



Maritime &
Coastguard
Agency

**APPLICATION FOR AN ORAL EXAMINATION LEADING TO
THE ISSUE OF CERTIFICATE OF COMPETENCY (STCW)
Engineer Officers on Commercially and Privately Operated
Yachts**

YE

IMPORTANT - BEFORE completing this form, please ensure you have read the guidance notes and instructions on pages 6 to 8.

If this is your first UK CoC application, please post your application and supporting documents to UK Seafarer Services (Training & Certification), Maritime and Coastguard Agency, Spring Place, 105 Commercial Road, Southampton SO15 1EG

For all other applicants, please email your application and scanned documents to engineering@mcga.gov.uk – please note you may be selected for random screening, which will require you to post original documents to us (as per with [MIN 655](#)).

1 PERSONAL DETAILS

Please complete this form in **BLOCK CAPITALS**

Title Mr/Mrs/Miss/Capt etc		Sex: Male/Female	
Surname /Family name			
Forename(s) in full			
Date of Birth (DD/MM/YYYY)			
Place of Birth		Country of Birth	
Nationality			

	Return Delivery Address		
Address			
District			
Town/City			
County/State			
Post Code/Zip			
Country			
Email Address			
Mobile No		Tel No	

2 CERTIFICATE APPLIED FOR

PLEASE TICK (✓) ONE OF THE FOLLOWING	✓
Yacht 1 – III/2 – Chief Engineer <3000GT, <9000kW	
Yacht 2 – III/2 – Chief Engineer <3000GT, <3000kW	
Yacht 3 – III/3 – Chief Engineer <500GT, <3000kW	
Yacht 3 & 4 III/3 – Chief Engineer, <500GT, <3000kW (Combined oral)	
Yacht 4 – III/3 – Chief Engineer <200GT, <1500kW	
Marine Engine Operators Licence, MEOL (Y)	

Please do not write below this line

Received:	Fee:

Documents received:

3 SEA SERVICE

YE

ALL RELEVANT SEA SERVICE MUST BE LISTED. If there is insufficient space, please continue on a separate sheet. Sea service on foreign flag vessels will be accepted under the same conditions as service on UK ships provided it can be properly verified.

LENGTH OF VOYAGE: this must be given in calendar months and days, e.g. from 3 January to 5 March = 2 months and 3 days. Odd days should be added together and reckoned at 30 days to the month. (There is a sample sea service page within the guidance notes which you may find useful)

VOYAGE DETAILS					DATES / DURATION				ACTUAL SEA TIME		YARD TIME
Vessel Name	IMO Number	Flag	Propulsion Power (kW)	Rank*	FROM (DD/MM/YY)	TO (DD/MM/YY)	MONTHS	DAYS	MONTHS	DAYS	Max 3 months or 25% (See Guidance Notes)
TOTAL											

* If you have been serving in a dual capacity, Deck / Engineering / ETO or any other rank or combination of these, this must be stated

4 - CHECKLIST

YE

ALL the required documents in section 4A need to be submitted. Failure to do so WILL delay the processing of this application. Original documents must be submitted unless otherwise stated. **Please read the guidance notes.**

4A – FOR ALL APPLICATIONS; must be included for the issue of the NOE

✓ if enclosed Official use only

Attested copy of passport and visa if applicable (please refer to guidance notes).	<input type="checkbox"/>	<input type="checkbox"/>
PYA or Nautilus Service Record Book - If you do not submit this document your application you will be subject to large delays of around 160 days. Please read guidance notes.	<input type="checkbox"/>	<input type="checkbox"/>
STCW A-VI/1-1 Personal Survival Techniques (after 2017 updated or issued < 5 years)	<input type="checkbox"/>	<input type="checkbox"/>
STCW A-VI/1-2 Fire Prevention & Fire Fighting (after 2017 updated or issued < 5 years)	<input type="checkbox"/>	<input type="checkbox"/>
STCW A-VI/1-3 Elementary First Aid	<input type="checkbox"/>	<input type="checkbox"/>
STCW A-VI/1-4 Personal Safety & Social Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
Valid Medical Fitness Certificate* (ENG 1 or equivalent) DG Shipping India medicals must include 'Annexure IV – Medical Certificate for Service at Sea' page.	<input type="checkbox"/>	<input type="checkbox"/>
Two Passport Size Photographs (IMPORTANT See Guidance Notes)	<input type="checkbox"/>	<input type="checkbox"/>

* For any Certificate of Competency, you must meet the medical fitness and eyesight standards as required by the Merchant Shipping (Maritime Labour Convention) (Medical Certification) Regulations 20100/737). Details on the application of those regulations are found in [MSN 1839](#) (M). For more details go to www.gov.uk and search "Seafarer Medical" or [click here](#).

4B – The following certificates may be included now or when applying for your CoC

✓ if enclosed Official use only

STCW A-VI/3 Advanced Fire Fighting (after 2017 updated or issued < 5 years)	<input type="checkbox"/>	<input type="checkbox"/>
STCW A-VI/2 para 1-4 Proficiency in Survival Craft and Rescue Boats or Non-STCW Advanced Sea Survival for Yachtsmen** (after 2017 updated or issued < 5 years)	<input type="checkbox"/>	<input type="checkbox"/>
STCW A-VI/4 para 1-3 Medical First Aid	<input type="checkbox"/>	<input type="checkbox"/>

**Candidates for yacht Certificates of Competency who have undertaken Advanced Sea Survival for Yachtsmen Certificate in lieu of CPSC&RB will have their certificates endorsed with the following:
"Not for use on ships equipped with davit launched lifeboats"

4C – Written Exams, these certificates must be submitted when applying for your CoC

✓ if enclosed Official use only

SQA pass certificates only:

SQA General Engineering Science (GES) I & II (required for Yacht 2)	<input type="checkbox"/>	<input type="checkbox"/>
SQA Applied Marine Engineering (Yacht 2)	<input type="checkbox"/>	<input type="checkbox"/>
SQA Advanced Hotel Services (Yacht 2)	<input type="checkbox"/>	<input type="checkbox"/>
SQA Chief Engineer Statutory and Operational Requirements (Yacht 2 & 3)*	<input type="checkbox"/>	<input type="checkbox"/>
SQA Marine Diesel Engineering (Yacht 3 & 4)**	<input type="checkbox"/>	<input type="checkbox"/>
SQA Auxiliary Equipment and Basic Ship Construction (Yacht 3 & 4)**	<input type="checkbox"/>	<input type="checkbox"/>
SQA Operational Procedures and Basic Hotel Services (Yacht 3 & 4)**	<input type="checkbox"/>	<input type="checkbox"/>
Yacht Skills test certificate (Yacht 3 & 4)**	<input type="checkbox"/>	<input type="checkbox"/>

SQA written exams have a validity of 3 years and must be valid when applying for your CoC

* If you have been issued the Y3 CoC you don't need to do this exam again

** If you have been issued the Y4 CoC you don't need to do these exams again

4D HELM REQUIREMENTS

✓ if enclosed Official use only

MCA approved HELM Operational Certificate * or HELM Management Certificate**	✓	Official use only
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*Applications for a Y3 or Y4; HELM Operational level certificate is required
 **Applications for a Y2 or Y1; HELM Management level certificate is required.

This certificate is not required for the issue of your NOE, however you can provide it at this stage. This certificate must be received by the MCA prior to the issue of your CoC.

IMPORTANT: After the 1st January 2017, you must provide documentary evidence of either completing or updating your training within the last 5 years for; Proficiency in Personal Survival Techniques (PST), Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (PSC & RB)*, Proficiency in Fire Prevention and Fire Fighting, Proficiency in Advanced Fire Fighting. For further information please refer to [MSN 1865](#) – section 4.4 & 4.5, page 5.

5 DECLARATION

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

I declare that the data contained in this application is, to the best of my knowledge, true and complete. I also declare that the documents are genuine, given and signed by the persons whose names appear on them. I consent to any processing of the data contained in this application by the MCA (including any processing necessary to establish the authenticity and validity of the issued certificate). Please refer to our privacy statement in Section 2 of the guidance notes which explains how we use the personal information we collect from you.

Signature:

For office use only

Today's date:

Please sign with your usual signature **within** the signature box above.

- Please print this form to sign it.
- You must use black ink only.
- You must not extend beyond the boundary of the box.
- The maximum dimensions for your signature are 0.6 cm (h) x 5.0 cm (w).
- You must scan in at a minimum of 200dpi and the signature must be clearly legible.

This signature will be transferred to your certificate. If your signature does not meet the above criteria, we will not be able to issue your certificate.

6 COUNTER SIGNATURE

Name			
Address			
Town/ City			
County/ State			
Post Code/ Zip		Country	
Telephone No		Occupation	
Capacity in which you know the applicant			

I declare that the information given is, to the best of my knowledge, true and complete. I also declare that the documents submitted are, to the best of my knowledge, genuine and relate to the person(s) whose names appear on them. I confirm that the photographs submitted bear a true current likeness of the applicant.

Signed:	
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Date:	
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7 PAYMENT

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

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

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

The fee for an MEOL application is £215 which includes the cost of a courier service.

The fee for an NoE application other than a MEOL is £220 which includes the cost of a courier service.

The fee for an upgrade with no oral examination is £77. Postage to the UK is an additional £10, postage to Europe is an additional £20 and postage to the rest of the world is an additional £30.

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

MEOL Notice of Eligibility

To pay via Gov.UK Pay for your MEOL Notice of Eligibility: £215

<https://www.gov.uk/payments/seafarer-training-courses/application-for-meol>

Notice of Eligibility Application other than a MEOL

To pay via Gov.UK Pay for your Notice of Eligibility other than MEOL: £220

<https://www.gov.uk/payments/seafarer-training-courses/application-for-engineering-yacht-certificate-of-competency-new-application>

Upgrade Application

To pay via Gov.UK Pay for delivery to the UK: £87

<https://www.gov.uk/payments/seafarer-training-courses/application-for-engineering-yacht-certificate-of-competency-uk-upgrade>

To pay via Gov.UK Pay for delivery to the European Union or EEA: £97

<https://www.gov.uk/payments/seafarer-training-courses/application-for-engineering-yacht-certificate-of-competency-eu-upgrade>

To pay via Gov.UK Pay for delivery to the Rest of the World: £107

<https://www.gov.uk/payments/seafarer-training-courses/application-for-engineering-yacht-certificate-of-competency-row-upgrade>

If you wish to pay by bank transfer, please email seafarer.finance@mcga.gov.uk for our bank details.

GUIDANCE NOTES FOR THE COMPLETION OF THIS APPLICATION FORM

PLEASE ENSURE THAT YOU READ AND UNDERSTAND THESE NOTES BEFORE COMPLETING THE FORM. YOU SHOULD ALSO REFER TO MGN 1859 FOR FURTHER GUIDANCE.

ENSURE YOU COMPLETE THIS FORM IN FULL - FAILURE TO DO SO WILL RESULT IN A DELAY TO YOUR APPLICATION BEING PROCESSED

Enclose all documents necessary to establish your eligibility for examination for an STCW Certificate of Competency.. Document checklists are provided on pages 3 & 4 to help you.

If eligible you will be issued with a Notice of Eligibility (NOE) enabling you to sit an MCA oral examination. The NoE will be valid for 5 years from the date of issue. The NOE will advise you how to apply for an appointment for the examination and what you should do once you have taken the examination. Oral examination passes for each level of certification are valid for three years from the date of the oral exam. The oral examination pass **must** be in date at the time of issue of the CoC.

A series of Training and Certification Guidance Notes, giving further details of requirements is available from the Seafarer Training & Certification Branch, the contact details are below, or they can be found on our website: go to www.gov.uk and search "yacht CoC". For details of the module and examination syllabi search "MCA syllabus".

1 PERSONAL DETAILS

Enter your personal details in the boxes provided. Your name should be given IN FULL, and should be given in the same format as it appears in your passport.

Your date of birth should be given in the format DD/MM/YYYY, e.g. 25 September 1984 would be written 25/09/1984.

You should give your permanent home address, where you are normally resident. You may also provide an alternative address for return of documents or correspondence relating to this application, e.g. if you are away at college.

Your documents will be returned by courier and will need to be signed for. Please ensure you provide us with the **full address** where you would like your documents to be sent and should, where possible, include a contact telephone number and email address should there be any queries with your delivery.

2 PRIVACY STATEMENT

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

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

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

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

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

3 CERTIFICATE APPLIED FOR

Please tick (✓) the capacity / limitations for which you are applying. Only tick **ONE** box.

4 SEA SERVICE

Sea service relevant to this application **MUST** be included on page 2 of this form. If you do not complete this page your application will be returned to you.

From the 24th May 2017 all seafarers employed in the large yacht sector, irrespective of their individual membership of any organisation or association, must have their sea service verified by either the Professional Yachting Association or Nautilus International prior to submitting this information to the MCA.

The MCA will continue to provide direct verification of sea service on individual application but seafarers must note that the response time may be subject to operational delays and will not be included in the normal MCA service standards. The MCA may take 160 days to process applications that do not include a completed PYA or Nautilus Record Book. **We may return applications where sea service is not broken down as per section 5 of MSN 1859 for Deck Officers. This will result in additional courier costs to be covered by the seafarer. Further information is available in [MIN 543](#).**

If you do not submit an MCA approved Service Record Book service, you **must** submit two forms of evidence. One form of evidence can be Discharge Book entries or Certificates of Discharge, and the other form of evidence can be sea service testimonials; testimonials must be countersigned by the Master, or some other responsible company representative. Testimonials need to state the sign on and sign off dates, actual sea service days and any watchkeeping service undertaken (see MSN Annex C).

For detailed descriptions of sea service please refer to [MSN 1859](#) (M).

General yacht service is the time spent on board from the date you signed on to the date you signed off. Annual leave will not be counted towards general yacht service. Any leave of absence should be stated on your testimonials. For long periods of time spent on board, i.e. 12 months or more, a minimum of 1 month will be deducted from the general yacht service, unless otherwise stated on the testimonial.

Sea service performed in any dual capacity will be counted at half rate. Yard service can be counted towards the general sea service requirement (will not count towards 'actual' sea time) up to 3 months or 25% of the requirement, whichever is the least.

5 CHECKLIST

Before a United Kingdom Certificate of Competency can be issued, you will need to submit certain documentation as specified in this section. Any candidate failing to submit all the required documents may have their application returned without being processed.

4A - Documents listed in Section **4A** **MUST** be supplied **BEFORE** the Notice of Eligibility can be issued. Other documentation can be supplied either before the Notice of Eligibility is issued, OR after the oral examination has been passed, prior to the issue of the Certificate of Competency.

PHOTOGRAPHS - Your photographs must be taken full face without a hat and must be passport approved photographs, measuring a maximum of 50mm x 40mm, colour with a white background.

4B & 4C – The short course certificates and written exam certificates listed in these sections are not required for the issue of your NOE, however you can provide them at this stage. These Certificates must be received by the MCA prior to the issue of your CoC. Any outstanding certificates from these sections will be listed on the back of your NoE.

4D - The STCW Convention and Code, 1978 as amended 2010 (referred to as STCW for the remainder of this Note) brings in new requirements for leadership and management training. Specific training programmes in Human Element, Leadership and Management (HELM) have been developed at both the operational level and at the management level.

To locate MCA Approved Training Providers (ATP) for HELM search www.gov.uk for "MCA ATP".

6 DECLARATION

Please read the declaration. Once you are sure that the information you have given is, to the best of your knowledge, true and complete, and that the documents submitted are genuine, given and signed by the persons whose names appear on them, you should sign the declaration with your usual signature, including the date. Ensure your signature is inside the box – this will be transferred to your CoC.

7 COUNTER SIGNATURE

You should obtain a counter signature from a responsible person who is NOT related to you and has known you for at least 2 years. They should enter their details in this section.

8 PAYMENT

You must enclose the correct fee with your application. Please tick (✓) the appropriate box to indicate your chosen method of payment. Payment must be made in pounds sterling (£).