



# MSN 1862 (M) Amendment 1

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## Seafarer Training and Certification Guidance: UK Requirements for Deck Ratings

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

*This notice replaces MSN 1862 (M)*

*This Notice includes guidance for seafarers. It also contains requirements that training providers must meet for the purposes of approval by the Secretary of State under the Merchant Shipping (Standards of Training, Certification and Watchkeeping) Regulations 2022.*

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### Summary

This Merchant Shipping Notice (MSN) sets out and explains the regulatory requirements regarding the implementation of training elements applicable under Chapter II/4 and II/5 of the Standards of Training Certification and Watchkeeping (STCW) Convention and Code, leading to Certificates of Proficiency (CoP) under regulations 17 and 19 in the Merchant Shipping (Standards of Training, Certification and Watchkeeping) Regulations 2022. It outlines the qualifying conditions for obtaining Deck Ratings CoP and an Able Seafarer's Deck CoP.

### This MSN covers:

1. Introduction
2. Mandatory Requirements for a Navigational Watch Rating Certificate of Proficiency
3. Mandatory Requirements for a Yacht Rating Certificate of Proficiency
4. Mandatory Requirements for an Efficient Deck Hand Certificate of Proficiency
5. Mandatory Requirements for an Able Seafarer Deck Certificate of Proficiency
6. Seagoing Service Requirements
7. Proof of Seagoing Service
8. Medical Fitness and Eyesight Standards
9. Ancillary and Safety Course Certification
10. Mandatory Minimum Requirements for all Ratings
11. MCA-Approved Companies issuing Navigational Watch Rating Certificate of Proficiency
12. MCA-Approved Companies issuing Yacht Rating Certificates Certificate of Proficiency
13. Grading of Ratings
14. Additional Training Requirements
15. Responsibilities of Ship Owners and Operators



**The Annexes of this MSN cover:**

- A. Record of Training for the Issue of a Navigational Watch Ratings Certificate of Proficiency
- B. Yacht Rating Training Record Book
- C. List of Competent Officers
- D. Navigational Watch Rating Certificate of Proficiency
- E. Steering Certificate for an Efficient Deck Hand Certificate or a Navigational Watch Rating Certificate of Proficiency
- F. Yacht Rating Certificate of Proficiency

**1. Introduction**

1.1 The Merchant Shipping (Standards of Training, Certification and Watchkeeping) Regulations 2022 (“the 2022 Regulations”), implement the requirements of the International Convention and Code on Standards of Training, Certification and Watch-keeping (STCW) 1978<sup>1</sup> (referred to in this MSN as the ‘STCW Convention’ and ‘STCW Code’ respectively). These Regulations include the provisions prescribing the mandatory minimum requirements for the certification of Ratings. This Notice explains the training requirements in order to comply with chapters II/4 and II/5 of the STCW Convention (regulations 17 and 19 of the 2022 Regulations), and a reference in this Notice to the 2022 Regulations is a reference to the Regulations as amended.

1.2 Ships’ Cooks certificates are dealt with under the 2006 Maritime Labour Convention.

1.3 To obtain a United Kingdom (UK) Navigational Watch Rating Certificate of Proficiency (CoP), Yacht Rating Certificate of Proficiency (CoP), or an Able Seafarer Deck Certificate of Proficiency (CoP) you must:

- Meet the minimum age requirements;
- Complete the minimum period of seagoing service;
- Undertake the required ancillary technical and safety training;
- Complete the appropriate programme(s) of education and training meeting the minimum vocational and academic standard;
- Meet medical standards (including eyesight).

**If you are considering a seagoing career it is strongly advised that you undergo a medical or sight test, which includes testing of colour and visual acuity, before starting training. Please refer to section 8 of this Notice.**

1.4 Prior to joining your first merchant navy ship as a deck rating you will need to hold the following certificates;

- A valid ENG1 (medical fitness certificate) or accepted equivalent<sup>2</sup>;
- 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);
- Security Awareness (STCW Code – Table A-VI/6-1)<sup>3</sup>.

<sup>1</sup> The 2022 Regulations revoked and replaced the previous regulations, the Merchant Shipping (Standards of Training, Certification and Watchkeeping) Regulations 2015 (SI 2015/782).

<sup>2</sup> See section 12 for further details. Details of MCA Approved Medical Certificates are available from [www.gov.uk/seafarer-medical-certificates](http://www.gov.uk/seafarer-medical-certificates).

<sup>3</sup> If you are to serve on ships to which the International Ship and Port Facility (ISPS) Code applies you must hold a Security Awareness certificate (STCW Code Table A-VI/6-1, and Section A-VI/6,



## 2. Mandatory Requirements for a Navigational Watch Rating Certificate of Proficiency

2.1 To qualify for a Navigational Watch Rating (NWR) CoP, STCW Code A-II/4, you must:

- (a) Be at least 16 years of age;
- (b) Have completed at least 6 months' seagoing service on vessels<sup>4</sup> of at least 15m in load line length. This seagoing service can be reduced to 2 months when undertaking 'special training', i.e. when following an course given by an MCA approved training provider;
- (c) Have completed the basic safety training:
  - Personal Survival Techniques (STCW Code – Table A-VI/1-1);
  - Personal Safety and Social Responsibilities (STCW Code – Table A-VI/1-4);
  - Elementary First Aid (STCW Code – Table A-VI/1-3);
  - Fire Prevention and Fire Fighting (STCW Code – Table A-VI/1-2);
- (d) Have completed the NWR Training Record Book (**Annex A**), **Note:** Each task of the training programme must be signed off by an officer holding an appropriate UK Certificate of Competency (CoC) or UK Flag State Endorsement (FSE)/Certificate of Equivalent Competency (CEC);
- (e) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent.

2.2 You can obtain an NWR CoP from a Maritime and Coastguard (MCA) approved shipping company (see section 11) or you can apply directly to the MCA.

2.3 To apply directly to the MCA for an NWR CoP, STCW A-II/4, you will need to complete application form MSF 4371 and submit it to the MCA with all the evidence listed in section 2.1.<sup>5</sup> For further information please refer to the MCA website: go to [www.gov.uk](http://www.gov.uk) and search for “navigational ratings” or “MSF 4371” for the application form.<sup>6</sup>

## 3. Mandatory Requirements for a Yacht Rating Certificate of Proficiency

3.1 To qualify for a Yacht Rating CoP you must:

- (a) Be at least 16 years of age;
- (b) Show at least 6 months' onboard yacht service, including 2 months' seagoing service, all of which must be on vessels of at least 15 metres or over in load line length;
- (c) Complete the four elements of approved STCW basic training:
  - 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 & Social Responsibility (STCW Code – Table AVI/1-4);
- (d) Complete the Yacht Rating Training Record Book (**Annex B**);
- (e) Hold a valid ENG1 (medical fitness certificate) or accepted equivalent.

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paragraph 4 of the STCW Code). If you are assigned designated security duties aboard a vessel you must obtain a Designated Security Duties certificate (STCW Code Table A-VI/6-2 and Section A-VI/6, paragraph 6 to 8 of the STCW Code). Please refer to MSN 1865 (Amendment 1): [www.gov.uk/government/publications/msn-1865-m-amendment-1-uk-requirements-for-emergency-occupational-safety-security-medical-care-and-survival-functions](http://www.gov.uk/government/publications/msn-1865-m-amendment-1-uk-requirements-for-emergency-occupational-safety-security-medical-care-and-survival-functions).

<sup>4</sup> “Vessels” include yachts, fishing vessels, tugs, workboats and Royal Navy vessels.

<sup>5</sup> The applicable fee will be stated on the application form.

<sup>6</sup> Please refer to MSF 4371: [www.gov.uk/government/publications/watch-rating-certificates-msf-4371](http://www.gov.uk/government/publications/watch-rating-certificates-msf-4371).



3.2 If you hold one of the following certificates, recognised by the MCA, you will not need to complete the Yacht Rating Training Record Book and the requirement for 6 months' yacht service may be reduced to 2 months' seagoing service on vessels of at least 15 metres in load line length:

- Watch Leader Certificate, together with a Competent Crew certificate; **or**
- Day Skipper Certificate together, with a Competent Crew certificate; **or**
- Yacht Rating course completion certificate.

You will need to meet the other requirements detailed above in section 3.1 and include your certificate with your application.

3.3 You can obtain a Yacht Rating CoP from an MCA approved training provider (see section 12) or you can apply directly to the MCA.

3.4 To apply directly to the MCA for a Yacht Rating CoP, STCW A-II/4, you will need to complete application form MSF 4340 and submit it to the MCA with all the evidence listed in section 3.1.<sup>7</sup> For further information please refer to the MCA website: go to [www.gov.uk](http://www.gov.uk) and search for "yacht rating" or "MSF 4340" for the application form.<sup>8</sup>

#### 4. Mandatory Requirements for an Efficient Deck Hand Certificate

4.1 Efficient Deck Hand (EDH) is the qualifying examination for an Able Seafarer Deck CoP. You must be at least 17 years of age to qualify.

4.2 The following certification and experience will permit entry on to the EDH course and examination<sup>9</sup>;

- (a) An MCA accepted Yachtmaster Offshore; **or**
- (b) A Yacht Rating CoP with at least 6 months' onboard yacht service and a steering certificate<sup>10</sup>; **or**
- (c) An NWR CoP; **or**
- (d) A Boat Master Licence (BML) Tier 1 level 2 certificate; **or**
- (e) A Tug Rating CoP with at least 6 months' seagoing service and a steering certificate or an NWR CoP.

**Note:** before an EDH CoP can be issued, a minimum of 6 months' seagoing service on vessels of 15m or more is required. Seagoing service in category C and D waters will be accepted at full rate.

4.3 Training providers must obtain approval from the MCA to conduct EDH courses and also seek approval for individual examiners. Training providers and courses must be approved in accordance with MSN 1865 (Amendment 1) **Annex F**, which includes the MCA being satisfied as to the content of the course(s).<sup>11</sup>

#### 5. Mandatory Requirements for an Able Seafarer Deck Certificate of Proficiency

5.1 The requirements to gain an Able Seafarer Deck CoP, regulation II/5, are as follows:

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<sup>7</sup> The applicable fee will be stated on the application form.

<sup>8</sup> MSF 4340: [www.gov.uk/government/publications/yacht-rating-certificate-msf-4340](http://www.gov.uk/government/publications/yacht-rating-certificate-msf-4340)

<sup>9</sup> Please refer to MIN 643 for further information on the other certificates, occupations, and acceptable experiences for entry on to the EDH Course: [www.gov.uk/government/publications/min-643-m-maritime-and-coastguard-agency-mca-short-course-approval-process-guidance](http://www.gov.uk/government/publications/min-643-m-maritime-and-coastguard-agency-mca-short-course-approval-process-guidance).

<sup>10</sup> For the steering certificate template please refer to **Annex F**.

<sup>11</sup> MSN 1865 (Amendment 1): [www.gov.uk/government/publications/msn-1865-m-amendment-1-uk-requirements-for-emergency-occupational-safety-security-medical-care-and-survival-functions](http://www.gov.uk/government/publications/msn-1865-m-amendment-1-uk-requirements-for-emergency-occupational-safety-security-medical-care-and-survival-functions).



- (a) Be at least 18 years of age;
- (b) Hold a UK NWR CoP, regulation II/4;
- (c) Have completed the 4 elements of STCW basic training:
  - 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);
- (d) Complete at least:
  - While holding an NWR CoP, regulation II/4, complete 18 months' seagoing service in the deck department; **or**
  - While holding an NWR CoP, regulation II/4, complete 12 months' seagoing service if following an MCA approved programme of education and training (Maritime Studies Qualification);
- (e) Hold an EDH Certificate;
- (f) Hold an MCA approved CoP in Survival Craft and Rescue Boats other than Fast Rescue Boats (PSC & RB);
- (g) Hold an ENG1 (medical fitness certificate) or MCA accepted equivalent.

**Note:** Seagoing service must be completed on vessels of 15m or more in load line length, and shall include service of at least 6 months on vessels of 24m or more in load line length or over 80 GT which is outside of categorised waters.

5.2 Applications for Able Seafarer Deck CoP, regulation II/5, will continue to be administered by local marine offices. Please refer to the MCA website for the contact details of your local Marine Office: go to [www.gov.uk](http://www.gov.uk) and search "marine office".<sup>12</sup>

5.3 Seagoing service performed in a deck capacity on a seagoing fishing vessel of more than 16.5m in registered length, Royal Navy ships or Mobile Offshore Units (MOU) (if service is as part of the deck crew) will be counted in full, but at least 6 months' seagoing service on merchant ships will be required for the issue of your Able Seafarer Deck CoP.

5.4 If you hold a UK AB CoP, issued under the International Labour Organisation (ILO) Convention 1946 (No 74), there is no requirement to update your certificate to Able Seafarer Deck, regulation II/5. However, applications can be made to your local marine office if you intend to obtain an Able Seafarer Deck CoP, regulation II/5.

5.5 The apprenticeship for an Able Seafarer Deck CoP uses Maritime Studies Qualification (MSQ). If you are following a programme approved by the MCA for Yacht modules or an HNC/Advanced Certificate, HND/Advanced Diploma, the provider may be permitted to offer MSQ units or equivalent. This approved education and training programme may enable for a reduction in seagoing service from 24 months to 14 months, for the issue of an Able Seafarer Deck CoP.<sup>13</sup>

<sup>12</sup> MCA Marine Office Contact details: [www.gov.uk/government/organisations/maritime-and-coastguard-agency/about/access-and-opening](http://www.gov.uk/government/organisations/maritime-and-coastguard-agency/about/access-and-opening)

<sup>13</sup> Further details of the approval process are contained within MSN 1866 (Amendment 1) **Annex F**: [www.gov.uk/government/publications/msn-1866-m-amendment-1-training-requirements-for-seafarers-on-tankers-igf-code-ships-ships-that-operate-in-polar-waters-and-passenger-ships](http://www.gov.uk/government/publications/msn-1866-m-amendment-1-training-requirements-for-seafarers-on-tankers-igf-code-ships-ships-that-operate-in-polar-waters-and-passenger-ships); and further information on the approved routes are contained within MIN 643: [www.gov.uk/government/publications/min-643-m-maritime-and-coastguard-agency-mca-short-course-approval-process-guidance](http://www.gov.uk/government/publications/min-643-m-maritime-and-coastguard-agency-mca-short-course-approval-process-guidance).



5.6 If you hold a Yacht Rating CoP and wish to progress to Able Seafarer Deck, you must first gain an NWR CoP as detailed in section 2. You can then follow the requirements listed in section 5.1. The 12 months' qualifying seagoing service must be completed after the issue of your NWR CoP.

5.7 There is no requirement to revalidate an Able Seafarer Deck CoP.

## 6. Seagoing Service Requirements

6.1 Before being considered for an MCA Rating CoP, you are required to prove the full amount of qualifying seagoing service applicable to the certificate you are applying for.

6.2 Seagoing service must be in the deck department and will be reckoned from the date of engagement to the date of discharge. 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. A month is defined as a calendar month or 30 days if made up of periods of less than 1 month. Your qualifying seagoing service must have been performed within the 5 years immediately preceding the date your application is received by the MCA.

6.3 Other definitions, for a Yacht Rating Certificate:

- **Onboard yacht service:** is the time spent signed on a yacht, irrespective of the vessel activity;
- **Seagoing service:** is time spent at sea, which may include time at anchor or river and canal transits associated with a passage, a minimum of 4 hours of working duty in 24 hours would count as 1 full day of seagoing service;
  - **Explanation of seagoing service, sea service at anchor, on a buoy or mooring for seafarers who are not a certificated watchkeeping officer in full charge of a navigational watch:** if the time at anchor, on a buoy or mooring is part of a passage (i.e. short period at anchor whilst waiting for a berth or to transit a canal or lock) then it may be counted as actual seagoing service but on no occasion may a period of seagoing service at anchor, on a buoy or mooring, exceed that of the previous voyage. If the period at anchor, on a buoy or mooring is at the conclusion of a passage (i.e. the vessel goes to anchor rather than to a berth) then time will be counted as stand-by service;
- **Categorised waters:** means categorised waters A to D as defined and listed in MSN 1837 (M) (Amendment 2).

Watchkeeping service may be recorded on a cumulative basis. This means that every 4 hours watchkeeping accrued may be counted as 1 day of watch keeping service and does not need to be completed in a 24 hour period. Time spent at anchor associated with a passage, whilst the Officer is engaged in a bridge watch and if this passage is part of the same 24 hour voyage, can also be accepted. Completing more than 4 hours watchkeeping within a 24 hour period cannot be counted as more than 1 day watchkeeping time, e.g. a 12 hour watch within a 24 hour period can only be counted as 1 day of watchkeeping time.

6.4 Seagoing service may be performed in the deck department of vessels of any flag.

## 7. Proof of Seagoing Service

7.1 Documentary evidence of seagoing service for each certificate must be in the form of either a Merchant Navy Discharge Book or Certificates of Discharge. Each Discharge Book entry or Certificate of Discharge must be supported by a seagoing service testimonial, completed and signed by the Master of the vessel on which you were serving.



## 8. Medical Fitness and Eyesight Standards

8.1 For any CoC or CoP, you must meet the medical fitness and eyesight standards as required by the Merchant Shipping (Maritime Labour Convention) (Medical Certification) Regulations 2010 (S.I. 2010/737)<sup>14</sup>. Details on the application of those regulations are found in MSN 1886, or any subsequent amendment.<sup>15</sup>

8.2 The seafarer medical examination includes a sight test for both colour vision and visual acuity. Failure to meet the statutory requirements will mean that an unrestricted medical certificate cannot be issued. You can arrange a separate sight test with a local optometrist by taking along an Application for Seafarer Vision Test Form (MSF 4100). The form can be obtained by contacting an MCA Marine Office or the MCA Seafarer Medical Team: [medical@mcga.gov.uk](mailto:medical@mcga.gov.uk).

8.3 For any Navigation Watch Rating, Yacht Rating or Able Seafarer Deck CoP you must produce a valid medical fitness certificate, either:

- a) The UK medical fitness certificate, currently known as an ENG1, issued by an MCA approved medical practitioner; **or**
- b) A certificate issued by the administration of any country whose medical fitness certificate is recognised as equivalent to the UK ENG1.

Updated lists are available from the MCA website.<sup>16</sup>

8.4 The medical fitness certificate must specify the date of examination, the period of validity and any restriction placed on the holder of the certificate.

## 9. Ancillary and Safety Course Certification

9.1 The ancillary training courses that are required by the STCW Convention for the issue of each certificate are contained in the table below. The ancillary technical courses form part of the education and training specified in sections; A-II/1, A-II/2 or A-II/3 of the STCW Code. The safety courses form part of the mandatory training for: emergency, occupational safety, security, medical care and survival functions specified in chapter A-VI of the STCW Code. The EDH course forms part of the ancillary technical training to obtain an Able Seafarer CoP.

9.2 You must successfully complete **all** of the required ancillary technical and safety training applicable to your certificate.

Ancillary Course Certificate	Certificate and Regulation				
	Yacht Rating II/5	NWRC II/5	Able Seafarer II/5	STCW Reference	Updating required
Personal Survival Techniques <sup>a</sup>	Yes	Yes	Yes	A-V1/1-1	•

<sup>14</sup> These Regulations are amended by the Merchant Shipping (Maritime Labour Convention) (Medical Certification) Regulations 2018 (S.I. 2018/242). Further details on the required Medical Fitness Standards and Certification are available from: [www.legislation.gov.uk](http://www.legislation.gov.uk) and search "Maritime Labour Convention".

<sup>15</sup> Details of MCA Approved Medical Certificates are available from: [www.gov.uk/seafarer-medical-certificates](http://www.gov.uk/seafarer-medical-certificates).

<sup>16</sup> Please see the MCA's Seafarer Medical Certificate guidance for further information regarding MCA-approved medical practitioners and recognised equivalent certificates: [www.gov.uk/seafarer-medical-certificates](http://www.gov.uk/seafarer-medical-certificates).



<b>Fire Prevention and Fire Fighting<sup>a</sup></b>	Yes	Yes	Yes	A-VI/1-2	•
<b>Elementary First Aid<sup>a</sup></b>	Yes	Yes	Yes	A-V1/1-3	
<b>Personal Safety and Social Responsibility<sup>a</sup></b>	Yes	Yes	Yes	A-V1/1-4	
<b>Proficiency in Survival Craft and Rescue Boats<sup>b</sup></b>			Yes	A-V1/2*	•
<b>Efficient Deck Hand (EDH)<sup>c</sup></b>			Yes	N/A	

- You will be required to provide documentary evidence of either completing the training course or updating your training within the preceding 5 years for all Deck Rating, Yacht Rating and Able Seafarer Deck applications. To satisfy Port State Control requirements you will need to hold evidence onboard your vessel of completing or updating your training within the last 5 years. For further information relating to STCW course certificates, including their validity, please refer to MSN 1865 (Amendment 1).<sup>17</sup>

**a** – The MCA will accept certificates issued under the authority of any International Maritime Organization (IMO) 'White List' country.

**b** – The MCA will accept certificates issued under the authority of any EU Member State, as well as by any country noted in MIN 643<sup>18</sup>.

**c** – Ancillary and safety training certificates for the issue of a CoP must be MCA-approved.

## 10. Mandatory Minimum Requirements for all Ratings

10.1 Trainee Ratings must be at least 16 years of age. All Ratings, including trainee Ratings, must successfully complete approved familiarisation training in Personal Survival Techniques before being assigned to shipboard duties. Ship owners and operators must also ensure that all those employed on a ship are, on joining, given familiarisation training in emergency duties, routine duties and functions for the safe operation of the ship and for the protection of the marine environment.

10.2 Each task of the training record book must be signed off by a deck officer holding an appropriate UK CoC or UK FSE/CEC. Any officer signing off a task must record their details in the 'List of Competent Officers' (please see **Annex D**). A task will only be considered complete if the signing off signature matches with the name on the list.

## 11. MCA Approved Companies Issuing Navigational Watch Rating Certificate of Proficiency

11.1 UK shipping companies can issue NWR CoP on behalf of the MCA if they hold a UK Document of Compliance. The NWR trainee must be working onboard one of the shipping companies UK-registered vessels.

11.2 UK companies must apply to the MCA for approval to issue NWR certificates. Companies to which the International Safety Management Code applies must be in full compliance before issuing NWR certificates; these must be in the approved format shown in **Annex E**. Applications should be addressed to the MCA, Seafarer Services Branch, at the address given in the 'More Information' section on page 13.

11.3 In their application companies must demonstrate they have adequate arrangements for training and assessing watchkeeping Ratings and that they employ an acceptable quality

<sup>17</sup> MSN 1865 (Amendment 1): [www.gov.uk/government/publications/msn-1865-m-amendment-1-uk-requirements-for-emergency-occupational-safety-security-medical-care-and-survival-functions](http://www.gov.uk/government/publications/msn-1865-m-amendment-1-uk-requirements-for-emergency-occupational-safety-security-medical-care-and-survival-functions).

<sup>18</sup> For further details please refer to MIN 643: [www.gov.uk/government/publications/min-643-maritime-and-coastguard-agency-mca-short-course-approval-process-guidance](http://www.gov.uk/government/publications/min-643-maritime-and-coastguard-agency-mca-short-course-approval-process-guidance).





control system. Companies will also be required to provide details of any special training they propose to give in the case of the requirements at paragraph 11.4 below. Any approved special training may be undertaken either onshore or onboard and may form part of a pre-sea training programme.

11.4 To become an approved shipping company for the issue of Navigational Watch Rating CoPs, you must apply to the MCA providing details of:

- (a) Adequate arrangements for training and assessing watchkeeping Ratings;
- (b) An acceptable quality management system;
- (c) Any special training proposals (special training may be undertaken either onshore or onboard and may form part of a pre-sea training programme. MCA approval will be subject to periodic review and evaluation and may be withdrawn if the MCA's requirements are not met);
- (d) Certificates issued must be in the approved format shown in **Annex E**.

11.5 A QMS should include details of all desk instructions, procedures, forms, requirements of team meetings and close out of actions, record keeping databases, data retention guides, certificate templates, assessments, staffing responsibilities (including admin, trainers and assessors) and formal reviews.

11.6 MCA approval will be subject to periodic review and evaluation. This will involve the MCA reviewing your procedures and sample checking that the certificates you have issued have met the requirements noted in section 2.1 of this Notice. For this reason, companies are required to keep records of each application and its supporting evidence for a period of no less than 5 years. Failure to comply with these requirements may mean that Certificates of Proficiency issued by the training provider may need to be suspended and furthermore cancelled, subject to appeal, if an inquiry demonstrates the required standards have not been met as per regulation 44 of the 2022 Regulations.

11.7 A copy of each certificate issued must be forwarded for registration to the Seafarer Services Branch of the MCA as soon as possible after the issue of the original certificate to the Rating. The company must also maintain full records of all certificates issued to enable questions on validity to be answered and checks to be made.

11.8 Contact details of major training providers are available from the MCA website.

11.9 All STCW short course ancillary training must be approved by the MCA or an administration recognised by the MCA.

11.10 The table below summarises the safety training which must be completed by:

- Trainee Ratings before they start training; **and**
- Experienced Ratings who need an NWR CoP.

Safety Training Description	STCW Code Reference	Trainee	Watch Rating Certificate of Proficiency
Shipboard Familiarisation Training	Chapter A-VI/1-1	Yes	Yes <sup>2</sup>
STCW Basic Training – Personal Survival Techniques	Table AVI/1-1	Yes <sup>1</sup>	Yes
STCW Basic Training – Personal Safety and Social Responsibilities	Table A-VI/1-4	Yes <sup>1</sup>	Yes



STCW Basic Training – Elementary First Aid	Table AVI/1-3	No	Yes
STCW Basic Training – Fire Prevention and Fire Fighting	Table AVI/1-2	No	Yes

## Notes

<sup>1</sup> If you are a young person sponsored by the Job Centre UK, are not employed as part of the vessel's normal crew and do not accumulate more than 1 month service in total onboard the vessel, you are not required to take STCW basic training in Personal Survival Techniques or Personal Safety and Social Responsibility.

<sup>2</sup> You do not need to submit any certificates for Shipboard Familiarisation Training when you apply for a Watch Rating CoP.

## 12. MCA Approved Companies Issuing Yacht Rating Certificate of Proficiency

12.1 Training schemes for Yacht Ratings CoPs must be approved by the MCA. Templates for Yacht Rating CoP are available in **Annex F**. Companies wishing to offer this service must be approved by the MCA to conduct yacht or small vessel training in accordance with **Annex C** of MSN 1858 (Amendment 1) or **Annex D** of MSN 1904. This will enable the MCA to audit this process against the requirements of this section.

12.2 To gain approval for your company to issue Yacht Rating CoP you must apply to the MCA, providing details of:

- (a) Adequate arrangements for training and assessment;
- (b) An acceptable quality management system;
- (c) Certificates issued in the approved format shown in **Annex F**.

12.3 A QMS should include details of all desk instructions, procedures, forms, requirements of team meetings and close out of actions, record keeping databases, data retention guides, certificate templates, assessments, staffing responsibilities (including admin, trainers and assessors) and formal reviews.

12.4 Applications for authorisation to issue Yacht Watch Rating CoP should be addressed to the MCA, Seafarer Services Branch, at the address given within the 'More Information' section of this document (page 13).

12.5 MCA approval will be subject to periodic review and evaluation. This will involve the MCA reviewing your procedures and sample checking that the certificates you have issued have met the requirements noted in section 3.1 of this Notice. For this reason, companies are required to keep records of each application and its supporting evidence for a period of no less than 5 years. Failure to comply with these requirements may mean that Certificates of Proficiency issued by the training provider may need to be suspended and furthermore cancelled, subject to appeal, if an inquiry demonstrates the required standards have not been met as per regulation 44 of the 2022 Regulations.

12.6 A copy of each certificate issued must be forwarded for registration to the Seafarer Services Branch of the MCA as soon as possible after the issue of the original certificate to the Rating. The company must also maintain full records of all certificates issued to enable questions on validity to be answered and checks to be made.

12.7 Contact details of major training providers are available from the MCA website.



### 13. Grading of Ratings

- 13.1 For the purpose of issuing a Safe Manning Document, Ratings are graded as either a Navigational Watch Rating or General Purpose (GP) Rating.
- 13.2 The 2022 Regulations also require ship owners to ensure that their manning arrangements provide a good balance of experience and skill within the crew as a whole.
- 13.3 GP Ratings are trained in both deck and engine room duties. As a GP Rating you may be employed in either department.

### 14. Additional Training Requirements

14.1 If you are serving as a Rating on certain types of ships listed in this section, further training may be required:

a) Tankers;

- i. If you are a Rating assigned to specific duties or responsibilities related to cargo or cargo equipment on tankers, you must complete basic training for tanker operations in accordance with STCW Convention regulations' V/1-1 and V/1-2, before taking up such duties;
- ii. If you have immediate responsibility for loading, discharging, care in transit, handling of cargo, tank cleaning or other cargo-related operations on tankers, you must complete advanced training for tanker operations in accordance with STCW Convention regulations' V/1-1 and V/1-2, before taking up such duties;
- iii. If you are assigned specific duties and responsibilities related to cargo or cargo equipment, you must have successfully completed:
  - An MCA approved tanker fire fighting training programme as specified in section A-V of the STCW Code **and**:
    - At least 3 months' approved seagoing service on tankers in order to acquire adequate knowledge of safe operational practices; **or**
    - A tanker familiarisation training programme approved by the MCA, covering at least the syllabus given in section A-V/1, paragraphs 2 to 7 of the STCW Code; **or**
    - At least 30 days' service under the supervision of qualified officers on a tanker of not less than 3000 GT engaged on voyages not exceeding 72 hours;
- iv. If you are a Rating or trainee and meet the above requirements, you should present the evidence to an MCA Marine Office where your discharge book will be appropriately endorsed. If you do not hold a UK discharge book you will be issued with a paper certificate.

b) Passenger Ships other than Ro-Ro Passenger Ships:

- i. To serve as a Rating on a passenger ship, and if you are designated on muster lists to assist passengers in emergency situations, you are required to undertake training specified in STCW Code Section A-V/3, paragraphs 1 to 3 (crowd management, familiarisation and safety training for direct services to passengers);
- ii. For continued service, appropriate updating training in respect of crowd management is required within the last 5 years, or evidence of having achieved the required standard of competence within the previous 5 years must be produced to the employer or an official of an authorised body. This may be achieved by 12 months' seagoing service in the relevant type of ship within the previous 5 years.



c) Ro-Ro Passenger Ships

- i. To serve as a Rating on a ro-ro passenger ship, you are required to undertake the training specified in STCW Code Section A-V/2, paragraphs 1 to 3 (crowd management, familiarisation and safety training for direct services to passengers);
- ii. For continued service, appropriate updating training in respect of crowd management is required within the last 5 years, or evidence of having achieved the required standard of competence within the previous 5 years must be produced for the employer or an official of an authorised body. This may be achieved by 12 months' seagoing service in the relevant type of ship within the previous 5 years.

d) High Speed Craft (HSC) and Mobile Offshore Units (MOUs) (Deck only):

- i. If you are employed on a HSC you must receive instructions and training, as specified in section 18.3.6 of the IMO's HSC Code in addition to other training requirements specified in this Note, as applicable;
- ii. If you are employed on a MOU you may be required by the Health and Safety Executive, to undertake additional training.

#### 14.2 Marine evacuation system training

Owners/operators are required to ensure that Ratings with designated duties on the deployment of Marine Evacuation Systems (MES) are trained in accordance with the requirements of Regulation III/19.3.3.8 of SOLAS 742 (as amended). Appropriate documents must be issued to those trained in the deployment of MES.

#### 14.3 Maintenance of records

Companies, in line with the responsibilities given to them by the STCW Convention (regulation I/14), should maintain records and provide documentary evidence in respect of any person meeting the appropriate standard for all certificates and training requirements described above.

### 15. Responsibilities of Ship Owners and Operators

15.1 Shipboard Familiarisation Training: before being assigned to shipboard duties, ship owners or operators must ensure all persons employed or engaged on a seagoing ship other than passengers shall receive approved familiarisation training in Personal Survival Techniques or receive sufficient information and instruction to be able to:

- a) Communicate with other persons onboard on elementary safety matters and understand safety information symbols, signs and alarm signals;
- b) Know what to do if:

- a person falls overboard;
- fire or smoke is detected; **or**
- the fire or abandon ship alarm is sounded;

- c) Identify muster and embarkation stations and emergency escape routes;
- d) Locate and don lifejackets;
- e) Raise the alarm and have basic knowledge of the use of portable fire extinguishers;
- f) Take immediate action upon encountering an accident or other medical emergency before seeking further medical assistance onboard; **and**
- g) Close and open the fire, weathertight and watertight doors fitted in the particular ship other than those for hull openings.



15.2 Common Language Requirement: the ship owner or operator must ensure that all seafarers are able to communicate in an agreed common working language for the vessel.

### **More Information**

Seafarer Services  
Maritime and Coastguard Agency  
Bay 2/11  
Spring Place  
105 Commercial Road  
Southampton  
SO15 1EG

Tel: +44 (0) 203 8174317  
e-mail: [deck@mcga.gov.uk](mailto:deck@mcga.gov.uk)

Website Address: [www.gov.uk/government/organisations/maritime-and-coastguard-agency](http://www.gov.uk/government/organisations/maritime-and-coastguard-agency)

General Enquiries: [info@mcga.gov.uk](mailto:info@mcga.gov.uk)

Published: December 2022  
Please note that all addresses and telephone numbers are correct at time of publishing

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***Safer Lives, Safer Ships, Cleaner Seas***



**Record of Training for the Issue of a Navigational Watch Ratings Certificate of Proficiency**

Name of Issuing Company:

Address:

Contact Details:

**Record of Training for the Issue of a Navigational Watch Rating Certificate of Proficiency under the STCW Convention.**

Name of Seafarer: .....

Date of Birth: .....

Discharge Book Number or Other National I.D.:

.....

**To be completed by a Navigational Officer and certified by the Master**

<b>Action or Task</b> (STCW Code – Table A-II/4)		Considered proficient by (name)	Rank	Date
<b>Section 1</b>	<b>Steer the ship and comply with helm orders in the English Language</b>			
a)	Demonstrate knowledge, understanding & proficiency in the use of Magnetic & Gyro compasses, the changeover from Automatic Pilot to hand steering and vice-versa.			
b)	Demonstrate ability to maintain a steady course (within acceptable limits) having regard to the area of navigation and prevailing sea state.			
c)	Alterations of course are smooth and controlled.			
d)	Communications are clear and concise at all times and orders are acknowledged in a Seaman-like manner.			
<b>Section 2</b>	<b>Keep a proper lookout by sight and hearing</b>			
a)	Promptly detect & report the approximate bearing of a sound signal, light or other object in degrees or points to the OOW.			



<b>Section 3</b>	<b>Contribute to monitoring and controlling a safe watch.</b>			
a)	Demonstrate knowledge of Shipboard terms & definitions.			
b)	Demonstrate use of appropriate internal communication & alarm systems.			
c)	Demonstrate ability to understand orders and to communicate with the OOW in matters relevant to watchkeeping duties in a clear and concise manner.			
d)	Demonstrate knowledge of the procedures for the relief, maintenance and handover of a watch.			
e)	Demonstrate knowledge of the information required to maintain a safe watch.			
f)	Understand basic environmental protection procedures.			
<b>Section 4</b>	<b>Operate Emergency Equipment and Apply Emergency Procedures</b>			
a)	Demonstrate knowledge of emergency duties and alarm signals.			
b)	Demonstrate knowledge of the operation of pyrotechnics distress signals, satellite EPIRBs and SARTs.			
c)	Demonstrate knowledge of the avoidance of false distress alerts and actions to be taken in the event of accidental activation.			
d)	Demonstrate knowledge of the initial action required on becoming aware of an emergency or abnormal situation and this action is in conformity with established practices and procedures.			
e)	Demonstrate how to communicate in a clear and concise manner at all times and orders are acknowledged in a seaman-like manner.			
f)	Ensure that the integrity of emergency and distress alerting systems are maintained at all times.			



Testimonial by Chief Officer (ability and conduct):

.....  
.....  
.....  
.....  
.....

Chief Officer: .....

Master: .....

Ship's Stamp

Additional Qualifying Requirements

Approved sea-going service completed in the Trainee Deck Rating capacity when other qualifying conditions are met

- Minimum 6 months if not undergoing MCA recognised special training.
- Minimum 2 months and completion of special training.
- Minimum 2 months and completion of

....., MCA recognised *special training*.

.....Months..... days

Special Training                      Certificate Number .....

   Dated .....

   Issued by .....

Personal Survival Techniques      Certificate Number .....

   Dated .....

   Issued by .....

Fire Prevention and Fire Fighting      Certificate Number .....

   Dated .....

   Issued by .....





Elementary First Aid

Certificate Number .....

Dated.....

Issued by .....

Personal Safety  
and Social Responsibility

Certificate Number .....

Dated.....

Issued by .....

This is to certify that the above is a true and accurate record of training received by the seaman specified.

Superintendent/Manager

Signature.....

Print name.....

Date .....

Company Stamp

Certificate Number

Name of Issuing Company

Address and company details:



# Yacht Rating Training Record Book

Name of Seafarer \_\_\_\_\_

Date of birth \_\_\_ / \_\_\_ / \_\_\_

Discharge Book No or Other I.D. \_\_\_\_\_

## Section 1 – Navigational Watch Duties

Task	Verification	Name/Rank	Date
<b>Steering &amp; Helm orders:</b>			
Demonstrate knowledge of the compass card in 360° notation.			
Demonstrate ability to steer using magnetic and gyro-compass in open waters (minimum 5 hours).			
Demonstrate ability to steer using magnetic and gyro-compass in pilotage waters (minimum 5 hrs).			
Understand and respond to helm orders (for both pilotage and open water situations).			
Demonstrate change over procedures from helm to auto steering and vice-versa.			
<b>Keeping a Proper Lookout &amp; Lookout Duties:</b>			
Demonstrate ability to report bearings in degrees and points.			
Demonstrate ability to report ships, lights, navigation marks and other floating and fixed objects.			
Demonstrate ability to report sound signals.			
<b>Contribute to Monitoring and Controlling a Safe Watch:</b>			
Demonstrate a knowledge of shipboard terms and definitions.			
Demonstrate use of appropriate internal communications equipment and alarms.			
Demonstrate the ability to understand common orders and commands from the OOW in matters relevant to watch keeping.			
Demonstrate the ability to respond to orders and commands, and communicate with the OOW in a clear and concise fashion.			
Demonstrate knowledge of the procedures for the relief and handover of the navigational watch in accordance with accepted principles and procedures.			
Demonstrate knowledge of the information required to maintain a safe navigational watch.			



## Section 2 – Life saving and Fire Fighting Equipment

Task	Verification	Name/Rank	Date
Understand the importance of musters and drills and know what action to take on hearing an alarm signal			
Demonstrate a knowledge of assigned shipboard emergency duties			
Understand alarm systems and demonstrate the ability to distinguish between the various alarm signals			
Demonstrate a familiarity with type, use and location of fire fighting appliances including fixed firefighting equipment such as in engine room, galley and petrol storage lockers			
Understand the importance and operation of fire doors and fire dampers/closure			
Demonstrate a familiarity with type, use and location of life saving appliances and lifesaving equipment.			
Understand the correct operation, precautions and the dangers of launching			

## Section 3 – Seamanship

Task	Verification	Name/Rank	Date
Demonstrate common knots , bends and hitches; <ul style="list-style-type: none"> <li>• Reef knot;</li> <li>• Clove hitch;</li> <li>• Bowline;</li> <li>• Bowline on the bight;</li> <li>• Sheet bend;</li> <li>• Double sheet bend;</li> <li>• Rolling hitch;</li> <li>• Round turn and two half hitches;</li> <li>• Figure of eight.</li> </ul>			
Demonstrate: <ul style="list-style-type: none"> <li>• Handling of mooring ropes and wires;</li> <li>• Use of rope stoppers;</li> <li>• Care, use and storage of ropes and wires;</li> <li>• Safe operation of mooring winches, windlass and capstan;</li> <li>• Correct fitting of wire grips;</li> <li>• Slings a stage and bosun chair;</li> <li>• Rigging pilot ladder, gangways and accommodation ladders;</li> <li>• Rigging of hydrostatic releases;</li> <li>• Securing the deck for heavy weather;</li> <li>• Opening and closing of hatches and watertight doors including, stern, side and other shell openings;</li> </ul>			



<ul style="list-style-type: none"> <li>• Securing of anchors for sea.</li> </ul>			
Understand the importance and safe operation of watertight doors, hatches and hull openings.			

#### Section 4 – Code of Safe Working Practices

Task	Verification	Name/Rank	Date
<b>Code of Safe Working Practices (COSWP)</b>			
Have working knowledge of the following COSWP relevant to a seaman's duties: <ul style="list-style-type: none"> <li>• Personal protective equipment;</li> <li>• Safety signs;</li> <li>• Safety induction;</li> <li>• Fire precautions;</li> <li>• Emergency procedures;</li> <li>• Security onboard;</li> <li>• Safe movement onboard ship;</li> <li>• Safe systems of work including work aloft;</li> <li>• outboard and in machinery spaces</li> <li>• Entry into enclosed or confined spaces;</li> <li>• Boarding arrangements;</li> <li>• Manual lifting and carrying;</li> <li>• Use of work equipment;</li> <li>• Lifting plant;</li> <li>• Anchoring, mooring and towing operations;</li> <li>• Stowage and safe handling of oils and chemicals.</li> </ul>			

#### Section 5 – Engine Watch Keeping Duties

Task	Verification	Name/Rank	Date
<b>Watch Keeping:</b>			
Demonstrate knowledge of the information required to maintain a safe engineering watch.			
Understand terms used in machinery space and the names of machinery and equipment.			
Understand engine room watchkeeping Procedures.			
Understand bilge pumping arrangements.			
Understand safe working practices as related to engine room operations.			
Understand the requirement for record and log keeping.			
Demonstrate how to hand over and relieve an engine room watch in accordance with accepted principles and procedures.			
Demonstrate a clear and concise communications and acknowledgement of machinery space orders.			



Demonstrate a knowledge of machinery space emergency escape routes.			
Demonstrate opening and closing of engine room opening and accesses incl. water tight doors (if fitted).			

### Section 6 – Pollution Prevention

Task	Verification	Name/Rank	Date
<b>Prevention of Pollution:</b>			
Understand bunkering and refuelling procedures with regards to protection of the marine environment.			
Demonstrate knowledge of basic environmental protection procedures.			
Understand requirements and prohibitions for discharge of oils, sewage and residues overside.			
Understand requirements and prohibitions for disposal and/or discharge of garbage.			
Knowledge of the location and use of anti-pollution equipment.			

### Section 7 – Completion of STCW Training

Title	Cert No.	Date Issue	Issued By	Verification
Personnel Survival Techniques (STCW Code – Table A-VI/1-1)				
Fire Prevention & Fire Fighting (STCW Code – Table A-VI/1-2)				
Elementary First Aid (STCW Code – Table A-VI/1-3)				
Personal Safety & Social Responsibility (STCW Code – Table A-VI/1-4)				

### Section 8 – Yacht Service and Sea Service Records

Name, Type and Length of Yacht	Date of Joining	Date of Leaving	Days at Sea	Mileage	Total Time Onboard



**Section 9 – Verification of Signatures**

Name	Number	Qualification Details				Specimen Signature
		Rank	Certificate Title	Issue Authority	Date of Issue	

**Section 10 – Statement by Master of final vessel**

I confirm that I am satisfied that this candidate meets all of the required standards of competency to be issued with a MCA Yacht Rating Certificate of Proficiency.

Signature.....

Name.....

Date.....



**List of Competent Officers**

Name of the Vessel:

Official No.:

Date of Entry	Full Name (please print)	Rank	Certificate Grade, Number, Expiry Date, and Issuing Country	Specimen Signature	Specimen Initials

Name of the Vessel:

Official No.

Date of Entry	Full Name (please print)	Rank	Certificate Grade, Number, Expiry Date, and Issuing Country	Specimen Signature	Specimen Initials



MCA Approval Number: \*\*\*\*

**Navigational Watch Rating Certificate of Proficiency**

This is to certify that: .....

Date of Birth: .....

Discharge Book Number: .....  
(or other National ID)

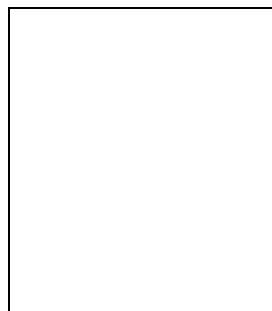
Nationality: .....

Has met the requirements laid down in Regulation II/4 (Deck) of the STCW Convention 1978, as amended, and the standards of competence specified in section A-II/4 of the STCW Code, and is competent to serve as a Rating forming part of a Navigational Watch on a seagoing ship of 500 GT or more.

This certificate is issued under the authority of the Maritime and Coastguard Agency of the United Kingdom of Great Britain and Northern Ireland, an executive agency of the Department for Transport.

Signature and name of Company  
Authorised Representative: .....

Date: .....



Company Stamp

Signature of Rating: .....

Name of Issuing Company  
Address

Contact Details







**Steering Certificate for an Efficient Deck Hand Certificate or a Navigational  
Watch Rating Certificate of Proficiency**

Name: \_\_\_\_\_

Discharge Book Number: \_\_\_\_\_

Rating: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Signature of seafarer:**

**This is to certify that the above  
named seaman served as:**

**From:**

**To:**

**In the vessel:**

being a ship having a loadline length of at least 15 metres and during that time took turns at the wheel in steering the ship (apart from periods of instruction) for periods amounting in aggregate to:-

**Hours  
(in words)**

**Signed (Master):**.....

**Print name:**

**Ship stamp**

**Date:**

**An applicant for a Certificate of Proficiency as an Able Seafarer (Deck) must, apart from periods of instruction, have taken turns at the wheel in a steering ship having a ship having a loadline length of at least 15 metres for periods totalling not less than 10 hours.**

**The above requirement must be complied with before a seaman can take the examination for an Efficient Deck Hand (EDH) Certificate.**



MCA Approval Number: \*\*\*\*

**Yacht Rating Certificate of Proficiency**

This is to certify that: .....

Date of Birth: .....

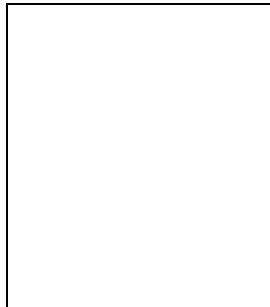
Discharge Book Number: .....  
(or other National ID)

Has met the requirements laid down in Regulation II/4 (Deck) of the STCW Convention 1978, as amended, and the standards of competence specified in section A-II/4 of the STCW Code, and is competent to serve as a Rating forming part of a Navigational Watch on yachts up to 3000 GT.

This certificate is issued under the authority of the Maritime and Coastguard Agency of the United Kingdom of Great Britain and Northern Ireland, an executive agency of the Department for Transport

Signature and name of Company  
Authorised Representative: .....

Date: .....



Company Stamp

Signature of Rating: .....

Name of Issuing Company:  
Address:

Contact Details:

