



MSN 1865 (M) Amendment 1

Seafarer Training and Certification Guidance: UK Requirements for Emergency, Occupational Safety, Security, Medical Care and Survival Functions

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

This notice updates and replaces MSN 1865 (M).

*This Notice contains guidance, but also the requirements for the approval of training providers in **Annex G**, which are made mandatory by the Merchant Shipping (Standards of Training, Certification and Watchkeeping) Regulations 2015.*

Summary

This Merchant Shipping Notice (MSN) sets out and explains the regulatory requirements regarding the implementation of training elements applicable under Chapter VI, of the STCW Convention and Code. It contains the regulatory requirements regarding the implementation of training elements applicable under Chapter VI of the STCW Code for Merchant Navy seafarers in the United Kingdom. The Maritime and Coastguard Agency's published criteria is to be followed for safety course related standards and information.

This MSN covers:

1. Introduction
2. Training Requirement: Familiarisation
3. Training Requirement: Basic Safety
4. Emergency, Occupational Safety and Survival Functions
5. Medical Training
6. Marine Evacuation System Training
7. Security Related Training
8. Safety Course Certificates Issued under STCW '95
9. Company Responsibility
10. Training Programmes given by MCA approved training providers

The Annexes of this MSN cover:

- A. Updating Training Required for Certificates of Competency (CoC) and for Certificates of Proficiency (CoP)
- B. Personal Survival Techniques Updating Training Self Declaration Form (Signed by seafarer following a course run by an MCA approved training provider)



- C. Proficiency in Survival Craft and Rescue Boats Other Than Fast Rescue Boats Updating Training Self Declaration Form (Signed by seafarer following an MCA approved course)
- D. Fast Rescue Boats Updating Training Self Declaration Form (Signed by seafarer following a course run by an MCA approved training provider)
- E. Advanced Fire Fighting Updating Training Self Declaration Form (Signed by seafarer following a course run by an MCA approved training provider)
- F. Approval of Short Course Education and Training Programmes

1. Introduction

1.1 The **Merchant Shipping (Standards of Training, Certification and Watchkeeping) Regulations 2015** ("the 2015 Regulations") implement the requirements of the International Convention and Code on Standards of Training, Certification and Watch-keeping (STCW) 1978,¹ (referred to in this MSN as the 'STCW Convention' and 'STCW Code' respectively), including the provisions prescribing the minimum requirements for emergency occupational safety, medical care, survival and security functions. A reference in this Notice to the 2015 Regulations is a reference to the Regulations as amended.

1.2 Approved Seagoing Service for the issue of a Certificate of Proficiency

Approved 'seagoing service' is the time that you are signed on a vessel of more than 15m in registered length operating in category C and D waters or beyond. Seagoing service will be reckoned from the date of engagement to the date of discharge. A month is defined as a calendar month or 30 days if made up of periods of less than 1 month.

2. Training Requirements: Familiarisation

2.1 Safety Familiarisation Training

If you are employed or engaged in a seagoing ship, other than as a passenger, before being assigned to shipboard duties, you must receive approved familiarisation training in Personal Survival Techniques or receive sufficient information and instructions in accordance with section A-VI/1 of the STCW Code (regulation 24 of the 2015 Regulations). Such information and instruction must take account of the guidance given in Section B VI/1 of the STCW Code, so as to enable you to:

- Communicate with other persons onboard on elementary safety matters and understand safety information symbols, signs and alarm signals;
- Know what to do if:
 - a person falls overboard;
 - fire or smoke is detected;
 - the fire or abandon ship alarm is sounded;
- Identify muster and embarkation stations and emergency escape routes;
- Locate and don lifejackets;
- Raise the alarm and have basic knowledge of the use of portable fire extinguishers;
- Take immediate action upon encountering an injured person or other medical emergency before seeking further medical assistance onboard;
- Close and open the fire, weather tight and watertight doors, other than those for hull openings, fitted in the ship in which you are serving.

¹ The STCW Regulations (SI 2015/782) were amended by S.I. 2018/68, S.I. 2019/630 and S.I. 2021/XXX.



2.2 Security Related Familiarisation

If you are employed or engaged in any capacity on ships which are required to comply with the provisions of the ISPS Code, prior to being assigned shipboard duties, you must complete security related familiarisation training. This training must be given by the Ships Security Officer (SSO), or another equally qualified person². Such instruction should emphasise ship specific security issues and must be conducted in accordance with STCW Code Section A-VI/6, paragraphs 1 – 3 (regulation 27 of the 2015 Regulations), taking account of the guidance given in part B. Further information relating to security training is provided in section 7 of this Notice.

2.3 Documentary Evidence

Documentary evidence must be retained on board the ship to prove that related safety and security training has been completed by all persons required to do so. It is the responsibility of the company and master to maintain such records.

3. Training Requirements: Basic Safety (regulation 24 of the 2015 Regulations)

3.1 If you are employed or engaged in any capacity onboard a ship with designated safety or pollution-prevention duties, before being assigned to any shipboard tasks you will be required to:

- Successfully complete those elements of basic training given by an MCA approved training provider which are appropriate to your duties and functions. The 4 elements of basic training are:
 - Personal Survival Techniques (STCW Code – Table A-VI/1-1);
 - Fire Prevention and Fire Fighting (STCW Code – Table A-VI/1-2);
 - Elementary First Aid (STCW Code – Table A-VI/1-3);
 - Personal Safety and Social Responsibilities (STCW Code – Table A-VI/1-4).

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

For the issue of a Certificate of Proficiency (CoP) in Personal Survival Techniques you must:

- (a) Be at least 16 years of age;
- (b) Successfully complete training given by an MCA approved training provider in Personal Survival Techniques, meeting the standard of competence specified in Table A-VI/1-1 of the STCW Code.

Note: In exceptional circumstances, where a learner is physically able and fit they may be able to complete the training course prior to their 16th birthday.

3.3 Fire Prevention and Fire Fighting (STCW Code Table A-VI/1-2)

For the issue of a CoP in Fire Prevention and Fire Fighting you must:

- (a) Be at least 16 years of age;
- (b) Successfully complete training given by an MCA approved training provider in Fire Prevention and Fire Fighting, meeting the standard of competence specified in Table A-VI/1-2 of the STCW Code.

² By 'equally qualified' we would expect the seafarer to hold a Company Security Officer Certificate.



3.4 Elementary First Aid (STCW Code Table A-VI/1-3)

For the issue of a CoP in Elementary First Aid you must:

- (a) Be at least 16 years of age;
- (b) Successfully complete training given by an MCA approved training provider in Elementary First Aid, meeting the standard of competence in Table A-VI/1-3 of the STCW Code.

3.5 Personal Safety and Social Responsibilities (STCW Code Table A-VI/1-4)

For the issue of a CoP in Personal Safety and Social Responsibilities you must:

- (a) Be at least 16 years of age;
- (b) Successfully complete training given by an MCA approved training provider in Personal Safety and Social Responsibilities, meeting the standard of competence in Table A-VI/1-4 of the STCW Code.

4. Emergency, Occupational Safety and Survival Functions:

4.1 Proficiency in Survival Craft and Rescue Boats (PSC & RB) (other than Fast Rescue Boats) (Regulation 19 of the 2015 Regulations)

If you are required to launch and take charge of survival craft, you will need to prove you are proficient in survival craft and rescue boat operations.

For the issue of a CoP in Survival Craft and Rescue Boats, you must:

- (a) Be at least 18 years of age;
- (b) Already hold a CoP in Personal Survival Techniques (STCW Code Table A-VI/1-1);
- (c) Successfully complete training in PSC & RB given by an MCA approved training provider, meeting the standard of competence in Section A-VI/2, paragraphs 1 to 4 of the STCW Code;
- (d) Have completed at least 6 months' approved seagoing service.

4.2 Proficiency in Fast Rescue Boats (PFRB) (regulation 20 of the 2015 Regulations)

If you are involved in the operation of fast rescue boats you must, in addition to the PSC & RB, have successfully completed a training programme given by an MCA approved training provider meeting the standards laid down in Section A-VI/2, paragraphs 7 to 10 of the STCW Code.

For the issue of a CoP in Fast Rescue Boats, you must:

- (a) Be at least 18 years of age;
- (b) Already hold a CoP in Survival Craft and Rescue Boats other than Fast Rescue Boats (STCW Code A-VI/2-1);
- (c) Successfully complete training given by an MCA approved training provider in Fast Rescue Boats, meeting the standards of competence specified in section Section A-VI/2, paragraphs 7 to 10 of the STCW Code.

4.3 Proficiency in Advanced Fire Fighting (regulation 25 of the 2015 Regulations)

For the issue of a CoP in Advanced Fire Fighting you must:

- (a) Already hold a CoP in Fire Prevention and Fire Fighting (STCW Code Table A-VI/1-2)



- or similar training acceptable to the MCA;
- (b) Successfully complete a training programme given by an MCA approved training provider in Advanced Fire Fighting, meeting the standards of competence specified in section A-VI/3, paragraphs 1 to 4 of the STCW Code.

4.4 Refresher Training (regulation 36 of the 2015 Regulations)

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

- (a) Proficiency in Personal Survival Techniques (PST) STCW Code Table A-VI/1-1, (recognised equivalent pre 31 January 2000: Basic Sea Survival)³;
- (b) Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (PSC & RB), STCW Code Table A-VI/2-1 (recognised equivalent pre 31 January 2000: Proficiency in Survival Craft or Lifeboatman's Certificate)⁴;
- (c) Proficiency in Fast Rescue Boats (PFRB) STCW Code Table A-VI/2-2;
- (d) Proficiency in Fire Prevention and Fire Fighting (FP & FF), STCW Code Table A-VI/1-2 (recognised equivalent pre 31 January 2000: MCA MNTB 2 Day Fire Fighting Course)³;
- (e) Proficiency in Advanced Fire Fighting (AFF) STCW Code Table A-VI/3 (recognised equivalent pre 31 January 2000: MCA 4 Day Fire Fighting Course).

Tables showing which refresher training is required for Certificates of Competency (CoC) and Certificates of Proficiency (CoP) is in **Annex A. All of the basic and advanced courses listed in (a) to (e) above, must be updated every 5 years.**

4.5 Refresher Training

STCW permits some elements of the refresher training to be carried out onboard a ship, with the exception of Fire Prevention and Fire Fighting (FP & FF). This can be achieved by the seafarer completing and signing a self-declaration form, as per the table below. You are required to complete additional hours for the appropriate training course if you have not completed all the elements listed on the self-declaration form. Those who are unable to gain onboard training and experience in Personal Survival Techniques are required to complete a full PST course. The table below shows the various combinations of updating training available.

STCW Proficiency Programme	Self-declaration form	Completed all permitted onboard training	MCA-approved shore based training course
Personal Survival Techniques ³	Annex B	Yes	4 hours
		No	Full PST Course
Proficiency in Survival Craft and Rescue Boats ⁴	Annex C	Yes	3 hours
		No	7 hours
Fast Rescue Boat	Annex D	Yes	4 hours
		No	7 hours

³ Where this certificate cannot be produced, the following MCA-issued certificates will permit entry on to the applicable refresher training course: Navigational Watch Rating (NWR) regulation II/4, Engine Room Watch Rating (ERWR) regulation III/4, Able Seafarer Deck certification (AB) regulation II/5 or AB Certificate of Competency issued under the AB regulations 1970. If your NWR or ERWR certificate was issued before August 1998 you must complete the full length shore based updating training course.

⁴ Where this certificate cannot be produced, the following MCA-issued certificates will permit entry onto the applicable refresher training course: Able Seafarer Deck regulation II/5 or AB Certificate of Competency issued under the AB regulations 1970.



Fire Prevention and Fire Fighting ³	Not Applicable	Not Applicable	7 hours
Advanced Fire Fighting	Annex E	Yes	4 hours
		No	7 hours

5. Medical Training

5.1 Proficiency in Medical First Aid (regulation 26(1) of the Regulations)

If you have designated duties to provide medical first aid, you must successfully complete a training programme given by an MCA approved training provider in Medical First Aid, meeting the standards of competency specified in section A-VI/4, paragraphs 1 to 3 of the STCW Code. For the issue of a CoP in Medical First Aid you must:

Refresher training for of the Proficiency in Medical First Aid is not currently required under the STCW Code and therefore no such training is required for the revalidation of Certificates of Competency.

5.2 Proficiency in Medical Care (regulation 26(2) of the 2015 Regulations)

If you are a candidate for Master or Chief Mate certification under STCW Convention regulation II/2, or, if you are designated to take charge of medical care onboard a ship, you must, in addition to Proficiency in Medical First Aid, successfully complete a Proficiency in Medical Care training course given by an MCA approved training provider, meeting the standards laid down in section A-VI/4, paragraphs 4 to 6 of the STCW Code. For the issue of a CoP in Medical Care you must:

- (a) Successfully completed a training programme given by an MCA approved training provider in Medical First Aid, meeting the standards of competency specified in section A-VI/4, paragraphs 1 to 3 of the STCW Code;
- (b) Successfully complete a training programme given by an MCA approved training provider in Proficiency in Medical Care training course, meeting the standards laid down in section A-VI/4, paragraphs 4 to 6 of the STCW Code.

5.3 Service as Master or the person in charge of medical care on UK-registered vessels and EU Member State flagged vessels,

Masters and the person designated to take charge of medical care and medicines onboard UK registered vessels must hold an MCA approved or recognised Proficiency in Medical Care (MC) (Section A-VI/4, paragraphs 4 to 6 of the STCW Code) certificate, or an MCA approved Updated Proficiency in Medical Care certificate, issued within the preceding 5 years (regulation 26(2) of the 2015 Regulations). Details are given in MGN 482 (M).

To gain access to an Updated Proficiency in Medical Care course given by an MCA approved training provider, you will only need to have completed a full Medical Care course once. This is irrespective of the date you originally completed the full course⁵.

6. Marine Evacuation System Training

Masters, officers and ratings with designated duties on the deployment of marine evacuation systems (MES) are required to be trained in accordance with the requirements of Regulation III/19.3.4.8 of the Safety of Life at Sea (SOLAS) Convention 1974 (see Parts 2 to 6 of the Merchant Shipping (Life-Saving Appliances and Arrangements) Regulations 2020 (SI 2020/501).

⁵ If you hold an MCA recognised (not MCA-approved) Proficiency in Medical Care Certificate that carries an expiry date, you will need to complete the full Proficiency in Medical Care course.



Documentary evidence to this effect should be issued by the training provider.

7. Security Related Training

7.1 The STCW Convention and Code, contains requirements regarding security training. These changes are embodied in STCW Convention regulations VI/5, VI/6 and; in sections A-VI/5 and A-VI/6 of the STCW Code (regulations 21 and 27 of the 2015 Regulations).

There are four types of security training:

- Security Related Familiarisation (STCW Code section A-VI/6, paragraphs 1 - 3);
- Proficiency in Security Awareness (STCW Code Table A-VI/6-1);
- Proficiency in Designated Security Duties (STCW Code Table A-VI/6-2);
- Proficiency for Ship Security Officer (STCW Code Table A-VI/5).

7.2 Security Related Familiarisation

If you are employed or engaged in any capacity on ships which are required to comply with the provisions of the International Ship and Port Facility Security (ISPS) code, prior to being assigned shipboard duties, you must complete Security Related Familiarisation training.

This can be delivered by the Ship Security Officer ("SSO"), or another equally qualified person, and the instruction should emphasise ship specific security issues and provide guidance for the seafarer to be able to:

- Report a security incident, including a piracy or armed robbery threat or attack;
- Know the procedures to follow when they recognise a security threat;
- Take part in security-related emergency and contingency procedures.

Documentary evidence must be retained on board the ship to show that this training has been completed. The training can be incorporated into the ship's safety familiarisation programme and use the existing method of recording the delivery of training.

7.3 Proficiency in Security Awareness

If you are employed or engaged in any capacity on ships required to comply with ISPS Code, you must undertake approved security awareness training. Training and instructions must meet the requirements of Section A-VI/6, paragraph 4 of the STCW Code, and STCW Code Table A-VI/6-1 and lead to a CoP in Security Awareness.

On completion of this training, a seafarer will be able to:

- Contribute to the enhancement of maritime security through heightened awareness;
- Recognise security threats;
- Understand the need for, and methods of, maintaining security awareness and vigilance.

7.4 Proficiency in Designated Security Duties

If you have designated security duties under the Ship Security Plan, you must undertake approved training in designated security duties. This training must meet the



requirements of Section A-VI/6, paragraphs 6-8 of the STCW Code, and STCW Code Table A-VI/6-2 and lead to issue of a CoP in Designated Security Duties.

On completion of this training a seafarer will be able to:

- Maintain the conditions set out in a ship security plan;
- Recognise security risk and threats;
- Undertake regular security inspections;
- Properly use security equipment and systems.

7.5 Proficiency as Ship Security Officer (SSO)

If you are the designated SSO, you must successfully complete a Ship Security Officer training programme given by an MCA approved training provider, meeting the standards in Section A-VI/5, paragraphs 1 to 4 of the STCW Code and taking into account the guidance given in section B-VI/5 of the Code.

For the issue of a CoP as an SSO you must:

- (a) Have completed at least 12 months' approved seagoing service **or** a minimum of 3 months' appropriate seagoing service⁶ allowing you to gain knowledge of ships operations to enable you to achieve the objectives of the training;
- (b) Successfully completed a training programme given by an MCA approved training provider in Ship Security Officer training programme, meeting the standards laid down in Section A-VI/5, paragraphs 1 to 4 of the STCW Code.

SSO training encompasses Security Awareness and Designated Security Duties; therefore, if you hold a Ship Security Officer CoP, there is no separate requirement to complete Security Awareness or Designated Security Duties training.

8. Safety Course Certificates Issued under STCW '95

Certificates issued with a reference to STCW '95 will continue to be recognised by the MCA. Any refresher training required is detailed in section 4.4.

9. Company Responsibility (regulation 51 of the 2015 Regulations)

- 9.1 In conforming to the provisions of STCW Convention Regulation 1/14, and section A-1/14 of the STCW Code, companies must ensure that seafarers assigned to any of their ships have received refresher [and updating] training as required by the Convention.
- 9.2 Companies must provide written instructions to the Master of each UK-registered ship, setting out the policies and the procedures to be followed to ensure that all seafarers newly employed on board ships are given a reasonable opportunity to become familiar with the shipboard equipment, operating procedures and other arrangements needed for the proper performance of their duties, before being assigned to those duties. Such policies and procedures shall include:
 - Allocation of a reasonable period of time during which each newly employed seafarer will have an opportunity to become acquainted with:
 - The specific equipment they will be using or operating,

⁶ In this instance, appropriate seagoing service is where a crew member is signed onto a vessel and their main duties are security related.



- Ship specific watchkeeping, safety, environmental protection, security and emergency procedures and arrangements they need to know to perform assigned duties properly.

10. Training Programmes given by an MCA Approved Training Provider

- 10.1 The MCA has an obligation under the STCW Convention to approve and monitor education and training leading to the issue of a “Certificate of Competency” under Chapters II, III, IV and VII and a “Certificate of Proficiency” under Chapters II, III, V, VI, VII of the STCW Convention and Code.
- 10.2 The MCA has agreed course criteria guidelines that satisfy the requirements of the STCW Code for training undertaken in the UK or elsewhere. Further information on where to obtain this guidance is available in section 2 of Marine Information Notice 643.⁷ Training providers wishing to gain approval should refer to **Annex F**.
- 10.3 All requests by UK training providers for MCA approval to deliver MCA approved programmes should be addressed to the Surveyor in Charge of their local MCA Marine Office. The exception to this is where a course is delivered entirely by computer based learning; this should be directed to Seafarer Services Branch: stc.courses@mcga.gov.uk.
- 10.4 **Overseas course provider approvals** must be directed to Seafarer Services Branch: stc.courses@mcga.gov.uk.

More Information

Seafarer Services
Maritime and Coastguard Agency
Bay 2/13
Spring Place
105 Commercial Road
Southampton
SO15 1EG

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

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

General Enquiries: info@mcga.gov.uk

Published: December 2021

Please note that all addresses and telephone numbers are correct at time of publishing

© Crown Copyright 2021

Safer Lives, Safer Ships, Cleaner Seas

⁷ Details of the MCA’s approved course criteria guidelines are available from MIN 643.



Refresher Training Required for Certificates of Competency (CoC) and for Certificates of Proficiency (CoP)

The following tables show which updating training is required for the holders of Certificates of Competency (CoC) and Certificates of Proficiency (CoP). Certificates held outside the CoC and CoP requirements are required to be updated if you have duties relating to the training these courses incorporate, e.g. if you have Fast Rescue Boat duties onboard ship, you must keep your updating training in date. Please be aware these tables may not cover all certificates issued.

Table 1 - Deck Rating and Deck Officer Certificates

Certificate Held	Refresher Training Required				
	Proficiency in Personal Survival Techniques (PST) Table STCW A-VI/1-1)	Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (PSC&RB) (STCW Table A-VI/2-1) ¹	Proficiency in Fast Rescue Boats (PFRB) (STCW Table A-VI/2-2) ³	Proficiency in Fire Prevention and Fire Fighting (FP&FF) (STCW Table A-VI/1-2)	Proficiency in Advanced Fire Fighting (AFF) (STCW Table A-VI/3 ²)
Certificate of Proficiency Watch Rating (Navigation) (STCW Convention Reg. II/4)	Yes			Yes	
Certificate of Proficiency Able Seafarer (Deck) (Reg. II/5)	Yes	Yes		Yes	
Certificate of Competence OOW (Reg II/1) or Chief Mate (Reg II/2) or Master (Reg II/2) (Standby, seismic survey and oceanographic research vessels)	Yes	Yes		Yes	Yes
Certificate of Competence Master Code Vessel >200 GT (Reg II/2);	Yes			Yes	
Certificate of Competence Master <500 GT (Reg II/2) Workboat;	Yes	Yes		Yes	Yes
Certificate of Competence OOW or Master <500 GT (Reg II/3) (Tug) Near Coastal or 30 miles from safe haven	Yes	Yes		Yes	Yes
Certificate of Competence Master <3000 GT (Tug) (Reg II/3) Near Coastal	Yes	Yes		Yes	Yes
Certificate of Competence OOW <3000 GT (Yacht)	Yes			Yes	
Certificate of Competence Master <500 GT (Yacht) (Reg II/2)	Yes	Yes		Yes	Yes
Certificate of Competence Chief Officer or Master <3000 GT (Yacht) (Reg II/2)	Yes	Yes		Yes	Yes



Certificate of Competency Officer of the Watch (Reg II/1) Unlimited Area	Yes	Yes		Yes	Yes
Certificate of Competency for Chief Mate or Master (Reg II/2) Unlimited Area	Yes	Yes		Yes	Yes
Certificate of Competency for OOW or Master (Reg II/3) UK Near Coastal	Yes	Yes		Yes	Yes

Table 2 - Engineer, Electro Technical Rating and Officer Certificates

Certificate Held	Updating Training Required				
	Proficiency in Personal Survival Techniques (PST) (Table STCW A-VI/1-1)	Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (PSC&RB) (STCW Table A-VI/2-1) ¹	Proficiency in Fast Rescue Boats (PFRB) (STCW Table A-VI/2-2) ³	Proficiency in Fire Prevention and Fire Fighting (FP&FF) (STCW Table A-VI/1-2)	Proficiency in Advanced Fire Fighting (AFF) (STCW Table A-VI/3) ²
Certificate of Proficiency Watch Rating (Engine Room) (Reg. III/4)	Yes			Yes	
Certificate of Proficiency Able Seafarer (Engine Room) (Reg. III/5)	Yes			Yes	
Certificate of Proficiency Electro-Technical Rating (Engine Room) (Reg. III/7)	Yes			Yes	
Marine Engine Operators Licence (Merchant Navy and Yacht)	Yes	Yes		Yes	Yes
Certificate of Competence Second Engineer or Chief Engineer (Standby, seismic survey and oceanographic research vessels)	Yes	Yes		Yes	Yes
Certificate of Competence Engineer OOW and Chief Engineer <500 GT <9000kW (Workboat)	Yes	Yes		Yes	Yes
Certificate of Competence Engineer OOW (Tug) and Chief Engineer (Tug) all power limits and operating areas	Yes	Yes		Yes	Yes
Certificate of Competence Yacht Engineer (Y1, Y2, Y3 and Y4)	Yes	Yes		Yes	Yes
Certificate of Competency Engineer Officer of the Watch (Reg III/1) (all power limits and all operating areas)	Yes	Yes		Yes	Yes



Certificate of Competency Second Engineer or Chief Engineer (Reg III/2) (all power limits and operating areas)	Yes	Yes		Yes	Yes
Certificate of Competency Second Engineer or Chief Engineer Officer (Reg III/3) (all power limits and operating areas)	Yes	Yes		Yes	Yes
Certificate of Competency Electro-Technical Officer (Reg. III/6)	Yes	Yes		Yes	Yes

Table 3 - Radio and Standalone certificates

Certificate Held	Updating Training Required				
	Proficiency in Personal Survival Techniques (PST) (Table STCW A-VI/1-1)	Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (PSC&RB) (STCW Table A-VI/2-1) ¹	Proficiency in Fast Rescue Boats (PFRB) (STCW Table A-VI/2-2)	Proficiency in Fire Prevention and Fire Fighting (FP&FF) (STCW Table A-I/1-2)	Proficiency in Advanced Fire Fighting (AFF) (STCW Table A-VI/3 ²)
Certificates held as a standalone qualification	If held	If held	If held	If held	If held
Certificate of Competence as GMDSS Radio Operator (Reg IV/2)	Yes			Yes	
Certificate of Competence MLC Ships Cook	Yes			Yes	

Notes:

- ¹ If you need to update your Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats training, you must also complete the updating training for Proficiency in Personal Survival Techniques. The updating of PST is required whether or not it was part of your original certificate training.
- ² If you need to update your Proficiency in Advanced Fire Fighting training, you must also complete the updating training for Proficiency in Fire Prevention and Fire Fighting. The updating of FP&FF is required whether or not it was part of your original certificate training.
- ³ Persons involved in the operation of fast rescue boats are required to complete PFRB in addition to the PSC&RB.



Personal Survival Techniques Updating Training Self Declaration Form
(Signed by seafarer following a given by an MCA approved training provider)

I declare that in the last 5 years I have completed onboard training and gained experience for maintaining the required standard of competence in the following:

	Tick if completed
1. Don a life jacket	
2. Board a survival craft from the ship, while wearing a life jacket	
3. Take initial actions on boarding a lifeboat to enhance chance of survival	
4. Stream a life raft drogue or sea-anchor	
5. Operate survival craft equipment	
6. Operate location devices, including radio equipment	

I have completed the above onboard the following vessels:

Vessel	IMO Number	Dates onboard

Signed:

Print Name:

Date:



**Proficiency in Survival Craft and Rescue Boats Other Than Fast Rescue Boats
Updating Training Self Declaration Form**
(Signed by seafarer following a course given by an MCA approved training provider)

I declare that in the last 5 years I have completed onboard training and gained experience for maintaining the required standard of competence in the following:

	Tick if completed
1. Take charge of a survival craft or rescue boat during and after launch:	
• Interpret the markings on survival craft as to the number of persons they are intended to carry • Give correct commands for launching and boarding survival craft, clearing the ship and handling and disembarking persons from survival craft • Prepare and safely launch survival craft and clear the ship's side quickly • Safely recover survival craft and rescue boats	
2. Manage survivors and survival craft after abandoning ship:	
• Steer a boat and steer by compass • Use individual items of equipment of survival crafts, except for pyrotechnics • Rig devices to aid location	
3. Use locating devices, including communication and signalling apparatus	
• Use of portable radio equipment for survival craft	
4. Apply first aid to survivors	
• Use of the first aid kit and resuscitation techniques • Manage injured persons, including control of bleeding and shock	

I have completed the above onboard the following vessels:

Vessel	IMO Number	Dates onboard

Signed:

Print Name:

Date:



Fast Rescue Boats Updating Training Self Declaration Form
(Signed by seafarer following a course given by an MCA approved training provider)

I declare that in the last 5 years I have completed onboard training and gained experience for maintaining the required standard of competence in the following:

	Tick if completed
1. Take charge of a fast rescue boat during launch:	
• Control safe launching and recovery of a fast rescue boat	
2. Take charge of a fast rescue boat after launch:	
• Handle a fast rescue boat in prevailing weather and sea conditions	
• Use communications and signalling equipment between the fast rescue boat and a ship and or a helicopter	
• Use the emergency equipment carried	
• Carry out search patterns, taking account of environmental factors	

I have completed the above onboard the following vessels:

Vessel	IMO Number	Dates onboard

Signed:

Print Name:

Date:



Advanced Fire Fighting Updating Training Self Declaration Form
(Signed by seafarer following a course given by an MCA approved training provider)

I declare that in the last 5 years I have completed onboard training and gained experience for maintaining the required standard of competence in the following:

	Tick if completed
1. Control fire fighting operations onboard ships:	
• Fire-fighting procedures at sea and in port, with particular emphasis on organization, tactics and command • Communication and coordination during fire-fighting operations • Ventilation control, including smoke extraction • Control of fuel and electrical systems • Fire-fighting process hazards (dry distillation, chemical reactions, boiler uptake, fires) • Fire precautions and hazards associated with the storage and handling of materials • Management and control of injured persons • Procedures for coordination with shore-based fire fighters	

I have completed the above onboard the following vessels:

Vessel	IMO Number	Dates onboard

Signed:

Print Name:

Date:



Approval of short course education and training programmes

In accordance with regulation 41 of the 2015 Regulations, all training providers planning to offer education and training services leading to certification under the 2015 Regulations will need to obtain MCA approval. The requirements for that approval are set out in this Annex. This procedure covers all 'short' courses that lead to a Certificate of Proficiency (CoP) or Documented Evidence of a Standard that is required to either take up employment on a vessel and/or of form part of the required qualifications to obtain a UK Certificate of Competency (CoC) under the 2015 Regulations. It does not include the educational programmes required for Certificates of Competency such as Yacht Modules, Diplomas, HNC/HND (or equivalents), Foundation Degrees etc that are covered in MSN 1856 (Amendment 1), 1857 (Amendment 1), 1858 (Amendment 1), 1859 (Amendment 1), 1860 (Amendment 1) and MSN 1904.

This Annex sets out the requirements that a potential training provider must meet in order to be approved and, as an approved training provider, to continue to meet while such services are provided by them. It also seeks to clarify the expectations the MCA has from a training provider, and what a training provider can expect from the MCA. This Annex includes a requirement for companies to sign a declaration prior to the MCA undertaking a course approval or reapproval.

Training providers must meet the requirements specified in the MCA course criteria guidance. The course criteria ensure the requirements of the STCW Code and Convention are met. Details of where to obtain the MCA course criteria and further information on the MCA course approval procedure fees are available are MIN 643.⁸

1. Course Approval Introduction

1.1 Definitions

The table in MIN 643 summarises which courses the MCA can approve, recognise, and the method in which the MCA considers they can be delivered.

Short Course: Is a generic term used for an MCA approved or recognised course that leads to Certificate of Proficiency, or attestation that the 'Documented Evidence of a Standard' has been met (normally a course completions certificate).

Mandatory Course Approval: Short courses that are either required for the issue of a UK Certificate of Competency (**CoC**) or essential for a seafarer to complete under the STCW Convention before taking up employment on a seagoing vessel appropriate to their shipboard duties. All mandatory courses require MCA approval in accordance with this Annex.

Voluntary Recognition: Non-mandatory courses that enhance the safety of maritime personnel or to introduce best practices onboard a ship. If there are no formal guidelines for these courses, the training provider must submit the course syllabus and outcomes to the MCA. The Seafarer Services Branch will assess the proposal prior to agreeing that the Marine Office may undertake the course approval process.

Certificate of Proficiency: A certificate, other than a CoC or a Flag State Endorsement (FSE)/Certificate of Equivalent Competency (CEC), issued to a seafarer, stating that the relevant requirements of training, competencies or seagoing service under the STCW Convention, as implemented in the 2015 Regulations, have been met. Details of the appropriate certificate regulations can be found in the MCA criteria guidance or in MIN 643.

⁸ Further information can be found in MIN 643.



Documented Evidence of a Standard: This means documentary evidence issued to a seafarer to establish that the relevant requirements of the STCW Convention, as implemented in the 2015 Regulations, have been met for:

- any short course required for a CoC; or
- a seafarer on a passenger ship engaged on international voyages.

This evidence typically takes the form of a 'Course Completion Certificate', and links to the relevant STCW regulation. Details of the appropriate certificate regulations can be found in the MCA criteria guidance or in MIN 643.

MCA Criteria Guidance: This is course specific guidance to show how to meet the applicable STCW Convention and Code requirements. Further information on where to obtain this guidance is available in MIN 643.

Online: These are courses taught via an online learning package which would normally be delivered in a classroom environment. This is only normally available for theory-based courses that have no practical requirements.

Multisite: Where a course can be conducted at different MCA approved fixed locations⁹. An MCA surveyor would need to inspect each site when approving the course to ensure it is suitable and meets the MCA criteria requirements to deliver the course. Realistically, a training provider should not have more than 2 sites. If more are required, then this should be covered by the peripatetic course delivery requirements. If the training provider is operating from two or more different sites for multiple courses, then it would be standard practice for separate approval to be obtained for each site (from the Marine Office nearest each centre) to ensure the facilities meet, and continue to meet, the MCA criteria requirements.

Peripatetic: This is where a course can be delivered at any site that meets the requirements of the facilities and equipment specifications detailed in section 4.3 of this Annex. **Peripatetic delivery of courses is normally only available for theory-based courses. A list of courses the MCA considers able to be delivered peripatetically is contained in MIN 643.**

Onsite Inspection: This is where an MCA Surveyor attends and observes a course. Ideally, this will be in person, but there is an option to observe the course remotely. Where remote assessment takes place a training provider must ensure they have adequate:

- Telecommunications applications and equipment for MCA surveyors to remotely observe a course. This will include access to 'MCA compatible' online platforms.
- If required, self-mounted 'action' video camera(s) that can be attached to assessor(s) or temporarily mounted cameras within firefighting units, lifeboats etc. that can show the delivery of the practical elements required by the MCA course guidance.
- Permission from the facilities managers and candidates to film in accordance with GDPR or the applicable national data protection laws.

1.2 Further Information

Navigation Aids, Equipment and Simulator Training (NAEST): Because of the link between NAEST and the main STCW educational requirements (STCW II/1, II/2 and II/3 syllabus) this course can only be approved if the training provider is an MCA approved nautical college or

⁹ This does not include the use of different classrooms (for theory-based teaching - not workshops, pools or firegrounds) owned/operated by an organisation within the same town or city. Clarification on this can be sort from the MCA via stc.courses@mcga.gov.uk.



those providing module courses leading to MCA safety or professional exams that are required for the issue of a full UK CoC¹⁰.

Overseas, NAEST¹¹, non-mandatory (voluntary) and Online Course approvals/reapprovals must be directed to the Seafarer Services Branch: stc.courses@mcga.gov.uk.

1.3 Mandatory and Voluntary Course Approval

A training provider must meet the requirements specified in the MCA course criteria guidance. The adopted policy gives the training provider the flexibility to design their own courses based upon a common framework that meets obligations applicable to the STCW Code.

Training providers **must** have access to the latest course criteria (booklet or online access), Further information on where to obtain this guidance is available in MIN 643. If there are no MCA criteria guidelines, then the training provider must obtain the relevant guidelines from the applicable Marine Notice or applicable www.gov.uk webpage.

1.4 Voluntary Recognition

Where a course is recognised as enhancing the safety of maritime personnel or introduces best practices onboard a ship, the MCA Surveyor or course provider must contact the Seafarer Services Branch for permission to approve the course. An email must be sent to: stc.courses@mcga.gov.uk. Only after permission is granted should the MCA Surveyor decide to approve the course.

1.5 Summary of Course Approval

For quick reference, the process is summarised in the flow chart in MIN 643.

2. The Short Course Approval Process

2.1 Please note that while a training provider must have an effective quality management system (**QMS**) there is no requirement for it to be certified. A training provider's QMS must be designed to meet the MCA's requirements.¹² The QMS must ensure the conditions detailed in sections (a)-(j) of section 2.3.2 of this Annex are met. A QMS should include details of all desk instructions, procedures, forms, requirements of team meetings and close out of actions, customer feedback, record keeping databases, data retention guides, certificate templates, ongoing monitoring of training and facilities, assessments, staffing responsibilities (including admin, trainers and assessors) and formal reviews. The QMS must be developed to ensure the MCA requirements set out in this Annex and the STCW Code applicable to each course (see MCA Criteria Guidance) are met.

2.2 Where a training provider is proposing an equivalent to a requirement listed in the MCA criteria guidance, they, or an MCA Marine Office, must inform Seafarer Services of the proposal (stc.courses@mcga.gov.uk). Equivalence can only be granted where it is stated that this is an option in the MCA criteria guidance. MIN 643 will provide guidance on how the MCA assesses equivalence to ensure consistency and that each proposal meets the requirements of STCW. Seafarer Services will keep a list of accepted equivalences which will be available on request.

¹⁰ This can include restricted CoC courses, such as workboat, fishing, tugs and yachts. The approval should be appropriate to the level of NAEST (Operational or Management) required for the CoC, please refer to section 10 of MSN 1856 for further details.

¹¹ A local Marine Office may approve this course but the Seafarer Services Branch will need to be involved to ensure it meets the requirements of the appropriate STCW Code Table (A-II/1 and A-II/2) and that the assessment is robust in line with the nautical college approval process summarised in Annex G of MSN 1856.

¹² QMS' that have been certified by an external awarding body may need to be adapted to ensure they can meet the MCA's specific requirements.



The Chief Examiner, with assistance from their technical staff, will decide on any new proposals of 'equivalence'. It is the responsibility of the training provider to ensure Seafarer Services has approved an alternative proposal.

2.3 Initial Approval

2.3.1 Desk Top Submission

- (a) Training providers must obtain the applicable MCA publication(s);
- (b) If the training provider is a new overseas provider without previous MCA approval, then the MCA must carry out an initial 'desk top' assessment to ensure suitability of the proposal. The training provider should provide the following information:
 - Which course/s they seek approval for;
 - Teaching notes;
 - Photographs or plans of the facilities where the courses will be delivered;
 - Full CVs for the teachers and staff;
 - Details of the QMS; and
 - The maritime qualifications of the teaching staff.
- (c) The training provider should contact the local MCA Marine Office (MO) or Seafarer Services when it is ready for assessment – if the course delivery is online, peripatetic or carried out overseas, then the training provider must contact Seafarer Services: stc.courses@mcga.gov.uk. Training providers must provide a written submission of their proposed course/s including:
 - A mapping to the appropriate MCA criteria guidance 'outcomes' and 'learning objectives';
 - Methods and media of delivery including teaching notes, presentations, hand-outs, etc.;
 - Lesson plans;
 - Details of the assessment processes;
 - Details of the course duration;
 - Details of the tutors and assessors (including names, qualifications and experience);
 - Details of the training providers Quality Management System (QMS) procedures (see 2.3.2); and
 - Description of the venue and equipment.

2.3.2 The Requirements of the QMS

The desktop assessment is commenced on receipt of the above and aims to ensure that the training centre has a formally documented health and safety management system and a QMS that ensures:

- (a) A continued satisfactory delivery of the programme to the current standards, reflecting changes of technology and best practice(s);
- (b) The training programme entry standards are met;
- (c) Where a written assessment or a practical examination is required, the same person does not carry out the training and assessment of the programme. Where two people are acting as instructors they may alternate between assessor and instructor. QMS procedures should detail how the assessment is quality assured and, if required, how continuous practical assessment is achieved.
- (d) Only those who complete the training programme and meet any other necessary requirements are issued with certificates/documentary evidence;



- (e) Certificates are issued in a format that meets the MCA requirements (available in the MCA criteria guidelines);
- (f) Records of certificates issued are securely maintained until the 70th birthday of the certificate holder or 5 years from the date of issue, whichever is the longer;
- (g) The record system enables the authenticity of certificates to be verified and replacement certificates to be issued;
- (h) Where approved for peripatetic delivery, a formal risk assessment (see section 4.3 of this Annex) is carried out to ascertain the suitability of each venue and records of such assessment are retained for 5 years;
- (i) The approving MCA Marine Office has information about the dates, timing and venues of all courses delivered; and
- (j) Any changes made to the course content, facilities, equipment, training staff or other matters that may affect the delivery of the programme are reported to the approving Marine Office without delay.

Poor submissions¹³ will be returned with only a high-level brief for improvement. The MCA may set a reasonable timeframe before a re-submission can be made, of 3 months, or if rejected for the second time, 6 months. When the MCA is satisfied with the submission, a Pilot Approval date for attending the first course will be agreed – the MCA Surveyor will alert Seafarer Services and request a Pilot Approval number to be forwarded to the training provider.

When the MCA is satisfied with the submission the application will move to the onsite approval stage; the MCA will agree a date with the applicant to attend a pilot course. The course provider can then advertise the pilot course, ensuring that candidates are informed that it is a pilot course and that the provider must meet the MCA approval standard before any CoP or Documentary Evidence of meeting the standard can be issued to candidates. The MCA logo must not be used to advertise a pilot course. Further courses cannot be advertised until full MCA approval has been granted.

2.4 Onsite Approval

(a) The MCA will attend the course, carry out the approval process against the requirements of the MCA criteria guidance and the requirements in points (a)-(j) of section 2.3.2 of this Annex. If there are non-conformities the MCA may:

- Assess and (if satisfied) agree non-conformities have been addressed without another visit; the MCA may request evidence such as photographs, updates to desk instructions, new staff CV etc. Where the MCA requests such evidence, a deadline should be agreed for the applicant to provide the evidence requested and that deadline should be recorded on the report.
 - Issue an approval certificate, after which, an onsite visit will be required. An approval certificate for a longer term will be issued if the course provider satisfactorily remedies non-conformities. Any such longer approval certificate that is granted will be valid for 5 years from the date that the provisional approval certificate was issued.
- (b) If there are major non-conformities (see section 2.10 of this Annex) then the MCA may refuse the application for approval.
 - (c) On receipt of a satisfactory 'Approval Report' from the MCA Surveyor, Seafarer Services will send out an original approval certificate and letter to the training provider.
 - (d) If the attending MCA surveyor is content that the course meets the MCA criteria guidance, then they can issue an approval letter for an initial period. This would allow the

¹³ A poor submission would be where gaps are identified against the requirements of 2.4 (b) of this Annex or the MCA criteria guide. The MCA surveyor should bring this up with the training provider prior to issuing a forced delay and both parties should try and arrange a compromise, i.e. the submission of the required amendments within a reasonable time scale.



MCA surveyor to complete the audit report and submit to Seafarer Services for issue of a five-year approval.

2.5 Additional Requirements

Attention is also drawn to the following additional requirements:

- (a) **Course Intake Limitations:** Course documentation should include the maximum number of candidates to be enrolled on each course, taking account of the MCA criteria where appropriate. For monitoring purposes, the number of candidates on each course must be maintained for subsequent validation as part of the training provider's training records.
- (b) **Staff Requirements:** initial approval will require sight of proof of the professional and teaching/assessing qualifications listed for each trainer/assessor. If peripatetic trainers are utilised, more than one visit may be necessary. If equipment is not available at each premises used, appropriate arrangements must be in place for transporting equipment.
- (c) **Facilities and Equipment:** the training facilities must be large enough for the number of candidates to be trained, where appropriate allowing for demonstrations and practical exercises included in the MCA criteria guidance. Premises or training rooms must be well lit, ventilated and have adequate heating. There must be access to nearby toilets and hot and cold water.

2.6 Mid-Term

Location UK: A mid-term inspection may take the form of either a desktop assessment or a site inspection or both. The MCA will complete this in accordance with points (a) – (j) of section 2.3.2 of this Annex. The MCA may request the questionnaire in MIN 643 is completed by the training provider to assist with a mid-term desk top assessment.

Overseas (non-UK) Courses: An onsite mid-term visit must always take place due to the risk associated with non-UK course approvals. These must be completed by the Seafarer Services branch or under the supervision of Seafarer Services.

- (a) The MCA will contact the training provider to advise that a mid-term audit is due.
- (b) The MCA may re-request any course materials for any of the MCA approved or voluntarily recognised courses.
- (c) The MCA will arrange to visit the provider and complete a mid-term onsite inspection in accordance with points (a) – (j) of section 2.3.2 of this Annex.
- (d) It is not necessary for the MCA to observe all approved courses, but at least one course should be observed and the QMS reviewed against the criteria set out in points (a) – (j) of section 2.3.2 in this Annex. If there are non-conformities the MCA may:
 - assess and (if satisfied) agree all non-conformities are addressed without another visit; the MCA may request evidence such as photographs, updates to desk instructions, new staff CV etc. Where the MCA requests such evidence, a deadline should be agreed for the applicant to provide the evidence requested and that deadline should be recorded on the report.
 - Request a follow up onsite visit to ensure the course provider has satisfactorily remedied any non-conformities.
- (e) If there are major non-conformities (see section 2.10 of this Annex) the MCA can either:
 - Suspend approval of the training provider and advise that the non-conformities be remedied before approval can be reinstated. This may be subject to the assessment of another onsite visit; or
 - Cancel the approval and suggest the training provider makes a new application.



2.7 Re-Approval

- (a) The training provider should notify the MCA in writing that re-approval is due and that the training provider wishes to be considered for re-approval at least 6 months in advance of the expiry of an approval certificate.
- (b) The MCA may request to be provided with any course materials for any of the MCA approved/recognised courses subject to re-approval.
- (c) The MCA will arrange an onsite visit to the training provider and complete a re-approval audit.
- (d) The MCA must observe the courses running and review the QMS against the criteria set out in points (A) – (j) of section 2.3.2 of this Annex. However, where a course has an advanced version, the MCA may only witness the advanced course and carry out a desk top review of the elementary version. If there are non-conformities the MCA may:
 - Assess and (if satisfied) agree that non-conformities have been addressed without another visit; the MCA may request evidence such as photographs, updates to desk instructions, new staff CV etc. Where the MCA requests such evidence a deadline should be agreed for the applicant to provide the evidence requested and that deadline should be recorded on the report.
 - Issue an approval certificate, after which, an onsite visit will be required. This may initially be issued for a limited period of time. An approval certificate for a longer period will be issued if the course provider satisfactorily remedies all non-conformities. Any such approval certificate that is granted will be valid for 5 years from the date that the initial approval certificate was issued.
- (e) If there are major non-conformities (see section 2.10 of this Annex) the MCA can either cancel or suspend the approval.
- (f) On receipt of a satisfactory re-approval report, Seafarer Services will send out an original re-approval certificate and letter to the training provider.
- (g) If the attending MCA surveyor is content that the course meets the MCA criteria guidance and the requirements of this Notice, they can issue an approval letter for a reduced period of up to 6 months. This would allow the MCA Surveyor to complete the audit report and submit the documents to Seafarer Services for the issue of the longer (five year) approval certificate.

2.8 Reapproval for Centres with Multiple Courses

Where a training provider has multiple approvals, the MCA does not need to witness all the courses. Course providers should establish an agreement with their local MCA Marine Office (or Seafarer Services if overseas) on how many courses should be witnessed in order to make efficient use of surveyor(s) time while ensuring quality by witnessing high risk¹⁴ courses and checking the QMS against all courses delivered. This would be reliant on course providers running multiple courses at once. Where the MCA witnesses a course that is higher, or an equivalent course (see table below), or an updating version of an approved course; the equivalent, lower or the updating course does not need to be witnessed, unless the MCA has concerns generated by the re-approval process or feedback from candidates.

¹⁴ High risk courses would include: Personal Survival Techniques (PST); Fire Prevention and Fire Fighting (FP&FF); Advanced Fire Fighting (AFF); Proficiency in Survival Craft and Rescue Boats (other than Fast Rescue Boats) - PSC&RB; Proficiency in Medical Care; Electronic Chart Display and Information Systems (ECDIS) Simulator Training, Navigational Aids and Equipment Simulator Training (NAEST) – Operational Level and Management Level, High Voltage Courses (Operational and Management Levels); Efficient Deck Hand (EDH), Approved Engine Course I & II, all Advanced Tanker Training Courses, Proficiency in Fast Rescue Boats (PFRB), Polar Code training and IGF training.



Advanced/Higher course	Course not required to be witnessed if Advanced/Higher course witnessed.
HELM Management	HELM Operational
NAEST (M)	NAEST (O), ECDIS (but check latest presentation library must be in use and equipment checked).
AEC I and II	Only need to witness either AEC I or II, however equipment and lecturer qualification for both must be checked off.
Proficiency in Survival Craft and Rescue Boat	Personal Survival Techniques; however the swimming pool and staff experience must be checked to ensure suitability as per MCA criteria guides.
Advanced Fire Fighting	Firefighting and Fire Prevention.
Medical Care	Elementary First Aid, Proficiency in Medical Care.
Ships Security Officer	Designated Security Duties, Security Awareness.
High Voltage Management	High Voltage Operational.
Advanced Oil, Gas or Chemical Tanker Training	Only need to witness 1 of the courses, however equipment and lecturer qualification for both must be reviewed.
Advanced Polar	Basic Polar.
Advanced IGF	Basic IGF.

2.9 Special Audit

A “Special Audit” is to cover any other situations arising where the MCA has concerns that standards are not being met or that the circumstances associated with the delivery of the course have changed. This could include a training provider management takeover, complaint from attendees, change of venue, major changes to the syllabus, concerns raised through whistleblowing, concerns raised by other maritime professionals or auditors etc. This is permitted by the monitoring provisions in regulation 41 of the 2015 Regulations.

- Special Audits may be undertaken with or without notice.
- The MCA Surveyor will inform Seafarer Services of any special audit by email.
- The MCA must observe the courses running and review the QMS against the criteria set out in points (a) – (j) in section 2.3.2 of this Annex.
- If there are major non-conformities (see section 2.10 of this Annex) the MCA can cancel or suspend the approval.
- If any non-conformities are found and resolved the MCA will contact Seafarer Services (currently by email) including any relevant evidence and correspondence.

2.10 Major Non-Conformities

If the MCA identifies major non-conformities then, on consultation with STC, the course approval may be suspended or cancelled, subject to appeal. The MCA may delay any other course approvals awaiting the close out of the major non-conformities. Major non-conformities are summarised below:

- Failure of management to implement a QMS system to ensure the required standards set out in STCW are met prior to the issue of a CoP or the required Documented Evidence of a Standard being met;
- Teaching of the wrong practices or delivery of incorrect assessments that could endanger the seafarer while training or working at sea;
- Health and safety issues that could endanger course participants and those delivering the training;
- Delivery of courses at locations not approved by the MCA; or
- Fraudulent or illegal activity.



2.11 Online Approved Training Provider (ATP) List

Unless otherwise instructed, the MCA will publish the Approved Training Providers (ATP) details against the course approval(s) they have to the public via www.gov.uk. Seafarer Services aims to update the list with new additions at the end of each month.¹⁵

While every effort will be made to provide accurate information, the training provider is responsible for checking its details and notifying the MCA where any corrections are required. If the training provider is not on the ATP list or if its details are incorrect, the training provider should email: stc.courses@mcga.gov.uk.

2.12 Change of a Training Providers Contact details

Changes in details such as changes to a company's name, telephone numbers, website addresses, emails etc. should be sent to Seafarer Services by email (stc.courses@mcga.gov.uk). If required, Seafarer Services will issue a new approval certificate to the training provider, copying in the local MCA Marine Office. A change of address may lead to a 'Special Audit' (see section 2.3.2 in this Annex).

2.13 Extension of Approvals Certificate

Where the MCA has not been able re-approve a course within the specified time scale a 12-month extension to the validity of an approval may be granted. The questionnaire in MIN 643 should be sent to a training provider who must complete and return to the MCA to ensure that the required standards of this annex are still being maintained. On successful review of the questionnaire, the MCA may issue a formal letter to extend the course validity by up to 12 months. The responsible Marine Office must send a scanned copy of the extension letter to the training provider and Seafarer Services: stc.courses@mcga.gov.uk. Extensions beyond this time must be referred to the Chief Examiner at the MCA, who under exceptional circumstances may grant an extension of an approval for more than 12 months.

Where a course cannot be re-approved within 6 months of the expiry due to the fault of the provider, the course may be cancelled by the MCA and the course provider will be required to seek full MCA approval if they wish to run the course again. On confirmation from the MCA Surveyor, Seafarer Services will issue a termination letter.

3. Who Can Approve Courses and Who Can be a Trainer/Assessor

3.1 MCA Course Approvals/Recognition:

These can only be completed by an MCA approved member of staff.

3.2 GMDSS Courses

Approval and monitoring of GMDSS courses is currently delegated to an associated body on behalf of the MCA, further details are published in MIN 643.¹⁶ If satisfied with the assessment, the MCA may grant an approval.

3.3 Vessel Traffic Systems (VTS) Courses

These are approved by the Navigational Safety Branch of the MCA. Course approval requests should be directed to them. Their details are published in MIN 643.

¹⁵ For further information please see the following link which contains a list of MCA approved training providers: www.gov.uk/guidance/mca-approved-training-providers-atp.

¹⁶ Further information can be found in MIN 643: (Insert link).



3.4 The Approved Training Providers Trainer/Assessor:

The trainer and assessor must:

- Have attended and successfully completed the course **OR** can demonstrate contextual awareness (seafarer's perspective);
- Have completed the Train the Trainer course or equivalent/higher (see MIN 643);
- Have relevant qualifications and experience;
- Meet the requirements stated in the MCA criteria guidance (where any equivalent is proposed Seafarer Services must approve); and
- Demonstrate awareness of up-to-date practices by Continued Professional Development (CPD). Examples of how this can be achieved this can be found in the MIN 643.

If the MCA Surveyor has any questions relating to acceptance, they can email STC.Courses@mcga.gov.uk for a decision.

4. Further information

4.1 Updating training

If a training provider has approval for a course that has an updating/refresher option (e.g. Advanced Fire Fighting) they can seek approval for the updated training course through a Desk Top submission. The MCA Surveyor should complete a report and submit it to Seafarer Services. The Surveyor may reference the onsite course approval that was completed for the initial full course approval.

4.2 Management of Course Approvals/Re-Approvals

All MCA approved/recognised training providers are responsible for ensuring that they hold a valid approval for each course they deliver. If there is any doubt as to when an approval is due to expire, training providers should contact their local MCA Marine Office, or if located outside of the UK the Seafarer Services Branch, for advice about when an approval for a course is due to expire.

Once an approval for a course has expired, a course provider must not continue to deliver that course unless a course provider has been granted an extension to the validity of an approval certificate as noted in section 2.10 of this Annex.

4.3 Additional Requirements Peripatetic Training

Peripatetic training can only be granted for courses identified as suitable in MIN 643. If a training provider plans to deliver a course peripatetically within the UK, they must apply for Peripatetic approval and inform the Seafarer Services branch. The training provider must complete and document a risk assessment for each site it uses. The following additional requirements are:

- (a) The training provider must carry out and keep a risk assessment of each course it delivers (this must be held on file for 5 years). The risk assessment must cover the suitability of the venue (see sections 2.9 and points (c), (e) and (h) below). They must also ensure that the venue is a safe environment that does not put the candidates or trainers at risk.
- (b) The training provider must inform the MCA of every course planned to run at least 3 weeks before the course commences. Where this is not possible due to a request at short notice, the training provider must inform the MCA as soon as the request comes in.
- (c) The training provider must not carry out training in places where the Foreign and Commonwealth Office advises against travel or areas that other Administrations have asked us not to carry out MCA approved training.
- (d) The training provider must agree to retrospective charging for unannounced inspections.



- (e) The training provider must ensure that the training is not interrupted or adversely affected by the environment, so the seafarer can dedicate their time and attention to the training and assessment.
- (f) Course approvals, mid-terms and re-approvals can be carried out at a peripatetic location.
- (g) Anybody wishing to provide this service peripatetically, must submit a detailed submission for approval. The submission must demonstrate how the course provider will quality assure the course delivery and safeguard the MCA's reputation. For medical courses, the medical trainer and assessor must be approved by the MCA and be a member of the General Medical Council. If approved, mutually agreed terms governing the delivery of the course will be set out in an approval letter.
- (h) Any training carried out on board a ship must be completed within the hours of work and rest regulations and a declaration must be signed by the Master of the ship to confirm that the individual undertaking the course complies with this requirement.¹⁷

4.4 Additional Requirements for Online Courses

In addition to the approval/reapproval requirements, the training provider must also meet the following criteria:

- Course completion verification – the guarantee that the course is completed by the seafarer applying for the certification.
- Adequate assessment – the guarantee that the minimum contact hours will be met, and that the assessment is thorough and robust enough to ensure the course outcomes and objectives are met.
- Any training on board a ship must be completed within the hours of work and rest regulations and a declaration must be signed by the Master of the ship to confirm that the individual undertaking the course complies with this requirement.¹⁸

5. Use of the MCA Logo

Upon obtaining full MCA approval or recognition, a training provider may use the MCA's logo for commercial use providing the following protocol is followed:

- Logos with the wording 'MCA approved/accredited/recognised course provider' can be used on the front page of websites, publications, etc.
- Logos with the wording 'Training course recognised by . . .' and 'Training course approved by . . .' can be used next to the course that is approved or recognised by the MCA.
- You must not use the MCA logo to infer that any publication that you produce is an official MCA publication.
- You must not use the MCA logo on a marketing stand to infer that you are representing the MCA.
- Please ensure that you only use the logo(s) whilst your MCA approval or recognition is valid.
- You should never infer that the MCA is endorsing you as the premium service provider or that you are the sole MCA course provider in a region or for a course.

Guidance on how the logo should appear are available in MIN 643.

¹⁷ The Merchant Shipping (Hours of Work) Regulations 2002 (S.I. 2002/2125) as amended provide for the maximum rest period. MSN 1877 (M) (Amendment 1) sets out the detailed requirements, including the format for a schedule of hours of work records. Seafarers must be given a copy of their record of hours of work which must be signed by the master or authorised representative and the seafarer:

www.gov.uk/government/publications/msn-1877-amendment-1-hours-of-work-and-entitlement-to-leave

¹⁸ As detailed in the Maritime Labour Convention on Hours of Work and Rest and Entitlement to Leave Please see www.Gov.uk, MSN 1877 Amendment 1: www.gov.uk/government/publications/msn-1877-amendment-1-hours-of-work-and-entitlement-to-leave.



6. Obligations of the MCA and the Training Provider

By applying for a course approval or re-approval you are agreeing to meet and maintain the MCA criteria.

The UK Department for Transport's, Maritime and Coastguard Agency (MCA) permits training by external training providers in relation to the training elements required by the STCW Convention and Code. Through approval and ongoing monitoring, the MCA is responsible for ensuring that approved training providers meet the training, assessment and quality standards set out in STCW Convention Regulation I/6 and I/8 and in accordance with the provisions of section A-I/6 and A-I/8 of the STCW Code, as implemented in the Merchant Shipping (Standards of Training, Certification and Watchkeeping) Regulations 2015, Statutory Instrument 2015 No. 782.

The MCA may suspend an approval if major non-conformities are identified (see section 2.10 of this Annex).

It is an expectation that MCA approval or recognition is a sign of quality. Once approval is granted you must continue to maintain the MCA criteria throughout your approval period. The MCA may make unannounced visits to inspect your facilities and/or training. We are here to work with you to maintain and drive forward quality through partnership. This approach will ensure MCA approved training providers can continue to provide the unique selling point of quality.

For each new approval or re-approval, the Company, Owner, Training Manager or relevant representative of the Nautical College is asked to sign the following declaration:

By applying for a course approval or re-approval I comply with The Merchant Shipping (Standards of Training, Certification and Watchkeeping) Regulations 2015. I can confirm that the Surveyor approving the courses does not have any association with the training provider, financial or otherwise:

Signed:

Company Name:

Name:

