



---

## Maritime and Coastguard Agency (MCA) Short Course Approval Process Guidance

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

*This notice should be read with MSN 1865 (M+F) Amendment 1 and replaces MIN 535  
This MIN expires 22 December 2023*

---

### Summary

This Marine Information Note (MIN) provides guidance on the implementation, approval and ongoing monitoring of MCA Approved Training Providers and Nautical Colleges in the United Kingdom and Overseas under regulation I/6 and I/8 of the STCW Code.

1. Introduction
2. MCA Approval Process for Seafarer Training and Education Delegated to Training Providers Fees
3. MCA STCW Mandatory, STCW Non-Mandatory and Other Accredited/Recognised Training Courses
4. Recognition of non-MCA approved Basic Safety, Advanced Safety and Security Training
5. Refresher Training
6. Onboard Required Documentary Evidence
7. Tanker Training
8. Other Certificates, acceptable occupations, and experience to be used for entry on to an Efficient Deck Hand (EDH) course
9. Peripatetic Course
10. Guidance on Equivalence Proposals to MCA approved Training Requirements (only available where mentioned in the MCA Criteria Guides)
11. Short Course Questionnaire
12. Global Maritime Distress and Safety System (GMDSS) and the Association of Marine Electronic and Radio Colleges (AMERC)
13. Vessel Traffic Systems (VTS) Courses
14. Approved Training Providers Trainer and/or Assessors
15. MCA Logo Guidance
16. The Future



**The annexes of this MIN include:**

- A.** The MCA's Approval Process Flowchart for training providers giving short courses
- B.** Short Course Questionnaire
- C.** Accepted GMDSS Certificates toward the issue of a UK Deck Certificate of Competency
- D.** Guidance on the Requirements for Vessels

## **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,<sup>1</sup> (referred to in this MIN as the 'STCW Convention' and 'STCW Code' respectively), including the provisions in accordance with STCW Convention regulation I/6 and I/8, to delegate training to Maritime and Coastguard Agency (MCA) approved training providers. A reference in this Notice to the 2015 Regulations is a reference to the Regulations as amended.
- 1.2 The MCA has therefore developed an approval process for training providers offering short courses. In accordance with regulation 41 of the 2015 Regulations, all training providers planning to offer education and training services leading to certification under the 2015 Regulations will need to obtain MCA approval. The requirements for that approval are set out MSN 1865 (Amendment 1) **Annex F** and MSN 1866 (Amendment 1) **Annex D**.
- 1.3 This MIN seeks to provide training providers with further guidance on short course approvals.

## **2. MCA Approval Process for Seafarer Training and Education Delegated to Training Providers Fees**

- 2.1 As required by the Treasury's 'Managing Public Money' guidelines (see paragraphs 6.2.4 and 6.3.5 to 6.3.7)<sup>2</sup> the MCA must seek to recover the cost of the services it provides. This enables the MCA to eliminate any cost burden on the taxpayer with the costs associated with supporting a private enterprise or external organisation to offer this service.
- 2.2 The actual costs of a course approval will depend on the total allocated time required for MCA resources to review a course approval submission/procedure to ensure that the costs are recovered. Poor submissions and/ or extra time required for MCA resources to look at an approval may incur increased fees as the MCA will need to recover the costs. The fees will be charged for per the MCA Surveyor hourly rate for all course approval procedure(s).

## **3. MCA STCW Mandatory, STCW Non-Mandatory and Other Accredited/ Recognised Training Courses**

- 3.1 The MCA has agreed course criteria guidelines that satisfy the requirements of the STCW Code for training given by training providers undertaken in the UK or elsewhere. The MCA has worked with industry through the Merchant Navy Training Board (MNTB), to produce guides aligned to the requirements of the STCW Code and the needs of UK industry. These MNTB Guidelines are available from their website: <https://mntb.org.uk/>. Some guides have been produced solely by the MCA are available [www.gov.uk/guidance/uk-seafarer-careers-training-provision-and-information](http://www.gov.uk/guidance/uk-seafarer-careers-training-provision-and-information).

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

<sup>2</sup> HM Treasury Managing Public Money: [www.gov.uk/government/publications/managing-public-money](http://www.gov.uk/government/publications/managing-public-money)



3.2 The table below summarises which courses the MCA can approve, where the 'guide' is available from, and the method in which the MCA deems they can be delivered:

**Key:** ✓ - Yes    ✗ - No

Key: ✓ - Yes      ✕ - No				Accepted Format of Course Delivery	
Course Title	Guides and Syllabus	Certificate of Proficiency (CoP) or Documentary Evidence (DE) Required	Online	Peripatetic UK	Peripatetic outside the UK
STCW Training Mandatory Training					
Personal Survival Techniques (PST); STCW Code Regulation A-VI/1-1	MNTB - Guide	COP	✕	✕	✕
Fire Prevention and Fire Fighting (FP&FF); STCW Code Regulation A-VI/1-2	MNTB - Guide	COP	✕	✕	✕
Proficiency in Personal Safety and Social Responsibility (PSSR); STCW Code Regulation A-VI/1-4	MNTB - Guide	COP	✓	✓	✕
Proficiency in Elementary First Aid; STCW Regulation A-VI/1-3	MNTB - Guide	COP	✕	✓ <sup>3</sup>	✓ <sup>3</sup>
Advanced Fire Fighting (AFF); STCW Code Regulation A-VI/3	MNTB - Guide	COP	✕	✕	✕
Proficiency in Medical First Aid; STCW	MNTB - Guide	COP	✕	✓ <sup>3</sup>	✓ <sup>3</sup>

<sup>3</sup> They must have a mobile unit that can carry the adequate equipment and stores as per the MNTB guidelines. The approval should take place at a **peripatetic** location. Once approval is granted the training provider must email all the dates and location of all the courses they plan to deliver to the local Marine Office, so they can inspect as required.



Code Regulation A-VI/4-1					
Proficiency in Survival Craft and Rescue Boats (other than Fast Rescue Boats) – PSC&RB – including restricted; STCW Code Regulation A-VI/2-1	MNTB - Guide	COP	x	x	x
Proficiency in Medical Care; STCW Code Regulation A-VI/4-2	MNTB - Guide	COP	x	✓ <sup>3</sup>	✓ <sup>3</sup>
Refresher Personal Survival Techniques PST; STCW Code Regulation A-VI/1-1	MNTB - Guide	DE	x	x	x
Refresher Fire Prevention and Fire Fighting (FP&FF); STCW Code Regulation A-VI/1-2	MNTB - Guide	DE	x	x	x
Refresher Proficiency in Survival Craft and Rescue Boats (other than Fast Rescue Boats) - PSC&RB; STCW Code Regulation A-VI/2-1	MNTB - Guide	DE	x	x	x
Refresher Advanced Fire Fighting <sup>4</sup> ; STCW Code Regulation A-VI/3	MNTB - Guide	DE	✓ <sup>4</sup>	✓ <sup>4</sup>	✓ <sup>4</sup>

<sup>4</sup> For the MCA to approve this course the training provider must offer the full Advanced Fire Fighting (AFF) course.



Medical Care Refresher Training Requirements	MNTB - Guide	COP	x	✓ <sup>3</sup>	✓ <sup>3</sup>
Human Element Leadership and Management (Operational and Management Levels); STCW Code Regulations A-III/1 & A-III/2	MNTB - Guide	DE	✓ <sup>5</sup>	✓ <sup>5</sup>	✓ <sup>5</sup>
Electronic Chart Display and Information Systems (ECDIS) Simulator Training; STCW Code Regulations A-II/1 & A-II/2	MNTB - Guide	DE	x	x	x
Navigational Aids and Equipment Simulator Training (NAEST) – Operational Level and Management Level. STCW Code Regulations A-II/1 & A-II/2	MNTB - Guide	DE	x	x	x
High Voltage Courses Criteria Operational Levels; STCW Code Regulations A-III/1	MNTB - Guide	DE	✓	x	x
High Voltage Courses Criteria Management Level; STCW	MNTB - Guide	DE	x	x	x

<sup>5</sup> The course must be conducted thorough an online platform that enables the required interactive engagement and role plays. The online platform should allow the MCA Surveyor access to be able to observe these sessions when undertaking the course approval process.



Code Regulations A-III/2					
Efficient Deck Hand; STCW Code Regulations A-III/5	MNTB - Guide	DE	x	x	x
MNTB Tanker Fire Fighting Requirements	MNTB - Guide	DE	x	x	x
Basic Oil and Chemical Tanker Training <sup>6</sup> ; STCW Code Regulation V/1-1, paragraph 2	MNTB - Guide	COP <sup>6</sup>	✓	x	x
Basic Gas Tanker Training <sup>6</sup> ; STCW Code Regulation V/1-2, paragraph 2	MNTB - Guide	COP <sup>7</sup>	✓	x	x
Advanced Chemical, Gas or Oil Training; STCW Code Regulations V/1-1 paragraph 4, V/1-2 paragraph 4, V/1-1 paragraph 6	MNTB - Guide	COP <sup>7</sup>	✓ <sup>7</sup>	x	x
Proficiency in Security Awareness; STCW Code Regulation A-VI/6-1	MNTB - Guide	DE	✓	✓	✓
Proficiency for Seafarers with Designated Security Duties; STCW Code Regulation A-VI/6-2	MNTB - Guide	DE	✓	✓	✓

<sup>6</sup> For the MCA to give approval the training provider must offer the MCA approved Tanker Fire Fighting course or have an agreement (in writing) to carry out this course on behalf of a provider who does.

<sup>7</sup> A Certificate of Completion is required for Officers. A Certificate of Proficiency is required for Non-Officers.



Proficiency for Ship Security Officers (SSO); STCW Code Regulation A-VI/5	MNTB - Guide	DE	✓	✓	✓
Crowd Management Training; STCW Code Regulation Section A-V/3 and V/2	MNTB - Guide		Does not require MCA approval – must be ship specific.		
Safety Training Requirements for Personnel Providing Direct Service to Passengers in Passenger Spaces; STCW Code Regulation A-V/2	MNTB - Guide		Does not require MCA approval – must be ship specific.		
Crisis Management and Human Behaviour Training; STCW Code Regulation A-V/2	MNTB - Guide	COP	x	✓	✓
Passenger Safety, Cargo Safety and Hull Integrity Training for Ro-Ro Passenger Ships; STCW Code Regulation A-V/2	MNTB - Guide	DE	x	✓	✓
Polar Code Basic; STCW Code Regulation V/4-1	MNTB – Guide	COP	✓	✓	x
Polar Code Advanced; STCW Code Regulation V/4-2	MNTB - Guide	COP	x	x	x
IGF Basic; STCW Code	MNTB - Guide	COP	✓	✓	x



Regulation A-V/3-1					
IGF Advanced; STCW Code Regulation A-V/3-2	MNTB - Guide	COP	x	x	x
Approved Engine Course 1 & 2	Gov.uk	COP	x	x	x
Proficiency in Fast Rescue Boats Refresher (PFRB); STCW Code Regulation A-VI/2-2	MNTB - Guide	DE	x	x	x
<b>Non-Mandatory STCW Training Mandatory Training</b>					
Company Security Officer Training	MNTB - Guide	DE	✓	✓	✓
Bridge Resource Management	Gov.uk	DE	x	x	x
Engine Room Recourse Management	Gov.uk	DE	x	x	x
<b>Other MCA Accredited/Recognised Training (Voluntary)</b>					
Small Ships Navigation and Radar	Gov.uk	DE	x	x	x
Large Yacht Helideck Safety Training	Refer to MGN 442 (or subsequent amendments)				
Maritime Cyber Security	Email: <a href="mailto:stc.courses@mcga.gov.uk">stc.courses@mcga.gov.uk</a>	DE	✓	✓	✓
Shipboard Safety Officer	N/A	DE	✓	✓	✓
One Day Workboat Stability	Email: <a href="mailto:stc.courses@mcga.gov.uk">stc.courses@mcga.gov.uk</a>	DE	✓	✓	✓

3.3 All voluntary course proposals should be presented to the local MCA Marine Office and forwarded to UK Seafarer Services Branch. The proposal will be assessed and then agreed upon on a case by case basis. The course must be recognised as enhancing safety of maritime personnel or introducing best practices on board a ship.

3.4 **Where courses are run under a ‘multi-site approval’, the MCA will need to visit and approve the provider at each location (not normally more than 2 locations).**

3.5 A flowchart summarising the MCA’s Short Course approval process can be found in **Annex A**.





#### **4. Recognition of Basic Safety, Advanced Safety Security Training and other Ancillary Training**

4.1 For a new UK Certificate of Competency (CoC) or to revalidate a UK CoC, the MCA will accept certificates issued by an MCA approved training provider; certain certificates may be accepted if they have been issued under the authority of any administration recognised as an International Maritime Organization (IMO) STCW 'White List' party. The MCA reserve the right to request evidence or further proof as to whether a seafarer has met the STCW competency requirements.

4.2 For the purpose of issuing UK Certificates of Competency, the following courses must be run by MCA approved training providers:

- NAEST (Operational);
- NAEST (Management);
- EDH;
- HELM (Operational);
- HELM (Management);
- High Voltage (Operational);
- High Voltage (Management).

4.3 For the purpose of issuing UK Certificates of Competency, the MCA will accept certificates issued under the authority of any administration included in the IMO list of STCW Parties ("the White List")<sup>8</sup> for:

- 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 Responsibility (STCW Code – Table A-VI/1-4).

4.4 For the purpose of issuing for your first UK Certificates of Competency, the MCA will accept certificates issued under the authority of the MCA or any EU/EAA Member State Administration<sup>8</sup>:

- Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats;
- Proficiency in Advanced Fire Fighting;
- Proficiency in Medical First Aid;
- Proficiency in Medical Care.

4.5 For the revalidation or upgrade of a UK CoC, the following Certificates must be issued under the authority of any administration recognised as an [IMO STCW 'White List' party](#)<sup>8</sup>:

- Personal Survival Techniques or Refresher Personal Survival Techniques;
- Fire Prevention and Fire Fighting or Refresher Fire Prevention and Fire Fighting.

4.6 For the revalidation or upgrade of a UK CoC the MCA will accept the following certificates, providing they are issued under the authority of any country that we accept for the issue of a Flag State Endorsement (FSE)/Certificate of Equivalent Competency (CEC)<sup>8</sup>, for:

- Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats or Refresher Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats;

---

<sup>8</sup> The MCA reserve the right to request evidence or further proof as to whether a seafarer has met the STCW competency requirements.



- Proficiency in Advanced Fire Fighting or Refresher Advanced Fire Fighting.

4.7 A list of those countries the MCA accepts for an FSE/CEC can be found on [www.gov.uk](http://www.gov.uk).<sup>9</sup>

### **Proficiency in Security Awareness**

4.8 The MCA will recognise, for service on UK-registered ships, Certificates of Proficiency in Security Awareness which were issued under the STCW requirements by any Administration included in the IMO list of STCW Parties (“the White List”).

### **Proficiency in Designated Security Duties and Ship Security Officer (SSO)**

4.9 The MCA will recognise, for service on UK-registered ships, Certificates of Proficiency in Designated Security Duties and Certificates of Proficiency as SSO which were issued under the STCW requirements by a Maritime Administration whose CoC the MCA accepts for the issue of a UK FSE/CEC.

## **5. Refresher Training**

5.1 Please note there is no requirement for seafarers to update Personal Safety and Social Responsibilities (STCW Code Table A-VI/1-4), Elementary First Aid (STCW Code – Table A-VI/1-3) or Proficiency Medical First Aid (STCW Code – Table A-VI/4-1).

5.2 Holding a UK CoC is proof that you have met the requirements for the following STCW training<sup>10</sup>:

- Personal Safety and Social Responsibilities;
- Elementary First Aid;
- Proficiency Medical First Aid

5.3 Holding a UK issued Watch Rating Certificate (STCW II/4 or STCW III/4), UK AB Certificate (Issued under the ILO Convention 1946), Able Seafarer Deck (STCW II/5) or Able Seafarer Engine (STCW III/5) Certificate is proof that you have met the requirements for the following STCW training<sup>11</sup>:

- Personal Safety and Social Responsibilities;
- Elementary First Aid

5.4 Pre-requisite qualifications accepted for MCA-approved refresher training:

The table in this section lists the pre-requisite certificates that will allow a seafarer to undertake refresher training run by an MCA approved training provider. Further information can be found in MSN 1865 (Amendment 1). It is the MCA approved training centre’s responsibility to check the pre-requisites have been met prior to the candidate undertaking the course<sup>12</sup>.

<b>Training Required</b>	<b>Pre-Requisite evidence required to enter onto course</b>
Personal Survival Techniques	Personal Survival Techniques from any STCW country.

<sup>9</sup> A list of countries accepted towards the issuing of a UK FSE: [www.gov.uk/guidance/list-of-countries-accepted-towards-issuing-a-uk-fse](http://www.gov.uk/guidance/list-of-countries-accepted-towards-issuing-a-uk-fse)

<sup>10</sup> Therefore, you will not need to hold these STCW certificates onboard in addition to your Certificate of Competency.

<sup>11</sup> Therefore, you will not need to hold these STCW certificates onboard in addition to your Navigational Watch Rating Certificate or Able Seafarer Certificate.

<sup>12</sup> The MCA may request documented evidence that the pre-requisite check has taken place.



(or recognised pre-equivalent in section 3.1)	UK-issued Watch Rating Certificate (STCW II/4 or III/4). This includes Yacht Ratings.
	UK AB <sup>13</sup> , Able Seafarer Deck or Able Seafarer Engine Certificate (STCW II/5 or III/5).
	UK FSECEC.
	UK CoC.
	UK Ships Cooks Certificate of Competency.
Fire Prevention and Fire Fighting (or recognised pre-equivalent in section 3.1)	Fire Prevention and Fire Fighting from any STCW country.
	UK-issued Watch Rating Certificate (STCW II/4 or STCW III/4). This includes Yacht Ratings.
	UK AB <sup>13</sup> , Able Seafarer Deck (STCW II/5) or Able Seafarer Engine (STCW III/5) Certificate.
	UK FSE/CEC.
	UK CoC.
Proficiency in Survival Craft and Rescue Boats (or recognised pre-equivalent in section 3.1)	UK Ships Certificate of Competency.
	Proficiency in Survival Craft and Rescue Boats issued by any STCW country that the MCA accepts for the issue of a FSE/CEC.
	UK AB <sup>13</sup> , Able Seafarer Deck (STCW II/4) Certificate.
	UK FSE/CEC.
Advanced Fire Fighting <sup>14</sup> (or recognised pre-equivalent in section 3.1)	UK CoC (not including Master of Code Vessels).
	Advanced Fire Fighting issued by any STCW country that the MCA accepts for the issue of a CEC.
	UK FSE/CEC.
Medical Care Refresher	UK CoC (not including Master of Code Vessels).
Fast Rescue Boat	Medical Care or Medical Care Refresher issued by the MCA, EU administration, Canada, South Africa or New Zealand.
	Fast Rescue Boat Certificate issued by MCA or other EU administration.

## 6. Onboard Required Documentary Evidence

6.1 If you are serving onboard a ship and are qualified in any of the following, you must have documentary evidence of either having completed the training course or updated your training within the last 5 years for;

- Proficiency in Personal Survival Techniques;
- Fire Prevention and Fire Fighting;
- Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats;
- Proficiency in Advanced Fire Fighting.

6.2 For use on UK registered vessels the MCA will accept refresher training for:

- Proficiency in Personal Survival Techniques and Fire Prevention and Fire Fighting Certificates from any [IMO STCW 'White List' party](#);

<sup>13</sup> This is an AB Certificate issued under the International Labour Organisation (ILO) Convention 1946 (No 74).

<sup>14</sup> Training providers that are not approved to provide MCA approved Refresher Fire Prevention and Fire Fighting must ensure the seafarer has completed an **MCA approved** Refresher Fire Prevention and Fire Fighting course prior to enrolment. The training centre is responsible for checking this.



- Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats and Proficiency in Advanced Fire Fighting from any country that we accept for the issue of a UK FSE/CEC.

## 7. Tanker Training

7.1 If a candidate only requires an MCA Advanced Tanker Course Completion Certificate\*, then in addition to the criteria specified in MSN 1866 (Amendment 1) the following will permit entry onto the course:

- 3-months' experience on the applicable tanker and MNTB Fire Fighting Course; or
- 3-months' experience on the applicable tanker and advanced Fire Fighting Course given by an MCA approved training provider; or
- 3-months' experience on the applicable tanker, Advanced Fire Fighting from a FSE/CEC country and the theory element of the MCA approved Tanker Fire Fighting Course; or
- Applicable Basic Tanker CoP or Endorsement from any EU Country and Advanced Fire Fighting Course from any EU country; or
- Applicable Basic Tanker CoP/Endorsement from any FSE/CEC Country, Advanced Fire Fighting Course from any CEC country and the theory element of MCA approved Tanker Fire Fighting Course.

\*i.e. they do not intend to apply for a UK Tanker Endorsement or CoP.

## 8. Other Certificates, acceptable occupations, and experience to be used for entry on to an Efficient Deck Hand (EDH) course.

8.1 The following certification and experience will also permit entry on to the EDH course and examination;

- (a) an MCA accepted Yachtmaster Offshore; **or**
- (b) a Yacht Rating Certificate of Proficiency (CoP) with at least 6 months' seagoing service and a steering certificate; **or**
- (c) an Navigational Watch Rating CoP; **or**
- (d) a UK Boat Master Licence (BML) Tier 1 level 2 certificate; **or**
- (e) a Tug Rating CoP with at least 6 months' seagoing service and a steering certificate or an Navigational Watch Rating CoP.

8.2 In addition to the pre-requisites mentioned in MSN 1862 (Amendment 1) (Section 4.2) the following will also permit entry onto the EDH course:

- enrolment onto the following Officer of the Watch (STCW II/1) courses;
  - An MNTB-approved cadet training programme;
  - An MCA-approved overseas collaborative programme (1+1);
- holding a UK Class 1 and 2 Fishing Certificates of Competency (Deck or Engineering);
- holding a Seafish Fishing 16.5m Skippers Certificate (with evidence of at least 6 months seagoing service).

## 9. Peripatetic Course Approval

9.1 A list of courses the MCA deems to be able to be delivered peripatetically is available in (section 3.1).

9.2 For peripatetic courses outside of the UK, all courses must be undertaken at a fixed location apart from:



- Passenger Courses only for MCA approved nautical colleges or Administered<sup>15</sup> from the UK.
- Security Awareness and Designated Security Duties - only for MCA approved nautical colleges or administered from the UK.
- Medical Courses – subject to strict controls – only for MCA nautical colleges or administered from the UK.
- Advanced Fire Fighting Refresher Training - subject to strict controls – only for those providers who have approval to run the full MCA Advanced Fire Fighting course.

**9.3 Peripatetic Medical Courses:** Anybody wishing to provide this service peripatetically, must submit a detailed submission for approval. The submission must demonstrate how the course provider will quality assure the course delivery and safeguard the MCA's reputation. The medical trainer and assessor must be approved by the MCA and a member of the General Medical Council or equivalent. If approved, the course provider must accept mutually agreed terms that will be set out in an approval letter.

## **10. Guidance on Equivalence Proposals to MCA approved Training Requirements (only available where mentioned in the MCA Criteria Guides)**

- 10.1 To ensure equivalency course proposals meet the requirements of the STCW Code and MCA requirements all proposals must be emailed to [stc.courses@mcga.gov.uk](mailto:stc.courses@mcga.gov.uk) for consideration. The MCA will ensure that all proposals received, and approvals granted are consistent for all providers.
- 10.2 On receipt of an application, the UK Seafarer Services Technical Team will assess the submission and ensure that the equivalency proposal(s) meet the necessary requirements in line with the published MCA guidelines and the STCW standard.
- 10.3 If the proposals are agreed, a rationale will be provided alongside the approval of the Training Provider. The UK Seafarer Services Team will keep a record of equivalent course approvals, which can be made available on request to a Training provider. Request should be made to [stc.courses@mcga.gov.uk](mailto:stc.courses@mcga.gov.uk).

## **11. Short Course Questionnaire**

- 11.1 The Mid-Term Short Course Questionnaire Format can be found in **Annex B**.

## **12. Global Maritime Distress and Safety System (GMDSS) and the Association of Marine Electronic and Radio Colleges (AMERC)**

- 12.1 The Approval and monitoring of GMDSS courses is currently delegated to an associated body on behalf of the MCA. At present, this is carried out by Association of Marine Electronic and Radio Colleges (AMERC). They can be contacted by email: [amerc\\_nac@wraycastle.com](mailto:amerc_nac@wraycastle.com).
- 12.2 As part of this role, AMERC oversees the provision and delivery of courses leading to examinations for the GMDSS certificates issued by the United Kingdom (UK) Government. Once approved by the Association, centres in membership are authorised to provide courses in GMDSS operation and techniques. Quality assurance for these courses is managed on behalf of the MCA by AMERC's Chief Examiner and administered through the National Administration Centre. Examination Co-ordination Centres (ECC) provide trained examiners to conduct the GMDSS examinations at AMERC-approved examination venues.

---

<sup>15</sup> This means the Training provider is based in the UK or has an office based in the UK that is responsible for this function.



12.3 The MCA may accept some GMDSS certificates issued by other administrations for the use on UK ships. A list of accepted GMDSS certificates toward the issue of a UK Deck CoC can be found in **Annex C**.

12.4 Acceptable occupations for the revalidation of the GMDSS endorsement are contained within **Annex D**.

12.5 A summary of the required Radio Certification, depending on vessel type and area of operation, is summarised in the table in **Annex E**.

### **13. Vessel Traffic Systems (VTS) Courses**

13.1 Vessel Traffic Systems (VTS) Courses are approved by the MCA's Navigational Safety Branch. A course approval request should be directed to them via email to [navigationsafety@mcga.gov.uk](mailto:navigationsafety@mcga.gov.uk).

### **14. Approved Training Providers Trainer and/or Assessors**

14.1 Examples of qualifications that can be used instead of obtaining a train the trainer course include:

- Preparing to Teach in the Lifelong Learning Sector (PTLLS),
- Certificate in Teaching in the Lifelong Learning Sector (CTLLS),
- Diploma in Teaching in the Lifelong Learning Sector (DTLLS),
- AET,
- Certificate in Education Postgraduate,
- Certificate in Education,
- SVQ levels 3 and 4 in Learning and Development,
- Scottish Training Qualification for Further Education (TQFE),
- Professional Graduate Diploma in Education (PGDE),
- Professional Graduate Certificate in Education (PGCE).

14.2 Where examples are not listed above, you can request the MCA to approve an alternative by emailing [STC.Courses@mcga.gov.uk](mailto:STC.Courses@mcga.gov.uk) for consideration.

14.3 Continued Professional Development (CPD)

Examples of Continued Professional Development can include:

- Membership of a relevant Organisation/Body
- A Company Sponsored CPD Plan
- Ongoing Seagoing Service or experience

### **15. MCA Logo Guidance**

15.1 In addition to the requirements noted in MSN 1865 (Amendment 1), Annex F Section 5, further guidance is contained below.

15.2 Upon obtaining full MCA approval or recognition, a training provider may use the MCA's logo for commercial use providing the correct protocol is followed.

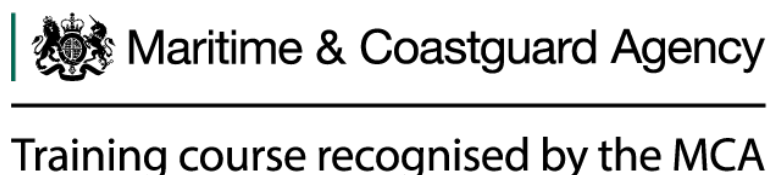
15.3 Guidance of how the logo should appear:

- Please ensure that the Coat of Arms is not smaller than 5mm across or less than 60 pixels.
- The logos must only be used in their correct context.





- An example is provided below of how the logo should be presented:



## 16. The Future

16.1 The MCA plans to move to an online digital service whereby approval for training providers and the issue of Certificates of Proficiency by MCA approved training providers may be done through an online database. This will help MCA Marine Offices manage the approval process and improve the security of the system. Full engagement with stakeholders will help to ensure successful implementation. In the future, a training provider may have to purchase certificate stock from the MCA's approved print contractor. The aim would be for an MCA approved training provider to issue and print the certificates through the MCA online database.

## More Information

Seafarer Services  
Maritime and Coastguard Agency  
Bay 2/13  
Spring Place  
105 Commercial Road  
Southampton  
SO15 1EG

Tel: +44 (0) 203 8172200  
e-mail: [STC.Courses@mcga.gov.uk](mailto:STC.Courses@mcga.gov.uk)

Website Address: [www.gov.uk/government/organisations/maritime-and-coastguard-agency](http://www.gov.uk/government/organisations/maritime-and-coastguard-agency)

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

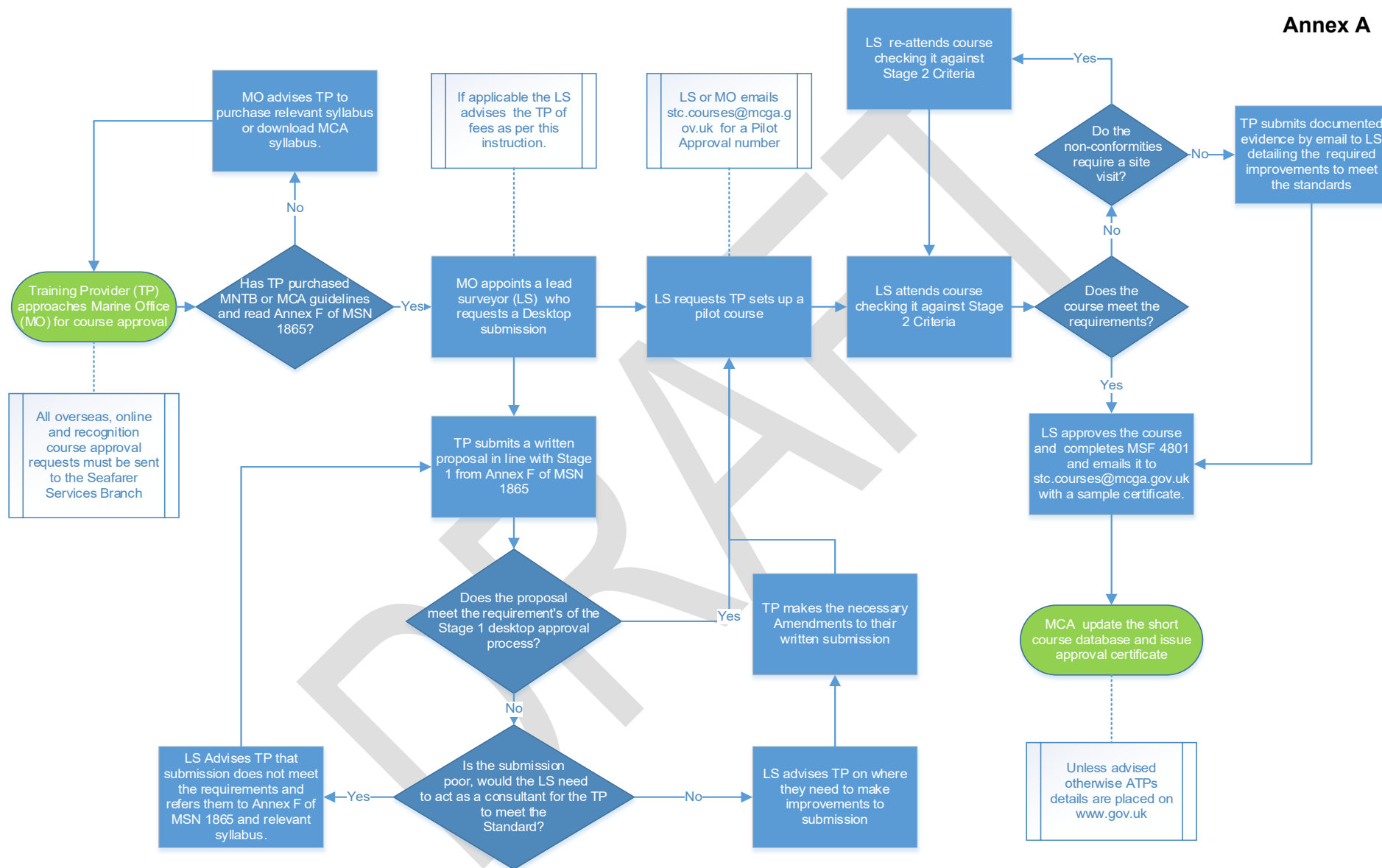
Published: December 2021  
Please note that all addresses and telephone numbers are correct at time of publishing

© Crown Copyright 2021

***Safer Lives, Safer Ships, Cleaner Seas***



## Annex A







## Short Course Questionnaire

Questionnaire to be completed by training providers prior to an extension of course approval being issued, where it has not been possible to undertake a reapproval audit.

<b>Name of Approved training provider:</b>			
<b>Course title:</b>			
<b>MCA Approval Number:</b>			
<b>Expiry Date:</b>			
	Yes	No	Comments from training provider
<b>Facilities and equipment: -</b>			
Have there been any changes to the training facilities since the approval or last MCA audit? (Provide details of new equipment, new buildings etc.)			
Have there been any changes to the maintenance providers since the approval or last MCA audit? (Provide details of who undertakes maintenance)			
Has the equipment been maintained and serviced in accordance with original manufacturers advice and instructions? (Detail how this has been achieved and any updates regarding maintenance and service are obtained from the manufacturers)			
<b>Qualifications of instructors and assessors: -</b>			



Have there been a change to the instructors or assessors since the approval or last MCA audit? (provide details of any changes to assessors and evidence of new instructors and their relevant qualifications and experience, as per requirements of Annex C of relevant MCA criteria guidelines. (DO NOT include generic CVs)			
Were the MCA informed of the changes? (who was told and when?)			
Are the instructors and assessors undertaking regular CPD to ensure their knowledge remains valid? (provide details)			
Confirm that the same person does not carry out the training and assessment.			
<b>Course material: -</b>			
Is the latest version of the MCA criteria guidelines being adhered to? (state the version of the MCA criteria guidelines in use)			
Has there been a change to the training material since the approval or MCA last audit? (please include details of changes due to legislative or best practice requirements)			
Has there been changes to the timetable since the approval or last audit? (Provide copies of new timetables where applicable)			
<b>Assessments: -</b>			



Has there been a change to the process or procedure for the assessments since the approval or MCA last audit? (Provide details of the changes to assessment procedure or assessment length etc.)			
<b>Quality Management System: -</b>			
Have there been internal audits of the QMS? (state date of last internal audit)			
Were there any non-conformities or observations raised in the audit? (Detail these and actions taken)			
Have there been third party audits undertaken? (by whom and when ?)			
Were there any non-conformities or observations raised in the audit report? (Detail these and actions taken)			
<b>Complaints: -</b>			
Have there been any complaints regarding the training, the facilities or the staff since the initial approval or last MCA audit? (Detail the number of complaints and how these were addressed)			
<b>Initial course approval or last audit: -</b>			
Were there any non-conformities or observations raised? (Detail how these have been dealt with and communicated to the MCA)			
<b>Health and Safety: -</b>			



Have there been any accidents or incidents since the initial approval or the last MCA audit? (detail any accidents or incidents)			
<b>Courses run: -</b>			
Has the course continued to be run by the organisation? (detail the number of courses and number of attendees on each course)			
<b>Course certificates: -</b>			
Has the course completion certificate changed since the initial approval or MCA last audit? (Provide copy of the amended certificate)			
Have there been changes to the process for issue of certificates to candidates since the initial approval or last MCA audit? (detail the changes to the process for issue of certificates)			
Have there been any changes to how the records of certificates issued are being maintained? (If yes- provide details of changes)			
<b>Management or staff holding senior positions in the organisation: -</b>			
Have there been any changes to members of the management team or staff holding senior positions since the initial approval or last MCA audit? (detail the changes and state if these have previously been communicated to the MCA)			
Has there been a change to the ownership of the organisation since the initial approval or last MCA			



audit? (detail if this been communicated to the MCA)			
<b>Persons completing this form:</b>			
<b>Name of individual(s):</b>			
<b>Position in training organisation:</b>			
<b>Signature:</b>			
<b>Date form completed:</b>			
<b>Date sent to MCA:</b>			



## Accepted GMDSS Certificates toward the issue of a **UK Deck Certificate of Competency**

EU & CEPT Countries	CEPT Countries	Countries – Rest of the World
Austria	Iceland	Australia
Belgium	Liechtenstein	Canada
Bulgaria	Norway	China
Cyprus	Russian Federation	Hong Kong
Croatia	Switzerland	India
Czech Republic	Turkey	Jamaica
Denmark	Ukraine	Myanmar
Estonia		New Zealand
Finland		Philippines
France		Singapore
Germany		South Africa
Greece		Trinidad & Tobago
Hungary		
Ireland		
Italy		
Latvia		
Lithuania		
Luxembourg		
Malta		
Netherlands		
Poland		
Portugal		
Romania		
Slovakia		
Slovenia		
Spain		
Sweden		

This list is subject to change so you must check our website for an up to date list prior to making an application for a UK Certificate of Competency.<sup>16</sup>

<sup>16</sup> Further information can be found on: [www.gov.uk/guidance/apply-for-gmdss-stcw-endorsement-merchant-navy-radio-operators](http://www.gov.uk/guidance/apply-for-gmdss-stcw-endorsement-merchant-navy-radio-operators)



**Acceptable occupations for the revalidation of the GMDSS endorsement**

The STCW Convention provides for the acceptance of a master's or officer's continued proficiency by virtue of them having performed duties relating to the functions appropriate to the class or grade of certificate they hold, when such duties are considered to be at least equivalent to the seagoing service required for revalidation. A list of occupations which will be favourably considered is given below. The list is not exhaustive and applications from certificate holders engaged in other occupations may also be considered. Applications for revalidation may be made by certificate holders who have been engaged in the listed occupations for at least two and a half of the preceding five years:

- Marine Pilots;
- MCA surveyors;
- MCA Coastguards;
- Marine college lecturers;
- Technical, engineering and marine superintendents or ship repair managers;
- Harbour Masters;
- Hydrographic surveyors;
- Classification Society marine surveyors;
- Marine Accident Investigation Branch (M.A.I.B) surveyors.

## Guidance on the Requirements for Vessels

Guidance on Certification Requirements according to Vessel Type		
Type of Vessel	A2, A3 and A4 Sea Area	A1 Sea Area
All passenger ships	GOC	ROC
Cargo ship over 300 GT	GOC	ROC
Cargo ship under 300 GT	LRC or GOC	SRC or ROC

**Sea Area A1:** An area within the radiotelephone coverage of at least one VHF coast station in which continuous digital selective calling (Ch.70/156.525 MHz) alerting and radiotelephony services are available.

**Sea Area A2:** An area, excluding sea area A1, within the radiotelephone coverage of at least one MF coast station in which continuous DSC (2187.5 kHz) alerting and radiotelephony services are available.

**Sea Area A3:** In area, excluding sea areas A1 and A2, within the coverage of an Inmarsat geostationary satellite. This area lies between about latitude 76 Degrees North and South, but excludes A1 and/or A2 designated areas. Inmarsat guarantees their system will work between 70 South and 70 North though it will often work to 76 degrees South or North.

**Sea Area A4:** An area outside sea areas A1, A2 and A3 is called sea area A4. This is essentially the Polar Regions, north and south of about 70 degrees of latitude, excluding any A1 or A2 areas.

**LRC:** Long Range Certificate is an operator's certificate, examined to European Radiocommunication Committee (ERC) Recommendation T/R 31-05, covering MF/HF/VHF GMDSS and non-GMDSS techniques and operation for operators in the voluntary radio fit sector and operators on commercial vessels not subject to compulsory radio fitment under the SOLAS 1974 Convention. A supplementary examination (the Satellite Module) in satellite communication techniques and operation, including GMDSS techniques, is also available as part of this certificate.

**SRC:** The Short Range Certificate is the minimum qualification required by law to control the operation of VHF and VHF Digital Selective Calling (DSC) equipment on any British flagged vessel voluntarily fitted with a radio. This includes both fixed and hand held equipment using International channels.

A Radio Operator's Certificate should be suitable for the radio equipment fitted onboard in accordance with the area of operation (A1, A2, A3 or A4). For example, if a vessel is operating in sea area A1 but is fitted with sea area A2 radio equipment, then the person in charge of the radio equipment must hold a GOC. An officer with an ROC could only operate the equipment if supervised by a GOC holder.

