



Maritime &
Coastguard
Agency

**APPLICATION FOR AN ORAL EXAMINATION LEADING TO
THE ISSUE OF A CERTIFICATE OF COMPETENCY (STCW)
Engineer Officers in the Merchant Navy**

ME

IMPORTANT - BEFORE completing this form, please ensure you have read the guidance notes and instructions on pages 6 to 10. Please provide an email address in block capitals in order for us to inform you of the receipt of your application (see section 8 of the guidance notes). We do not offer a counter service.

1 PERSONAL DETAILS

| | | | |
|------------------------------|-------------------|---|--|
| Title Mr/Mrs/Miss/Capt. etc. | | Sex Male/Female | |
| Surname/Family name | | | |
| Forename(s) in full | | | |
| Date of Birth | | | |
| Place of Birth | | Country of Birth | |
| Nationality | | Passport Number | |
| | Full home address | Address for return of documents (if different from home address) | |
| Address | | | |
| | | | |
| District | | | |
| Town/City | | | |
| County/State | | | |
| Post Code/Zip | | | |
| Country | | | |
| Telephone No | | | |
| Mobile No | | Email: | |

Name:

SDS:

DOB:

2 CERTIFICATE APPLIED FOR

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

Please do not write below this line

| |
|------------------|
| Received: |
| |

| |
|-------------|
| Fee: |
| |

| |
|----------------------------|
| Documents received: |
| |

4 CHECKLISTS

Before a Certificate of Competency can be issued, you will need to submit the following documentation – Unless stated otherwise, **original** documents **MUST** be supplied

If you already hold a certificate of Competency or you must send it in with this application and give the following details below

| | | |
|------------------------|------------------|--------------------------|
| Certificate No: | Capacity: | Country of Issue: |
|------------------------|------------------|--------------------------|

4A FOR ALL APPLICANTS

✓ if enclosed

Official use only

| | | | |
|---|--------------------------|--------------------------|--------------------------|
| Attested Copy of Passport and Visa if applicable (refer to guidance notes) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discharge Book OR Certificates of Discharge (must be originals) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sea Service Testimonials (must be originals) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Two Passport Size Photographs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Valid Medical Fitness Certificate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

* To comply with health and safety requirements in accordance with the Merchant Shipping Training & Certification (Medical Examination) Regulations 2002 and STCW Regulation I/9, any seafarer employed or engaged in any capacity aboard a seagoing vessel must hold a valid medical fitness certificate attesting to their medical fitness for the work for which they are employed. Further information may be obtained from the MCA. **Medical Fitness Certificates must be valid at the time of issue of the CoC. This should be re-submitted with your NOE pass.**

4B APPLICANTS FOR FIRST CERTIFICATE OF COMPETENCY

✓ if enclosed

Official use only

| | | | |
|--|--------------------------|--------------------------|--------------------------|
| Letter of Initial Assessment OR College letter confirming approved training programme (this must confirm the date you enrolled on the programme) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MNTB Training Record Book (If applicable) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Elementary First Aid STCW A-VI/1-3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fire Prevention and Fire Fighting STCW A-VI/1-2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Personal Survival Techniques STCW A-VI/1-1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Personal Safety and Social Responsibilities STCW A-VI/1-4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Advanced Fire Fighting* STCW A-VI/3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Certificate of Proficiency in Survival Craft and Rescue Boats* STCW A-VI/2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Medical First Aid* STCW A-VI/4-1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MNTB Workshop Skills Certificate* or MSQ equivalent* | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| High Voltage (>1000V) Certificate/College Letter/Service Letter if applicable * (see guidance notes) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MNTB/MCA Approved UK Academic Qualifications OR IAMI Assessment Letter AND relevant qualification certificates and transcripts, if applying for exemptions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

* These documents may be submitted later when applying for your Certificate of Competency.

4C APPLICANTS FOR SUBSEQUENT CERTIFICATES OF COMPETENCY

✓ if enclosed

Official use only

| | | | |
|--|--------------------------|--------------------------|--------------------------|
| MNTB/MCA Approved UK Academic Qualifications OR IAMI Assessment Letter AND relevant qualification certificates and transcripts, if applying for exemptions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| High Voltage (>1000V) Systems Management Certificate (see guidance notes) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4D HELM REQUIREMENTS

✓ if enclosed

Official use only

| | | | |
|--|--------------------------|--------------------------|--------------------------|
| MCA Approved HELM Operational Certificate * or HELM Management Certificate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

* EOOW – This is not required for cadets following an MNTB approved officer training scheme. If you are following an MCA approved overseas collaborative programme (so called one plus one schemes) you should consult with the UK parent college as agreements will be made with the MCA on a programme by programme basis.

The HELM certificate is not required for the issue of your NOE, but this certificate must be received by the MCA prior to the issue of your CoC.

4D For all applicants expecting to receive a Certificate of Competency after the 1st January 2017

From 01 January 2017 you will be required to provide documentary evidence of either completing the training course or updating your training within the 5 years preceding the issue of your Certificate of Competency for (for further information please refer to [MSN 1865](#)):

| | | | | |
|--|--|--|--|--|
| Fire Prevention and Fire Fighting < 5 years old | | | | |
| Personal Survival Techniques < 5 years old | | | | |
| Advanced Fire Fighting < 5 years old | | | | |
| Proficiency in Survival Craft and Rescue Boats < 5 years old | | | | |

5 DECLARATION

(The maximum penalty for a false declaration is £5000)

I declare that the data contained in this application is, to the best of my knowledge, true and complete. I also declare that the documents are genuine, given and signed by the persons whose names appear on them. I consent to any processing of the data contained in this application by the MCA (including any processing necessary to establish the authenticity and validity of the issued certificate).

Please sign this form in the centre of the space opposite, in BLACK BALL POINT PEN, this will be transferred to your new STCW certificate

FOR OFFICIAL USE ONLY

**IMPORTANT – KEEP WITHIN THE BORDER
FAILURE TO COMPLY WITH THIS INSTRUCTION
WILL INVALIDATE THE APPLICATION**

Date.....

6 COUNTER SIGNATURE

| | | | |
|--|--|------------|--|
| Name | | | |
| Address | | | |
| | | | |
| Town /City | | | |
| County/State | | | |
| Post Code/Zip | | Country | |
| Telephone No | | Occupation | |
| Capacity in which you know the applicant | | | |

I declare that the information given is, to the best of my knowledge, true and complete. I also declare that the documents submitted are, to the best of my knowledge, genuine and relate to the person(s) whose names appear on them. I confirm that the photographs submitted bear a true current likeness of the applicant.

Signed.....

Date.....

7 PAYMENT

IMPORTANT NOTE: If you are sending documents from outside the UK you must indicate to your courier company that they have no commercial value. Otherwise you may be liable to pay an import tax.

Please enclose the appropriate fee (as laid down in the current Merchant Shipping Fees Regulations)
Payment should be made in pounds sterling (£) by cheque, postal order or banker's draft, BACS, credit or debit card.

Cheques, postal orders and banker's drafts should be made payable to the "Maritime and Coastguard Agency" and crossed "account payee" and "not negotiable". Cheques and banker's drafts should be drawn at a UK bank. **CASH WILL NOT BE ACCEPTED.**

The fee for an NoE application is £201.00 which includes the cost of a courier service.
The fee for an upgrade with no oral examination is £58.00 which includes the cost of a courier service.

Please tick (✓) the appropriate box below to indicate your chosen method of payment.

Maestro Visa MasterCard Delta Cheque/banker's draft Postal Orders BACS

Please charge £201 or £58.00 to my Maestro / Visa / MasterCard/ Delta Card

| | |
|---|---|
| Name of Card Holder | |
| Card Number | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Start Date | |
| Expiry Date | |
| Maestro Issue Number (Maestro Cards Only) | |

Security Code:



The Security Code is the last three digits of the numbers on the reverse of the card, near the signature strip.

Signature..... Date.....

Receipt: If you would like a receipt please tick (✓) the box below and confirm the email address you would like it sent to:

Please issue me with a receipt

Email address:

For official use only:

| | |
|---|--|
| Name, if different from card holder: | |
| SDS number: | |
| Email, if not stated above: | |
| All payment details entered on SDS (initial): | |

GUIDANCE NOTES FOR THE COMPLETION OF THIS APPLICATION FORM

PLEASE ENSURE THAT YOU READ AND UNDERSTAND THESE NOTES BEFORE COMPLETING THE FORM

Further guidance is available in [MSN 1857](#).

Please complete this form in BLOCK LETTERS and in black ink.

ENSURE YOU COMPLETE THIS FORM IN FULL - FAILURE TO DO SO MAY MEAN THAT WE WILL HAVE TO RETURN YOUR APPLICATION TO YOU, AND WILL RESULT IN A DELAY TO YOUR APPLICATION BEING PROCESSED. The MCA will email you once your application has been received by the branch. We will then email you if we require any further evidence. You will receive a further email from our courier company once your package has been dispatched.

PLEASE ALLOW 28 DAYS (PLUS POSTAGE TIME) FOR YOUR APPLICATION TO BE PROCESSED

Enclose all documents necessary to establish your eligibility for examination for an STCW Certificate of Competency. **Please do not send your original passport.** All other documents must be ORIGINAL, photocopies will **NOT** be accepted. Document checklists are provided on page 3 to help you.

If eligible you will be issued with a Notice of Eligibility enabling you to sit an MCA oral examination. The Notice of Eligibility will advise you how to apply for an appointment for the examination and what you should do once you have taken the examination. The NoE will be valid for 5 years from the date of issue. 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.

A series of Training and Certification Guidance Notes, giving further details of requirements are available from the Seafarer Training & Certification Branch; the contact details are overleaf or they can be found on our website: Search www.gov.uk for "Engineer CoC".

1 PERSONAL DETAILS

Enter your personal details in the boxes provided. Your name should be given IN FULL, and should be given in the same format as appears in your passport or other national identity document.

Your date of birth should be given in the format DD/MM/YYYY, e.g. 18 February 1965 would be written 18/02/1965.

National Identity Number should be that in your Passport.

You should give your permanent home address, where you are normally resident. You may also provide an alternative address for return of documents or correspondence relating to this application, e.g. if you are away at College. Your documents will be returned by courier and will need to be signed for. Please ensure you provide us with the full address and contact details of where you would like your documents sent to should there be any queries with your delivery.

2 CERTIFICATE APPLIED FOR

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

3 SEA SERVICE

Sea service must be supported by Discharge Book entries OR Certificates of Discharge, sea service testimonials, and where appropriate, watch keeping certificates. Testimonials must be signed by the Chief Engineer or Master or in exceptional circumstances by the Superintendent responsible for the vessel.

Requirements: this is a summary only, please refer to MSN 1857 for the full requirements.

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

Unlimited COCs (for limited COCs refer to flowchart on page 9)

Engineer Officer of the Watch:

- Approved cadetship route: requirement will depend on when programme was started:
 - If cadetship began **prior to 1st July 2013**: 6 months sea time, including 4 months watchkeeping
 - If cadetship began **after 1st July 2013**: 6 month sea time with watchkeeping duties, plus additional 3 months of: seagoing service, or; combined workshop/industrial training, or; 1 month MCA approved lab time and 2 months seagoing/industrial training.
- Experienced seafarer route: a total of 33 months sea time in order to obtain the COC. 24 months before registering with the college and a subsequent 9 months (including 6 months watchkeeping) whilst completing the training programme.

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

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

The unlimited progression route is summarised on a flow chart on page 8.

The near-coastal progression route is summarised on a flow chart on page 9.

4 CHECKLISTS

Before a United Kingdom Certificate of Competency can be issued, you will need to submit certain documentation as specified in this section. 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.

4A - ALL APPLICATIONS - ALL the documents in this section **MUST** be provided with this application before a Notice of Eligibility will be issued. Please ensure you tick (✓) each box to indicate that you have enclosed the documents.

Passport: Please do not send your original passport. Applicants for a UK Certificate of Competency (CoC) should submit a photocopy of their passport attested by:

- A Notary Public (UK or Foreign)
- MCA approved Nautical Colleges
- Your Maritime Administration

The copy should be stamped, signed and sighted as an original copy. Copies must be clear and to scale. **Your original passport and visa (if required) will be checked against your Notice of Eligibility at the oral examination stage.**

Photographs: Your photographs must be taken full face without a hat and must be UK approved passport photographs, measuring a maximum of 50mm x 40mm, in colour with a plain white background. The back of one photograph must include your name in BLOCK LETTERS and the signature of a Doctor, Bank Officer, Established Civil Servant, School Teacher or someone of similar standing. They should also write on the back of the photograph "I certify that this is a true likeness of Mr/Mrs/Miss/Ms/Dr etc....." and add their signature. They must also provide their details at Section 6. A member of your family is **NOT** allowed to counter sign your photograph. The back of the other photograph must include your name in BLOCK LETTERS and your date of birth.

4B - APPLICATIONS FOR A FIRST CERTIFICATE: Documents in this section must be provided with this application unless otherwise stated. Please ensure you tick (✓) the relevant boxes to indicate which documents you have enclosed with this application.

4C - APPLICATIONS FOR A SUBSEQUENT CERTIFICATE: Documents in this section must be provided with this application. Please ensure you tick (✓) the relevant boxes to indicate which documents you have enclosed with this application.

Further Evidence of Training required before your CoC can be issued

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

EOOW:

Approved cadetship route:

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

Experienced Seafarers:

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

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

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

The following Engineering Knowledge examinations sections at Second Engineer level:

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

HELM (Management) - see below for more information

Chief Engineer: the following SQA academic subjects at Chief Engineer level, or an award which gives exemption:

- Applied Mechanics
- Applied Heat
- Electrotechnology
- Naval Architecture

The following Engineering Knowledge examinations sections at Chief Engineer level:

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

HELM (Management) - see below for more information

4C Continued: - HIGH VOLTAGE (HV) CERTIFICATES (>1000V): Documentary evidence for completion of high voltage training is required in order for your Certificate of Competency (CoC) to be valid on vessels with HV systems after 31 December 2016. If you have not completed this training your certificate will carry the following limitation:

"From 1 January 2017 this certificate is not valid for service on ships fitted with High Voltage (over 1000V) systems".

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

- College letter confirming the High Voltage (HV) Operational element has been completed as part of your MCA approved education programme (HNC/HND or Foundation Degree) **or**;
- Completion of MCA approved HV course **or**;
- Completion of the following sea service in the engine room on vessels fitted with HV systems:
 - Six months in the preceding five years; or three months sea service during the last twelve months (**sea service evidence should be provided in the form of a company letter signed by an authorised official within the company**).

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

- Completion of MCA approved High Voltage Management course

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

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

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

For further information please refer to **Section 6.5 (pages 17 & 18) of MSN 1857** which is available on our website: go to www.gov.uk and search [MSN 1857](#)

5 YOUR SIGNATURE AND DECLARATION

Please read the declaration. Once you are sure that the information you have given is, to the best of your knowledge, true and complete, and that the documents submitted are genuine, given and signed by the persons whose names appear on them, you should sign the declaration with your usual signature, including the date. Please ensure your signature is inside the box as this will be transferred to your CoC.

6 COUNTER SIGNATURE

You should obtain a counter signature from a responsible person who is NOT related to you and has known you for at least 2 years. They should enter their details in this section. This person must endorse the rear of one of your passport style photographs "I confirm that this is a true current likeness of [your name]", and add their usual signature and date. See also guidance note 4 on photographs.

7 PAYMENT

You must enclose the appropriate fee with your application. The fee includes worldwide postage. Please tick (✓) the appropriate box to indicate your chosen method of payment. Payment must be made in pounds sterling (£). Payment by cheque, banker's draft or postal order should be made payable to "The Maritime and Coastguard Agency" and crossed "account payee" and "not negotiable". For payment by Maestro, Visa or MasterCard, ensure you enter the card details in the spaces provided. Please sign to confirm the amount and chosen method of payment.

8 APPLICATION TRACKING

If you have provided an email address you will receive confirmation of receipt. Once we have processed your application we will dispatch your documents by courier. The courier company will email you confirmation of dispatch allowing you to track and trace your package.

NOW RETURN YOUR COMPLETED APPLICATION - PLEASE SEND TO:

Seafarer Training and Certification
Maritime and Coastguard Agency
Spring Place
105 Commercial Road
Southampton
SO15 1EG
UK
Tel +44 (0) 2380 329231
E-mail: engineering@mcga.gov.uk

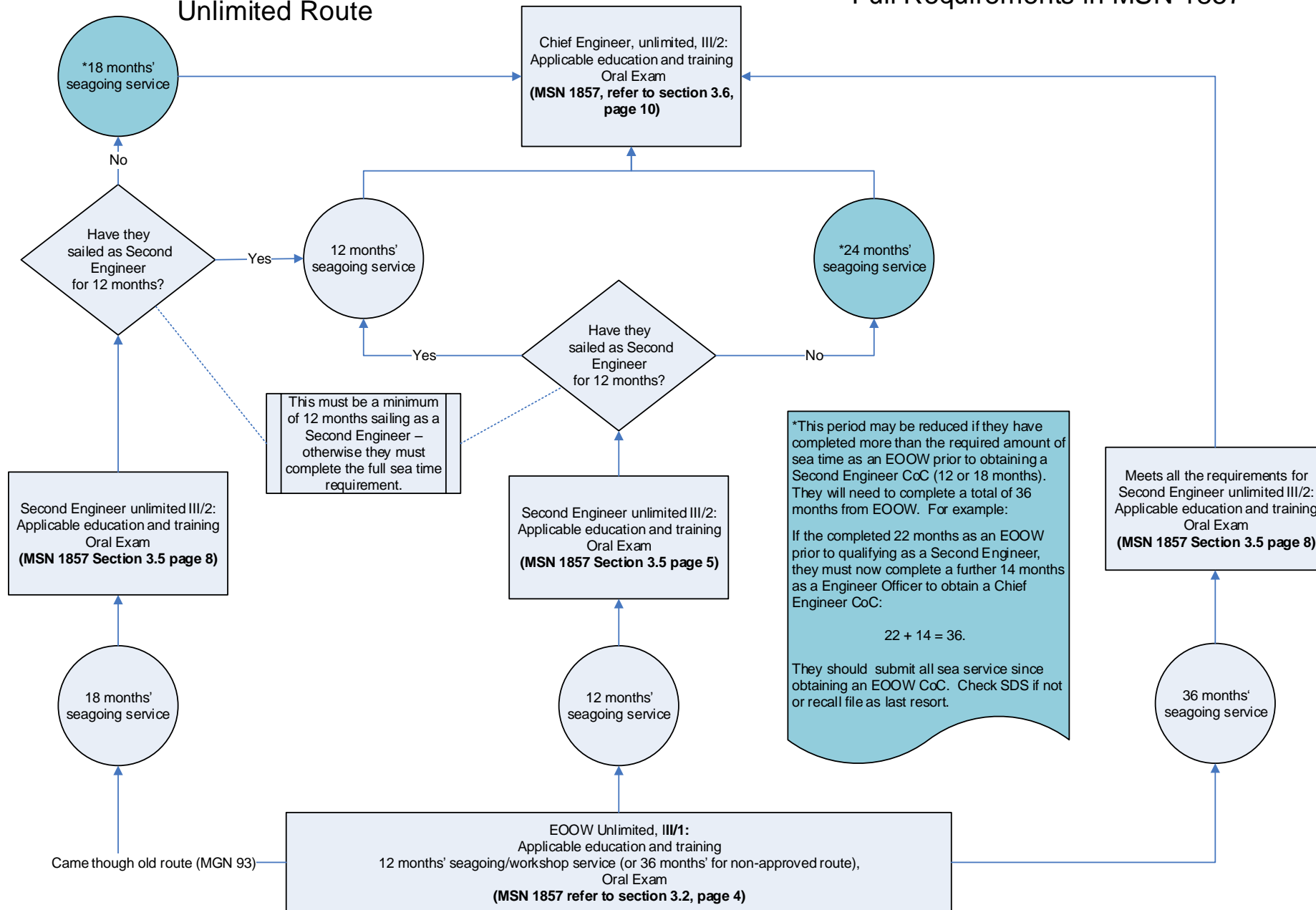
**Forms must not be emailed to the MCA.
Please post them with the required documents.**

PLEASE ALLOW 28 DAYS (PLUS POSTAGE TIME) FOR YOUR APPLICATION TO BE PROCESSED

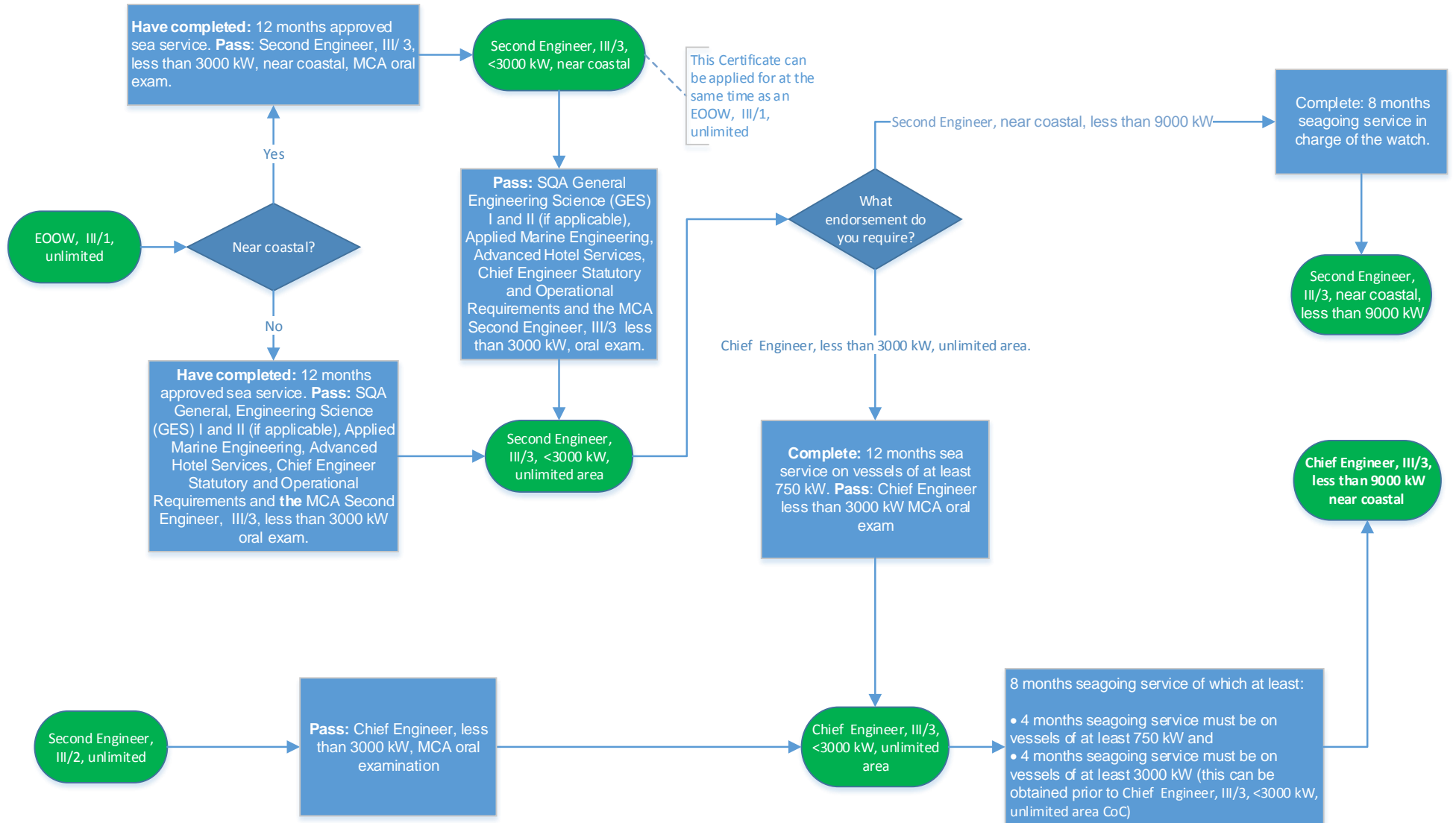
AN INCOMPLETE APPLICATION WILL DELAY THE ISSUE OF YOUR NOE

New Sea Time Requirements for Unlimited Route

Full Requirements in MSN 1857



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



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