Welcome to this year’s edition of the crew training manual.
Here you will find useful information to help you start and pursue a career in the superyacht industry. A lot has happened in the past year which directly affects your career path. These changes are reflected in this fully-updated manual. At bluewater we are very proud of the personal service we offer and of the skill and experience of our instructors which gives you the best possible leg-up the career ladder.

Same Stars New Stripes
We have continued to consolidate our transatlantic alliance with two of the top superyacht teams in Fort Lauderdale! One year on and the blending of talents with Bluewater Crew and Bluewater Training USA (formerly Crew Unlimited and ICT) has given us a whole new global perspective. One Account vouchers are fully redeemable on both sides of the ‘pond’.

La Belle Classe Academy by bluewater
Bluewater is thrilled to announce that we have joined forces with the most prestigious yacht club in the world, the Yacht Club de Monaco! We have agreed to operate a series of world class courses and seminars in the YCM nautical school, ‘La Belle Classe Academy’, under the name ‘La Belle Classe Academy by bluewater’. We aim to establish the flagship superyacht hospitality college, under the GUEST standard. Check out www.yacht-club-monaco.mc or www.bluewateryachting.com for more information.

Facilities
All bluewater centres are gearing up for the new Engineering career path with AEC 2 facilities. The first dedicated workshop will be in Biot (Antibes) this Autumn/Winter with Palma and Fort Lauderdale close behind. For more information about the huge advantages of the new MCA Engineering career path see the Engineering section page 55.

Superyacht Apprenticeships
I never thought it could happen but things are moving fast! The PYA, GEPY and Italian Yachtmasters have teamed up to create a ‘Superyacht Careers’ working group. In partnership with MYBA, an apprenticeship standard is being created which will be available to any nation that wishes to train school leavers for our industry. I am part of the group so contact me if you want to help….

Exciting times!
I hope to see you soon in one of our three centres.

John Henry Wyborn - Director
The Crew Training Centre
REFERENCES

While we make every effort to ensure that the information in this guide is correct, you should refer to official documents if you are in any doubt. Bluewater and the crew training centre cannot be held responsible for any errors in this booklet.

**MGN 280 (M)** Code of Practice for the operation of Small Commercial Vessels (SCV).

**MSN 1851** Large Commercial Yacht Code (LY3)

**MSN 1858 (M+F)** Training & Certification Guidance: UK Requirements for Deck Officers on Large Yachts (over 24m).

**MSN 1859 (M+F)** Training & Certification Guidance: UK Requirements for Engineer Officers on Large Yachts (over 24m).

**MSN 1865 (M)** Seafarer Training and Certification Guidance: UK Requirements for Emergency, Occupational Safety, Security, Medical Care and Survival Functions.

**MSN 1862 (M)** Seafarer Training and Certification Guidance: UK Requirements for Deck Ratings.

**MIN (M) 533** Changes to Advanced Sea Survival Course for Yachtsmen.

**MIN (M) 543** Sea Service Verification on Large Yachts.

**MSN 1846 (M)** Maritime Labour Convention, 2006 - Food and Catering; Ship’s Cooks and Catering Staff.

**NEW ENGINEERING MIN:**

**MIN 524 (M+F)** Engineer Officer Small Vessel Certificate of Competency.

This guide is based partly on information contained in the above documents and publications issued by the Maritime and Coastguard Agency of the United Kingdom.
FINDING A JOB

If you have not worked on yachts before, you need to show potential employers that you have the necessary qualities to do so. The hardest job to get in yachting is your first one. Most yachts would prefer to employ crew with at least one season’s experience; those who found work last year are more likely to be selected.

so, how can you make yourself stand out?
The key to getting your first job is to network, network, network! ALWAYS carry a copy of your CV (see opposite for CV guidance).

In addition to registering and checking-in regularly with the agencies, it is important to walk the docks at the local ports and marinas asking for day work and talk to people at the local crew house and yacht training schools.

When walking the docks, start early, looking smart and keen. Turning up at the passerelle of a large yacht at 10am with a hangover and looking like you have just slept on the beach will NOT get you employment.

how to present yourself
At all times it is important to have a professional appearance, whether interviewing or walking the docks. You should be clean shaven, well groomed, hair pulled back and presentably dressed. Tattoos need to be covered up and piercings removed. An overall clean and smart appearance says a lot about your attitude and work ethic. Always be on time for any interviews. An enthusiastic, polite and personable nature is obviously very important as well.

training
STCW Basic Training is essential to get a job. This is an extremely important course and you should read the description of it in this guide (see page 24). Other courses are not formally required, but if you want to stand out from the crowd and show that you are serious about working in the industry, then additional training will benefit you considerably.

Read the section that covers entry level qualifications and if you have already decided which position is for you - refer to the relevant departmental section. Yachting is a well-paid industry and you will recover the cost of your investment in training very quickly when you get that first position onboard.

To contact our crew or training department with further questions, please email us directly at:

crew:
crew@bluewateryachting.com
crewpalma@bluewateryachting.com
crewusa@bluewateryachting.com

training:
training@bluewateryachting.com
palma@bluewateryachting.com
trainingusa@bluewateryachting.com
your CV

A CV should be no more than 2 sides of a page and include your photo. The photo ideally will be in colour, face on and without sunglasses. Party photos cannot be used! The CV should be targeted at the yachting industry according to what you want to do.

- If you are applying for a steward/stewardess position, emphasise any hospitality experience or customer service that you have; such as waiter/waitressing, hostessing, silver service, bartending, cooking, nanny/au-pairing, babysitting, flower-arranging, cleaning, and/or laundry experience.

- If you are applying for a deckhand position, include all woodwork/carpentry and mechanical experience in addition to painting, polishing, varnishing, diving, sailing, fishing and all water sports skills/qualifications you may have.

- For an engineering position, include all mechanical experience and qualifications including all work done in refrigeration, air conditioning, hydraulics, engines, electrical work, electronics and computing. If you have any craft skills, such as welding, metalwork, etc, then be sure to mention it.

additional qualifications that are appealing to yacht captains and owners are:

Languages, experience in hotels, resorts, as air cabin crew or on cruise ships, CPR, first aid certification or any emergency medical training, nursing and masseuse/beauty therapy qualifications.

Extra-curricular activities such as travelling, recreational sailing, water sports and diving can be helpful on your CV, so stress any experience, even non-professional, and briefly list any recent travels.
Bluewater was founded in 1991 as a crew agency based in Antibes and has since grown to be one of the largest complete service yachting companies in the world. Early in 2010, bluewater launched the ONE Account, revolutionising the way that yachts recruit crew. Now we are able to offer two options to captains, managers and owners: CREW Placement or the ONE Account...

**what is the difference?**

- CREW Placement has always been the industry norm. Yachts supply agents with a detailed job specification and upon successful placement of a crew member, we charge the yacht a percentage of the candidate’s monthly salary.

- The ONE Account is a 12-month subscription in which yachts can recruit as many crew as they need over the year for all departments onboard.

We provide yachts with access to our complete database of available crew and work with them to find suitable candidates when vacant positions arise.

100% of the cost of the subscription is then reimbursed to the vessel in the form of training vouchers for crew working onboard to invest in crew development.

**100% MONEY SPENT, BACK IN CREW TRAINING VOUCHERS**
CREATING A NEW WORLD OF OPPORTUNITY

The ONE Account has entered the next phase of development. Yachts that hold the account are now able to use Training Discount Vouchers against courses offered by selected affiliates all over the world...

Through working with complimentary companies, we believe that we will be able to offer an even more complete crew recruitment and training service.

Quite simply, you are able to apply your vouchers towards a percentage of a course, service or product offered by a ONE Account Affiliate.

Sign up today: www.bluewateryachting.com
WELCOME TO THE CLUB

what is the club?
The Club groups all of your pertinent yachting information and offers innovative tools for yacht crew to make sure that you have everything that you may need right at your fingertips. Register here to start your job search: www.bluewateryachting.com/club

personal information
Store and modify your personal details as you grow within yachting. There is room to upload your CV, certificates, references and menus.

crew account
Increase your chances of finding that new exciting role you dream of. Here you can check in, update your profile and see how you are viewed by potential employers. Your profile is browsed by our agents and captains alike giving you even more probability of finding your next opportunity with us. With our Club app you can now check-in directly from your phone.

training account
Your training history with bluewater is also stored here. You can view all bookings past and present, and browse the next steps in your career! Benefit from our pre-learning and e-learning courses which you can take online!

competitions
When we have an exciting prize up for grabs, you will see this directly within the Club. We have an annual photo competition and you can also view all the current entries! Don’t miss out and make sure to enter.

ask the team
If you have questions regarding any bluewater product or service, simply send us an email through your Club account and a specialist will contact you.

events
We organise events in yachting hubs around the world, from networking to open evenings, conferences and parties! You can register your attendance directly through your account.
THE CREW AGENCY

how does the agency work?
The first step is to register online for free in the Club. Please make sure that all the fields are completed and that we have access to all of your documents, in particular an up-to-date CV.

It is really important that we know where you are, and how to get hold of you, so that you don’t miss out on any opportunities.

Once you’ve registered, the next step (if you are able to) is to come in and meet with us for an interview, so that we can meet you face to face and get to know you a bit better. We interview Monday to Friday, between the hours of 9am to 12pm.

It is essential that you keep in touch with us; during busy times we can have hundreds of crew members checking in daily. If you do not check in after a month, your file is automatically made ‘inactive’ and you will no longer appear in search results. If you are keen to remain at the top of a search, you need to check in approximately twice a week.

how do I check in?
This can be best done online at www.bluewateryachting.com/club, in person by signing in at the front desk, by email or by telephone. Our office address and telephone numbers can be found on the back of this guide.
Bluewater crew and training departments are made up of over 70 professionals in their specialised fields, allowing us to provide accurate advice and quality training in every area. Our major crew and training offices in Antibes, Palma and Fort Lauderdale are operated by a multilingual team on hand to advise you on everything from finding your first job to planning your career.

Throughout the year we organise many events to help you find your feet and network within the industry. We also regularly host conferences and seminars to keep you up to date with the latest changes in the rules and regulations that govern yachting. Information on all of these events can be found on our website, www.bluewateryachting.com, in the Club.
John Wyborn
Co-Director of bluewater, John started off as a university graduate, joined the Royal Navy as a seaman officer and served time aboard various types of vessels. Founding bluewater in 1991, he has helped build the largest, reputed training provider dedicated to our industry today.
Courses: Business & Law, Oral Prep, GSK & PDSD.

Kevin Petrovsky
Kevin is Chief Academic Officer in Fort Lauderdale, responsible for faculty oversight, course delivery and program development. He comes to the industry after more than 30 years as a university professor and Dean. His principle areas of study include oceanography, environmental science and sustainability. Prior to his start in academia, Kevin worked offshore in the oil and gas industry aboard a seismic survey vessel. Kevin’s interests in the maritime environment and his love for teaching led him to join the bluewater team.

Jason Cook
Jason spent eleven years in the Royal Navy Submarine Service as an engineer, building up his working career with various engineering tickets. He then worked a further 5 years as Chief Engineer aboard 500gt plus yachts. For the last 10 years he has been Chief Engineer instructor at bluewater Palma.

Ken Dales
Ken Dales went to sea with the Royal Navy at the age of fifteen. After 7 years he entered the Hampshire Fire Brigade where he rose to the rank of Station Officer. After 7 years’ experience of being a maritime trainer, he joined bluewater. As a key member of our Yacht Management team he acts as DPA/CSO.
Stephen Hosking
Steven started his career in the Royal Navy and then moved to the Cornwall, and London fire brigades. Steve now works full time as the main safety instructor for bluewater Palma and often joins the team in Antibes.

Tim Moss
Tim Moss, MBE, is a Chartered Marine Engineer who has been instructing at bluewater since 2007. After thirty-three years in the Royal Navy and a Master of Science, he has accrued much engineering, management and training experience, serving in vessels ranging from 500 to 20,000 dwt.
Courses: Y4, Y3, Y2 & HELM.

Rod Holroyd
Rod started as an indentured navigation apprentice in 1963 in the Merchant Navy and worked through the ranks to obtain the Master Unlimited License. Rod was appointed Master in 1980 to sail all types of vessels from 5000 to 250,000gt. From 2000 onwards, Rod moved ashore to work and joined bluewater in 2008.

Jules Richards
After starting out in life as a journalist, Jules is now one of our most dynamic and effective trainers; he qualified as a fire-fighting instructor at the National Sea Training Centre and is one of our core fire team. In addition, Jules is the Chief Powerboat & Personal Watercraft instructor at bluewater and regularly represents the company (and industry) at UK powerboat conferences.
Keith Wilkinson
Keith began his working life as an accountant, but soon changed career to work as an RYA instructor. Arriving in the South of France, he discovered the superyacht industry and carried out long distance yacht deliveries gaining his Master 3000 (Yacht). He is our most versatile instructor, teaching most of the deck courses at bluewater for the past fifteen years.


Shelley Johnson
Shelley trained and worked in the UK as a nurse and midwife before discovering yachting. Once qualified, she worked on a series of yachts, before joining the bluewater team in 2004 working in crew and training. She found her real passion was in medicine, and in 2011 Shelley was appointed head of medical training at bluewater and has hugely enhanced the reputation of our medical department.

Courses: Elementary First Aid, Medical Care at Sea, Medical First Aid & Medical Refresher.

Darren Sergant
Darren has 12 years experience as an RYA Yachtmaster instructor around the UK and 16 as a PADI dive instructor. He has worked as a delivery skipper and has also commanded a range of private and charter yachts in the Mediterranean. He is an active seagoing captain working for us through autumn to spring then commanding a 28m yacht for the season.

Courses: ICC, Powerboat Level II, RYA Yachtmaster Offshore, VHF & Yachtmaster Ocean.

Tony Browne
In 2012, Tony came onboard to teach deck courses. With a strong nautical background, Tony has worked his way up the ranks to MN Chief Officer – Unlimited. As a published author in marine training and 20 years experience in yachting, he holds a Master's degree in Maritime Operations and joined bluewater following 10 years lecturing Class 1 Master Unlimited at a UK-based nautical college.


Jason Penprese
Jason joined us in 2012 after a seventeen-year career in the Royal Navy as a Navigation and Seamanship-Training Officer. He spent 4 years training officers in the Saudi Arabian navy. In his spare time he is an active member of the RNLI and a competitive sailor.

Courses: Efficient Deckhand.
Sean O’Reilly
Sean served for 28 years in the Royal Navy as an Executive (Deck) Officer, rising through the ranks serving on-board many warships, commanding two. Sean dealt with the management oversight of RN ships’ operational capability as well as commanding the UK’s counter-narcotic detachment in the Caribbean. As an Arabic speaker, he taught International Law of the Sea to university undergraduates in Abu Dhabi before joining bluewater. His students’ exam success rate speaks for itself.

Clive Holden
Clive began his working career as an apprentice shipwright and qualified in all disciplines of fabrication, welding, engineering, plumbing and electricity. Clive then worked as a professional boat builder before moving into the yachting industry and running an engineering company. Since selling his company he has worked for bluewater as an engineering instructor.
Courses: AEC.

Martyn Jones
Martyn completed a four-year apprenticeship building gas turbine engines. He then worked on a Torbay fishing trawler and his taste for the sea led to 28 years in the Royal Navy as a Chief Engineer! He holds a commercial certificate and has worked as a Superyacht engineer. Martyn runs a successful Marine Engineer Training business in the UK and has been part of the bluewater engineering training team for a number of years.
Courses: AEC, Y4, Y3 & Y2.

Alan Denham
Alan started sailing as a teenager and very quickly realised that the sea was in his blood. However, despite the call of the sea, he spent his early career in the IT industry working in the big cities in a suit and tie. 15 years ago he decided to give up the suits and started teaching practical sailing and navigational theory. He has a particular passion for ‘Celestial Navigation’ having used it in anger, crossing oceans before the advent of the electronic age.
Courses: MCA Celestial Navigation, RYA Yachtmaster Ocean, RYA Yachtmaster Offshore, GMDSS.

Richard Eedle
Richard spent 33 years in the Royal Navy, also serving in Spain and Argentina, then offered a post in France where he served for over 5 years with the Marine Nationale. He is a RN Master Unlimited, a RN specialist navigation officer, and a qualified harbour and sea pilot. With a wealth of experience in Command, Navigation and sea training ranging from submarines, assault ships, frigates, smaller vessels and tankers, Richard has a keen interest in shiphandling and enjoys passing on his experience.
Courses: OOW Navigation & Radar, MCA ECDIS.
Meuryn Hughes
Meuryn is a time-served seafarer with extensive mileage gained around the world on both motor and sailing yachts. The overriding theme in his life is a desire for adventure and discovery, and his passion for yachting has encapsulated both those aspirations. He enjoys inspiring people and never ceases to be inspired himself by people who are eager to challenge themselves. He has worked for bluewater since 2015 and thoroughly enjoys all aspects of working with such a great team.


Phil Somerville
Having qualified and worked as a Marine Electrical Engineer, Phil decided he preferred ‘driving’ boats to fixing them. His teaching career started 9 years ago as an RYA instructor and since then has enjoyed a varied career as an instructor and freelance skipper. Phil has a passion for celestial navigation, radio communications and all things with a technical twist.

Courses: MCA Celestial Navigation, GMDSS, RYA Yachtmaster Theory, RYA Yachtmaster Practical, RYA Yachtmaster Ocean.

Duncan Biggs
Duncan started his career in the Royal Navy. He went on to study Hotel and Catering Management and also worked extensively in the City of London. He worked as head chef on 55m to 163m yachts for 20 years. He is an MCA assessor for the Ship’s Cooks Assessment and a HABC Food Safety instructor.

Courses: Food Safety Level II.

Brett Jordan-Davis
Brett started his adult life in the Parachute Brigade and Commando Forces where his fascination for the sea began. On discharge in 1987 he served as an Anti-Terrorist Police Officer and in 2006 felt the need for a more sedate career… So in 2007 it was back to the sea where he became a Yachtmaster instructor and then an examiner in 2013. It was at this time he started with bluewater!

Courses: Yachtmaster Theory, Yachtmaster Prep.

Gerrard Griffiths
Ged started his career in the Royal Navy as a seaman. He then left the Royal Navy to become a professional full time fire fighter in Liverpool for 9 years. When he was finished there, he moved to Canada to live for a number of years and upon his return to the UK, he started social work before taking up a position with bluewater.

Courses: STCW Basic Training, Updated STCW Safety Refreshers.
James Cartlidge
A Master Mariner who started his career as an apprentice at the British India Stream Navigation Company. Jim served on the cadet training ship, cruise liner and general cargo liner and obtained his Class 3, 2, and 1 Certificates. He then joined the British Rail ferries in Dover as a Second Officer and eventually as Master. Jim then left to become Master of a Sailing Ship and was recalled by the Royal Navy as an Instructor Officer for two years.
Courses: Masters and OOW classes for MCA examinations, preparing course materials, holding GMDSS examinations and general educational administrations.

Daron Davis
A native of Fort Lauderdale, Daron began his military career 26 years ago as a member of the 482nd Air Force Reserves at Homestead Air Reserve Base in Florida, where he continues today as the Assistant Chief of Crash Fire Rescue. He began his civilian career 25 years ago as a Fire Fighter/Paramedic with Pompano Beach (FL) Fire Rescue. He is also certified as a Basic Life Support Instructor, a Safety Instructor and a Car Seat Technician.
Courses: STCW Basic Training, Medical First Aid and Advanced Medical.

Troy Pitmon
Troy joined the US Navy at age 18 as an engineer, became a Navy Diver and eventually a US Navy Diving Instructor retiring after 22 years. As an avid diver, Troy became a PADI and NAUI SCUBA Instructor. In addition, Troy obtained his first Master’s license in 1986 and currently holds a USCG 1600/3000 Ton Oceans with an MCA CEC.
Courses: AEC, ECDIS, EDH, USCG Master 100 & 200 Tons, OUPV, Able Seaman.

Philippe (Phil) Burger
Born in South Africa, upon finishing university he embarked on a world travelling mission in the cruise ship industry. Whilst sailing across the English Channel he realized how much he loved it and found himself as delivery skipper on smaller sailing vessels. He began on deck before migrating into the engine room in 2004 working his way up to Chief Engineer on a variety of motor and sailing vessels including new builds up to 70m. His educational engineering was done at maritime schools in Florida and the UK and he is currently awaiting his NOE for his Y1 MCA Eng Oral exam.
Courses: Engineering
David Smith
Dave began his career as a paramedic in the U.S. Army in 1985. Over the past 25 years, Dave has stayed close to the yachting industry; working as Mate, Engineer and Captain. He earned his Master’s Degree in Public Administration from Nova Southeastern University.
Courses: Medical Courses.

Terry Stout
Terry acquired general business training from Ohio State University, and chose to leave the office and work onboard vessels where he obtained his USCG Radio Officer designation. Terry’s primary training was accumulated on EPA, NOAA and commercial research vessels. His primary responsibility for the past 25 years has been training captains and crew on the most current communications equipment.
Courses: GMDSS.

Todd Burgman
Captain Todd Burgman holds the very select USCG license as Master of Steam, Motor and Sail-Any Gross Tons upon Oceans, as well as an MCA unlimited master’s license. His diverse, 25-year sailing career includes worldwide experience aboard super yachts, sail training vessels, expedition cruise ships, luxury cruise ships, research ships and cargo vessels.
Courses: GMDSS, ECDIS, Master 3000 Modules, PSC&RB(R), Advanced Watchkeeping and BRM

Tim Morgan
Captain Tim entered the marine industry in 1979 when he began commercial diving and salvage. Tim holds certificates/licenses as a USCG 100 ton Master, USCG OUPV, HAZMAT Level D, Medic First Aid, Rescue Diver, Deep Diver/Specialty Diver, Advanced Open Water Diver, Commercial Hard Hat Diver, Underwater Welding and Burning. In 2016 he sold his commercial salvage and towing business and now uses his time teaching in the marine industry and as a consultant and expert witness on maritime legal cases.
Courses: AEC, USCG Master 100 Ton, OUPV.
Dan St. Denis
Starting his professional career as a firefighter, Dan felt the urge to explore the world, and spent the next nine years at sea, travelling the islands of the Caribbean, New England, the East Coast of Canada and it's Great Lakes including his hometown, Northern Europe, the Mediterranean, and the Red Sea. Dan used his experience and training after many years at sea to become a decorated member of the yachting community and is a formal Officer of the Watch.
Courses: OOW Nav & Radar, GSK, EDH, PSCRB-Restricted, PBII, SRC, PWC.

Kieron Doyle
Kieron’s involvement with the sea started on the East Coast of England and continued from there owning and crewing both sailing and power yachts. In the 1980’s he started working full time for various sailing schools and charter companies as well as, running Yachtmaster and Instructor training courses increasingly for clients from the yachting industry. He joined our Fort Lauderdale office in the late 1990’s.
Courses: MCA OOW and Master Courses & RYA Offshore and Practical Yachtmaster.

Mig Urquhart
Originally from Scotland, Mig began her maritime career as a deckhand on a ferryboat, the River Liffey in Dublin. Over a decade later, having joined the Merchant Marine, attended maritime college in Ireland and Australia, and seen the seven seas and more, she gained her Master Mariner Unlimited ticket. She added yachts and offshore to her experience before “swallowing the anchor” and settling in the USA. She loves teaching and being part of the bluewater team. Her plea to all students - please pre-study!
Courses: Celestial Navigation, GSK and Seamanship & Meteorology.

Mike Voigt
Mike holds a Merchant Marine Masters Unlimited License and has spent the majority of his career serving in the Canadian Coast Guard. He has sailed in the Arctic, Pacific and Atlantic aboard Icebreakers, Buoy Tenders and Patrol Ships. He was supervisor for various shore-based units such as a JRCC, Headquarters Policy and Planning Branches, Regional SAR Operations and served the last 5 years as Regional Director of all Coast Guard’s maritime services in the Atlantic Area.
Courses: Nautical Sciences.
Will Williamson
Will served for 21 years in the U.S. Coast Guard in both shore side command positions as well as Deck Watch Officer on a 210’ Coast Guard cutter. He was on the frontline for 9/11, Hurricane Katrina and Super Storm Sandy. He is currently pursuing his Master’s degree in Homeland Security. At bluewater he serves as Instructor, Security Compliance Officer & Vessel Fleet Manager.
Courses: STCW, SSO, Power Boat Level II, Efficient Deck Hand, Operational Helm, PSC&RB(R).

Doug McDaniel
Doug spent many decades as Owner and Master of a variety of Sail (and a few Power) yachts, since his very early years. Along the way, he was also employed in the Marine Electronics Industry, as well as a Marine Environmental Technician and Radio Officer onboard the EPA’s Ocean Survey vessel for 12 adventurous years. He feels fortunate to have been a Maritime Instructor for the past 16 years.
Courses: STCW BST, Yachtmaster, PB II, GMDSS, PSC&RB - restricted, SRC.

Gus Tirado
Gus joined the United States Coast Guard where he has served for the last twenty five years as a special operations team leader. Gus has accumulated an extensive amount of experience as a law enforcement instructor in local and international arenas; acting as the School Chief for the U.S. Coast Guard’s Boarding Officer school and serving as strategic planner and lead instructor for numerous tactical operations and training missions throughout the world.
Courses: USCG & MCA Security Courses, Crowd & Crisis Management.

Lyn Roberts
A native of Fort Lauderdale FL by way of Killeen, Texas. Lyn has been a paramedic/firefighter for 12 years and has been teaching medical and safety courses for over 3 years. Currently he is employed by the city of Pompano Beach where he serves as a rescue lieutenant. Lyn has an associate’s degree in Fire Science and several other certifications in fire and EMS.
Courses: Medical Courses.
Rex Van Mehren
Rex comes with a thirty-year career as a firefighter/paramedic, with twenty of those years as a Lieutenant of a rescue company. He has twenty years as a registered nurse including ten years of critical care experience, and a clinical paramedic instructor for fifteen years. He holds Paramedic and RN licenses as well as instructor certifications in ACLS and BLS. He has been delivering maritime training to mega yacht crew since 2000.

Courses: Medical Courses.

Crystal Allen
Crystal is a 5th generation Merchant Marine, born and raised on the Jersey Shore. She is a licensed Chief Engineer in Steam, Gas and Diesel Engines. She sailed for Pacific Gulf Marine, Tyco, Maersk and other AMO-Diesel and Steam vessels, ending her shipping career in 2007 on The New Jersey Responder. The past ten years, Crystal has been an ABS classification surveyor and is a Flag Surveyor on behalf of Vanuatu and Tuvalu.

Courses: STCW, Efficient Deck Hand, Engineering modules.

Stephanie Severns
Stephanie found her love for the medical field and the security of those around her in the U.S. Coast Guard. She served in Washington DC, Charleston SC and Opa-Locka, FL as an Emergency Medical Technician. She also served at a tactical law enforcement unit in Opa-Locka, FL. As a member of bluewater’s training department, she is bringing her love of teaching and helping others.

Courses: Basic First Aid, Medical First Aid and Medical Care Onboard Ship - MCA & USCG

Manjit Sangha
A Master mariner Manjit is originally from India and a Bombay University graduate. He completed cadet’s training and achieved his MCA Master’s Unlimited COC in 2000. Manjit sailed for 36 years in various capacities including Master on tankers, dry bulks, chemical tankers, OBO, VLCC’s VLOOC’s and reefer ships. Manjit is also an experienced Mooring Master and has been an instructor in India and onboard training ships.

Scott McErlane
Scott has been in the superyacht industry since 1997. His learned background encompasses a Bachelor of Engineering in Naval Architecture and diploma in Marine Surveying. Scott holds Master 5 Captain’s Certificate (Australia, ≤24M), Y1 MCA Chief Engineer’s Certificate (since 2008) and Marine Engine Driver 1 (Australia) licenses.
Courses: Engineering.

Elaine Scantlen
After 20+ years in the yachting and estate management professions, Elaine is now sharing her extensive knowledge and experience with her students. With her hands-on approach to everything interior, she trains her students in the subjects they need to know to be professional yacht stewardesses and estate managers. In 1991 Elaine’s yachting travels took her to the Antarctic, Cape Town, Singapore, the Mediterranean Seas, and the Caribbean. She has worked in many positions assisting owners with new builds, refits, selling and purchasing several yachts during her years on board.
Courses: GUEST Interior Training.

Penny Lacey
After completing a Bachelor’s Degree in Design and Textiles at Otago University and working within a top design firm, Penny took to the seas. With over 13 years’ experience as Purser and Chief Stewardess on high caliber Superyachts, both private and charter, Penny is thoroughly versed in all facets of Interior Operations and Guest Care.
Courses: GUEST Interior Training.

Lev Ziatsev
At the age of 19, while attending Florida International University, Lev had his eureka moment after tasting his first 1998 Saint-Émilion Bordeaux. From that moment on his passion was wine. After completing his studies at FIU, Lev went on to becoming an ISA Certified Sommelier and WSET instructor. 11 years later, his experience covers all sides of the wine business, from import, wholesale, retail and fine dining, along with being a guest speaker and part time instructor at FIU and UM.
Courses: Introduction to Wine and Cocktails and Advanced Wine.
If you are seeking work in the yachting industry for the first time, certain courses are essential and others are highly desirable in the eyes of potential employers.
YOUR FIRST STEP

You will find it difficult to obtain a job in yachting unless you have attended the STCW Basic Training course.

**STCW crew basic training**

Basic Training comprises 5 courses. These are: Personal Safety and Social Responsibility, Fire Prevention and Fire Fighting, Personal Survival Techniques, Proficiency in Security Awareness and Elementary First Aid. If you are hoping to go on to gain MCA Certificates of Competency, such as are described later in this booklet, you should be aware that the MCA expect that your STCW Basic Training takes place over a minimum of 5 days of tuition. Some centres offer training over a shorter time period. Such courses would not be recognised by the MCA. This course is required on any commercially registered yacht.

*duration: 5 days*

*assessment: continuous*

The STCW Fire Prevention & Fire Fighting and Personal Survival Techniques courses, must be updated every 5 years.
RYA National Powerboat Certificate (Powerboat Level II)
Under UK law most people do not require a license to operate a boat of less than 80gt. Most other countries, however, have a much lower limit than this. In France, for instance, permits are required over 6kw of engine power. The RYA National Powerboat Certificate (Level II) is recognised by most European administrations for the operation of small craft like yacht tenders under 10m. Any yacht tenders outside the immediate vicinity of the mother ship would be well-advised to have qualified tender drivers. Obtaining this certificate at an early stage could make your CV stand out and enhance your job prospects. The course has theoretical and practical boat handling elements.

duration: 2 days
assessment: continuous

what is the next step?
Deciding in which department you would like to specialise will help you to determine your next educational step in achieving your goals. Our training centres in Antibes, Palma and Fort Lauderdale offer a full range of courses certified by the MCA, PYA, RYA, SQA & USCG. Our new training centre in Monaco, La Belle Classe Academy at the Yacht Club de Monaco, offers a range of these career courses but will specialise in courses that focus on the gaps in mandatory training. The focus will be on excellence and service. We also run a range of onboard training which can be tailor-made to your yachts requirements across all departments.

For further information on your next step in each department please go directly to:
interior (pg 60)
galley (pg 64)
deck (pg 26)
engineering (pg 44)
A career in the deck department can be highly rewarding and ultimately very well paid. A career path exists for you from new deckhand with your STCW Basic Training & Powerboat Level II certificates all the way to Master 3000gt.

After this, if you have the dedication, there is a route that can take you through to general service Merchant Navy certificates. Manning scales are at the back of this guide or in MSN 1858.
**MCA yacht rating**

The qualifications required to work on deck vary according to the position that you fill on board. After STCW Basic Training, the next qualification that you could consider if you are just starting in the yachting industry is the Yacht Ratings Certificate. Vessels that are over 200gt (private or charter) will require a minimum amount of crew to have a Yacht Rating Certificate (please refer to the manning scale on page 92).

The Yacht Rating Certificate is a combined deck and engineering qualification. To obtain it you will need the following:

- 6 months’ yacht service
- 2 months’ sea service
- STCW Basic Training
- An ENG1 seaman’s medical certificate
- A completed Yacht Rating Training Record Book (TRB - you will need to download MSN 1862 or the relevant application forms from the MCA website - both contain the TRB)

To apply, go online to [www.gov.uk](http://www.gov.uk) and follow the link to application forms; you can apply as soon as you have met the above requirements.
RYA jet-ski instructor (PWCI)
Most large yachts carry 'personal water-craft' (jet skis and wave riders) and many captains and managers are very concerned about their safety and the legal consequences of an accident. Most maritime administrations in the Mediterranean require jet ski operators to have a certificate. Many yachts have themselves certified as RYA schools to legitimise jet ski operation. The official governing body for recreational boating in the UK, the Royal Yachting Association (RYA), has created clear and exacting standards for the operation of personal watercraft. One of the key requirements of these rules is the employment on the yacht of a qualified PWC instructor. There is considerable demand for crew with this important certificate. Once experienced in PWC operation, having this qualification will considerably enhance your chances of employment on large yachts.

duration: 3 days (+1 day PWC course)
assessment: practical assessment on the final day of the course

RYA yachtmaster
On British-flagged (Red Ensign) vessels there are two Certificates of Competency allowing you to command yachts under 200gt and 24m.

RYA yachtmaster offshore | RYA yachtmaster ocean
The difference between these certificates is the distance from shore that you are allowed to take your vessel. The Yachtmaster Offshore limits you to 150nm from shore; the Yachtmaster Ocean has no limitations. Please refer to page 32 for the requirements to obtain these certificates. If you apply for a commercial endorsement to your RYA certificates, you will be allowed to command a charter vessel which enables you to carry up to 12 paying guests on board.
**MCA master 200gt**

The two Yachtmaster Certificates of Competency are not STCW endorsed, which means they are UK-only certificates and therefore may limit you to work on British-flagged vessels.

Once you have obtained these certificates, however, the MCA, with some additional training, will allow you to convert them to a 200gt Certificate of Competency which is STCW endorsed, with identical limitations to Yachtmaster.

The Master 200gt Certificate of Competency (either limited or unlimited) is awarded upon successful completion of an oral examination by an MCA official. Please refer to page 33 of this guide for more details on requirements.

This qualification would allow you to work on vessels other than British-flagged (eg. Luxembourg-flagged vessels). Please note that a Master 200gt CoC automatically has an OOW (Y) up to 500gt endorsement.

**How to apply for MCA deck qualifications**

In order to obtain any MCA Certificate of Competency, you will need to submit an application form so that you can prove that you have met the minimum MCA requirements.

This application form must be downloaded from the MCA website [www.gov.uk](http://www.gov.uk). Search 'MCA' > 'Maritime and Coastguard Agency' > 'Working at Sea, Certification, Health & Safety > Training & Certification.'

You will send the application form along with:

- proof of nationality and age
- proof of service, eg. passport, I.D. card (see page 31 for definitions of Service)
- a valid medical fitness certificate (ENG1)*
- course completion certificates from any required training modules
- examination pass certificates for modules with externally moderated exams
- For OOW applications, a completed Training Record Book (see page 89)

*We recommend that you obtain your ENG1 medical fitness certificate BEFORE you start any training to establish if you have any medical condition which disqualifies you from service at sea.
service definitions
Under the rules laid out in MSN 1858 (you can download this from the MCA website) there are now six definitions of service which you need to consider.

Service should be in the deck department and onboard yacht service calculated from the date of engagement to the date of discharge. At least 6 months of the qualifying sea service must have been performed within the five years preceding the application. The service definitions are as follows:

REFERENCE: MSN 1858 (M+F)

<table>
<thead>
<tr>
<th>Service Definition</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onboard Yacht Service</td>
<td>The time spent signed on to a yacht crew agreement, irrespective of the activity of the yacht.</td>
</tr>
<tr>
<td>Actual Sea Service</td>
<td>Time spent at sea, which may include time at anchor or on river or canal transits associated with a passage.</td>
</tr>
<tr>
<td>Yard Service</td>
<td>Time spent standing on a build, refit or repair.</td>
</tr>
<tr>
<td>Stand-By Service</td>
<td>Time immediately following a voyage whilst the vessel is under preparation for a subsequent voyage. A maximum of 14 consecutive days may be counted at one time, but on no occasion may a period of stand-by service exceed that of the previous voyage. Therefore under no circumstances can stand-by service exceed actual sea service.</td>
</tr>
<tr>
<td>Watchkeeping Service</td>
<td>This is Actual Sea Service spent as a Bridge Watchkeeping Officer in full charge of the navigational watch for not less than 4 out of every 24 hours while the vessel is engaged on voyage.</td>
</tr>
<tr>
<td>Sea Service</td>
<td>This is a combination of Actual Sea Service, Stand By Service and Yard Service, for use in Yacht CoC applications. For general service applications greater than 3000gt, Watchkeeping Service will be needed.</td>
</tr>
</tbody>
</table>
CERTIFICATE OF COMPETENCY (CoC)

**RYA yachtmaster offshore**
This is not a beginners’ course and candidates should make sure that they have enough experience and sea time. See page 88 for a pre-course self-test. The requirements are:

- 50 days at sea
- 2500 logged miles at sea; half must be tidal, half must be on board vessels between 7m LWL and 24m LOA and all must be under 500gt
- 5 passages over 60 miles (including 2 as skipper and 2 overnight); all must be completed on board vessels between 7m LWL and 24m LOA
- Yachtmaster Offshore shore-based theory certificate
- RYA Yachtmaster Offshore practical exam
- VHF (ROC or SRC) GMDSS specific
- Valid first aid certificate (STCW Elementary First Aid certificate is accepted, less than 5 years old)
  (For commercial endorsement: Personal Survival Techniques, Valid ENG I and Professional Practices & Responsibilities - Online Course)

**RYA yachtmaster ocean**
By completing your Yachtmaster Ocean you will lift the limitation on distance from shore to obtain an unlimited CoC.

- Yachtmaster Offshore CoC
- Yachtmaster Ocean shore-based theory certificate
- practical experience: have an ocean passage of a minimum length of 600nm (minimum of 96 hrs at sea) over 50nm from land
- oral examination by an RYA Ocean examiner: during this exam you will have to present to the oral examiner a narrative account of passage plan and execution & practical sights log
**PREREQUISITES**

**MCA master 200gt coastal**
The requirements are:

- 18 years of age
- 6 months sea going service while holding an RYA Yachtmaster Offshore or IYT MOY Limited certificate*1
- STCW Basic Training
- ENG1
- Yachtmaster Offshore Shore-based certificate*1
- Yachtmaster Offshore certificate (commercially endorsed)
- GMDSS (ROC)*
- pass the MCA Master (Yachts less than 200gt) oral examination
- HELM Operational

**MCA master 200gt unlimited**
The requirements are:

- 18 years of age
- 6 months sea going service while holding an RYA Yachtmaster Ocean or IYT MOY Unlimited Certificate
- STCW Basic Training
- ENG1
- Yachtmaster Offshore certificate (commercially endorsed)
- Yachtmaster Ocean certificate
- GMDSS (GOC)*
- pass the MCA Master (Yachts less than 200gt) oral examination
- HELM Operational

*note: We strongly recommend to those candidates considering lifting the coastal limitation of their Master 200gt CoC or obtaining an OOW CoC, to attend a GMDSS GOC course as there is no route to upgrade a Restricted Operator’s Certificate (ROC) to a General Operator’s Certificate (GOC)

**1 note: not required if the candidate holds a Yachtmaster Offshore certificate issued before 31st July 2003**
officer of the watch (yacht less than 3000gt)
The requirements are:

- 19 years of age
- have (since the age of 16 years) a minimum of 36 months’ onboard yacht service, this must include at least 365 days sea going service on vessels of 15 metres or over in load-line length
  - the Sea Service must be:
    a. a minimum of 250 days ‘actual sea service’, and
    b. the balance of 115 days being any combination of the following:
      - further actual sea service
      - stand-by service (maximum of 14 consecutive days may be counted at one time but on no occasion may a period of stand-by service exceed that of the previous voyage)
      - yard service (max 90 days continuously or in separate periods)
- have completed the MCA approved TRB (1)
- hold all of the following certificates:
  - Yachtmaster Offshore Shore-Based (2)
  - Yachtmaster Offshore certificate (commercially endorsed)
  - STCW Basic Training certificates: PST, FP&FF, PSA, EFA, PSSR
  - Proficiency in Survival Craft & Rescue Boats other than Fast Rescue Boats - Restricted (3)
  - GMDSS GOC CoC
  - Navigation and Radar (OOW) course completion and exam pass cert.
  - General Ship Knowledge course completion and exam pass cert.
  - HELM Operational
  - EDH *4
  - ECDIS
- oral exam

1. note: Not required if the candidate can provide evidence of 36 months’ on board yacht service in vessels of at least 24 metres in load-line length. For those having trouble with the MCA OOW TRB, please have a look at page 69 for some useful tips.
2. note: Not required if the candidate holds a Yachtmaster Offshore certificate issued before 31st July 2003.
3. note: Where a yacht is fitted with davit launched lifeboats, any person in charge of the launching and operation of the lifeboat must hold a CPSC&RB certificate from a UK College. Ask in the office if you need advice.

*4 After 1st January 2017 this certificate must have been issued at least 18 months prior to the issue of your CoC.
MCA chief mate (yacht) endorsement
To obtain the Chief Mate endorsement on an OOW(Y)* Certificate of Competency you are required to complete the following modules:

- Advanced Fire Fighting
- Medical First Aid
- Yachtmaster Ocean – shore-based
- Yachtmaster Ocean – CoC
- HELM Management
- ECDIS

*note: If you have all these modules at the time of your OOW(Y) oral examination your OOW CoC will automatically have a Chief Mate endorsement when you receive it.

master 500gt (yacht)
The requirements are:

- 21 years of age
- have a minimum of 12 months’ onboard yacht service as a deck officer, including not less than 120 days watch-keeping service, on vessels 15 metres or more in load-line length, whilst holding an OOW (up to 3000gt) certificate
- have fully met the education and training requirements for issue of the Chief Mate endorsement
- Medical Care at Sea certificate
- Course completion and exam pass certificates
  - Seamanship and Meteorology
  - Master’s Stability
  - Master’s Business and Law
  - Master’s Navigation & Radar
  - Celestial Navigation *1
  - HELM Management
- pass the Master (Yachts less than 500gt) oral examination

*1 Celestial Navigation does not have a set module that must be completed prior to the exam
MCA master (yachts less than 3000gt)
The requirements are:

- 23 years of age
- have a minimum of 24 months' onboard yacht service as a deck officer, including not less than 240 days watch keeping service whilst holding an accepted OOW (up to 3000gt) certificate. All service must be completed on vessels 15 metres or more in load-line length and include 12 months on vessels 24 metres or more in load-line length, or 6 months on vessels 500gt or more
- hold either MCA Master STCW Reg. 1/2 (Yachts less than 500gt) or have passed all written examinations and short courses required for issue of that certificate
- pass the Master (Yachts less than 3000gt) oral examination
- valid ENG1
YACHTMASTER: OFFSHORE & OCEAN COURSES

yachtmaster offshore theory
The Royal Yachting Association Yachtmaster certificate has become the industry standard qualification after the entry-level stage. It is the first formal training in navigation and seamanship that deckhands receive on their path to higher MCA qualifications and it is a vital part of their maritime education. For MCA OOW, Chief Mate and Master certificates, it is a requirement that this theory course is successfully completed as part of the training.

You will learn: methods of visual and electronic navigation, chart work, calculation of tidal heights and tidal streams, meteorology, the collision avoidance rules and safety.

duration: 6 days
assessment: 3 written exams over the duration

yachtmaster offshore practical
The Yachtmaster Offshore carries MCA recognition as a CoC in its own right under the "Small Commercial Vessel" and "Large Yacht" codes. Holders of the certificate can command a charter yacht up to 24m load-line length or 200gt up to 150nm from a safe haven. It is not a beginners’ course.

You will learn: practical boat handling and navigation in our 15m steel-hulled training yacht, M/Y Lord Nelson (we do not currently offer Yachtmaster sail). You will gain practical command experience and, because of the weight of the yacht, she handles like a much larger vessel. The boat, therefore provides an ideal training platform for those moving to larger yachts.

duration: 5 days
assessment: assessed over the last two days of the course by an external RYA examiner who will test your practical ability as well as your written and oral knowledge

yachtmaster ocean theory
This is a course in celestial navigation. This will long continue to be a very important backup skill and is considered by the MCA to be an essential part of the Master’s training.

You will learn: the PZX triangle, star sight planning, merpass, the sextant, time zones, sun-moon and planet sights, star sights and star sight planning, latitude by polaris and compass checking.

duration: 5 days
assessment: written examination followed by an oral examination*
*in addition to a course completion certificate, before the oral examination, candidates must plan and execute a ‘qualifying passage’ of at least 600nm, taken sights with a sextant, reduced them to a position on the chart and have checked the compass using a celestial body. Candidates should then present themselves for oral examination to an RYA examiner.

vhf (short range radio certificate)
The short range online course enables candidates to understand how to operate modern VHF radios fitted with DSC controllers and forms an introduction to the Global Maritime Distress and Safety System. It is illegal to operate marine VHF radios without such a certificate. The course is aimed at all deck crew and anyone else who may be required to operate a yacht’s VHF communications equipment.

You will learn: the phonetic alphabet, correct voice procedure, the GMDSS system, securité, panpan and mayday messages and the DSC controller.

assessment: online course with exam, plus 1 1/2 hours practical assessment
master 200, oow & chief mate courses

general ship knowledge (gsk)
this course covers a wide range of subject material and some pre-course reading is highly recommended. reed’s ‘superyacht manual’ provides a good source of introductory reading. subjects covered are basic seamanship, meteorology, stability and yacht construction.
duration: 5 days
assessment: 2½ hour written examination on the final day of the course

general operator certificate (gmdss goc)
the global maritime distress and safety system general operator’s certificate is a coC in its own right as a ship-board radio operator’s license. it also forms an important part of the training required to obtain mca coCs.
You will learn: general communications procedures, in particular distress, urgency, safety and routine communication, using vhf/mf/hf radio, telex and satellite systems. students unfamiliar with computer keyboards may be well advised to practice using them before attending the course. this is an intensive course, which requires considerable work outside the classroom.
duration: 8 days + exams
assessment: 1 written and 2 practical examinations before an AMERC examiner

navigation & radar (Oow)
the Oow navigation and radar module is an advanced course in yacht navigation and it is not for beginners. students must have taken and passed their RYA yachtmaster offshore before attending. the course provides an STCW ARPA (Automatic Radar Plotting Aids) qualification. there are 2 parts to the course: 10 days of theory followed by 5 days of practical navigation in one of our radar simulators in Antibes, Fort Lauderdale or Palma.

The first two weeks of theory start from where the RYA yachtmaster leaves off and students must be at yachtmaster standard before attending.
duration: 15 days
assessment: 2½ hour written exam and a practical assessment in the simulator

electronic chart display and information systems (ECDIS)
eCDIS is now fitted as standard equipment in most large yachts. although many systems are, superficially, easy to use, there are many capabilities which are not so obvious and for which training is required. there are also hidden dangers in these capabilities which navigators must be trained to avoid. for this reason in the 2010 ‘Manila Amendments’ of STCW it was decided to make training in ECDIS compulsory for the deck CoCs. this course fully complies with the requirements of and is approved by the UK Maritime and Coastguard Agency (MCA). the course takes 5 days and involves theoretical instruction in the principles of ECDIS operation and practical training in our navigation simulator. the course satisfies the legal requirement for ‘generic’ training. we do recommend that those students wishing to take this course have first successfully completed the OOW navigation and radar course, otherwise they could well struggle to master the content.
This course is a mandatory module for OOW(Y).
duration: 5 days
assessment: continuous
efficient deckhand (EDH)
Everyone working on deck needs to gain the knowledge provided in this course, from all the knots and lashings that every seafarer should learn, to more advanced areas such as splicing, whipping, rigging stages and derricks. Students learn how safely to turn up berthing lines on bits, capstans and windlasses and the correct type of stopper to use. The qualities and characteristics of different types of rope, the calculation of safe working loads, the importance and significance of test certificates and the application on deck of the Code of Safe Working Practice for Merchant Seamen. This course is taught over 4 days with an oral and practical examination on the last day. Students would be well advised to arrive with the ability to tie most of the standard nautical knots in order to get through the syllabus in four days. After 1st January 2017 this certificate, must have been issued at least 18 months prior to the issue of the CoC.

duration: 5 days
assessment: oral + practical on the final day

human element leadership and management (HELM Operational)
The 2010 ‘Manilla’ amendments to the STCW convention introduced, for the first time, a requirement for management and leadership training for all ships’ officers. The operational level course focuses on the knowledge and skills needed to be an effective team member and team leader. Using a combination of lectures, case studies, group table-top exercises and practical problem solving tasks, students will learn how to prioritise tasks, motivate individuals and foster an effective team ethic.

duration: 3 days
assessment: continuous and written

human element leadership and management (HELM Management)
This course is designed to promote the skills needed to lead an organisation and addresses the following questions:
• How do successful managers weld the teams in their charge together into an effective whole?
• How best to communicate your goals to others?
• How to get the best out of each individual taking into account their capabilities and their training needs?

Using lectures, case studies, and team exercises, which form part of the assessment, the week is designed to encourage future masters and chief engineers to think about how to build a safe and effective team.

duration: 5 days
assessment: lectures, case studies and team exercises

oral prep
Many candidates find the oral prep invaluable although this is not a mandatory course. At bluewater we believe the best approach is to group candidates for an intensive and focused revision week where candidates are put ‘on the spot’ in front of their peers in a light-hearted but challenging way. Candidates are encouraged to work in teams after hours in the lead up to the exam. We are often able to arrange for an examiner to attend after the prep week.

duration: 5 days

proficiency in survival craft and rescue boats other than fast rescue boats - restricted (see page 69)
advanced fire fighting (see page 69)
medical first aid (see page 69)
yachtmaster ocean (see page 37)
MASTER’S COURSES

**business & law**
This course is aimed at making the master aware of his or her responsibilities in law. The course describes how criminal and civil jurisdictions work in the multinational environment of seafaring, the major international conventions that affect yachts and the documents and certificates required to support these. Important safety issues are discussed and in particular UK Health and Safety Laws and also the master and owner’s civil liabilities. Other aspects of UK law, such as that relating to employment, salvage and insurance are covered.

duration: 5 days
assessment: 2½ hour written exam on the last day of the course. (A pass is valid for 3 years)

**navigation & radar (masters)**
The first week is theoretical and concentrates on matters such as passage planning, full knowledge of the COLREGS, radar theory, ARPA theory, advanced radar plotting, and ECDIS. In the second week, students are engaged in a series of exercises of mounting complexity in our radar simulators. They will be expected to improve their performance over the week.

duration: 10 days
assessment: 3 hour written examination, continuous within the course and practical simulator assessment. (A pass is valid for 3 years)

**stability**
This course explores the principles of ship stability at a practical level. Emphasis is placed upon those aspects of the subject which can affect the work of a superyacht master.

The course aims to ensure an understanding of stability principles rather than testing mathematical ability in their application. Nevertheless, many of the principles will be illustrated by practical examples in the classroom and therefore a revision of basic algebra and trigonometry will benefit the student. We also recommend you read the course notes in advance.

duration: 5 days
assessment: 2½ hour written examination (A pass is valid for 3 years)

**seamanship & meteorology**
This course is designed to cover five different key areas. All of these subject areas are given a high priority in the MCA Oral examination for Master 500gt and 3000gt.

These are: seamanship, navigation and passage planning, meteorology, MARPOL and the Code of Safe Working Practices for Merchant Seamen.

duration: 5 days
assessment: 2½ hour written examination (A pass is valid for 3 years)
celestial navigation
There is no pre-requisite course to attend, the only mandatory element is the examination, hence a course completion certificate will not be required.

This five-day course leading to a celestial navigation exam will cover the following topics:
- Using celestial bodies to fix position
- Determining latitude by celestial means
- Determining the compass error by celestial means

duration: 5 days
assessment: 2.5 hour written exam on the final day (A pass is valid for 1 year)
oral prep

An oral prep course is not required for any MCA oral examination but many candidates find it very valuable indeed. At bluewater we believe the best approach is to group our candidates for an intensive and focused revision week where candidates are put ‘on the spot’ in front of their peers in a light-hearted but challenging way.

Candidates are encouraged to work in teams after hours in the lead up to the exam. We are often able to arrange for an examiner to attend after the prep week.

duration: 5 days
ENGINEERING CAREERS
The yacht engineering qualifications were introduced in February 2001 to provide a system of certification adapted to the needs of the industry. The system allows all those who wish to pursue an engineering career to do so regardless of their previous training.
mechanical craft apprenticeship
Those who have a formal UK apprenticeship accepted by the MCA might be able to leapfrog the entry level engineering qualifications when they have accrued enough sea time. This may also be possible for those with overseas apprenticeships who have met the sea service requirements stated in MGN156.

Examples of the sort of apprenticeships accepted are: fitter and turner, diesel mechanic or toolmaker. To find out if your apprenticeship is acceptable, you should make an application for a Letter of Initial Assessment to the MCA Seafarer Training and Certification Department.

non-UK apprenticeship
If your own government will provide an attestation that they would accept your apprenticeship as relevant craft training towards the award of an STCW engineering qualification, then the MCA may recognise it. You need to ask.
no apprenticeship

Those without craft training are expected to acquire a certain level of craft aptitude and this is tested in the Crafts Skills Test.

This must be passed by these candidates before admittance to MCA engineering exams. If you successfully pass your Craft Skills Test you may reduce service requirements in some cases.

Please refer to the specific requirements for each of the yacht engineering qualifications listed. If you consider that you have the required sea time, you should apply for a Notice of Eligibility (NOE) before you attend any of the higher level engineering modules (Y4 and above).

letter of initial assessment

If in any doubt, you may also apply for a Letter of Initial Assessment. If you consider that you have reached the sea service requirements, you may be able to do a direct entry into MEOL or Y4 level.

You should be aware that the AEC and MEOL(Y) are not STCW endorsed certificates; however the Y4, Y3, Y2 and Y1 certificates are STCW endorsed.

Please refer to the manning scales on page 92 of this guide or to MSN1859 or the Large Yacht Code.
The concept of an assistant engineer was not invented for the yachting industry but has been adapted from Merchant Navy practice. The assistant engineer is someone carried in the complement of a yacht who, though not certified to be responsible for the operation and maintenance of the plant, has enough knowledge to be of use to the chief engineer. He will be able to carry out many routine operations such as changing filters, transferring liquids, doing routine maintenance tasks, starting and stopping machinery.

It is also intended that if anything were to happen to the chief engineer then the assistant would have enough knowledge to get the vessel safely back to port.

It is important to remember this role is only intended for yachts operating with an Unmanned Machinery Space (UMS): vessels requiring traditional watch-keeping will have to carry a minimum of 2x STCW qualified engineers.

The person holding this position does not necessarily need to be someone who actually works full time in the engineering department, they could be a deckhand, the mate or someone from another department. Deck candidates take note, however, that in their case the sea service credited will not be counted at full rate but will be split equally between deck and engineering service.

The MCA considered that there was a need to enhance the engineering department on smaller yachts. It was also recognised that, on larger yachts, with UMS, operating on coastal voyages, the second engineer was not being fully employed and could be safely replaced with an assistant engineer.

By using an assistant engineer in these positions, a pathway is opened to enable holders of AEC and MEOL(Y) (see below) to gain useful experience on larger yachts on their way to gaining their Y4 qualifications.

As the assistant engineer can be a dual-role position, a by-product of this change is a reduction in the payroll whilst maintaining an acceptable standard of engineering expertise on board. This is important, particularly on smaller yachts where no increase in actual numbers is required but engineering expertise is enhanced.

Those who have been required by an MCA inspection to get an assistant engineer will know that nowhere does it say exactly what qualifications are needed for this role! This is because LY3 does not specify the requirements for the AEC, please refer to MSN1859.

By calling the MCA, you can find out that in fact the AEC and MEOL(Y) are the two key requirements depending on the engine power of the yacht and where it wants to go. Obviously, general service merchant navy qualifications are also accepted.
CERTIFICATE OF COMPETENCY (CoC)

All engineering qualifications require that candidates attend the STCW Basic Training. With the exception of AEC candidates, all must attend the following advanced safety training:

- Proficiency in Survival Craft & Rescue Boats other than Fast Rescue Boats - Restricted
- Medical First Aid
- Advanced Fire Fighting

AEC certificate
The requirements are:

- Be at least 18 years of age
- Candidates must attend a 30-hour approved course

MEOL(Y) certificate
The requirements are:

- Be at least 19 years of age
- Since the age of 16 have completed either: 36 months’ service as a dual purpose deck/engineer officer, responsible for the maintenance and servicing of yachts of 200kW or more in propulsion power. At least 50% of this time, must have been spent in the engine room
- Advanced Safety Courses as stated on page 66
- Hold an AEC certificate
- Pass an MCA oral examination
**Yacht 4 (Y4)**

The requirements are:

- Be at least 19 years of age
- 42 months’ service as a yacht engineer, with a minimum of 12 months on yachts of 350kW or more in propulsion power, inclusive of at least 6 months’ actual sea going service,
  OR
  12 months’ service as a yacht engineer, on yachts of 350kW or more in propulsion power, while holding a yacht MEOL or Merchant Navy MEOL, which includes at least 6 months´ actual sea going service
  OR
  6 months’ service as a yacht engineer, of 350kW or more in propulsion power while holding a Merchant Navy SMEOL, which includes at least 3 months´ actual sea going service

- Hold the following certificates:
  - Marine Diesel Engineering
  - Auxiliary Equipment
  - Operational Procedures and Basic Hotel Services
  - Advanced Safety Courses
  - HELM Operational

- Hold an MCA approved Yachts´ Skills training certificate

**Yacht 3 (Y3)**

The requirements are:

- Be at least 19 years of age
- 9 months’ service as a yacht engineer, on yachts of 350kW or more in propulsion power, whilst holding a Y4 CoC, which includes at least 3 months actual sea going service
  OR
  51 months’ service as a yacht engineer, of which at least 21 months must be on yachts of 350kW or more in propulsion power, which includes at least 9 months´ actual sea going service and hold the required Y4 modules

- Hold the following certificates:
  - Chief Engineer Statutory and Operational Requirements
  - Advanced Safety Courses
  - HELM Operational

- Pass an MCA oral examination
Yacht 2 (Y2)
The requirements are:

- 24 months’ service as a yacht engineer, on yachts of 350kW or more in propulsion power while holding a Y4 CoC, which includes at least 12 months actual sea going service and hold the required Y3 module
- OR
- 15 months’ service as a yacht engineer, on yachts of 350kW or more in propulsion power, while holding a Y3 CoC, which includes at least 9 months actual sea going service
- Hold the following certificates:
  - General Engineering Science I & II
  - Applied Marine Engineering
  - Advanced Hotel Services
  - HELM Management
  - Pass an MCA oral examination

*Candidates must be aware that all modules within the Yacht engineering programme should be considered as revision courses, we recommend 4-6 weeks of pre-course study and notes should be obtained well in advance.*

Yacht 1 (Y1)
The requirements are:

- 12 months’ service as a yacht engineer, on motor yachts of 1500kW or more in propulsion power and at least 500gt, while holding a Y2 CoC
- Pass an MCA oral examination
- HELM Management
approved engine course (AEC)
AEC might well have been called the ‘Assistant Engineers’ Course’; it is a requirement for holding this relatively new post. The AEC is aimed at giving a wide and general appreciation of basic marine diesel mechanics and electrics and also an understanding of the chief engineer’s responsibilities. The course is the first rung on the engineering career ladder for those with no formal marine engineering or craft training. It is of interest to crew members from other departments who wish to enhance their employment prospects by being able to fill the assistant engineer position or who wish simply to deepen their engineering knowledge. Small boat private owners may also find this course useful. Specifically the course covers: compression ignition engines (general principles), the cycle of operation and construction of engines. It describes fuel systems, the role of air in the combustion process, cooling and lubrication systems, engine electrical systems, power transmission and hull fittings. Other areas include safe working practices, pollution prevention and bottled gas installations.

**duration: 5 days**

**assessment: written test on the final day**
**Y4**

**marine diesels**
This is a five-day course which forms a part of the MCA Y4 qualification. Broadly speaking it covers the construction, operation, maintenance, defect repair and diagnostics of typical marine diesel engines and their systems.

*duration: 5 days*

*assessment: 2 hour written exam on the final day*

**auxiliary equipment**
This course has perhaps the broadest scope of the three in the Y4 modules. A knowledge of fundamental engineering and physics concepts is required, and the exam deals with pumps and valves, hydraulics, compressed air equipment and services, steering gear, stabilizers, thrusters, batteries, switchboards, AC and DC machines, fuel husbandry and general engineering principles.

*duration: 5 days*

*assessment: 2 hour written exam on the final day*

**operational procedures**
This module follows the same format as Marine Diesel Engineering and covers aspects of IMO, ILO, MCA, ISM and marine business and law that affect the engineering department. The hotel services component covers refrigeration and air conditioning, fresh water and sewage. Ship construction deals with stress, metallurgy, corrosion and stability.

*duration: 5 days*

*assessment: 2 hour written exam on the final day*

helm operational (see page 39)
proficiency in survival craft & rescue boats other than fast rescue boats - restricted (see page 69)
medical first aid (see page 69)
advanced fire-fighting (see page 69)
Y3

**Chief Engineers' Statutory & Operational Requirements**

Completion of this five-day course, the written examination and the Y3 oral exam is referred to as the Chief Engineer Endorsement. The course covers in more detail the legal obligations, watch keeping routines and plant management function required by the future Chief Engineer. Particular attention is paid to pollution control, voyage planning, IMO, ILO, MCA, ISM, the Codes and Conventions and Health and Safety issues. The ability to use a scientific calculator (non-programmable) is a pre-requisite.

*duration: 5 days*
*assessment: 2 hour written exam on the final day*

Y2

**Applied Marine**

This course is one of the four modules required to obtain Y2 certification. In this module the future chief engineer will study AC machine theory, batteries, metallurgy, and welding. Generation and distribution of electricity form part of the syllabus, along with oil and fuel technology and control principles.

*duration: 5 days*
*assessment: 2 hour written exam on the final day*

**Advanced Hotel Services**

This course is one of the four modules required to obtain Y2 certification. In this module those aspects of the engineering department that deal with the provision of services to the guests and crew are studied. At the end of the course students will require a good theoretical and working knowledge of refrigeration, air conditioning, hot and cold domestic fresh water and sewage treatment.

*duration: 5 days*
*assessment: 2 hour written exam on the final day*

**General Science I & II**

These two modules are run over two weeks with consecutive exams at the end of the second week. As these are considered to be academic qualifications the courses can be sat at any time and the certificates issued do not expire. Students who do not have excellent numerical skills and a good understanding of the fundamental principles of maths and physics should be aware that these are rapid revision courses for exam preparation and it would be hard to achieve the required level without any self-study well in advance. If you are concerned our training advisors can give you a self-assessment exam in order to help you judge your readiness.

*General Science I* is concerned with fractions, algebra, geometry, graphical equations, trigonometry, vectors, motion, friction, pressure, mechanics, measurement and ship stability.

*duration: 4 days  assessment: 2 hour written exam on the final day*

*General Science II* deals with thermodynamics, gas laws, heat, power, machines, stress, electro technology, Ohms and Kirschoffs laws, Faraday and Lenz’s laws and electrical measurement. An understanding of the function of your non-programmable scientific calculator is essential.

*duration: 4 days  assessment: 2 hour written exam on the final day*
NEW ROUTES TO PROMOTION FROM 2017
SMALL VESSEL ENGINEER

This year a new route to promotion has opened called the Small Vessel Engineer Structure. The current AEC and Y4/3/2 modules will continue to run until 2021. Faster promotion with more relevant training courses for small vessel engineers, with transferable certificates of competency, will be available from September 2017.

Y4 CoC will be replaced by a Second Engineer Small Vessel <3000GT < 9000Kw CoC
Y3 CoC will be replaced by a Chief Engineer Small Vessel <500GT < 3000Kw  CoC
Y2 & Y1 CoC’s will be combined and replaced by a Chief Engineer Small Vessel <3000GT < 9000Kw CoC

There are substantial benefits with the new training routes and qualification, including:

- Faster promotion, a reduction in sea time for experienced seafarer route from 42m to 36m
- Mileage offshore limitations removed for new Small Vessel Engineering Certificates of Competency
- The new Small Vessel CoC’s will be interchangeable between sectors (yachts, fishing, tugs, workboats, standby, seismic survey, oceanographic research and government patrol vessels)
- All course syllabi refreshed and made more relevant to the small vessel engineers
- Easier routes available to progress to Merchant Navy above 9000kW
- Auxiliary Equipment split into two modules refreshed and made more relevant
- Y2 Advanced Hotel Services removed (although some important elements moved elsewhere in the new syllabus)
- Up to 25% of sea service requirement may be harbour anchor or yard time
- Days underway at sea for yachts = 1.5 days sea service
- A Training Record Book will be required from AEC to Second Engineer and subsequent promotions that will log experience and will also help validate sea service. This is available from the bluewater offices.

The new route for experienced seafarers starts with the new 2-part AEC. There will be no MEOL(Y) or stand-alone skills test for students starting a career in the new system. The new AEC will be two weeks long and mandatory (those already holding AEC 1 and have three months’ sea service whilst holding AEC 1 will not have to do AEC 2).
Second Engineer <3000 GT <9000 kW
The requirements are:

- Hold AEC 1 and 2
- Complete 36 months’ combined sea service and workshop training of which at least 6 months must be watchkeeping/UMS duties
- Complete Training Record Book during sea service after enrolment on course
- Hold a valid ENG1
- Complete applicable Ancillary Safety and Technical Training
- Complete Workshop Skills Training
- Hold the following certificates:
  - Marine Diesel Engine
  - Auxiliary Equipment Part 1
  - Operational Procedures, Basic Hotel Services and Ship Construction
- Pass an MCA oral examination

Chief Engineer <500 GT <3000 kW
The requirements are:

- A minimum of 6 months’ seagoing service on vessels >350 kW whilst holding a Second Engineer CoC
- Hold the following certificates
  - Chief Engineer Statutory Operational Requirements
  - Auxiliary Equipment Part 2
  - HELM Management
- Hold a valid ENG1
- Pass an MCA oral examination
Chief Engineer <3000 GT <9000 kW

The requirements are:

- 6 months' seagoing service on >750 kW vessels whilst holding a minimum of a Second Engineer CoC

- Hold the following certificate:
  - Applied Marine Engineering

- And hold either of these certificates:
  - General Engineering Science I and II
  OR
  - The Diploma in Maritime Studies: Small Vessels and the Diploma in Maritime Studies: Small Vessels Chief Engineer

- Hold a Valid ENG1

- Pass an MCA oral examination
SMALL VESSEL
SECOND ENGINEER

AEC 2
This is a one-week course which is approximately 50% theory and 50% practical. It concentrates on the areas of refrigeration plants, legislation, maintenance systems, safe systems of work, lifting and slinging, electrical distribution systems, basic hydraulic systems and practical maintenance skills.
duration: 5 days
assessment: Practical test

S.V. Marine Diesels
This forms one part of the three modules required to obtain the MCA Small Vessel Second Engineer <3000GT < 9000kW CoC qualification. The syllabus includes an engine's working principles, construction, start systems, operation and maintenance.
duration: 5 days
assessment: a written exam on the final day

S.V. Auxiliary Equipment Part 1
This forms one part of the three modules required to obtain the MCA Small Vessel Second Engineer qualification. It has a reduced volume of content compared to the Y4 Auxiliary Equipment module and consists of valves, pumps, compressed air systems, hydraulic and pneumatic control principles, refrigeration and air conditioning.
duration: 5 days
assessment: a written exam on the final day

S.V. Operational Procedures, Basic Hotel Services and Ship Construction
This forms one part of the three modules required to obtain the MCA Small Vessel Second Engineer qualification and consists of legislation, watch keeping, maintenance, pollution, bunkering, sewage systems, air conditioning, freshwater makers, stabilisers, firefighting and ship construction.
duration: 5 days
assessment: a written exam on the final day
S.V. Chief Engineer Statutory Operational Requirements
The course covers in more detail the legal obligations, watch keeping routines and plant management function required by the future Chief Engineer. Particular attention is paid to pollution control, voyage planning, IMO, ILO, MCA, ISM, the Codes and Conventions and Health and Safety issues.

*duration: 5 days*
*assessment: practical test*

S.V. Auxiliary Equipment Part 2
This course builds on the principles taught in Part 1 and goes into depth about pumps, hydraulic systems, refrigeration and air conditioning. It also concentrates on high-pressure air systems, alternative fuels and storage, ship construction and dry docking.

*duration: 5 days*
*assessment: a written exam on the final day*

S.V. Applied Marine Engineering
This five-day course teaches about material technology, metallurgy and welding. It also focuses on instrumentation, control engineering and engineering drawing.

*duration: 5 days*
*assessment: a written exam on the final day*

General Engineering Science I and II
These modules have remained unchanged in the new Small Vessel CoC programme.

*See page 54*
GUEST is the 7-star standard of training required as the minimum level for those working in the interior department of a superyacht.

**GUEST: Guidelines for Unified Excellence in Service Training**
The role of an interior crew member varies from yacht to yacht with different techniques and styles. The programme has a wide range of courses suited to different levels of experience and is divided into three categories (see page 91): Introduction (junior steward/ess), Advanced (senior steward/ess) and Management (chief steward/ess, head of department).

Many of these courses require or assume prior training in the specialised areas. More information can be found on http://guest-program.com
GUEST I
INTRODUCTION LEVEL - JUNIOR STEWARDESS

These short courses provide a solid introduction to your new role as an interior crew member on board a superyacht. The Introduction training platform teaches the basic skills required to ensure that when you take your first position you are bringing some relevant skills and value to the job.

modules at introduction level leading to a GUEST Junior Stew Certificate of Competence:
• GUEST Yacht Interior Introduction – 3 days
• GUEST Yacht Interior Basic Food Service – 1 day
• GUEST Yacht Wine, Bartending & Mixology – 1 day
• STCW Basic Safety Training – 5 days (see page 24)
• Food Safety / Food Hygiene Level II – 1 day (see page 65)

GUEST II
ADVANCED LEVEL - SENIOR STEWARDESS

There are many short modules at Advanced level, leading to the Senior Stew CoC. These modules include key information for those who are at operational level and advancing to a senior role on board.

modules at advanced level leading to a GUEST Senior Stew Certificate of Competence:
• GUEST Yacht Interior Administration and HR module – 1.5 days
• GUEST Yacht Interior Advanced Service module 1 & 2 – 3.5 days
• GUEST Yacht Interior Advanced Housekeeping & Valet Services module -1 day
• GUEST Yacht Interior Advanced Laundry Service module – 1 day
• GUEST Floristry & Plant Maintenance module -1 day
• GUEST Yacht Barista and Hot Beverages module – 1 day
• GUEST Yacht Interior Advanced Wine Appreciation module 1 – 1 day
• GUEST Yacht Interior Advanced Wine Appreciation module 2 – 1 day
• GUEST Yacht Interior Advanced Bartending & Mixology module 1 – 1 day
• GUEST Yacht Interior Advanced Bartending & Mixology module 2 – 2 days
• Powerboat Level 2 – 2 days (see page 25)
• Medical First Aid at Sea - 4 days (see page 69)
GUEST III
MANAGEMENT LEVEL

As one of the Heads of Department, it’s vital you have the skill sets to be able to manage and lead your interior teams. As the frontline to the owners and guests, it will be YOU that they will be trusting to be calm, effective and professional in all areas, including their safety, the administration and accounts, the service they receive and the efficiency of the teams you are responsible for.

modules at management level leading to a GUEST Chief Stew Certificate of Competence:

- GUEST Yacht Management module - 2 days
- GUEST Yacht Leadership module – 3 days
- Accounting & Budgeting Course
- International Safety Management module – 3 days (see page 71)
- Advanced Sea Survival (PSC &RB) – 3 days (see page 69)
- Advanced Fire Fighting – 4 days (see page 69)
- Medical Care Aboard Ship – 5 days (see page 69)
- Supervising Food Safety in Catering Level 3 – 3 days (see page 65)

introductory relaxing massage course
Gain an insight into how massage can alleviate stress and promote relaxation and healing through touch. Learn the basic techniques and how you can perform this therapy on family, friends and clients. Suitable for those at an interest level or wishing to progress to accredited Massage or Complementary Therapy courses. This training course is provided by our partner Harmonie Rock Therapy.

duration: 2 days - 8.30am until 5.30pm (1 hrs break, meal not included)
assessment: the emphasis will be on the practical application.
It is now a requirement for all Chef/Cooks on board UK yachts (charter) with 10 crew or more to have an MCA Ship’s Cook Certificate; this is because of changes in the law brought about by the Maritime Labour Convention (MLC 2006).
ship’s cook assessment

The Ship’s Cook Assessment provides a way for experienced sea-going cooks who do not hold a recognised formal qualification to obtain the MCA Ship’s Cook Certificate by having their skills objectively assessed in a controlled environment. The purpose of the assessment is to verify that a candidate can cook correctly and safely across a specified range of techniques and foodstuffs. There will be no attempt to grade candidates on artistic skill beyond that normally expected of a working cook; it is not a competition. The assessment consists of three different modules which all need to be completed. It will take place in an MCA-approved kitchen. Training is available to prepare for the assessment upon request via the bluewater website.

- 1 day practical assessment in soups, starters, meats, fish, poultry and vegetables
- 1 day practical assessment in pastry, baking and desserts
- ½ day written assessment which has a total of 60 questions with a pass mark of 70%

To be eligible to sit this assessment, Chefs must have one year’s experience at sea or 1 year’s experience on land as a Chef/Cook + 1 month’s sea service. The assessment covers the following subjects:

- Health and safety in catering in the maritime industry
- Kitchen operations, costs and menu planning
- Applying work skills
- Healthier foods and special diets
- Cultural and religious catering requirements
- Dietary requirements of shift workers
- Prepare and cook soups and sauces
- Prepare and cook fruit and vegetables
- Prepare and cook meat and offal

**duration: 2½ days**
**assessment: continuous**

food safety in catering level 2

Under UK and European law all employees who have a role in handling food MUST attend this basic safety course and under the MLC 2006, evidence must be provided to an inspector that crew have received adequate training for their safety functions. It should be noted that online training in this discipline does not carry any accredited recognition. In addition to galley and interior crew, the law also includes those involved in loading food during provisioning. Successful candidates will receive a HABC Level 2 in Food Safety in Catering. This course covers food safety (food hygiene, hazards, and responsibilities), personal hygiene and cleaning.

**duration: 1 day**
**assessment: written exam on the final day**

management of food safety in catering

It is important for everyone in a management or a supervising position to have mastered the principles of good practice in food safety, thus gaining the ability to guide and advise on the management of food hygiene onboard. The HABC Level 3 Award in Supervising Food Safety in Catering has been designed to provide an in-depth understanding of food safety with an emphasis on the importance of the management of systems and staff.

**duration: 3 days**
**assessment: written exam on the final day**
Safety and security at sea must always be every yacht crew member’s top priority. Courses in this section are all focused on making the working environment as safe as possible. Many of these courses are required training for those working in all four yacht departments and most are accredited by the UK Maritime and Coastguard Agency (MCA) to international shipping standards. This year, we have added several new courses...
fire prevention & fire fighting
This course covers the syllabus required by the STCW Code Table AVI/1-2. It describes what you should do if a fire breaks out on board and how to prevent fires from starting. The course includes practical fire fighting drills using different types of extinguishers, hoses and breathing apparatus. Half of the course is practical and half theoretical. Students gain experience in fighting fires in an enclosed space with heat and smoke. Any respiratory or cardiac conditions should be drawn to the attention of the instructor. The practical drill can be physically demanding so students should be reasonably fit.

duration: 2½ days
assessment: practical and continuous. This needs to be refreshed every 5 years. See Updated Proficiency in Fire Prevention and Fire Fighting and Personal Survival Techniques pg 69.

personal survival techniques
This course covers the syllabus required by the STCW Code Table AVI/1-1. It describes what you can do to ensure your survival in the event that you have to abandon ship at sea and what preparations you should make. The course describes the organisation that you will become part of when you join your yacht. It includes a two-hour pool drill where the correct use of an inflatable life raft is practised, including boarding and capsize drills. Students should be physically fit. Any medical condition, especially back, cardiac or respiratory conditions, should be drawn to the attention of the instructor.

duration: 1 day
assessment: practical and continuous. This needs to be refreshed every 5 years. See Updated Proficiency in Fire Prevention and Fire Fighting and Personal Survival Techniques pg 69.

proficiency in security awareness (PSA)
Security awareness training must be undertaken by all seafarers employed or engaged in any capacity on ships which are required to comply with the ISPS Code. This training/instruction meets the requirements of Section A-V1/6 paragraph 4 of the amended STCW Code. On completion of this training a seafarer will be able to:
- Contribute to the enhancement of maritime security through heightened awareness;
- Recognise security threats; and
- Understand the need for, and methods of, maintaining security awareness and vigilance.

duration: ½ day
assessment: continuous

elementary first aid
This course covers the syllabus required by the STCW Code 1995 Table AVI/1-3. It describes what to do if you encounter medical emergencies onboard. You will learn: treatment of burns and scalds, bleeding, shock, and broken bones. Students learn bandaging methods and how to move and position a patient, and also how to improvise materials to help with this. There is a very important practical assessment to the course, where students are required, amongst other things, to correctly carry out resuscitation on a manikin.

duration: 1 day
assessment: continuous

personal safety and social responsibility (PSSR)
The course covers important areas for any crew member; personal safety procedures, employment rights, sexual harassment, pollution prevention, the effects of drug abuse, relations with others on board, responses to emergencies, on board organisation, amongst other matters. This course covers the syllabus required by the STCW Code 1995 Table AVI/1-4 and is not a yacht restricted certificate.

duration: ½ day
assessment: continuous
updated proficiency in fire prevention and fire fighting and personal survival techniques
This is the STCW Basic Training Refresher, a bundled course: 1 day of Fire Prevention and Fire Fighting and 1 day of Personal Survival Techniques. This refresher needs to be done every 5 years to revalidate your Fire Fighting and PST certificates as required in the STCW 2010 Manila.

duration: 2 days
assessment: continuous

advanced fire fighting
This is one of the most important safety courses for professional seafarers. Bluewater is one of two schools approved to run it outside the UK and the only one in continental Europe. This course covers the syllabus required by the STCW Code Table AVI/3. The course contains practical fire fighting using different types of extinguishers, hoses and breathing apparatus. Students gain experience in fighting fires in an enclosed space with heat and smoke and of casualty evacuation in a series of escalating exercises designed to build confidence and teamwork. They will also acquire an appreciation of command and control problems.

duration: 4 days
assessment: practical and continuous. This needs to be refreshed every 5 years. See Updated Proficiency In Advanced Fire Fighting pg 69.

medical first aid
This course covers the syllabus required by the STCW Code Table AVI/4-1. Medical First Aid will teach you how to prepare for a medical emergency on board so you can do what is required to preserve life until proper medical attention can be given. Subjects include: body structure and function, toxicological hazards onboard, casualty examination, spinal injuries, burns, fractures, care of the rescued, radio medical advice, pharmacology, sterilisation of cardiac arrest, drowning and asphyxia.

duration: 4 days
assessment: continuous practical and written exam

medical care at sea
This covers the syllabus required by the STCW Code Table AVI/3. It is a management level course aimed at those holding or aspiring to MCA Certificates of Competency in both deck and engineering specialisations, and also for those aiming to be awarded the new PYA interior head of department certificate. The course aims to prepare students to be able to deliver longer-term medical care at sea until professional medical help can be obtained. It includes care to sick and injured patients; head and spinal injuries; ear, nose and throat problems; bleeding, care of wounds; pain relief; suturing; diseases; injections; dental care; hygiene and medical records. The exam also deals with the health and environmental problems caused by vessel operation and maintenance.

duration: 5 days
assessment: 2½ hour written examination on the final day of the course. This needs to be refreshed every 5 years. See Medical Refresher pg 70.

proficiency in survival craft and rescue boats other than fast rescue boats restricted (PSC&RB)
PSCRB covers onboard organisation for emergencies and drills, imaginative onboard training programmes, survival craft, lifejackets and immersion suits, actions in survival craft distress communications, rescue boats and launching underway, and man-overboard responses. Please note that this course is not valid for use on vessels fitted with davit launched lifeboats.

duration: 3 days
assessment: continuous practical and written exam. This needs to be refreshed every 5 years. See Updated Proficiency in PSC & RB pg 70.
updated proficiency in advanced fire fighting
This half day theory course meets the criteria to provide evidence of maintaining the required standard of competence in Advanced Fire Prevention and Fire Fighting. This is also referred to as the Advanced Fire Fighting Refresher. For admittance to this theory course, seafarers must sign the self-declaration form as a pre-requisite to provide evidence of hot wears within the preceding five years at an MCA approved training centre. This form is distributed by the training provider.

duration: ½ day
assessment: continuous

updated proficiency in PSC & RB (restricted)
The updated Proficiency in Survival Craft and Rescue Boats Other Than Fast Rescue Boats (Restricted) course meets the requirements laid down under Article IX of the STCW78 convention, as amended. Not for use on vessels fitted with davit launched liferafts. This is also referred to as the Advanced Sea Survival Refresher.

duration: 1 day
assessment: continuous

medical refresher
If you have taken the STCW Proficiency in Medical Care or refresher course in the last 5 years you can update it with a 3 day refresher course. This is an intensive course so a confident knowledge of previous course content is required. This course is designed to refresh and update those seafarers who are designated to take charge of medical care on board ship, in accordance with: - Regulation VI/4 of the Annex to the STCW Convention and Section A-VI/4 (4–6) of the STCW Code - the Merchant Shipping (Training and Certification) Regulations 1997.

duration: 3 days
assessment: written examination last day of course

proficiency in designated security duties (PDSD)
This course must be attended by crew working on yachts required to conform to the ISPS code who have been given designated security duties under the ship’s security plan. This training leads to the issue of an MCA STCW certificate of Proficiency in Designated Security Duties.
On completion of this training the seafarer will at least be able to:
• Maintain the conditions set out in a ship security plan;
• Recognise security risks and threats;
• Undertake regular security inspections; and
• Properly use security equipment and systems.

duration: 1 day
assessment: continuous

ship security officer (ISPS)
Commercial yachts over 500gt are required to have an International Ship Security Certificate and thereby are required to have onboard a qualified Ship Security Officer (SSO). The code was introduced in the aftermath of the terrorist attacks in New York in 2001. Students learn how to establish and implement a ship security plan. The code formally requires certain actions by ship staff in terms of onboard organisation, security plans, risk assessments, physical security equipment and training.

duration: 3 days
assessment: written exam on the final day
**shipboard safety officer (ISM)**

Commercial yachts over 500gt are required to be certificated under the International Safety Management code and to have an officer trained in the duties of Shipboard Safety Officer. The course covers how to run a Safety Management System, how to encourage a culture of safety on board and how to investigate accidents. The course is taught using examples from real life, including incidents that have happened in the yachting industry.

*duration: 3 days*

*assessment: continuous group work and presentations*

**crisis management and human behaviour**

This course is mandatory for passenger ship officers, as specified in the STCW convention (these regulations are set out in Regulation V/2 Para 5). Crisis Management and Human Behaviour can either be run alone or in conjunction with Crowd Control - providing the award of a dual certificate. The main topics covered are:

- leadership, command and effective communications
- definition, types and nature of a crisis
- human behaviour and the responses during emergencies
- stress and the effects

*duration: ½ day*

*assessment: continuous*

**crowd control**

The ultimate objective of effective crowd management is to optimise the chances of survival for passengers and crew. This half-day STCW course is required for yachts operating as passenger ships and prepares crew for the management of guests in emergency situations. This course covers: use of life-saving appliances, control plans, assisting passengers en route to muster/embarkation stations, and in mustering procedures.

*duration: ½ day*

*assessment: continuous*

**fire training - helicopter operations**

For more information regarding this course, do not hesitate to contact our training centres. Shore-based training comprises classroom briefings, practical fire fighting and post-crash response exercises at the OPITO approved International Fire Training Centre (IFTC) at Teesside Airport (UK). This course will cover all aspects of helideck operations for HROs, HDAs and HLOs and it would be conducted by an experienced yacht-based helicopter pilot from HeliRiviera and the instructors provided by IFTC.


*duration: 4 days*

*assessment: practical and continuous*

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**PARTNER TRAINING PROVIDERS**

![Partner Logos]
In order to work aboard commercial U.S. flagged vessels, including charter yachts, mariners are required to hold USCG merchant mariner endorsements. We offer a full complement of USCG courses including OUPV, Master’s license up to 200 gt, and Able-Seaman Certification.
**automatic radar plotting aid (ARPA)**
This Automatic Radar Plotting Aids (ARPA) program is designed to provide mariners with the knowledge, skills and abilities to operate commercial marine ARPA units and to re-certify their USCG Radar Observer Endorsement. Included in the program is coursework in the theory of ARPA, diagnosis of ARPA errors and limitations and techniques for the proper ARPA watchstanding. Students use Transas NaviSailor 4000 Simulator to practice and demonstrate skills necessary to utilize ARPAs effectively in zero visibility pilotage environments. Upon completion of the ARPA program, including simulation, case studies and classroom lectures, the student will be able to convert ARPA displayed data into useful and timely information.

*duration: 35 hours*
*assessment: continuous*

**bridge resource management**
The Bridge Resource Management Course is designed to assist professional mariners in coping with the complexities of the modern marine environment. Objectives include all aspects of Bridge Organization, Passage Planning and other relevant Training Exercises.

*duration: 21 hours*
*assessment: continuous*

**crisis management & human behavior**
The Crisis Management course is for personnel on passenger ships (other than RO-RO) and is STCW required training for masters, chief mates and persons assigned immediate responsibility for embarking and disembarking passengers, including engineering officers and others.

*duration: 8 hours*
*assessment: continuous*

**crowd management**
Crowd Management is not only about controlling the crowd, but also managing the crowd with confidence, knowledge, effective communication and leadership. While all crew need to become familiar with crowd management, it is mandated by STCW for masters, officers and other personnel who are designated on Muster Lists to assist passengers in emergency situations on passenger vessels.

*duration: 4 hours*
*assessment: continuous*

**electronic chart display & information systems (ECDIS)**
Electronic Chart Display & Information Systems (ECDIS) is a comprehensive course that provides professional mariners with the knowledge, skills, and practical training to operate commercial marine ECDIS units safely and effectively. Practical exercises on the TRANSAS 5000 simulator, case studies and PowerPoint presentations prepare the mariner for the final assessments. Specific emphasis is put on basic navigation functions and settings, passage planning and monitoring, determining position with ECDIS and knowledge of operating principles, limitations, methods of corrections.

*duration: 35 hours*
*assessment: continuous*
global maritime distress & safety system (GMDSS)
The GMDSS course is required for all deck officers serving on vessels equipped with GMDSS equipment. It requires continued study during evenings. It includes both theoretical and practical training using the latest Transas simulator technology and GMDSS equipment, is internationally recognised and qualifies the holder to operate GMDSS equipment on any type of vessel.
**duration:** 70 hours
**assessment:** continuous and exams, both written and practical

leadership & managerial skills
This course is designed to enhance the trainee’s level of knowledge in leadership and managerial skills to a level which will meet and exceed CFR and STCW requirements. It involves interactive teaching methods, including lectures, case studies, role play, simulation and team exercises.
**duration:** 35 hours
**assessment:** continuous and written exam

leadership & teamworking skills
This course is designed to enhance the trainee’s level of knowledge in leadership and team working skills to a level which will meet and exceed CFR and STCW requirements. It involves interactive teaching methods, including lectures, case studies, role play, simulation and team exercises.
**duration:** 8 hours
**assessment:** continuous and written exam

maritime security awareness
This course is intended to provide the knowledge required for all personnel who are not assigned specific duties in connection with a security plan but are involved in the work of ports, port facilities and ships and are therefore affected by the above training requirements. They will look at the following: the meaning and the consequential requirements of the different security levels; knowledge of emergency procedures and contingency plans and recognition and detection of weapons; dangerous substances and devices. Also, recognition, on a non-discriminatory basis, of characteristics and behavioral patterns of persons who are likely to threaten security.
**duration:** 4 hours
**assessment:** continuous
master less than 100 gross tons
Written examinations will be given following the classroom presentation of the subjects. The examinations will consist of randomly-selected questions from the U.S. Coast Guard Merchant Marine Questions Publications, and will deal with the appropriate subject level for the given licensing level.

The final grade determination for this course will be the satisfactory completion of the exams required for the issuance of a Merchant Marine Officers License. An appropriate completion certificate will be issued to the student to verify that the examination requirements have been met and may be presented to the U.S. Coast Guard Regional Exam Center:

Course must be completed within one year of license application to the USCG.

duration: 80 hours of instruction
assessment: 12 hours of testing
master less than 200 gross tons
Written examinations will be taken following the classroom presentation of the subjects. The examinations will consist of randomly selected questions from the U.S. Coast Guard Merchant Marine Questions Publications, and will deal with the appropriate subject level for the given licensing level.

The final grade determination for this course will be the satisfactory completion of the exams required for the issuance of a Merchant Marine Officers License. An appropriate completion certificate will be issued to the student to verify that the examination.

Course must be completed within one year of license application to the USCG.

duration: 108 hours of instruction
assessment: 16 hours of testing
medical care person in charge
A trainee successfully completing this course will be able to demonstrate competency in the knowledge and skills required for persons designated to provide medical first aid. The certificate must be renewed every five years.
duration: 40 hours
assessment: continuous and exam

medical care provider (medical first aid)
A trainee successfully completing this course will be able to demonstrate competency in the knowledge and skills required for persons designated to provide medical first aid. The certificate must be renewed every five years.
duration: 30 hours
assessment: continuous and exam

operator of uninspected passenger vessels (OUPV)
The final grade determination for this course will be the satisfactory completion of the exams required for the issuance of a Merchant Marine Officers License. An appropriate completion certificate will be issued to the student to verify that the examination requirements have been met and may be presented to the U.S. Coast Guard Regional Exam Center.
duration: 64 hours
assessment: 12 hours of testing

proficiency in survival craft & rescue boats (PSC&RB)
This course is intended for mariners who are required to carry out the required duties of a life-boatman in accordance with STCW Code and USCG regulations. Students will be trained in all operations connected with the launching of lifeboats and life rafts, and in the use of oars, be acquainted with the practical handling of boats and thus be capable of taking command of the boat’s crew.
duration: 30 hours
assessment: continuous and examination

radar observer unlimited
The Radar Observer Unlimited course is designed to provide mariners with the knowledge, skill and abilities to operate radar. The primary objective of the Radar Observer Unlimited course is the successful demonstration on a simulator of the knowledge, skills and abilities to understand the fundamentals of radar, how to operate a radar and interpret the information and plot by geographical means.
duration: 35 hours
assessment: examination

radar observer unlimited renewal
The Radar Observer Unlimited Renewal course is designed to reacquaint mariners with the knowledge, skills and abilities to operate radar. The primary objective of the Radar Observer Unlimited Renewal Program is the successful demonstration on a simulator and manual plots to understand the fundamentals of radar, to operate and use radar, interpret and analyze radar information and plot by geographical means.
duration: 7 hours
assessment: continuous
**STCW Basic Safety Training**

STCW - Basic Safety Training is comprised of 4 modules:

1. Fire Prevention and Fire Fighting (Basic Fire Fighting) - 2 days
2. Personal Survival Techniques (PST) - 1/2 day
3. Personal Safety and Social Responsibility (PSSR) - 1/2 day
4. First Aid / CPR (Basic First Aid) - 1 day

STCW Basic Safety Training focuses on basic safety skills and knowledge in order to provide a framework for safe working practices, emergency procedures and teamwork within the maritime environment.

This course is considered a minimum entry requirement for anyone who wishes to work on yachts. It is engaging, challenging and most of all fun! However, what you learn during the STCW Basic Training, could save your own life or that of a crew mate or guest. STCW stands for the “Standards of Training and Certification of Watchkeeping” as determined by the International Maritime Organization (IMO). The STCW Basic Safety Training course is mandated by ALL flag states for all working seafarers. It is the international standard, approved by MCA, USCG, the Marshall Islands Registry and nearly every leading flag state in the world.

*duration: 40 hours*
*assessment: continuous*
**stcw basic safety training revalidation**

Personal Survival Techniques and Fire Prevention and Firefighting in 46 CFR 11.302 and 46 CFR 12.602 and STCW Code Table A-VI/1 must be revalidated every five years. Students wishing to revalidate should hold a valid STCW BST certificate and have one year of sea service in the last five years.

*duration: 8 hours*

*assessment: continuous*

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**train the trainer**

This course is intended for those individuals seeking to become Qualified Instructors in accordance with STCW Code and USCG regulations. A student successfully completing this course will be able to demonstrate the knowledge, skills and techniques required to provide maritime instruction to others, in areas in which they have qualified experience and/or credentials.

They need to become familiar with learning and learning styles and to demonstrate characteristics of effective teachers, and the effective use of teaching aids. Also the ability to develop courses, syllabi and individual lesson plans and related assessment tools.

*duration: 40 hours*
FREQUENTLY ASKED QUESTIONS
LET US GUIDE YOU IN THE RIGHT DIRECTION
how do I revalidate any Certificate of Competency (CoC)?
Send the following to:
MCA (Seafarer Training & Certification), Spring Place, 105 Commercial Road, Southampton SO15 1EG, U.K.

- application form MSF 4201 (to download the form, see below)
- original certificate of competency
- 2 x passport photos
  (One with your name and certification, the other with your name and date of birth)
- sea service testimonials, discharge book, or PYA Service Record book
  (indicating 12 months’ sea service in the last 5 years or 3 months’ sea service in the last 6 months)
- Masters: must provide a company letter verifying at least 12 months’ of your sea service
- courier fee of £56.00 (EU) or £66 (Rest of World)
- Evidence of having completed the basic (and advanced if applicable) updated proficiency courses in the last 5 years
- valid ENG1 Medical Certificate (or recognised non UK equivalent)
- Deck Officers only: GMDSS GOC/ROC (as applicable)
- Deck Officers only: ECDIS certificate
  (if not supplied, you will receive a negative endorsement)
- Engineer Officers only: High voltage course completion certificate
  (if not supplied you will receive a negative endorsement)

Additional information can be found in MSN 1861(M)

how do I revalidate my GMDSS after 5 years?
Send the following to:
MCA, Spring Place, 105 Commercial Road, Southampton SO15 1EG
Tel: +44 (0)2380 329 100

- application form MSF 4354 (to download the form, see below)
- original certificate
- proof of 12 months’ sea service (testimonials/log book) within the last 5 years
- courier fee of £20.00
- valid ENG1 Medical Certificate

how do I download forms?
On the UK government services website: www.gov.uk, use the large search box to find the relevant application code.

how long is my NOE valid for?
It is valid for 5 years or 3 years after successful completion of an oral exam

who do I contact at the MCA?
Helpline: +44 (0)2380 329 231. You don’t need to wait for the operator to ask you questions, you can just select 1 for Deck or GMDSS, select 2 for Engineering or Safe Manning or select 3 for Certificates of Equivalent Competency
can I work on British-flag vessels with a certificate issued by another country?
Yes, the MCA recognises STCW endorsed certificates from other countries, provided that they have inspected and approved the training system in that country.
All EU certificates are accepted. You should check the MCA website for an updated list of non-EU countries currently recognised: [www.gov.uk/government/publications/cec-accepted-countries](http://www.gov.uk/government/publications/cec-accepted-countries).

The MCA should issue a Certificate of Equivalent Competency (CEC) with the same limitations as the original certificate.

how do I apply for a CEC?
Send the following to:
MCA, Spring Place, 105 Commercial Road, Southampton SO15 1EG, UK

- MSF 4203 (to download the form see p.64)
- non-UK Certificate of Competency
- Deck officers only: GMDSS certificate
- passport or discharge book
- evidence of competency in English language
- 2 passport size photographs
- fee of £76.00 (courier fee included)

how do I revalidate my RYA yachtmaster commercial endorsement?
Send the following to:
Royal Yachting Association, RYA House, Ensign Way, Hamble, Southampton SO31 4YA, UK
+44 (0)8453 450 400

- application form (can be obtained from RYA website)
- original Yachtmaster certificate
- 1 passport photo
- valid ENG1 or ML5 medical
- proof of sea-time
- Professional Practice and Responsibilities (PPR) online test
- fee of £33.00 (plus £25.00 for fast track service)
**who is an MCA qualified doctor?**

There are 4 doctors in France who can do ENG1 and ML5 medicals.

Dr Patrick Ireland & Dr Christopher Besse  
Le Forum, 1913 Route de Cannes, Valbonne, 06560, **Tel: +33 (0)4 93 12 95 66**

Michel Lauzel - The English Osteopath  
4 Rue Vauban, 06600 Antibes, **Tel: +33 493 34 67 17 | www.englishosteopath.com**

Dr C Cauchois  
57 Rue Grimaldi, "le Panorama" C-D Floor 4, 98000 Monte-Carlo, **Tel: +33 6 43 91 75 79**

Dr Bruno Lavagne (MCA app.)  
"Le Vendome" C, 4 Chemin du Tanit, Juan Les Pins, 06160, **Tel: +33 (0)4 93 67 03 07**

In Spain you should go to;  
Dr Amit Bajpai  
British Medical Centre, Calle ses Planas 7, Palmanova, Palma de Mallorca, 07181, **Tel: +34 (0)971 683 511**

Dr Johanna Clark  
118 Avingunda de Joan Miro, Palma de Mallorca, 07015, **Tel: +34 (0)619 982 142**

In Fort Lauderdale you should go to:  
Dr E Grenet Health Medical Centers  
1489 SE 17 Suite 2, 2nd Floor Southport Shopping Centre, Fort Lauderdale, Florida 33316  
**Tel: 00 1 954 525 7595**

For a full list of doctors worldwide see **www.gov.uk** and search 'MCA approved doctors'.

**how do I apply for a seaman’s discharge book?**

Go to **www.gov.co.uk** and do a search for MSF 4509. Click onto the second list and the form can be downloaded. We also have forms in our offices. The cost to apply by post is £35.00.

**how long are my course certificates valid for?**

All MCA exam certificates last for 3 years. After this date you can re-sit the exam only with an exam fee cost. If, however, you fail the exam, you will need to redo the course. You then have two chances to do the exam.

SQA college modules last for 3 years. The corresponding SQA examination must be completed within this time or the full course must be repeated. All yacht SQA examination certificates are valid for 3 years.

**how long before I can do a resit after a ‘fail’ result?**

You can re-sit the failed exam as soon as you can organise a date with your training provider. In most cases you must re-sit any failed exam within 12 months of sitting the original. If you fail a second time, you must re-take the whole course before re-attempting the exam.
if I fail OOW Nav & Radar twice, must I sit the whole course?
Provided you pass the practical week initially you need only sit the first 2 weeks, but you will need a short practical assessment in the simulator:

when do my medical certificates run out?
Medical Care at Sea is valid for 5 years. You will need to redo only Medical Care at Sea to keep it in date. As Captain, or the designated medical person in charge, your certificates should always be in date.

However, you do not need to send this certificate when you revalidate your CoC.

how do I fill in my Training Record Book?
Carefully! All tasks are to be completed and signed off by your Captain. None of the tasks should be signed off at the same time.

If you are the Captain, you can sign the tasks off yourself, but the MCA will require, with your application for OOW, a letter from someone higher up than yourself, i.e. owner, management company or PYA, explaining why you have self-assessed. Record books should be filled in over a one to three year period.

Dates must correspond to time on vessels, with corresponding testimonials. Don’t sign off tasks all on the same date. See p.89 for further details.

how do I verify my sea time?
The PYA is authorised by the MCA, through the PYA ISO quality management standards, to verify sea service using the PYA Service Record Book (SRB). Your certificates and sea time (both present and retrospective experience) will be carefully checked and approved before being stamped into the SRB by the PYA.

am I exempt from the crafts skills test?
This depends on whether you are qualified in a mechanical trade (diesel mechanic, fitter, etc.). If you trained outside the UK you will need a letter from the marine administration of the country where you did the trade saying that they would recognise your trade as relevant for the issue of STCW Engineering certificates.

You will still need to contact the MCA for a Letter of Initial Assessment, outlining your qualifications and sea time/yacht time.

do I need STCW basic training to get a job?
Yes! You will not get a job on a charter yacht without the STCW Basic Training, and it is required by the vast majority of private yachts.

Any MCA coded yacht over 500gt will require all crew to have STCW.

I have an IYT offshore certificate – can I do an RYA ocean course?
Unfortunately, no, even though the MCA recognises both qualifications, the RYA will not accept the IYT Yachtmaster Offshore (now called “Master of Yachts 200gt”) as a pre-requisite for taking the RYA Yachtmaster Ocean.
YACHTMASTER

are you ready?

If you are not sure you are ready to attempt the Yachtmaster, we have provided below a self-test to help you gauge your level. The assumed (and required) knowledge to attend the RYA Yachtmaster Offshore theory course is navigation to Day Skipper standard. You should be able to answer all the questions below easily.

If you can’t, you will find the course difficult, and should do some more study and perhaps obtain more sea experience before attending.

1. If you are heading W by the compass, what is your compass heading in degrees?

2. What is the distance in nautical miles from 47°00'N to 50°00'N along a line of longitude?

3. Define the knot (the navigational measure).

4. If your distance log reads 20.5nm at 18:00 and 38.5nm at 19:00, what was your mean speed through the water over that time? (State the speed units used)

5. From the extract of a deck log below, what was the course steered between 22:00 and 23:00?

<table>
<thead>
<tr>
<th>Deck</th>
<th>Time</th>
<th>Remarks</th>
<th>Course Steered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log:</td>
<td>21:00</td>
<td>Weighed anchor</td>
<td>337°C</td>
</tr>
<tr>
<td></td>
<td>22:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>23:00</td>
<td></td>
<td>265°C</td>
</tr>
</tbody>
</table>

6. Your yacht, drawing 2.1m, anchors in 10m of water at high tide. What is the clearance under the keel when the tide has fallen by 4m?

7. Will a conventional, stand-alone GPS mounted in a yacht give the yacht’s speed through the water?

8. If you covered 25nm over the ground in 2 hours, what was your SOG (Speed Over Ground)?

9. A motor vessel is being overtaken on its starboard side by a sailing vessel. Which vessel should give way, and why?

Learn the subject areas in the above questions thoroughly, so that answering these questions is easy for you. You may be tested at the start of the YM course. You **MUST** know the Collision Regulations and be well practised in the use of a course plotter.

The following books may be of use:

- An Introduction to Coastal Navigation – A Seaman’s Guide (Morgans Technical)
- RYA Day Skipper (Theory notes, not practical course notes)
- Basic Coastal Navigation – Conrad Dixon
- Day Skipper – Pat Langley-Price & Philip Ouvry
- A Seaman’s Guide to Rule of the Road (Morgans Technical)
- Reed’s Superyacht Manual – James Clarke
Are you having trouble with your MCA OOW Training Record Book?

WHY HAVE A TRAINING RECORD BOOK?

The MCA has RELAXED the sea time requirements for yachts compared to those required in other areas of the British merchant fleet after lobbying from the industry.

Under MGN 195 they refer to ‘yacht service’ rather than ‘sea service’ on the understanding that candidates serving in yachts complete training record books to ensure that the time they spend on board is put to maximum effect in educating young crew. For this reason, they take the Training Record Book very seriously indeed, therefore, so should you.

The tasks recorded in the TRB are generally not difficult to perform in the course of a 3-year period of yacht service, in fact the busier the yacht the easier it should be. Masters and Mates must accept that training younger crew is part of the job.

The problems arising at the moment are largely because many candidates have not been filling the books in as they go and are ‘back filling’ to when they accomplished the tasks and are often being somewhat slapdash in the way this is done. If we want to avoid the MCA re-imposing sea time then we must ensure that the TRB is given our full attention.

The following tips are based on a recent interview with the Seafarer Training and Certification section of the MCA and reveal the most common reason for rejection. If you ensure that your TRB does not have any of these failings you should be OK. If the MCA thinks that you are cheating they can refuse to consider your application or add 3 or 6 months extra service penalty before you can reapply.
DO

• Ensure that every single section is filled in, including details of the master or person carrying out the assessment, your personal details and the date you started the book. Make sure you sign it where it says signature!

• Make sure that your captain or other officer assessing you puts their Certificate of Competency and its number in the relevant section.

• Make sure that your captain signs the ‘Master’s Inspection’ section

• Ensure that your service record page is fully completed (date joined, date of discharge, sea service accrued, etc.)

• Make sure that you take care with your handwriting. If they cannot read, it they will send it back.

DON’T

• Put the date for the completion of a task which is before you started the TRB.

• Date a task for a time when you were not on the yacht.

• Have a large number of tasks signed off on the same day.

• Have all the tasks spread over a very short period (the MCA do not give a precise time bracket but 6 months is a good guideline).

• Use the fact that you have attended a short course in place of completing a task (for example use attendance at Basic Fire course as evidence that you have worn a BA set – you must do it on board).

• Leave any tasks unfinished unless obviously irrelevant. (e.g. sailing yacht tasks on a motor yacht)
INTRODUCTION

GUEST I
leading to
Yacht Junior Steward/ess CoC

- Sea Service: Nil
- GUEST Yacht Interior Introduction Module
- GUEST Yacht Interior Basic Food Service
- GUEST Wine, Bartending & Mixology Introduction Module
- STCW Basic Safety Training
- Level 2 Award in Food Safety in Catering / or equivalent
- ENG 1 Medical / or equivalent

ADVANCED

GUEST II
leading to
Yacht Senior Steward/ess CoC

- 12 months yacht service + 60 days guest service
- Interior Training Record Book leading to Advanced level & Includes Yacht Rating Certificate

- GUEST Yacht Interior Administration & HR
- GUEST Yacht Interior Advanced Service Module 1 (inc Cigar Service)
- GUEST Yacht Interior Advanced Service Module 2
- GUEST Yacht Interior Advanced Housekeeping & Valet Services Module
- GUEST Yacht Interior Advanced Laundry Service Module
- GUEST Floristry & Plant Maintenance Module
- GUEST Barista & Hot Beverages Module
- GUEST Advanced Wine Appreciation Module 1 or equivalent *
- GUEST Advanced Wine Appreciation Module 2 or equivalent **
- GUEST Advanced Bartending & Mixology Module 1
- GUEST Advanced Bartending & Mixology Module 2
- RYA Powerboat level 2 / tender drivers certificate or equivalent
- STCW (A-VI/4-1) Medical First Aid or alternative certified training

12 months yacht service + 60 days guest service whilst holding senior steward/dess position

MANAGEMENT

GUEST III
leading to
Yacht Chief Steward/ess CoC

- Head of Department

- GUEST Yacht Interior Leadership & Management Module
- GUEST Accounting and Budgeting Module or equivalent
- Introduction to International Safety Management Module or equivalent
- Advanced Sea Survival or STCW (A-VI/2-1) PSC & BB
- STCW (A-VI/4-2) Medical Care Aboard Ship ***
- STCW (A-VI/3) Advanced Fire Fighting or similar on-board training
- Level 3 Award in Supervising Food Safety in Catering or equivalent

*PYA Advanced level 1 Wine Module is a 1 day course recognised courses include: WSET Level 1, International Wine Guild Level 1, IPC Level 1 etc.

** PYA Advanced level 2 Wine Module is a 3 day course recognised courses include: WSET level 2, International Wine guide level 2, IPC Level 2 etc.

*** The prerequisite for Medical Care aboard Ship STCW (A VI/4 2) is the Medical First Aid STCW (A VI/4 1)
### Yacht Manning Scales

#### Up to 60 nm

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<tr>
<th>Position</th>
<th>vessel type</th>
<th>&gt;24m&lt;200gt</th>
<th>200-500gt</th>
<th>500-3000gt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master</td>
<td>Yachtmaster Offshore</td>
<td>Master 500gt</td>
<td>Master 3000gt</td>
<td></td>
</tr>
<tr>
<td>Chief Officer</td>
<td>Coastal Skipper</td>
<td>Coastal Skipper</td>
<td>OOW 3000gt</td>
<td></td>
</tr>
<tr>
<td>OOW</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yacht Rating</td>
<td>1x Yacht Rating</td>
<td>2x Yacht Rating</td>
<td>2x Yacht Rating</td>
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</tr>
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</table>

#### Up to 150 nm

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<th>Position</th>
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<th>&gt;24m&lt;200gt</th>
<th>200-500gt</th>
<th>500-3000gt</th>
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</thead>
<tbody>
<tr>
<td>Master</td>
<td>Yachtmaster Offshore</td>
<td>Master 500gt</td>
<td>Master 3000gt</td>
<td></td>
</tr>
<tr>
<td>Chief Officer</td>
<td>Coastal Skipper</td>
<td>Coastal Skipper</td>
<td>OOW 3000gt</td>
<td></td>
</tr>
<tr>
<td>OOW</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yacht Rating</td>
<td>1x Yacht Rating</td>
<td>2x Yacht Rating</td>
<td>2x Yacht Rating</td>
<td></td>
</tr>
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</table>

#### Over 150 nm

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<th>Position</th>
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<th>&gt;24m&lt;200gt</th>
<th>200-500gt</th>
<th>500-3000gt</th>
<th>&gt;24m 500-3000gt</th>
<th>&gt;24m 3000-6000kW</th>
<th>&gt;24m 6000-9000kW</th>
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</thead>
<tbody>
<tr>
<td>Master</td>
<td>Yachtmaster Ocean</td>
<td>Master 500gt</td>
<td>Master 3000gt</td>
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<tr>
<td>Chief Officer</td>
<td>Yachtmaster Offshore</td>
<td>OOW 3000gt</td>
<td>Chief Mate 3000gt</td>
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</tr>
<tr>
<td>Yacht Rating</td>
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<td>2x Yacht Rating</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Notes

*Vessels less than 24m loadline length, operating under SCV code, require only AEC for all areas.*
one company... one complete service

Antibes Office - crew & training
7 Boulevard d’Aguillion | Antibes | 06600 | France
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