Maritime & Coastguard Agency

APPLICATION FOR AN ORAL EXAMINATION LEADING TO ISSUE, CONVERSION OR UPGRADE OF A CERTIFICATE OF COMPETENCY FOR FISHING DECK OFFICERS

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IMPORTANT - BEFORE completing this form, please ensure you have read the guidance notes and instructions on pages 7 to 9.

If this if your first UK CoC application, please post your application and supporting documents to
UK Seafarer Services (Training & Certification), Maritime and Coastguard Agency, Spring Place,
105 Commercial Road, Southampton SO15 1EG

For all other applicants, please email your application and scanned documents to
deck@mcga.gov.uk – please note you may be selected for random screening, which will require you to post original documents to us (as per with MIN 655).

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			
	Return Delivery Address		
Address			
District			
Town/City			
County/State			
Post Code/Zip			
Country			
Email Address			
Mobile No		Tel No	

2 - CERTIFICATE APPLIED FOR

Certificate	Please Tick
Class 1 Fishing	
Class 2 Fishing	
Class 3 Fishing	

Conversion	
Fishing to STCW reg II/1 OOW Unlimited	
Fishing to Master Code Vessel less 200GT not more than 150 miles from a safe haven	
Fishing to Master Code Vessel less 200GT Unlimited Area	

Please do not write below this line

Received:	Fee:	SDS No	

3 – SEA SERVICE

– Take details from your Sea Service Testimonials issued by your Skipper/Master/Company Director.

Deck Officers – this means service on crew agreement as a Deck Officer. The sea service must be supported by testimonials and watchkeeping certificates, which must be signed by the Master. **ALL RELEVANT SEA SERVICE MUST BE LISTED (obtained in the last 10 years)**. If there is insufficient space, please continue on a separate sheet. Sea service on foreign flag ships will be accepted under the same conditions as service on UK ships provided it can be properly verified.
LENGTH OF VOYAGE: this must be given in calendar months and days, e.g. from 3 January to 5 March = 2 months and 3 days. Odd days should be added together and reckoned at 30 days to the month**. Please submit rota with Testimonials**

SHIP AND VOYAGE DETAILS								SIGNED ON DATES		DURATION AT SEA	
Vessel Name	Call Sign	Port Letters and Fishing Number	Port of Registry	Vessel Length in Metres	GT	Voyage	Rank/Capacity	From	To	Months	Days
									TOTAL		

CONTINUE ON A SEPARATE PAGE.

Please provide vessel length in overall metres.
Voyage - you should give the area in which the ship traded using the following codes; U = Unlimited, NC = Near Coastal Area.

4 - Checklists

Before a Certificate of Competency can be issued, you will need to submit the following documentation

If you already hold a UK Certificate of Competency or Certificate of Service you must send it in with this application and give the following details below		
Certificate No:	Capacity:	Country of Issue:

4A – For All Applications

	✓If enclosed	Official use only
Copy of Passport		
Discharge Book **OR** Certificates of Discharge		
Sea Service Testimonials		
Valid Sight Test **OR** Valid ENG1 for conversion applications		
Two Passport Sized Photographs *		

4B – Application for Class 1 Fishing

Medical Care Certificate (Less than 5 years old)		
Navigation Control Course (Fishing) (NCC)		
Electronic Navigation Systems (Fishing) (ENS)		
Advanced Fire Fighting		
GMDSS **(GOC)** OR Restricted Operators Certificate of Competence (**ROC**) Book		
Basic Survival Techniques		
SQA Class 1 Fishing		

4C – Application for Class 2 Fishing

First Aid at Sea		
Electronic Navigation Systems (Fishing) (ENS)		
Advanced Fire Fighting		
GMDSS (**GOC**) **OR** Restricted Operators Certificate of Competence (**ROC**) Book		
Basic Survival Techniques		
Signals Certificate (Less than 3 years old)		
SQA Class 2 Fishing		

4D – Application for Class 3 Fishing

Electronic Navigation Systems (Fishing) (ENS)		
Fisherman's Safety Training		
Long Range Radio Certificate **OR** GMDSS (**ROC**) Book		
Signals Certificate (Less than 3 years old)		

4E – Application for conversion from Class 1 Fishing to STCW reg II/1 OOW Unlimited

SQA Written Exams		
Medical First Aid Certificate		
STCW PSC&RB **OR** CPSC **OR** Lifeboatman Certificate		
EDH		
Advanced Fire Fighting **OR** MNTB 4 Day Fire Fighting		
NARAS/NAEST (O) **OR** MN ENS, Radar, ARPA **and** ECDIS **OR** Fishing NCC **and** Fishing ENS **and** ECDIS *		
GMDSS **GOC** Book		

*Refer to Guidance Notes

4F – Application for conversion from Class 2 Fishing to STCW reg II/1 OOW Unlimited

SQA Written Exams		
HNC		
Medical First Aid Certificate		
STCW PSC&RB **OR** CPSC **OR** Lifeboatman Certificate		
EDH		
Advanced Fire Fighting **OR** MNTB 4 Day Fire Fighting		
Signals Certificate (Less than 3 years old)		
NARAS (O) **OR** MN ENS, Radar, ARPA **and** ECDIS **OR** Fishing NCC **and** Fishing ENS **and** ECDIS *		
GMDSS **GOC** Book		

*Refer to Guidance Notes

You cannot become an STCW Master from a Class 2 (or below) certificate. To do this you must first obtain a Class 1 Deck (Fishing) Certificate as per MGN 121.

4G – Application for upgrade to Master Code Vessels

Personal Survival Techniques **(STCW A-VI/1-1) OR** RYA Basic Sea Survival		
Fire Fighting and Fire Prevention **(STCW A-VI/1-2)**		
Elementary First Aid **(STCW A-VI/1-3)**		
Personal Safety and Social Responsibility **(STCW A-VI/1-4)**		
ECDIS*		
GMDSS GOC **OR** Restricted Operators Certificate of Competence (**ROC**) Book		

*Refer to Guidance notes

4 H – Conversions to an STCW Certificates of Competency

	Please tick (✓)	Official use only
MCA approved HELM Operational Certificate * or HELM Management Certificate**		

Since 01 January 2017 you are 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:

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 (not required for coded vessels)		

For further information please refer to MSN 1865 – section 4.4 & 4.5, page 5 or MIN 535. **If you are required to take an oral examination you can submit these documents with your NOE pass.**

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 refer to our privacy statement in Section 2 of the guidance notes which explains how we use the personal information we collect from you

Signature:

For office use only

Today's date: ……..

Please sign with your usual signature **within** the signature box above.

- Please print this form to sign it.
- You must use black ink only.
- You must not extend beyond the boundary of the box.
- The maximum dimensions for your signature are 0.6 cm (h) x 5.0 cm (w).
- You must scan in at a minimum of 200dpi and the signature must be clearly legible.

This signature will be transferred to your certificate. If your signature does not meet the above criteria, we will not be able to issue your certificate.

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 and indicate to your courier company that the documents have a value of over £100 GBP, you will be liable to pay any import charges.

You must ensure you pay the appropriate fee (as laid down in the current Merchant Shipping Fees Regulations).

Payment should be made in pounds sterling (£), by BACS transfer, credit or debit card via online payment facility **Gov.uk Pay** by following the links below.

We are unable to accept cheques, postal orders, banker's drafts or cash.

The fee for an NoE application is £220 which includes the cost of a courier service.

The fee for an upgrade is £77. Postage to the UK is an additional £10, postage to Europe is an additional £20 and postage to the rest of the world is an additional £30.

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

Notice of Eligibility Application

To pay via Gov.UK Pay for your Notice of Eligibility: £220 ☐

https://www.gov.uk/payments/seafarer-training-courses/application-for-deck-fishing-certificate-of-competency-0r-fishing-conversion-new-application

Upgrade Application

To pay via Gov.UK Pay for delivery to the UK: £87 ☐

https://www.gov.uk/payments/seafarer-training-courses/application-for-deck-fishing-certificate-of-competency-0r-fishing-conversion-uk-upgrade

To pay via Gov.UK Pay for delivery to the European Union or EEA: £97 ☐

https://www.gov.uk/payments/seafarer-training-courses/application-for-deck-fishing-certificate-of-competency-0r-fishing-conversion-eu-upgrade

To pay via Gov.UK Pay for delivery to the Rest of the World: £107 ☐

https://www.gov.uk/payments/seafarer-training-courses/application-for-deck-fishing-certificate-of-competency-0r-fishing-conversion-row-upgrade

If you wish to pay by bank transfer, please email seafarer.finance@mcga.gov.uk for our bank details.

GUIDANCE NOTES FOR THE COMPLETION OF THIS APPLICATION FORM.

PLEASE ENSURE THAT YOU READ AND UNDERSTAND THESE NOTES BEFORE COMPLETING THE FORM. Please complete this form in BLOCK LETTERS and in black ink. If a section is not relevant to your application enter NIL.

ENSURE YOU COMPLETE THIS FORM IN FULL – FAILURE TO DO SO MAY MEAN WE WILL HAVE TO RETURN YOUR APPLICATION TO YOU, AND WILL RESULT IN A DELAY TO YOUR APPLICATION BEING PROCESSED.

Enclose all documents necessary to establish your eligibility for examination for a Certificate of Competency. A document checklist is on pages 3, 4 and 5 to help you.

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

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.25 September 1984 would be written 25/09/1984.

You should give your return address, where you wish your Certificate to be sent to. You may also provide an alternative address for return of documents or correspondence relating to this application if needed, e.g. if you are away at College.

2 – PRIVACY STATEMENT

Personal information which you supply to us will be used to process your application to meet the applicable Standards of Training Certification and Watchkeeping (STCW) requirements. To check and report on how effective the MCA and the services it commissions have been. To make sure that the MCA gives value for money. We may use your information to investigate complaints, legal claims or important incidents. We may use your information for crime prevention and prosecution of offenders.
The information you provide is primarily used for issuing your UK Certificate of Competency (CoC)/Flag State Endorsement (Certificate of Equivalent Competency) but may also be used for other related purposes, and shared with other statutory bodies/organisations to enable them to fulfil their statutory obligations.

We will not disclose any financial details you provide to us. Once your payment has been processed all financial details are securely destroyed.

For more information on how we use your information, and your rights to access information we hold on you, please see our full privacy policy available on our website:

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

3 - CERTIFICATE APPLIED FOR

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

4 - SEA SERVICE

Sea service must be supported by Discharge Book entries **or** Discharge Certificates **and** Sea Service Testimonials, and where appropriate, Watch Keeping Certificates. Testimonials must be countersigned by the Master, or some other responsible company representative, i.e. Company Director or Owner of the company.

Sea service requirements:

- **Class 1:** 12 months in fishing vessels of over 12m in length operating in unlimited waters **OR** 6 months in fishing vessels of over 12m in length operating in unlimited waters **PLUS** 12 months in fishing vessels of over 12m in length operating in limited waters **OR** at least 2 years in fishing vessels operating in limited waters and at the discretion of the Chief Examiner.
- **Class 2:** 3 years sea service with a minimum of 2 years on fishing vessels over 12m in length.
- **Class 3:** 2 years onboard fishing vessels with a minimum of 18 months in an acceptable Deck capacity.
- **Fishing Class 1 to OOW unlimited:** 6 months sea service on seagoing fishing **or** merchant vessels in an acceptable Deck capacity.
- **Fishing Class 2 to OOW unlimited:** 6 months sea service on merchant vessels in an acceptable Deck capacity.

5 - CHECKLIST

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

All the documentation indicated in section 4 must be supplied. Certain documentation **MUST** be supplied **BEFORE** the Notice of Eligibility can be issued. Other documentation can be supplied either before the Notice of Eligibility is issued, **OR** after the oral examination has been passed, prior to the issue of the Certificate of Competency.
4A – ALL APPLICATIONS – ALL 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.

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 and with a plain white background.

4B – 4G – CERTIFICATES REQUIRED FOR CERTIFICATE OF COMPTENCY – Documents in this section may be provided with this application, **OR** when returning the Notice of Eligibility and applying for the Certificate of Competency. Please ensure you tick (✓) the relevant boxes to indicate which documents you have enclosed with this application.

4E, 4F and 4G Requirements:

NARAS/NAEST requirements: Must be MCA approved NARAS/ NAEST (Operational Level) course completed on or after 01 January 2005;
ECDIS requirements: Must be MCA approved ECDIS course completed on or after 01 January 2005;

4 H HELM: This only required if you are converting to STCW Certificates of Competency. For further information please refer to which is available on our website: https://www.gov.uk/guidance/manila-amendments-and-how-they-affect-seafarer-training-and-certificates#human-element-leadership-and-management-training-helm

6 - 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 and signed by the persons whose names appear on them, you should sign and date the declaration with your usual signature.

7 - 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.

8 - PAYMENT

You must enclose the appropriate fee with your application. Please tick (✓) the appropriate box to indicate your chosen method of payment. Payment must be made in Pounds Sterling (£).

IMPORTANT NOTE: If you are sending documents from outside the UK and indicate to your courier company that the documents have a value of over £100 GBP, you will be liable to pay any import charges.