

MERCHANT SHIPPING NOTICE

MSN 1802 (M)

CERTIFICATES OF COMPETENCY: YACHT DECK OFFICERS TRAINING AND CERTIFICATION GUIDANCE – PART A7

Notice to all Owners, Masters, Deck Officers and Crews of Commercially and Privately Operated Yachts and Sail Training Vessels, and those concerned with Maritime Training.

This notice replaces MGN 195 (M) and MIN 202 (M)

Summary

This notice describes the system for deck officer certification for large commercial or private sailing and motor vessels and sail training vessels. It provides details of the certification system for deck officers serving in:

- a) Commercial yachts or sail training vessels of 24 metres and over in loadline length and of less than 3000gt and which do not carry cargo and do not carry more than 12 passengers, covered by the Maritime and Coastguard Agency (**MCA**) Large Commercial Yacht Code (**LY2**)¹, and
- b) Privately owned yachts, not in commercial use, of 24 metres and over in loadline length and of less than 3000gt used for sport or pleasure and which do not carry cargo and do not carry more than 12 passengers

Key Points

The certification system is progressive to allow yacht personnel to achieve yacht restricted qualifications for Officer of the Watch (**OOW**), Chief Mate and Master.

This notice covers:

- 1) Introduction
 - 2) Certificate structure and manning levels
 - 3) Medical fitness and eyesight standards
 - 4) Service definitions
 - 5) Proof of service and testimonials
 - 6) Oral examination
 - 7) Training modules
 - 8) Short courses
 - 9) Application procedure
 - 10) Notice of Eligibility (**NOE**)
 - 11) Examination requirements
 - 12) Transitional arrangements
 - 13) Revalidation
 - 14) Endorsing existing OOW (Yachts) and Chief Mate (Yachts) CoCs
 - 15) Training Vessels
 - 16) Approved training providers
- Annexes – including outline syllabuses for oral examinations

¹ MSN 1792 or any subsequent amendment

More Information:

The following information is available from the MCA website:

Marine Office contact details	use regional map on Homepage
List of approved medical practitioners	seafarer information/ health and safety
List of accepted medical certificates	seafarer information/ health and safety
Index to Parts of this series	seafarer information/ seafarer training
Oral examination syllabuses	seafarer information/ seafarer training
Training module syllabuses	seafarer information/ seafarer training
MCA recognised certificates	seafarer information/ seafarer training
Application forms MSF 4343 or 4201	seafarer information/ seafarer training
	also 'seafarer training and certification applications' from Homepage

If you are unable to access the information or have any queries please contact us.

Seafarer Training & Certification Branch
Maritime and Coastguard Agency
Spring Place
105 Commercial Road
SO15 1EG

Telephone: 023 8032 9231
Fax: 023 8032 9252
E-Mail: deck@mcga.gov.uk

General enquiries: 24 Hour Infoline
infoline@mcga.gov.uk
0870 600 6505

MCA Website Address: Internet: <http://www.mcga.gov.uk>

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Safer Lives, Safer Ships, Cleaner Seas



1.0 Introduction

- 1.1 This Merchant Shipping Notice (**MSN**) is part of a series, which gives guidance regarding the application of the Merchant Shipping (Training and Certification) Regulations 1997, as amended², (**the Regulations**). The Regulations implement in the United Kingdom the requirements of the International Convention on Standards of Training, Certification and Watchkeeping 1978, as amended³, (**STCW**) and its associated code (**STCW Code**).
- 1.2 Guidance on the system for deck officer yacht restricted qualifications was previously in MGN 195 which is now replaced by this notice. The main changes are:
- Definitions of qualifying service (Paragraphs 4, 5 and 11 refer)
 - Inclusion of provisions for Master (Code Vessels less than 200gt) qualification, previously issued in MIN 202 which is now also replaced by this notice
 - Inclusion of requirements for Training Vessels (Paragraph 15 refers)
 - Amendments to manning scales (Annex A)
 - The part number has changed from Part 21 to Part A7

Due to the changes in qualifying service transitional arrangements will apply until 30 September 2007 (Paragraph 12 refers)

The part number has changed because the training and certification series of guidance is currently being reviewed. Some parts previously issued may be cancelled and/or merged with other parts. To avoid confusion a new numbering system was required. The latest Index to Parts and information on the review are available on the MCA website.

- 1.3 Masters and deck officers serving in all UK-registered yachts and sail training vessels of 24 metres and over in loadline length and under 3000gt must be qualified in accordance with the Regulations or the LY2.
- 1.4 STCW allows an Administration to adopt alternative arrangements of education and training, for special types of ships and trades. Given the nature of the yacht industry, the MCA has invoked these equivalency arrangements for Yacht restricted qualifications under the Merchant Shipping (Vessels in Commercial Use for Sport or Pleasure) Regulations 1998, as amended⁴, for use in UK registered large yachts operating under the LY2. Privately owned yachts as described in the Summary on Page 1 may also apply the manning scales and qualifications as given under the LY2 as an alternative to the full requirements of the Regulations.
- 1.5 This notice details a route for certification restricted to yachts that is structured to provide a progressive career path for those in the professional yachting industry. Candidates meeting the requirements will be issued with a STCW certificate of competency (**CoC**) limited to service in yachts and sail training vessels.
- 1.6 **All references to CoCs in this notice mean those issued by the MCA unless otherwise stated. All references in this notice to Yachtmaster Offshore or Yachtmaster Ocean certificates and/or shore-based course mean a MCA recognised qualification at the appropriate level details of which are in Annex E. Any queries about acceptance of training or certificates should be made to the MCA Training and Certification Branch.**

² SI 1997/348 as amended by SI 1997/1911, SI 2000/836 and SI 2006/89 or any subsequent amendment

³ Available from the Publications Department, International Maritime Organization, 4 Albert Embankment, London SE1 7SR

⁴ SI 1998/2771 as amended by SI 2000/482 and SI 2002/1473 or any subsequent amendment

2.0 Certificate structure and manning levels

2.1 The mandatory CoCs limited to yachts will be issued as follows:

Capacity	STCW Reg.	Vessel Limitations	Area Limitations
Master and OOW	II/2	Code vessels less than 200gt Yachts less than 3000gt	150 miles from safe haven unlimited
Master and Chief Mate	II/2	Code vessels less than 200gt Yachts less than 3000gt	unlimited unlimited
Master and Chief Mate	II/2	Yachts less than 500gt Yachts less than 3000gt	unlimited unlimited
Master	II/2	Yachts less than 3000gt	unlimited

* **Note:** If holder of a Yachtmaster Ocean certificate then Master Code vessels less than 200gt unlimited.

2.2 In addition to the above the following two non-mandatory CoCs may be issued:

Capacity	STCW Reg.	Vessel Limitations	Area Limitations
Master and OOW	II/2	Code vessels less than 200gt Yachts less than 500gt	150 miles from safe haven unlimited
Master and OOW	II/2	Code vessels less than 200gt Yachts less than 500gt	unlimited unlimited

2.3 Yacht restricted CoCs will attract the following STCW functions:

- Navigation
- Controlling the operation of the ship and care for persons on board
- Radio communications

They will not attract a cargo handling and stowage function.

2.4 The Master (Code vessels less than 200gt) OOW (Yachts less than 500gt) CoCs are not mandatory. Seafarers serving in UK Code Vessels using MCA recognised qualifications have found that some overseas Administrations do not recognise those qualifications. This is usually due to no reference to STCW on the certificate. To overcome this problem holders of Yachtmaster Offshore and Yachtmaster Ocean certificates may apply to upgrade on a voluntary basis.

2.5 The manning scales for Deck Officers to be carried in motor or sailing yachts and sail training vessels are laid down in Annex A. In considering these manning scales the Master (Code vessels less than 200gt limited to 150 miles from a safe haven) may be used instead of the Yachtmaster Offshore certificate and the Master (Code vessels less than 200gt unlimited area) instead of the Yachtmaster Ocean certificate.

3.0 Medical fitness and eyesight standards

- 3.1 All candidates for any CoC must meet the medical fitness and eyesight standards as required by the Merchant Shipping (Medical Examination) Regulations 2002 as amended⁵. Detail on the application of those regulations is found in a MSN, Seafarer Medical Examination System and Medical and Eyesight Standards Regulations 2002⁶.
- 3.2 The seafarer medical examination includes a sight test for both colour vision and visual acuity. **Failure to meet the statutory requirements will mean that an unrestricted medical certificate cannot be issued. Anyone considering a seagoing career is strongly advised to have a full medical or sight test, which includes testing both colour and visual acuity, before starting training.** You can arrange a separate sight test with a local optometrist by taking along an Application for Seafarer Vision Test Form (MSF 4100). The form can be obtained by contacting a MCA Marine Office or the MCA Seafarer Health and Safety Branch on 0044 (0)2380 329247 or seafarers.h&s@mca.gov.uk
- 3.3 All candidates for any CoC must produce a valid medical fitness certificate, either
- The UK medical fitness certificate, currently known as an ENG 1, issued by a 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

Lists of approved medical practitioners and countries whose seafarer medical standards and medical certificates are considered equivalent are both available in MSNs which are updated annually⁷. Live lists are available from the MCA website.

- 3.4 The medical fitness certificate must specify the date of examination and the period of validity.

4.0 Service definitions

- 4.1 For the purposes of this notice service definitions are:
- **Onboard Yacht Service** is the time spent signed on a yacht irrespective of the vessel activity
 - **Actual Sea Service** is time spent at sea which may include time at anchor or river and canal transits associated with a passage
 - **Stand-by Service** is time moored whilst fully crewed, victualled, fuelled and stored ready to proceed safely to sea, e.g. awaiting the owner to arrive or a Charter to commence
 - **Yard Service** is time when standing by a build, refit or repair
 - **Sea Service** includes a combination of Actual Sea Service, Stand-by Service and/ or Yard Service

⁵ SI 2002/2055 amended by SI 2005/1919 or any subsequent amendment

⁶ MSN 1765 (M) or any subsequent amendment

⁷ MSN 1797 (M) Approved Medical Practitioners with effect from 1 May 2006 and MSN 1798 (M) Countries whose Medical Certificates are Accepted as equivalent to the UK Medical Certificate from 1 April 2006 and subsequent amendments

- **Watchkeeping Service** is Actual Sea Service spent as a Watchkeeping Officer in full charge of a navigational watch for not less than eight out of every 24 hours whilst the vessel is engaged on voyage
- 4.2 Service should be in the deck department and Onboard Yacht Service reckoned from the date of engagement to the date of discharge.
- 4.3 At least six months of the qualifying Sea Service must have been performed within the five years preceding the application.
- 4.4 Service may be performed in vessels of any flag
- 4.5 Candidates who are serving in a dual engine and deck capacity will have their service counted at the rate of 50%.
- 5.0 Proof of service and testimonials**
- 5.1 Candidates are expected to prove the full amount of qualifying service for a CoC before being considered for assessment or oral examination. All service required must be completed and verified to the satisfaction of the MCA. Where there are doubts about the service claimed or it cannot be verified as described below, it will only be accepted upon written confirmation by some responsible person having personal knowledge of the facts to be established, again to the satisfaction of the MCA.
- 5.2 Candidates will be required to present documentary proof of Onboard Yacht Service and Sea Service for each CoC. Additionally candidates for Master (Yachts less than 500gt) and Master (Yachts less than 3000gt) will need to provide proof of Watchkeeping Service.
- 5.3 Proof of Onboard Yacht Service should be in the form of any of the following documents supported by testimonials:
 - Merchant Navy discharge book
 - Certificates of discharge (Annex B)
 - Professional Yachtsmen's Association (**PYA**) Service Record Book
 - Similar MCA approved service record book
- 5.4 Testimonials should cover conduct and ability for at least the last 12 months of Onboard Yacht Service preceding the date of application and may also include details of Sea Service and Watchkeeping Service as applicable. Testimonials, which must be verifiable, should be in the format given in Annex C. If details of Sea Service and Watchkeeping Service are not included in the testimonials then this time must be verified by separate certificates of service.
- 5.5 Testimonials or certificates of service should be signed by the Master of the vessel in which the qualifying service has been performed. In the case of service as Master the testimonials or certificates of service must be signed by the owner or a responsible person from the Yacht Management Company such as a company director or yacht manager.
- 5.6 For applicants for a first watchkeeping CoC, the testimonials may be incorporated in a loose-leaf format into the service record book or training portfolio for those following MCA approved training programmes.

- 5.7 Onboard Yacht Service entered in official documents will be reckoned by the calendar month. The start and end dates of the crew agreement should both be included. Leave of absence should be excluded. Months should be counted from the start date to the previous date in the next month. The number of complete months should be counted first. Then the remaining days should be added and reckoned at thirty days to the month.

Examples:

- 16 January to 15 February = 1 calendar month
- Crew agreement starts 12 September 05 ends 28 August 06
Leave of absence starts 04 March 06 ends 16 April 06 inclusive
12 September 05 to 03 March 06 = 5 months 20 days (before the leave)
17 April 06 to 28 August 06 = 4 months 12 days (after the leave)
5 months 20 days + 4 months 12 days = 10 months 2 days (add periods)

All other types of service should be counted in total number of days.

- 5.8 Candidates or potential candidates who after having signed crew agreements have neglected to join their vessels, or who after having joined have left their ships other than upon discharge, or who have committed misconduct on board, will be required to produce satisfactory proof of two years subsequent Onboard Yacht Service with good conduct at sea, unless the MCA after investigation should see fit to reduce this period.

6.0 Oral examination

- 6.1 The out-line syllabuses for the Yacht Deck Officer MCA oral examinations are annexed to this notice and are available from the MCA website. **All references to oral examinations in this notice mean those conducted by MCA examiners to the MCA syllabus.**
- 6.2 Since higher level training relies on the underpinning knowledge of the lower level training, it is expected that a candidate will have obtained the previous qualification prior to commencing training for the next higher qualification. Candidates should be aware that questions in the oral examination may, in addition to the published oral syllabus, include topics that should have been covered in previous training. It is generally expected that all training modules and short courses will be completed before attempting the oral examination, as these provide the knowledge on which the examination is based.
- 6.3 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. Further information on oral examinations is available in another part to the training and certification series of guidance⁸.

7.0 Training modules

- 7.1 **All training modules must be approved by the MCA.** Training providers who have MCA approval to deliver a training module will hold a current Course Approval Certificate for that course. Examinations for training modules may only be conducted at approved examination centres. Written examination papers will be set and marked only by MCA Nominated Colleges as detailed in Annex D.
- 7.2 Candidates must gain a certificate of successful completion of the module plus an examination pass certificate from a Nominated College. The pass marks for all training module examinations is 60% in all parts. Training module passes for each level of

⁸ MGN 69 (M) Conduct of MCA Oral Examinations or any subsequent amendment

certification are valid for three years. The training module pass certificate must be in date at the time of issue of the CoC. In the case of holders of a Master (Yachts less than 500gt) applying for Master (Yachts less than 3000gt) oral examination, the taught modules presented for the lower qualification are not required to be presented for the higher qualification.

7.3 Where a candidate fails an examination for any training module they will be allowed one re-sit, without the need to retake the training module, provided that the second attempt is taken within 12 months of the failed attempt. Should the candidate fail the second attempt it will be necessary for the entire training module to be retaken prior to a further attempt.

7.4 The out-line syllabuses for the training modules and the associated written examinations are available from the MCA website.

8.0 Short courses

8.1 **All STCW short course ancillary training must be approved by the MCA.** Training providers who have MCA approval to deliver short courses will hold a current Course Approval Certificate for that course. STCW short course training completed under the authority of specified MCA recognised Administrations is also acceptable, details of which are in Annex E and a live list is available from the MCA website. Short course training, not requiring revalidation, which was completed before 1 February 2002 remains valid.

8.2 Although most STCW short course certificates currently have no period of validity the Master and any other person in charge of medical care in a UK-registered vessel will be required to undertake refresher training in Proficiency in Medical Care (STCW A-VI/4-2) every five years⁹. Proficiency in Medical Care certificates must be in-date when presented for issue of a CoC

Note: Not required for revalidation of a CoC.

8.3 Only MCA approved GMDSS certificates which are current, having an in-date STCW endorsement will be accepted.

8.4 The Master of a Code Vessel is also required to hold the appropriate medical qualification for the area of operation as detailed in the 'Small Vessels Code'¹⁰ where applicable.

9.0 Application procedure

9.1 A CoC will only be issued when the requirements set out in this notice have been fully met. These include:

- Age: meeting minimum
- Service: required proof
- STCW short courses: holding and providing required certificates
- MCA training modules: holding and providing required certificates
- MCA oral examination: pass
- Medical fitness: required proof of meeting medical and eyesight standards

9.2 The application form MSF 4343 for Deck (Yachts) oral examinations leading to a CoC is available from MCA Marine Offices or the MCA website. Applications for endorsement

⁹ As detailed in MGN 96 (M) Emergency, Occupational Safety, Medical Care and Survival Functions or any subsequent amendment

¹⁰ MGN 280 (M) Small Vessels in Commercial Use for Sport or Pleasure, Workboats and Pilot Boats or any subsequent amendment

only, not requiring an oral examination, should be made on the same form. Please note the top of the form 'ENDORSEMENT'.

- 9.3 Completed application forms should be sent to the address on the form with the appropriate fee plus passport photos and documents as required. A summary of what should be sent for application at each level is in Annex F.
- 9.4 Applications for oral examinations will not be assessed without the following:
- Fee
 - Valid medical fitness certificate
- And where required:
- Passport or Birth certificate
 - Two passport size photos
 - Proof of service
 - Testimonials
 - Relevant Yachtmaster certificate plus proof of corresponding shore-based course
 - Completed Training Record Book
 - Accepted non-UK CoC with corresponding accepted Certificate of Advanced Fire Fighting and accepted GMDSS GOC.
- 9.5 Applications for Endorsements will not be assessed unless all requirements are met, and all required items or documents are sent as shown in Annex F.
- 9.6 One of the passport photos and the application must be countersigned in accordance with the instructions on the application form. That is by a Doctor, Bank Officer, Established Civil Servant, School Teacher or someone of similar standing who is a citizen of Britain or a Commonwealth country and not a member of the applicant's family. Fees are as stated in the latest Fees Amendment Regulations¹¹.
- 9.7 With the exception of passports, as described below, the supporting documents must be original. Any candidate failing to submit all the required documents may have their application returned without being processed. 28 days should be allowed for processing.
- 9.8 Candidates who are working in an area where they are unable to release their passport may send a photocopy verified as a true copy of the original by either:
- The Master of the vessel, or
 - The same person who verifies the photographs and counter signs the application, or
 - A member of MCA staff
- In all cases the person should write 'I have seen the original passport and confirm that this is a true copy' and include their full name, signature and the date. Masters should also give their CoC number and issuing Administration.
- 9.9 Candidates are reminded that, under Section 47(5) of the Merchant Shipping Act 1995, any person who makes a statement which they know to be false for the purpose of obtaining for themselves or for another person a certificate or other document, shall be liable on summary conviction to a fine.

¹¹ SI 1996/3243 The Merchant Shipping (Fees) Regulations 1996 as amended

10.0 Notice of Eligibility (NOE)

- 10.1 Applicants eligible to attend the MCA oral examination will be issued with a NOE. After the NOE is received, and when the candidate is ready for the oral examination, they should contact a MCA Marine Office where oral examinations are held on an appointment basis. Contact details for MCA Marine Offices are available from the MCA website. Candidates must take the NOE to the oral examination and the result will be entered on it by the examiner.
- 10.2 NOEs are valid for five years from the date of issue. The date of issue is clearly stamped on the NOE. Once this period has elapsed the candidate must make a new application and all service will be re-assessed. Full supporting documentation and the appropriate fee must be supplied with the new application. This is to ensure that the assessed service remains valid during the qualifying period leading to the issue of a CoC.
- 10.3 If a candidate fails an oral examination re-sits may be taken at the following intervals:
- Second attempt** - at least two weeks after the initial examination
- Third attempt** - at least two weeks after the second attempt
- Subsequent attempts** - at least three months after the previous attempt between all further re-sits.
- Minimum periods between re-sits are to enable adequate revision time during which candidates will be expected to prepare effectively for the next examination. To apply for a re-sit the NOE, showing the fail result, should be returned to the MCA Seafarer Training and Certification Branch with the appropriate re-sit fee. A new NOE will then be issued.
- 10.4 Candidates who pass the oral examination should return the NOE along with any other out-standing documents to the MCA Seafarer Training and Certification Branch. 14 days should be allowed for issue of the new CoC. If an existing CoC is being upgraded then the original CoC must be returned with the NOE.

11.0 Examination requirements

11.1 Master (Code vessels less than 200gt not more than 150 miles from safe haven) Officer of the Watch (Yachts less than 500gt):

To qualify for issue of this CoC a candidate must meet all of the following requirements:

- a) Hold all of the following certificates:
 - i. Certificate of successful completion of a shore-based Yachtmaster Offshore course
Note: Not required if the candidate holds a Yachtmaster Offshore certificate issued before 31 July 2003
 - ii. Yachtmaster Offshore certificate
 - iii. Certificates for the four elements of STCW basic training:
 - Personal Survival Techniques (STCW A-VI/1-1), or non-STCW RYA Basic Sea Survival
 - Fire Fighting and Fire Prevention (STCW A-VI/1-2)
 - Elementary First Aid (STCW A-VI/1-3)
 - Personal Safety and Social Responsibilities (STCW A-VI/1-4)
 - iv. A minimum of a GMDSS Restricted Operators Certificate (**ROC**)
- b) Pass the Master (Code vessels less than 200gt) oral examination (Annex G)

11.2 The 150 miles from safe haven limitation may be lifted with a certificate of successful completion of a shore-based Yachtmaster Ocean course and Yachtmaster Ocean certificate. Applications should be made to the MCA Seafarer Training and Certification Branch (see Paragraph 9 Application procedure and Annex F).

11.3 Master (Code vessels less than 200gt unlimited area) Officer of the Watch (Yachts less than 500gt):

To qualify for issue of this CoC a candidate must meet all of the following requirements:

- a) Hold all of the following certificates:
 - i. Certificate of successful completion of a shore-based Yachtmaster Ocean course
Note: Not required if the candidate holds a Yachtmaster Ocean certificate issued before 31 July 2003
 - ii. Yachtmaster Ocean certificate
 - iii. Certificates for the four elements of STCW basic training:
 - Personal Survival Techniques (STCW A-VI/1-1), or non-STCW RYA Basic Sea Survival
 - Fire Fighting and Fire Prevention (STCW A-VI/1-2)
 - Elementary First Aid (STCW A-VI/1-3)
 - Personal Safety and Social Responsibilities (STCW A-VI/1-4)
 - iv. GMDSS General Operators Certificate (**GOC**)
- b) Pass the Master (Code vessels less than 200gt) oral examination (Annex G)

11.4 Officer of the Watch (Yachts less than 3000gt):

To qualify for issue of this CoC a candidate must meet all of the following requirements:

- a) Be at least 19 years old
- b) Have (since the age of 16 years) a minimum of 36 months Onboard Yacht Service, *in vessels of any size, including* not less than 365 days Sea Service in vessels of 15 metres or over in loadline length, where the Sea Service is:
 - i. A **minimum** of 250 days Actual Sea Service, and
 - ii. The balance of 115 days any combination of the following:
 - Further Actual Sea Service
 - Stand-by Service to a maximum of 14 consecutive days in one period regardless of any further time spent standing-by. Further periods may be counted only when the vessel returns after proceeding to sea on passage
 - Yard Service to a maximum of 90 days continuously or in separate periods
- c) Have completed the MCA approved Training Record Book
Note: Not required if the candidate can provide evidence of 36 months Sea Service in vessels of at least 24 metres in load line length.
- d) Hold all of the following certificates:
 - i. Certificate of successful completion of a shore-based Yachtmaster Offshore course
Note: Not required if the candidate holds a Yachtmaster Offshore certificate issued before 31 July 2003
 - ii. Yachtmaster Offshore certificate
 - iii. Certificates for the four elements of STCW basic training:
 - Personal Survival Techniques (STCW A-VI/1-1), or non-STCW RYA Basic Sea Survival
 - Fire Fighting and Fire Prevention (STCW A-VI/1-2)
 - Elementary First Aid (STCW A-VI/1-3)
 - Personal Safety and Social Responsibilities (STCW A-VI/1-4)
 - iv. Certificate of Proficiency in Survival Craft and Rescue Boats (**PSC&RB**)(STCW A-VI/2-1) or Advanced Sea Survival for Yachtsmen certificate
Note: Where a yacht is fitted with davit launched lifeboats, any person in charge of the launching and operation of the lifeboat must hold a PSC&RB certificate
 - v. GMDSS GOC
 - vi. Certificate of successful completion of 'Navigation and Radar (OOW Yachts)' training module plus an examination pass certificate from a Nominated College
Note: To be eligible to take this course candidates must hold a Yachtmaster Offshore certificate, together with the corresponding shore-based certificate unless the Yachtmaster Offshore certificate was issued before 31 July 2003
 - vii. Certificate of successful completion of 'General Ship Knowledge (OOW Yachts)' training module plus an examination pass certificate from a Nominated College
- e) Pass the OOW (Yachts less than 3000gt) oral examination (Annex H)

11.5 **Chief Mate (Yachts less than 3000gt):**

To qualify for issue of this CoC a candidate must hold all of the following certificates:

- a) MCA OOW STCW Reg. II/1 (Yachts less than 3000gt) CoC
- b) Certificate of Training in Advanced Fire Fighting (STCW A-VI/3)
- c) Certificate of Proficiency in Medical First Aid (STCW A-VI/4-1)
- d) Certificate of successful completion of a shore-based Yachtmaster Ocean course
Note: Not required if the candidate holds a Yachtmaster Ocean certificate issued before 31 July 2003
- e) Yachtmaster Ocean certificate

11.6 **Master (Yachts less than 500gt):**

To qualify for issue of this CoC a candidate must meet all of the following requirements:

- a) Have a minimum of 12 months Onboard Yacht Service as a Deck Officer, including not less than 120 days Watchkeeping Service, in vessels of 15 metres or over in loadline length whilst holding an accepted OOW STCW Reg. II/1 (Yachts less than 3000gt) CoC
Note: Details of CoCs accepted other than MCA issued are in Annex E.
- b) Have fully met the education and training requirements for issue of the MCA Chief Mate STCW Reg. II/2 (Yachts less than 3000gt) CoC
- c) Hold all of the following certificates
 - i. Certificate of Proficiency for Person in Charge of Medical Care on Board Ship (STCW A-VI/4-2)
 - ii. Certificate of successful completion of 'Seamanship and Meteorology (Master Yachts)' training module plus an examination pass certificate from a Nominated College
 - iii. Certificate of successful completion of 'Stability (Master Yachts)' training module plus an examination pass certificate from a Nominated College
 - iv. Certificate of successful completion of 'Business and Law (Master Yachts)' training module plus an examination pass certificate from a Nominated College
 - v. Certificate of successful completion of 'Navigation, Radar and ARPA Simulator (Master Yachts)' training module plus an examination pass certificate from a Nominated College
- d) Pass the Master (Yachts less than 500gt) oral examination (Annex I)

11.7 **Master (Yachts less than 3000gt):**

To qualify for issue of this CoC a candidate must meet all of the following requirements:

- a) Have a minimum of 24 months Onboard Yacht Service as a Deck Officer, including not less than 240 days Watchkeeping Service whilst holding an accepted OOW STCW Reg. II/1 (Yachts less than 3000gt) CoC. All of this service must be completed in vessels of 15 metres or over in loadline length and include 12 months in vessels of 24 metres or over in load line length, or six months in vessels of 500gt or more
Note: Details of CoCs accepted other than MCA issued are in Annex E
- b) Hold a certificate of Proficiency for Person in Charge of Medical Care on Board Ship (STCW A-VI/4-2)
- c) Hold either a MCA Master STCW Reg. II/2 (Yachts less than 500gt) or have passed all written examinations and short courses required for issue of that certificate
Note: As training module pass certificates are valid for three years, candidates are advised to obtain the MCA Master (Yachts less than 500gt) CoC where circumstances may preclude them from attempting the Master (Yachts less than 3000gt) oral examination before the modules expire (Paragraph 7 refers)
- d) Pass the Master (Yachts less than 3000gt) oral examination (Annex J)

12.0 **Transitional arrangements**

- 12.1 Due to the changes to the way that service is to be recorded transitional arrangements have been made. Therefore, if requested, applications for oral examination up to and including 30 September 2007 will be assessed if the service is given and documented under the previous provisions in MGN 195 (M). These provisions should be read as:

Officer of the Watch (Yachts less than 3000gt): A minimum of 36 months Onboard Yacht Service in vessels of 15 metres or over in loadline length.

Master (Yachts less than 500gt): A minimum of 12 months Onboard Yacht Service as a Bridge Watchkeeper in vessels of 15 metres or over in loadline length whilst holding an accepted OOW STCW Reg. II/1 (Yachts less than 3000gt) CoC

Note: Details of CoCs accepted other than MCA issued are in Annex E.

Master (Yachts less than 3000gt): A minimum of 24 months Onboard Yacht Service as Bridge Watchkeeper in vessels 15 metres or over in loadline length whilst holding an accepted OOW STCW Reg. II/1 (Yachts less than 3000gt) CoC

Note: Details of CoCs accepted other than MCA issued are in Annex E.

- 12.2 All other requirements for eligibility for oral examination and issue of a CoC as set out in this notice must be met. MCA reserve the right to refuse applications where documents show that the actual time spent at sea was insufficient for gaining experience required.

13.0 **Revalidation**

- 13.1 Since 31 January 2002 STCW 78 (STCW prior to the 1995 and subsequent amendments) certificates are no longer valid for sea going service and holders of such CoCs must have them revalidated if they wish to use it for sea going service.
- 13.2 Every Master and officer holding a CoC is required to revalidate the certificate at intervals not exceeding five years. All candidates for revalidation of a yacht restricted CoC must meet all of the following requirements:

- a) Meet the medical fitness requirements of the Merchant Shipping (Medical Examination) Regulations 2002, as amended, and produce a valid medical fitness certificate (Paragraph 3 refers)
 - b) Have served as Master or Deck Officer on the crew agreement of yachts of 15 metres or over in loadline length for at least 12 months during the preceding five years
Note: For those who hold Master (Code vessels less than 200gt), Officer of the Watch (Yachts less than 500gt) CoCs **only** this service will be reduced to six months in the preceding five years
 - c) Hold an accepted GMDSS Certificate (minimum ROC)
- 13.3 Candidates who do not meet these requirements may do one of the following:
- a) Serve in yachts in a supernumerary capacity for three months before applying for revalidation of the certificate. During this period officers are expected to update their professional knowledge. Officers who have three months service as Master or Deck Officer in yachts of 15 metres or over in loadline length immediately prior to their CoC expiry date may within three months after the expiry date, apply for revalidation.
 - b) Satisfactorily complete an approved shore-based refresher course
 - c) Sail in a lower rank than that for which they are certificated for three months before applying for revalidation of their certificate. In order to do this they must first contact a MCA Marine Office to apply for a revalidation oral examination. Successful candidates will be issued with a Certificate of Dispensation that will confirm their eligibility for service at a lower rank. Candidates will be required to present a valid medical fitness certificate at the time of examination
 - d) Have performed duties, in an acceptable occupation, appropriate to the class of certificate held which are considered at least equivalent to the service required for revalidation for at least two and a half years of the preceding five years
- 13.4 Refresher training for yacht restricted CoCs should be either a MCA approved course of refresher training or a retake of the following courses and examinations appropriate to the CoC, namely:
- OOW (Yachts) – Navigation and Radar, and General Ship Knowledge; or
- Master (Yachts) – Navigation, ARPA and Radar Simulator, and Stability.
- 13.5 Application forms for revalidation (MSF 4201) are available from any MCA Marine Office or from the MCA website. Fully completed forms should be sent, with the current fee and supporting documents to the address on the form.
- 13.6 Applicants should note that failure to revalidate a CoC prior to the certificate expiry date will make the holder ineligible to serve in the capacity specified and could result in delays to vessel operation. All CoC holders are therefore urged to make applications in good time and allow at least 14 days for processing.

14.0 Endorsing existing OOW (Yachts) and Chief Mate (Yachts) CoCs

- 14.1 Holders of OOW (Yachts less than 3000gt) and Chief Mate (Yachts less than 3000gt) certificates may wish to obtain the endorsement for Master (Code Vessels, less than 200gt).
- 14.2 For holders of a Yachtmaster Offshore Certificate the endorsement will be limited to 150 miles from a safe haven. For holders of a Yachtmaster Ocean Certificate the endorsement will be unlimited. Unless the Yachtmaster certificate was issued before 31 July 2003 then the certificate of successful completion of the corresponding shore-based course is also required.
- 14.3 Endorsements will be added to existing CoCs upon revalidation at no extra cost. A written request and GMDSS GOC should accompany the revalidation application. The appropriate Yachtmaster certificate, with shore-based completion certificate if required, should be sent with the revalidation application if not previously sighted by MCA e.g. where an OOW now has a Yachtmaster Ocean certificate and requires the unlimited area endorsement.
- 14.4 If the endorsement is required before revalidation an application should be made to Seafarer Training & Certification Branch (see Paragraph 9 Application procedure and Annex F).

15.0 Training Vessels

- 15.1 Given the nature of training vessels, and the fact that a large number of un-trained personnel may be carried commensurate manning arrangements are detailed in Annex A. Yacht restricted qualifications will only be applicable to training vessels carrying less than 50 trainees or combination of trainees and passengers. For vessels which carry more than 50 trainees or combination of trainees and passengers Merchant Navy STCW qualifications will be required. A training vessel operating under a Code of Practice may only carry a maximum of 12 passengers at any time.
- 15.2 **Definition of Training Vessel:** a Training Vessel which may be either a sailing or motor vessel, means a vessel which is operated to provide:
- a) Instruction in the principles of responsibility, resourcefulness, loyalty and team endeavour and/or
 - b) Instruction in navigation and seamanship, marine engineering or other shipboard related skills
- 15.3 A training vessel will be operated under one of the following:
- 'Small Vessels Code'
 - LY2
 - Applicable Merchant Shipping Regulations
- 15.4 The vessel must be properly and safely manned at all times, both at sea and if necessary in port, by a sufficient number of experienced and competent personnel to ensure that trainees are adequately supervised giving particular consideration to the number, age and sex of the trainees. All training shall be properly organised with clearly detailed objectives and outcomes.

15.5 **Definition of Trainee:** a trainee **SHALL:**

- a) Be engaged for the sole purpose of:
 - i. Obtaining instruction in the principles of responsibility, resourcefulness, loyalty and team endeavour and/or
 - ii. Instruction in navigation and seamanship, marine engineering or other shipboard related skills
- b) Be considered to form part of a 'trainee voyage crew' and
- c) Participate in the operation of the vessel to the best of his or her ability

15.6 A trainee **SHALL NOT:**

- a) Be part of the crew for the purpose of safe manning or have any safety critical duties
- b) Have any employment contract or any employment relationship with the owner or operator of the vessel
- c) Receive any remuneration for his/her activities on board
- d) Be considered to be a seaman or seafarer
- e) Be considered as a passenger
Note: The fact that a trainee(s) may contribute towards the cost of their welfare whilst on board should not imply that they are passengers

15.7 **Minimum Age of Trainees:** A trainee may only sail in a vessel in which it can reasonably be expected that he or she is physically and mentally capable of safely taking part in the operation of the vessel. There shall be specific documented provisions in place to cover the health, safety, and welfare of the trainees. Safety management tools, such as Formal Safety Assessment (**FSA**) and risk assessment techniques may be useful when considering the acceptable age of a trainee for a specific vessel, voyage or operating area/condition. Due consideration must also be given to the profile and balance of the crew for each voyage taking into account the age and sex of the trainees. In any event a trainee shall not be less than 12 years of age and any person below this age must be considered as a passenger.

16.0 Approved training providers

- 16.1 All training, assessment and examinations must be taken at a MCA approved training establishment. Details of who is approved by MCA to deliver training modules and short course training programmes are available from MCA Marine Offices or Seafarer Training and Certification Branch.
- 16.2 Training providers wishing to gain MCA approval to deliver training must have in place a recognised Quality Management System (**QMS**) with appropriate auditing and accreditation.
- 16.3 To gain approval a training provider will first have to undergo assessment to ensure that the standards set meet those required by the MCA. Training establishments wishing to obtain approval should make written application to the MCA outlining:
- Course title
 - Lesson plan
 - Course duration
 - Facilities, teaching aids, and equipment
 - Staff qualifications and experience
 - Examination and assessment procedures
 - Monitoring of entry requirements
 - Issue, control, authentication and recording of certification
 - Quality management systems and procedures
- 16.4 Once these particulars have been received, reviewed and found to meet the required standards a site evaluation/inspection visit will be made. Full approval will only be granted when the required standards are deemed to have been fully met and then a Course Approval Certificate will be issued. The full vetting process will involve the attendance of a MCA surveyor and associated costs.
- 16.5 Thereafter, any changes to the course content/delivery, training facilities and/or equipment, teaching staff, certificates, and/or examination/assessment process must be notified to the MCA. Failure to notify changes to the MCA may result in approval being withdrawn.
- 16.6 Should a training provider wish to deliver a course at a centre other than that approved by the MCA, further approval will be required.
- 16.7 Course approval certificates will be issued for a period of not more than five years after which time the training provider will have to apply for re-approval. Further, and in order to maintain standards and to satisfy the requirements of the MCA Quality Standards Procedures, all courses and training facilities will be subject to intermediate inspection at intervals of two and a half years plus or minus six months. These processes will involve the attendance of a MCA surveyor and associated costs.

Note: the manning scales given in this Annex are the minimum required and it is strongly recommended that additional officers are carried where necessary in order to prevent fatigue particularly in periods of intensive operations.

MINIMUM DECK OFFICER MANNING SCALE FOR MOTOR YACHTS OVER 24M

AREA	Rank	VESSEL		
Miles From Safe Haven		>24m <200gt	200-500gt	500-3000gt
Up to 60nm	Master Chief Mate OOW	YM Offshore Coastal Skipper ¹ -	Master (Y) <500gt Coastal Skipper ² -	Master (Y) OOW (Y) <3000gt ² -
Up to 150nm	Master Chief Mate OOW	YM Offshore Coastal Skipper -	Master (Y) <500gt YM Offshore ² -	Master (Y) Chief Mate (Y) -
Over 150nm	Master Chief Mate OOW	YM Ocean YM Offshore ² -	Master (Y) <500gt OOW (Y) <3000gt ² YM Offshore	Master (Y) Chief Mate (Y) OOW (Y) <3000gt

Note ¹ Where appropriate dual deck and engineer roles may be considered provided that the officer is suitably qualified in both disciplines and that the person holding the dual role is a person other than the Master.

Note ² Where appropriate dual deck and assistant engineer roles may be considered provided that the officer is suitably qualified in both disciplines and that the person holding the dual role is a person other than the Master.

MINIMUM DECK OFFICER MANNING SCALE FOR FORE AND AFT RIGGED SAILING YACHTS OVER 24M

AREA	Rank	VESSEL		
Miles From Safe Haven		>24m <200gt	200-500gt	500-3000gt
Up to 60nm	Master Chief Mate OOW	YM Offshore Coastal Skipper -	Master (Y) <500gt Coastal Skipper -	Master (Y) OOW (Y) <3000gt -
Up to 150nm	Master Chief Mate OOW	YM Offshore Coastal Skipper -	Master (Y) <500gt YM Offshore -	Master (Y) Chief Mate (Y) -
Over 150nm	Master Chief Mate OOW	YM Ocean YM Offshore -	Master (Y) <500gt OOW (Y) <3000gt YM Offshore	Master (Y) Chief Mate (Y) OOW (Y) <3000gt

MINIMUM DECK OFFICER MANNING SCALE FOR SQUARE RIGGED SAILING VESSELS OVER 24M

AREA	Rank	VESSEL		
Miles From Safe Haven		>24m <200gt	200-500gt	500-3000gt
Up to 60nm	Master Chief Mate OOW	YM Offshore Coastal Skipper -	Master (Y) <500gt Chief Mate (Y) -	Master (Y) Chief Mate (Y) -
Up to 150nm	Master Chief Mate OOW	YM Offshore Coastal Skipper -	Master (Y) <500gt Chief Mate (Y) -	Master (Y) Chief Mate (Y) -
Over 150nm	Master Chief Mate OOW OOW (2) ³	YM Ocean YM Offshore - -	Master (Y) <500gt Chief Mate (Y) OOW (Y) <3000gt OOW (Y) <500gt	Master (Y) Chief Mate (Y) OOW (Y) <3000gt OOW (Y) <500gt

MINIMUM DECK OFFICER MANNING SCALE FOR TRAINING VESSELS OVER 24M

AREA	Rank	VESSEL			
Miles From Safe Haven		>24m <200gt & <20 trainees ¹	>24m <200gt & <50 trainees ¹	>200gt & <50 trainees ¹	>50 trainees ¹
Up to 60nm	Master ² Chief Mate OOW	YM Offshore Coastal Skipper -	YM Offshore Coastal Skipper -	Master (Y) <3000gt Chief Mate (Y) -	Master Reg. II/2 Chief Mate Reg. II/2 -
Up to 150nm	Master ² Chief Mate OOW ³	YM Offshore Coastal Skipper -	Master (C) <200gt YM Offshore -	Master (Y) <3000gt Chief Mate (Y) -	Master Reg. II/2 Chief Mate Reg. II/2 OOW Reg. II/1
Over 150nm	Master ² Chief Mate OOW (1) OOW (2) ³	YM Ocean YM Offshore - -	Master (C) <200gt YM Ocean - -	Master (Y) <3000gt Chief Mate (Y) OOW (Y) <3000gt OOW (Y) <500gt	Master Reg. II/2 Chief Mate Reg. II/2 OOW Reg. II/1 OOW Reg. II/1

Note¹ Maximum number of trainees or combination of trainees and passengers

Note² The Master in a training vessel carrying more than 12 trainees is required to either:

- Hold a Certificate specified in the Table and be able to prove at least 50 days satisfactory Sea Service in a position of responsibility in training vessels; **or**
- Hold at least a Master <500gt (Yachts).

Note³ Where a third watchkeeping officer is required to be carried for the safe manning of the vessel.

APPLICABLE NOTES:

Yachtmaster Qualifications

All RYA Coastal Skipper, Yachtmaster Offshore and Yachtmaster Ocean Certificates must be commercially endorsed.

A Master (Code vessels less than 200gt limited to 150 miles from a safe haven) may be used in lieu of the Yachtmaster Offshore and the Master (Code vessels less than 200gt unlimited area) in lieu of the Yachtmaster Ocean.

Square Rig Sailing Vessels

The Master and all watchkeeping officers of any square rig vessel must in addition to holding the base certificate have served at least 14 days at sea as a watchkeeping officer in the vessel and have been assessed as competent to serve as a watchkeeping officer or Master as appropriate under assessment systems approved and monitored by the MCA. In the case of assessment for a watchkeeping officer this service shall be as the junior of the watch under the supervision of an experienced watchkeeping officer. In all cases the Master and watchkeeping officers shall only serve in the vessel, or specified sister vessel, for which the assessment has been undertaken.

For an Owner/Operators' Assessment System to be approved by the MCA to permit officers to serve in specific square-rigged sailing vessels, full details must be submitted of the criteria against which assessment will be made and the process of assessment. There shall be a separate assessment system for the watchkeeping officers and Masters. Such systems require the owners/operators to demonstrate that the applicants have followed an assessment programme, which includes proving knowledge of sailing ship terms and methods of working including the following evolutions:-

Tacking	Setting and stowing sails
Wearing	Reefing
Anchoring	Operating at night
Heaving to	Operating in heavy weather
Coping with squalls	Effect of knockdowns

The management organisation must be able to demonstrate that they have established that the candidates know how to deal with emergencies at the appropriate level, including at least two man overboard evolutions, and have demonstrated competency in passage planning in an exercise relating to critical circumstances when the weather pattern is adversely changing and deteriorating.

Any Officer who, in addition to holding the base certification, holds a Nautical Institute Square Rig Sailing Ship Certificate shall be considered to have met the above requirements.

MARITIME AND COASTGUARD AGENCY (MCA)

YACHT CERTIFICATE OF DISCHARGE

Surname (Block Capitals)	Other Names (In Full)
Passport or Discharge Book Number	Date and Place of Birth
Name of Yacht	Port of Registry
Official or IMO Number	Gross Tonnage
Capacity	Grade and Number of any CoC
Date and Place of Joining	Date and Place of Leaving
Description of Voyage	Total Time Onboard
	Total Days at Sea

Signature of Master

Name (Print)

CoC No

Issuing Administration

Yacht/ Company Stamp:

Date of issue/...../.....

Company Name

Deck Testimonial
Commercially and privately operated yachts and sail training vessels

Address:
.....
.....
Phone
Fax
Email

Part 1 Service

This is to certify that in capacity of Master/ Chief Mate/ OOW/ Rating^{*} :

Full name
Date of Birth/...../.....
Discharge book or other National I.D.....

Has served in the yacht/sail training vessel*:

Name
Motor/Sail* Length (m)
Gross Tons (gt)
Official Number
Vessel Type

From/...../..... To/...../.....

The above service includes:

Actual Sea Service ofdays[†]
Stand-by Service ofdays
Yard Service ofdays

During the Actual Sea Service the officer was in full charge of a navigational watch for not less than eight out of every 24 hours whilst the vessel was engaged on voyage giving:

Watchkeeping Service ofdays

Duties and tasks carried out were:

.....
.....

Leave of absence was granted as follows:

.....
.....
.....

^{*} Delete as appropriate

[†] Complete as appropriate or if no time of that type write NIL

Part 2 Testimonial

My report on the service of the above-named during the period stated is as follows:

Conduct:

Ability:

Part 3 Official endorsement

Signed

Name (Print)

Position Master/ Responsible Person*

If Master CoC No.:.....

Issuing Administration:.....

If responsible person Organisation:.....

Position in organisation:.....

Yacht/ Company Stamp:

Date/...../.....

Annex D

A Nominated College is a UK college or university approved by the MCA to maintain a bank of yacht examination question papers, set yacht examinations and mark question papers, and provide an examination service to external training providers.

Addresses of Nominated Colleges approved to set and mark MCA yacht examinations.

Lairdside Maritime Centre Liverpool John Moore's University 3 Vanguard Way Campbelton Road Birkenhead CH41 9HX	Tel: +44 (0) 151 6470494 Fax: +44 (0) 151 6470498 lairdside@lvjm.ac.uk www.lairdside-maritime.com
South Tyneside College Faculty of Nautical Science St George's Avenue South Shields Tyne & Wear NE34 6ET	Tel: +44 (0)191 4273500 Fax +44 (0)191 4273646 meng@stc.ac.uk nautical@stc.ac.uk www.stc.ac.uk
The National Sea Training Centre NW Kent College, Gravesend Campus Dering Way Gravesend Kent DA12 2JJ	Tel: +44 (0)1322 629600 Fax: +44 (0)1322 629687 course.enquiries@nwkclege.ac.uk www.nwkclege.ac.uk
Warsash Maritime Centre Newtown Road Warsash Southampton SO31 9ZL	Tel: +44 (0)1489 576161 Fax: +44 (0)1489 573988 wmc@solent.ac.uk www.solent.ac.uk

Acceptance of overseas certificates towards the issue of MCA yacht restricted CoCs

STCW basic training

The four element STCW basic training certificates:

- Personal Survival Techniques (STCW A-VI/1-1), or non-STCW RYA Basic Sea Survival
- Fire Fighting and Fire Prevention (STCW A-VI/1-2)
- Elementary First Aid (STCW A-VI/1-3)
- Personal Safety and Social Responsibilities (STCW A-VI/1-4)

are generally accepted from STCW signatories excepting that where the training takes place over less than five full days of instruction candidates should check with the MCA whether that training is accepted.

Other short courses

The following short course certificates:

- Certificate of Proficiency in Survival Craft and Rescue Boats (**PSC&RB**)(STCW A-VI/2-1)
- Certificate of Training in Advanced Fire Fighting (STCW A-VI/3)
- Certificate of Proficiency in Medical First Aid (STCW A-VI/4-1)
- Certificate of Proficiency for Person in Charge of Medical Care on Board Ship (STCW A-VI/4-2)

are accepted from the following Administrations:

- | | |
|-------------|----------------|
| • Australia | • New Zealand |
| • Canada | • Pakistan |
| • Eire | • South Africa |
| • India | |

Non UK CoCs

Service for Master (Yachts less than 500gt) CoC and Master (Yachts less than 3000gt) whilst holding a minimum of OOW STCW Reg. II/1 (Yachts less than 3000gt) CoC will be accepted if the CoC was issued by the following Administrations and is accompanied by an accepted GMDSS GOC with a current STCW endorsement and an accepted Certificate of Training in Advanced Fire Fighting:

- France
- Italy
- New Zealand
- Netherlands

All other requirements as stated in this notice must also be met.

Yachtmaster Certificates and Equivalents

The accepted Yachtmaster Certificates and shore-based courses are:

- RYA Yachtmaster Offshore
- IYT Master of Yachts 200 Tons Offshore
- RYA Yachtmaster Ocean
- IYT Master of Yachts 200 Tons Ocean
- Australian State issued Class 4 (Offshore)

Any associated shore-based training where the assessment or examination has been conducted by correspondence, email, on-line, electronically or otherwise not in a controlled classroom environment will not be accepted.

GMDSS

GMDSS certificates are accepted from the following Administrations subject to any conditions stated:

Australia	All colleges
Bulgaria	All colleges
Canada	All colleges
Cyprus	All colleges
Egypt	All colleges
France	All colleges
Greece	All colleges
India	All colleges
Jamaica	All colleges
Malaysia	All colleges
Malta	All colleges
New Zealand	All colleges
Romania	All colleges
Russia	All colleges
Singapore	All colleges
South Africa	All colleges
Taiwan	All colleges
Ukraine	Odessa only
Hong Kong	If issued under UK sovereignty
Estonia	(1) Estonian Maritime Academy (2) Kotermann Maritime Training Centre
Latvia	LSC GMDSS Training Centre Riga
Lithuania	(1) Maritime GMDSS Training Centre Klaipeda (2) Klaipeda University Maritime Institute's College

GMDSS certificates are accepted from all other CEPT Administrations:

Belgium	Norway
Croatia	Netherlands
Czech Republic	Philippines
Denmark	Poland
Eire	Portugal
Finland	Romania
Germany	Spain
Hungary	Sweden
Iceland	Switzerland
Liechtenstein	Turkey

'Live', up-dated versions of all the above lists are available on the MCA website.

Items required to be sent with applications**Deck Yacht CoCs**

This table is a guide only. All requirements in the main text of the notice must be met.

	Master Code Vessels 200gt limited	Master Code Vessels 200gt	Endorsement Only	OOW Yachts	Chief Mate Yachts	Master 500gt Yachts	Master 3000gt Yachts
Completed Application Form	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Fee	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Passport/ Birth Cert.	Yes	Yes	No	Yes ¹	No	Yes ¹	Yes ¹
Medical Fitness Cert.	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Attested Photographs	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Proof of Sea Service	No	No	No	Yes	No	Yes	Yes
Sea Service Testimonials	No	No	No	Yes	No	Yes	Yes
Modules	No	No	No	Yes	No	Yes	Yes ¹
Basic Training Certificates	Yes	Yes	No	Yes ¹	No	No	No
Ancillary Certificates	No	No	No	Yes	Yes	Yes	Yes ²
GMDSS	Min. ROC	GOC	GOC ³	GOC ³	GOC ³	GOC ³	GOC ³
Training Record Book	No	No	No	Yes	No	No	No
Yachtmaster Certificate & shore-based certificate	Offshore	Ocean	Offshore or Ocean	Offshore ¹	Ocean ¹	No	No
Original MCA CoC or	No	No	Yes	If held	Yes	Yes or	Yes or
Original overseas CoC	No	No	No	No	No	Yes	Yes ¹

¹ Send if not sighted by MCA previously

² Send if not sighted by MCA previously, plus Proficiency in Medical Care if revalidated since sighted by MCA

³ Send if not sighted by MCA previously, or if revalidated since sighted by MCA, or if UK GOC requiring revalidation

Master (Code Vessels less than 200gt) Officer of the Watch (Yachts less than 500gt)

Oral Examination Master (Code Vessels less than 200gt)

Navigational Safety

1 Plan and Conduct a Passage Including Chartwork and Position Determination

- a) Passage planning with respect to use of navigational publications including navigational charts, sailing directions, light lists, tide tables, radio and navigational warnings
- b) IALA system of maritime buoyage A and B
- c) Limitations and sources of error of electronic chart and navigation systems
- d) Radar and ARPA – practical use of, modes of operation, limitations and sources of error, including basic radar plotting techniques
- e) Understands the importance of regular checking of the vessel's position and action to be taken if found off track
- f) Applies variation and deviation to convert true course to compass course and vice versa; understands the basic causes of variation and deviation
- g) Fixes a ship's position on the chart given magnetic bearings and/or radar ranges and quotes position by latitude and longitude
- h) Finds the magnetic course to steer and the ETA at a given destination given the starting position and log speed
- i) Identifies transits and clearing marks from the chart in order to plan a safe approach to harbour or anchorage
- j) States the meaning and explains the significance of chart symbols and abbreviations in common use
- k) Knows how to obtain and use weekly notices to mariners in order to correct charts
- l) Finds the time of high and low water, and predicts intermediate heights and/or times for standard and secondary ports
- m) Find and predict set and rate of the tide from tidal reference points on the chart, and tidal stream atlas

2 Meteorology

- a) Knows the sources of meteorological information
- b) Interprets weather forecasts including knowledge of characteristics of various weather systems
- c) Ability to use and interpret information obtained from shipborne meteorological instruments

3 Maintain a Safe Navigational Watch

- a) A thorough knowledge of the principles of navigational watchkeeping at sea, including watchkeeping at anchor; as STCW Code A-VIII and ICS Bridge Procedures Guide
- b) Understand the use of bridge equipment, including echo sounder and Navtex
- c) Knowledge of steering control systems, including automatic pilot and operational procedures and change over from manual to automatic control and vice-versa

- d) Maintain navigational records
- e) Knows the circumstances under which the Master should be called to the bridge
- f) Knows the principles for handing over and relieving the navigational watch

4 International Regulations for Preventing Collisions at Sea (ColRegs)

- a) A thorough knowledge of the ColRegs including:
 - i. requirements for proceeding at a safe speed and keeping a lookout
 - ii. recognises the lights and shapes, and fog signals for all classes of vessel
 - iii. recognises the manoeuvring sound signals
 - iv. recognises light signals
 - v. recognise a developing collision situation by compass, radar or visual reference
 - vi. states the actions to be taken by day and night to avoid collision
 - vii. describes the precautions to be taken when navigating in or near areas of restricted visibility; assess the likely likelihood of collision of vessel detected by radar alone and action to be taken to avoid a collision
 - viii. describes the requirements for navigating in or near traffic separation schemes
 - ix. describes the requirement for navigating in narrow channels

Response to Emergencies, Operational Safety and Pollution Control

1 Distress Signals and Communications

- a) States the conditions under which distress signals may be used; understands the various types of distress signal, action to be taken on receipt and the obligations to render assistance
- b) Understands the correct use of pyrotechnics, EPIRBS and SARTS including the appropriate circumstances for their use
- c) Understands correct distress communications procedures including the terms Mayday, PanPan and Sécurité messages
- d) Emergency communication with the GMDSS regulations

2 Manoeuvring the Vessel

- a) Preparation for getting under way, duties prior to proceeding to sea, making harbour, entering a dock, berthing alongside quays and jetties or other ships, and securing to buoys
- b) Use and care of mooring lines and associated equipment
- c) Helm orders, conning the ship, effects of propellers on the steering of the ship, effects of wind and current, stopping, going astern, and turning short round
- d) Action in event of failure of bridge control, telegraph or steering gear, including emergency steering arrangements
- e) Procedures for anchoring
- f) Understand the precautions to be observed when using winches and windlass
- g) Understand the precautions to be observed when mooring and un-mooring

3 Responses to Emergencies

- a) Initial action following: man overboard, collision, grounding, flooding or major mechanical damage, initial damage assessment and control, protection of the marine environment

- b) Knowledge of fire prevention, use and care of fire-fighting appliances, the shut-down and isolation of plant and equipment, escape and breathing apparatus, fire and safety plans
- c) Use and care of lifesaving appliances and equipment including, immersion suits and thermal protective aids, pyrotechnics and line throwing apparatus
- d) Launching of liferafts and rescue boats; proper rigging of liferaft hydrostatic release units
- e) Basic principles of survival

4 Pollution Prevention Requirements

- a) Pollution prevention in port and at sea; measures to be taken to prevent pollution during bunkering
- b) Action to be taken in response to pollution incidents in port and at sea
- c) Basic understanding of garbage management, and disposal of garbage and oil residue

5 Seaworthiness of the Ship

- a) Understand fundamentals of watertight integrity, and the closing of all openings including hatches, access hatches and watertight doors
- b) Understands the difference between good stability and poor stability, and recognises the warnings signs of the latter
- c) Describes the effect on stability of:
 - i. raising and lowering weights
 - ii. low freeboard
 - iii. obstruction of deck freeing arrangements and scuppers
 - iv. slack tanks
- d) Preparations for heavy weather, ensuring and maintaining watertight integrity

6 Business and Law

- a) Understand the content and application of the applicable Codes, namely 'Small Vessels Code'¹ and Large Commercial Yacht Code (LY2)²
- b) A knowledge of the Code of Safe Working Practices for Merchant Seamen³, the content and practical application
- c) A knowledge of the requirements for musters and drills including fire, emergency, and abandon ship drills
- d) Understand the legal obligation to ensure a seaworthy vessel
- e) A basic understanding of the laws of salvage
- f) Understand the requirements for safe manning, hours of work and watchkeeping
- g) Understand the circumstances when a vessel requires a crew agreement

¹ MGN 280 (M) Small Vessels in Commercial Use for Sport or Pleasure, Workboats and Pilot Boats or any subsequent amendment

² MSN 1792 or any subsequent amendment

³ SI 1998/1838 The Merchant Shipping (Code of Safe Working Practices for Merchant Seamen) Regulations 1998 or any subsequent amendment

Officer of the Watch (Yachts less than 3000gt) Oral Examination OOW (Yachts less than 3000gt)

Navigation

1 Plan and Conduct a Passage Including Position Determination

- a) Passage planning with respect to use of navigational publications including position determination, navigational charts (including ECDIS and RCDS), sailing directions, light lists, tide tables, radio navigational warnings and ship routing information
- b) IALA system of maritime buoyage A and B
- c) Electronic navigational systems – limitations and sources of error and methods of correction
- d) Limitations of electronic chart systems including ECDIS and RCDS navigational chart systems
- e) Radar and ARPA – practical use of, modes of operation, limitations, sources of error and parallel indexing, including radar plotting techniques
- f) Use of a sextant and identification and correction of errors
- g) Use an azimuth mirror, pelorus (bearing plate) or other instrument for taking bearings
- h) Sources of meteorological information, ability to use and interpret information obtained from shipboard meteorological instruments, and knowledge of characteristics of various weather systems
- i) Interprets weather forecasts including knowledge of characteristics of various weather systems
- n) Understands the importance of regular checking of the vessel's position and action to be taken if found off track
- o) Applies variation and deviation to convert true course to compass course and vice versa; understands the basic causes of variation and deviation
- p) Fixes a ship's position on the chart given magnetic bearings and/or radar ranges and quotes position by latitude and longitude
- j) Finds the magnetic course to steer and the ETA at a given destination given the starting position and log speed
- k) Knows how to obtain and use weekly notices to mariners in order to correct charts
- l) Finds the time of high and low water, and predicts intermediate heights and/or times for standard and secondary ports
- m) Find and predict set and rate of the tide from tidal reference points on the chart, and tidal stream atlas

2 Maintain a Safe Navigational Watch

- a) A thorough knowledge of the principles of navigational watchkeeping at sea, including under pilotage, and watchkeeping at anchor and in port
- b) A thorough knowledge of the contents, application and intent of the International Regulations for Preventing Collisions at Sea (**ColRegs**)
- c) Understand the use of bridge equipment, including rate of turn indicators, course recorders, echo sounder and NAVTEX

- d) Knowledge of steering control systems, including automatic pilot and operational procedures and change over from manual to automatic control and vice-versa, and adjustment of controls for optimum performance
- e) Knowledge of application of ICS Bridge Procedures Guide and STCW Code A-VIII
- f) Understand the principles, limitations and modes of operation of AIS
- g) Maintain navigational records
- h) Knows the principles for handing over and relieving the navigational watch

3 Manoeuvre the Ship

- a) Preparation for getting underway, duties prior to proceeding to sea, making harbour, entering a dock, berthing alongside quays and jetties or other ships, and securing to buoys
- b) Use and care of mooring lines and associated equipment
- c) Helm orders, conning the ship, effects of propellers on the steering of the ship, effects of wind and current, stopping, going astern, turning short round, interaction, and squat, and embarking and disembarking a pilot
- d) Action in event of failure of bridge control, telegraph or steering gear, and emergency steering arrangements
- e) Procedures for anchoring

Response to Navigational Emergencies

1 Response to Navigational Emergencies

- a) Initial action following: manoverboard, collision, grounding, flooding or major mechanical damage, and receipt of a distress message, initial damage assessment and control, protection of the marine environment
- b) Use of the International Aeronautical and Marine Search and Rescue (**IAMSAR**) Manual, distress and emergency signals, and search and rescue around the UK and world-wide

2 Response to Other Emergencies

- a) Understand the organisational procedures for emergency parties and drills
- b) Knowledge of fire prevention, use and care of fire-fighting appliances, the shut-down and isolation of plant and equipment, escape and breathing apparatus, fire and safety plans
- c) Knowledge of classes and chemistry of fires
- d) Use and care of lifesaving appliances and equipment including hand held radios, EPIRBs, SARTs, immersion suits and thermal protective aids, and rocket and line throwing apparatus
- e) Meanings and markings on survival craft and associated equipment; correct use of distress signals
- f) Launch and manage survival craft, recover rescue boats at sea
- g) Precautions for the protection and safety of passengers in emergencies
- h) Basic principles of survival
- i) Sources of medical information available

3 Communications

- a) Use of distress and emergency signals, International Code of Signals and the IMO Standard Marine Communication Phrases

- b) Emergency communication with the GMDSS regulations

Onboard Ship Operations

1 Pollution Prevention Requirements

- a) Precautions to be taken to prevent pollution of the marine environment as required by MARPOL conventions, including Special Areas and the disposal of pollutants
- b) Basic understanding of the SOPEP manual, Garbage Management Plan and anti-pollution equipment

2 Seaworthiness of the Ship

- a) Understand fundamentals of watertight integrity, and the closing of all openings including hatches, access hatches and watertight doors
- b) Preparations for heavy weather
- c) Describes the effect on stability of:
 - i. raising and lowering weights
 - ii. low freeboard
 - iii. obstruction of deck freeing arrangements and scuppers
 - iv. slack tanks

3 Legislative Requirements

- a) Contents and use of Merchant Shipping Notices (**MSNs**), Marine Guidance Notes (**MGNs**), Marine Information Notes (**MINs**) and Annual Summary of Admiralty Notices to Mariners
- b) Knowledge and application of current Merchant Shipping Health and Safety legislation, and the Code of Safe Working Practices for Merchant Seamen¹
- c) Basic knowledge of relevant IMO conventions concerning safety of life at sea, and protection of the marine environment
- d) Purpose and application of the International Safety Management (**ISM**) Code
- e) Purpose of Flag and Port State Control
- f) Purpose and application of the International Ship and Port Security (**ISPS**) Code

4 Business and Law

- a) Understand the content and application of the applicable Codes, namely 'Small Vessels Code'² and Large Commercial Yacht Code (**LY2**)³
- b) A knowledge of the requirements for musters and drills including fire, emergency, and abandon ship drills
- c) Understand the legal obligation to ensure a seaworthy vessel
- d) A basic understanding of the laws of salvage
- e) Understand the requirements for safe manning, hours of work and watchkeeping
- f) Understand the circumstances when a vessel requires a crew agreement

¹ SI 1998/1838 The Merchant Shipping (Code of Safe Working Practices for Merchant Seamen) Regulations 1998 or any subsequent amendment

² MGN 280 (M) Small Vessels in Commercial Use for Sport or Pleasure, Workboats and Pilot Boats or any subsequent amendment

³ MSN 1792 or any subsequent amendment

Master (Yachts less than 500gt)

Oral Examination Master (Yachts less than 500gt)

Navigation

1 Plan and conduct safe navigation

- a) Demonstrate an ability to undertake voyage planning, taking into consideration:
 - i. restricted waters
 - ii. meteorological conditions through interpretation of synoptic charts, and to forecast local area weather, and the characteristics of various weather systems
 - iii. restricted visibility
 - iv. reporting in accordance with ship reporting systems
 - v. limitations of electronic chart systems including ECDIS and RDS navigational chart systems
 - vi. port radio information services: knowledge of the type of service available to aid vessels entering ports, berthing, VTIS and VTS systems as indicated in the Admiralty List of Radio Signals – Vessel Traffic Services, Port Operations and Pilot Stations
 - vii. maritime buoyage systems – IALA region A and B

2 Establish and maintain safe watchkeeping arrangements and procedures

- a) A thorough knowledge of the principles of navigational watchkeeping at sea, including under pilotage, at anchor and in port
- b) A thorough knowledge of the content, application and intent of the International Regulations for Preventing Collisions at Sea (**ColRegs**)
- c) Knowledge of principles of establishing a safe engineering watch at sea, anchor and in port

3 Compasses

- a) Compasses commonly fitted onboard the ship concerned – variation and deviation, causes and effects, siting of other equipment with reference to magnetic compasses
- b) Knowledge of the purpose of correctors/corrections

4 Ship Manoeuvring and Operation of Small Ship Power Plant

- a) Anchoring and working anchors and cables in all circumstances
- b) Proper procedures for berthing and unberthing
- c) Knowledge of factors affecting safe manoeuvring and handling
- d) Knowledge of the operation of small ship power plant and auxiliaries

Response to Emergencies

1 Response to Navigational Emergency

- a) Action to be taken when disabled and in distress, abandoning ship, survival procedures, use of rockets and rocket apparatus
- b) Measures to be taken following collision, grounding, heavy weather damage and ingress of water

- c) Towing and being towed
- d) Knowledge of emergency steering systems
- e) Knowledge of search and rescue procedures, assisting a ship or aircraft in distress, rescuing the passengers and crew of a disabled ship or ditched aircraft
- f) Use of the International Aeronautical and Marine Search and Rescue (IAMSAR) Manual (Volume III), distress and emergency signals
- g) Emergency communications within the GMDSS Regulations

2 Response to Other Emergencies

- a) Method of dealing with fire aboard a vessel; prevention of fire in port and at sea
- b) Use and maintenance of fire fighting equipment, fire dampers, doors and screens, and detection equipment
- c) Organisation and direction of fire-fighting drills and training
- d) Launch and manage survival craft, recover rescue boats at sea
- e) The organisation and direction of lifeboat and liferaft drills and training
- f) Understand the fundamental actions to be taken in the event of partial loss of intact buoyancy
- g) Precautions for the protection and safety of passengers in emergencies
- h) Appreciation of action to be taken when emergencies arise in port
- i) Sources of medical information available

On Board Ship Operation

1 Pollution Prevention Requirements

- a) Precautions to be taken to prevent pollution of the marine environment as required by the MARPOL Conventions, including Special Areas
- b) Take appropriate action in response to pollution incidents onboard and found at sea
- c) Knowledge of the contents of the SOPEP manual, Garbage Management Plans and anti-pollution equipment.
- d) Masters duties, obligations and liabilities, including the keeping of records.

2 Seaworthiness of the Ship

- a) Precautions to be taken prior to the onset of heavy weather, management of small ships in heavy weather, and handling a disabled ship
- b) Understand the fundamentals of watertight integrity
- c) Preparation for dry-docking and undocking, with or without damage – general procedure and precautions to be observed
- d) Working knowledge of stability and trim information

Legislative Requirements

1 Knowledge of the Following Legislative Requirements:

- a) Contents and use of Merchant Shipping Notices (**MSNs**), Marine Guidance Notes (**MGNs**), Marine Information Notes (**MINs**) and Annual Summary of Admiralty Notices to Mariners

- b) Knowledge of the application of current Merchant Shipping Health and Safety legislation, including the Code of Safe Working Practices for Merchant Seamen¹, and the main elements of risk assessment
- c) Knowledge of relevant IMO conventions concerning safety of life at sea and protection of the marine environment
- d) Crew agreement, the official log book and laws relating to entries, inspection of living quarters and storerooms, and complaints procedures
- e) Reports required by the Marine Accident Investigation Branch (**MAIB**)
- f) Load-line marks – entries and reports in respect of freeboard, draft and allowances
- g) The requirements of regulations concerning life-saving and fire fighting appliances
- h) Application of hours of work and rest legislation
- i) The law relating to the reporting of dangers to navigation
- j) A knowledge of the Master's obligations with respect to pilotage
- k) Purpose and application of the International Safety Management (**ISM**) Code
- l) Purpose of Flag State and Port State Control
- m) Purpose and application of the International Ship and Port Security Code (**ISPS**)

¹ SI 1998/1838 The Merchant Shipping (Code of Safe Working Practices for Merchant Seamen) Regulations 1998 or any subsequent amendment

Master (Yachts less than 3000gt)

Oral Examination Master (Yachts less than 3000gt)

Navigation

1 Plan and conduct safe navigation

- a) Passage planning with respect to the use of navigational publications including navigational charts (including ECDIS and RCDS), sailing directions, list of lights, tide tables, radio navigational warnings and ships' routing information
- b) The requirements of ships routing and mandatory reporting systems
- c) IALA systems of maritime buoyage
- d) Electronic navigation systems – limitations and sources of error, methods of correction
- e) Radar and ARPA – practical use of, modes of operation, limitations, sources of error and parallel indexing
- f) Sources of meteorological information, ability to use and interpret information obtained from shipboard meteorological instruments (the instruments supplied by the Meteorological Office will be taken as standard), knowledge of characteristics of various weather systems, reporting and recording systems

2 Establishing safe navigational watchkeeping arrangements and procedures

- a) A thorough knowledge of the principles of navigational watchkeeping at sea, including under pilotage, and watchkeeping at anchor and in port
- b) A thorough knowledge of the content, application and intent of the International Regulations for Preventing Collisions at Sea (**ColRegs**)
- c) Conduct in or near Traffic Separation Schemes and Vessel Traffic Services (**VTS**) areas
- d) Understand the use of bridge equipment, including course recorders, echo sounders and NAVTEX
- e) Knowledge of steering control systems, including automatic pilot, operational procedures and change-over from manual to automatic and vice versa, adjustment of controls for optimum performance
- f) Knowledge and application of the ICS Bridge Procedures Guide
- g) A knowledge of the principles of establishing a safe engineering watch at sea, at anchor and in port

3 Compasses

- a) Use, care and limitations of the magnetic and gyro compasses and associated equipment including automatic pilot

4 Ship manoeuvring

- a) Conning the ship, effects of wind and current and limited under keel clearance; Interaction and squat
- b) Berthing and unberthing at jetties, quays, mooring buoys with/without tugs, with/without tidal streams, with/without winds
- c) Manoeuvres in restricted waters and open waters
- d) Embarking and disembarking pilots
- e) Limitations of remote control operation of marine power plant and auxiliary machinery
- f) Anchors: different types of anchors and their advantages and disadvantages, preparation for anchoring, anchoring in a tideway and in confined waters, operation of anchoring with a single anchor and use of a second anchor, dragging anchor, clearing a fouled anchor and hawse, hanging off an anchor, breaking and slipping cables, getting under way
- g) Navigation in the vicinity of ice, ice reporting and steps to be taken in the event of ice accretion
- h) Manoeuvres to launch and recover rescue boats and survival craft

Response to Emergencies

1 Response to navigational emergencies

- a) Measures to be taken following: accidental damage including collision, grounding, flooding or major mechanical damage, including the possibility of beaching a ship, and protection of the marine environment
- b) Knowledge of the effect on trim and stability, and subsequent actions in the event of damage to and consequent flooding of a compartment
- c) Preparations and precautions for towing and being towed
- d) Use of the International Aeronautical and Marine Search and Rescue (**IAMSAR**) Manual (Vol. III), distress and emergency signals, Search and Rescue (**SAR**) around the UK and world-wide
- e) Knowledge of the operation of emergency steering systems

2 Response to other emergencies

- a) The organisation and direction of fire-fighting and abandon ship parties
- b) Methods of dealing with fire on board ship; prevention of fire at sea and in port
- c) Action to be taken to prevent spread of fire
- d) Operation, maintenance and testing of fire-fighting equipment, fire doors, dampers, screens and detection equipment
- e) Operation, maintenance and testing of watertight doors, side scuttles and scuppers
- f) Launch, manage and ensure survival in survival craft, recover survival craft at sea and beach or land survival craft
- g) Operation, maintenance and testing of lifesaving appliances
- h) Knowledge of the contents of the SOLAS training manual
- i) Action to be taken when disabled and in distress
- j) Assisting a ship or aircraft in distress; rescuing the passengers and crew of a disabled ship or ditched aircraft
- k) Safety during helicopter operations

On Board Ship Operation

1 Compliance with pollution requirements

- a) Measures to be taken to prevent pollution in port and at sea
- b) Take appropriate action in response to pollution incidents onboard and found at sea
- c) Knowledge of the contents of the SOPEP Manual, Garbage Management Plan and use of provided anti-pollution equipment
- d) Practical knowledge of the requirements of the MARPOL Convention
- e) Knowledge of responsibilities, duties, obligations and liabilities in respect of pollution

2 Seaworthiness of the ship

- a) Preparations for sea prior to sailing with respect to watertight integrity and additional precautions to be taken before the onset of heavy weather
- b) Practical knowledge of the particular loadline items affecting seaworthiness
- c) Action in the event of ingress of water into the hull
- d) Preparation for dry-docking and undocking with and without damage, general procedure and precautions to be observed
- e) Use and care of deck machinery commonly fitted

3 Crew management

- a) Knowledge of personnel management, organisation and training including disciplinary procedures
- b) Application of hours of work legislation

4 Maintain safety of ships crew and passengers

- a) Master's responsibility with respect to stowaways and prevention of smuggling
- b) Precautions to safeguard against terrorism, piracy and robbery

5 Legislative requirements

- a) Knowledge and application of current Merchant Shipping Health and Safety legislation including the Code of Safe Working Practices for Merchant Seamen¹ and the main elements of risk assessment
- b) Improvement and prohibition notices
- c) Safe manning, crew agreements, conditions of employment, Official Log Book and the law relating to entries
- d) Understanding of loadline marks, entries and reports in respect of freeboard, draft and allowances
- e) Routine inspection of living quarters, storerooms and complaints procedures
- f) Requirement for records including Oil Record Book
- g) Requirements for drills and training
- h) The requirements of the regulations concerning fire-fighting appliances
- i) Knowledge of the requirements of the regulations concerning life-saving equipment
- j) Knowledge of international conventions relevant to the operation of ships, including certificates and other documentation required to be carried onboard ships

¹ SI 1998/1838 The Merchant Shipping (Code of Safe Working Practices for Merchant Seamen) Regulations 1998 or any subsequent amendment

- k) The requirements for statutory and classification surveys
- l) Reports required by the Marine Accident Investigation Branch (**MAIB**)
- m) Obligations with respect to pilotage
- n) Towage and salvage agreements
- o) Purpose of Flag State and Port State Control
- p) Purpose and application of the International Safety Management (**ISM**) Code
- q) Purpose and application of the International Ship and Port Security Code (**ISPS**)