Maritime & Coastguard Agency

MARINE INFORMATION NOTE

MIN 643 (M+F)

Maritime and Coastguard Agency (MCA) Short Course Approval Process Guidance

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

This notice should be read with MSN 1865 (M+F) Amendment 1 and MSN 1866 (M+F) Amendment 1. It replaces MIN 535.
This MIN expires 31 March 2027.

Summary

This Marine Information Note (MIN) provides guidance on the implementation, approval and ongoing monitoring of MCA Approved Training Providers and Nautical Colleges in the United Kingdom and Overseas, under regulation I/6 and I/8 of the STCW Code. **This MIN is supplementary to MSN 1865 (Amendment 1) and 1866 (Amendment 1) and provides further guidance.**

This MIN covers:

1. Introduction
2. Cost Recovery for the MCA Approval or Recognition of Seafarer Training and Education Courses
3. Delivery Methods of Training for STCW Mandatory, STCW Non-Mandatory and other Courses
4. Recognition of non-MCA Issued Basic Safety, Advanced Safety, Security Training and other Ancillary Training Courses
5. Refresher Training
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The annexes of this MIN include:

- **A.** The MCA's Approval Process Flowchart for training providers
- **B.** Short Course Temporary Extension Questionnaire
- **C.** GMDSS Certificates Accepted Toward the Issue of a UK Deck Certificate of Competency
- **D.** Guidance on the GMDSS Requirements for Vessels

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,[1] (referred to in this MIN as the 'STCW Convention' and 'STCW Code' respectively), including the provisions in accordance with STCW Convention regulation I/6 and I/8, to delegate training to Maritime and Coastguard Agency (MCA) approved training providers. A reference in this Notice to the 2022 Regulations is a reference to the Regulations as amended.

1.2 The MCA has developed an approval process for training providers offering short courses. In accordance with regulation 48 of the 2022 Regulations, all training providers planning to offer education and training services leading to certification under the 2022 Regulations will need to obtain MCA approval. The requirements for that approval are set out in Merchant Shipping Notice (MSN) 1865 (Amendment 1) **Annex F** and Merchant Shipping Notice (MSN) 1866 (Amendment 1) **Annex D**.

1.3 This MIN seeks to provide training providers with further guidance to expand on the course approval requirements that are set out in MSN 1865 (Amendment 1) **Annex F** and MSN 1866 (Amendment 1) **Annex D**. **This MIN is supplementary to these MSNs and provides further guidance.**

2. Cost Recovery for the MCA Approval or Recognition of Seafarer Training and Education Courses

2.1 In line with the Treasury's 'Managing Public Money' guidelines (see paragraphs 6.2.4 and 6.3.5 to 6.3.7 of that publication)[2] the MCA must seek to recover the cost of the services it provides. This enables the MCA to eliminate any cost burden on the taxpayer of the costs associated with supporting a private enterprise or external organisation to offer this service.

2.2 The actual costs of a course approval will depend on the total allocated time required for MCA resources to review and approve a course. Poor submissions and/or extra time required for MCA resources to consider an approval application may incur increased fees as the MCA will need to recover the costs. The fees will be charged as per the MCA Surveyor hourly rate for all course approval procedure(s).

[1] The 2022 Regulations revoked and replaced the previous regulations, the Merchant Shipping (Standards of Training, Certification and Watchkeeping) Regulations 2015 (SI 2015/782).
[2] HM Treasury Managing Public Money: www.gov.uk/government/publications/managing-public-money

3. Delivery Methods of Training for STCW Mandatory, STCW Non-Mandatory and other Courses

3.1 The MCA has agreed course criteria guidelines that satisfy the requirements of the STCW Code for training delivered by training providers undertaken in the UK or elsewhere. The MCA has worked with industry through the Merchant Navy Training Board (MNTB), to produce guides aligned to the requirements of the STCW Code and the needs of UK industry. These MNTB Guidelines are available from their website: https://mntb.org.uk/. Some guides have been produced solely by the MCA and are available at: www.gov.uk/guidance/uk-seafarer-careers-training-provision-and-information.

3.2 The table below summarises which courses the MCA can approve, where the 'course criteria or syllabus' is available from, and the acceptable methods of delivery.

Key: ✓ - Yes ✗ - No

Course Title	Guides and Syllabus	Certificate of Proficiency (CoP) or Documentary Evidence (DE) Required	Online	Accepted Format of Course Delivery	
				Peripatetic UK	Peripatetic outside the UK
STCW Training Mandatory Training					
Personal Survival Techniques (PST); STCW Code Regulation A-VI/1-1	MNTB – Guide	COP	✗	✗	✗
Fire Prevention and Fire Fighting (FP&FF); STCW Code Regulation A-VI/1-2	MNTB – Guide	COP	✗	✗	✗
Proficiency in Personal Safety and Social Responsibility (PSSR); STCW Code Regulation A-VI/1-4	MNTB – Guide	COP	✓	✓	✗
Proficiency in Elementary First Aid; STCW Regulation A-VI/1-3	MNTB – Guide	COP	✗	✓	✓
Advanced Fire Fighting (AFF); STCW Code Regulation A-VI/3	MNTB – Guide	COP	✗	✗	✗
Proficiency in Medical First Aid; STCW Code Regulation A-VI/4-1	MNTB – Guide	COP	✗	✓	✓
Proficiency in Survival Craft and Rescue Boats (other than Fast Rescue Boats) – PSC&RB –	MNTB – Guide	COP	✗	✗	✗

including restricted; STCW Code Regulation A-VI/2-1					
Proficiency in Fast Rescue Boats; STCW Code A-VI/2-2	MNTB - Guide	COP	✗	✗	✗
Proficiency in Medical Care; STCW Code Regulation A-VI/4-2	MNTB – Guide	COP	✗	✓	✓
Refresher Personal Survival Techniques PST; STCW Code Regulation A-VI/1-1	MNTB – Guide	DE	✗	✗	✗
Refresher Fire Prevention and Fire Fighting (FP&FF); STCW Code Regulation A-VI/1-2	MNTB – Guide	DE	✗	✗	✗
Refresher Proficiency in Survival Craft and Rescue Boats (other than Fast Rescue Boats) - PSC&RB; STCW Code Regulation A-VI/2-1	MNTB – Guide	DE	✗	✗	✗
Refresher Advanced Fire Fighting[3]; STCW Code Regulation A-VI/3	MNTB – Guide	DE	✓[3]	✓[3]	✓[3]
Proficiency in Fast Rescue Boats Refresher (PFRB); STCW Code Regulation A-VI/2-2	MNTB – Guide	DE	✗	✗	✗
Medical Care Refresher Training Requirements	MNTB – Guide	COP	✗	✓	✓
Human Element Leadership and Management (Operational and Management Levels); STCW Code Regulations A-III/1 & A-III/2	MNTB – Guide	DE	✗	✓	✓
Electronic Chart Display and Information Systems (ECDIS) Simulator Training; STCW Code Regulations A-II/1 & A-II/2	MNTB – Guide	DE	✗	✗	✗

[3] For the MCA to approve this course the training provider must offer the full Advanced Fire Fighting (AFF) course.

Navigational Aids and Equipment Simulator Training (NAEST) – Operational Level and Management Level. STCW Code Regulations A-II/1 & A-II/2	MNTB – Guide	DE	✗	✗	✗
High Voltage Courses Criteria Operational Levels; STCW Code Regulations A-III/1	MNTB – Guide	DE	✓	✗	✗
High Voltage Courses Criteria Management Level; STCW Code Regulations A-III/2	MNTB – Guide	DE	✗	✗	✗
Efficient Deck Hand; STCW Code Regulations A-III/5	MNTB – Guide	DE	✗	✗	✗
MNTB Tanker Fire Fighting Requirements	MNTB – Guide	DE	✗	✗	✗
Basic Oil and Chemical Tanker Training; STCW Code Regulation V/1-1, paragraph 2	MNTB – Guide	COP	✓	✗	✗
Basic Gas Tanker Training; STCW Code Regulation V/1-2, paragraph 2	MNTB – Guide	COP	✓	✗	✗
Advanced Chemical, Gas or Oil Training; STCW Code Regulations V/1-1 paragraph 4, V/1-2 paragraph 4, V/1-1 paragraph 6	MNTB – Guide	COP	✓	✗	✗
Proficiency in Security Awareness; STCW Code Regulation A-VI/6-1	MNTB – Guide	DE	✓	✓	✓
Proficiency for Seafarers with Designated Security Duties; STCW Code Regulation A-VI/6-2	MNTB – Guide	DE	✓	✓	✓
Proficiency for Ship Security Officers (SSO); STCW Code Regulation A-VI/5	MNTB – Guide	DE	✓	✓	✓
Crowd Management Training; STCW Code Regulation	MNTB – Guide		The MCA does not approve this course – must be ship specific (as per MSN 1866 (Amendment 1).		

Section A-V/3 and V/2					
Safety Training Requirements for Personnel Providing Direct Service to Passengers in Passenger Spaces; STCW Code Regulation A-V/2	MNTB – Guide		The MCA does not approve this course – must be ship specific (as per MSN 1866 (Amendment 1).		
Crisis Management and Human Behaviour Training; STCW Code Regulation A-V/2	MNTB – Guide	COP	✗	✓	✓
Passenger Safety, Cargo Safety and Hull Integrity Training for Ro-Ro Passenger Ships; STCW Code Regulation A-V/2	MNTB – Guide	DE	✗	✓	✓
Polar Code Basic; STCW Code Regulation V/4-1	MNTB – Guide	COP	✓	✓	✗
Polar Code Advanced; STCW Code Regulation V/4-2	MNTB – Guide	COP	✗	✗	✗
IGF Basic; STCW Code Regulation A-V/3-1	MNTB – Guide	COP	✓	✓	✗
IGF Advanced; STCW Code Regulation A-V/3-2	MNTB – Guide	COP	✗	✗	✗
Approved Engine Course 1 & 2	Gov.uk	COP	✗	✗	✗
Non-Mandatory STCW Training Mandatory Training					
Company Security Officer Training	MNTB – Guide	DE	✓	✓	✓
Bridge Resource Management	Gov.uk	DE	✗	✗	✗
Engine Room Resource Management	Gov.uk	DE	✗	✗	✗
Other MCA Recognised Training (Voluntary)					
Small Ships Navigation and Radar[4]	MNTB Guide (within the NAEST Guide)	DE	✗	✗	✗

[4] For the purpose of this MIN and the 2022 Regulations, this course is recognised by the MCA. The certificate issued to candidates will confirm this course meets the requirements applicable to the Workboat Code.

Large Yacht Helideck Safety Training	Refer to MGN 442 (or any subsequent amendments)				
Maritime Cyber Security	Email: stc.courses@mcga.gov.uk	DE	✓	✓	✓
One Day Workboat Stability[5]	Email: stc.courses@mcga.gov.uk	DE	✓	✓	✓

3.3 All voluntary course proposals, that are not listed in the table above, should be presented to the local MCA Marine Office and forwarded to UK Seafarer Services Branch. The proposal will be assessed and agreed upon on a case-by-case basis. The course must be recognised as enhancing safety of maritime personnel or introducing best practices on board a ship.

3.4 **Where courses are run under a 'multi-site approval', the MCA will need to visit and approve the provider at each location (not normally more than 2 locations). There may be an exception where there is a lack of MCA approved training providers within a sizeable geographical area and there is a demand for seafarers to complete mandatory training, e.g. the west coast of Scotland.**

3.5 A flowchart summarising the MCA's Short Course approval process can be found in **Annex A**.

4. Recognition of Basic Safety Training, Advanced Safety Training, Security Training and other Ancillary Training

4.1 For a new UK Certificate of Competency (CoC) or to revalidate a UK CoC, the MCA will accept certificates issued by an MCA approved training provider; certain certificates may be accepted if they have been issued under the authority of any administration recognised by the International Maritime Organization (IMO) as an STCW 'White List' party. The MCA reserve the right to request evidence or further proof as to whether a seafarer has met the STCW competency requirements.

4.2 Notwithstanding paragraphs 4.4, 4.5, 4.6 and 4.7, no online course will be accepted from any Administration where there is a requirement for face-to-face practical training in the STCW Code.

4.3 For the purpose of issuing UK Certificates of Competency, the following courses must be run by MCA approved training providers:

- NAEST (Operational);
- NAEST (Management);
- EDH;
- HELM (Operational);
- HELM (Management);
- High Voltage (Operational); and
- High Voltage (Management).

4.4 For the purpose of issuing UK Certificates of Competency, the MCA will accept certificates issued under the authority of any administration included in the IMO list of STCW Parties (the White List) for:

- Personal Survival Techniques (STCW Code – Table A-VI/1-1);

[5] For the purpose of this MIN and the 2022 Regulations, this course is recognised by the MCA. The certificate issued to candidates will confirm this course meets the requirements applicable to the Workboat Code.

- Fire Prevention and Fire Fighting (STCW Code – Table A-VI/1-2);
- Elementary First Aid (STCW Code – Table A-VI/1-3); and
- Personal Safety and Social Responsibility (STCW Code – Table A-VI/1-4).

4.5 For the purpose of issuing the first UK Certificates of Competency to a Seafarer, the MCA will accept certificates issued under the authority of the MCA or any EU/EAA Member State Administration:

- Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats;
- Proficiency in Advanced Fire Fighting;
- Proficiency in Medical First Aid; and
- Proficiency in Medical Care.

4.6 For the revalidation or upgrade of a UK CoC, the following Certificates must be issued under the authority of any administration recognised as an IMO STCW 'White List' party:

- Personal Survival Techniques or Refresher Personal Survival Techniques; and
- Fire Prevention and Fire Fighting or Refresher Fire Prevention and Fire Fighting.

4.7 For the revalidation or upgrade of a UK CoC the MCA will accept the following certificates, providing they are issued under the authority of any country that we accept for the issue of a Flag State Endorsement (FSE)/Certificate of Equivalent Competency (CEC), for:

- Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats or Refresher Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats; and
- Proficiency in Advanced Fire Fighting or Refresher Advanced Fire Fighting.

4.8 A list of those countries the MCA accepts for an FSE/CEC can be found on www.gov.uk.[6]

4.9 **Proficiency in Security Awareness**

For service on UK-registered ships, the MCA will recognise Certificates of Proficiency in Security Awareness which were issued under the STCW requirements by any Administration included in the IMO list of STCW Parties (the White List).

4.10 **Proficiency in Designated Security Duties and Ship Security Officer (SSO)**

For service on UK-registered ships, the MCA will recognise Certificates of Proficiency in Designated Security Duties and Certificates of Proficiency as SSO which were issued under the STCW requirements by a Maritime Administration whose CoC the MCA accepts for the issue of a UK FSE/CEC.

[6] A list of countries accepted towards the issuing of a UK FSE: www.gov.uk/guidance/list-of-countries-accepted-towards-issuing-a-uk-FSE

5. Refresher Training

5.1 Pease note that there is no requirement for seafarers to update Personal Safety and Social Responsibilities (STCW Code Table A-VI/1-4), Elementary First Aid (STCW Code – Table A-VI/1-3) or Proficiency Medical First Aid (STCW Code – Table A-VI/4-1).

5.2 Holding a UK CoC is proof that you have met the requirements for the following STCW training[7]:

- Personal Safety and Social Responsibilities;
- Elementary First Aid; and
- Proficiency in Medical First Aid

5.3 Holding a UK issued Watch Rating Certificate (STCW II/4 or STCW III/4), UK AB Certificate (Issued under the ILO Convention 1946), Able Seafarer Deck (STCW II/5) or Able Seafarer Engine (STCW III/5) Certificate is proof that you have met the requirements for the following STCW training[8]:

- Personal Safety and Social Responsibilities; and
- Elementary First Aid

5.4 **Certificates Accepted to Allow entry onto MCA-Approved Refresher Training Course**

The table in this section lists the certificates that demonstrate the seafarer has previously met the applicable STCW standard for the course. This will allow the MCA approved training provider to accept them onto the refresher training course. It is the MCA approved training provider's responsibility to check that the other prerequisites have been met prior to a candidate undertaking the course and/or being issued with a Certificate of Proficiency or a Course Completion Certificate. Further information can be found in MSN 1865 (Amendment 1) and the associated MNTB/MCA Guides. Course providers are reminded of the requirements for candidates to complete the self-declaration form in MSN 1865 (Amendment 1) to allow entry onto the reduced length refresher course.

Please note that the courses requiring refresher training do not expire as such. However, to work on merchant vessels that require compliance with the STCW Convention and/or the 2022 Regulations, these courses must have been completed or refreshed within the last five years. Please also refer to section 6 of this MIN.

[7] Therefore, you will not need to hold these STCW certificates onboard in addition to your Certificate of Competency.
[8] Therefore, you will not need to hold these STCW certificates onboard in addition to your Navigational Watch Rating Certificate or Able Seafarer Certificate.

Training Required	Prerequisite evidence required to enter onto course
Personal Survival Techniques	Personal Survival Techniques from any STCW country.
	UK-issued Watch Rating Certificate (STCW II/4 or III/4). This includes Yacht Ratings.
	UK AB[9], Able Seafarer Deck or Able Seafarer Engine Certificate (STCW II/5 or III/5).
	UK FSE/CEC.
	UK CoC.
	UK Ships Cooks Certificate of Competency.
	UK Marine Engine Operator Licence (MEOL) or Senior Marine Engine Operator Licence (SMEOL).
Fire Prevention and Fire Fighting	Fire Prevention and Fire Fighting from any STCW country.
	UK-issued Watch Rating Certificate (STCW II/4 or STCW III/4). This includes Yacht Ratings.
	UK AB[10], Able Seafarer Deck (STCW II/5) or Able Seafarer Engine (STCW III/5) Certificate.
	UK FSE/CEC.
	UK CoC.
	UK Ships Certificate of Competency.
	UK MEOL or SMEOL.
Proficiency in Survival Craft and Rescue Boats	Proficiency in Survival Craft and Rescue Boats issued by any STCW country that the MCA accepts for the issue of an FSE/CEC.
	UK AB[10], Able Seafarer Deck (STCW II/4) Certificate.
	UK FSE/CEC.
	UK CoC (Including Tug CoCs but not including Master of Code Vessels or Fishing CoCs).
	UK MEOL or SMEOL.
Advanced Fire Fighting	Advanced Fire Fighting issued by any STCW country that the MCA accepts for the issue of an FSE/CEC.
	UK FSE/CEC.
	UK CoC (Including Tug CoCs but not including Master of Code Vessels, Fishing or OOW Yacht less than 3000GT CoCs).
	UK MEOL or SMEOL.
Medical Care Refresher	Medical Care or Medical Care Refresher issued by the MCA, EU administration, Canada, South Africa or New Zealand.
Fast Rescue Boat	Fast Rescue Boat Certificate issued by MCA or other EU administration.

6. Documentary Evidence of Training that is Required to be held Onboard

6.1 If you are serving onboard a ship and are qualified in any of the following, you must have documentary evidence of either having completed the training course or updated your training within the last 5 years:

- Personal Survival Techniques;
- Fire Prevention and Fire Fighting;
- Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats; and
- Advanced Fire Fighting.

[9] This is an AB Certificate issued under the International Labour Organisation (ILO) Convention 1946 (No 74).

6.2 For use on UK registered vessels the MCA will accept refresher training for:

- Personal Survival Techniques and Fire Prevention and Fire Fighting Certificates from any IMO STCW 'White List' party; and
- Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats and Advanced Fire Fighting from any country that we accept for the issue of a UK FSE/CEC.

7. Tanker Training

7.1 If a candidate only requires an MCA Advanced Tanker Course Completion Certificate*, then in addition to the criteria specified in MSN 1866 (Amendment 1) the following will permit entry onto the course:

- 3-months' experience on the applicable type of tanker and MNTB Fire Fighting Course; **or**
- 3-months' experience on the applicable type of tanker and advanced Fire Fighting Course given by an MCA approved training provider; **or**
- 3-months' experience on the applicable type of tanker, Advanced Fire Fighting from a FSE/CEC country and the theory element of the MCA approved Tanker Fire Fighting Course; **or**
- Applicable Basic Tanker CoP or Endorsement from any EU Country and Advanced Fire Fighting Course from any EU country; **or**
- Applicable Basic Tanker CoP/Endorsement from any FSE/CEC Country, Advanced Fire Fighting Course from any CEC country and the theory element of MCA approved Tanker Fire Fighting Course.

*i.e. they do not intend to apply for a UK Tanker Endorsement or UK CoP**.**

8. Acceptable Certificates, occupations, and experience for permitting entry on to an Efficient Deck Hand (EDH) course.

8.1 In addition to the prerequisites mentioned in MSN 1862 (Amendment 1) (Section 4.2) the following will also permit entry onto the EDH course:

- Enrolment onto the following Officer of the Watch (STCW II/1) courses;
  - An MCA-approved cadet training programme;
  - An MCA-approved overseas collaborative programme (1+1);
- Holding a UK Class 1 or 2 Fishing Certificate of Competency (Deck or Engineering); and
- Holding a Seafish Fishing Under 16.5m Skippers Certificate (with evidence of at least 6 months seagoing service).

9. Peripatetic Course Approval

9.1 A list of courses that can be delivered peripatetically is available in section 2.1 of this MIN.

9.2 For peripatetic courses that are delivered outside of the UK, all courses must be undertaken in a shore-based classroom environment, apart from:

- Passenger Courses: This must be administered from the UK [10]
- Security Awareness and Designated Security Duties – This must be administered from the UK.
- Medical Courses – subject to strict controls – this must be administered from the UK.
- Advanced Fire Fighting Refresher Training – only for those providers who have approval to run the full MCA Advanced Fire Fighting course.

9.3 **Peripatetic Medical Courses:** Anybody wishing to provide medical courses 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. The medical trainer and assessor must be approved by the MCA and a member of the General Medical Council, or equivalent. If approved, the course provider must accept mutually agreed terms that will be set out in an approval letter, which will outline the strict controls associated with the approval.

10. Guidance on Equivalence Proposals to MCA approved Training Requirements

10.1 Any equivalence proposals to MCA approved training requirements are only available where mentioned in the MNTB/MCA Criteria Guides.

10.2 To ensure equivalency proposals meet the requirements of the STCW Code and the 2022 Regulations and can therefore satisfy the MCA, all proposals must be emailed to stc.courses@mcga.gov.uk for consideration. This will also ensure that there is a fair and consistent approach to granting equivalency proposals.

10.3 On receipt of an application, the UK Seafarer Services Technical Team will assess the submission and ensure that the equivalency proposal(s) meet the necessary requirements in line with the published MCA guidelines and the STCW standard.

10.4 If the proposals are agreed, a rationale will be provided alongside the approval of the Training Provider. The UK Seafarer Services Team will keep a record of equivalent course approvals, which can be made available on request to a Training Provider. Requests should be made to stc.courses@mcga.gov.uk.

11. Midterm Audit/ Assessments of an MCA Approved UK Course Providers

11.1 MCA approved courses that operate in the UK may be assessed or inspected at the midterm point, this is between years 2 and 3 from the anniversary of the initial approval, or re-approval, date. This would only normally be required if a risk was identified from a previous audit that would warrant[11] a midterm assessment or a site visit. The need for a midterm audit/ assessment should have been indicated to the training provider at the point of approval or re-approval. A copy of the Short Course Temporary Extension Questionnaire that can be used in lieu of, or as well as, a site visit can be found in **Annex B**.

[10] This means the Training provider is based in the UK or has an office based in the UK that is responsible for this function.
[11] This will normally be required if multiple non-conformities (NCNs) were identified, or if a major NCN was identified.

12. Global Maritime Distress and Safety System (GMDSS) and the Association of Marine Electronic and Radio Colleges (AMERC)

12.1 The approval and monitoring of GMDSS courses is currently delegated to an associated body on behalf of the MCA. At present, this is carried out by Association of Marine Electronic and Radio Colleges (AMERC). They can be contacted by email: amerc_nac@wraycastle.com.

12.2 As part of this role, AMERC oversees the provision and delivery of courses leading to examinations for the GMDSS certificates issued by the UK Government. Once approved by AMERC, centres in membership are authorised to provide courses in GMDSS operation and techniques. Quality assurance for these courses is managed on behalf of the MCA by AMERC's Chief Examiner and administered through the National Administration Centre. Examination Co-ordination Centres (ECCs) provide trained examiners to conduct the GMDSS examinations at AMERC-approved examination venues.

12.3 A list of accepted GMDSS certificates toward the issue of a UK Deck CoC can be found at www.gov.uk/guidance/list-of-countries-accepted-towards-issuing-a-uk-FSE.

12.4 Acceptable occupations for the revalidation of the GMDSS endorsement are contained within **Annex C**.

12.5 A summary of the required Radio Certification, depending on vessel type and area of operation, is summarised in the table in **Annex D**.

13. Vessel Traffic Systems (VTS) Courses

13.1 Vessel Traffic Systems (VTS) Courses are approved by the MCA's Navigational Safety Branch. A course approval request should be directed to them via email to navigationsafety@mcga.gov.uk.

14. Approved Training Providers Trainer and/or Assessors

14.1 Examples of qualifications that can be used instead of obtaining a train the trainer course include:

- Preparing to Teach in the Lifelong Learning Sector (PTLLS),
- Certificate in Teaching in the Lifelong Learning Sector (CTLLS),
- City and Guilds Level 3 Award in Education and Training
- Diploma in Teaching in the Lifelong Learning Sector (DTLLS),
- Certificate in Education Postgraduate,
- Certificate in Education,
- Scottish Vocational Qualifications (SVQs) levels 3 and 4 in Learning and Development,
- Scottish Training Qualification for Further Education (TQFE),
- Professional Graduate Diploma in Education (PGDE),
- Professional Graduate Certificate in Education (PGCE).

14.2 Where examples are not listed above, you can request the MCA to approve an alternative by emailing STC.Courses@mcga.gov.uk for consideration.

14.3 Continued Professional Development (CPD)

Examples of Continued Professional Development can include:

- Membership of a relevant Organisation/Body
- A company sponsored CPD plan

- Ongoing seagoing service or experience
- Attendance at relevant seminars
- Relevant work experience
- Attendance as a candidate at relevant training courses.

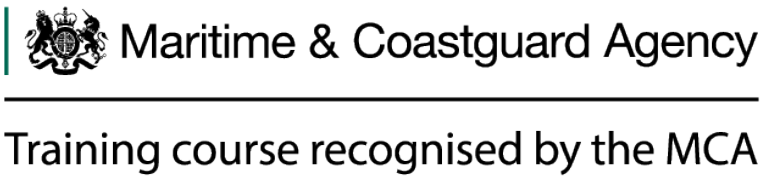
15. MCA Logo Guidance

15.1 In addition to the requirements noted in MSN 1865 (Amendment 1), **Annex F**, Section 5, further guidance is contained below.

15.2 Upon obtaining full MCA approval or recognition, a training provider may use the MCA's logo for commercial use providing the correct protocol from MSN 1865 (Amendment 1) and this MIN is followed.

15.3 Guidance on how the logo should appear:

- Please ensure that the Coat of Arms is no smaller than 5mm across or less than 60 pixels.
- The logos must only be used in their correct context.
- An example of how the logo should be presented is provided below:



16. The Future

16.1 The MCA plans to move to an online digital service whereby approval for training providers and the issue of Certificates of Proficiency by MCA approved training providers may be done through an online database. This will help the MCA manage the approval process and improve the security of the system. Full engagement with stakeholders will help to ensure successful implementation. Moving to a new system may require a training provider to purchase certificate stock from the MCA's approved print contractor. The aim would be for an MCA approved training provider to issue and print the certificates at source through the MCA's online database.

More Information

Seafarer Training and Certification
Maritime and Coastguard Agency
Bay 2/16
Spring Place
105 Commercial Road
Southampton
SO15 1EG

Tel: +44 (0) 203 8172200
e-mail: exams@mcga.gov.uk

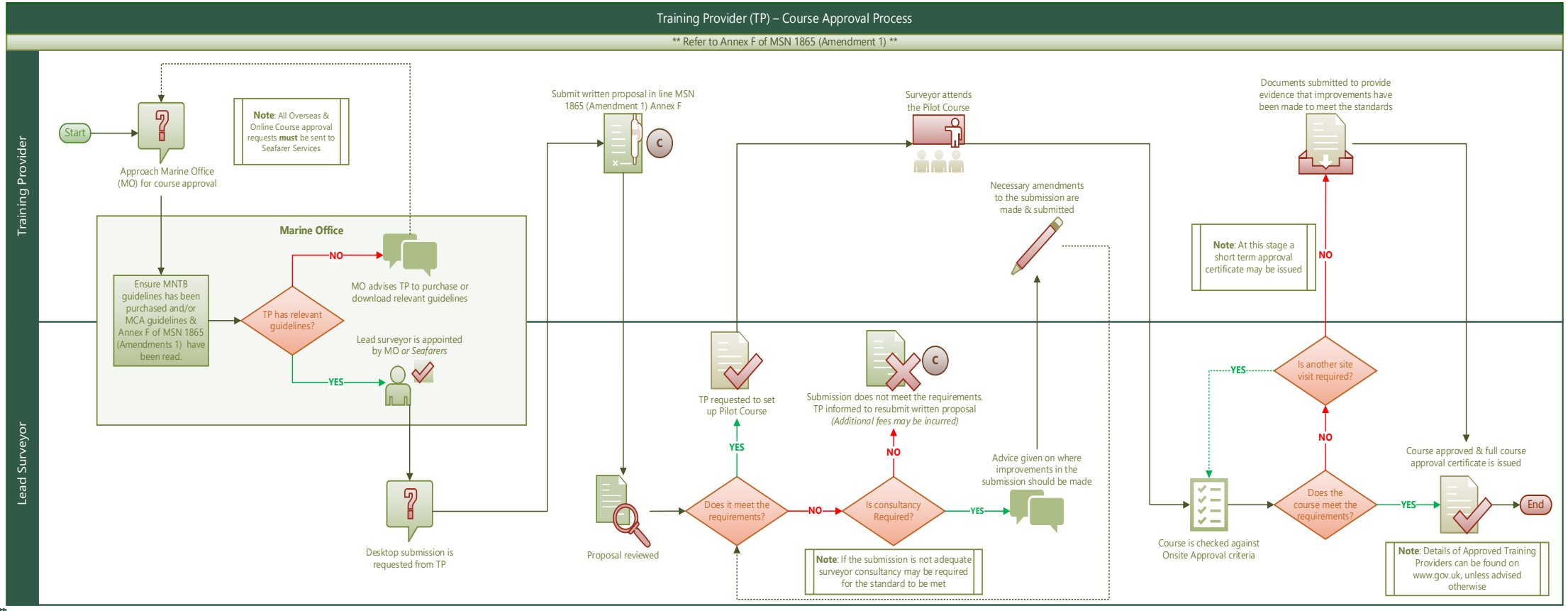
Website Address: www.gov.uk/government/organisations/maritime-and-coastguard-agency

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Safer Lives, Safer Ships, Cleaner Seas


Training Provider (TP) – Course Approval Process
** Refer to Annex F of MSN 1865 (Amendment 1) **
Training Provider
Lead Surveyor
Start
Approach Marine Office (MO) for course approval
Note: All Overseas & Online Course approval requests must be sent to Seafarer Services
Marine Office
Ensure MNTB guidelines has been purchased and/or MCA guidelines & Annex F of MSN 1865 (Amendments 1) have been read.
TP has relevant guidelines?
NO
MO advises TP to purchase or download relevant guidelines
YES
Lead surveyor is appointed by MO or Seafarers
Desktop submission is requested from TP
Submit written proposal in line MSN 1865 (Amendment 1) Annex F
C
Proposal reviewed
Does it meet the requirements?
YES
TP requested to set up Pilot Course
NO
Is consultancy Required?
YES
Submission does not meet the requirements. TP informed to resubmit written proposal (Additional fees may be incurred)
C
NO
Advice given on where improvements in the submission should be made
Note: If the submission is not adequate surveyor consultancy may be required for the standard to be met
Surveyor attends the Pilot Course
Necessary amendments to the submission are made & submitted
Course is checked against Onsite Approval criteria
Does the course meet the requirements?
NO
Is another site visit required?
YES
Note: At this stage a short term approval certificate may be issued
NO
Documents submitted to provide evidence that improvements have been made to meet the standards
YES
Course approved & full course approval certificate is issued
End
Note: Details of Approved Training Providers can be found on www.gov.uk, unless advised otherwise

16/12/2022

Maritime & Coastguard Agency

Annex B

Short Course Temporary Extension Questionnaire

Questionnaire to be completed by training providers prior to an extension of a course approval being issued, where it has not been possible to undertake a reapproval audit.

Name of Approved Training Provider:			
Course Title:			
MCA Approval Number:			
Expiry Date:			
	Yes	No	Comments from Training Provider
Facilities and Equipment: -			
Have there been any changes to the training facilities since the approval or last MCA audit? (Provide details of new equipment, new buildings etc.)			
Have there been any changes to the maintenance providers since the approval or last MCA audit? (Provide details of who undertakes maintenance)			
Has the equipment been maintained and serviced in accordance with original manufacturers' advice and instructions? (Detail how this has been achieved, any updates regarding maintenance and how service is obtained from the manufacturers)			

Qualifications of Instructors and Assessors: -			
Have there been any changes to the instructors or assessors since the approval or last MCA audit? (Provide details of any changes to assessors and evidence of new instructors and their relevant qualifications and experience, as per the requirements of the relevant MCA criteria guidelines and MSN 1865 (Amendment 1) Annex F. (DO NOT include generic CVs))			
Were the MCA informed of the changes? (Who was told and when?)			
Are the instructors and assessors undertaking regular CPD to ensure their knowledge remains valid? (Provide details)			
Confirm that the same person does not carry out the training and assessment.			
Course Material: -			
Is the latest version of the MCA criteria guidelines being adhered to? (State the version of the MCA criteria guidelines in use)			
Has there been a change to the training material since the approval or the MCA's last audit? (Please include details of changes due to legislative or best practice requirements)			
Have there been changes to the timetable since the approval or last MCA audit? (Provide copies of new timetables where applicable)			
Assessments: -			
Has there been a change to the process or procedure for the assessments since the approval			

or the MCA's last audit? (Provide details of the changes to assessment procedure or assessment length etc.)			
Quality Management System: -			
Have there been internal audits of the QMS? (State the date of last internal audit)			
Were there any non-conformities or observations raised in the audit? (Detail these and any actions taken)			
Have there been third party audits undertaken? (By whom and when?)			
Were there any non-conformities or observations raised in the audit report? (Detail these and any actions taken)			
Complaints: -			
Have there been any complaints regarding the training, the facilities or the staff since the initial approval or last MCA audit? (Detail the number of complaints and how these were addressed)			
Initial Course Approval or Last Audit: -			
Were there any non-conformities or observations raised? (Detail how these have been dealt with and communicated to the MCA)			
Health and Safety: -			
Have there been any accidents or incidents since the initial approval or the last MCA audit? (Detail any accidents or incidents)			

Courses Run: -			
Has the course continued to be run by the organisation? (Detail the number of courses and number of attendees on each course)			
Course Certificates: -			
Has the course completion certificate changed since the initial approval or the MCA's last audit? (Provide a copy of the amended certificate(s))			
Have there been any changes to the process for the issue of certificates to candidates since the initial approval or last MCA audit? (Detail the changes to the process for the issue of certificates)			
Have there been any changes to how the records of certificates issued are being maintained? (If yes, provide details of any changes)			
Management and Staff Holding Senior Positions in the Organisation: -			
Have there been any changes to members of the management team or staff holding senior positions since the initial approval or last MCA audit? (Detail the changes and state if these have previously been communicated to the MCA)			
Has there been a change to the ownership of the organisation since the initial approval or last MCA audit? (Detail if this been communicated to the MCA)			
Person(s) Completing this Form:			
Name of Individual(s):			

Position within Training Provider:	
Signature:	
Date Form Completed:	
Date Sent to MCA:	

Annex C

Acceptable occupations for the revalidation of the GMDSS endorsement

The STCW Convention provides for the acceptance of a master or officer's continued proficiency by virtue of them having performed duties relating to the functions appropriate to the class or grade of certificate they hold, when such duties are considered to be at least equivalent to the seagoing service required for revalidation. A list of occupations which will be favourably considered is given below. The list is not exhaustive and applications from certificate holders engaged in other occupations may also be considered. Applications for revalidation may be made by certificate holders who have been engaged in the listed occupations for at least two and a half of the preceding five years:

- Marine Pilots;
- MCA Surveyors;
- MCA Coastguards;
- Marine College Lecturers;
- Technical, Engineering and Marine Superintendents or Ship Repair Managers;
- Harbour Masters;
- Hydrographic Surveyors;
- Classification Society Marine Surveyors;
- Marine Accident Investigation Branch (MAIB) Surveyors.

Annex D

Guidance on the GMDSS Requirements for Vessels

Guidance on Certification Requirements according to Vessel Type		
Type of Vessel	**A2, A3 and A4 Sea Area**	**A1 Sea Area**
All passenger ships	GOC	ROC
Cargo ship over 300 GT	GOC	ROC
Cargo ship under 300 GT	LRC or GOC	SRC or ROC

Sea Area A1: An area within the radiotelephone coverage of at least one VHF coast station in which continuous digital selective calling (Ch.70/156.525 MHz) alerting and radiotelephony services are available.

Sea Area A2: An area, excluding sea area A1, within the radiotelephone coverage of at least one MF coast station in which continuous DSC (2187.5 kHz) alerting and radiotelephony services are available.

Sea Area A3: In area, excluding sea areas A1 and A2, within the coverage of an Inmarsat geostationary satellite. This area lies between about latitude 76 Degrees North and South, but excludes A1 and/or A2 designated areas. Inmarsat guarantees their system will work between 70 South and 70 North though it will often work to 76 degrees South or North**.**

Sea Area A4: An area outside sea areas A1, A2 and A3 is called sea area A4. This is essentially the Polar Regions, north and south of about 70 degrees of latitude, excluding any A1 or A2 areas.

LRC: Long Range Certificate is an operator's certificate, examined to European Radiocommunication Committee (ERC) Recommendation T/R 31-05, covering MF/HF/VHF GMDSS and non-GMDSS techniques and operation for operators in the voluntary radio fit sector and operators on commercial vessels not subject to compulsory radio fitment under the SOLAS 1974 Convention. A supplementary examination (the Satellite Module) in satellite communication techniques and operation, including GMDSS techniques, is also available as part of this certificate.

SRC: The Short-Range Certificate is the minimum qualification required by law to control the operation of VHF and VHF Digital Selective Calling (DSC) equipment on any British flagged vessel voluntarily fitted with a radio. This includes both fixed and handheld equipment using international x`channels.

A Radio Operator’s Certificate should be suitable for the radio equipment fitted onboard in accordance with the area of operation (A1, A2, A3 or A4). For example, if a vessel is operating in sea area A1 but is fitted with sea area A2 radio equipment, then the person in charge of the radio equipment must hold a GOC. An officer with an ROC could only operate the equipment if supervised by a GOC holder.