



### 3 CHECKLIST

✓ if enclosed

Official Use only

Hold a UK issued Engine Room Watch Rating III/4		
At least 6 months' seagoing service working as an Engine Room Watch Rating on vessels with at least 350kW in propulsion power <b>and</b> approved training. The approved training can be the attainment of a Diploma in Maritime Studies Able Seafarer Engine Room (MSQ/MSA);		
<b>OR</b>		
12 months' seagoing service as a rating on vessels with at least 350kW in propulsion power <b>and</b> pass an MCA-Approved Engine Course (AEC)		
Completion of the Able Seafarer Engine sections of the MNTB TRB while serving on board		
Personal Survival Techniques (STCW A-VI/1-1) <5 years old or you must also submit updated training <5 years old.		
Fire Prevention and Fire-Fighting (STCW Code A-VI/1-2) <5 years old or you must also submit updated training <5 years old.		
Elementary First Aid (STCW Code A-VI/1-3)		
Personal Safety and Social Responsibilities (STCW Code A-VI/1-4)		
ENG 1 or MCA accepted equivalent – Check the restrictions.		
Fee of £34		

### 4 DECLARATION

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. 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).

Date.....

Print name: .....

### 5 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 Proficiency (CoP) 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>

**To be completed by a Marine Office Official:**  
**The appropriate fee has been received by me,**  
**Cashier:**  
**Marine Office:**

Add Marine Office stamp if application is complete and fee has been received.

A Certificate of Proficiency as No. \_\_\_\_\_ has been issued to the applicant.

If the candidate has a Discharge Book please make the appropriate entry.

Signature of Marine Office:

## 6 Payment

**IMPORTANT NOTE:** If you are sending documents from outside the UK you must indicate to your courier company that they have no value. Otherwise you may be liable to pay an import tax. 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 is £34 for a UK return address,

To pay via Gov.UK Pay for delivery to the **UK**: £34

<https://products.payments.service.gov.uk/pay/00202b5a35c44139bd19f283af53c0df>

Applications for Able Seafarer Engineering Certificates, regulation III/5, are administered by local marine offices. Please refer to the MCA website for the contact details of your local Marine Office: go to [www.gov.uk](http://www.gov.uk) and search “MCA marine office”.

Marine Offices that issue the Able Seafarer Certificates: Aberdeen, Cardiff, Colchester, Glasgow, Hull, Liverpool and Southampton