



APPLICATION FOR AND REVALIDATION OF A VESSEL TRAFFIC SERVICES (VTS) CERTIFICATION LOGBOOK

VTS

1 PERSONAL DETAILS

Title Mr/Mrs/Miss/Capt etc		Sex Male / Female	
Surname / Family name			
Forename(s) in full			
Date of Birth			
Place and Country of Birth			
Nationality		Discharge Book No or Passport No. or National ID No.	

NAME

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

DOB

SDS

Please do not write below this line

Received:

Fee:

SDS No	
Receipt No	
RMS No	
VTS No	
GMDSS No.	

2 - CHECKLIST

VTS

Please note that failure to supply all the required documents may cause a delay in the processing of this application. Please read the attached Guidance Notes before completing this application.

2A – FOR INITIAL APPLICATION

Tick if enclosed

Official use only

Assessment of Underpinning Knowledge	<input type="checkbox"/>
Accreditation of Prior Learning OR VTS Induction Course	<input type="checkbox"/>
VTS Operator Simulator Course	<input type="checkbox"/>
V-103/1 VTS Operators Certificate	<input type="checkbox"/>
2 attested passport photographs	<input type="checkbox"/>

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

2B - APPLICATIONS FOR REVALIDATION

Original VTS Logbook	<input type="checkbox"/>
Revalidation Certificate from College	<input type="checkbox"/>
Letter from Employer confirming continuous service and medical fitness	<input type="checkbox"/>

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

3 - DECLARATION

(THE MAXIMUM PENALTY FOR A FALSE DECLARATION IS £5000)

I declare that the information I have given is, to the best of my knowledge, true and complete. I also declare that the documents submitted are genuine, given and signed by the persons whose names appear on them.

--

4 - PAYMENT

Please enclose the appropriate fee (as laid down in the current Merchant Shipping Fees Regulations). Payment should be made in £ sterling by cheque, postal order or banker's order, credit or debit card
 Cheques, Postal Orders and Bankers Drafts should be made payable to the "Maritime and Coastguard Agency" and crossed "Account Payee" and "not negotiable". Cheques and orders should be drawn at a UK bank.
CASH WILL NOT BE ACCEPTED. World-wide postage is included in the fee.

I enclose the MCA fee of £.....

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

Maestro Visa MasterCard/Access Delta Cheque/bankers draft Postal Orders

Please charge my Maestro / Visa / MasterCard/Access / Delta Card £.....

Name of Card Holder											
Card Number											
Start Date											
Expiry Date											
Maestro Issue Number (Maestro Cards only)						Security Code					

The Security Code is the last three digits of the numbers on the reverse of the card, near to the signature strip. (See example right)



Signature Date.....

GUIDANCE NOTES FOR INITIAL ISSUE OF VTS CERTIFICATION LOGBOOK

General

- (1) In accordance with IALA recommendation V-103, all VTS operators must be in receipt of a V-103/1 certificate and a VTS certification logbook with the appropriate endorsement before being considered qualified to international standards.
- (2) On successful completion of V-103/1 (which includes assessment of underpinning knowledge and simulator assessment) the applicant must complete application form (MSF 4807) and apply to the MCA for the Certification Logbook.
- (3) Original certificates necessary to meet the criteria of V-103/1 will be inspected by the issuing training Institute. Copies of these certificates will then be submitted to the MCA.
- (4) VTS Operators should comply with the medical fitness requirements set by their VTS Authority which should contain minimum eyesight and hearing standards. See MGN 318 paras 7 & 11.3. Further information may be obtained from the MCA at www.mcga.gov.uk.

Application Procedures

The following documents should accompany any application for the issue of a Vessel Traffic Services Certification Logbook (MGN 318; Annex 1):-

- (1) (i) **Original V-103/1 Certificate**, issued by an accredited Training Institute, within the last 6 months.
(ii) **Original** documentary to support accreditation of prior learning
(iii) **Original** documentary evidence of successful completion of assessment of underpinning knowledge
(iv) Documentary evidence of successful completion of a MCA approved **VTS Operator Simulator Course**
- (2) Two passport sized photographs. The reverse of one of the photographs must include your name in block letters and the signature of a Doctor, Government Official, Bank Officer, School Teacher or someone of similar standing. They should also write on the back of the photograph "I certify that this is a true likeness of Mr, Mrs or title....." add their signature and the date. A member of your family **cannot** endorse your photograph. The reverse of the other photograph should carry your full name and date of birth.
- (3) The appropriate fee. The fee is payable to "**Maritime & Coastguard Agency**" either by cheque, banker's draft, postal order or credit card to the sum of £31. **CASH IS NOT ACCEPTED.**
- (4) Send your completed application together with the documents listed in 1 (i-iv), 2 and 3 to the following address:

Maritime & Coastguard Agency
Seafarers Training & Certification Branch
Bay 1/17, Spring Place,
105 Commercial Road
Southampton SO15 1EG
Tel: 02380 329231
Fax: 02380 329252
Email: deck@mcga.gov.uk

It is in your interest to use Recorded Delivery if posting within the UK and Registered Post from abroad and your documents will be returned in the same way. The MCA cannot accept responsibility for documents lost in the post.

GUIDANCE NOTES FOR REVALIDATION OF VTS CERTIFICATION LOGBOOK

General

All holders of a VTS Certification Logbook issued by the Competent Authority who wish to serve at a VTS Centre are required to revalidate their VTS Certification Logbook at intervals not exceeding 5 years

The revalidation process requires individuals to demonstrate the following:-

- a) Evidence of Continuous Professional Development by successful completion of an approved VTS Refresher Training Course at an Accredited College or acceptable equivalent refresher training programme from a VTS Authority.
- b) Evidence of continuous service at a VTS Centre as a VTS Operator, Supervisor or Manager (or approved alternative occupations) during the preceding 5 years. Full details may be found in MGN 318, para 11.3.
- c) Evidence of medical fitness to the recommended standard. VTS Operators should comply with the medical fitness requirements set by their VTS Authority which should contain minimum eyesight and hearing standards. The VTS Authority should include in its letter of confirmation of continuous service to the MCA evidence of the Operator's medical fitness to the recommended standard. (See MGN 318 paras 7 & 11.3) Further information may be obtained from the MCA at www.mcga.gov.uk.

Application Procedures

- (1) The following original documents must accompany application form (MSF 4807) for the revalidation of a Vessel Traffic Services Certification Logbook:-
 - i. The operators VTS Logbook
 - ii. Written confirmation from the VTS Authority of continuous service as a VTS Operator.
 - iii. Evidence of approved Refresher Training at an Accredited College (or acceptable equivalent conducted by VTS Authority)
 - iv. Evidence of medical fitness issued by VTS Authority.
- (2) The appropriate fee. The fee is payable to “**Maritime & Coastguard Agency**” either by cheque, banker's draft, postal order or credit card to the sum of £31. **CASH IS NOT ACCEPTED.**
- (3) Send your completed application together with the documents lists 1 (i-iv) & 2 to the following address:-

Maritime & Coastguard Agency
Seafarers Training & Certification Branch
Bay 1/21, Spring Place,
105 Commercial Road
Southampton SO15 1EG
Tel: 02380 329231
Fax: 02380 329252
Email: deck@mcga.gov.uk

It is in your interest to use Recorded Delivery if posting within the UK and Registered Post from abroad and your documents will be returned in the same way. The MCA cannot accept responsibility for documents lost in the post.