



CHIEF MATE CERTIFICATE OF COMPETENCY STCW 95 II/2
LIVERPOOL JOHN MOORES UNIVERSITY

What will I need to join the course?

- 1 Not less than 18 months sea service as a watch-keeping officer whilst holding a Certificate of Competency (COC) not lower than an OOW (Deck) Unlimited (STCW 95 Officer of the Watch).
- 2 Discharge book entries verifying sea service.
- 3 Watch-keeping certificates to support all watch-keeping sea service.

It is your responsibility to ensure that the entry requirements for the course and entry to the Maritime and Coastguard Agency (MCA) examinations are met prior to attending the course. Please note that for any sea time confirmation or short course acceptability, you must contact the MCA directly. The MCA do not accept the OOW certificates issued by certain nationalities. In the case of overseas students this should be done **before** arrival in the UK. You can email queries to deck@mcga.gov.uk

What will I be doing?

Programme Organisation

To obtain an STCW Chief Mates certificate, students need the following additional components as shown in table below, which are integrated into the programme of study. These include two external examinations set by SQA as well as preparation for your oral examination. First attempt at NARAS, Signals, and SQA external examinations are normally incorporated within the costs and schedule of the DipHE programme (Chief Mate / Masters Certificate of Competency Course).

Title	Cost (first attempt)	Cost (later attempt)
Navigation & Radar Simulation Training (Management)- NARAS(M)	Incl in DipHE fee	£1415
Medical Care Onboard Ship	Incl in DipHE fee	£445
Signals	Incl in DipHE fee	£45
External SQA written examinations	Incl in DipHE fee	£165
Oral examination fee (inc. NOE application) paid to MCA	£201	£176

Orals fee and second attempts at NARAS, SQA examinations and signals will be subject to an additional cost.

The MCA orals are normally arranged and paid direct by yourself although we will advise you on timing of oral date and the application. The local MCA oral centre is at Crosby, 15minutes on a local train. We provide preparation classes as part of the programme. If you have not already done so, you should apply for your Notice of Eligibility (NoE) to sit MCA examinations for Chief Mate Certificate of Competency (Unlimited), as soon as possible at the start of your programme. The MCA application form is downloadable direct from www.mcga.gov.uk. The NoE fee includes your first MCA oral examination attempt.

The academic modules which make up the programme are detailed below, along with short course and other components which make up your total programme. Each unit of academic study is assigned a certain credit value. A DipHE in Nautical Science award requires 240 credits. The table below identifies 120 credits of L2 credits. Your previous OOW qualification is equivalent to 120 L1 credits.

Academic Module & Ancillary Structure

Module	Code	Credit	Phase
Shipmasters Business	ENRLM2013	12	3
Passage Planning	ENRLM2008	12	1
Bridge Management	ENRLM2009	12	2
Meteorology	ENRLM2006	12	1
Ship Stability	ENRLM2010	24	1
Structures & Maintenance	ENRLM2012	12	3
Cargo & Port Operations	ENRLM2007	12	1
Shipboard Management	ENRLM2011	12	1
Marine Engineering Systems	ENRLM2014	12	3
Signals exam & tuition			1
SQA Stability revision			2
SQA Navigation revision			2
NARAS(M) (At Lairdside)			2 or 3
Orals Preparation			3
Total		120	

What do I need to bring to University?

You will need a calculator, parallel rulers and basic drawing instruments.

How long will the course last and what patterns of attendance are available?

This is a full time, 40 weeks course, spread over three terms at University.

What will I achieve?

- DipHe in Nautical Science ;
- Chief Mate Unlimited Certificate of Competency (STCW Reg II/2);
- STCW 95 Certificates
 - Navigation, Radar and ARPA Simulator Training (Management Level)
 - Proficiency for persons in charge of Medical Care On Board Ship

To support your application to the MCA for a Chief Mate CoC (at the end of your programme) in Liverpool you will have to submit the following to MCA:

- The previous (lower) OOW CoC (Unlimited)
- Discharge book and watchkeeping certificates
- DipHE in Nautical Science – issued by Liverpool John Moores University
- SQA examination papers pass result – issued by SQA
- Oral examination pass result entered on Notice of Eligibility by MCA examiner
- Navigation, Radar and ARPA Simulation Training (Management) Certificate, issued by the University
- Medical Care Aboard Ship Certificate
- GMDSS Certificate, issued by an examining centre approved by the MCA.
- Valid Medical fitness Certificate (ENG1 or equivalent) including eyesight requirements. The maximum validity is 2 years from the date of issue.
- Signals Certificate

When can I come to the University?

The Chief Mate course will commence in January and September.

How do I apply?

Complete the application form attached (including items detailed on the form)

Where do I live?

The University website does provide accommodation in University halls, but this is relatively expensive and standard University contracts are arranged around the times of more conventional academic programmes which do not usually match the timing of this programme. Instead DipHE students generally prefer to rent private flats and houses with other students. These represent much better value and are best arranged on arrival in Liverpool (with advice from our current students!). There is a good supply of such accommodation within walking distance of the Byrom Street building where nearly all your teaching takes place.

Important Information

1. If you are not of British Nationality, would you please note that you will require a UK student VISA and a Certificate of Medical Fitness?
2. To be eligible for a Medical Care aboard Ship course you must be the holder of a Medical First Aid on board Ship certificate **less than 5 years old**.
3. Currently the MCA approve of OOW Certificates of Competency issued in India, Pakistan and Sri Lanka; but if you hold a Bangladesh OOW Certificate of Competency, you will have to pass the UK OOW SCOTVEC Navigation exam (fee as of Nov 2009, £160) before being eligible for Chief Mate.

It is the policy of this University that all people are entitled to equality of opportunity in education and training. All programmes run subject to satisfactory enrolment.

This information is issued without prejudice to the right of the University to make such modifications to the matters dealt with as the University considers necessary without prior notice.

SQA Chief Mate Unlimited Navigation Syllabus

1. Publications required for passage planning

- a) Lists and outlines the contents of nautical publications required for passage planning

2. Selection of the appropriate route for a given passage

- a) Explains the factors to be taken into account when determining an appropriate route for a given passage including Loadline Oceanographic and Climatological factors
- b) Demonstrates the use of a gnomonic chart in conjunction with a mercator chart for voyage planning
- c) Explains and outlines the advantages and dis-advantages of Weather Routeing
- d) Determines the appropriate Great Circle, Composite or Rhumb line track for a given ocean crossing
- e) Calculates courses, distances, vertices and way points for Great Circle, Composite and Rhumb line tracks
- f) Calculates the height of tide for a given time and the time the tide will be a required height for Worldwide Standard and Secondary Ports
- g) Solves tidal problems with respect to Underkeel Clearance, Air Draft and Neaping situations
- h) Calculates the tidal stream flow at any time from tidal stream tables
- i) Describes the factors to be considered when making a landfall
- j) Explains the objectives of ship routeing schemes
- k) Explains the requirements when navigating in or near Traffic Separation Schemes
- l) Explains the precautions to be taken when navigating in or near the vicinity of offshore installations, safety zones and safety fairways

3. Passage plan adjustments to allow for emergency situations

- a) Explains the procedures to be followed in the event of
 - i) engine failure
 - ii) steering gear failure
 - iii) malfunction of navigational equipment

iv) onset of adverse weather

b) Explains the hazards and procedures to be followed when navigating in the vicinity of a tropical revolving storm

c) Explains the hazards and procedures to be followed when navigating in or near ice

d) Calculates the adjustments to course and/or speed in order to rendezvous with another vessel for SAR, safety or operational purposes.

4. Position fixing methods

a) Describes the most appropriate position fixing methods to be utilised in various Navigational circumstances

b) Discusses the factors that determine the appropriate interval between fixes

c) Explains terrestrial position fixing methods for coastal passages including the use of radar

d) Describes the use of systems for the continuous monitoring of position including parallel indexing techniques

e) Calculates the direction of a position line and a position through which it passes from a single solar, stellar or planetary observation

f) Calculates the most probable position from position lines obtained from simultaneous stellar observations

g) Outlines the principal and operation of electronic charts

h) Outlines the principal and operation of electronic navigational aids and position fixing systems

5. The accuracy and reliability of various position fixing methods

a) Assesses the accuracy and reliability of both celestial and terrestrial fixes, including cocked hats, with respect to both random and systematic errors

b) Calculates the gyro compass error from a solar, stellar or planetary observation

c) Calculates the deviation of the magnetic compass from a solar, stellar or planetary observation

d) Details the precautions to be observed when using continuous monitoring systems including parallel indexing

e) Explains the limitations and precautions to be taken when using electronic charts

f) Explains the limitations and precautions to be taken when using electronic navigational aids and position fixing systems

6. The statutory and international requirements regarding navigation, navigational equipment and the qualifications and fitness of watchkeeping personnel

- a) Describes the requirements of current National and International Regulations navigation and collision avoidance, radio and navigation equipment
- b) Outlines the requirements of current Merchant Shipping (MSN), Marine Guidance (MGN) and Marine Information (MIN) Notices with respect to navigation and collision avoidance, radio and navigation equipment
- c) Describes the requirements of the ISM Code with respect to navigation and collision avoidance, radio and navigation equipment

7. Bridge Procedures for both Routine and Emergency Situations

- a) Explains the principles to be observed in maintaining a safe navigational watch
- b) Describes the factors to be considered when determining the composition of a Bridge Team
- c) Explains the organisational requirements with respect to the Bridge Team to allow for varying navigational situations and taking into account fatigue of personnel
- d) Explains the requirements and procedures to be included in standing and night orders
- e) Explains the bridge procedures to be followed
 - i) prior to arrival in Port
 - ii) before sailing
 - iii) approaching areas of high traffic density or navigational hazards
 - iv) when navigating in reduced visibility
 - v) when handing over the navigational watch
 - vi) daily whilst at sea
- f) Details the information to be exchanged between the Master and Pilot in accordance with current guidance
- g) Explains the requirements to ensure the adequacy of an engineering watch at different stages of a passage

h) Outlines the considerations to be taken when leading or participating in Search and Rescue operations

i) Explains the procedures when working with Helicopters and small craft

j) Analyses and determines appropriate action based upon information from a systematic radar plot of several concurrent targets

(The above MCA approved syllabus was prepared by the IAMI Deck Sub-group and subsequently amended following consultation with all IAMI colleges in November 2002 through to June 2004)

Chief Mate Unlimited Stability and Structure Syllabus

1. Stability information carried on board ship. The inclining experiment

a) Explains the use of stability information to be carried on board ship

b) Explains the purpose of the inclining experiment

c) Identifies the occasions when the inclining experiment must be undertaken

d) Describes the procedure and precautions to be taken before and during the inclining experiment

e) Calculates the lightship KG and determines the lightship displacement for specified inclining experiment conditions

f) Explains why a vessel's lightship displacement and KG will change over a period of time

2. Application of 'Free Surface Effect'

a) Describes Free Surface Effect (FSE) as a virtual loss of GM and relates it to the Free Surface Correction (FSC)

b) Calculates FSC given rectangular area tank dimensions and tank liquid density

c) Describes the effect on FSC of longitudinal sub-divisions in tanks

d) Calculates FSC given Free Surface Moment (FSM)

e) Applies FSC or FSM to all calculations as necessary

3. The effect on vessel's centre of gravity of loading, discharging, weights. Final list. Requirements to bring vessel upright

a) Calculates the final position of vessel's centre of gravity relative to the keel and centreline taking into account loaded, discharged and shifted weights

b) Calculates the resultant list

c) Calculates the minimum GM required prior to loading/discharging/shifting weights to limit the maximum list

4. Stability during drydocking. Using real ship stability information

a) Explains the virtual loss of metacentric height during dry-docking and the requirements to ensure adequate stability

b) Calculates the virtual loss of metacentric height and hence effective GM during drydocking

c) Determines the maximum trim at which a vessel can enter drydock to maintain a specified GM

d) Calculates the draught at which the vessel takes the blocks fore and aft

e) Describes the practical measures that can be taken to improve stability prior to drydocking if it is found to be inadequate

f) Explains why it is beneficial to have a small stern trim when entering drydock

5. Increase in draught due to list / heel. Angle of heel when turning

a) Explains increase in draught due to list / heel

b) Calculates increase in draught due to list / heel

c) Explains angle of heel due to turning and the effect on stability

d) Calculates angle of heel due to turning

6. The effect of loading, discharging, shifting weights on trim, draught and stability. Using real ship stability information

a) Defines 'Centre of Flotation' with respect to waterplane area

b) Defines 'Longitudinal Centre of Flotation' (LCF) with respect to the after perpendicular and explains change in LCF with change in draft

c) Defines 'True Mean Draught' (TMD)

d) Calculates TMD

e) Calculates final draughts and effective GM for various conditions of loading

f) Calculates where to load / discharge a weight to produce a required trim or draught aft

g) Calculates the weight to load / discharge at a given position to produce a required trim or draught aft

h) Calculates final draughts when vessel moves from one water density to a different water density

i) Calculates the maximum cargo to discharge to pass safely under a bridge

j) Calculates the minimum ballast to load to safely pass under a bridge

k) Calculates the final draughts in i) and j)

7. Draught survey

a) Calculates the correction to the observed forward and after draughts to forward perpendicular and after perpendicular respectively

b) Calculates the correction to the observed midship draught to amidship

c) Calculates the correction of the amidship draught for hull deflection

d) Calculates the correction of the amidship draught to True Mean draught (TMD) when CF not amidship

e) Calculates the correction for the position of the CF if trimmed hydrostatics are not supplied

8. Curves of righting levers (GZ), using real ship stability information. Determine compliance with 'Intact Stability' requirements of the current loadline regulations

a) Constructs a curve of righting levers (GZ), for a given condition

b) Defines 'righting moment' (moment of statical stability) and 'dynamical stability'

c) Extracts stability information from a curve of righting levers (GZ)

d) Calculates appropriate areas under a curve of righting levers (GZ), using Simpson's rules

e) Assesses whether vessel complies with the 'Intact Stability' requirements of the current loadline regulations

9. Simplified Stability. Using real ship stability information

a) Describes the appropriate use of 'Simplified stability' information.

b) Assesses whether a vessel complies with 'Maximum permissible KG' requirements for a given condition

10. Angle of loll and effective GM at angle of loll

- a) Describes the stability at an angle of loll and shows the existence of an effective GM
- b) Calculates the angle of loll for vessel with a negative initial GM
- c) Calculates the effective GM at an angle of loll
- d) Describes the dangers to a vessel with an angle of loll
- e) Distinguishes between an angle of loll and an angle of list
- f) Describes the correct procedure for correcting an angle of loll

11. Factors affecting a curve of righting levers (GZ)

- a) Describes the effects of variations in beam and freeboard on the curve of righting levers (GZ)
- b) Describes the effect of trim on KN values and resultant curve of righting levers (GZ)
- c) Describes the terms 'fixed trim' and 'free trim' with respect to KN values and resultant curve of righting levers (GZ)
- d) Explains the effects of being in a seaway on the curve of righting levers (GZ)
- e) Outlines the conditions for a vessel to be in the stiff or tender condition and describes the effects on the curve of righting levers (GZ)
- f) Describes the use of ballast / bunkers to ensure adequate stability throughout the voyage
- g) Describes icing allowances
- h) Describes the changes in stability which may take place on a voyage
- i) Explains the effects on the curve of righting levers (GZ) of the changes described in h)
- j) Explains the effects of an angle of list on the curve of righting levers (GZ)
- k) Explains the effects of an angle of loll on the curve of righting levers (GZ)
- l) Explains the effects of a zero initial GM on the curve of righting levers (GZ)

12. The effect on the curve of righting levers (GZ) of shift of cargo and wind heeling moments

- a) Constructs a curve of righting levers (GZ) taking into account shift of cargo/solid ballast and describe the effects on the vessel's stability

b) Explains the precautions to be observed when attempting to correct a large angle of list

c) Explains how wind heeling moments are calculated

d) Constructs a curve of righting moments taking into account wind heeling moments and describes the effect on the vessel's stability

e) Describes the minimum stability requirements taking into account wind heeling moments as specified in current Load Line – Instructions for the Guidance of Surveyors

f) Determines that a ship's loaded condition complies with the minimum stability requirements specified in e)

13. Use of the current IMO Grain Rules to determine if the vessel complies with the specified stability criteria. Real ship stability information to be used

a) Calculates, the 'grain heeling moments' for a specified loading condition

b) Determines from the 'grain heeling moment' calculated in a) whether the vessel complies with the stability requirements by comparison with the 'maximum permissible heeling moments'

c) Calculates the approximate angle of heel in b)

d) Constructs graphs of a righting arm curve and heeling arm curve

e) Assesses whether a grain laden vessel complies with the 'minimum stability requirements' specified in the IMO Grain Rules

f) Discusses factors to be taken into account to minimise grain heeling moments

14. Rolling, pitching, parametric and synchronous rolling

a) Describes rolling and pitching

b) Defines rolling period

c) Explains factors affecting rolling period

d) Describes synchronous rolling and the associated dangers

e) Describes parametric rolling and the associated dangers

f) Describes actions to be taken by ship's officer in event of synchronous rolling or parametric rolling

15. The effect of damage and flooding on stability

a) Calculates, for a box shaped vessel, the effect on draught, trim, list, freeboard and metacentric height if the following compartments are bilged:

- i) Symmetrical amidships compartment with permeability
- ii) Symmetrical amidships compartment with watertight flat below initial waterline with permeability
- iii) Symmetrical amidships compartment with watertight flat above the initial waterline with permeability
- iv) Extreme end compartment with 100% permeability
- v) Extreme end compartment with watertight flat below the initial waterline with 100% permeability
- vi) Amidships compartment off the centreline with 100% permeability

b) Describes countermeasures which may be taken in event of flooding

16. Damage stability requirements for passenger vessels and Type A and B vessels

- a) Defines 'bulkhead deck', 'margin line', 'floodable length', 'permissible length', 'factor of sub-division' for passenger vessels
- b) Describes sub-division loadlines for passenger vessels
- c) Identifies 'assumed damage' for passenger vessels
- d) Identifies 'assumed flooding' for passenger vessels
- e) Identifies 'minimum damage stability requirements' for passenger vessels
- f) Describes the 'Stockholm agreement 1996' with respect to stability requirements of passenger vessels
- g) Identifies damage stability flooding criteria for Type A, B-60, B-100 vessels
- h) Identifies minimum equilibrium stability condition after flooding for vessels specified in g)

17. Loadline terminology and definitions for new builds

- a) Defines Type A, B, B-60, and B-100 vessels

18. Conditions of assignment of loadlines

- a) Describes 'conditions of assignment' for vessels specified in 17a)
- b) Describes 'tabular freeboard' with respect to vessels specified in 17a)

c) Explains the corrections to be applied to tabular freeboard to obtain 'statutory assigned freeboard'

19. Assignment of special loadlines e.g. 'timber loadlines'

- a) Describes the special factors affecting the assignment of timber loadlines
- b) Describes the intact stability requirements for vessels assigned timber loadlines

20. Requirements and Codes relating to the stability of specialised vessels

- a) Identifies the stability problems associated with RORO vessels, offshore supply vessels and vessels when towing

21. The preparations required for surveys

- a) Lists surveys required by the loadline rules for a vessel to maintain a valid loadline certificate
- b) Lists the items surveyed at a loadline survey and describes the nature of the survey for each item

Notes

1. Longitudinal stability calculations are to be based on taking moments about the After Perpendicular and using formula;

$$\text{Trim} = \text{Displacement} \times (\text{LCB} - \text{LCG}) / \text{MCTC}$$

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MCA Deck FAQ

How do I apply for a Certificate of Competency?

A [list of relevant Marine Guidance Notes](#) containing all the information you will need is available. You can [download an application form](#) from this web site or contact our customer helpline on +44 (0)2380 329 231 for an application form or for advice. Our email address is deck@mcga.gov.uk.

For the issue of a Notice of Eligibility to take an Oral Examination, you will need to submit:

- A fully completed Application form. Please ensure you send in all the documentation required for your type of application, the application form contains instruction for the certificates and documents needed. Please ensure you have entered the relevant Sea Service on the form
- Passport or Birth Certificate
- Discharge Book or Certificates of Discharge
- Watchkeeping Certificates and Sea Service Testimonials
- Two Passport Photographs (attested)
- Valid Medical Fitness Certificate, which must include a sight test
- VQ letter for Cadet & Chief Mate applications if applicable

If you are unsure what documents to submit please contact our customer helpline on +44 (0)2380 329 231 for advice, or send an email request to deck@mcga.gov.uk.

Where can I obtain an application form?

You can [download an application form](#) from our website, or you can contact our customer helpline on +44 (0)2380 329 231 or send an email request to deck@mcga.gov.uk.

How much does a Certificate of Competency cost?

You can download our [current fee structure](#) from this site.

How long will it take to process my application?

The Service Standard for processing an application is up to 28 days.

When will the fee be processed?

The fee for an application will be processed within a few days of the application having been received.

What would happen if the payment is not included with my application or the payment is rejected?

If the required payment is not included with your application, or if the payment is rejected, it will be considered incomplete and this will delay your application. When the fee is received your application will be assessed within the Service Standard of 28 days.

Will I receive a receipt for my payment?

No, we do not automatically issue a receipt for the payment received. If you do require a receipt please send a letter with your application form requesting that a receipt be issued or, if you have already submitted your application, please send an email requesting a receipt to deck@mcga.gov.uk.

How can I check the progress of my application?

If you have downloaded your application form from this website, or if you have latest version of the printed form, the form will have a form number on the right hand side which you can use to [check the progress of your application online](#).

Alternatively you can check the status of your applications by calling the Seafarer Training & Certification Customer helpline on +44 (0)2380 329 231 or email deck@mcga.gov.uk.

What information do I need to check my application online?

You will be required to enter your name, your date of birth and the form number from the right hand side of your application form. The application checker is case sensitive. If any information is entered incorrectly you will not get a result.

When I submit the missing documentation will my application be dealt with immediately?

No. If your application did not include all the required documentation it would have been considered incomplete. When the required documents are received it will be processed in date order and within the service standard of 28 days from receipt of all of the documents.

What is an SDS number?

SDS stands for Seafarer Documentation System. Each seafarer is allocated a unique number when they make an application for a Certificate of Competency or discharge book. This number will be quoted in any correspondence we send you; it is very helpful if you use this number when contacting us.

What does the abbreviation 'QCM date' mean?

The abbreviation "QCM date" stands for "Qualifying Conditions Met" date. This is the date that you completed your last qualification or examination that is needed to gain your Certificate of Competency. For example Mr Smith completed his last required qualification, "Signals Certificate", for his Chief Mate Certificate of Competency on 22/03/2004 so his QCM date would be 22/03/2004. Any sea service for a subsequent certificate will be counted from this date.

What are the criteria for Sea Service Testimonials/Watchkeeping Certificates?

All testimonials/Watchkeeping Certificates must be on ship or company headed paper and give appropriate contact details; be stamped with the ship or company stamp; be

signed by the Master or another authorised person in the company and must state all leave of absences, watchkeeping service and duties whilst on board.

All vessels that use a rota system for leave must have the rota details on Sea Service Testimonials. For example, '7 days on 2 days off'.

Where can I obtain a template for a Sea Service Testimonial/Watchkeeping Certificate?

[MGN91](#) contains templates for testimonials.

Where can I get a template of a testimonial for a fishing vessel and what information needs to be included?

A template for a testimonial is located in [MGN 91](#), however a letter from your Skipper on company headed paper will be acceptable. This must include dates of employment with dates of voyages, details of the rota that was followed, capacity worked, watchkeeping duties, areas of operation and length and tonnage of vessels.

Can I send my application before I have completed the required Sea Service?

No, you should not make an application for a Notice of Eligibility before you have completed the required Sea Service. Your application will be considered as being incomplete which could result in your application being rejected.

Where can I get a Medical Fitness Certificate from, and how long is it valid for?

The UK Medical Fitness Certificate is the 'ENG 1'. For a list of approved doctors in the UK and abroad, and a list of acceptable overseas Medical Fitness Certificates, [please read our medical notices](#).

UK Medical Fitness Certificates issued after 01/09/02 are normally valid for two years, unless the Doctor states a lesser period.

Further medical information can be found on the web pages of our [Seafarer Health and Safety Branch](#).

Where can I obtain a Sight test form?

You can get a Sight Test form from your [local Marine Office](#).

Where can I obtain a Merchant Navy Training Board (MNTB) Training Record Book?

You can only use a MNTB Training Record Book if you are following an approved course of training through a college. The college will issue you with the required Record Book.

Where can I find an MCA-approved short course training provider?

For a list of Maritime & Coastguard Agency approved training providers please contact our Customer Helpdesk on +44 (0)2380 329 231. Alternatively please send an email to deck@mcga.gov.uk.

Please clearly state the name of the course and the geographical area within which you would prefer the training provider to be located.

Which countries' Short Courses Certificates do you accept?

Basic Training: We accept certificates from all countries on the STCW White List.

Advanced Training: Medical First Aid, Advanced Fire Fighting, Proficiency in Survival Craft & Rescue Boats and Medical Care are acceptable from India, the Republic of Ireland, New Zealand, Canada, Pakistan & South Africa.

Are all short courses valid indefinitely?

No: Signals certificates are valid for 3 years. HND examinations are valid for 7 years and SQA examinations are valid for 3 years. All these certificates **must** be in date at the time your Certificate of Competency is issued.

Is a Medical Care Certificate valid indefinitely?

Yes, however all candidates applying for master or chief mate certification must have successfully completed an MCA-approved medical care training programme, meeting the standards laid down in STCW Code A-VI/4-2, within the preceding 5 years.

The master and any other person in charge of medical care on a UK flag vessel will be required to undertake refresher training in Proficiency in Medical Care every 5 years. [Please consult MGN 96](#).

Can I send in my short course certificates at a later date?

Short course certificates are not required for assessing eligibility but are required before the issue of your Certificate of Competency. If you do not submit your ancillary certificates with your application they will be requested on the reverse of your Notice of Eligibility.

Can I book my oral examination before I receive my Notice of Eligibility?

No, you are not eligible to take the oral examination until you have received your Notice of Eligibility.

When and how do I apply for an oral examination?

You should wait until you have received your Notice of Eligibility before [contacting your local Marine Office](#) to arrange a convenient time and date for your oral examination.

Can I hold two Deck Notices of Eligibility at the same time if they are for different examinations?

No, candidates are only allowed to hold one Deck Notice of Eligibility at any one time. However, if you are a 'dual candidate' you may hold a Deck Notice of Eligibility and an Engineering Notice of Eligibility at the same time.

Does a Notice of Eligibility have an expiry date?

Yes, Notices of Eligibility are valid for a maximum of 5 years from the date of issue.

Is a pass Notice of Eligibility valid indefinitely?

The SQA written examinations, the MCA oral examination and the Signals examination (where applicable) MUST be passed within the 3 year period prior to the date of issue of a certificate of competency. The HND Certificate of Achievement, or an equivalent, will remain valid towards the issue of a certificate of competency for a period of 7 years.

What do I do when I have passed my oral examination?

Complete the relevant parts of the Notice of Eligibility (NOE). Please note that you must complete and sign the declaration, if this is not signed we will not be able to issue the Certificate of Competency (COC). Check on the reverse of the NOE for any documentation you need to send in with the pass NOE. If this documentation is not included a COC cannot be issued. Do not forget to return your current UK COC if you hold one because this must be cancelled before a further COC can be issued.

Return the NOE and above documents to The Maritime & Coastguard Agency, Seafarer Training & Certification Branch, Spring Place, 105 Commercial Rd, Southampton, SO15 1EG.

I have passed my oral examination, how long will I have to wait to receive my Certificate of Competency?

From when we receive your pass Notice of Eligibility (NOE) and all relevant documentation it can take up to 14 days to issue the Certificate of Competency.

After passing all the requirements when applying for my new certificate of competency, do I need to submit my lower certificate of competency?

If your lower Certificate of Competency is a UK Certificate of Competency you must return the certificate for cancellation before your new Certificate can be issued.

What do I need to do if I should fail my oral examination?

You need to complete the reverse side of your Notice of Eligibility (NOE) and return the NOE to The Maritime & Coastguard Agency, Seafarer Training & Certification Branch, Spring Place, 105 Commercial Rd, SO15 1EG with the [re-sit fee](#).

If I should fail my oral examination, can I re-take my oral examination straight away?

No, you are allowed three attempts with a two week period between each oral examination. There is a three month period for the fourth and subsequent oral examinations.

Do you accept Tanker Familiarisation Courses or Tanker Safety Courses from outside the United Kingdom?

No. All Tanker Familiarisation and Tanker Safety Courses must be issued by an MCA approved course provider.

Do MCA approved Tanker Safety or Tanker Familiarisation Certificates have an expiry date?

Yes, all tanker training must have been completed in the five years prior to your application and must be in date at the time when your Specialist Tanker Training Endorsement is issued.

Do I need to provide Sea Service Testimonials for a Specialist Tanker Training Endorsement?

Yes, the Testimonial must contain information regarding the type of vessel and full details of the cargo carried eg. crude oil, fuel oil or naphtha. "Oil" or "Chemical" is not acceptable as they do not provide enough information. Also, the Sea Service must have been within the last 5 years.

Are all yacht short courses valid indefinitely?

No. Medical Care and Medical First Aid are valid for 5 years. Business & Law, Construction & Stability, General Ship Knowledge and Navigation are all only valid for 3 years. All these certificates **must** be in date at the time when your Certificate of Competency is issued.

Where can I obtain a Training Record Book for Yachtsmen?

You can obtain a Training Record Book from your training provider or you can [download it from our web site](#).

Does my Yacht Training Record Book have to be submitted with my application for my Notice of Eligibility?

Yes. We need to verify that you have completed your Yacht Training Record Book during your 36 months Yacht service.

Your application will be delayed if the Training Book is not submitted with your application or has not been completed correctly.

Is there an Oral examination from Class 1 Fishing to Officer of the Watch Unlimited Certificate?

No there isn't. The syllabus has already been covered in the Class 1 Fishing exams.

All other holders of Fishing Certificates of Competency must pass an oral examination to obtain an Officer of the Watch Unlimited Certificate.

Do I need to complete an application form to upgrade from a Class 1 Fishing Certificate to OOW Unlimited?

Yes, this is because the form contains important information and assists with processing your application.

What are the most common reasons why an application would be considered incomplete?

- Full payment not received or payment rejected
- Sea Service testimonials/Watchkeeping Certificates not enclosed
- There is a deficiency in the required Sea Service or Sea Service has been completed incorrectly on the application form
- Application form not fully completed
- Counter signatory has not attested the passport photographs
- The photographs are of an incorrect size or are of poor quality
- Declaration not signed and dated
- Originals of required documents are not submitted