



Maritime &
Coastguard
Agency

**APPLICATION FOR AN ORAL EXAMINATION LEADING TO
THE ISSUE OF AN STCW ENGINEER OFFICER SMALL
VESSEL CERTIFICATE OF COMPETENCY (CoC)**

SVE

IMPORTANT - BEFORE completing this form, please ensure you have read the guidance notes and instructions on pages 8, 9 and 10. Please provide an email address in block capitals in order for us to inform you of the receipt of your application (see section 7 of the guidance notes). All requirements detailed in **MIN 524 must be met prior to the issue of your CoC. We do not offer a counter service - applications must be submitted by post.**

1 PERSONAL DETAILS

Title Mr/Mrs/Miss/Capt etc		Sex Male/Female	
Surname /Family name			
Forename(s) in full			
Date of Birth			
Place and Country of Birth			
Nationality		Passport Number	

	Full Home Address	Address for return of documents (if different from home address)	
Address			
District			
Town /City			
County /State			
Post Code /Zip			
Country			
Telephone No		Mobile No.	
Email Address			

PLEASE TICK (✓) ONE OF THE FOLLOWING	<input checked="" type="checkbox"/>
Conversion from an existing Engineer Officer CoC to a Small Vessel CoC	<input type="checkbox"/>
SV Second Engineer less than 9000 kW, less than 3000 GT	<input type="checkbox"/>
SV Chief Engineer less than 3000 kW, less than 500 GT	<input type="checkbox"/>
SV Chief Engineer less than 9000 kW, less than 3000 GT	<input type="checkbox"/>

Please do not write below this line

Received:	Fee:	Documents received:

NAME

DOB

SDS

2 SEA SERVICE

Engineer Officers – This means service on crew agreement as an Engineer Officer on regular watch over the main propelling machinery or auxiliary machinery, or duty engineer on ships with unattended machinery spaces or day work. Seagoing service must be entered in a Discharge Book or on a Certificate of Discharge and supported by testimonials signed by the Chief Engineer, Engineer Superintendent or Master as appropriate. Seagoing Service Testimonials are available in [MIN 524](#) (Annex D, pages 38 to 41). The requirements for each Certificate of Competency are detailed in Guidance Notes section (pages 7 and 8) of this application form.

ALL RELEVANT SEA SERVICE MUST BE LISTED. 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.

SHIP AND VOYAGE DETAILS					DATES		DURATION	
Vessel Name	IMO Number	Flag	Reg. Power (kW)	Capacity	FROM	TO	MONTHS	DAYS
Total								

3 - CHECKLISTS

Please note that failure to supply all the required documents may cause a delay in the processing of this application. Please read the attached Guidance Notes before completing this section. The documents you submit must be original unless otherwise stated. All requirements detailed in MIN 524 must be met prior to the issue of your CoC.

3A – For All Applications

These documents must be submitted prior to the issue of your NOE.

	✓ if enclosed	Official use only
Attested copy of passport – do not send original (see Guidance notes)	<input type="checkbox"/>	<input type="checkbox"/>
Not Yacht's: Discharge Book* or AND Sea Service Testimonials **	<input type="checkbox"/>	<input type="checkbox"/>
Yachts: PYA or Nautilus Service Record Book - Please read guidance notes**	<input type="checkbox"/>	<input type="checkbox"/>
Two Passport Size Photographs (IMPORTANT See Guidance Notes)	<input type="checkbox"/>	<input type="checkbox"/>
Valid Medical Fitness Certificate*** (ENG 1 or accepted equivalent)	<input type="checkbox"/>	<input type="checkbox"/>
Fee – Please see page 6	<input type="checkbox"/>	<input type="checkbox"/>
Original CoC (if held)	<input type="checkbox"/>	<input type="checkbox"/>

* You may submit Certificates of Discharge in lieu of a Discharge Book. Please see Annex C of [MIN 524](#).

You must refer the guidance notes, **section 2 page 8. New requirements for yachts are detailed in [MIN 543](#).

***To comply with health and safety requirements in accordance with the Merchant Shipping Training & Certification (Medical Examination) Regulations 2002 and STCW Regulation I/9, any seafarer employed or engaged in any capacity aboard a seagoing vessel must hold a valid medical fitness certificate attesting to their medical fitness for the work for which they are employed. **You must hold a valid Medical to be issued with a CoC.** Further information may be obtained from the MCA: go to www.gov.uk and search "seafarer medical" or [click here](#).

3B – For those applying for a Second Engineer Small Vessel CoC

Excluding conversions from other CoCs there are 3 routes to obtain this CoC

The 'Standard Route' - If you are on this route you will need to gain a Diploma in Maritime Studies: Small Vessel Engineer from an MCA-approved training provider. This Diploma will allow you a reduction in sea time as detailed in MIN 524 and section 3 of the Guidance Notes.

The 'Experienced Seafarer' route - This route is for existing seafarers serving on small vessels. You will not be required to complete the Diploma in Maritime Studies: Small Vessel Engineer, however you will need to complete a preparatory college course and MCA written examinations.

The 'Alternative route' – This route is designed for those with relevant Engineering qualifications to apply directly to an MCA-approved training provider for an Action Plan detailing the requirements they must meet to obtain the CoC.

If you're applying through the 'Experienced Seafarer route' or the 'Alternative route' you will first need to apply directly to an MCA-approved SV Training Provider. Contact details of the Training Providers offering this programme are available from the MCA website, search www.gov.uk for "MCA approved nautical colleges". Further information is available in [MIN 524](#) (sections 3.4 and 3.5 pages 5 to 9).

These documents must be submitted prior to the issue of your NOE

	✓ if enclosed	Official use only
STCW A-VI/1-1 Personal Survival Techniques	<input type="checkbox"/>	<input type="checkbox"/>
STCW A-VI/1-2 Fire Prevention & Fire Fighting	<input type="checkbox"/>	<input type="checkbox"/>
STCW A-VI/1-3 Elementary First Aid	<input type="checkbox"/>	<input type="checkbox"/>
STCW A-VI/1-4 Personal Safety & Social Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
A completed Training Record Book	<input type="checkbox"/>	<input type="checkbox"/>
Workshop skills course completion certificate or an exemption letter*	<input type="checkbox"/>	<input type="checkbox"/>
If required an AEC I & II course completion certificate or exemption letter**	<input type="checkbox"/>	<input type="checkbox"/>
If required: an action plan from your college detailing seagoing service requirements***	<input type="checkbox"/>	<input type="checkbox"/>

* If you are on the 'Alternative route' you may be exempt from Workshop Skills. This exemption must be detailed in your college action plan letter.

**This is not required if you are on the 'Standard Route' and you are working as an Assistant Engineer. If you are on the 'Alternative route' you may be exempt from the AEC I & II. This exemption must be detailed in your college action plan letter.

***This is only for those on the 'Alternative Route'.

3C For all applicants expecting to receive a Certificate of Competency after the 01 January 2017

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

	✓ if enclosed	Official use
Fire Prevention and Fire Fighting < 5 years old	<input type="checkbox"/>	<input type="checkbox"/>
Personal Survival Techniques < 5 years old	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Fire Fighting < 5 years old	<input type="checkbox"/>	<input type="checkbox"/>
Proficiency in Survival Craft and Rescue Boats < 5 years old	<input type="checkbox"/>	<input type="checkbox"/>

For further information please refer to [MSN 1865](#) – section 4.4 & 4.5, page 5. If you require an Oral exam you will need to submit this evidence when returning your NOE prior to the issue of your CoC.

3D Conversions to a SV Certificate of Competency

If you are planning to convert your existing CoC you must refer to section 10 of [MIN 524](#) (page19) and complete the table below:

CoC Held (please include capacity and limitations)	SV CoC you wish to obtain (Please tick ✓)	Conversion Route (A to R)
	SV Second Engineer <9000kW & <3000 GT	
	SV Chief Engineer <3000kW & <500 GT	
	SV Chief Engineer <9000kW & <3000 GT	

Fee information – The conversions that do not include an oral examination and will cost £58 are: B, E, F, K, N1, P1, Q and U. For conversions A1 and G1 the oral examination is optional depending on previous sea service or qualifications.

5 DECLARATION

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

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

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

Date.....

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

FOR OFFICIAL USE
ONLY

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.....

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

AN INCOMPLETE APPLICATION WILL DELAY THE ISSUE OF YOUR NOE

Please now complete the payment section on the next page.

7 PAYMENT

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

Please enclose the appropriate fee (as laid down in the current Merchant Shipping Fees Regulations) Payment should be made in pounds sterling (£) by cheque, postal order or banker's draft, BACS, credit or debit card. Cheques, postal orders and banker's drafts should be made payable to the "Maritime and Coastguard Agency" and crossed "account payee" and "not negotiable". Cheques and banker's drafts should be drawn at a UK bank. **CASH WILL NOT BE ACCEPTED.**

The fee for an NOE application that includes an oral exam is £201.00 which includes the cost of a courier service.

The fee for a conversion that does not include an oral is £58.00 (refer to section 3B on page 4 of this form).

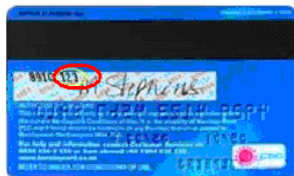
Please tick (✓) the appropriate box below to indicate your chosen method of payment.

Visa ☐ MasterCard ☐ Cheque/banker's draft ☐ Postal Orders ☐ BACS ☐

Please charge £201***or** £58* to my Visa / MasterCard - * Delete as appropriate.

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

Security Code:



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

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

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

☐ Please issue me with a receipt

Email address:

For official use only:

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

GUIDANCE NOTES FOR THE COMPLETION OF THIS APPLICATION FORM

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

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

All requirements detailed in [MIN 524](#) must be met prior to the issue of your CoC.

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

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

Enclose all documents necessary to establish your eligibility for examination for an STCW Certificate of Competency. **Please do not send your original passport.** All other documents must be ORIGINAL, photocopies will **NOT** be accepted. Document checklists are provided on pages 3 & 4 to help you.

If eligible you will be issued with a Notice of Eligibility enabling you to sit an MCA oral examination. The Notice of Eligibility will advise you how to apply for an appointment for the examination and what you should do once you have taken the examination. The NOE will be valid for 5 years from the date of issue. Oral examination passes for each level of certification are valid for three years. The oral examination pass **must** be in date at the time of issue of the CoC.

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

1 PERSONAL DETAILS

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

Your date of birth should be given in the format DD/MM/YYYY, e.g. 18 February 1960 would be written 18/02/1960.

National Identity Number should be that in your Passport.

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

2 SEA SERVICE

Before being considered for an MCA oral examination you are required to provide evidence of having completed the full amount of qualifying seagoing service applicable to the Certificate of Competency you are applying for. New requirements for yacht Service are detailed in [in MIN 543](#).

Second Engineer SV <9000 kW, <3000GT

Standard Route: 12 months' combined sea service and workshop training, which must include:

- 6 months' seagoing service engaged in watchkeeping or Unmanned Machinery Space (UMS) duties on vessels of at least 350 kW;
- 5 months' seagoing service on vessels of at least 350 kW;
- 2 weeks MCA-approved Initial Workshop Skills Training;
- A further 2 weeks seagoing service on vessels of at least 350 kW **or** 2 weeks of MCA-approved additional Workshop Skills Training.

Experienced Seafarer route: 36 months' combined seagoing service and workshop training, which must include:

- 11 months' seagoing on vessel of at least 350 kW which must include a minimum of 6 months' seagoing service engaged in watchkeeping or UMS duties;
- 2 weeks MCA-approved Workshop Skills Training;
- A further 2 weeks seagoing service on vessels of at least 350 kW **or** 2 weeks of further MCA-approved Workshop Skills Training.
- 24 months' on vessels of at least 200 kW;

Alternative route: You must complete the seagoing service detailed in your Action Plan.

Chief Engineer SV <3000 kW, <500 GT: 6 months' seagoing service as a Second Engineer on vessels of at least 350 kW;

Chief Engineer SV <9000 kW, <3000 GT: 12 months as a SV Second Engineer or SV Chief Engineer which includes:

- 6 months of this service must be complete on vessels of at least 750 kW;
- 6 months of this service must be completed on vessels of at least 350 kW

Converting from an existing CoC: You must refer to section 10 of [MIN 524](#) (page19) to establish your seagoing service requirements.

Calculating seagoing service

Seagoing service is defined as time spent onboard a ship, relevant to the issue of the certificate or other qualification being applied for. Seagoing service must be in the engineering department reckoned from the date of engagement to the date of discharge. At least 6 months of the qualifying seagoing service must have been performed within the 5 years immediately preceding the date your application is received by the MCA.

A month is defined as a calendar month or 30 days if made up of periods less than 1 month.

Requirements for seagoing service

Seagoing service may be performed on vessels of any flag.

Seagoing service must be performed on vessels proceeding to sea. Proceeding to sea means, beyond the categorised waters around the coast of the United Kingdom or beyond the harbour limits for waters outside the United Kingdom. Tug Engineers should refer to section 4.7 of MIN 524.

At least 75% of the required seagoing service must be performed while the vessel is underway on sea passage. Seagoing service (steaming time) will be calculated from the seagoing service testimonials.

If you are applying for a Second Engineer SV Certificate of Competency and require seagoing service of at least 14 months or more you may count a total of 25% or 3 months (whichever is least) of the required qualifying service; at lay-up, at maintenance berth, at extended anchorage or in dry dock.

If you are applying for a Chief Engineer Certificates of Competency; you may count a total of 25% or 3 months (whichever is least) of the required qualifying service; at lay-up, at maintenance berth, at extended anchorage or in dry dock.

Requirements for watchkeeping service

If you are applying for an SV Second Engineer Certificate of Competency, a minimum of 6 months of your seagoing service must be spent performing engine room watchkeeping duties or UMS duties. This duty can be performed in a subsidiary capacity.

If you are applying for an SV Chief Engineer Certificate of Competency, your seagoing service must be spent performing engine room watchkeeping duties while in **FULL CHARGE** of the entire watch or performing UMS duties.

Watchkeeping service is defined as time spent on an engine room watch, for a minimum of 4 hours out of every 24 hours.

New Requirements for Yachts

From the 24th May 2017 all seafarers employed in the large yacht sector, irrespective of their individual membership of any organisation or association, must have their sea service verified by either the Professional Yachting Association or Nautilus International prior to submitting this information to the MCA.

The MCA will continue to provide direct verification of sea service on individual application but seafarers must note that the response time may be subject to operational delays and will not be included in the normal MCA service standards. The MCA may take 160 days to process applications that do not include a completed PYA or Nautilus Record Book. **We may return applications where sea service is not broken down as per section 4 of MSN 1858 for Deck Officers. This will result in additional courier costs to be covered by the seafarer. Further information is available in [MIN 543](#).**

If you do not submit an MCA approved Service Record Book service, you **must** submit two forms of evidence. One form of evidence can be Discharge Book entries or Certificates of Discharge, and the other form of evidence can be sea service testimonials; testimonials must be countersigned by the Master, or some other responsible company representative. Testimonials need to state the sign on and sign off dates, actual sea service days and any watchkeeping service undertaken. (See MSN 1858 (M) Annex E).

For detailed descriptions of sea service please refer to MSN 1858 (M).

3 CHECKLISTS

Before a United Kingdom Certificate of Competency can be issued, you will need to submit certain documentation as specified in this section. With the exception of passports, as described below, the supporting documents **must be original**. Any candidate failing to submit all the required documents may have their application returned without being processed.

3A - ALL APPLICATIONS - ALL the documents in this section **MUST** be provided with this application before a Notice of Eligibility will be issued. Please ensure you tick (✓) each box to indicate that you have enclosed the documents.

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

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

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

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

Issue of your CoC

Once you have met the requirements you will be issued with an NOE which will enable you to sit an oral examination. The NOE will also detail the additional training requirements you must meet prior to the issue of your full CoC. For a full list of the CoC requirements you will need to refer to the relevant section of MIN 524 detailed in the section listed in the following table:

CoC Required	Section
SV Second Engineer <3000 GT & 9000 kW 'Standard Route'	3.3 – Pages 4 & 5
SV Second Engineer <3000 GT & 9000 kW 'Experienced Seafarer Route'	3.4 - Pages 5 & 6
SV Second Engineer <3000 GT & 9000 kW 'Alternative Route'	3.5 - Pages 6, 7 & 8
SV Chief Engineer <500 GT & 3000 kW	3.6 - Pages 8 & 9
SV Chief Engineer <3000 GT & 9000 kW	3.7 - Page 9

Converting from an existing CoC: You must refer to section 10 of [MIN 524](#) (page19) to establish the requirements you must meet prior to the issue of your full CoC.

4 YOUR SIGNATURE AND DECLARATION

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

5 COUNTER SIGNATURE

You should obtain a counter signature from a responsible person who is NOT related to you and has known you for at least 2 years. They should enter their details in this section. This person must endorse the rear of one of your passport style photographs "I confirm that this is a true current likeness of [your name]", and add their usual signature and date. See also guidance notes 3 on photographs

6 PAYMENT

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

7 APPLICATION TRACKING

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

NOW RETURN YOUR COMPLETED APPLICATION - PLEASE SEND TO:

Seafarer Training and Certification
Maritime and Coastguard Agency
Spring Place
105 Commercial Road
Southampton
SO15 1EG
UK
Tel +44 (0) 2380 329231
Fax: +44 (0) 2380 329254
E-mail: engineering@mcga.gov.uk

Forms must not be emailed to the MCA.