Maritime & Coastguard Agency

Application For an Oral Examination Leading To The Issue of A Certificate Of Competency (STCW) For Engineering Officers In The Merchant Navy

Please complete this application form digitally, email your application and any scanned documents (including hand-signed declaration page) 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 **MIN 655**). If this is your first UK CoC application, please send your Training Record Book (TRB) **only** to;

UK Seafarer Services (Training & Certification), Maritime and Coastguard Agency, Spring Place, 105 Commercial Road, Southampton SO15 1EG, UNITED KINGDOM

There is no need to send any other documentation to us unless you have been specifically asked to.

Please ensure that your application is 100% complete and paid for before submission. Failure to do so may result in your application being delayed or even rejected. We aim to assess your application within **28 days** of receipt. Missing information will be requested from you and your response will be assessed in due course.

1. What are you applying for?

Capacity	STCW Reference	Power Limits (kW)	Area Limitation	Steam/ Motor/Combined	Please tick ✓
OOW Engineer	III/1	Unlimited	None		
Second Engineer	III/3	Less than 3000	Near Coastal		
Second Engineer	III/3	Less than 3000	None		
Second Engineer	III/2	Less than 9000	Near Coastal		
Second Engineer	III/2	Unlimited	None		
Chief Engineer	III/3	Less than 3000	None		
Chief Engineer	III/2	Less than 9000	Near Coastal		
Chief Engineer	III/2	Unlimited	None		
Marine Engine Operator Licence		Less than 750	Near Coastal	N/A	
Senior Marine Engine Operator Licence		Less than 750	None	N/A	

2. Personal Details

For details on how we use your information and your data rights, please see our privacy policy online

Title (Mr, Mrs, Miss, Capt. etc)	
Surname/Family Name	
First Name(s) in full	
Date of Birth (DD/MM/YYYY)	
Sex (male/female)	
Place of Birth	
Country of Birth	
Nationality	

SMarT Funding

Are you a UK SMarT Funded Cadet?	☐ Yes	☐ No
Sponsoring Company Email Address		

3. Return Delivery Address

Address Line 1	
Address Line 2 (optional)	
Town/City	
County/State/Province	
Postcode/ZIP/PIN	
Country	

4. Home Address and Contact Details (REQUIRED)

Address Line 1	
Address Line 2 (optional)	
Town/City	
County/State/Province	
Postcode/ZIP/PIN	
Country	
Email Address	
Telephone Number	

5. Certificates Held or Required

CoC

Do you have an EXISTING CoC?	☐ Yes	☐ No
CoC Certificate Number		
CoC Expiry Date (DD/MM/YYYY)		
Country of Issue		

6. Sea Service

THIS PAGE MUST BE FILLED IN - take details from your Discharge Book, acceptable Logbook and/or Certificates of Discharge

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 1857 Amendment 1 (Annex C, pages 35 to 38)

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)	S/M	Type	Rank/Capacity	From	To	Months	Days
								Total		

S/M S = Steam, or M = Motor
Type 1 = Regular watch in the machinery spaces OR unmanned machinery spaces (U.M.S.) Duty Engineer
2 = Other

7. Supporting Evidence

Failure to supply all the required documents may result in your application being delayed or even rejected. Please tick all relevant boxes to indicate which documents you have submitted.

Please see our guidance page for further information on our requirements.

First Time Applicants

DG Shipping India medicals **must** include 'Annexure IV – Medical Certificate for Service at Sea' page.

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. **If you are unable to take a solo watch of not fit for lookout duties you will not be issued with a UK Deck Officer CoC**. **Medical Fitness Certificates must be valid at the time of issue of the CoC. This should be re-submitted with your NOE pass.**

☐ Attested Passport
☐ Passport-style photo
☐ Medical Fitness Certificate
☐ Discharge Book (including ID page) or Certificates of Discharge
☐ Sea Service Testimonials, including watchkeeping service
☐ Approved Yacht Service Digital Record or Record Book (for those applying using Yacht Service).
☐ STCW A-VI/1-3 Elementary First Aid
☐ STCW A-VI/1-4 Personal Safety and Social Responsibilities
☐ STCW A-VI/1-2 Fire Prevention & Fire Fighting
☐ STCW A-VI/1-1 Personal Survival Techniques

For candidates applying for EOOW or ETO

☐ MNTB Approved Training Record Book & relevant Workbook(s)
☐ MNTB Approved Electronic Training Record Book
☐ College Route Enrolment Letter/Action Plan

An original, paper Training Record Book (TRB) **must** be sent to our office and not scanned to your application email. Please ensure you add your full name, date of birth, email address and return address are clearly visible before posting to us so we can ensure it is paired with the correct application form you have emailed to us. **If you are submitting an electronic TRB, we will review this by directly accessing the SwiftTrack system.**

Please ensure the following is completed when submitting your MNTB TRB, either paper or electronic. An incomplete TRB can lead to your application taking longer to process or not being approved:

a) Complete all contact details;
b) Ensure that your Designated Shipboard Training Officer (DSTO) has inspected your work and signed to confirm this;
c) All tasks are completed and the appointed supervisor has signed off against them.

UK CoC Holders

☐ Passport
☐ Passport-style photo
☐ Discharge Book (including ID page) or Certificates of Discharge
☐ Sea Service Testimonials, including watchkeeping service
☐ Approved Yacht Service Digital Record or Record Book (for those applying using Yacht Service).

DG Shipping India medicals **must** include 'Annexure IV – Medical Certificate for Service at Sea' page.

8. Payment

Your application will not be assessed until full payment has been received. For quick and efficient payments, our preferred method is **Gov.uk Pay**. 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 or cards via the 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 a:

- NoE application other than a MEOL is £220 (includes the cost of a courier service)
- MEOL application is £215 (includes the cost of a courier service)
- Upgrade with no oral examination is £77 with a scaling courier charge

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.

Notice of Eligibility other than a MEOL

☐ To pay via Gov.UK Pay for your Notice of Eligibility other than MEOL: £220.00
https://www.gov.uk/payments/seafarer-training-courses/new-application-for-engineering-certificate-of-competency-including-marine-engineer-operators-licence-or-fishing-or-upgrade

MEOL Notice of Eligibility

☐ To pay via Gov.UK Pay for you MEOL Notice of Eligibility: £215.00
https://www.gov.uk/payments/seafarer-training-courses/application-for-meol

UK Certificate of Competency Upgrade (without MCA Oral Exam)

☐ To pay via Gov.UK Pay for delivery to the **UK**: £87.00
https://www.gov.uk/payments/seafarer-training-courses/uk-upgrade-application-for-engineering-certificate-of-competency-including-marine-engineer-operators-licence-or-fishing-or-upgrade

☐ To pay via Gov.UK Pay for delivery to the **European Union or EEA**: £97.00
https://www.gov.uk/payments/seafarer-training-courses/eu-upgrade-application-for-engineering-certificate-of-competency-including-marine-engineer-operators-licence-or-fishing-or-upgrade

☐ To pay via Gov.UK Pay for delivery to the **Rest of the World**: £107.00
https://www.gov.uk/payments/seafarer-training-courses/row-upgrade-application-for-engineering-certificate-of-competency-including-marine-engineer-operators-licence-or-fishing-or-upgrade

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

Payment Reference:			
Name of Payee:	☐ Applicant	☐ Other (please give name):	
Address of payee (if other):			

9. Submitting Your Application

Please print pages 6 & 7 then sign them, scan them and attach them to your application. The signature in **Section 10** will be the signature that appears on your certificate. Please sign in **black ball-point pen** and keep your signature within the box, as per the example below.

Please email your completed form and photos/scans of your documents to **engineering@mcga.gov.uk**

Your files can be attached within a .zip folder, however, we **cannot** accept .rar extensions or links to file-sharing services (for example OneDrive, Google Drive, Dropbox etc.).

10. Declaration

The maximum penalty for a false declaration is £5,000

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 the guidance notes which explains how we use the personal information we collect from you.

Signature:

Today's date: ……..

11. Counter Declaration

You should obtain a counter declaration 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. **We may contact this person by email to validate the declaration.**

Name	
Address	
Postcode/ZIP/PIN & Country	
Email Address	
Telephone Number	
Capacity in which you know the applicant	
Occupation	

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 photograph submitted bears a true current likeness of the applicant and I am willing to confirm by email if I am contacted by the Maritime & Coastguard Agency.

Signature: **Today's date:** ……..

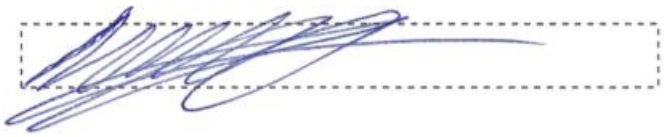
12. Specimen Signature

Please print pages 6 & 7 then sign them, scan them and attach them to your application. The signature in **Section 10** will be the signature that appears on your certificate. Please sign in **black ball-point pen** and keep your signature within the box, as per the example below.

Example of an acceptable signature:



Example of an unacceptable signature:



Signature:

If your specimen signature went beyond the lines, you can try again below.

Signature:

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 GUIDANCE FORM MSN 1857 Amendment 1.

Please complete this form digitally when possible, otherwise complete in black ink, scan/photograph and email to engineering@mcga.gov.uk

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. A document checklist is on pages 4 & 5 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 are available from the Seafarer Training & Certification Branch, the contact details are below, or they can be found on our website www.gov.uk/mca.

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

1. What Are You Applying For?

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

2. 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 birth certificate.

Your date of birth should be given in the format **DD/MM/YYYY**.

3. Return Delivery Address

You may provide an alternative address for return of documents or correspondence relating to this application, e.g. if you are away at college, if this is different to your home address.

4. Home Address

You should give your permanent home address, where you are normally resident.

5. Current Certificates

Please complete this section to provide the Certificate Number for your current CoC should you hold one.

6. Sea Time

All sea service submitted on page 3 of the application form must be supported by a Discharge Book OR Certificates of Discharge **AND** Sea Service Testimonials which include watchkeeping evidence. A pro forma for the Sea Service Testimonial can be found in MSN 1857 Amendment 1. Acceptable testimonials must be signed, stamped and dated by the Chief Engineer, Master **OR** other responsible company representative.

Below is the required sea service for the different MCA approved routes:

If you have been issued with a Letter of Initial Assessment (LIA) by the MCA, then this will detail the sea time and education requirements that you must meet to gain a NOE and COC.

Unlimited COCs (for limited COCs refer to flowchart at the end of this form)

Engineer Officer of the Watch:
Approved cadetship route: 6 months sea time with watchkeeping duties, plus additional 3 months of: seagoing service, or; combined workshop/industrial training, or; 1 month MCA approved lab time and 2 months seagoing/industrial training.

Experienced seafarer route: a total of 33 months sea time in order to obtain the COC. 24 months before registering with the college and a subsequent 9 months (including 6 months watchkeeping) whilst completing the training programme.

Second Engineer: 12 months seagoing service as EOOW, including 9 months watchkeeping time

Chief Engineer: 12 months seagoing time **as Second Engineer** since issue of Second Engineer COC, or 36 months sea time since issue of EOOW COC, including 18 months watchkeeping on vessels of 3000 kW or more

The unlimited progression route is summarised on a flow chart at the end of this form.

The near-coastal progression route is summarised on a flow chart at the end of this form.

7. Supporting Evidence

Before a Notice of Eligibility (NOE) can be issued ALL the documents in this section **MUST** be provided with this application. Please ensure you check (x) each box to indicate that you have enclosed the documents. If you are applying to upgrade or add an endorsement to your Certificate of Competency (CoC) you must hold the applicable MCA-issued Certificate of Competency prior to making your application. The required CoCs are listed in MSN 1857 Amendment 1. Non UK CoC holders will need to convert their CoC to a UK CoC as per section 14 of MSN 1857 Amendment 1

Any candidate failing to submit all the required documents may have their application returned without being processed.

Photographs

Please attach your passport photo as per separate Photo Form1 instructions

Medical Fitness Certificates

All candidates for any CoC **must** provide a valid medical fitness certificate, either

- The UK medical fitness certificate, currently known as an ENG 1, issued by an MCA approved medical practitioner, or
- A certificate issued by the Administration of any country whose medical fitness certificate is recognised as equivalent to the UK ENG 1

Medical Fitness Certificates **must** be valid at the time of issue of the CoC.

DG Shipping India medicals **must** include 'Annexure IV – Medical Certificate for Service at Sea' page.

Further Evidence of Training required before your CoC can be issued

The following documentary evidence will need to be provided before your CoC can be issued, however it is not required for the issue of your NOE.

For All Applicants

If any of the 4 below certificates are over 5 years old you will be required to provide evidence of the relevant updated training.

1. Fire Prevention and Fire Fighting (STCW Code A-VI/1-2) less than 5 years old
2. Personal Survival Techniques (STCW Code A-VI/1-1) less than 5 years old
3. Advanced Fire Fighting (STCW Code A-VI/3) less than 5 years old
4. Proficiency in Survival Craft and Rescue Boats (STCW Code A-VI/2-1) less than 5 years old

EOOW:

Approved cadetship route:

- HND/HNC/Foundation degree completion certificate
- Engineering Knowledge General and Motor/Steam (not required if Foundation degree completed)

Experienced Seafarers:

- Engineering Knowledge General and Motor/Steam (less than 3 years old)
- Control Engineering (less than three years old)
- General Engineering Science A & B
- HELM (Operational)

Second Engineer: the following academic subjects at Management level, or an award which gives exemption:

- Applied Mechanics
- Applied Heat
- Electrotechnology
- Naval Architecture
- Engineering Drawing
- Mathematics

The following Engineering Knowledge examinations sections at Management level:

- General
- Motor and/or steam (as applicable)

HELM (Management) - see below for more information

Chief Engineer: If not already completed for Second Engineer, **t**he following academic subjects at Chief Engineer level, or an award which gives exemption:

- Applied Mechanics
- Applied Heat
- Electrotechnology
- Naval Architecture

If not already completed for Second Engineer, the following Engineering Knowledge examinations sections at Management level:

- General
- Motor and/or steam (as applicable)

HELM (Management) - see below for more information

HIGH VOLTAGE (HV) CERTIFICATES (>1000V):

Documentary evidence for completion of high voltage training is required in order for your Certificate of Competency (CoC) to be valid on vessels with HV systems. If you have not competed this training your certificate will carry the following limitation:

"not valid for service on ships fitted with high voltage systems".

For EOOW CoC Reg. III/1 (Operational Level):

- College letter confirming the High Voltage (HV) Operational element has been completed as part of your MCA approved education programme (HNC/HND or Foundation Degree) **or**;
- Completion of MCA approved HV course **or**;
- Completion of the following sea service in the engine room on vessels fitted with HV systems:

  - Six months in the preceding five years; or three months sea service during the last twelve months **(sea service evidence should be provided in the form of a company letter signed by an authorised official within the company).**

For Second/Chief Engineer Officer CoC Reg. III/2 and III/3 (Management Level):

- Completion of MCA approved High Voltage Management course

Human Element, Leadership Management (HELM) Certificate: STCW Convention and Code, 1978 as amended 2010, brings in new requirements for leadership and management training. Although the UK has identified that these requirements are broadly met in the current MNTB approved officer training programmes for the operational level, specific training programmes in Human Element, Leadership and Management (HELM) have been developed at both the operational level (to be used for non MNTB officer cadet training programmes) and at the management level.

Engineer Officer of the Watch Applications: If you are not following an MNTB approved officer training scheme (e.g. experienced seafarer, engineer graduate entry, engineer apprenticeship entry, Royal Navy transfer, etc.) you must include a certificate of completion of an approved HELM operational course. If you are following an MCA approved overseas collaborative programme (so called one plus one scheme) you should consult with the UK parent college as agreements will be made with the MCA on a programme by programme basis.

Second Engineer (unrestricted) and Chief Engineer (unrestricted): Applications You must include a certificate of completion of an approved HELM management level course. This includes those working on Standby, Seismic Survey and Oceanographic Research Vessels.

For further information please refer to **Section 6.5 (pages 17 & 18) of** MSN 1857 Amendment 1

DG Shipping India medicals **must** include 'Annexure IV – Medical Certificate for Service at Sea' page.

8. Payment

You must enclose the correct fee with your application. The published fee includes worldwide postage. Please check (x) the appropriate box to indicate your chosen method of payment. Payment must be made in pounds sterling (£).

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.

9. Submitting Your Application

Please follow the instructions and print the declaration page, sign it in black ball-point pen, scan it and include with your application. The signature provided will be the signature that appears on your Certificate.

10. Declaration

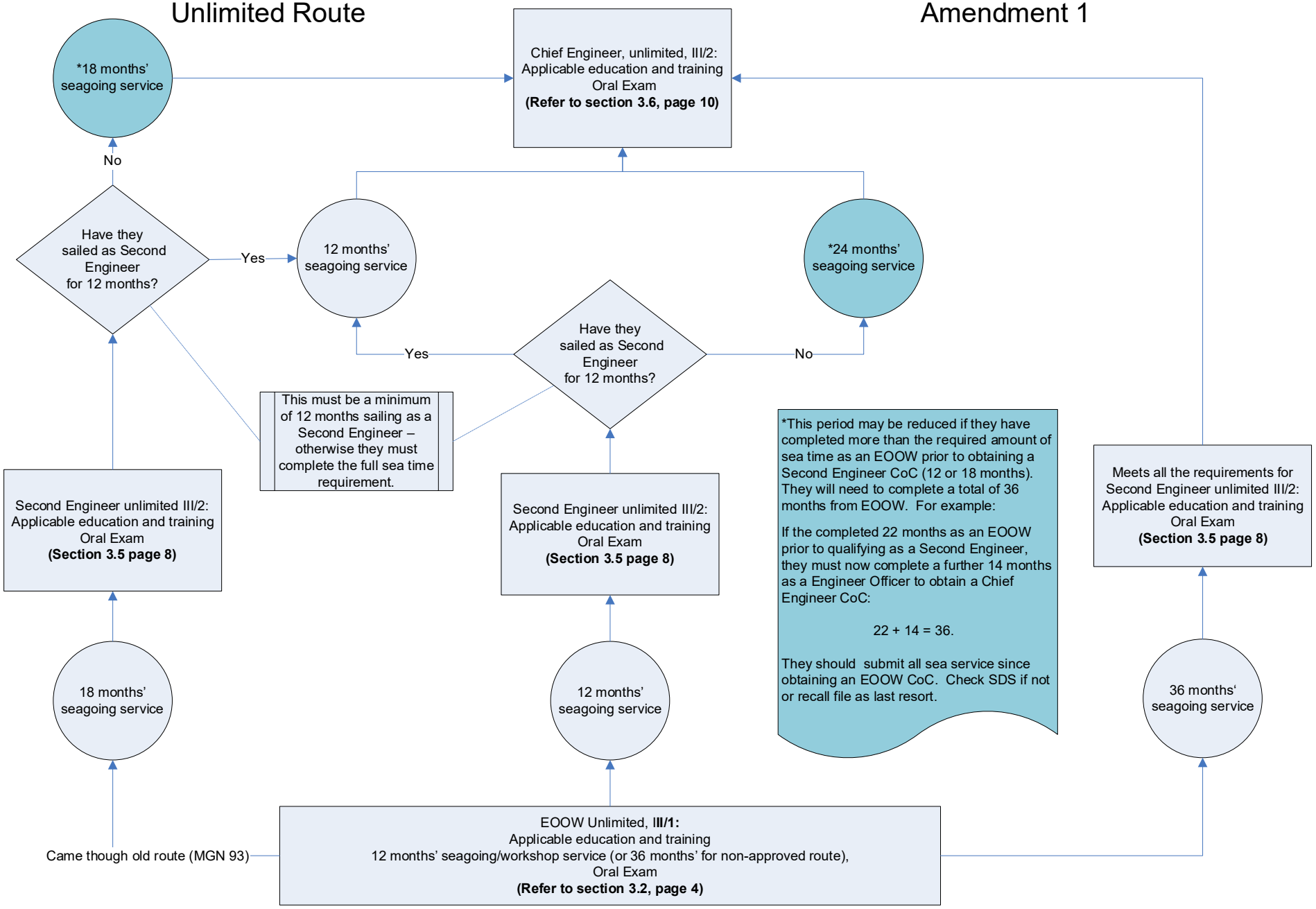
Please read the declaration. Once you are sure that the information you have given is, to the best of your knowledge, true and complete, and that the documents submitted are genuine, given and signed by the persons whose names appear on them, you should digitally sign the declaration with your full name, including the date. Also please complete the Form Signature1 ensuring your signature is inside the box – this will be transferred to your CoC.

11. Counter Declaration

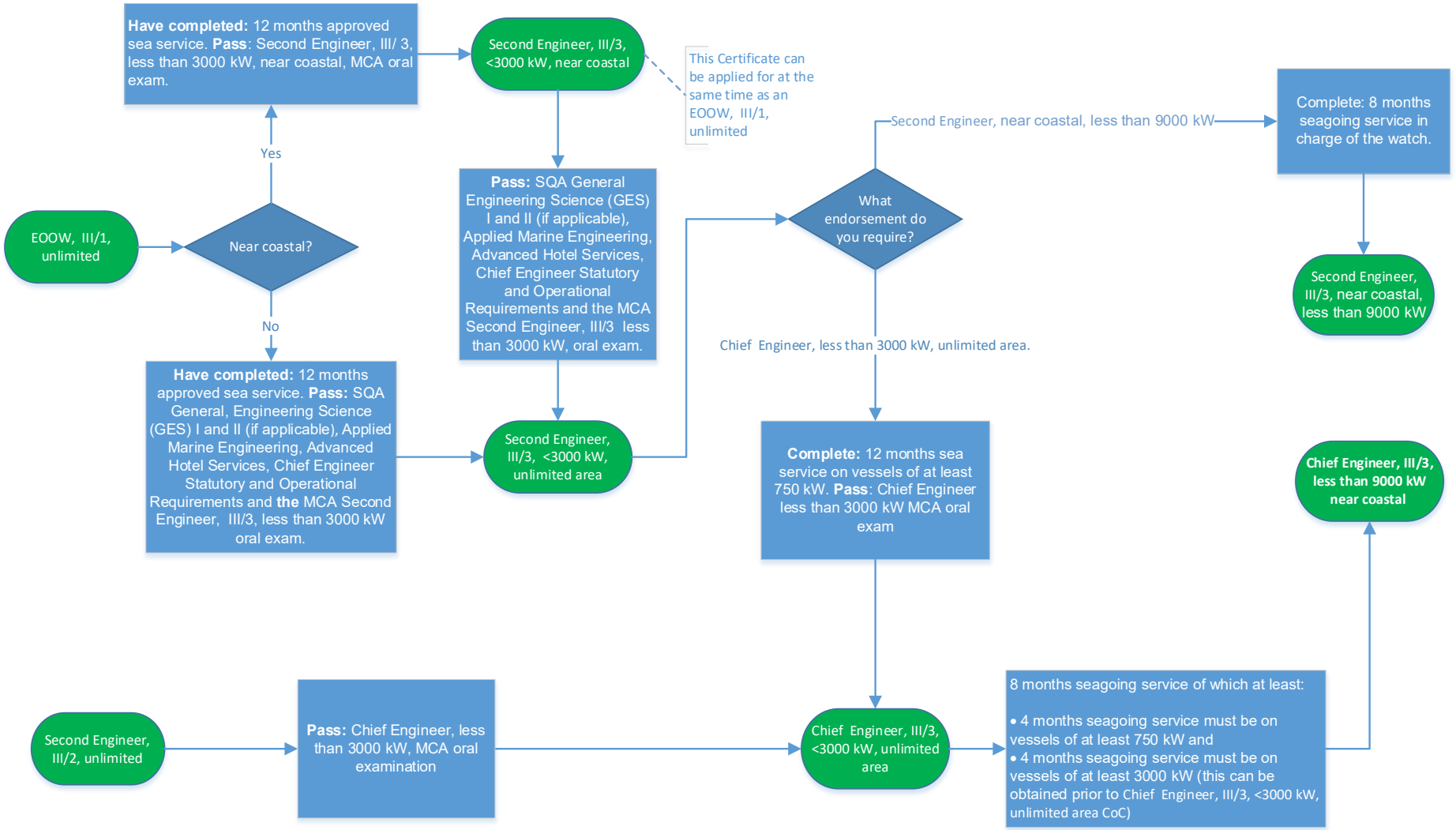
You should obtain a counter declaration from a responsible person who is NOT related to you and has known you for at least 2 years. They should enter their details in this section. This person is declaring that your application photograph is a true and accurate likeness to the applicant. The MCA may contact this person by email to validate the counter declaration.

New Sea Time Requirements for Unlimited Route

Full Requirements in MSN 1857 Amendment 1



This flow chart is to summarise the progression through the limited Certificate of Competency structure. To be issued with a Certificate of Competency (CoC) you must meet the full requirements listed in the applicable section of MSN 1857 Amendment 1.



To be issued with a Certificate of Competency, you must meet all the requirements of the relevant section of MSN 1857 Amendment 1; for CoCs less than 3000 kW, unlimited area, please refer to section **3.7** and for CoCs with a near coastal limitation please refer to section **3.8.**