmes to ensure STCW regulatory requirements for training and competency are met.

Foundation Degrees consist of alternating periods of seagoing service and college-based work, which encompass the training and education requirements for a CoC.

The contact details for the nautical colleges offering MCA approved Foundation Degrees are available from the MCA website: go to www.gov.uk and search “nautical colleges”.

7.4.1 Engineer Officer of the Watch

On successful completion of an MCA approved Foundation Degree, you will be issued with a university letter confirming your academic qualification and a university certificate. Either document will provide you with the evidence that you have successfully completed the education and training programme required under the STCW Code.



7.4.2 Second Engineer and Chief Engineer:

Providing you obtain a pass of at least 50% in your Foundation Degree, you will be exempt from all MCA Second and Chief Engineer professional examinations apart from the Engineering Knowledge examination. If you did not achieve this pass mark, you will need to pass the applicable MCA Second Engineer Officer professional examinations and MCA Chief Engineer Officer professional examinations in the academic subjects where 50% was not achieved.

The MCA Second Engineer and Chief Engineer Officer academic examinations are currently:

Second Engineer: Mathematics, Applied Mechanics, Applied Heat, Engineering Drawing, Electro Technology and Naval Architecture.

Chief Engineer: Applied Mechanics, Applied Heat, Electro-Technology and Naval Architecture.

If necessary, your applicable MCA pass certificate(s) will provide you with evidence that you have successfully completed the education and training programme required under the STCW Code.

The Second Engineer and Chief Engineer academic examinations are combined to form management examinations for each subject: Mathematics, Applied Mechanics, Applied Heat, Engineering Drawing, Electro Technology and Naval Architecture. If required, your MCA Management pass certificate(s) will provide you with evidence that you have successfully completed the education and training programme required under the STCW Code for Second Engineer Officers and Chief Engineer Officers.

7.5 Standard MCA-Approved HND/HNC Programme

7.5.1 The Higher National Diploma/Certificate (HND/HNC) route will enable you to gain the education and training required for the issue of a CoC. The MCA will approve nautical colleges that run these programmes to ensure the STCW regulatory requirements for training and competency are met. Nautical colleges offering this route will need approval from the MCA approved administering examination body in order to administer the approved exams.

Upon successful completion of your Marine Engineering HND and HNC, you will be issued with a certificate of successful completion, a certificate of achievement from the awarding body and a transcript(s) detailing the results of module exam results. This will provide you with evidence that you have successfully completed the education and training programme required under the STCW Code.

7.5.2 Completing the HNC Only

The completion of a HNC will enable you to attain the education and training at the standard required for the issue of an EOOW unlimited, III/ 1, CoC. If you obtain a HNC and wish to progress to a higher CoC, you will need to complete all MCA examinations at Second or Chief Engineer level listed in section 7.5.3.

7.5.3 Second Engineer and Chief Engineer:

Providing you obtain a pass of at least 50% in each academic subject in your HND, you will be exempt from all MCA Second and Chief Engineer professional examinations, apart from the MCA Engineering Knowledge examinations. You must provide the MCA with a copy of your course transcript(s) so that we can identify the exemptions you are entitled to.

If you did not achieve this pass mark you will need to pass the applicable MCA Second Engineer Officer examinations and Chief Engineer Officer professional examinations in the academic



subjects where 50% was not achieved. If you only obtained an HNC you will need to pass **all** MCA Second Engineer and Chief Engineer Officer academic examinations.

The MCA Second Engineer and Chief Engineer Officer academic examination(s) are currently:

Second Engineer: Mathematics, Applied Mechanics, Applied Heat, Engineering Drawing, Electro Technology and Naval Architecture.

Chief Engineer: Applied Mechanics, Applied Heat, Engineering, Electro Technology and Naval Architecture.

If necessary, your applicable MCA pass certificate(s) will provide you with evidence that you have successfully completed the required education and training programme specified in the STCW Code.

The Second Engineer and Chief Engineer academic examinations are combined to form management examinations for each subject: Mathematics, Applied Mechanics, Applied Heat, Engineering Drawing, Electro Technology and Naval Architecture. If required, your MCA Management pass certificate(s) will provide you with evidence that you have successfully completed the education and training programme required under the STCW Code for Second Engineer Officers and Chief Engineer Officers.

Contact details for nautical colleges offering MCA approved HND/HNC programmes are available from the MCA website: go to www.gov.uk and search "nautical colleges".

7.6 Experienced Seafarers Programme

7.6.1 Engineer Officer of the Watch

The educational training requirements are covered by the completion of the MCA General Engineering Science A & B programme. To qualify for the Engineer Officer of the Watch, III/1, CoC, you must obtain a minimum 50% pass in each section.

Upon successful completion of your General Engineering Science A & B programme you will be issued with a certificate of successful completion and a certificate of achievement from your nautical college. This will provide you with evidence that you have successfully completed the education and training programme required under the STCW Code for an EOOW.

7.6.2 Second Engineer

To progress you will need to complete a Second Engineer course at an MCA-approved nautical college. This will lead onto the MCA academic examinations. To qualify for the Second Engineer, III/2, CoC, you must obtain a pass mark of at least 50% in all MCA Second Engineer academic examinations at this level. These are currently: Mathematics, Applied Mechanics, Applied Heat, Engineering Drawing, Electro Technology and Naval Architecture.

Your MCA pass certificate(s) will provide you with evidence that you have successfully completed the education and training programme required under the STCW Code for Second Engineer Officers.

7.6.3 Chief Engineer

To progress you will need to complete a Chief Engineer course at an MCA-approved nautical college. This will lead onto the MCA academic examinations. To qualify for the Chief Engineer, III/2, CoC, you must obtain a pass mark of at least 50% in all MCA Chief Engineer academic examinations at this level. These are currently: Applied Mechanics, Applied Heat, Electro Technology and Naval Architecture.



Your MCA pass certificate(s) will provide you with evidence that you have successfully completed the education and training programme required under the STCW Code for Chief Engineer Officers.

The Second Engineer and Chief Engineer course are combined and lead onto management examinations in the following academic subjects: Mathematics, Applied Mechanics, Applied Heat, Engineering Drawing, Electro Technology and Naval Architecture. If required, your MCA Management pass certificate(s) will provide you with evidence that you have successfully completed the education and training programme required under the STCW Code for Second Engineer Officers and Chief Engineer Officers.

8. Medical Fitness and Eyesight Standards

8.1 For any CoC, you must meet the medical fitness and eyesight standards as required by the Merchant Shipping (Maritime Labour Convention) (Medical Certification) Regulations 2018 (S.I. 2018/242).²⁸ Details on the application of those regulations are found in MSN 1886.²⁹

8.2 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. **If you are considering a seagoing career it is strongly advised that you have a medical and sight test, which includes testing of both colour and visual acuity, before you start the 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 an MCA Marine Office or the MCA Seafarer Medical Team: medical@mcga.gov.uk.

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

- (a) The UK medical fitness certificate, currently known as an ENG1, issued by an MCA-approved medical practitioner; **or**
- (b) A certificate issued by the Administration of any country whose medical fitness certificate is recognised as equivalent to the UK ENG1.

Updated lists are available from the MCA website.

8.4 The medical fitness certificate must specify the date of examination, the period of validity and any restriction applied.

9. Conversions to a UK Certificate of Competency (STCW)

If you apply through this route to obtain your first CoC, you will not be eligible for any exemptions when applying for a higher certificate. All Certificates of Competency will be limited to motor ships only.

9.1 Holders of a UK Fishing Certificate of Competency

If you hold a UK Engineering Class 1 or 2 Fishing CoC, you may be eligible to convert to an EOOW unlimited, III/1, CoC.

²⁸ S.I. 2018/242 amends the Merchant Shipping (Maritime Labour Convention) (Medical Certification) Regulations 2010 (S.I. 2010/737). Further details on the required Medical Fitness Standards and Certification are available from: www.legislation.gov.uk and search "Maritime Labour Convention".

²⁹ Further details can be found on www.Gov.uk and search "Medical Certificates/Standards".



9.1.1 Class 1 Fishing Certificate of Competency

If you hold a UK Engineering Class 1 (Fishing) CoC, you must meet the following requirements to obtain an EOW unlimited, III/1, (STCW) CoC (motorship only):

- (a) Complete 3 months' workshop skills training;
- (b) Hold the applicable ancillary and safety course certificates listed in section 6;
- (c) Pass the MCA EOW professional examinations at an MCA approved centre, in Engineering Knowledge, sections:
 - Motor;
 - Control Engineering;
- (d) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;
- (e) Pass MCA oral examination 'STCW Regulation – III/1 Engineer Officer of the Watch motor'.³⁰

Holders of Class 1 Fishing Certificates of Competency may be issued the following additional endorsements if they can meet all the requirements of 9.1.1:

For a Second Engineer less than 3,000 kW, Unlimited Area, Certificate of Competency with a less than 9,000 kW, Near Coastal Endorsement you must³¹:

- (a) Complete an additional 6 months' seagoing service on Merchant Navy vessels of at least 750 kW;
- (b) Pass the MCA oral examination 'STCW Regulation – III/3 Second Engineer less than 3000 kW'.³⁰

To obtain Chief Engineer less than 3,000 kW, Unlimited Area, Certificate of Competency with a less than 9,000 kW, Near Coastal Endorsement you must³²:

- (a) Complete an additional 12 months' seagoing service on Merchant Navy vessels of at least 750 kW;
- (b) Pass the MCA oral examination 'STCW Regulation – III/3 Chief Engineer less than 3000 kW'.³⁰

9.1.2 Class 2 Fishing Certificate of Competency

If you hold a UK Engineering Class 2 (Fishing Vessel) CoC, you must meet the following requirements to obtain an EOW unlimited, III/1, (STCW) CoC (motor ship only):

- (a) Be at least 18 years of age;
- (b) Have completed at least 33 months' seagoing service on fishing and merchant vessels. This must include a minimum of 6 months' seagoing service engaged in watchkeeping or UMS duties on merchant ships of at least 750 kW, incorporating onboard training that meets the requirements of section A-III/1 of the STCW Code and is documented in an approved Training Record Book;
- (c) Complete 3 months' workshop skills training;

³⁰ For the MCA's published Oral Examination Syllabi, please refer to the following page and navigate to the section titled 'Oral Exam Syllabuses': www.gov.uk/guidance/uk-seafarer-careers-training-provision-and-information.

³¹ This can be issued at the same time as your EOW unlimited, III/1, Certificate of Competency. You will need to complete the combined oral covering the 'STCW Regulation – III/1 Engineer Officer of the Watch motor' and the 'STCW Regulation – III/3 Second Engineer less than 3000 kW' syllabi.

³² This can be issued at the same time as your EOW unlimited, III/1, Certificate of Competency. You will need to complete the combined oral covering the 'STCW Regulation – III/1 Engineer Officer of the Watch motor' and 'STCW Regulation – III/3 Chief Engineer less than 3000 kW' syllabi.



- (d) Hold the applicable ancillary and safety course certificates listed in section 6;
- (e) Successfully complete an MCA approved education and training programme, meeting the standards of competency specified in section A-III/1 of the STCW Code and covered by passing the following examinations at an approved centre:
 - MCA EOOW professional examinations in the following subjects:
 - Engineering Knowledge, comprised of sections³³:
 - General;
 - Motor;
 - Control Engineering; **and**
 - MCA General Engineering Science A&B **or** General Engineering Science papers I and II;
- (f) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;
- (g) Pass the MCA oral examination 'STCW Regulation – III/1 Engineer Officer of the Watch motor'.³⁴

9.2 Holders of an Engineer Yacht Certificate of Competency

9.2.1 If you hold an Y4 CoC, you must meet the following requirements to obtain an EOOW unlimited, III/1, CoC (motor ship only):

- (a) Be at least 18 years of age;
- (b) Have completed at least 33 months' seagoing service on yachts or merchant vessels. This must include a minimum of 6 months' actual seagoing service engaged in watchkeeping or UMS duties on ships of at least 750 kW;
- (c) Complete 3 months' approved workshop skills training;
- (d) Hold the applicable ancillary and safety course certificates listed in section 6;
- (e) Successfully complete approved education and training programme, meeting the standards of competency specified in section A-III/1 of the STCW Code and covered by passing the following MCA EOOW professional examinations at an MCA approved exam centre:
 - MCA Engineering Knowledge professional examinations, comprised of sections³⁵:
 - General;
 - Motor;
 - Control Engineering; **and**
 - MCA General Engineering Science A&B **or** General Engineering Science papers I and II;
- (f) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;
- (g) Pass the MCA oral examination 'STCW Regulation – III/1 Engineer Officer of the Watch motor'.³⁴

³³ The General and Motor sections must be passed in a single attempt. If you fail one or both of the sections you will need to retake both sections again.

³⁴ For the MCA's published Oral Examination Syllabi, please refer to the following page and navigate to the section titled 'Oral Exam Syllabuses': www.gov.uk/guidance/uk-seafarer-careers-training-provision-and-information.

³⁵ The General and Motor sections must be passed in a single attempt. If you fail one or both of the sections you will need to retake both sections again.



9.2.2 If you hold a Y3 CoC, you must meet the following requirements to obtain a Second Engineer, unlimited area, less than 3000 kW, III/3³⁶, CoC, with Second Engineer, near coastal, less than 9000 kW, III/2, endorsement (motor ship only):

- (a) Be at least 18 years of age;
- (b) Have completed at least 42 months' seagoing service on yachts or merchant vessels of 350 kW or more. This must include at least 9 months' actual seagoing service engaged in watchkeeping or UMS duties on ships of at least 750 kW;
- (c) Complete 3 months' workshop skills training;
- (d) Hold the applicable ancillary and safety course certificates listed in section 6;
- (e) Pass MCA EOWW professional examinations at an MCA approved exam centre in the following subjects:
 - MCA Engineering Knowledge professional examinations, sections:
 - Motor;
 - Control Engineering;
- (f) Successfully complete an approved education and training programme, meeting the standards of competency specified in section A-III/3 of the STCW Code and covered by passing the following MCA professional examinations at an MCA approved exam centre in:
 - Applied Marine Engineering;
 - Advanced Hotel Services;
 - General Engineering Science (GES) I and II;
- (g) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;
- (h) Pass the MCA oral examination: 'STCW Regulation – III/3 Second Engineer less than 3000 kW'.³⁷

9.2.3 If you hold an Y1 or Y2 CoC you must meet the following requirements to obtain a Second Engineer unlimited, III/2, CoC (motor ship only):

- (a) Be at least 18 years of age;
- (b) Have completed 54 months' general service on yachts of which at least 18 months' seagoing service in charge of a watch or with designated UMS duties on vessels of at least 750 kW;
- (c) Successfully complete an approved education and training meeting the standards of competency specified in section A-III/2 of the STCW Code as listed in section 7.4.2;
- (d) Complete 3 months' workshop skills training;
- (e) Hold the applicable ancillary and safety course certificates listed in section 6;
- (f) Pass MCA Second Engineer or Management professional examinations at an MCA approved exam centre in:
 - MCA Engineering Knowledge professional examinations, sections³⁸:
 - General;
 - Motor;

³⁶ This Certificate of Competency will permit you to work as an EOWW unlimited, III/1.

³⁷ For the MCA's published Oral Examination Syllabi, please refer to the following page and navigate to the section titled 'Oral Exam Syllabuses': www.gov.uk/guidance/uk-seafarer-careers-training-provision-and-information.

³⁸ These sections must be passed in a single attempt. If you fail one or both of the sections you will need to retake all of the sections again.



- (g) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;
- (h) Pass the MCA oral examination 'STCW Regulation – III/2 Second Engineer'.³⁹

9.3 Holders of Certificates of Competency issued by non-UK Administrations

If you hold a CoC issued by a non-UK, you may be eligible to enter the UK education and training system.

If you hold a CoC from a country who we do not issue a Flag State Endorsement (FSE)/Certificate of Equivalent Competency (CEC) against, you must contact the MCA at exams@mcga.gov.uk prior to starting your studies. For a list of FSE/CEC accepted countries please go to www.gov.uk and search "CEC".

If you hold a CoC from a FSE/CEC accepted country, once you have been issued with a Notice of Eligibility you will need to complete:

For a Second Engineer or Chief Engineer UK CoC you must:

- Successfully complete an approved education and training programme, meeting the standards of competency specified in section A-III/2 of the STCW Code, as listed in section 7;
- Pass the MCA Management level professional examinations for:
 - Engineering Knowledge sections:
 - General;
 - Motor **and/or** Steam;
- Hold the applicable ancillary and technical training listed on your NOE;
- Pass the applicable MCA oral examination.

9.3.1 Second Engineer Unlimited, STCW Convention Regulation III/2, Certificate of Competency

You must hold a valid EOOW unlimited, III/1 or Second Engineer unlimited, III/2, CoC issued under the authority of an Administration included in the IMO list of STCW Parties ("White List") and complete all the requirements listed in section 3.5 'Second Engineer unlimited, III/2'. You will need to obtain a pass mark of at least 50% in all MCA Second Engineer Officer or Management level professional examinations.

If you do not hold a CoC from a country we recognise for the issue of a FSE/CEC you must complete 3 months' workshop skills training meeting the MCA requirements*.

9.3.2 Chief Engineer Unlimited, STCW Convention Regulation III/2, Certificate of Competency

You must hold a valid Second Engineer unlimited, III/2, CoC or a Chief Engineer unlimited, III/2, CoC issued under the authority of an Administration included in the IMO list of STCW Parties ("White List") and complete all the requirements listed in section 3.6 'Chief Engineer unlimited, III/2'. You will need to obtain a pass mark obtain of at least 50% in all MCA Chief Engineer or Management level professional examinations.

If you do not hold a CoC from a country we recognise for the issue of a FSE/CEC you must also:

³⁹ For the MCA's published Oral Examination Syllabi, please refer to the following page and navigate to the section titled 'Oral Exam Syllabuses': www.gov.uk/guidance/uk-seafarer-careers-training-provision-and-information.



- Provide evidence of completing 3 months' workshop skills training meeting the MCA requirements*;
- Pass the MCA Second Engineer Mathematics and Drawing professional Examinations.

*Documentary evidence of training in compliance with workshop syllabus must be submitted with your application.

10. Marine Engine Operator License (MEOL) and Senior Marine Operator Engine License (SMEOL)

10.1 These qualifications will allow you to serve as Marine Engine Operator on merchant vessels with a propulsion (registered) power of between 350 kW and 750 kW, where STCW requirements do not apply.

If you hold an MEOL you will be eligible to serve as a Chief Engineer Officer on vessels of less than 750 kW, operating within the UK near coastal area (150 miles from the safe haven).

If you hold an SMEOL you will be eligible to serve as a Chief Engineer Officer on vessels of less than 750 kW power without area restrictions. **You should always check with the relevant government administration that the SMEOL can be used within their trading areas.**

10.2 Marine Engine Operator Licence (MEOL)

To qualify for the issue of an MEOL, you must meet the following requirements:

- (a) Be at least 18 years of age;
- (b) Hold the applicable ancillary and safety course certificates listed in section 6;
- (c) Have successfully completed:
 - I. An apprenticeship in one of the following: Marine Engineering, Diesel Engine Maintenance, Heavy Vehicle Maintenance, Agriculture Machinery Maintenance or a relevant (marine and mechanical engineering) apprenticeship acceptable to the MCA and complete:
 - Seagoing service, the amount specified by the MCA after an examiner assessment⁴⁰, as a trainee marine engine operator on vessels of at least 200 kW; **and**
 - Complete the Approved Engine Course (AEC); **or**
 - II. A Diploma (level 2) in Maritime Studies Able Seafarer Engine and 6 months' seagoing service as a trainee engine operator or as a rating forming part of the engineering watch while holding an ERWRC; **or**
 - III. Able Seafarer engine certification; **or**
 - IV. 24 months' shore employment in an engineering background acceptable to the MCA and 3 months' qualifying seagoing service as a trainee marine engine operator on a vessel of at least 200 kW and an Approved Engine Course (AEC);
- (d) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent;
- (e) Pass the MCA oral examination for MEOL.

⁴⁰ You will need to submit your engineering qualifications to the MCA who will assess them and specify a period of seagoing service that you must complete.



10.3 Senior Marine Engine Licence (SMEOL)

To qualify for the issue of an SMEOL, you must meet the following requirements:

- (a) Obtain 6 months' seagoing service as an MEOL on vessels of at least 200 kW, while holding an MEOL;
- (b) Pass the MCA oral examination for an SMEOL.

Your MEOL and SMEOL will not require revalidation.

11. Application Procedure

- 11.1 The application form, MSF 4275, details the procedure and fee to obtain a CoC. You must complete this and submit it to the MCA with the relevant fee and the documents listed on the form.
- 11.2 The application form can be found on our website, go to www.gov.uk and search "MSF 4275".⁴¹
- 11.3 If you are required to pass an MCA oral examination and meet the requirements specified on the application form, you will be issued with a Notice of Eligibility (NOE).

12. Notice of Eligibility (NOE)

- 12.1 You will be issued with an NOE once you have met the requirements specified below. The NOE will allow you to book an MCA oral examination.
- 12.2 Prior to the issue of your NOE you must submit:
 - The appropriate fee for the CoC you are applying for;
 - An ENG1 (medical fitness certificate) or accepted equivalent⁴²;
 - Passport (attested copy);
 - The required photos for your CoC (see application form);
 - Proof of the required seagoing service applicable to the CoC you are applying for.
- 12.3 For the EOW, Unlimited, III/1 CoC you must also submit:
 - STCW Basic safety training:
 - Personal Survival Techniques (STCW Code – Table A-VI/1-1);
 - Fire Prevention and Fire Fighting (STCW Code – Table A-VI/1-2);
 - Elementary First Aid (STCW Code – Table A-VI/1-3);
 - Personal Safety and Social Responsibilities (STCW Code – Table A-VI/1-4),
 - A Completed approved Training Record Book (if following MCA approved cadet route);
 - A letter from the college confirming your attendance on the program.

⁴¹ MSF 4275: www.gov.uk/government/publications/certificate-of-competency-engine-msf4275

⁴² To go to sea you must have obtained a valid medical fitness certificate. While this may have expired when you apply for your NOE, it must be valid at the time when we issue your Certificate of Competency.



- 12.4 **An NOE provides you with the offer of an MCA oral examination and are valid for period of 5 years from the date of issue.** The date of issue will be put on your NOE. After this period has elapsed you will need to make a new application, with the supporting documentation and the appropriate fee, to the MCA so that your current competency can be assessed to ensure you meet the required standards.⁴³

13. MCA Oral Examination

- 13.1 If you are undertaking the MCA approved EOOW education and training programme, prior to the exam you must be able to provide your MCA Training Record Book to the MCA on request.
- 13.2 You must take your current passport (with visa if applicable) to the oral examination as a means of identification.
- 13.3 At least 6 months of the qualifying seagoing service must have been performed within the 5 years immediately preceding the issue of an NOE.
- 13.4 It is recommended that you complete all of the education and training before attempting the oral examination, as this will provide you with the knowledge on which the examination is based.
- 13.5 The examiner will record the result of your oral examination on your NOE.
- 13.6 **Your oral examination pass is valid for a period of 3 years.** This must be in date at the time of the issue of your CoC. The NOE must be returned to the MCA with any outstanding documentary evidence.
- 13.7 If you fail your oral examination you will need to apply to the MCA for another NOE and pay an additional fee for a re-sit oral examination. Details of how to do this can be found on the NOE.
- 13.8 If a candidate fails an oral examination re-sits may be taken at the following intervals:

Second attempt - at least 2 weeks after the initial examination;

Third attempt - at least 2 weeks after the second attempt;

Subsequent attempts - at least 3 months after the previous attempt.

- 13.9 Time periods between examinations can be reduced at the discretion of the MCA examiner. Where a candidate exhibits a lack of basic competency across the syllabus or makes fundamental errors in areas of safety, the examiner may impose a seagoing service penalty which the candidate must complete before re-sitting the examination.⁴⁴

14. The Issue of Your Certificate of Competency

- 14.1 At least 6 months of the qualifying seagoing service must have been performed within the 5 years immediately preceding the issue of your CoC. A CoC will not be issued until the MCA has received all the documentary evidence confirming you have met the required standard.

⁴³ If you do not pass your oral examination within this timescale, your application will be rejected and the appropriate fee will be taken.

⁴⁴ Further information about the NOE and oral examination syllabus can be found via the following link:
www.gov.uk/guidance/uk-seafarer-careers-training-provision-and-information.



- 14.2 **The MCA Engineering Knowledge professional examination and MCA oral examination must be passed within 3 years prior to the date of the issue of your CoC.**
- 14.3 The appropriate CoC will be issued and is valid for a period of 5 years from the date that the qualifying conditions were met. Your ENG1 seafarer medical (or equivalent) must be valid at the time when we issue your CoC. Any outstanding fees must be received by the MCA before an NOE or CoC can be issued.
- 14.4 **You must check you meet the current regulatory requirements when you make an initial application AND at the time you submit your NOE pass for the issue of your CoC.**
- 14.5 Further information and guidance is available from our website go to www.gov.uk and search "Engineer CoC".

15. Fraudulent Certificates and Seagoing Service

- 15.1 The MCA checks that all of the information you submit in support of your application is accurate and true, we can:
- Verify Certificates of Competency and Watchkeeping certificates issued by foreign administrations;
 - Check and verify ancillary and safety course certificates;
 - Verify seagoing service testimonials and discharge book entries;
 - Where required request original course completion, ancillary and safety certificates.
- 15.2 If you submit fraudulent seagoing service records or certificates we will not allow you to proceed with your application. We may also refer your application to the MCA Enforcement Branch who may decide to proceed against you in court. We reserve the right not to let you apply again until after a period specified by the MCA's Chief Examiner.
- 15.3 The UK holds a record of all Certificates of Competency issued. The authenticity of a CoC can be verified on request. For more information please email the MCA by email: exams@mcga.gov.uk.



More Information

Seafarer Services
Maritime and Coastguard Agency
Bay 2/11
Spring Place
105 Commercial Road
Southampton
SO15 1EG

Tel: +44 (0) 203 8172200
e-mail: engineering@mcga.gov.uk

Website Address: www.gov.uk/government/organisations/maritime-and-coastguard-agency

General Enquiries: info@mcga.gov.uk

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Please note that all addresses and telephone numbers are correct at time of publishing

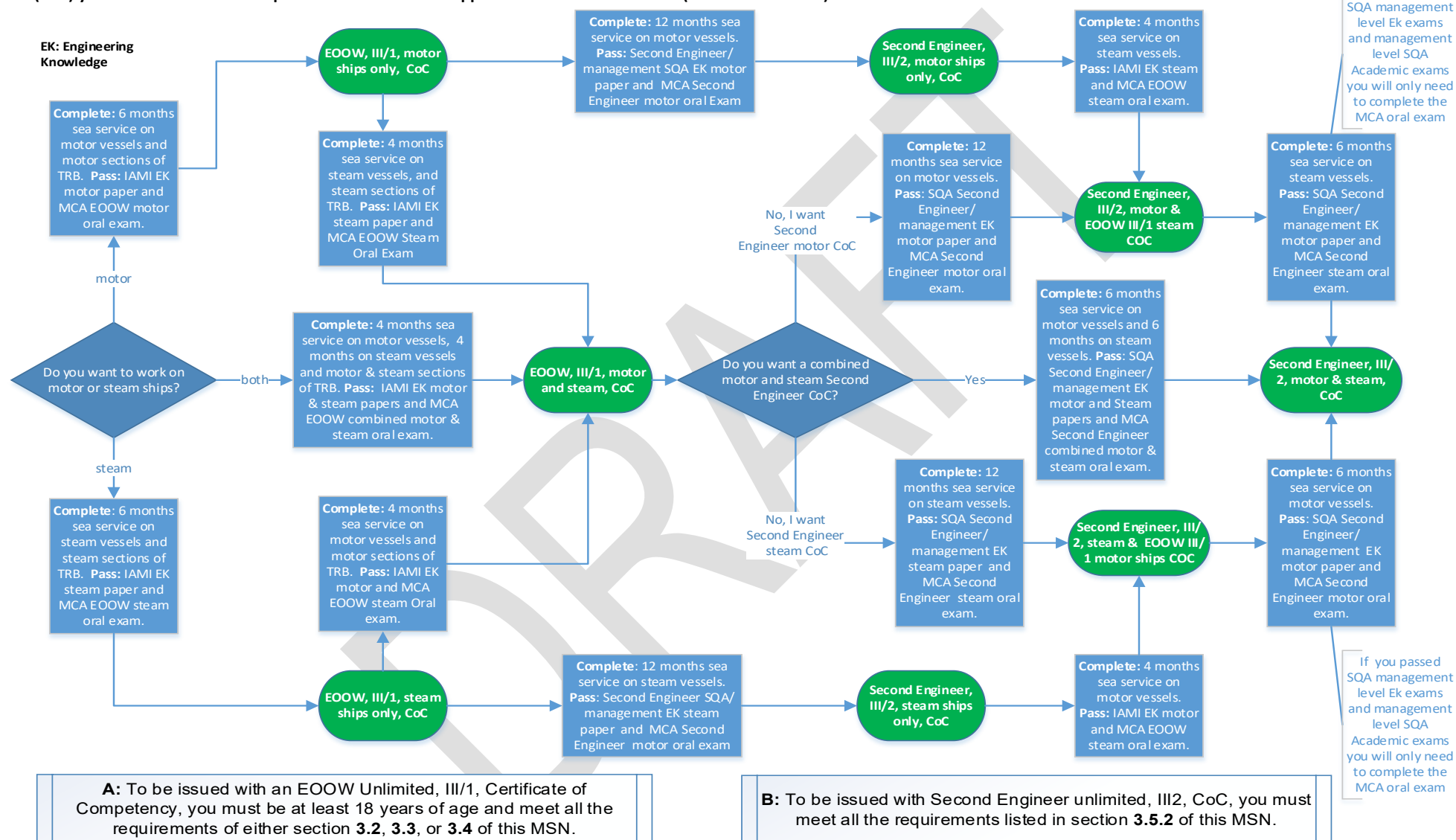
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Safer Lives, Safer Ships, Cleaner Seas



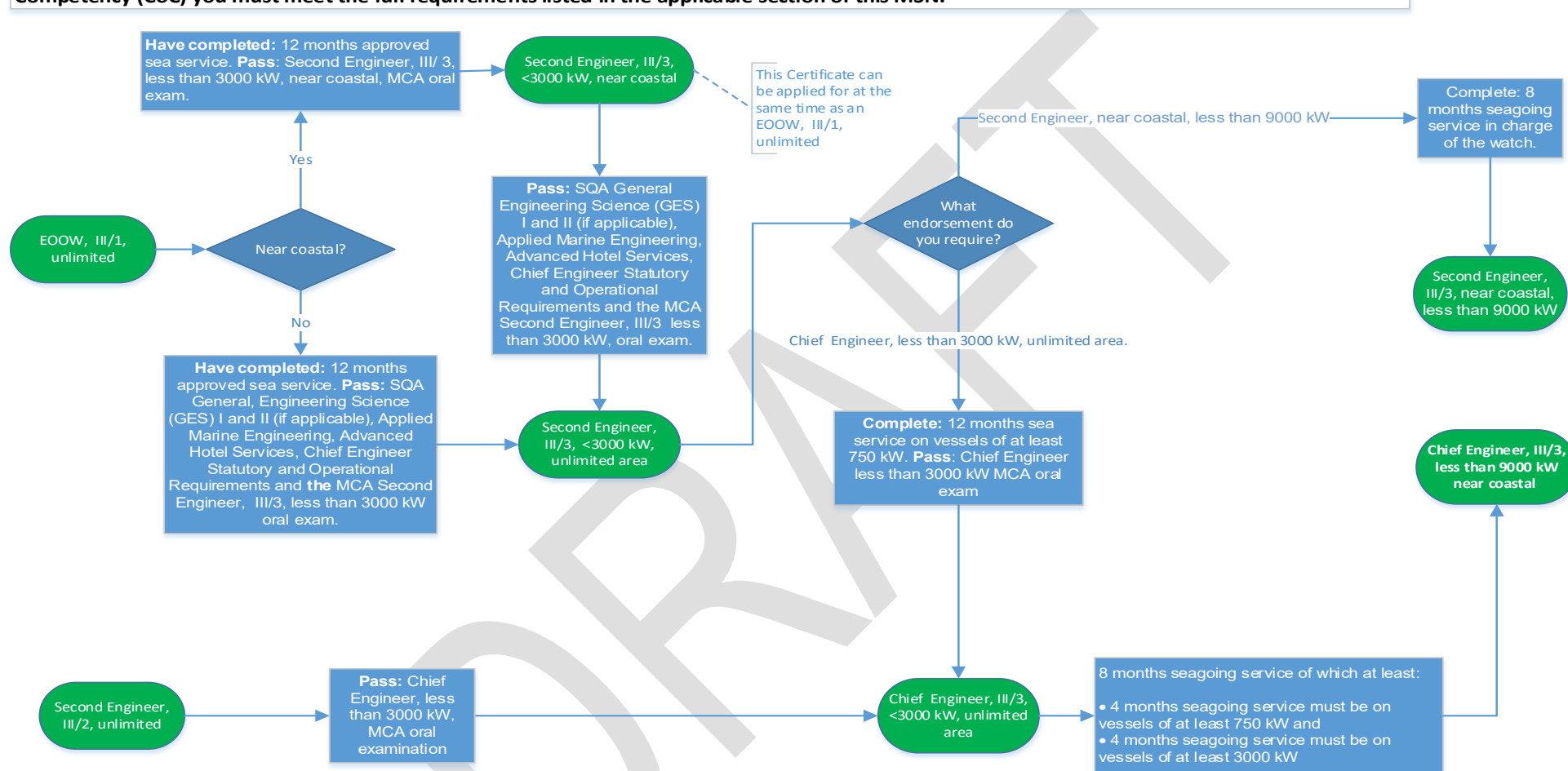
Annex A

This flowchart is to summarise the routes to obtain motor and steam endorsements. To be issued with a Competency of Competency (CoC) you must meet the full requirements listed in the applicable section of this MSN (see boxes A and B).



[illegible]

This flow chart is to summarise the progression through the limited Certificate of Competency structure. To be issued with a Certificate of Competency (CoC) you must meet the full requirements listed in the applicable section of this MSN.



To be issued with a Certificate of Competency, you must meet all the requirements of the relevant section of this MSN; for CoCs less than 3000 kW, unlimited area, please refer to section 3.7 and for CoCs with a near coastal limitation please refer to section 3.8.



Engineer Cadet/Junior Engineer/ Rating Seagoing Service Testimonial for Maritime and Coastguard Agency

Company Address/Contact Details

Company Name:			
Address:			
Contact Details:	Tel:		
	E-mail:		

This is to certify that:	
Full name of Trainee/Rating:	
Date of Birth:	
Discharge Book or Passport Number:	

has served on:

Name of vessel:			
IMO number:		Type of vessel:	
Type/make of propelling machinery:		Type/make of auxiliary machinery:	
Power kW:		Type of boilers:	
Shaft power kW:		Vessel GT:	
Date of joining:		Date of discharge:	

Please record, below, the actual watchkeeping/ UMS time undertaken on this voyage:

During this period the above-named trainee/rating accrued the following engine room watchkeeping (under the supervision of a certificated engineer officer) for not less than 4 hours out of every 24 hours while the vessel was engaged on seagoing voyages:

_____ days

In addition the above-named trainee/rating:

- a) Regularly carried out other duties in connection with the routine and maintenance of the ship*
- b) Was granted no leave of absence*



c) Was granted leave of absence as follows:

.....

*Delete as appropriate

This section must be completed.

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

Conduct:	
Ability:	
General comments:	

Type of Tanker:	
During this period the ship carried the following types of cargo(es) (the different types and grades of oil, gas and chemicals should be specified):	
I confirm the above-named trainee/rating has gained experience in carrying out regular cargo handling duties during the period stated:	

PART 4 – OFFICIAL ENDORSEMENT

Name of Chief Engineer**:		
Certificate Details:		
CoC Number:		
Issuing Administration:		
Signature Chief Engineer**:		
Date:		
Ship's/Company stamp:		** In exceptional circumstances this testimonial may be signed by a responsible official of the Company.



Engineer Officer Seagoing Service Testimonial for Maritime and Coastguard Agency

Company Address/Contact Details

Company Name:			
Address:			
Contact Details:	Tel:		
	E-mail:		

This is to certify that:	
Full name of Officer:	
Date of Birth:	
Discharge Book or Passport Number:	
Served in the capacity of:	

has served on:

Name of vessel:			
IMO number:		Type of vessel:	
Type/make of main propelling machinery:		Type/make of auxiliary machinery:	
Power kW:		Type of boilers:	
Shaft power kW:		Vessel GT:	
Date of joining:		Date of discharge:	

Please record, below, the actual watchkeeping/ UMS time undertaken on this voyage:

During this period the above-named Officer accrued the following engine room watchkeeping (under the supervision of a certificated engineer officer) for not less than 4 hours out of every 24 hours while the vessel was engaged on seagoing voyages:

_____ days

In addition the above-named Officer:

- a) Regularly carried out other duties in connection with the routine and maintenance of the ship*
- b) Was granted no leave of absence*
- c) Was granted leave of absence as follows:

.....
*Delete as appropriate



This section must be completed.

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

Conduct:	
Ability:	
General comments:	

Type of Tanker:	
During this period the ship carried the following types of cargo(es) (the different types and grades of oil, gas and chemicals should be specified):	
I confirm the above-named Officer has gained experience in carrying out regular cargo handling duties during the period stated:	

PART 4 – OFFICIAL ENDORSEMENT

Name of Master/Chief Engineer**:		
Certificate Details:		
Number		
Issuing Administration:		
Signature of Master/ Chief Engineer**:		
Date:		
Ship's/Company stamp:		

**** If you are the Chief Engineer you must get the Master sign this testimonial. The MCA will not accept self-certificated seagoing service. In exceptional circumstances this testimonial may be signed by a responsible official of the Company.**



Approval of Education and Training Providers

In accordance with regulation 41 of the 2015 Regulations, all training providers planning to offer education and training leading to the issue of a Certificate of Competency (CoC) will need to obtain MCA approval. The requirements for that approval in relation to training for Engineer officers are set out in this Annex, and in **Annexes E to H** as applicable.

Training providers include nautical colleges, and as nautical colleges are the principal providers of courses leading to a CoC, this Annex, and the subsequent Annexes in this notice, refer to them. The requirements in this Annex would equally apply to any other training provider providing such courses. However, a training provider providing such a course would need to be a registered educational body.

Any nautical college⁴⁵ that wants to offer the underpinning knowledge and assessment detailed in section 7 must present an award (recognised qualification) that is fit for purpose and meets the requirements of the underpinning knowledge applicable to STCW Code (A-II/1 and A-II/2). All awards must be recognised by a national Higher or Further Educational awarding body. The MCA will work together with the nautical colleges to ensure their award is fit for purpose and covers the requirements of the underpinning knowledge applicable to the STCW Code.

UK Cadetship Programme

For this programme each nautical college must ensure that every entrant/cadet has a sponsoring company, as set out in Marine Guidance Note (MGN) 455. In accordance with the conditions for funding in MGN 455, the sponsoring company will be subject to audit by the MCA or by an appointed *body* on behalf of the MCA to ensure the cadet is supported through their seagoing experiences on appropriate vessels. Through the sponsoring company, each cadet has a nominated Company Training Officer (CTO). Attending this programme will allow for a reduced rate of seagoing service as detailed in section 3.2 of this Notice. If required, the nautical college can check with the MCA to ensure each entrant/cadet is sponsored by emailing smart@mcga.gov.uk.

Cadetship Programmes

Cadetship Programmes are programmes for cadets who undertake the entirety of their classroom education within an approved MCA nautical college and are:

- located within the UK and already approved to run the UK Cadet programme, these programmes typically involve overseas cadets that attend the same classes as UK Cadets); or
- located outside of the UK and have made a direct approach to the MCA for approval.

All cadets attending this programme will be required to have a sponsoring company with a nominated Company Training Officer (CTO). Alternatively, there must be a written agreement between the college and a sponsoring company to ensure adequate sea berths⁴⁶ for cadets on

⁴⁵ For the purpose of this notice 'college' is an educational institution or establishment providing higher or further education and is accountable to a national educational department's regulatory requirements and applicable inspection schemes.

⁴⁶ A sea berth is a post or appointment that will allow a cadet to complete their Training Record Book and watchkeeping requirements while being provided with a room or an apartment to reside in for the duration of each voyage.



appropriate vessels (refer to section 4 of this Notice and **Annexes F and G**). Attending these MCA programmes run by MCA approved training providers will allow for a reduced rate of seagoing service as detailed in section 3.2 of this Notice.

Overseas Collaborative Programmes

These are cadet programmes that are overseen by an MCA-approved UK based nautical college, where some of the classroom education takes place at an overseas partner college. Attending these programmes run by MCA approved providers will allow for a reduced rate of seagoing service as detailed in section 3.2 of this Notice.

For this programme each nautical college must ensure that every entrant/cadet has a sponsoring company with a nominated Company Training Officer (CTO) or that there is a written agreement between the college and a sponsoring company to ensure adequate sea berths for cadets on appropriate vessels (refer to section 4 of this Notice and **Annex F**).

Approval Process

To gain approval to provide a course for certification under the 2015 Regulations, nautical colleges will have to undergo assessment by the MCA to ensure their training standards and course content meet the requirements of the STCW Convention. Nautical colleges wishing to obtain approval must make a written application to the MCA outlining:

- Course title;
- Instructions for creating lesson plans/ schemes of work;
- Course duration;
- Facilities, teaching aids and equipment;
- Staff qualifications and experience;
- Examination and assessment procedures;
- Monitoring of entry requirements;
- Issue, control, authentication and recording of certification; **and**
- Quality management systems and procedures that ensures the educational requirements of Section 7 of this Notice and the applicable Terms of Reference set out in this Notice are adhered to.

Instructors and assessors are required to be qualified in accordance with the requirements of section A-I/6 of the STCW Code (regulation 41(1)(b) in the 2015 regulations).

Nautical colleges must develop an education and training programme that incorporates the requirement for delivering the underpinning knowledge and training required for STCW Engineer officers.

Each programme will receive separate Terms of Reference that will be agreed upon between the MCA and the nautical college. These are included in **Annexes E to H** of this Notice. All programmes will be approved for a maximum of five years before requiring re-approval.

Approval

When the MCA is satisfied that the education and training programme meets the requirements of this Notice, an approval letter will be issued by the MCA to the training provider.

Ongoing Monitoring

Nautical colleges: In accordance with regulation 41(10) of the 2015 Regulations, all Nautical colleges that offer education and training leading to the issue of a CoC will be periodically audited by the MCA in accordance with the following requirements:



- Course title;
- Guidance for creating lesson plans/ schemes of work;
- Course duration;
- Facilities, teaching aids and equipment;
- Staff qualifications and experience;
- Examination and assessment procedures;
- Where exemptions to MCA Professional exams are granted, equivalent levels of robust assessment are in place to satisfy the requirements of the STCW Convention and Code;
- Monitoring of entry requirements;
- Issue, control, authentication and recording of certification; **and**
- Quality management systems and procedures that ensure the educational requirements of Section 7 of this Notice are met and that the applicable Terms of Reference set out in this Notice are adhered to.

If there are non-conformities found with the above conditions, the MCA may:

- Assess the non-conformities, including requesting evidence such as photographs, updates to desk instructions, staff qualifications etc. Where the MCA requests such evidence a deadline should be agreed for the nautical college to provide the evidence requested and that deadline should be recorded on the report.
- Request a follow up onsite visit to ensure the nautical college has satisfactorily remedied any non-conformities.
- Alternatively, if satisfied that the non-conformities have been resolved, confirm there is compliance without a further visit.

The MCA will always work with approved Training and Education Providers whose qualifications lead to an MCA CoC to ensure standards are maintained. However, if the MCA identifies major non-conformities the course approval may be altered or cancelled (regulation 41(2) of the 2015 Regulations). Major non-conformities are summarised below (but this is not an exhaustive list):

- Failure of management to implement a QMS system to ensure the required STCW standards set out in the 2015 Regulations and this Notice are met prior to the issue of documentary evidence of a standard being met (critical for an STCW CoC);
- Teaching of the wrong practices or delivery of incorrect assessments that could endanger the seafarer while training or working at sea; or
- Fraudulent or illegal activity.

Any changes to course structure or syllabus must be submitted in writing to the MCA.

Cadets who are enrolled on an approved course prior to the removal of an approval would be allowed to complete that course. At the request of the nautical college, the MCA could facilitate their transfer to another MCA approved nautical college.

The introduction of any new course that is developed by an MCA approved training provider leading to the issue of a CoC or Certificate of Proficiency (CoP) must be approved by the MCA.

The MCA will inform nautical colleges of any changes to STCW requirements that will affect the education and training syllabus. When notified, nautical colleges must provide details in writing of how they plan to incorporate such changes into their programmes. Once the MCA is satisfied that the new STCW regulatory requirements have been met, the existing approval will be



amended to reflect that the nautical college has successfully incorporated the change into the programme. Prior to the amended approval being granted the MCA may carry out a site visit.

Approved Examination centre for MCA Safety and Professional Exams: The exams syllabus is set by the MCA and the exams are moderated by the MCA to ensure compliance with STCW requirements. There is currently a contractual arrangement between the MCA and a service provider to administer and monitor these exams. All centres wishing to offer these exams must first apply to the MCA for approval. The MCA will follow an internal procedure to ensure an exams centres is suitable, prior to deciding on an approval. This procedure is available on request. If the MCA agrees to an exam centre being approved for MCA Safety and/or Professional Exams, then the exams centre can then apply to the MCA contracted 'exams body' who will provide them with the terms and condition for approval and ongoing monitoring.

The contracted service provider must be separate or demonstrate independence from the 'nautical college' offering the underpinning knowledge set out in this section of the Notice.

Blended Learning (a Mix of Online and Classroom Based)

Any training provider planning to offer a blended learning package must present their proposal to the MCA for approval.



UK Cadetship – Terms of Reference (ToR)

The MCA, acting on behalf of the Secretary of State is responsible for approvals and ongoing monitoring procedures for education and training programmes that lead to a UK Certificate of Competency (CoC) for Engineer officers. The MCA are required to do this in accordance with regulation 41 of the 2015 Regulations.

In accordance with regulation 41(1) of the 2015 Regulations, all nautical colleges planning to offer educational training leading to the issue of a CoC are required to obtain MCA approval.

Proposals by a UK based nautical college for a training programme described below must be submitted directly to the MCA as part of the application for training provider approval.

Once approval is granted, all providers will be required to meet the MCA's ongoing monitoring procedures in accordance with regulation 41(10) of the 2015 Regulations and **Annex D** in this Notice. This will involve monitoring in accordance with the requirements of regulation 41(1) and section A-I/8 of the STCW Code, and a periodic audit to ensure training standards meet the requirements of the 2015 Regulations and STCW Convention

The MCA may consult with industry bodies to ensure the suitability of proposals.

The Programme

This programme is for UK cadets who wish to undertake the entirety of their classroom education within an approved nautical college located in the UK. A UK sponsored cadet is defined as an individual who is sponsored by an organisation approved and audited by the MCA, and who completes their sea time on vessels approved by the MCA⁴⁷. This individual will have a structured⁴⁸ training programme and be supported by a nominated Company Training Officer (CTO) employed or contracted by the sponsoring company. This individual will complete a structured MCA approved programme allowing them the reduced seagoing route and may allow them exemptions from MCA operational exams outlined in this Notice.

Training providers must ensure that cadets failing to pass the assessment criteria to the MCA standards in this Notice are not permitted to progress to the next academic stage of the programme.

Sea service and shipboard training is an integral part of a training programme given by an approved training provider and must be attained during the time permitted to complete the programme. Candidates who are unable to demonstrate their eligibility to obtain the necessary documents (including medical examination) to go to sea must not be enrolled onto the programme.

MCA Professional Examinations

For further information on these requirements nautical colleges should refer to section 6 of this Notice. Where exemptions are requested within the approval, the training provider must demonstrate a robust assessment and standard equivalent to the MCA's examinations. The MCA is open to proposals for alternative assessments, providing they are robust and ensure the applicable standards of the STCW Code are met by the candidate.

⁴⁷ Please refer to MGN 455 or any subsequent publication.

⁴⁸ This will include the agreement of sea phases structured appropriately between periods of educational training and assessment.



The MCA:

- Will assess each proposal against the criteria set out within this ToR and applicable Marine Notices;
- Will approve the QMS relating to UK cadet training as specified in this Notice;
- Undertakes to consider proposed programmes and, if there is a positive assessment of the proposed programme and on-site assessment, will provide documentary evidence of approval for a period not exceeding five years.
- Undertakes to review agreed programmes at regular intervals not exceeding 5 years;
- May undertake unannounced inspection audits at its own discretion;
- May cancel approval in the following circumstances (which is not an exhaustive list):
 - Failure of management to implement a QMS system to ensure the required STCW standards set out in the 2015 Regulations and this Notice are met prior to the issue of documentary evidence of a standard being met (critical for an STCW CoC);
 - Teaching of the wrong practices or delivery of incorrect assessment that could endanger the seafarer whilst training or working at sea; or
 - Evidence of fraud or malpractice.



MCA Terms of Reference (ToR) for UK College Collaborative Programmes with Overseas Colleges (1+1)

The MCA, acting on behalf of the Secretary of State, is responsible for approvals and ongoing monitoring procedures of training providers that provide education and training programmes that lead to a UK Certificate of Competency (CoC) for Engineer Officers. The MCA is required to do this under regulation 41 of the 2015 Regulations.

In accordance with regulation 41(1) of the 2015 Regulations, all training providers, which include nautical colleges, planning to offer education and training leading to the issue of a CoC will need to obtain MCA approval.

UK based colleges that deliver programmes leading to the issue of a UK CoC in collaboration with an overseas (associate) college must be approved under the 2015 Regulations and in accordance with these ToRs.

After initial discussions have taken place with a potential overseas college, the MCA must be informed to ensure suitability of location. Prior to UK colleges entering into any agreement with an overseas college, the MCA may approve the programme only after a full written submission to the Seafarer Services Branch (exams@mcga.gov.uk). This proposal must incorporate the requirements outlined in **Annex D** of this notice. **They must also include an audit plan that will need to be agreed prior to the course commencing.**

Once approval is granted all providers will be required to meet the MCA's ongoing monitoring procedures in accordance with **Annex D**. This will involve a regular audit to ensure training standards meet the requirements of regulation 41(10) of the 2015 Regulations and any terms of agreement that exist between the MCA and the educational facility.

Every nautical college must ensure that all cadets attending this programme have a sponsoring company with a nominated Company Training Officer (CTO) and be in possession of a Letter of Intent issued by the sponsoring company. Alternatively, the cadet may be provided with a berth by a company where there is a written agreement between the college and a sponsoring company⁴⁹. A copy of the written agreement must be included within the programme approval application sent by the nautical college to the MCA. Seagoing service must be on vessels meeting the requirements of these TORs.

All programmes given by an MCA approved training provider must deliver a success rate of 70%. This means that 70% of cadets that enrol on to the course must obtain an MCA CoC. The MCA would be open to the consideration of external factors beyond the control of an approved institute to account for a lower success rate, e.g. economic downturn, improvement strategy for recruitment and retention etc. An improvement action plan must then be implemented. Continued failure to meet the target will result in the cancellation of MCA approval.

Parent College

- Must have its primary establishment in the UK; and
- Must be currently approved to run the programme in accordance with the MCA approval process.

⁴⁹ The letter of intent should confirm that the cadet will have a nominated CTO and will be provided with a berth on a ship allowing them to meet the seagoing service requirements outlined in this ToR and section 4 of this Notice.



Associate College

- Must be an established Higher Educational establishment approved by the Government of the country in which it operates;
- Must ensure that all cadets have a nominated CTO prior to Cadet enrolment on to the programme; alternatively, a Cadet may be provided with a suitable berth by a company where there is a written agreement between the college and a sponsoring company;
- Must have permission from the Government or applicable Government Department for MCA programmes to run within their Country. This should be in the form of an official letter;
- Must not be in an area where the Foreign and Commonwealth Office (FCO) advises against travel.

Responsibility of the Parent College

- Must ensure that the whole programme, is delivered in accordance with their quality standards;
- Must ensure the programme and the requirements associated with these ToRs are clearly defined in a Quality Management System (QMS) that is approved by the MCA prior to the course commencing;
- Must undertake regular monitoring visits to the associate college, at least twice during the first year of the agreement and at least once each following academic year. Where the programme is subject to an enhanced audit regime these visits may be increased to three per annum. **Audit plans must have been submitted to the MCA prior to initial approval.**
- Must act as External Verifier⁵⁰ for the assessment of programmes delivered by the associate college that are intended to meet the academic requirements for a UK CoC (excluding MCA Safety or Professional examinations);
- Must supply a letter to each candidate that states the programme they are following. This letter should be submitted with the candidate's NOE application;
- Must organise supervision of Training Record Books (TRB) and associated workbooks and assess TRBs and associated workbooks to ensure they are completed satisfactorily prior to submission to the MCA;
- Ensure Seagoing Service (cadet berths) agreements are in place with shipping companies allowing the candidate to meet the seagoing service requirements in these ToRs;
- Ensure all MCA Safety or Professional examinations are completed at the parent college.

The Programme

- The programme, in general terms, must reflect the MCA approved programme already held but may vary the entry requirements and shorten or lengthen the programme as appropriate to reflect this variance;
- The programme must be taught in English in its entirety;
- The training/education delivered by the associate college must be an assessed, integral part of the overall programme;
- The programme must be clearly defined showing the estimated time of each phase of training and state that the overall time in which the programme must be completed (not to exceed 5 years);
- The delivery of Navigation Aids and Equipment Simulator Training (NAEST Operations) must be carried out at the parent college;

⁵⁰ By acting as an external verifier, the parent college will ensure exams are moderated and set at the appropriate standard, exams are robust and marked accurately by the parent college or cross marked by the parent college and that students are provided with a structured support system for student welfare and learning & development.



- All programmes must include the completion of an MCA TRB.
- The sea service requirement must be clearly defined, and course literature must clearly state that an MCA CoC does not guarantee employment.
- The Cadet selection process must be clearly defined and capable of audit and of an equivalent standard to that of a UK cadet.
- Cadets entering and progressing onto various stages of the programme must hold evidence of entry standards that are no less than those required by the equivalent MCA approved programme.
- Reflecting the MCA requirements, Cadets failing to pass the assessment criteria will not be permitted to progress to the next academic stage of the programme.
- Where programmes delivered by the associate college are intended to contribute towards the academic requirement for a UK CoC, Cadets must meet the requirements of IELTS level 5.5 before the final assessment at the associate college.
- Cadets failing to meet the attendance criteria of 80% will not be permitted to progress to the next academic stage of the programme.
- The parent college will be responsible for the issue of MCA TRB and to ensure that associated workbooks are duly completed.
- The course literature must clearly state that obtaining an MCA CoC does not guarantee employment.
- Cadets must complete their underpinning qualification (FD, HNC/HND etc.) prior to undertaking their oral examination.

Facilities

All facilities must be well maintained and a routine inspection process must be in place to ensure:

- Classrooms are well lit, air conditioned and allow cadets a comfortable studying environment.
- Cadets have access to drinking water, toilets (male and female) and break out areas.
- Colleges adhere to relevant Health and Safety national legislation. The routine inspection should ensure a safe working environment for cadets broadly equivalent to the UK's standards (Health and Safety at Work Act 1974).

Seagoing Service

Sea service and shipboard training is an integral part of a training programme run by an approved training provider and must be attained during the time permitted to complete the programme. Candidates who are unable to demonstrate their eligibility to obtain the necessary documents (including medical examination) to go to sea must not be enrolled onto the programme. Any proposal must demonstrate that suitable sea service training berths are available to accommodate each cohort of Cadets.

The seagoing service element of the programme must be served on a vessel that has an IMO number, is registered to an STCW Signatory Administration, that is operating without UK restrictions and is not blacklisted by any Port State Control MOU. All vessels that a cadet obtains seagoing service on, must be SOLAS compliant (i.e. generally speaking, cargo ships of 500 GT or over and passenger ships).

The sea service requirement must be clearly defined.

MCA Professional Examinations

All candidates for EOOW and Second Engineer must complete the applicable MCA Safety or Professional exams. If a candidate fails their first EOOW oral exam, they must obtain a pass for their MCA Safety or Professional examinations prior to attempting an oral exam re-sit. The MCA Safety or Professional examination must be incorporated into the programme plan.



Failure to Complete a Training Programme

The candidate will not be considered to have completed a training programme run by an approved training provider, and therefore not eligible for the reduced sea service requirement, if:

- The programme, including the sea time requirement, is not completed in the maximum period allowed; or
- The academic award (HND, HNC or another specified award)⁵¹ of the programme is not attained within this period.

The Role of the MCA

- Will assess each proposal against the criteria within these ToRs and applicable Marine Notices.
- Will approve the QMS relating to the overseas college approval conditions;
- Will undertake an initial onsite audit to establish approval (at the cost of the partner college);
- If after a positive assessment of the proposed programme and on-site audit of the associate college, will provide written approval for a period not exceeding 5 years.
- Undertakes to review, which will include an audit of approved programmes at regular intervals, not exceeding 3 years;
- May undertake unannounced inspection audits at its own discretion (at the cost of the partner college);
- May cancel approval in the following circumstances (which is not an exhaustive list):
 - There is evidence that the programme is not being effectively delivered in accordance with the approval conditions set out in the ToR; or
 - Agreed procedures are not being followed; or
 - There are substantial changes in technology, recognised industry practices or regulatory requirements which are not reflected in amendments to the programme; or
 - Approval of the associate college by the local Maritime Administration is withdrawn.
 - Teaching of the wrong practices or delivery of incorrect assessments that could endanger the seafarer while training or working at sea;
 - Evidence of fraud or malpractice;
 - The Government where the overseas approved college is based request that we withdraw approval;
 - The area of the overseas college is based becomes an area where the FCO advises against travel;
 - The overseas college refuses to accept an MCA audit (announced or unannounced).

⁵¹ In accordance with **Annex D** of this Notice.



MCA Terms of Reference (ToR) for Overseas Cadet Training Programmes, based in the UK

The MCA, acting on behalf of the Secretary of State, is responsible for approvals and ongoing monitoring procedures for education and training programmes that lead to a UK Certificate of Competency (CoC) for Engineer Officers. The MCA is required to do this in accordance with regulation 41 of the 2015 Regulations.

In accordance with regulation 41(1) of the 2015 Regulations, all training providers, which include nautical colleges, planning to offer education and training leading to the issue of a CoC, will need MCA approval.

Proposals by a UK based nautical college for a training programme described below must be submitted directly to the MCA by a nautical college based within the UK as part of the application for training provider approval.

Once approval is granted, all providers will be required to meet the MCA's ongoing monitoring procedures in accordance with **Annex D**. This will involve a regular audit to ensure training standards meet the requirements of regulation 41(10) of the 2015 Regulations and any terms of agreement that exist between the MCA and the educational facility.

The Programme

This programme is for non-UK cadets (i.e. those who do not qualify for SMarT funding) that wish to undertake the entirety of their classroom education within an approved nautical college located in the UK. These programmes typically involve overseas cadets that attend the same classes as UK Cadets. Non-UK sponsored cadets are defined as a company sponsored individual that will complete a programme given by an MCA approved training provider, allowing them the reduced seagoing service or route outlined in this Notice.

Nautical colleges must ensure that cadets attending this programme will be required to have a sponsoring company with a nominated Company Training Officer (CTO) and will need to be in possession of Letter of Intent issued by the sponsoring company, or be provided with a berth by a company where there is a written agreement between the college and a sponsoring company⁵². A copy of the written agreement must be included within the programme approval application sent to the MCA. Seagoing service must be on vessels meeting the requirements of these TORs.

All programmes delivered by approved training providers must have a success rate of 70%. This means that 70% of cadets that enrol on to the course must obtain an MCA CoC. The MCA would be open to the consideration of external factors beyond the control of an approved institute to account for a lower success rate, e.g. economic downturn, improvement strategy for recruitment and retention etc. However, an improvement action plan must then be implemented and continued failure to meet the 70% target may result in the MCA cancelling the institute's approval. Students that were already enrolled on a course run by a training provider whose approval had been cancelled, would not be impacted by the removal of this approval.⁵³

⁵² The letter of intent or written agreement should confirm that the cadet will have a nominated CTO and will be provided with a berth on a ship allowing them to meet the seagoing service requirements outlined in this ToR and section 9 of this Notice.

⁵³ The MCA would work with the current training provider and other training providers to map across and ensure the qualifications/requirements were met by the affected students where the training providers approval had been cancelled.



Cadets entering and progressing onto various stages of the programme must provide evidence of meeting entry standards equal to the equivalent MCA programme. The Cadet selection process must be clearly defined, capable of audit and of an equivalent standard to that of a UK Cadet.

Cadets failing to pass the assessment criteria to the MCA standards in this Notice, as the case may be, will not be permitted to progress to the next academic stage of the programme. Cadets must complete their underpinning qualification (FD, HNC/HND etc.) prior to undertaking their oral examination.

Cadets must meet the requirement of the International English Language Testing System (IELTS) level 5.5 before enrolment on to the programme.

Sea service and shipboard training is an integral part of a programme given by an approved training provider and must be attained during the time permitted to complete the programme. Candidates who are unable to demonstrate their eligibility to obtain the necessary documents (including medical examination) to go to sea must not be enrolled onto the programme. Any proposal must demonstrate that suitable sea service training berths are available to accommodate each cohort of Cadets.

The seagoing service element of the programme must be served on a vessel that has an IMO number, is registered to an STCW Signatory Administration that is operating without UK restrictions and is not blacklisted by any Port State Control MOU.

The sea service requirement must be clearly defined, and course literature must clearly state that obtaining an MCA CoC does not guarantee employment.

Professional Examinations

All candidates for EOOW and Second Engineer must complete the applicable MCA Safety or Professional examinations. If a candidate fails their first EOOW oral exam, they must obtain a pass for their MCA Safety or Professional examinations prior to attempting an oral exam re-sit. The examinations must be incorporated into the programme plan.

The role of the MCA

- Will assess each proposal against the criteria set out within this ToR and applicable Marine Notices;
- Will approve the QMS relating to non-UK Cadet training as specified in this Notice and MSN 1856 (Amendment 1);
- Undertakes to give consideration of proposed programmes and, if after a positive assessment of the proposed programme and on-site assessment, will provide approval in writing for a period not exceeding 5 years.
- Undertakes to review agreed programmes at regular intervals not exceeding 3 years;
- May undertake unannounced inspection audits at its own discretion;
- May cancel approval in the following circumstances (which is not an exhaustive list):
 - There is evidence that the programme is not being effectively delivered in accordance with the approval conditions set out in the ToR; or
 - Agreed procedures are not being followed; or
 - There are substantial changes in technology, recognised industry practices or regulatory requirements which are not reflected in amendments programme; or
 - Teaching of the wrong practices or delivery of incorrect assessment that could endanger the seafarer whilst training or working at sea; or
 - Evidence of fraud or malpractice.



MCA Terms of Reference (ToR) for Overseas Colleges

The MCA, acting on behalf of the Secretary of State is responsible for approvals and ongoing monitoring procedures for education and training programmes that lead to a UK Certificate of Competency (CoC) for Engineer Officers. The MCA is required to do this in accordance with regulation 41 of the 2015 Regulations.

In accordance with regulation 41(1) of the 2015 Regulations, all training providers, which include nautical colleges, planning to offer education and training leading to the issue of a CoC will need to obtain MCA approval.

Proposals for the programme described below must be submitted directly to the MCA as part of the approval process. All approaches will need to be cleared at MCA Executive Board considering the strategic need of the partnership and the resource implications to the MCA.

While the college may have links to a UK college or Further Education institute, in terms of support or consultancy services, this approval is for an overseas college and will be based on their systems and processes.

Once approval is granted, all providers will be required to meet the MCA's ongoing monitoring procedures in accordance with **Annex D** in this Notice. This will involve a regular audit to ensure training standards meet the requirements of regulation 41 in the 2015 Regulations and any terms of agreement that exists between the MCA and the educational facility.

The Programme

This programme is for non-UK cadets (i.e. those who do not qualify for SMarT funding) that wish to undertake the entirety of their classroom education within an approved nautical college located outside of the UK. Non-UK sponsored cadets are company sponsored individuals that complete a programme, given by an MCA approved training provider, allowing them the reduced seagoing service or route outlined in this Notice.

Nautical Colleges must ensure that all cadets attending this programme will have a sponsoring company with a nominated Company Training Officer (CTO) and will need to be in possession of a Letter of Intent⁵⁴ issued by the sponsoring company, or be provided with a berth on an appropriate ship by a company where there is a written agreement between the college and a sponsoring company. A copy of the written agreement must be included within the programme approval application sent the MCA. Seagoing service must be on vessels meeting the requirements of this ToR.

All programmes given by approved training providers must deliver a success rate of 70%. This means that 70% of cadets that enrol on to the course must obtain an MCA CoC. The MCA would be open to the consideration of external factors beyond the control of an approved institute to account for a lower success rate, e.g. economic downturn, improvement strategy for recruitment and retention etc. However, an improvement action plan must then be implemented and continued failure to meet the 70% target may result in the MCA withdrawing approval from the institute.

⁵⁴ The letter of intent should confirm that the cadet will have a nominated CTO and will be provided with a berth on a ship allowing them to meet the seagoing service requirements outlined in this ToR and section 4 of this Notice.



Cadets entering and progressing onto various stages of the programme must provide evidence of meeting entry standards that the MCA considers acceptable. The Cadet selection process must be clearly defined, capable of audit and of an equivalent standard to that of a UK cadet. Cadets failing to pass the assessment criteria to the MCA standards in section 7 of this Notice will not be permitted to progress to the next academic stage of the programme. Cadets must complete their underpinning qualification (FD, HNC/HND etc.) prior to undertaking their oral examination.

Cadets must meet the requirement of the International English Language Testing System (IELTS) level 5.5 before enrolment on to the programme.

The seagoing service requirement must be clearly defined.

The course literature must clearly state that obtaining an MCA CoC does not guarantee employment.

Sea Service

Sea service and shipboard training is an integral part of an “approved training programme” and must be attained during the time permitted to complete the programme. Candidates who are unable to demonstrate their eligibility to obtain the necessary documents (including medical examination) to go to sea must not be enrolled onto the programme. Any proposal must demonstrate that suitable sea service training berths are available to accommodate each cohort of Cadets.

The seagoing service element of the programme must be served on a vessel that has an IMO number, is registered to an STCW Signatory Administration, is operating without UK restrictions and is not blacklisted by any Port State Control MOU. All vessels that a cadet obtains seagoing service on, must be SOLAS compliant (i.e. generally speaking, cargo ships of 500 GT or over and passenger ships).

The sea service requirement must be clearly defined.

The Location of the College

- Be an established Higher Educational establishment approved by the Government of the country that they operate in. They will be subject to an enhanced audit regime by the MCA;
- Must ensure that all overseas cadets attending a programme will have a sponsoring company with a nominated Company Training Officer prior to student enrolment on to the programme or be provided with a berth by a company where there is a written agreement between the college and a sponsoring company.
- Must have permission from the Government or applicable Government Department for MCA programmes to run within their Country. This should be in the form of an official letter.
- Must not be in an area where the Foreign and Commonwealth Office (FCO) advise against travel.
- Must be in an accessible location.

Facilities of the College

All facilities must be well maintained, and a routine inspection process must be in place to ensure:

- Classrooms should be well lit, air conditioned and allow cadets a comfortable studying environment.



- Cadets must have access to drinking water, toilets (male and female) and break out areas.
- Colleges must adhere to relevant Health and Safety national legislation. The routine inspection should ensure a safe working environment for cadets broadly equivalent to the UK's standards (Health and Safety at Work Act 1974).

MCA Safety and Professional Examinations

All candidates for EOOW and Second Engineer must complete the applicable MCA Safety or Professional examinations. If a candidate fails their first EOOW oral exam, they must obtain a pass for their MCA Safety or Professional examinations prior to attempting an oral exam re-sit. The examinations must be incorporated into the programme plan. These examinations should be sat in the UK unless there is a strategic reason for the MCA to agree for them to be taken overseas (MCA approved Safety and Professional Exam ToRs).

The role of the MCA

- Will assess each proposal against the criteria outlined within these ToRs and applicable MSNs.
- Will approve the QMS relating to the overseas college approval conditions (see **Annex D**).
- Will undertake an onsite audit to establish approval.
- Undertakes to give consideration of proposed programmes and, if after a positive assessment of the proposed programme and on-site assessment of the associate college, will provide approval in writing for a period not exceeding 5 years.
- Undertakes to review approved programmes at regular intervals, not exceeding 3 years.
- May implement enhanced monitoring processes if the college fails to meet MCA requirements.
- May undertake unannounced inspection audits at its own discretion.
- May cancel approval in the following circumstances (which is not an exhaustive list):
 - There is evidence that the programme is not being effectively delivered in accordance with the approval conditions outlined in the ToR; or
 - Agreed procedures are not being followed; or
 - There are substantial changes in technology, recognised industry practices or regulatory requirements which are not reflected in amendments to the programme; or
 - Approval of the associate college by the local Educational Administration is withdrawn; or
 - Teaching of the wrong practices or delivery of incorrect assessments that could endanger the seafarer whilst training or working at sea; or
 - Evidence of fraud or malpractice; or
 - The Government where the overseas college is based, request that the MCA cancel approval; or
 - The area in which the overseas college is based becomes an area where the FCO advise against travel to; or
 - The overseas college refuses to accept an MCA audit (announced or unannounced).

