



OFFICER OF THE WATCH (DECK) STCW95 II/1 CERTIFICATE OF COMPETENCY COURSE

LIVERPOOL JOHN MOORES UNIVERSITY

What will I need to join the course?

- 1 36 months sea-service in any acceptable deck capacity:
- 2 Discharge book entries verifying sea service.
- 3 Watch-keeping certificates to support all watch-keeping sea service.
- 4 During your final year's sea service, six months of this period must be spent on duties associated with bridge watchkeeping under the guidance of a certificated officer. These periods should be of at least eight hours a day and not haphazard periods now and again

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. We suggest Overseas students should apply for NOE (Notice of Eligibility) **before** arrival in the UK. You can email queries to deck@mcga.gov.uk

What will I be doing?

1. Programme Structure

The academic modules which make up the programme are as follow;

STCW = Module approved for STCW training and will have be assessed for competence to MCA standards as well as an academic mark.

Academic Module Structure

Module Code	Phase	Module Name	Credit
ENRLM1009	1	Meteorology	12
ENRLM1010	1	Cargo Work & Port Operations	12
ENRLM1011	1	Chartwork	12
ENRLM1012	2	Practical Navigation	12
ENRLM1013	2	Ship Construction and Stability	12
ENRLM1014	1	Maritime Management & Law	12
ENRLM1015	1	Numerate & Personal Development Skills	12
ENRLM1016	2	Bridge Watchkeeping & Emergency Response	24
ENRLM1017	2	Electronic Navigation Aids	12
		Total L1 credits studied	120

Module Code	Module Title	MCA Pass Marks	Uni Pass Marks
ENRLM1009	Meteorology	50%	40%
ENRLM1010	Cargo Work and Ports	50%	40%
ENRLM1011	Chartwork	65%	40%
ENRLM1012	Practical Navigation	65%	40%
ENRLM1013	Ship Construction and Stability	50% and 65%	40%
ENRLM1014	Maritime Management and Law	50%	40%
ENRLM1015	Numerate & Personal Skills	40%	40%
ENRLM1016	Bridge Watchkeeping	50%	40%
ENRLM1017	Electronic Navigation Aids	50%	40%

Kindly note ;

1. A phase is 11 weeks.
2. Students will complete Signals Training & Examination Phase 1.
3. Students will also be completing practical elements of NAVRAS(O) short course in phase 2 (integrated with ENRLM1016 & ENRLM1017).

SQA (Scottish Qualification Authority)

SQA examination is conducted by SQA on behalf of MCA. The exam will take place within the LJMU. There are two papers in this exam ie Navigation and Stability. Navigation exam includes Chartwork, Tides, Bridge Watchkeeping and Navigation. Stability exam includes Ship Stability and Cargo Operations. Pass marks for both is 60%.

We only let students to sit an SQA examination as instructed by MCA. Your first attempt will be decided by your attendance, which is at least 80% required by MCA, and your result in first term subjects. First attempt means:

Group	First Attempt
Sep	Mar
Jan	Jul
May	Nov

You will need to pass all internal exams of first term to MCA level before a chance of first attempt is considered. All subsequent attempts will only be allowed if you pass all modules to MCA level.

MCA Orals

We will book your Orals at Crosby Marine Centre, Liverpool at an appropriate time after the course completion. However you can book your own orals at any MCA centre in the UK at any time. MCA examiners prefer students to have completed all short courses and main course before appearing for Orals. We will not book your orals until you pass all your internal exams.

Signals

Signals examination is an MCA controlled exam. Signals exam fee is included in the total course fee but this only allows two attempts. For any subsequent signals resit exams there is a £45 fee

What do I need to bring to University?

Parallel rulers (at least 40cm), dividers, compasses, protractor, pencils, erasers, pens and a non-programmable, scientific calculator (CASIO type is recommended).

When can I come to the University?

The OOW course will commence in January, May and September.

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

This is a full time, 36 weeks course, spread over three terms at University.

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

- Discharge book and watchkeeping certificates,
- Cert HE 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 (Operational) Certificate, issued by the University on behalf of MCA.
- EDH
- GMDSS Certificate, issued by an examining centre approved by the MCA.
- Signals Certificate
- CPSC , Medical First Aid Aboard Ship and Advanced Fire-Fighting Certificates.
- Valid Medical fitness Certificate (ENG1 or equivalent) including eyesight requirements. The maximum validity is 2 years from the date of issue

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 CertHE 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.

You must note that under the UK Borders Regulations, under which all educational establishments are bound, you are only allowed to take re-assessment in any element of your programme on a maximum of two occasions.

You must also note that LJMU is duty bound to report back to the UKBA periods of unaccounted absence with regard to all international students.

MCA OOW Unlimited Navigation Syllabus

1. Stages of making a passage plan

- a) Explains appraisal, planning, execution and monitoring of a passage plan

2. Following a passage plan

- a) Describes the procedure for monitoring and executing a passage plan
- b) Identifies charted objects suitable for position fixing
- c) Identifies chart symbols and abbreviations
- d) Explains the procedure for monitoring the progress of the vessel on a pre-planned track
- e) Explains the precautions to be taken when making a landfall

3. Routeing instructions and guidelines

- a) Describes content and use of IMO Ships Routeing Guide
- b) Interprets IRPCS Rule 10
- c) Explains use of Admiralty chart 5500, Mariners Routeing Guide

4. Adjusts vessels course and speed to take account of passage plan requirements

- a) Plots the position of the vessel on a chart using latitude and longitude, or position lines derived from charted objects or from celestial observations including running fix and horizontal angles
- b) Determines the effect of current/tidal stream by construction on a chart
- c) Determines the effect of wind on ship's track
- d) Applies leeway to find course to steer
- e) Determines course to steer to counteract current/tidal stream by construction on a chart

- f) Determines speed made good by measurement on the chart and calculates ETA
- g) Determines speed required to make ETA at a passage plan way point by measurement on the chart
- h) Applies magnetic and/or gyro compass errors to convert True to Compass and vice versa for ship's head and bearings
- i) Calculates adjustments to course for a change in magnetic or gyro compass error

5. Plane and Parallel Sailing

- a) Explains the relationship between Departure and D Long
- b) Converts Departure to D Long and vice versa
- c) Calculates course and distance by plane sailing formula
- d) Calculates course and distance using parallel sailing formula
- e) Calculates ETA

6. Meridional parts, DMP and Mercator sailing formula

- a) Describes the navigational properties of a Mercator Chart
- b) Calculates course and distance between waypoints using Mercator Sailing formula
- c) Calculates ETA at given waypoint, including the use of time zones

7. Bridge watchkeeping procedures

- a) Demonstrates a knowledge of current national and international regulations and guidelines for bridge watchkeeping procedures
- b) Describes criteria and procedure for calling the Master when in doubt of ship's position
- c) Specifies checks to navigation equipment
- d) Calculates Compass Error by Azimuth/Amplitude

8. Communications between Bridge and Machinery Spaces

- a) Describes routine and emergency communication procedures including use of telegraphs, instruments, Bridge Control Systems and other communication systems
- b) Explains the need to record orders, communications and information
- c) Explains reasons for giving Bridge and Engine Room notice of reductions in speed

9. Navigation in the proximity of ice

- a) Lists signs indicating the proximity of ice
- b) Describes methods of avoiding or reducing ice accumulation and accretion
- c) Explains obligation to report ice and ice accretion

10. Cause of tides and definitions

- a) States the cause of spring tides
- b) States the cause of neap tides
- c) Defines chart datum, height of tide, MHWS, MLWS, MHW, MLWN, range of tide, drying height, height of charted objects

11. Finding the tidal information at standard ports - Worldwide

- a) Finds the height and time of high water using tide tables
- b) Finds the height and time of low water using tide tables
- c) Calculates the height of tide at a given time using tide tables and tidal curves
- d) Calculates the time the tide will reach a given height using tide tables and tidal curves
- e) Discusses the reliability of tidal predictions
- f) Calculates the correction of soundings to chart datum

12. Finding the tidal information at secondary ports - Worldwide

- a) Calculates the height and time of high water using tide tables
- b) Calculates the height and time of low water using tide tables
- c) Calculates the height of tide at a given time using tide tables and tidal curves
- d) Calculates the time the tide will reach a given height using tide tables and tidal curves

(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)

OOW Unlimited Stability and Operations **Syllabus**

1. Hydrostatics

- a) Defines mass, volume, density, relative density, Archimedes principle, FWA, DWA, TPC
- b) Determines TPC and displacement at varying draughts using hydrostatic tables
- c) Calculates small and large changes in displacement making appropriate use of either TPC or displacement tables
- d) Defines Waterline length, LBP, Freeboard, Waterplane Area, CW, and CB
- e) Calculates the weight to load or discharge to obtain given small changes in draught or freeboard
- f) Explains the reasons for loadlines and loadline zones
- g) Calculates weight to load or discharge in relation to loadline dimensions, appropriate marks, TPC, FWA and DWA

2. Statical Stability at small angles

- a) Defines centre of gravity, centre of buoyancy, initial transverse metacentre and initial metacentric height (GM)
- b) Calculates righting moments given GM and displacement
- c) Explains stable, neutral and unstable equilibrium
- d) Explains the relationship between equilibrium and the angle of loll
- e) Identifies from a given GZ curve; range of stability, initial GM, max GZ, angle of vanishing stability, angle of deck edge immersion, angle of loll and angle of list
- f) Explains the difference between typical GZ curves for stiff and tender vessels
- g) Sketches typical GZ curves for vessels at an angle of list or loll

3. Transverse Stability

- a) Calculates shift of G, vertically and horizontally after loading/discharging/shifting a weight
- b) Calculates final KG or GM by moments about the keel after loading/discharging/shifting weights including appropriate Free Surface Correction
- c) Calculates distance of G horizontally from the centreline by moments about the centreline after loading/discharging/shifting weights
- d) Calculates the effect on stability of loading or discharging a weight using ships' gear
- e) Calculates the angle of list resulting from 3 a), 3b), 3c) and 3d)
- f) Explains the difference between list and loll and methods of correction
- g) Explains the consequences and dangers of a free surface
- h) Explains that the free surface effect can be expressed as virtual rise of G or as a free surface moment
- i) Describes the effects on free surface of longitudinal subdivision of a tank

4. Longitudinal Stability

- a) Defines LCF, LCG, LCB, AP, Trim, Trimming Moment and MCTC
- b) Calculates the effect on draughts of loading, discharging and shifting weights longitudinally by taking moments about the AP

5. Maintaining a Deck Watch (alongside or at anchor).

- a) Explains the duties of the deck watch with respect to security, safety, moorings and cargo operations
- b) Explains the procedures for entry to enclosed spaces and permit to work systems
- c) Explains the emergency procedures in the event of fire or accident
- d) Describes the preparation of the vessel for sea and adverse weather with respect to watertight integrity and security of cargo
- e) Describes how safe means of access to a vessel is achieved
- f) Describes the methods available to ensure safe movement onboard ship

6. Pollution prevention

- a) Describes the precautions and procedures required to ensure vessel operations, including bunkering and garbage disposal, do not pollute the environment
- b) Explains the procedures for handling hazardous substances onboard

7. Legislation

- a) Outlines the operational requirements of the annexes to MARPOL and liability for non-conformance
- b) Outlines the principles and purpose of the ISM Code
- c) Describes the legal status and purpose of COSWP, MGNs, MINs, MSNs

(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)

Navigation Formulae

NB. These formulae and symbols are for guidance only and other formulae which give equally valid results are acceptable

	Departure	=	D'Long x Cos Mean Lat
	Tan Course	=	Dep ÷ D'Lat
	Distance	=	D'Lat ÷ Cos Course
	Tan course	=	D'Long ÷ DMP
	Cos AB	=	(Cos P x Sin PA x Sin PB) + (Cos
PA x Cos PB)			
	A	=	Tan Lat ÷ Tan LHA
	B	=	Tan Dec ÷ Sin LHA
	C	=	A+/- B
	Tan Azimuth	=	1 ÷ (C x Cos Lat)
	Sin Amplitude	=	Sin Dec ÷ Cos Lat
	Sin mid part	=	Tan adjacent x Tan adjacent
	Sin mid part	=	Cos opposite x Cos opposite

Stability Formulae

NB. These formulae and symbols are for guidance only and other formulae which give equally valid results are acceptable.

$$\rho = \frac{\text{Mass}}{\text{Volume}}$$

$$\text{RD} = \frac{\rho_{\text{SUBSTANCE}}}{\rho_{\text{FW}}}$$

$$\nabla = (L \times B \times d) \times C_b$$

$$\Delta = \nabla \times \rho$$

$$\text{DWT} = \Delta - \Delta_{\text{LIGHT}}$$

$$A_w = (L \times B) \times C_w$$

$$\text{TPC} = \frac{A_w}{100} \times \rho$$

$$\text{Sinkage/Rise} = \frac{w}{\text{TPC}}$$

$$\text{FWA} = \frac{\Delta_{\text{SUMMER}}}{4 \times \text{TPC}_{\text{SW}}}$$

$$\text{DWA} = \frac{(1025 - \rho_{\text{dock}})}{25} \times \text{FWA}$$

$$\text{MSS} = \Delta \times \text{GZ}$$

$$\text{GZ} = \text{GM} \times \sin\theta$$

$$\text{GZ} = [\text{GM} + \frac{1}{2}\text{BM}\tan^2\theta]\sin\theta$$

$$\text{GZ} = \text{KN} - (\text{KG} \times \sin\theta)$$

$$\text{Dynamic Stability} = \text{Area under GZ curve} \times \Delta$$

$$\text{Area under curve (SR1)} = \frac{1}{3} \times h \times (y_1 + 4y_2 + y_3)$$

$$\text{Area under curve (SR2)} = \frac{3}{8} \times h \times (y_1 + 3y_2 + 3y_3 + y_4)$$

$$\lambda_0 = \frac{\text{Total VHM}}{\text{SF} \times \Delta}$$

$$\lambda_{40} = \lambda_0 \times 0.8$$

$$\text{Actual HM} = \frac{\text{Total VHM}}{\text{SF}}$$

$$\text{Approx' Angle of Heel} = \frac{\text{Actual HM}}{\text{Max' Permissible HM}} \times 12^\circ$$

$$\text{Reduction in GZ} = (\text{GG}_H \times \cos\theta) + (\text{GG}_V \times \sin\theta)$$

$$\text{Rolling Period T (secs)} = \frac{2 \times \pi \times K}{\sqrt{g \times \text{GM}}}$$

$$\text{GG}_{HV} = \frac{w \times s}{\Delta}$$

$$\text{FSC} = \frac{i}{\Delta} \times \rho_T$$

$$\text{FSC} = \frac{I \times b^3}{12 \times \Delta} \times \rho_T$$

$$\text{FSC} = \frac{\text{FSM}}{\Delta}$$

$$\tan\theta = \frac{\text{GG}_H}{\text{GM}}$$

$$\text{KG} = \frac{\Sigma \text{Moments}}{\Sigma \text{Weights}}$$

$$\text{GG}_H = \frac{\Sigma \text{Moments}}{\Sigma \text{Weights}}$$

$$\text{GM} = \frac{w \times s \times \text{length}}{\Delta \times \text{deflection}}$$

$$\tan \text{ angle of Loll} = \sqrt{\frac{-2 \times \text{GM}}{\text{BM}_T}}$$

$$\text{GM at angle of Loll} = \frac{2 \times \text{initial GM}}{\cos\theta}$$

$$\tan\theta = 3 \sqrt{\frac{2 \times w \times s}{\Delta \times \text{BM}_T}}$$

Draught when heeled = (upright draught $\times \cos\theta$) + ($\frac{1}{2} \times \text{beam} \times \sin\theta$)

Position of the Metacentre $KM_T = KB + BM_T$

$$BM_T = \frac{I_T}{\nabla}$$

$$BM_T (\text{box}) = \frac{L \times B^3}{12 \times \nabla}$$

Distance Summer LL to Winter LL = $\frac{1}{48}$ Summer draft

Distance Summer LL to Tropical LL = $\frac{1}{48}$ Summer draft

$$KM_L = KB + BM_L$$

$$BM_L = \frac{I_L}{\nabla}$$

$$BM_L (\text{box}) = \frac{L^3 \times B}{12 \times \nabla}$$

$$MCTC = \frac{\Delta \times GM_L}{100 \times LBP}$$

$$CoT = \frac{\Sigma \text{Trimming Moment}}{MCTC}$$

$$\text{Change of trim aft} = \text{change of trim} \times \frac{LCF}{LBP}$$

$$\text{Change of trim fwd} = \text{change of trim} \times \frac{LBP - LCF}{LBP}$$

$$\text{True mean draught} = \text{draught aft} \pm \left(\text{trim} \times \frac{LCF}{LBP} \right)$$

$$\text{Trim} = \frac{\Delta \times (LCG - LCB)}{MCTC}$$

$$P = \frac{\text{trim} \times MCTC}{LCF}$$

P = Reduction in TMD \times TPC

$$\text{Loss of GM} = \frac{P \times KM_T}{\Delta} \quad \text{or} \quad \frac{P \times KG}{\Delta - P}$$

$$\tan\theta = \frac{v^2 \times BG}{g \times R \times GM}$$

$$\text{Permeability } (\mu) = \frac{\text{Volume available for Water}}{\text{Volume available for Cargo}} \times 100$$

$$\text{SolidFactor} = \frac{1}{\text{RD}}$$

$$\text{Permeability } (\mu) = \frac{\text{SF of Cargo} - \text{SolidFactor}}{\text{SF of Cargo}} \times 100$$

$$\text{Effectivelength} = l \times \mu$$

$$\text{Sinkage} = \frac{\text{Volume of Bilged Compartment} \times \text{Permeability}(\mu)}{\text{Intact Water Plane Area}}$$

$$I_{\text{PARALLELAXIS}} = I_{\text{CENTROIDALAXIS}} + A s^2$$

$$\text{Tan}\theta = \frac{BB_H}{GM_{\text{BILGED}}}$$

Correction to observed drafts =

$$\frac{I_1}{L_1} \times \text{Trim}$$

Midships draft corrected for deflection =

$$\frac{d_{FP} + (6 \times d_M) + d_{AP}}{8}$$

Correction of Midships draft to True Mean Draft when CF not midships =

$$\frac{\text{Distance of CF from Midships} \times \text{Trim (True Trim at Perp's)}}{\text{LBP}}$$

Second Trim Correction for position of CF if trimmed hydrostatics are not supplied (form correction) =

$$\frac{\text{True Trim} \times (\text{MCTC}_2 - \text{MCTC}_1)}{2 \times \text{TPC} \times \text{LBP}}$$

Alternative form Correction =

$$\frac{50 \times \text{True Trim}^2 \times (\text{MCTC}_2 - \text{MCTC}_1)}{\text{LBP}}$$

MCA Deck FAQ's

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?

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?

[MGN 91](#) 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