



CERTIFICATE OF EQUIVALENT COMPETENCY

EXAMINATION IN UK LEGAL AND ADMINISTRATIVE PROCESSES (UKLAP)

GRADE 1 - MASTER MERCHANT NAVY

INFORMATION FOR CANDIDATES

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GRADE 1 - MASTER MERCHANT NAVY

SYLLABUS

The examination will last for 2¹/₂ hours. You will be required to answer 6 compulsory questions drawn from the various sections of the syllabus. Each question may be divided into a number of parts. All parts of all questions must be answered.

Each question will carry a total of 20 marks. Your answers should be written in clear, understandable English **which will also be assessed**.

The pass mark for the examination will be 70%.

You will be allowed to use any or all of the documents listed in the Permitted Examination Materials in the examination. The use of any other documents, notes, electronic notes or CD-ROMs is not permitted.

CERTIFICATE OF EQUIVALENT COMPETENCY EXAMINATION IN UK LEGAL AND ADMINISTRATIVE PROCESSES (UKLAP) GRADE 1 - MASTERS INFORMATION FOR CANDIDATES and ORAL AND WRITTEN SYLLABUS

Syllabus

The examination questions will be drawn from the following topics and will assess your knowledge and understanding.

1. Statutory survey and certification of UK ships:

- (a) Surveys required, survey scope (contents), validity periods and certifying authorities for SOLAS, MARPOL and LOADLINE certificates in the Harmonized System of Survey and Certification;
- (b) Knowledge of MLC and STCW 2010 Manila Amendments;
- (c) Knowledge of ISM requirements, Alternative Compliance Scheme and ISPS Code;
- (d) Recognised Organisations.

2. Role and function of the Maritime and Coastguard Agency, including:

- (a) Registry of Shipping and Seamen;
- (b) HM Coastguard;
- (c) Enforcement Unit;
- (d) Statutory surveys;
- (e) Port State Control;
- (f) Marine Notices (MSNs, MGNs and MINs);
- (g) Requirements for contacting MCA.

3. Certificate of British Registry:

- (a) Information contained within;
- (b) Period of validity;
- (c) Procedure in event of loss or destruction of Register.

4. Assistance overseas:

- (a) Role of the British Consul to assist the Master.

5. Seafarer Documentation and Cadets on board:

- (a) Officers;
- (b) Ratings;
- (c) Procedure for verifying authenticity of UK seafarers' Certificates;
- (d) Master's/Officer's responsibility towards cadets following an structured programme

6. Official Log Book:

- (a) Entries by Master in person;
- (b) Entries on front page;
- (c) Entries on dedicated pages;
- (d) Entries in narrative section;
- (e) Use of annexes;
- (f) Treatment of errors and omissions in entries;
- (g) Procedure for delivery of OLB.

7. Maritime Labour Convention (2006) and Crew Agreement

- (a) Recruitment and Placement;
- (b) Seafarer Employment Agreement;
- (c) Minimum age and young persons;
- (d) Wages;
- (e) Repatriation;
- (f) Crew accommodation;
- (g) Food and catering; (h) Medical care;
- (i) Shipowners' liability;
- (j) Inspection and detention of ships;
- (k) Offences and penalties;
- (l) Ships not subject to the MLC requirement Regulations;
- (m) Maintaining crew list;
- (n) Collective Bargaining Agreements.

8. Seaman left behind:

- (a) Failed to return from shore leave;
- (b) Hospitalised.

9. Death on board:

- (a) Crew member;
- (b) Passenger.

10. Reporting of accidents to MAIB:

- (a) Types of accident to be reported;
- (b) Procedure for reporting accidents;
- (c) Preservation of evidence.

11. Musters, drills and training onboard:

- (a) Requirements relating to Muster Lists;
- (b) Requirements relating to crew drills;
- (c) Requirements relating to passenger musters;
- (d) Requirements relating to on-board crew training.

12. Health and Safety at Work:

- (a) Duties and powers of Safety Officials;
- (b) Safety meetings;
- (c) Requirements for and elements of risk assessments;
- (d) Code of Safe Working Practices for Merchant Seamen;
- (e) Maintenance of Fresh Water provision;
- (f) Onboard accident investigation.

13. Penalties for breach of UK Merchant Shipping legislation:

- (a) Types of conviction;
- (b) £250,000 offences;
- (c) £50,000 offences.

PERMITTED EXAMINATION MATERIAL

You may use the following documents in the examination. **ONLY** the following documents may be taken into the examination room. The use of CD-ROMS or electronic devices is **not** permitted.

Reference book:

Shipmaster's Business Self-Examiner by Malcolm Maclachlan from:

KH Charts

Unit 4

Mollison Avenue

Enfield

Middlesex

EN3 7XQ

Guidance and information

Merchant Shipping Notices:

- MGN 71 - Musters, Drills and Training
- MGN 473 - Employment of Young Persons
- MGN 111 - Maintenance of Lists of Crew Ashore
- MGN 123 (M+F) - Certificates of Discharge
- MGN 134 - Issue of Discharge Books to UK Seafarers
- MGN 137 (M+F) - Look-out During Periods of Darkness and Restricted Visibility
- MGN 474 - Approval of Crew Agreements
- MGN 153 (M+F) - Compliance with Mandatory Ship Reporting Systems
- MGN 175 Health and Safety Regulations for Ships: Merchant Shipping and Fishing Vessel (Health and Safety at Work) (Amendment) Regulations
- MGN 332 (M+F) - The Merchant Shipping and Fishing Vessels (Lifting Operations and Lifting Equipment) Regulations 2006
- MGN 345 - Alternative Compliance Scheme
- MGN 530 (M+F) - Radio Log Book: Merchant Shipping & Fishing Vessels
- MGN 525 (M+F) - Guidelines for the Provision of Food and Fresh Water on Merchant Ships and Fishing Vessel
- MGN 447(M) Maritime Labour Convention 2006, Seafarers' Employment Agreements
- MGN 566 (M) - Standards of Training, Certification and Watchkeeping Convention, 1978 as Amended Manila Amendments: Medical Certification, Hours of Work and Alcohol Limits
- MGN 564- Accident Reporting and Investigation
- MGN 471 - Crew Agreement for non-MLC ships
- MGN 477 - Maritime Labour Convention 2006, Seafarers' Employment Agreements
- MSN 1704 (M+F) - Carriage of Firearms on board Ships - Changes resulting from the Firearms (Amendment) Act 1997 and the Firearms (Amendment) (No. 2) Act 1997
- MSN 1751 - Harmonised System of Survey and Certification
- MSN 1831 - Vessel Traffic Monitoring Notification and Reporting Requirements for Ships and Ports
- MSN 1832 - Port State Control Regulations 2011
- MSN 1842 (M) - Maritime Labour Convention 2006: Hours of Work and Entitlement to Leave
- MSN 1848 (M) - Maritime Labour Convention, 2006: Survey and Certification of UK Ships
- MSN 1849 (M) - Maritime Labour Convention, 2006: On-Board Complaints Procedure.
- 1868 Standards of Training, Certification and Watchkeeping Convention: UK Requirements for Safe Manning and Watchkeeping.

MSNs and MGNs are subject to change from time to time. Candidates are advised to refer to the latest updates or amendments.

Legislation:

Primary

- Merchant Shipping Act 1995

Statutory Instruments

- Repatriation Regulations - SI 1979/97
- Returns of Births and Deaths Regulations - SI 1979/1577
- Official Log Book Regulations - SI 1981/569 and subsequent amendments
- Seaman's Document Regulations - SI 1987/408 and subsequent amendments
- Provisions and Water Regulations - SI 1989/0102
- Crew Agreement, List of Crew and Discharge of Seamen Regulations - SI 1991/2144
- Survey and Certification Regulations - SI 1995/1210 and subsequent amendments
- Reporting Requirements for Ships Carrying Dangerous or Polluting Goods Regulations - SI 1995/2498
- The Merchant Shipping (Standards of Training, Certification and Watchkeeping) Regulations 2015,
- Crew Accommodation Regulations - SI 1997/1508
- Health & Safety at Work Regulations - SI 1997/2962
- Entry into Dangerous Spaces Regulations - SI 1998/1638
- Code of Safe Working Practices for Merchant Seamen Regulations - SI 1998/1838
- H&S Employment of Young Persons Regulations - SI 1998/2411
- Musters, Training and Decision Support Systems Regulations - SI 1999/2722
- Hours of Work Regulations - SI 2002/2125
- Accident Reporting & Investigation Regulations - SI 2012/1743
- International Safety Management (ISM) Code Regulations - SI 2014/1512
- MS Maritime Labour Convention and Minimum Requirement for Seafarers Regulations SI 2014/1613

Candidates are advised to refer to the latest amendments. Please see the following link for further information. <https://www.gov.uk/government/collections/marine-guidance-notices-mgns>