



Maritime and Coastguard Agency

## INFORMATION AND ADVICE NOTE TO RECEPTION STAFF - SEAFARER MEDICAL EXAMINATIONS

This advice note is intended to provide supporting information to reception staff making arrangements for the examination of seafarers on behalf of the MCA appointed approved doctor.

### AT THE TIME OF MAKING THE APPOINTMENT, THE SEAFARER SHOULD BE GIVEN THE FOLLOWING INFORMATION:

- the location and the length of the appointment;
- the fee charged, responsibilities for payment, including the consequences of failing to attend;
- to avoid exposure to loud noise for 16 hours before the appointment if audiometry is being carried out;
- it is advisable to have a dental checkup before attending for their ENG1 medical, if they have not had one in the last year;
- to remove any contact lenses before their appointment so that their eyes are settled for their unaided visual acuity test.

### The seafarer should bring along;

- **previous ENG1 Medical Certificate**; unless new entrant.
- form of **photo identification** e.g. Passport / Discharge Book or other certified photographic proof of identity e.g. Company Pass.
- **glasses or contact lenses** if worn, plus **spares**
- any **medication, recent letters, discharge notes, sight test results etc.** which relate to medical treatment since the last medical.

### LOST OR STOLEN CERTIFICATES

If a seafarer, previously examined by an Approved Doctor reports the loss, theft or destruction of a current certificate and **explains the circumstances in writing**, it is for the Approved Doctor to use his / her judgement in deciding whether to :

- a) re-examine the seafarer and issue a new certificate valid from the date of examination; or
- b) issue a new certificate bearing the **exact details of the missing certificate**\* (based on the duplicate pad copy of the ENG1), and clearly marked 'duplicate'.

An administrative fee may be charged for the issue of a replacement certificate, but it is expected that the full fee will be charged only when a full ENG1 examination is undertaken.

**Please Note:** Duplicate certificates may only be issued to replace those certificates issued by the same Doctor, so an Approved Doctor may **not** issue a duplicate certificate that was previously issued by another Approved Doctor.

The statutory fee for a seafarer medical examination is published on the MCA website. VAT is **not** chargeable.

### ORDERING MEDICAL EXAMINATION FORMS

You can obtain further stocks of the following forms by telephoning **023 80 329 380** or emailing [seafarer.s&h@mcga.gov.uk](mailto:seafarer.s&h@mcga.gov.uk)

- Seafarer Medical Certificate (ENG1) MSF 4104
- Medical Examination of Seafarers Report (ENG2) MSF4105
- Seafarer Medical Examination Notice of Failure /Restriction (ENG3) MSF 4106
- Your Health at Sea Leaflets

### FOR ANY OTHER QUERIES:



### Medical Administration Team Tel 02380 329 \*\*\*

<b>Caroline Livingstone, Manager</b>	<b>390</b>
<b>Alison Gillings, Deputy Manager</b>	<b>249</b>
<b>Rebecca Scaiff, Casework Officer</b>	<b>247</b>
<b>Luke Hallett, Casework Officer</b>	<b>380</b>

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