CERT 5441

Certificate Department
Royal Yachting Association
RYA House, Ensign Way, Hamble
Southampton SO31 4YA
Tel: 02380 604158

APPLICATION FOR A NEW COMMERCIAL ENDORSEMENT

This is for a first-time application only, if you have previously held a commercial endorsement then you will be required to complete a revalidation form.

Applicant's details

First name	Surname
Title (Mr/Mrs/Miss…)	RYA membership number
Address Postcode Country	Date of birth
	Phone (day)
	Phone (evening)
	Phone (mobile)
	Email

Certificate to be commercially endorsed – see note 1

	Certificate of Competence	Endorsed for (delete as appropriate)	Notes
☐	RYA Yachtmaster Coastal	Power/Sail	Previously known as Coastal Skipper Certificate of Competence
☐	RYA Yachtmaster Offshore	Power/Sail	
☐	RYA Yachtmaster Ocean	Power/Sail	
☐	RYA Advanced Powerboat		
	Course Completion Certificate	**Endorsed for (delete as appropriate)**	**Notes**
☐	RYA Powerboat Level 2		
☐	RYA Day Skipper practical Certificate	Motor/Sail	The Day Skipper Shorebased course may be undertaken online or in the classroom. In either case, the exams must be invigilated. The Coastal Skipper and Yachtmaster Offshore Shore based Certificate can be accepted in lieu of a Day Skipper Shorebased Certificate We will require to sight the front and reverse of your shorebased certificate
☐	Original and Invigilated RYA Day Skipper Shorebased Certificate		

Candidate's declaration

I confirm that I understand my responsibilities with regard to maintaining an appropriate medical fitness certificate and first aid certificate for the duration of my commercially endorsed certificate – see Note 2 overleaf. I also accept that my medical information may be referred to the medical team.

Signed _____ Date_____

Enclosures checklist

- The certificate requiring the commercial endorsement (original or photocopy)
- A copy of your Personal Survival Techniques STCW 78 (STCW A-V1/1-1) or RYA Basic Sea Survival Certificate.
- If you require a STCW endorsement – see note 3 overleaf: A copy of your Personal Survival Techniques STCW 78 (STCW A-V1/1-1), Personal Safety and Social Responsibilities (STCW A-V1/1-4), Elementary First Aid (STCW A-V1/1-3) and Fire Fighting and Fire Prevention (A-V1/1-2).
- A photocopy of your ML5 Medical if version MSF 4112 REV 02/23 or ENG1 Medical. If a photocopy of your medical has been provided, then this will not be returned and will be confidentially destroyed. If you have an ML5 Medical that is not version, MSF 4112 REV 02/23 then the original will be required as this needs to be

endorsed by the RYA. Please see note 7 regarding original documents and note 4 for further details on the ML5 and ENG1 Medical
- Professional Practices and Responsibilities Certificate – see note 5 overleaf.
- RYA Marine Radio Short Range Certificate or another acceptable GMDSS marine radio operator's certificate.
- A passport sized photo with your name written on the reverse.
- The commercial endorsement fee – see note 6 overleaf.

Your personal data will be processed in order to meet our contractual obligations in providing this qualification service and maybe shared with the MCA when it is necessary to do so. Your personal data will be stored and used in accordance with the RYA Privacy Policy www.rya.org.uk/go/privacy

Notes for applicants

Note 1: General

Please allow approximately 21 working days for your application to be processed.

The Maritime and Coastguard Agency (MCA) publish a number of Codes of Practice covering the commercial operation of vessels less than 24m in length and large yachts. Please refer to the relevant Code of Practice to check your qualification is appropriate to the type of operation you plan to undertake.

The commercial endorsement is valid for five years provided that your medical fitness certificate (ML5 or ENG1) is in date. After five years you will be sent a reminder to renew your endorsement and will need to submit a new medical fitness certificate and evidence of active service.

Note 2: First Aid

The UK's Small Commercial Vessel Codes of Practice detail the minimum first aid qualifications required as either the RYA First Aid, STCW Elementary First Aid or Sea Fish First Aid. Any course for those responsible for first aid on board must cover the use of Category C medical stores as detailed in MSN 1768(M+F). You are personally responsible for ensuring that you hold any additional certification such as higher First Aid or Radio Operator's certificates dictated by the specific regulations governing the vessels on which you serve.

The MCA code of practice requires first aid training to be refreshed every five years. Your First Aid Certificate must meet the minimum requirements as stated on www.rya.org.uk/go/firstaid

Note 3: STCW endorsement

The STCW 78 endorsement is for holders of the RYA Yachtmaster Offshore or Ocean Certificates of Competence, working under non-UK maritime authorities. The STCW convention requires Personal Survival Techniques and Fire Fighting and Fire Prevention certificates to be refreshed every five years.

If you submit certificates for the STCW endorsement at the same time as applying for your commercial endorsement there will be no additional fee. If you wish to add the STCW endorsement after your commercial endorsement has been issued an additional fee of £15 will be payable.

Note 4: Medical Reports

The ML5 Medical Report Form and Certificate can only be completed by a UK GMC registered Doctor and must be the most recent version, which is currently MSF 4112 REV 02/23.

If your Doctor has entered any "Yes ticks" on your ML5 Medical Report form then your ML5 Medical will need to be referred onto the MCA to be reviewed and you will be required to complete Part D the Medical Review on page 12/16 of your ML5 Medical to provide the RYA with additional information to submit to the MCA. The MCA will not be able to give a decision on the issue of your Commercial Endorsement if this section is not completed in full. If your ML5 medical is more than three months old at the time you submit your medical for referral, a declaration will be required to confirm that no medical details have changed. The declaration will be emailed to you. Please note the MCA will not accept any ML5 Medicals which are more than one year old.

The ENG1 Medical is only issued by an MCA Approved Doctor. If you require an ENG1 Medical please contact the MCA on 023 8032 9100 or visit their website.

Note 5: Professional Practices and Responsibilities (PPR)

If you hold an MCA Deck Officer's Certificate of Competence as detailed in MSN 1856 and 1858, you do not need to do the PPR course. Please send a copy of your MCA certificate with your application for a commercial endorsement. See www.rya.org.uk/go/ppr for further details.

Note 6: Fees

The fee is £47.00 Please complete credit/debit card details below or enclose a cheque payable to RYA.

FAST TRACK SERVICE: For an additional charge we can guarantee a 3 working day turnaround from the date we receive your application **(excluding delivery time).** If you require this service, please clearly mark your application 'FAST TRACK' and include the fee with your form. Please see www.rya.org.uk/go/fast-track for the current fees. Please note: applications cannot be upgraded to Fast Track after they have been received by the RYA.

Fast tracked applications may be emailed to fast.track@rya.org.uk Your commercial endorsement cannot be fast tracked if your ML5 Medical requires referral.

Fast track applicants submitting their application by email will be contacted by our Certification team to arrange payment of the fast track fee.

Note 7: Return of documents If you require your documentation to be returned by Special Delivery, please enclose a pre-paid envelope which can be obtained from your local Post Office. The envelope must be big enough to hold all your supporting documents and A5 certificate in a wallet.

Payment

Name of applicant _____RYA membership number _____

Name of cardholder as it appears on the card	
Address of cardholder Postcode Country	Phone (day) Email

Fee payable

Commercial endorsement fee: ☐ £47.00

STCW endorsement fee ☐ £15.00
(if commercial endorsement has already been issued – see Note 3)

Commercial endorsement fee with Fast Track fee (excluding postage time) – See note 6

Member ☐ £87.00

Non-Member ☐ £146.00

Amount to be charged to the card below: £_____

Type of card: Visa / Mastercard / Switch / Maestro (delete as appropriate)

Card number ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Start date ☐☐☐☐ Expiry date ☐☐☐☐ Switch issue number ☐☐ Card security number ☐☐☐

Cardholder's signature_____