



Maritime &  
Coastguard  
Agency

# APPLICATION FOR AN ORAL EXAMINATION LEADING TO THE ISSUE OF AN STCW ENGINEER OFFICER SMALL VESSEL CERTIFICATE OF COMPETENCY (CoC)

# SVE

**IMPORTANT** - BEFORE completing this form, please ensure you have read the guidance notes and instructions on pages 7 to 10. All requirements detailed in [MSN 1904](#) and [MIN 642](#) must be met prior to the issue of your CoC.

If this is your first UK CoC application, please post your Training Record Book (if applicable) to UK Seafarer Services (Training & Certification), Maritime and Coastguard Agency, Spring Place, 105 Commercial Road, Southampton SO15 1EG. Email this application form and all other supporting evidence to the address below.

For all other applicants, please email your application and scanned documents to [engineering@mcga.gov.uk](mailto: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

Title Mr/Mrs/Miss/Capt etc	Sex: Male/Female		
Surname /Family name			
Forename(s) in full			
Date of Birth			
Place of Birth	Country of Birth		
Nationality			
<b>Return Delivery Address</b>			
Address			
District			
Town/City			
County/State			
Post Code/Zip			
Country			
Email Address			
Mobile No	Tel No		

### PLEASE TICK (✓) ONE OF THE FOLLOWING

SV Engineering Officer of The Watch less than 9000 kW, less than 3000 GT	<input checked="" type="checkbox"/>
SV Engineering Officer of The Watch less than 9000 kW, less than 3000 GT (Yacht Restricted)	<input type="checkbox"/>
SV Chief Engineer less than 3000 kW, less than 500 GT	<input type="checkbox"/>
SV Chief Engineer less than 9000 kW, less than 3000 GT	<input type="checkbox"/>
Small Vessels MEOL	<input type="checkbox"/>

### CONVERSION TO SMALL VESSEL COC FROM AN EXISTING UK COC OR [FSE LIST](#) COC

Current CoC Held (please include capacity and limitations)	SV CoC you wish to obtain (Please tick ✓)	Conversion Route (A to X)
	SV EOOW <9000kW & <3000 GT	
	SV Chief Engineer <3000kW & <500 GT	
	SV Chief Engineer <9000kW & <3000 GT	

**Non-UK CoC holders: We verify every CoC directly with the issuing flag state**

## 2 SEA SERVICE

**Engineer Officers** – This means service on crew agreement as an Engineer Officer on regular watch over the main propelling machinery or auxiliary machinery, or duty engineer on ships with unattended machinery spaces or day work. Seagoing service must be entered in a Discharge Book or on a Certificate of Discharge and supported by testimonials signed by the Chief Engineer, Engineer Superintendent or Master as appropriate. Seagoing Service Testimonials are available in [MSN 1904](#) (Annex D, pages 29 to 32). The requirements for each Certificate of Competency are detailed in Guidance Notes section of this application form.

**ALL RELEVANT SEA SERVICE MUST BE LISTED.** If there is insufficient space, please continue on a separate sheet. Sea service on foreign flag ships 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.

SHIP AND VOYAGE DETAILS					DATES		DURATION	
Vessel Name	IMO Number	Flag	Reg. Power (kW)	Capacity	FROM	TO	MONTHS	DAYS
				Total				

### 3 - CHECKLISTS

Please note that failure to supply all the required documents may cause a delay in the processing of this application. Please read the attached Guidance Notes before completing this section. All requirements detailed in [MSN 1904](#) and [MIN 642](#) must be met prior to the issue of your CoC.

#### 3A – For All Applications

These documents must be submitted prior to the issue of your NOE.

	✓ if enclose	Official use only
Payment – see section 7	<input type="checkbox"/>	<input type="checkbox"/>
Copy of passport ( <b>must</b> be an <b>attested</b> copy if this is your first UK CoC)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Not Yachts:</b> Discharge Book* or <b>AND</b> Sea Service Testimonials **	<input type="checkbox"/>	<input type="checkbox"/>
<b>Yachts:</b> PYA or Nautilus Service Record Book - <b>Please read guidance notes**</b>	<input type="checkbox"/>	<input type="checkbox"/>
Two Passport Size Photographs (IMPORTANT See Guidance Notes)	<input type="checkbox"/>	<input type="checkbox"/>
Valid Medical Fitness Certificate*** (ENG 1 or accepted equivalent)	<input type="checkbox"/>	<input type="checkbox"/>
Fee – Please see page 6	<input type="checkbox"/>	<input type="checkbox"/>
Valid CoC (if held) – if expired, you must revalidate it first	<input type="checkbox"/>	<input type="checkbox"/>

\* You may submit Certificates of Discharge in lieu of a Discharge Book. Please see Annex B of [MSN 1904](#).

\*\*You must refer the guidance notes, **section 3**. Requirements for yacht service are detailed in [MIN 543](#).

\*\*\*To comply with health and safety requirements in accordance with the Merchant Shipping Training & Certification (Medical Examination) Regulations 2002 and STCW Regulation I/9, any seafarer employed or engaged in any capacity aboard a seagoing vessel must hold a valid medical fitness certificate attesting to their medical fitness for the work for which they are employed. **You must hold a valid Medical to be issued with a CoC.** Further information may be obtained from the MCA: go to [www.gov.uk](http://www.gov.uk) and search “seafarer medical” or [click here](#).

#### 3B – For those applying for an Engineering Office of The Watch Small Vessel CoC

Excluding conversions from other CoCs there are 3 routes to obtain this CoC

**The ‘Standard Route’** - If you are on this route you will need to gain a Diploma in Maritime Studies: Small Vessel Engineer from an MCA-approved training provider. This Diploma will allow you a reduction in sea time as detailed in MSN 1904 and section 4 of the Guidance Notes.

**The ‘Experienced Seafarer’ route** - This route is for existing seafarers serving on small vessels. You will not be required to complete the Diploma in Maritime Studies: Small Vessel Engineer, however you will need to complete a preparatory college course and MCA written examinations.

**The ‘Alternative route’** – This route is designed for those with relevant Engineering qualifications to apply directly to an MCA-approved training provider for an Action Plan detailing the requirements they must meet to obtain the CoC.

If you’re applying through the ‘Experienced Seafarer route’ or the ‘Alternative route’ you will first need to apply directly to an MCA-approved SV Training Provider. Contact details of the Training Providers offering this programme are available from the MCA website, search [www.gov.uk](http://www.gov.uk) for “MCA approved nautical colleges”. Further information is available in [MSN 1904](#) (sections 4.3 to 4.7 pages 5 to 9).

**These documents must be submitted prior to the issue of your NOE**

	if enclosed	Official use only
✓ STCW A-VI/1-1 Personal Survival Techniques	<input type="checkbox"/>	<input type="checkbox"/>
STCW A-VI/1-2 Fire Prevention & Fire Fighting	<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"/>
A completed Training Record Book	<input type="checkbox"/>	<input type="checkbox"/>
Workshop skills course completion certificate or an exemption letter*	<input type="checkbox"/>	<input type="checkbox"/>
If required an AEC I & II course completion certificate or exemption letter**	<input type="checkbox"/>	<input type="checkbox"/>
If required: an action plan from your college detailing seagoing service requirements***	<input type="checkbox"/>	<input type="checkbox"/>

\* If you are on the 'Alternative route' you may be exempt from Workshop Skills. This exemption must be detailed in your college action plan letter.

\*\*This is not required if you are on the 'Standard Route' and you are working as an Assistant Engineer. If you are on the 'Alternative route' you may be exempt from the AEC I & II. This exemption must be detailed in your college action plan letter.

\*\*\*This is only for those on the 'Alternative Route'.

**3C For all applicants expecting to receive a Certificate of Competency after the 01 January 2017**

**From 01 January 2017 you will be required to provide documentary evidence of either completing the training course or updating your training within the 5 years preceding the issue of your Certificate of Competency (for further information please refer to [MSN 1865 Amendment 1](#)):**

✓ if enclosed      Official use

Fire Prevention and Fire Fighting < 5 years old	<input type="checkbox"/>	<input type="checkbox"/>
Personal Survival Techniques < 5 years old	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Fire Fighting < 5 years old	<input type="checkbox"/>	<input type="checkbox"/>
Proficiency in Survival Craft and Rescue Boats < 5 years old	<input type="checkbox"/>	<input type="checkbox"/>

For further information please refer to [MSN 1865 Amendment 1](#) – section 4.4 & 4.5, pages 5 and 6. If you require an Oral exam you will need to submit this evidence when returning your NOE prior to the issue of your CoC.

## 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.

**Please ensure payment has been made and all required documents have been provided. If your application is missing relevant documents or payment, your application will be delayed and may not be assessed.**

## 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.....

Date.....

## 7 PAYMENT

**IMPORTANT NOTE:** If you are sending documents from outside the UK and indicate to your courier company that the documents have a value of over £100 GBP, you will be liable to pay any import charges.

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 NoE application is £220 which includes the cost of a courier service.

The SV conversions that do not include an oral examination will cost £77 (with a scaling courier fee).

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

### Notice of Eligibility 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/new-application-for-small-vessel-engineer-certificate-of-competency>

### 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>

### UK Certificate of Competency Upgrade Applications without Oral Examination.

Conversions B, E, F, K, N1, P1, Q and U. A1 and G1 will cost this fee if you are following the route with no Oral Examination.

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

<https://www.gov.uk/payments/seafarer-training-courses/small-vessel-engineer-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/small-vessel-engineer-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/small-vessel-engineer-certificate-of-competency-row-upgrade>

If you wish to pay by BACS transfer, please email [seafarer.finance@mcga.gov.uk](mailto: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**

**Please complete this form in BLOCK LETTERS and in black ink.**

**All requirements detailed in [MSN 1904](#) and [MIN 642](#) must be met prior to the issue of your CoC.**

**ENSURE YOU COMPLETE THIS FORM IN FULL - FAILURE TO DO SO MAY MEAN THAT WE WILL HAVE TO RETURN YOUR APPLICATION TO YOU, AND 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 enabling you to sit an MCA oral examination. The Notice of Eligibility will advise you how to apply for an appointment for the examination and what you should do once you have taken the examination. The NOE will be valid for 5 years from the date of issue. Oral examination passes for each level of certification are valid for three years. 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 are available from the Seafarer Training & Certification Branch; the contact details are overleaf or they can be found on our website [www.gov.uk](http://www.gov.uk).

### 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 appears in your passport or other national identity document.

Your date of birth should be given in the format DD/MM/YYYY, e.g. 18 February 1960 would be written 18/02/1960.

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 and contact details of where you would like your documents sent to 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) (FSE) 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 SEA SERVICE

Before being considered for an MCA oral examination you are required to provide evidence of having completed the full amount of qualifying seagoing service applicable to the Certificate of Competency you are applying for. New requirements for yacht Service are detailed in [MIN 543](#).

#### Engineering Officer of The Watch SV <9000 kW, <3000GT

**Standard Route:** 12 months' combined sea service and workshop training, which must include:

- 6 months' seagoing service engaged in watchkeeping or Unmanned Machinery Space (UMS) duties on vessels of at least 350 kW;
- 5 months' seagoing service on vessels of at least 350 kW;
- 2 weeks MCA-approved Initial Workshop Skills Training;
- A further 2 weeks seagoing service on vessels of at least 350 kW **or** 2 weeks of MCA-approved additional Workshop Skills Training.

**Experienced Seafarer route:** 36 months' combined seagoing service and workshop training, which must include:

- 24 months' onboard service on vessels of at least 200 kW with 6 months seagoing service in the engineering department on vessels of at least 200 kW;
- And additional 11 months' seagoing on vessel of at least 350 kW which must include a minimum of 6 months' seagoing service engaged in watchkeeping or UMS duties;
- 2 weeks MCA-approved Workshop Skills Training;
- A further 2 weeks seagoing service on vessels of at least 350 kW **or** 2 weeks of further MCA-approved Workshop Skills Training.

**Alternative route:** You must complete the seagoing service detailed in your Action Plan.

**Chief Engineer SV <3000 kW, <500 GT:** 6 months' seagoing service as a Second Engineer on vessels of at least 350 kW;

**Chief Engineer SV <9000 kW, <3000 GT:** 12 months as a SV Second Engineer or SV Chief Engineer which includes:

- 6 months of this service must be complete on vessels of at least 750 kW;
- 6 months of this service must be completed on vessels of at least 350 kW

**Converting from an existing CoC:** All applications for conversion must contain evidence of 6 months sea time in the last 5 years. Section 7 of [MIN 642](#) (pages 4 to 16) will detail any additional sea time requirement.

#### Calculating seagoing service

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

A month is defined as a calendar month or 30 days if made up of periods less than 1 month.

#### Requirements for seagoing service

Seagoing service may be performed on vessels of any flag.

Seagoing service must be performed on vessels proceeding to sea. Proceeding to sea means, beyond the categorised waters around the coast of the United Kingdom or beyond the harbour limits for waters outside the United Kingdom. Tug Engineers should refer to section **5.8** of MSN 1904.

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

If you are applying for a Second Engineer SV Certificate of Competency and require seagoing service of at least 14 months or more you may count a total of 25% or 3 months (whichever is least) of the required qualifying service; at lay-up, at maintenance berth, at extended anchorage or in dry dock.

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

### **Requirements for watchkeeping service**

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

If you are applying for an SV Chief Engineer Certificate of Competency, your seagoing service must be spent performing engine room watchkeeping duties while in **FULL CHARGE** of the entire watch or performing UMS duties.

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

### **Yacht Service Verification**

**From the 24<sup>th</sup> 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 4 of MSN 1858 Amendment 1 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 1858 (M) Annex E).

For detailed descriptions of sea service please refer to MSN 1858 (M).

## **4 CHECKLISTS**

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.

**3A - ALL APPLICATIONS - ALL** the documents in this section **MUST** be provided with this application before a Notice of Eligibility will be issued. Please ensure you tick (✓) each box to indicate that you have enclosed the documents.

**Photographs:** Your photographs must be taken full face without a hat and must be UK approved passport photographs, measuring a maximum of 50mm x 40mm, in colour with a plain white background.

## **Issue of your CoC**

Once you have met the requirements you will be issued with an NOE which will enable you to sit an oral examination. The NOE will also detail the additional training requirements you must meet prior to the issue of your full CoC. For a full list of the CoC requirements you will need to refer to the relevant section of MSN 1904 detailed in the section listed in the following table:

<b>CoC Required</b>	<b>Section</b>
SV EOWW <3000 GT & 9000 kW 'Standard Route'	<b>4.3</b> – Pages 5 & 6
SV EOWW <3000 GT & 9000 kW 'Experienced Seafarer Route'	<b>4.4 – 4.6</b> - Pages 6 & 7
SV EOWW <3000 GT & 9000 kW 'Alternative Route'	<b>4.7</b> - Pages 7, 8 & 9
SV Chief Engineer <500 GT & 3000 kW	<b>4.9</b> - Pages 9 & 10
SV Chief Engineer <3000 GT & 9000 kW	<b>4.10</b> - Page 10

**Converting from an existing UK CoC:** You must refer to section 7 of [MIN 642](#) to establish the requirements you must meet prior to the issue of your full CoC.

**Converting from a CoC that is on [FSE list](#):** You must refer to the '[Certification for Engineer Yachts](#)' page on gov.uk to establish the requirements you must meet prior to the issue of your full CoC.

## **5 YOUR SIGNATURE AND 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. Please ensure your signature is inside the box as this will be transferred to your CoC.

## **6 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. This person must endorse the rear of one of your passport style photographs "I confirm that this is a true current likeness of [your name]", and add their usual signature and date. See also guidance notes 3 on photographs

## **7 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 (£).

**IMPORTANT NOTE:** If you are sending documents from outside the UK and indicate to your courier company that the documents have a value of over £100 GBP, you will be liable to pay any import charges.