



# MSN 1866 (M) Amendment 1

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## Training and certification requirements for seafarers on tankers, ships subject to the IGF Code, ships that operate in polar waters and passenger ships

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

*This notice replaces MSN 1866 (M)*

*This Notice includes guidance for seafarers. It also contains requirements that training providers must meet for the purposes of approval by the Secretary of State under the Merchant Shipping (Standards of Training, Certification and Watchkeeping) Regulations 2022.*

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### Summary

This Merchant Shipping Notice (MSN) sets out and explains the regulatory requirements regarding the implementation of training elements applicable under Chapter V of the STCW Convention and Code. It details the training and certification requirements for personnel on tankers and passenger ships. It has been updated to cover the 2017 amendments that brought in new requirements for those serving on Ships Subject to the International Code of Safety for Ships Using Gases or Other Low-Flashpoint Fuels (IGF), those that Operate in Polar Waters, and Passenger Ships.

### This MSN covers:

1. Introduction
2. Certification Requirements for Tankers
3. Mandatory Requirements for Basic Training for Cargo Operations
4. Mandatory Requirements for Advanced Training for Cargo Operations
5. Tanker Service Requirements
6. Approved Shipboard Training
7. Certificates and Endorsements
8. Revalidation of Tanker Endorsements
9. Training for Personnel Working on Ships Subject to the IGF Code
10. CoP in Basic Training for Service on Ships Subject to the IGF Code
11. CoP in Advanced Training for Service on Ships Subject to the IGF Code
12. IGF Code Refresher Training Requirements
13. Requirements for Deck Officers Working on Ships that Operate in Polar Waters
14. CoP in Basic Training for Service on Ships Operating in Polar Waters
15. CoP in Advanced Training for Ships Operating Polar Waters
16. Polar Code Refresher Training Requirements
17. Passenger Ships
18. Recognition of Passenger Ship Certificates of Proficiency
19. Transitional Arrangements for Passenger Ship Certificates of Proficiency
20. Approval of Training Programmes

### The Annexes of this MSN cover:

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- A. Specimen Report of Tanker Service from Master/Chief Engineer (for the issue of a tanker endorsement or Certificate of Proficiency)
- B. Crowd Management (Regulation V/2 paragraph 4)
- C. Safety Training for Personnel Providing Direct Service to Passengers in Passenger Spaces
- D. Approval of Training Providers to provide Short Course Education and Training Programmes

## 1. Introduction

1.1 The Merchant Shipping (Standards of Training, Certification and Watchkeeping) Regulations 2022 (“The 2022 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 MSN as the ‘STCW Convention’ and ‘STCW Code’ respectively), including the provisions prescribing the mandatory minimum requirements for seafarers working on tankers, for personnel working on ships subject to the IGF code, those working on ships operating in polar waters and the new requirements for those working on passenger ships. A reference in this Notice to the 2022 Regulations is a reference to the Regulations as amended.

1.2 All references to Certificates of Competency (CoC) in this notice pertain to those issued by the MCA, unless otherwise stated. Further definitions are as below:

**Oil tanker:** Refers to a ship constructed and used for the carriage of petroleum and petroleum products in bulk;

**Chemical tanker:** Refers to a ship constructed or adapted and used for the carriage in bulk of any liquid product listed in chapter 17 of the International Bulk Chemical Code<sup>2</sup>;

**Liquefied Gas tanker:** Refers to a ship constructed or adapted and used for the carriage in bulk of any liquefied gas or other product listed in chapter 19 of the International Gas Carrier Code<sup>3</sup>;

**Oil:** means petroleum in any form including crude oil and refined products;

**Chemical:** means any liquid product in bulk form listed in chapter 17 of the International Bulk Chemical Code (IBC Code) except for vegetable oils;

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<sup>1</sup> The 2022 Regulations revoked and replaced the previous regulations, the Merchant Shipping (Standards of Training, Certification and Watchkeeping) Regulations 2015 (SI 2015/782).

<sup>2</sup> The International Bulk Chemical Code (IBC Code) sets out the international standards for the safe carriage, in bulk by sea, of dangerous chemicals and noxious liquid substances. The Code prescribes the design and construction standards for ships involved in the transport of bulk liquid chemicals and identifies the equipment to be carried to minimise the risks to the ship, its crew and to the environment, with regard to the nature of the products carried. The IBC Code also sets out a list of chemicals and their hazards and identifies both the ship type required to carry that product and the environmental hazard rating.

<sup>3</sup> The International Code of the Construction and Equipment of Ships Carrying Liquefied Gases in Bulk (IGC Code), applies to ships regardless of their size, including those of less than 500 gross tonnage, engaged in carriage of liquefied gases having a vapour pressure exceeding 2.8 bar absolute at a temperature of 37.8°C, and certain other substances listed in chapter 19 of the Code. The aim of the Code is to provide an international standard for the safe carriage by sea in bulk of liquefied gases and the substances listed in chapter 19, by prescribing the design and construction standards of ships involved in such carriage and the equipment they should carry so as to minimize the risk to the ship, to its crew and to the environment, having regard to the nature of the products involved.



**Vegetable Oils:** mean “vegetable and fish oils and animal fats” – listed in chapter 17 the IBC Code;

**Liquefied Gas:** means any liquefied gas or other product in form listed in chapter 19 of the International Gas Carrier Code;

**IGF Code:** Refers to the International Code of Safety for Ships Using Gases or Other Low-Flashpoint Fuels, as defined in SOLAS regulation II-1/2.28;

**Polar Code:** means the International Code for Ships Operating in Polar Waters, as defined in SOLAS regulation XIV/1.1;

**Polar waters:** means Arctic waters and the Antarctic area, or just one of those areas as the case may be, as defined in SOLAS regulation XIV/1.2 to XIV/1.4;

**Supernumerary:** Refers to a trainee with no other duties than that of undertaking the training programme and emergency duties;

## 2. Certification Requirements for Tankers

2.1 There are two levels of training for tanker cargo operation: ‘basic’ and ‘advanced’. The basic level is divided into two training programmes: ‘Oil and Chemical’ and ‘Liquefied Gas’. The advanced level is divided into three separate programmes: Oil, Chemical and Liquefied Gas.

2.2 If you are an officer or rating assigned specific duties or responsibilities related to cargo or cargo equipment on tankers, you must complete basic training for tanker operations before taking up such duties. This training must be in accordance with STCW Convention Regulations V/1-1 and V/1-2 (regulations 10, 13 and 15 of the 2022 Regulations).

2.3 If you are a Master, Chief Engineer, Chief Mate, Second Engineer or any person with immediate responsibility for loading, discharging, care in transit, handling of cargo, tank cleaning or other cargo-related operations on tankers, you must complete advanced training for tanker operations in accordance with STCW Convention Regulations V/1-1 and V/1-2 (regulations 10 – 16 of the 2022 Regulations) before taking up such duties.

2.4 Those with “immediate responsibility” will normally include all deck officers and may include other seafarers who could be placed in charge of a cargo operation (e.g. deck/cargo engineer, pumpman, and bosun).

2.5 If you are an Engineer Officer of the Watch serving on tankers, you are required to have a Certificate of Proficiency (CoP) or a Certificate of Competency (CoC) endorsed for basic tanker training specific to the type of tanker on which you are serving (regulations 10, 13 and 15 of the 2022 Regulations).

## 3. Mandatory Requirements for Basic Training for Cargo Operations

### 3.1 Basic Training for Oil and Chemical Tanker Cargo Operations (STCW Convention Regulation V/1-1 paragraph 1) (Regulation 10 of the 2022 Regulations);

To have your CoC endorsed or be issued with a CoP in basic training for oil and chemical tanker cargo operations, you must:



- (a) Complete a Tanker Fire Fighting training course run by an MCA approved training provider<sup>4</sup>;
- (b) Hold a current ENG1 medical certificate or MCA accepted equivalent;
- (c) Complete either:
  - I. 3 months' approved seagoing service on oil and/or chemical tankers<sup>5</sup>; and be assessed as meeting the learning objectives of the MCA basic training for oil and chemical tanker cargo operations by an MCA approved training provider; **or**
  - II. A basic training programme run by an MCA approved training provider for oil and chemical tanker cargo operations;
- (d) Hold the four<sup>6</sup> basic training certificates of proficiency (regulation 27 of the 2022 Regulations):
  - 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).

### 3.2 Basic Training for Liquefied Gas Tanker Cargo Operations (STCW Convention Regulation V/1-2 paragraph 1) (regulation 13 of the 2022 Regulations)

To have your CoC endorsed or be issued with a CoP in basic training for liquefied gas tanker cargo operations you must:

- (a) Complete a Tanker Fire Fighting training course run by an MCA approved training provider<sup>4</sup>;
- (b) Hold a current ENG1 medical certificate or MCA accepted equivalent;
- (c) Complete either:
  - I. 3 months' approved seagoing service on liquefied gas tankers; and be assessed as meeting the learning objectives of the basic training for liquefied gas tanker cargo operations by an MCA approved training provider; **or**
  - II. A basic training programme run by an MCA approved training provider for liquefied gas tanker cargo operations;
- (d) Hold the following basic training certificates of proficiency (regulation 27 of the 2022 Regulations):
  - 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).

**Note:** you must complete a Tanker Fire Fighting course in addition to the STCW Fire Prevention and Fire Fighting or STCW Advance Fire Fighting course.

<sup>4</sup> Where this course is delivered as part of an officer cadet training programme run by an MCA approved training provider, it is acceptable for the tanker fire-fighting component to be delivered as part of either Fire Prevention and Fire Fighting or Advanced Fire Fighting.

<sup>5</sup> If you serve on vessels that only carry vegetable oils your endorsement or CoP will be restricted to the carriage of vegetable oils only.

<sup>6</sup> The MCA will accept basic training certificates issued under the authority of an administration included in the IMO list of STCW Parties (the so called "White List").



#### 4. Mandatory Requirements for Advanced Training for Cargo Operations

##### 4.1 Advanced Training for Oil Tanker Cargo Operations (STCW Convention Regulation V/1-1 para 3) (regulation 11 of the 2022 Regulations)

To have your CoC endorsed or to be issued with a CoP in advanced training for oil tanker cargo operations you must:

- (a) Have met the requirements for certification in basic training for oil and chemical tanker cargo operations;
- (b) While holding a basic tanker endorsement or CoP in oil and chemical tanker cargo operations, complete either:
  - I. At least 3 months' approved seagoing service on oil tankers; **or**
  - II. At least 1 month<sup>7</sup> of shipboard training on oil tankers, in a supernumerary capacity, which includes at least 3 loading and 3 discharging operations and complete the shipboard training for tanker endorsements (Oil Tankers) and submit your original completed MCA approved training record book (all training must be given by an MCA approved training provider);
- (c) Hold a current ENG1 medical fitness certificate or MCA accepted equivalent;
- (d) Successfully complete an advanced training programme given by an MCA approved training provider for oil tanker cargo operations.

##### 4.2 Advanced Training for Chemical Tanker Cargo Operations (STCW Convention Regulation V/1-1 para 5) (regulation 12 of the 2022 Regulations)

To have your CoC endorsed, or be issued with a CoP in advanced training for chemical tanker cargo operations, you must:

- (a) Have met the requirements for certification in basic training for oil and chemical tanker cargo operations;
- (b) While holding a CoC endorsement or CoP in basic oil and chemical tanker cargo operations, complete either:
  - I. At least 3 months' approved seagoing service on chemical tankers; **or**
  - II. At least 1 month<sup>8</sup> of shipboard training on chemical tankers given by an MCA approved training provider, in a supernumerary capacity, which includes at least 3 loading and 3 discharging operations and complete either:
    - o MCA approved shipboard training for tanker endorsements (Chemical Tankers); **or**
    - o If serving on vessels carrying only vegetable oils shipboard training for tanker endorsements (Vegetable Oil Tankers) given by an MCA approved training provider, and submit your original completed training record book;
- (c) Hold a current ENG1 medical fitness certificate or MCA-accepted equivalent;
- (d) Successfully complete an advanced training programme given by an MCA approved training provider for chemical tanker cargo operations.

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<sup>7</sup> As prescribed in STCW Regulation V/1-1, para 4.2.2.2.

<sup>8</sup> As prescribed by STCW Regulation V/1-1, para 6.2.2.2.



**Note:** Seagoing service on an oil tanker will not be considered towards a chemical endorsement even if a chemical cargo has been carried.

#### 4.3 **Advanced Training for Liquefied Gas Tanker Cargo Operations (STCW Convention Regulation V/1-2 para 3) (regulation 14 of the 2022 Regulations)**

To have your CoC endorsed or to be issued with a CoP in advanced training for liquefied gas tanker cargo operations you must:

- (a) Have met the requirements for certification in basic training for liquefied gas tanker cargo operations;
- (b) While holding a CoC endorsement or CoP in basic training for liquefied gas tanker cargo operations, complete either:
  - I. At least 3 months' approved seagoing service on liquefied gas tankers; **or**
  - II. At least 1 month<sup>9</sup> of shipboard training on liquefied gas tankers given by an MCA approved training provider in a supernumerary capacity, which includes at least 3 loading and 3 discharging operations, and complete either:
    - shipboard training for tanker endorsements (Liquefied Gas Tankers or Liquefied Natural Gas) given by an MCA approved training provider; **or**
    - shipboard training for tanker endorsements (Liquefied Gas Tankers or Liquefied Petroleum Gas) given by an MCA approved training provider, and submit your original completed training record book;
- (c) Hold a current ENG1 medical fitness certificate or MCA accepted equivalent;
- (d) Successfully complete an advanced training programme for liquefied gas tanker cargo operations given by an MCA approved training provider.

### 5. **Tanker Service Requirements**

- 5.1 Before being considered for a CoC endorsement or to be issued with a CoP in tanker cargo operations, you will be required to provide evidence of having completed the full amount of applicable qualifying seagoing service.
- 5.2 Seagoing service must be documented by either Merchant Navy discharge book entries or certificates of discharge. Each entry must be supported by seagoing service testimonials detailing the cargoes carried during that period. You will be required to produce this documentary evidence when you apply to have your CoC endorsed or for the issue of a CoP in basic or advanced training. The testimonial should be signed and stamped by the Master of the vessel on which the seagoing service was carried out. An example of a tanker seagoing service testimonial is available in **Annex A**.

### 6. **Approved Shipboard Training**

- 6.1 For the purpose of tanker endorsements, an approved shipboard training programme is one given by an MCA approved training provider – that is, conducted in accordance with the MCA criteria guidelines. Further details can be found in MIN 643.<sup>10</sup>
- 6.2 To qualify for a reduction in the seagoing service requirement from 3 months to 1 month (30 days), shipboard training must be undertaken:

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<sup>9</sup> As prescribed by STCW Regulation V/1-2, para 4.2.2.2.

<sup>10</sup> MIN 643: [www.gov.uk/government/publications/min-643-m-maritime-and-coastguard-agency-mca-short-course-approval-process-guidance](http://www.gov.uk/government/publications/min-643-m-maritime-and-coastguard-agency-mca-short-course-approval-process-guidance).



- (a) On a ship deemed suitable by the MCA;
- (b) Under the supervision of experienced<sup>11</sup> personnel who hold UK valid CoCs or CECs<sup>12</sup>;
- (c) Serving in a supernumerary capacity while the tanker is carrying appropriate cargoes but may be on a ballast passage between cargoes for part of the period and must include 3 loading and 3 discharging operations.

6.3 Shipping companies holding Documents of Compliance issued by the UK or Red Ensign Group Administrations and operating suitable tankers may apply for approval to deliver this shipboard training by contacting:

Seafarer Services,  
Maritime and Coastguard Agency  
Spring Place,  
105 Commercial Road,  
Southampton,  
SO15 1EG  
Email: [stc.courses@mcga.gov.uk](mailto:stc.courses@mcga.gov.uk)

6.4 The MCA has agreed course criteria guidelines that will satisfy the requirements of the STCW Code for shipboard training for tanker endorsements undertaken in the UK or elsewhere. Further information on where to obtain this guidance is available in MIN 643.<sup>13</sup>

## 7. Certificates and Endorsements

7.1 Certificates and endorsements issued in accordance with the provisions of STCW Convention regulations V/1-1 and V/1-2 to Masters and officers must only be issued by the MCA.

7.2 If you are a Master or an officer and hold a non-UK CoC and meet all the requirements in the relevant paragraph (2.1 to 2.5) above, you may apply to the MCA to be issued with the appropriate CoP. This CoP will be accepted on UK-registered ships and will be valid for a period of five years.

7.3 If you are a Master or officer and you are going to serve on ships operating under a flag other than the UK, you must submit your CoP to that Administration for endorsement.

7.4 If you are a rating or trainee, the MCA approved training provider where you undertook your training may issue you with a CoP if you meet all of the requirements. CoPs issued to ratings are not required to be revalidated and therefore do not carry an expiry date.

**7.5 All of the requirements for a tanker endorsement must be met within the 5 year period immediately prior to your application.**

## 8. Revalidation of Tanker Endorsements (regulations 42 and 43 of the 2022 Regulations)

8.1 If you are a Master or an officer you must revalidate your training for tanker cargo operations endorsement at intervals not exceeding 5 years.

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<sup>11</sup> This individual should be familiar with the vessel (at least 3 months onboard experience) and must hold the applicable tanker endorsement.

<sup>12</sup> The MCA would accept a Flag State Endorsement issued by a Red Ensign Group (REG) member in lieu of a UK CoC.

<sup>13</sup> MIN 643: [www.gov.uk/government/publications/min-643-m-maritime-and-coastguard-agency-mca-short-course-approval-process-guidance](http://www.gov.uk/government/publications/min-643-m-maritime-and-coastguard-agency-mca-short-course-approval-process-guidance).



8.2 To retain your tanker endorsement or endorsements on your CoC, you must provide evidence of at least 3 months' seagoing service within the last 5 years on each type of tanker for which you hold an endorsement.

8.3 Alternatively, to revalidate your tanker endorsement you may either:

- Complete at least 2 weeks' shipboard training given by an MCA approved training provider on the appropriate type of tanker in a supernumerary capacity, which includes at least one loading and one discharging operation, and is documented in the training record book; **or**
- Complete an advanced tanker training programme given by an MCA approved training provider, appropriate to your CoC endorsement; **or**
- Complete 30 months' employment in an occupation that demonstrates continued proficiency equivalent to the seagoing service required. This time must include regular onboard visits to tanker(s) appropriate to your endorsement.

## 9. Training for Personnel Working on Ships Subject to the IGF Code

9.1 There are two levels of training for those who work on ships subject to the IGF Code:

- Basic Training for Service on Ships Subject to the IGF Code, STCW Code Section A-V/3-1, paragraph 1 (regulation 15 of the 2022 Regulations);
- Advanced Training for Service on Ships Subject to the IGF Code, STCW Code, SCTW Code Section A-V/3-2, paragraph 2 (regulation 16 of the 2022 Regulations).

9.2 If you are responsible for designated safety duties associated with the care, use, or emergency responses to incidents/accidents involving fuel onboard ships subject to the IGF code, you must hold a CoP in Basic Training for Service on Ships Subject to the IGF Code in accordance with STCW Convention Regulation V/3.4. If you hold a valid certificate for either basic or advanced training for liquefied gas tanker cargo operations (regulations 13 and 14 of the 2022 Regulations), this will satisfy the requirements for **basic training** under STCW Code Section A-V/3, paragraph 1 (regulation 15 of the 2022 Regulations), and a CoP may be issued on this basis.

9.3 If you are a Master, Engineer officer or anyone with immediate responsibility for the care and use of fuels or fuel systems subject to the IGF Code, you must hold a CoP in Advanced Training for Service on Ships Subject to the IGF Code in accordance with STCW Convention Regulation V/3.7.

## 10. CoP in Basic Training for Service on Ships Subject to the IGF Code as per Regulation V/3 paragraph 4, Section A-V/3 paragraph 1 of the STCW Code (regulation 15 of the 2022 Regulations)

10.1 To be issued with a CoP in Basic Training for Ships Subject to the IGF Code you must either:

- (a) Complete a basic training programme for ships subject to the IGF Code in accordance with provisions of section A-V/3, paragraph 1 of the STCW Code and complete a Tanker Fire Fighting course given by an MCA approved training provider; **or**
- (b) Hold a valid UK Basic Gas Tanker Endorsement or Gas Tanker CoP issued within the last 5 years, in accordance with STCW Convention regulation V/1-2, paragraphs 2 and 5<sup>14</sup>; **or**

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<sup>14</sup> If you hold an existing basic or advanced level gas tanker endorsements or CoP you are not required to complete an MCA approved MNTB Tanker Fire Fighting course.





(c) Hold a valid UK Advanced Gas Tanker Endorsement or Gas Tanker CoP issued within the last 5 years, in accordance with Regulation V/1-2, paragraphs 4 and 5.<sup>15</sup>

10.2 If you successfully complete a basic training programme given by an MCA approved training provider on ships subject to the IGF Code, the training provider where you undertook the course must issue you with the appropriate CoP as per **Annex A**.

10.3 Those wishing to obtain a CoP by holding a Basic or Advanced Gas Tanker Endorsement or CoP should apply directly to the MCA using application form MSF 4210.<sup>16</sup> Only seafarers who hold a UK CoC, UK Watch Rating Certificate, a UK Able Seafarer Certificate or a Pump Man with a UK Advanced Gas Tanker CoP can apply to the MCA for an IGF CoP.

## **11. CoP in Advanced Training for Service on Ships Subject to the IGF Code as per Regulation V/3 paragraph 7, Section A-V/3 paragraph 2 of the STCW Code (regulation 16 of the 2022 Regulations)**

11.1 If you **do not** hold a Basic Gas Tanker Endorsement or an Advanced Gas CoP, in order to be issued with a CoP for Advanced Training on Ships Subject to the IGF Code you must:

- (a) Hold a CoP for Basic Training for Service on Ships Subject to the IGF Code;
- (b) Complete an MCA approved advanced training programme for service on ships subject to the IGF Code;
- (c) Complete at least 1 month of approved seagoing service that includes a minimum of three bunkering operations onboard. Two<sup>17</sup> of the three bunkering operations may be replaced by simulator training on bunkering operations. These requirements must have been completed within the last five years.

If you successfully complete an advanced training programme given by an MCA approved training provider on ships subject to the IGF Code and can demonstrate the required seagoing service and bunkering operations, the training provider where you undertook the course must issue you with the appropriate CoP as per **Annex B**. This process is summarised in **Annex C**.

11.2 If you hold a UK Advanced Gas Tanker Endorsement or UK Advanced Gas CoP, to be issued with a CoP for Advanced Training for Ships Subject to the IGF Code, you must:

(a) Complete either:

- At least one month's approved seagoing service that includes a minimum of three bunkering operations on board. Two<sup>18</sup> of the three bunkering operations may be replaced by simulator training on bunkering operations. These requirements must have been completed within the last five years; **or**
- Three cargo operations on board a liquefied gas tanker (loadings/discharge);

(b) Have completed 3 months' seagoing service within the last five years on board:

- Ships subject to the IGF Code; **or**

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<sup>15</sup> If you hold an existing basic or advanced level gas tanker endorsements or CoP you are not required to complete Tanker Fire Fighting course given by an MCA approved training provider.

<sup>16</sup> MSF 4210: [www.gov.uk/government/publications/application-for-a-tanker-endorsement-msf-4210](http://www.gov.uk/government/publications/application-for-a-tanker-endorsement-msf-4210)

<sup>17</sup> These must be completed as part of the advanced IGF training course as they will form part of the assessment. The completion of these simulated bunkering operations is included in the MCA contact hour requirements.

<sup>18</sup> For your initial CoP Advanced Training for Ships Subject to the IGF Code the simulated IGF bunkering can only be completed at the MCA approved training provider that you completed the course.



- Tankers carrying as cargo, fuels covered by the IGF Code; or
- Ships using gases or low flash point fuels.

11.3 Those wishing to obtain a CoP by holding an Advanced Gas Tanker Endorsement or Advanced Gas CoP should apply directly to the MCA by completing application form MSF 4210<sup>19</sup>. Only seafarers who hold a UK CoC, UK Watch Rating, or UK Able Seafarer CoP can apply to the MCA for an IGF CoP.

## 12. IGF Code Refresher Training Requirements

12.1 Seafarers who hold a CoP in Basic or Advanced Training for Ships Subject to the IGF Code must undertake refresher training or demonstrate continued proficiency. The MCA considers the following options acceptable to meet this requirement:

- (a) Successfully completing the applicable basic or advanced training programme for ships subject to the IGF Code; or
- (b) Demonstrate continued proficiency applicable to your CoP:
  - **Basic:** complete 3 months seagoing service onboard ships subject to the IGF Code (regulations 42 and 43 of the 2022 Regulations) within the last five years;
  - **Advanced:** within the last five years complete 3 months seagoing service onboard ships subject to the IGF Code that includes a minimum of three bunkering operations on board. Two<sup>20</sup> of the three bunkering operations may be replaced by simulator training on bunkering operations (regulations 42 and 43 of the 2022 Regulations).

12.2 If you successfully complete a basic or advanced training programme for Ships Subject to the IGF Code with any training provider approved by the MCA, they must issue you with a new CoP. This should satisfy Port State Control inspection requirements of having met the refresher requirements in the last five years.

12.3 If you can demonstrate continued proficiency applicable to your IGF CoP within the last five years to the training provider approved by the MCA where you initially undertook the course, they may issue you with documented evidence demonstrating that you have met the required standard. Training providers approved by the MCA may charge a reasonable administration fee for checking continued proficiency and issuing documented evidence. Alternatively, you may apply to the MCA who can issue you with documented evidence demonstrating that you have met the required standard in the last five years using form MSF 4210.<sup>21</sup> This should satisfy Port State Control inspection requirements of having met the refresher requirements in the last five years.

## 13. Requirements for Deck Officers Working on Ships that Operate in Polar Waters

13.1 There are two levels of training for those who work on ships that operate in polar waters and are subject to the Polar Code:

- Basic Training for Service on Ships Operating in Polar Waters (regulation 13 of the Merchant Shipping (Polar Code) (Safety) Regulations 2021("the Polar Code Regulations"));
- Advanced Training for Service on Ships Operating in Polar Waters (regulation 14 of the Polar Code Regulations).

<sup>19</sup> MSF 4210: [www.gov.uk/government/publications/application-for-a-tanker-endorsement-msf-4210](http://www.gov.uk/government/publications/application-for-a-tanker-endorsement-msf-4210)

<sup>20</sup> To demonstrate continued proficiency for your CoP for Advanced Training for Ships Subject to the IGF Code, simulated bunkering can only be completed at a Training Provider approved by the MCA.

<sup>21</sup> MSF 4210: [www.gov.uk/government/publications/application-for-a-tanker-endorsement-msf-4210](http://www.gov.uk/government/publications/application-for-a-tanker-endorsement-msf-4210)



- 13.2 All masters, chief mates and officers in charge of a navigational watch on ships operating in polar waters must hold a CoP in Basic Training for Ships Operating in Polar Waters in accordance with STCW Convention Regulation V/4, paragraph 1.
- 13.3 If you are a master or chief mate on a ship operating in polar waters, you must hold a CoP in Advanced Training for Ships Operating in Polar Waters in accordance with STCW Convention Regulation V/4, paragraph 2<sup>22</sup>.
- 13.4 UK Ships may allow the use of a person(s) other than the master, chief mate or officers of the navigational watch to satisfy the requirements for training, as required by paragraph 13.2 and 13.3, provided that:
- (a) The person(s) holds a Chief Mate unlimited CoC from a country that the UK accepts towards the issue of a Flag State Endorsement (FSE)/Certificate of Equivalent Competency (CEC) (see MSN 1867 Amendment 1) and meets the advance training requirements noted in section 13.3 of this Notice;
  - (b) While operating in polar waters the ship has sufficient number of persons meeting the appropriate training requirements for polar waters to cover all watches;
  - (c) This person(s) is subject to the UK's minimum hours of rest requirements at all times<sup>23</sup>;
  - (d) When operating in waters other than open waters or bergy waters<sup>24</sup>, the master, chief mate and officers in charge of a navigational watch on passenger ships and tankers must meet the applicable basic training requirements noted in section 13.2 of this Notice;
  - (e) When operating in waters with ice concentration of more than 2/10, the master, chief mate, and officers in charge of a navigational watch on cargo ships other than tankers must meet the applicable basic training requirements noted in section 13.2 of this Notice;
  - (f) The use of a person other than the officer of the navigational watch to satisfy the requirements for training does not relieve the master or officer of the navigational watch from their duties and obligations for the safety of the ship;
  - (g) Every crew member must be made familiar with the procedures and equipment contained or referenced in the Polar Water Operational Manual (PWOM)<sup>25</sup> relevant to their assigned duties.

**14. CoP in Basic Training for Service on Ships Operating in Polar Waters, as required by the Polar Code in accordance with Regulation V/4 paragraph 2, Section A-V/4 paragraph 1 of the STCW Code (regulation 13 of the Polar Code Regulations)**

14.1 To be issued with a CoP for Basic Training in Ships Operating in Polar Waters you must:

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<sup>22</sup> Wordings used in section 6.3 and 6.4 are in line with regulation V/4 of STCW Code. To avoid any potential problems during Port State Control inspection, the certificate template for Advanced Training for Service on Ships Operating in Polar Waters will contain references to the Basic and Advanced Training regulations.

<sup>23</sup> The Merchant Shipping (Hours of Work) Regulations 2002 (S.I. 2002/2125) as amended provide for the maximum rest period. MSN 1877 (Amendment 1) sets out the detailed requirements, including the format for a schedule of hours of work records. Seafarers must be given a copy of their record of hours of work which must be signed by the master or authorised representative and the seafarer:

[www.gov.uk/government/publications/msn-1877-amendment-1-hours-of-work-and-entitlement-to-leave](http://www.gov.uk/government/publications/msn-1877-amendment-1-hours-of-work-and-entitlement-to-leave)

<sup>24</sup> Bergy waters is defined as an area of freely navigable water in which ice of land origin is present in concentrations of less than 1/10. There may be sea ice present, although the total concentration of all ice shall not exceed 1/10.

<sup>25</sup> PWOM refers to a manual containing information regarding the ship's operational capabilities and limitations and procedures to be followed in polar waters in accordance with chapter 2 of part I-A of the Polar Code.



- (a) Complete a basic training programme for Ships operating in Polar Waters in accordance with provisions of section A-V/4, paragraph 1 of the STCW Code given by an MCA approved training provider.

14.2 If you successfully complete a basic training programme on ships operating in polar waters given by an MCA approved training provider, the training provider where you undertook the course must issue you with the appropriate CoP in accordance with **Annex C**.

#### **15. CoP in Advanced Training for Ships Operating in Polar Waters in accordance with Regulation V/4 paragraph 4, Section A-V/4 paragraph 2 of the STCW Code (regulation 14 of the Polar Code Regulations)**

15.1 To be issued with a CoP in Advanced Training for Ships Operating in Polar Waters you must:

- (a) Have met the requirements for certification in basic training for ships operating in polar waters;
- (b) Have completed two months approved seagoing service in the deck department at either operational or management level polar waters or equivalent<sup>26</sup>;
- (c) Complete an MCA approved Advanced Training Programme for Ships operating in Polar Waters.

15.2 If you successfully complete an advanced training programme on ships operating in polar waters given by an MCA approved training provider and can demonstrate the required seagoing service, the training provider must issue you with the appropriate CoP in accordance with **Annex D**.

#### **16. Polar Code Revalidation Requirements (regulations 15 of the Polar Code Regulations)**

16.1 Seafarers who hold a CoP in Basic or Advanced Training for Ships Subject to the Polar Code must undertake refresher training or demonstrate continued proficiency in order to revalidate their Polar Code CoP. The MCA considers the following options acceptable to meet this requirement:

- (a) Successfully complete the applicable basic or advanced training programme for ships subject to the Polar Code; or
- (b) Demonstrate continued proficiency by completing two months seagoing service in polar waters or equivalent as a Deck Officer within the last five years' service.<sup>26</sup>

16.2 If you successfully complete a basic or advanced training programme for ships subject to the Polar Code at any training provider approved by the MCA, they must issue you with a new or revalidated CoP for Basic or Advanced Polar CoP. This should satisfy Port State Control inspection requirements.

16.3 If you can demonstrate two months seagoing service within the last five years' in polar waters to the training provider approved by the MCA where you initially undertook the course, they may revalidate your Basic or Advanced Polar Code CoP. Training providers approved by the MCA may charge a reasonable administration fee for checking continued

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<sup>26</sup> Equivalent seagoing service will be considered on a case by case basis based on evidence of familiarity with tasks listed in Section B-V/4 of STCW Code. Evidence should be in the format of a company letter detailing; your roles and responsibilities against the guidance listed in Section B-V/4 of STCW Code, the vessel(s) you worked on, the area(s) you operated in and the dates that your vessel(s) operated in the equivalent waters. This must be approved by the MCA prior to revalidation.



proficiency and revalidating a CoP. Alternatively, you may apply to the MCA for the revalidation of your CoP using form MSF 4391<sup>27</sup>.

## 17. Passenger Ships

17.1 The following training requirements apply to all UK-flagged ro-ro passenger ships on any voyage and to all UK flagged passenger ships on international voyages.

17.2 Passenger Ship Emergency Familiarisation (STCW Convention Regulation V/2, paragraph 1) (regulation 25 of the 2022 Regulations):

- (a) Before being assigned to shipboard duties, if you work onboard a passenger ship you must receive passenger ship familiarisation training appropriate to your capacity, duties and responsibilities as specified in section A-V/2, paragraph 1 of the STCW Code;
- (b) There are no entry requirements to undertake this training;
- (c) This training is ship specific and does not have to be given by an MCA approved training provider. Your company should ensure that all such training is recorded.

17.3 Crowd management (STCW Convention Regulation V/2 paragraph 7) (regulation 25 of the 2022 Regulations):

- (a) If you work onboard a passenger ship and your muster list duties require you to assist passengers in emergency situations, prior to being assigned any shipboard duties you must complete training in crowd management. The training must be in accordance with your capacity, duties and responsibilities and should include, but not necessarily be limited to, the criteria shown in **Annex B**;
- (b) There are no entry requirements to undertake this training;
- (c) This training is ship specific and does not have to be given by an MCA approved training provider. Your company should ensure that all such training is recorded, and documentary evidence given to every seafarer qualified by this training;
- (d) Seafarers are required to undertake appropriate refresher training or to provide evidence of having achieved the required standard of competence within the previous 5 years.

17.4 Safety training for personnel providing direct service to passengers in passenger spaces (STCW Convention Regulation V/2 paragraph 6) (regulation 25 of the 2022 Regulations):

- (a) If you are providing direct service to passengers in passenger spaces onboard passenger ships you must, prior to being assigned any shipboard duties, have completed additional safety training. This training must be in accordance with your capacity, duties and responsibilities and at least ensure attainment of the abilities shown in **Annex C**;
- (b) There are no entry requirements to undertake this training;
- (c) This training is ship specific and does not have to be given by an MCA approved training provider. The shipping company should ensure that all such training is recorded, and documentary evidence given to every seafarer found qualified in this training;
- (d) Both “Crowd Management” and “Safety Training for Personnel Providing Direct Service to Passengers in Passenger Spaces” are essentially practical training courses and can be provided onboard. The requirement for “Crowd Management” refresher training at 5-year intervals can be demonstrated through participation in regular drills;
- (e) It should be noted that both these training requirements are “in accordance with your capacity, duties and responsibilities”. Therefore, if you return to a ship that you have already been trained on but have been promoted or join in a different role, you may need to be retrained in either or both of these requirements;

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<sup>27</sup> MSF 4391: [www.gov.uk/government/publications/certificate-of-proficiency-msf-4391](http://www.gov.uk/government/publications/certificate-of-proficiency-msf-4391)



- (f) In developing training programmes to cover the above requirements for “Crowd Management” and “Safety Training for Personnel Providing Direct Service to Passengers in Passenger Spaces”, to avoid duplication of training, companies should consider the requirements of EU Regulation 1177/2010 concerning the rights of passengers when traveling by sea and inland waterways<sup>28</sup>.

17.5 Crisis management and human behaviour (STCW Convention Regulation V/2 paragraph 8) (regulation 25 of the 2022 Regulations):

- (a) If you work onboard a passenger ship and are designated on the muster lists as having responsibility for the safety of passengers in emergency situations onboard passenger ships, you must, prior to being assigned any shipboard duties, have completed training in crisis management and human behaviour given by an MCA approved training provider. On successful completion of the course you will be issued with documentary evidence that you have met the standard. This will normally be in the form of a course completion certificate;
- (b) There are no entry requirements to undertake this training;
- (c) You are required, to undertake appropriate refresher training or provide evidence of having achieved the required standard of competence within the previous 5 years. Where continued professional competence is demonstrated by undertaking a refresher course, the training provider (a shipping company may be approved as a training provider) may endorse your course completion certificate for a further 5 years. Where continued professional competence is demonstrated through appropriate shipboard service, the shipping company you work for may endorse your course completion certificate for a further 5 years, providing they have such procedures written into their Safety Management System.

17.6 Passenger safety, cargo safety and hull integrity, for ro-ro passenger ships only (STCW Convention Regulation V/2 paragraph 9) (regulation 25 of the 2022 Regulations):

- (a) If you work onboard a ro-ro passenger ship and are assigned immediate responsibility for embarking and disembarking passengers, loading, discharging cargo, securing cargo or closing hull openings onboard ro-ro passenger ships, you must, prior to being assigned any shipboard duties, complete training in passenger safety, cargo safety and hull integrity course given by an MCA approved training provider. This training must be in accordance with your capacity, duties and responsibilities. On successful completion of the course you will be issued with documentary evidence that you have met the standard, this will normally be in the form of a course completion certificate. Elements of the MCA approved training programme that are completed must be clearly indicated on the course completion certificate;
- (b) There are no entry requirements to undertake this training;
- (c) You are required, at intervals not exceeding 5 years, to undertake appropriate refresher training or provide evidence of having achieved the required standard of competence. Where a continued professional competence is demonstrated by undertaking a refresher course, the training provider (a shipping company may be a training provider if so approved) may endorse your CoP for a further 5 years. Where continued professional competence is demonstrated through appropriate shipboard service, the shipping company you work for may endorse your course completion certificate for a further 5 years, providing they have such procedures written into their Safety Management System;
- (d) It should be noted that both these training requirements are “in accordance with your capacity, duties and responsibilities”, therefore; if you have been promoted or have a different role you may need to be retrained in these requirements.

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<sup>28</sup> Guidance on training requirements for these regulations can be found on our website: [www.gov.uk](http://www.gov.uk) and search “1177/2010” or “maritime passenger rights”.



17.7 Familiarisation training: ro-ro passenger ships (STCW Convention Regulation I/14, STCW Code A-I/14 paragraph 3) (regulation 25 of the 2022 Regulations):

- (a) Companies must ensure that personnel assigned specific duties and responsibilities onboard ro-ro passenger ships have, prior to being assigned any shipboard duties, completed familiarisation training taking into account Section B-I/14 of the STCW Code.

## **18. Recognition of Passenger Ship Certificates of Proficiency (CoP)**

18.1 The UK will accept Crisis Management and Human Behaviour (STCW Convention Regulation V/2 paragraph 8) and Passenger Safety, Cargo Safety and Hull Integrity, Ro-Ro Passenger Ships (STCW Convention Regulation V/2 paragraph 9) CoP's issued under the authority of any EU Member State Administration.

## **19. Transitional Arrangements for Passenger Ship Certificates of Proficiency (CoP)**

19.1 Although the references have changed the actual training requirements for Crisis Management and Human Behaviour, Passenger Safety, Cargo Safety and Hull Integrity have not changed.

19.2 Crisis Management and Human Behaviour issued under the STCW Convention 1995 or 2010 Regulation V/2 or V/3, will continue to be recognised for service on both passenger ships and ro-ro passenger ships. However, these CoPs should be endorsed in accordance with the current STCW regulations. Although this will be accepted by UK Port State Control Officers, this may not be reciprocated by other administrations. Therefore, if you are operating outside UK waters you may consider having your CoP re-issued in line with 11.2 above.

19.3 Passenger Safety, Cargo Safety and Hull Integrity issued under the STCW Convention 1995 or 2010 STCW, Regulation V/2 or V/3, will continue to be recognised for service on ro-ro passenger ships. However, these CoPs should be endorsed in accordance with the current STCW regulations.

19.4 The MCA has no objection to MCA approved training providers re-issuing CoPs issued under the STCW 1995 or 2010 Convention, with certificates bearing the current STCW references. A reasonable administration fee may be charged for this service.

## **20. Approval of Training Programmes**

20.1 The MCA has an obligation under the STCW Convention to approve and monitor education and training leading to the issue of a "Certificate of Competency" under Chapters II, III, IV and VII and a "Certificate of Proficiency" under Chapters II, III, V, VI, VII of the STCW Convention and Code.

20.2 The MCA has published course criteria guidelines that satisfy the requirements of the STCW Code for approved training undertaken in the UK or elsewhere. Further information on where to obtain this guidance is available in MIN 643.

20.3 All requests by training providers (noting that a shipping company may be considered a training provider) wishing to gain approval should refer to **Annex D**. Training providers must build into their Quality Management System the requirements outlined in this Notice. For issuing IGF CoPs or the 'Documented Evidence of Continued Proficiency', records of seagoing service on IGF ships and the required bunkering operations must be held on file (paper or electronic). For issuing and revalidating Polar Code CoPs, records of seagoing



service in polar waters or MCA approval for 'equivalent seagoing' service must be held on file (paper or electronic). Records must be held for a period of five years and made available to the MCA on request.

20.4 All requests by UK training providers for MCA approval to deliver MCA approved programmes should be addressed to the Surveyor in Charge of their local MCA Marine Office. The exception to this is where a course is delivered by computer based learning; this should be directed to the Seafarer Services Branch: [stc.courses@mcga.gov.uk](mailto:stc.courses@mcga.gov.uk).

20.5 **Overseas course approvals** must be directed to the Seafarer Services Branch: [stc.courses@mcga.gov.uk](mailto:stc.courses@mcga.gov.uk).

## 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: [exams@mcga.gov.uk](mailto:exams@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: [infoline@mcga.gov.uk](mailto:infoline@mcga.gov.uk)

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







**SPECIMEN REPORT OF TANKER SERVICE FROM MASTER/CHIEF ENGINEER**  
(for the issue of a tanker endorsement or Certificate of Proficiency)

REPORT OF TANKER SEAGOING SERVICE

Full name: .....

Discharge Book Number: .....

or other national I.D: .....

has served as ..... (Rank)

in MV/SS .....

between the following dates ..... and .....

During this time the ship carried the following types of cargo(es)

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

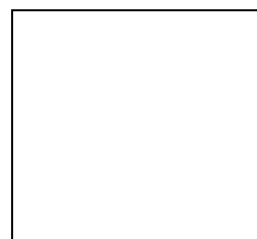
†: I consider the above-named officer to be competent to carry out cargo handling duties safely in an \*oil tanker/\*chemical tanker/\*liquefied gas tanker.

Name: .....

Signature: .....

Master: .....

Date: ..... Ship Stamp



† The description of the type of cargo(es) carried during the period should be described in terms identifiable in terms within the IBC Code or IGC Code.

\* Delete as appropriate



## Crowd Management (Regulation V/2 paragraph 7)

The training for crowd management must be in accordance with seafarers' capacity, duties and responsibilities and should include, but not necessarily be limited to:

1. awareness of life-saving appliance and control plans, including:
  - a) Knowledge of muster lists and emergency instructions;
  - b) Knowledge of the emergency exits; and
  - c) Restrictions on the use of elevators;
2. the ability to assist passengers en route to muster and embarkation stations, including:
  - a) The ability to give clear reassuring orders;
  - b) The control of passengers in corridors, staircases and passageways;
  - c) Maintaining escape routes clear of obstructions;
  - d) Methods available for evacuation of disabled persons and persons needing special assistance; and
  - e) Search of accommodation spaces;
3. mustering procedures, including:
  - a) The importance of keeping order;
  - b) The ability to use procedures for reducing and avoiding panic;
  - c) The ability to use, where appropriate, passenger lists for evacuation counts; and
  - d) The ability to ensure that the passengers are suitably clothed and have donned their lifejackets correctly.



## Safety Training for Personnel Providing Direct Service to Passengers in Passenger Spaces

This additional safety training must ensure attainment of the abilities shown in the following section:

### *Communication*

1. Ability to communicate with passengers during an emergency, taking into account:
  - a) The language or languages appropriate to the principal nationalities of passengers carried on the particular route;
  - b) The likelihood that an ability to use an elementary English vocabulary for basic instructions can provide a means of communicating with a passenger in need of assistance, whether or not the passenger and crew member share a common language;
  - c) The possible need to communicate during an emergency by some other means, such as by demonstration, hand signals, or calling attention to the location of instructions, muster stations, life-saving devices or evacuation routes when oral communication is impractical;
  - d) The extent to which complete safety instructions have been provided to passengers in their native language or languages; and
  - e) The languages in which emergency announcements may be broadcast during an emergency or drill to convey critical guidance to passengers and to facilitate crew members in assisting passengers.

### *Life-saving appliances*

2. Ability to demonstrate to passengers the use of personal life-saving appliances.

### *Embarkation procedures*

3. Embarking and disembarking passengers, with special attention to disabled persons and persons needing assistance.



## Approval of short course education and training programmes

In accordance with regulation 48 of the 2022 Regulations, all training providers planning to offer education and training service leading to certification under the 2022 Regulations will need to obtain MCA approval. The requirements for that approval are set out in this Annex. This procedure covers all 'short' courses that lead to a CoP or Documented Evidence of a Standard that is required to either take up employment on a vessel and/or of form part of the required qualifications to obtain a UK CoC under the 2022 Regulations. It does not include the educational programmes required for Certificates of Competency such as Yacht Modules, Diplomas, HNC/Advanced Certificate/ HND/Advanced Diploma (or equivalents), Foundation Degrees etc that are covered in MSN 1856 (Amendment 1), 1857 Amendment 1), 1858 (Amendment 1), 1859 (Amendment 1), 1860 (Amendment 1) and MSN 1904.

This Annex sets out the requirements that a potential training provider must meet in order to be approved and, as an approved training provider, to continue to meet while such services are provided by them. It also seeks to clarify the expectations the MCA has from a training provider, and what a training provider can expect from the MCA. This Annex includes a requirement for companies to sign a declaration prior to the MCA undertaking a course approval or reapproval.

Training providers must meet the requirements specified in the MCA course criteria guidance. The course criteria ensure the requirements of the STCW Code and Convention are met. Details of where to obtain the MCA course criteria is available are MIN 643.<sup>29</sup>

### **1. Course Approval Introduction**

#### **1.1 Definitions**

The table in MIN 643 summarises which courses the MCA can approve, recognise, and the method in which the MCA considers they can be delivered.

**Short Course:** Is a generic term used for an MCA approved or recognised course that leads to Certificate of Proficiency, or attestation that the 'Documented Evidence of a Standard' has been met (normally a course completions certificate).

**Mandatory Course Approval:** Short courses that are either required for the issue of a UK Certificate of Competency (**CoC**) or essential for a seafarer to complete under the STCW Convention before taking up employment on a seagoing vessel appropriate to their shipboard duties. All mandatory courses require MCA approval in accordance with this Annex.

**Voluntary Recognition:** Non-mandatory courses that enhance the safety of maritime personnel or to introduce best practices onboard a ship. If there are no formal guidelines for these courses, the training provider must submit the course syllabus and outcomes to the MCA. The Seafarer Services Branch (**STC**) will assess the proposal prior to agreeing that the Marine Office may undertake the course approval process.

**Certificate of Proficiency:** A certificate, other than a Certificate of Competency or a Flag State Endorsement (FSE)/Certificate of Equivalent Competency (CEC), issued to a seafarer, stating that the relevant requirements of training, competencies or seagoing service under the STCW

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<sup>29</sup> MIN 643: [www.gov.uk/government/publications/min-643-m-maritime-and-coastguard-agency-mca-short-course-approval-process-guidance](http://www.gov.uk/government/publications/min-643-m-maritime-and-coastguard-agency-mca-short-course-approval-process-guidance).



Convention, as implemented in the 2022 Regulations, have been met. Details of the appropriate certificate regulations can be found in the MCA criteria guidance or in MIN 643.

**Documented Evidence of a Standard:** This means documentary evidence issued to a seafarer to establish that the relevant requirements of the STCW Convention, as implemented in the 2022 Regulations, have been met for:

- any short course required for a CoC; or
- a seafarer on a passenger ship engaged on international voyages.

This evidence typically takes the form of a 'Course Completion Certificate', and links to the relevant STCW regulation. Details of the appropriate certificate regulations can be found in the MCA criteria guidance or in MIN 643.<sup>30</sup>

**MCA Criteria Guidance:** This is course specific guidance to show how to meet the applicable STCW Convention and Code requirements. Further information on where to obtain this guidance is available in MIN 643.<sup>31</sup>

**Online:** These are courses taught via an online learning package which would normally be delivered in a classroom environment. This is only normally available for theory-based courses that have no practical requirements.

**Multisite:** Where a course can be conducted at different MCA approved fixed locations<sup>32</sup>. An MCA surveyor would need to inspect each site when approving the course to ensure it is suitable and meets the MCA criteria requirements to deliver the course. Realistically, a training provider should not have more than 2 sites. If more are required, then this should be covered by the peripatetic course delivery requirements. If the training provider is operating from two or more different sites for multiple courses, then it would be standard practice for separate approval to be obtained for each site (from the Marine Office nearest each centre) to ensure the facilities meet, and continue to meet, the MCA criteria requirements.

**Peripatetic:** This is where a course can be delivered at any site that meets the requirements of the facilities and equipment specifications detailed in section 4.3 of this Annex. **Peripatetic delivery of courses is normally only available for theory-based courses. A list of courses the MCA considers able to be delivered peripatetically is contained in MIN 643.**

**Onsite Inspection:** This is where an MCA Surveyor attends and observes a course. Ideally, this will be in person, but there is an option to observe the course remotely. Where remote assessment takes place a training provider must ensure they have adequate:

- Telecommunications applications and equipment for MCA surveyors to remotely observe a course. This will include access to 'MCA compatible' online platforms.
- If required, self-mounted 'action' video camera(s) that can be attached to assessor(s) or temporarily mounted cameras within firefighting units, lifeboats etc. that can show the delivery of the practical elements required by the MCA course guidance.
- Permission from the facilities managers and candidates to film in accordance with GDPR or the applicable national data protection laws.

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<sup>30</sup> MIN 643: [www.gov.uk/government/publications/min-643-m-maritime-and-coastguard-agency-mca-short-course-approval-process-guidance](http://www.gov.uk/government/publications/min-643-m-maritime-and-coastguard-agency-mca-short-course-approval-process-guidance).

<sup>31</sup> MIN 643: [www.gov.uk/government/publications/min-643-m-maritime-and-coastguard-agency-mca-short-course-approval-process-guidance](http://www.gov.uk/government/publications/min-643-m-maritime-and-coastguard-agency-mca-short-course-approval-process-guidance).

<sup>32</sup> This does not include the use of different classrooms (for theory-based teaching - not workshops, pools or firegrounds) owned/operated by an organisation within the same town or city. Clarification on this can be sent from the MCA via [stc.courses@mcga.gov.uk](mailto:stc.courses@mcga.gov.uk).



## 1.2 Further Information

**Navigation Aids, Equipment and Simulator Training (NAEST):** Because of the link between NAEST and the main STCW educational requirements (STCW II/1, II/2 and II/3 syllabus) this course can only be approved if the training provider is an MCA approved nautical college or those providing module courses leading to MCA written exams that are required for the issue of a full UK CoC<sup>33</sup>.

**Overseas, NAEST<sup>34</sup> and Online Course approvals must be directed to the Seafarer Services Branch:** [stc.courses@mcga.gov.uk](mailto:stc.courses@mcga.gov.uk).

## 1.3 Mandatory and Voluntary Course Approval

A training provider must meet the requirements specified in the MCA course criteria guidance. The adopted policy gives the training provider the flexibility to design their own courses based upon a common framework that meets obligations applicable to the STCW Code.

Training providers **must** have access to the latest course criteria (booklet or online access), Further information on where to obtain this guidance is available in MIN 643.<sup>35</sup>

## 1.4 Voluntary Recognition

Where a course is recognised as enhancing the safety of maritime personnel or introduces best practices onboard a ship, the MCA Surveyor or course provider must contact the Seafarer Services Branch for permission to approve the course. An email must be sent to: [stc.courses@mcga.gov.uk](mailto:stc.courses@mcga.gov.uk). Only after permission is granted should the MCA Surveyor decide to approve the course.

## 1.5 Summary of Course Approval

For quick reference, the process is summarised in the flow chart in MIN 643.

## 2. The Short Course Approval Process

2.1 Please note that while a training provider must have an effective quality management system (**QMS**) there is no requirement for it to be certified. A training provider's QMS must be designed to meet the MCA's requirements.<sup>36</sup> The QMS must ensure the conditions detailed in sections (a) – (j) from section 2.3.2 of this Annex are met. A QMS should include details of all desk instructions, procedures, forms, requirements of team meetings and close out of actions, customer feedback, record keeping databases, data retention guides, certificate templates, ongoing monitoring of training and facilities, assessments, staffing responsibilities (including admin, trainers and assessors) and formal reviews. The QMS must be developed to ensure the MCA requirements set out in this Annex and the STCW Code applicable to each course (see MCA Criteria Guidance) are met.

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<sup>33</sup> This can include restricted CoC courses, such as workboat, fishing, tugs and yachts. The approval should be appropriate to the level of NAEST (Operational or Management) required for the CoC, please refer to section 10 of MSN 1856 (Amendment 1) for further details.

<sup>34</sup> A local Marine Office may approve this course but the Seafarer Services Branch will need to be involved to ensure it meets the requirements of the appropriate STCW Code Table (A-II/1 and A-II/2) and that the assessment is robust in line with the nautical college approval process summarised in **Annex G** of MSN 1856 (Amendment 1).

<sup>35</sup> MIN 643: [www.gov.uk/government/publications/min-643-m-maritime-and-coastguard-agency-mca-short-course-approval-process-guidance](http://www.gov.uk/government/publications/min-643-m-maritime-and-coastguard-agency-mca-short-course-approval-process-guidance).

<sup>36</sup> QMS' that have been certified by an external awarding body may need to be adapted to ensure they can meet the MCA's specific requirements.



2.2 Where a training provider is proposing an equivalent to a requirement listed in the MCA criteria guidance, they, or an MCA Marine Office, must inform Seafarer Services of the proposal ([stc.courses@mcga.gov.uk](mailto:stc.courses@mcga.gov.uk)). Equivalence can only be granted where it is stated that this is an option in the MCA criteria guidance. MIN 643 will provide guidance on how the MCA assesses equivalence to ensure consistency and that each proposal meets the requirements of STCW. Seafarer Services will keep a list of accepted equivalences which will be available on request. The Chief Examiner, with assistance from their technical staff, will decide on any new proposals of 'equivalence'. It is the responsibility of the training provider to ensure Seafarer Services has approved an alternative proposal.

## 2.3 Initial Approval

### 2.3.1 Desk Top Submission

- (a) Training providers must obtain the applicable MCA publication(s);
- (b) If the training provider is a new overseas provider without previous MCA approval, then the MCA must carry out an initial 'desk top' assessment to ensure suitability of the proposal. The training provider should provide the following information:
  - Which course/s they seek approval for;
  - Teaching notes;
  - Photographs or plans of the facilities where the courses will be delivered;
  - Full CVs for the teachers and staff;
  - Details of the QMS; and
  - The maritime qualifications of the teaching staff.
- (c) The training provider should contact the local MCA Marine Office (MO) or Seafarer Services when it is ready for assessment – if the course delivery is online, peripatetic or carried out overseas, then the training provider must contact the Seafarer Services Branch: [stc.courses@mcga.gov.uk](mailto:stc.courses@mcga.gov.uk). Training providers must provide a written submission of their proposed course/s including:
  - A mapping to the appropriate MCA criteria guidance 'outcomes' and 'learning objectives';
  - Methods and media of delivery including teaching notes, presentations, hand-outs, etc.;
  - Lesson plans;
  - Details of the assessment processes;
  - Details of the course duration;
  - Details of the tutors and assessors (including names, qualifications and experience);
  - Details of the training providers Quality Management System (QMS) procedures (see 2.3.2); and
  - Description of the venue and equipment.

### 2.3.2 The Requirements of the QMS

The desktop assessment is commenced on receipt of the above and aims to ensure that the training centre has a formally documented health and safety management system and a QMS that ensures:

- (a) A continued satisfactory delivery of the programme to the current standards, reflecting changes of technology and best practice(s);





- (b) The training programme entry standards are met;
- (c) Where a written assessment or a practical examination is required, the same person does not carry out the training and assessment of the programme. Where two people are acting as instructors they may alternate between assessor and instructor. QMS procedures should detail how the assessment is quality assured and, if required, how continuous practical assessment is achieved.
- (d) Only those who complete the training programme and meet any other necessary requirements are issued with certificates/documentary evidence;
- (e) Certificates are issued in a format that meets the MCA requirements (available in the MCA criteria guidelines);
- (f) Records of certificates issued are securely maintained until the 70<sup>th</sup> birthday of the certificate holder or 5 years from the date of issue, whichever is the longer;
- (g) The record system enables the authenticity of certificates to be verified and replacement certificates to be issued;
- (h) Where approved for peripatetic delivery, a formal risk assessment (see section 4.3 of this Annex) is carried out to ascertain the suitability of each venue and records of such assessment are retained for 5 years;
- (i) The approving MCA Marine Office has information about the dates, timing and venues of all courses delivered; and
- (j) Any changes made to the course content, facilities, equipment, training staff or other matters that may affect the delivery of the programme are reported to the approving Marine Office without delay.

Poor submissions<sup>37</sup> will be returned with only a high-level brief for improvement. The MCA may set a reasonable timeframe before a re-submission can be made, of 3 months, or if rejected for the second time, 6 months. When the MCA is satisfied with the submission, a Pilot Approval date for attending the first course will be agreed – the MCA Surveyor will alert the Seafarer Services Branch and request a Pilot Approval number to be forwarded to the training provider.

When the MCA is satisfied with the submission the application will move to the onsite approval stage; the MCA will agree a date with the applicant to attend a pilot course. The course provider can then advertise the pilot course, ensuring that candidates are informed that it is a pilot course and that the provider must meet the MCA approval standard before any CoP or Documentary Evidence of meeting the standard can be issued to candidates. The MCA logo must not be used to advertise a pilot course. Further courses cannot be advertised until full MCA approval has been granted.

## 2.4 Onsite Approval

- (a) The MCA will attend the course, carry out the approval process against the requirements of the MCA criteria guidance and the requirements in points (a) – (j) of section 2.3.2 of this Annex. If there are non-conformities the MCA may:
  - Assess and (if satisfied) agree non-conformities have been addressed without another visit; the MCA may request evidence such as photographs, updates to desk instructions, new staff CV etc. Where the MCA requests such evidence, a deadline should be agreed for the applicant to provide the evidence requested and that deadline should be recorded on the report.
  - Issue an approval certificate, after which, an onsite visit will be required. An approval certificate for a longer term will be issued if the course provider satisfactorily

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<sup>37</sup> A poor submission would be where gaps are identified against the requirements of 2.4 (b) of this Annex or the MCA criteria guide. The MCA surveyor should bring this up with the training provider prior to issuing a forced delay and both parties should try and arrange a compromise, i.e. the submission of the required amendments within a reasonable time scale.



remedies non-conformities. Any such longer approval certificate that is granted will be valid for 5 years from the date that the provisional approval certificate was issued.

- (b) If there are major non-conformities (see section 2.10 of this Annex) then the MCA may refuse the application for approval.
- (c) On receipt of a satisfactory 'Approval Report' from the MCA Surveyor, Seafarer Services will send out an original approval certificate and letter to the training provider.
- (d) If the attending MCA surveyor is content that the course meets the MCA criteria guidance, then they can issue an approval letter for an initial period. This would allow the MCA surveyor to complete the audit report and submit to Seafarer Services for issue of a five-year approval. The format of the initial approval letter is given in MIN 643.

## 2.5 Additional Requirements

Attention is also drawn to the following additional requirements:

- (a) **Course Intake Limitations:** Course documentation should include the maximum number of candidates to be enrolled on each course, taking account of the MCA criteria where appropriate. For monitoring purposes, the number of candidates on each course must be maintained for subsequent validation as part of the training provider's training records.
- (b) **Staff Requirements:** initial approval will require sight of proof of the professional and teaching/assessing qualifications listed for each trainer/assessor. If peripatetic trainers are utilised, more than one visit may be necessary. If equipment is not available at each premises used, appropriate arrangements must be in place for transporting equipment.
- (c) **Facilities and Equipment:** the training facilities must be large enough for the number of candidates to be trained, where appropriate allowing for demonstrations and practical exercises included in the MCA criteria guidance. Premises or training rooms must be well lit, ventilated and have adequate heating. There must be access to nearby toilets and hot and cold water.

## 2.6 Mid-Term

**Location UK:** A mid-term inspection may take the form of either a desktop assessment or a site inspection or both. The MCA will complete this in accordance with points (a) – (j) of section 2.3.2 of this Annex. The MCA may request the questionnaire in MIN 643 is completed by the training provider to assist with a mid-term desk top assessment.

**Overseas (non-UK) Courses:** An onsite mid-term visit must always take place due to the risk associated with non-UK course approvals. These must be completed by Seafarer Services or under the supervision of Seafarer Services.

- (a) The MCA will contact the training provider to advise that a mid-term audit is due.
- (b) The MCA may re-request any course materials for any of the MCA approved or voluntarily recognised courses.
- (c) The MCA will arrange to visit the provider and complete a mid-term onsite inspection in accordance with points (a) – (j) of section 2.3.2 of this Annex.
- (d) It is not necessary for the MCA to observe all approved courses, but at least one course should be observed and the QMS reviewed against the criteria set out in points (a) – (j) of section 2.3.2 in this Annex. If there are non-conformities the MCA may:
  - Assess and (if satisfied) agree all non-conformities are addressed without another visit; the MCA may request evidence such as photographs, updates to desk instructions, new staff CV etc. Where the MCA requests such evidence, a deadline should be agreed for the applicant to provide the evidence requested and that deadline should be recorded on the report.



- Request a follow up onsite visit to ensure the course provider has satisfactorily remedied any non-conformities.
- (e) If there are major non-conformities (see section 2.10 of this Annex) the MCA can either:
- Suspend approval of the training provider and advise that the non-conformities be remedied before approval can be reinstated. This may be subject to the assessment of another onsite visit; or
  - Cancel the approval (which decision may be appealed pursuant to regulation 50(1) of the 2022 Regulations) and suggest the training provider makes a new application.

## 2.7 Re-Approval

- (a) The training provider should notify the MCA in writing that re-approval is due and that the training provider wishes to be considered for re-approval at least 6 months in advance of the expiry of an approval certificates.
- (b) The MCA may request to be provided with any course materials for any of the MCA approved/recognised courses subject to re-approval.
- (c) The MCA will arrange an onsite visit to the training provider and complete a re-approval audit.
- (d) The MCA must observe the courses running and review the QMS against the criteria set out in points (a) – (j) of section 2.3.2 of this Annex. However, where a course has an advanced version, the MCA may only witness the advanced course and carry out a desk top review of the elementary version. If there are non-conformities the MCA may:
- Assess and (if satisfied) agree that non-conformities have been addressed without another visit; the MCA may request evidence such as photographs, updates to desk instructions, new staff CV etc. Where the MCA requests such evidence a deadline should be agreed for the applicant to provide the evidence requested and that deadline should be recorded on the report.
  - Issue an approval certificate, after which, an onsite visit will be required. This may initially be issued for a limited period of time. An approval certificate for a longer period will be issued if the course provider satisfactorily remedies all non-conformities. Any such approval certificate that is granted will be valid for 5 years from the date that the initial approval certificate was issued.
- (e) If there are major non-conformities (see section 2.10 of this Annex) the MCA can either cancel or suspend the approval (which decision may be appealed pursuant to regulation 50(1) of the 2022 Regulations).
- (f) On receipt of a satisfactory re-approval report, Seafarer Services will send out an original re-approval certificate and letter to the training provider.
- (g) If the attending MCA surveyor is content that the course meets the MCA criteria guidance and the requirements of this Notice, they can issue an approval letter for a reduced/limited period. This would allow the MCA Surveyor to complete the audit report and submit the documents to Seafarer Services for the issue of the longer (five year) approval certificate. The format of the initial approval letter is available in MIN 643.

## 2.8 Reapproval for Centres with Multiple Courses

Where a training provider has multiple approvals, the MCA does not need to witness all the courses. Course providers should establish an agreement with their local MCA Marine Office (or Seafarer Services if overseas) on how many courses should be witnessed in order to make



efficient use of surveyor(s) time while ensuring quality by witnessing high risk<sup>38</sup> courses and checking the QMS against all courses delivered. This would be reliant on course providers running multiple courses at once. Where the MCA witnesses a course that is higher, or an equivalent course (see table below), or an updating version of an approved course, the equivalent, lower or the updating course does not need to be witnessed, unless the MCA has concerns generated by the re-approval process or feedback from candidates.

<b>Advanced/Higher course</b>	<b>Course not required to be witnessed if Advanced/Higher course witnessed</b>
HELM Management	HELM Operational.
NAEST (M)	NAEST (O), ECDIS (but check latest presentation library must be in use and equipment checked).
AEC I and II	Only need to witness either AEC I or II, however equipment and lecturer qualification for both must be checked off.
Proficiency in Survival Craft and Rescue Boat	Personal Survival Techniques; however the swimming pool and staff experience must be checked to ensure suitability as per MCA criteria guides.
Advanced Fire Fighting	Firefighting and Fire Prevention.
Medical Care	Elementary First Aid, Proficiency in Medical Care.
Ships Security Officer	Designated Security Duties, Security Awareness.
High Voltage Management	High Voltage Operational.
Advanced Oil, Gas or Chemical Tanker Training	Only need to witness 1 of the courses, however equipment and lecturer qualification for both must be reviewed.
Advanced Polar	Basic Polar.
Advanced IGF	Basic IGF.

## 2.9 Special Audit

A “Special Audit” is to cover any other situations arising where the MCA has concerns that standards are not being met or that the circumstances associated with the delivery of the course have changed. This could include a training provider management takeover, complaint from attendees, change of venue, major changes to the syllabus, concerns raised through whistleblowing, concerns raised by other maritime professionals or auditors etc. This is permitted by the monitoring provisions in regulation 48 of the 2022 Regulations.

- (a) Special Audits may be undertaken with or without notice.
- (b) The MCA Surveyor will inform Seafarer Services of any special audit by email.
- (c) The MCA must observe the courses running and review the QMS against the criteria set out in points (a) – (j) in section 2.3.2 of this Annex.
- (d) If there are major non-conformities (see section 2.10 of this Annex) then the MCA can cancel or suspend the approval (which decision may be appealed pursuant to regulation 50(1) of the 2022 Regulations).
- (e) If any non-conformities are found and resolved the MCA will contact Seafarer Services (currently by email) including any relevant evidence and correspondence.

## 2.10 Major Non-Conformities

<sup>38</sup> High risk courses would include: Personal Survival Techniques (PST); Fire Prevention and Fire Fighting (FP&FF); Advanced Fire Fighting (AFF); Proficiency in Survival Craft and Rescue Boats (other than Fast Rescue Boats) - PSC&RB; Proficiency in Medical Care; Electronic Chart Display and Information Systems (ECDIS) Simulator Training, Navigational Aids and Equipment Simulator Training (NAEST) – Operational Level and Management Level, High Voltage Courses (Operational and Management Levels); Efficient Deck Hand (EDH), Approved Engine Course I & II, all Advanced Tanker Training Courses, Proficiency in Fast Rescue Boats (PFRB), Polar Code training and IGF training.



If the MCA identifies major non-conformities then, on consultation with STC, the course approval may be suspended or cancelled. If a training provider's approval were cancelled pursuant to regulation 48(6) of the 2022 Regulations, an appeal may be lodged against the decision within 21 days of that decision (pursuant to regulation 50(1) of the 2022 Regulations). The MCA may delay any other course approvals awaiting the close out of the major non-conformities. Major non-conformities are summarised below:

- Failure of management to implement a QMS system to ensure the required standards set out in STCW are met prior to the issue of a CoP or the required Documented Evidence of a Standard being met;
- Teaching of the wrong practices or delivery of incorrect assessments that could endanger the seafarer while training or working at sea;
- Health and safety issues that could endanger course participants and those delivering the training;
- Delivery of courses at locations not approved by the MCA; or
- Fraudulent or illegal activity.

### 2.11 Online Approved Training Provider (ATP) List

Unless otherwise instructed, the MCA will publish the Approved Training Providers (ATP) details against the course approval(s) they have to the public via [www.gov.uk](http://www.gov.uk). Seafarer Services aims to update the list with new additions at the end of each month.<sup>39</sup>

While every effort will be made to provide accurate information, the training provider is responsible for checking its details and notifying the MCA where any corrections are required. If the training provider is not on the ATP list or if its details are incorrect, the training provider should email: [stc.courses@mcga.gov.uk](mailto:stc.courses@mcga.gov.uk).

### 2.12 Change of a Training Providers Contact details

Changes in details such as changes to a company's name, telephone numbers, website addresses, emails etc. should be sent to the Seafarer Services Branch by email ([stc.courses@mcga.gov.uk](mailto:stc.courses@mcga.gov.uk)). If required, the Seafarer Services Branch will issue a new approval certificate to the training provider, copying in the local MCA Marine Office. A change of address may lead to a 'Special Audit' (see section 2.3.2 in this Annex).

### 2.13 Extension of Approvals Certificate

Where the MCA has not been able re-approve a course within the specified time scale a 12-month extension to the validity of an approval may be granted. The questionnaire in MIN 643 should be sent to a training provider who must complete and return to the MCA to ensure that the required standards of this Annex are still being maintained. On successful review of the questionnaire, the MCA may issue a formal letter to extend the course validity by up to 12 months. The responsible Marine Office must send a scanned copy of the extension letter to the training provider and Seafarer Services Branch: [stc.courses@mcga.gov.uk](mailto:stc.courses@mcga.gov.uk). Extensions beyond this time must be referred to the Chief Examiner at the MCA, who under exceptional circumstances may grant an extension of an approval for more than 12 months.

Where a course cannot be re-approved within 6 months of the expiry due to the fault of the provider, the course may be cancelled by the MCA and the course provider will be required to seek full MCA approval if they wish to run the course again. On confirmation from the MCA Surveyor, Seafarer Services will issue a termination letter.

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<sup>39</sup> For further information please see the following link which contains a list of MCA approved training providers: [www.gov.uk/guidance/mca-approved-training-providers-atp](http://www.gov.uk/guidance/mca-approved-training-providers-atp).



### **3. Who Can Approve Courses and Who Can be a Trainer/Assessor**

#### **3.1 MCA Course Approvals/Recognition:**

These can only be completed by an MCA approved member of staff.

#### **3.2 GMDSS Courses**

Approval and monitoring of GMDSS courses is currently carried out by Association of Marine Electronic and Radio Colleges (AMERC) on behalf of the MCA, their details are published in MIN 643. If satisfied with the assessment, the MCA may grant an approval.

#### **3.3 Vessel Traffic Systems (VTS) Courses**

These are approved by the Navigational Safety Branch of the MCA. Course approval requests should be directed to them. Their details are published in MIN 643.

#### **3.4 The Approved Training Providers Trainer/Assessor:**

The trainer and assessor must:

- Have attended and successfully completed the course **OR** can demonstrate contextual awareness (seafarer's perspective);
- Have completed the Train the Trainer course or equivalent/higher (see MIN 643);
- Have relevant qualifications and experience;
- Meet the requirements stated in the MCA criteria guidance (where any equivalent is proposed Seafarer Services must approve); and
- Demonstrate awareness of up-to-date practices by Continued Professional Development (CPD). Examples of how this can be achieved this can be found in the MIN 643.

If the MCA Surveyor has any questions relating to acceptance, they can email [stc.courses@mcga.gov.uk](mailto:stc.courses@mcga.gov.uk) for a decision.

### **4. Further information**

#### **4.1 Updating training**

If a training provider has approval for a course that has an updating/refresher option (e.g. Advanced Fire Fighting), they can seek approval for the updated training course through a Desk Top submission. The MCA Surveyor should complete a report and submit it to Seafarer Services. The Surveyor may reference the onsite course approval that was completed for the initial full course approval.

#### **4.2 Management of Course Approvals/Re-Approvals**

All MCA approved/recognised training providers are responsible for ensuring that they hold a valid approval for each course they deliver. If there is any doubt as to when an approval is due to expire, training providers should contact their local MCA Marine Office, or if located outside of the UK the Seafarer Services Branch, for advice about when an approval for a course is due to expire.

Once an approval for a course has expired, a course provider must not continue to deliver that course unless a course provider has been granted an extension to the validity of an approval certificate as noted in section 2.10 of this Annex.



### 4.3 Additional Requirements Peripatetic Training

Peripatetic training can only be granted for courses identified as suitable in MIN 643. If a training provider plans to deliver a course peripatetically within the UK, they must apply for Peripatetic approval and inform Seafarer Services. The training provider must complete and document a risk assessment for each site it uses. The following additional requirements are:

- (a) The training provider must carry out and keep a risk assessment of each course it delivers (this must be held on file for 5 years). The risk assessment must cover the suitability of the venue (see sections 2.9 and points (c), (e) and (h) below). They must also ensure that the venue is a safe environment that does not put the candidates or trainers at risk.
- (b) The training provider must inform the MCA of every course planned to run at least 3 weeks before the course commences. Where this is not possible due to a request at short notice, the training provider must inform the MCA as soon as the request comes in.
- (c) The training provider must not carry out training in places where the Foreign and Commonwealth Office advises against travel or areas that other Administrations have asked us not to carry out MCA approved training.
- (d) The training provider must agree to retrospective charging for unannounced inspections.
- (e) The training provider must ensure that the training is not interrupted or adversely affected by the environment, so the seafarer can dedicate their time and attention to the training and assessment.
- (f) Course approvals, mid-terms and re-approvals can be carried out at a peripatetic location.
- (g) 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. For medical courses, the medical trainer and assessor must be approved by the MCA and be a member of the General Medical Council. If approved, mutually agreed terms governing the delivery of the course will be set out in an approval letter.
- (h) Any training carried out on board a ship must be completed within the hours of work and rest regulations and a declaration must be signed by the Master of the ship to confirm that the individual undertaking the course complies with this requirement.<sup>40</sup>

### 4.4 Additional Requirements for Online Courses

In addition to the approval/reapproval requirements, the training provider must also meet the following criteria:

- Course completion verification – the guarantee that the course is completed by the seafarer applying for the certification.
- Adequate assessment – the guarantee that the minimum contact hours will be met, and that the assessment is thorough and robust enough to ensure the course outcomes and objectives are met.
- Any training on board a ship must be completed within the hours of work and rest regulations and a declaration must be signed by the Master of the ship to confirm that the individual undertaking the course complies with this requirement.<sup>41</sup>

## 5. Use of the MCA Logo

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<sup>40</sup> The Merchant Shipping (Hours of Work) Regulations 2002 (S.I. 2002/2125) as amended provide for the maximum rest period. MSN 1877 (M) (Amendment 1) sets out the detailed requirements, including the format for a schedule of hours of work records. Seafarers must be given a copy of their record of hours of work which must be signed by the master or authorised representative and the seafarer:

[www.gov.uk/government/publications/msn-1877-amendment-1-hours-of-work-and-entitlement-to-leave](http://www.gov.uk/government/publications/msn-1877-amendment-1-hours-of-work-and-entitlement-to-leave)

<sup>41</sup> As detailed in the Maritime Labour Convention on Hours of Work and Rest and Entitlement to Leave. Please see [www.Gov.uk](http://www.Gov.uk), MSN 1877 (Amendment 1): [www.gov.uk/government/publications/msn-1877-amendment-1-hours-of-work-and-entitlement-to-leave](http://www.gov.uk/government/publications/msn-1877-amendment-1-hours-of-work-and-entitlement-to-leave).



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

- Logos with the wording 'MCA approved/accredited/recognised course provider' can be used on the front page of websites, publications, etc.
- Logos with the wording 'Training course recognised by. . .' and 'Training course approved by . . .' can be used next to the course that is approved or recognised by the MCA.
- You must not use the MCA logo to infer that any publication that you produce is an official MCA publication.
- You must not use the MCA logo on a marketing stand to infer that you are representing the MCA.
- Please ensure that you only use the logo(s) whilst your MCA approval or recognition is valid.
- You should never infer that the MCA is endorsing you as the premium service provider or that you are the sole MCA course provider in a region or for a course.

Guidance on how the logo should appear are available in MIN 643.

## **6. Obligations of the MCA and the Training Provider**

**By applying for a course approval or re-approval you are agreeing to meet and maintain the MCA criteria.**

The UK Department for Transport's, Maritime and Coastguard Agency (MCA) permits training by external training providers in relation to the training elements required by the STCW Code for Merchant Navy. Through approval and ongoing monitoring, the MCA is responsible for ensuring that approved training providers meet the training, assessment and quality standards set out in STCW Convention Regulation I/6 and I/8 and in accordance with the provisions of section A-I/6 and A-I/8 of the STCW Code, as implemented in the Merchant Shipping (Standards of Training, Certification and Watchkeeping) Regulations 2022, Statutory Instrument 2022 No. 2022 No.1342.

The MCA may suspend an approval if major non-conformities are identified (see section 2.10 of this Annex).

It is an expectation that MCA approval or recognition is a sign of quality. Once approval is granted you must continue to maintain the MCA criteria throughout your approval period. The MCA may make unannounced visits to inspect your facilities and/or training. We are here to work with you to maintain and drive forward quality through partnership. This approach will ensure MCA approved training providers can continue to provide the unique selling point of quality.

For each new approval or re-approval, the Company, Owner, Training Manager or relevant representative of the Nautical College is asked to sign the following declaration:

**By applying for a course approval or re-approval I comply with The Merchant Shipping (Standards of Training, Certification and Watchkeeping) Regulations 2022. I can confirm that the Surveyor approving the courses does not have any association with the training provider, financial or otherwise:**

**Signed:**

**Company Name:**

**Name:**

