



CERT 5441

Certificate Department
 Royal Yachting Association
 RYA House, Ensign Way, Hamble
 Southampton SO31 4YA
 Tel: 02380 604356

APPLICATION FOR COMMERCIAL ENDORSEMENT**Applicant's details**

First name	Surname
Title (Mr/Mrs/Miss...)	RYA membership number
Address	Date of birth
	Phone (day)
	Phone (evening)
	Phone (mobile)
Postcode	Email
Country	

Certificate to be commercially endorsed – see note 1

	Certificate of Competence	Endorsed for (delete as appropriate)	Notes
<input type="checkbox"/>	RYA Yachtmaster Ocean	Power / Sail	
<input type="checkbox"/>	RYA Yachtmaster Offshore	Power / Sail	
<input type="checkbox"/>	RYA Yachtmaster Coastal	Power / Sail	Previously known as Coastal Skipper Certificate of Competence
<input type="checkbox"/>	RYA Advanced Powerboat		Issued on or after 1 January 2005
	Course Completion Certificate	Endorsed for (delete as appropriate)	Notes
<input type="checkbox"/>	RYA Advanced Powerboat Course Completion Certificate		Issued before 1 January 2005
<input type="checkbox"/>	RYA Powerboat Level 2	Coastal / Inland	
<input type="checkbox"/>	RYA Day Skipper practical and theory	Power / Sail	

Candidate's declaration

I confirm that I understand my responsibilities with regard to maintaining an appropriate medical fitness certificate and first aid certificate for the duration of my commercially endorsed certificate – see Note 2 overleaf. I also accept that my medical information may be referred to the medical team.

Signed _____ Date _____

Enclosures checklist

- The original certificate requiring the commercial endorsement.
- A copy of your Personal Survival Techniques STCW 78 (STCW A-V1/1-1) or RYA Basic Sea Survival Certificate.
- If you require a STCW endorsement – see note 3 overleaf: A copy of your Personal Survival Techniques STCW 78 (STCW A-V1/1-1), Personal Safety and Social Responsibilities (STCW A-V1/1-4), Elementary First Aid (STCW A-V1/1-3) and Fire Fighting and Fire Prevention (A-V1/1-2).
- ML5 Medical Report Form and Certificate (original required, not a photocopy) or ENG1 Medical (photocopies accepted) – see note 4 overleaf.
- Professional Practices and Responsibilities Certificate – see note 5 overleaf.
- RYA Marine Radio Short Range Certificate or another acceptable GMDSS marine radio operator's certificate.
- A passport sized photo with your name written on the reverse.
- The commercial endorsement fee – see note 6 overleaf.

Your personal data will be processed in order to meet our contractual obligations in providing this qualification service and maybe shared with the MCA when it is necessary to do so. Your personal data will be stored and used in accordance with the RYA Privacy Policy www.rya.org.uk/go/privacy

Notes for applicants

Note 1: General

Please allow 21 days for your application to be processed.

The Maritime and Coastguard Agency (MCA) publish a number of Codes of Practice covering the commercial operation of vessels less than 24m in length and large yachts. Please refer to the relevant Code of Practice to check your qualification is appropriate to the type of operation you plan to undertake.

The commercial endorsement is valid for five years provided that your medical fitness certificate (ML5 or ENG1) is in date. After five years you will be sent a reminder to renew your endorsement and will need to submit a new medical fitness certificate and evidence of active service.

Note 2: First Aid

The UK's Small Commercial Vessel Codes of Practice detail the minimum first aid qualifications required as either the RYA First Aid, STCW Elementary First Aid or Sea Fish First Aid. Any course for those responsible for first aid on board must cover the use of Category C medical stores as detailed in MSN 1768(M+F). You are personally responsible for ensuring that you hold any additional certification such as higher First Aid or Radio Operator's certificates dictated by the specific regulations governing the vessels on which you serve.

The MCA code of practice requires first aid training to be refreshed every five years. Your First Aid Certificate must meet the minimum requirements as stated on www.rya.org.uk/go/firstaid

Note 3: STCW endorsement

The STCW 78 endorsement is for holders of the RYA Yachtmaster Offshore or Ocean Certificates of Competence, working under non-UK maritime authorities. The STCW convention requires Personal Survival Techniques and Fire Fighting and Fire Prevention certificates to be refreshed every five years.

If you submit certificates for the STCW endorsement at the same time as applying for your commercial endorsement there will be no additional fee. If you wish to add the STCW endorsement after your commercial endorsement has been issued an additional fee of £15 will be payable.

Note 4: Medical Reports

If you are submitting an ML5 Medical Report Form and Certificate and the doctor has entered any 'yes' ticks then your medical will need to be referred to the MCA to be reviewed. If the MCA consider you as medically unfit for the issue of the endorsement then your application will be returned and no fee will be taken. Please be aware that the referral process may take longer than 21 days.

If your ML5 medical is more than three months old at the time you submit your commercial endorsement application, a declaration will be required to confirm that no medical details have changed. The declaration will be emailed to you. The MCA will not accept medicals for referral which are more than one year old.

The ML5 can only be issued by a UK GMC-Registered Doctor.

The ENG1 Medical is only issued by an MCA Approved Doctor. If you require an ENG1 Medical please contact the MCA on 023 8032 9100 or visit their website.

Note 5: Professional Practices and Responsibilities (PPR)

If you hold an MCA Deck Officer's Certificate of Competence as detailed in MSN 1856 and 1858, you do not need to do the PPR course. Please send a copy of your MCA certificate with your application for a commercial endorsement. See www.rya.org.uk/go/ppr for further details.

Note 6: Fees

The fee is £34. Please complete credit/debit card details below or enclose a cheque payable to RYA.

For an additional fee, the Fast Track service offers a two working day turnaround from the date we receive your application. If you require this, clearly mark your application with FAST TRACK and include the additional fee: £31 for non RYA members, £21 for RYA members, £16 for RYA Accredited members, £10 for RYA Gold members or free of charge for Life members.

Your commercial endorsement cannot be fast tracked if your ML5 Medical requires referral.

Note 7: Return of documents If you require your documentation to be returned by Special Delivery, enclose a pre-paid envelope which can be obtained from your local Post Office. The envelope must be big enough to hold all your supporting documents and A5 certificate in a wallet.

Payment

Name of applicant _____ RYA membership number _____

Name of cardholder as it appears on the card	
Address of cardholder	Phone (day)
Postcode	Email
Country	

Fee payable

Commercial endorsement fee: £34.00

STCW endorsement fee £15.00
(if commercial endorsement has already been issued – see Note 3):

Fast Track fee if applicable (see Note 6): £ _____

Amount to be charged to the card below: £ _____

Type of card: Visa / Mastercard / Switch / Maestro (delete as appropriate)

Card number

Start date Expiry date Switch issue number Card security number

Cardholder's signature _____