

B – ID, Visas, Medical	Notes
Passport	Must be valid for at least one year from planned join date
Visa AU Maritime Crew Visa	No specific visas are required. AU Maritime Crew Visa (MCV), US C1/D and Schengen are preferred . Company can set specific requirements depending on trade requirements. Any visas must be valid for at least nine months from planned join date
Seaman’s Book	Dominica application pack to be complete no later than 7 days prior to planned join date
Dominica Seafarer ID	(where required)
Medical Examination Cert	Certificate must be a full-form STCW and MLC compliant certificate. Must be valid for at least nine months from planned join date. Must include a statement to the effect that the seafarer does not suffer from any condition that is likely to be aggravated by service at sea or endanger the health of other persons onboard.

C – CoC/CEC/GMDSS	Issuer	Number	Expiry	Comments
CoC				Must be valid for at least nine months from planned join date
COE/CEC				Must be valid for at least nine months from planned join date (or CRA/LOR in place)
GMDSS				Must be valid for at least nine months from planned join date
GMDSS COE/CEC				Must be valid for at least nine months from planned join date (or CRA/LOR in place)

D – Basic Training	PST A-VI/1-1	FPFF A-VI/1-2	EFA A-VI/1-3	PSSR (OSH) A-VI/1-4
STCW Name	“Personal Survival Techniques”	“Fire Prevention and Fire Fighting”	“Elementary First Aid”	“Personal Safety and Social Responsibilities”
To be held by every person onboard, and must be sighted, irrespective of rank. Some states issue a single “Basic Training Certificate”, others issue each certificate separately, both forms are acceptable.				

E – Ancillary Training	Grade	
Security Training	Indicate grade as per tables below	The required grade is determined by rank. If an individual has only basic training, indicate the relevant basic training grade and enter the basic training cert number. If a certificate has an expiry date, it must be valid for at least nine months from planned join date.
Fire Fighting		
First Aid		
Survival Craft		

The following abbreviations are to be used when recording ancillary training certificates held by the seafarer. The person completing verifying the documents must ensure that each certificate carries the appropriate STCW reference.

Security Training		
SA	Security Awareness	A-VI/6
DSD	Designated Security Duties	A-VI/6
SSO	Ship Security Officer	A-VI/5

Fire Fighting Training		
FPFF	Fire Prevention & Fire Fighting	A-VI/1-2
ADV	Advanced Fire Fighting	A-VI/3

First Aid Training		
EFA	Elementary First Aid	A-VI/1-3
MFA	Medical First Aid	A-VI/4-1
MCO	Medical Care	A-VI/4-2

Survival Training		
PST	Personal Survival Techniques	A-VI/1-1
PSCR	Proficiency in Survival Craft and Rescue Boats	A-VI/2-1

If there is any doubt as to the type or grade of any certificate, the STCW reference marked on it will be decisive. To avoid confusion, all dates are to be recorded on the “Crew Join-Clearance” form in the format DD-MMM-YYYY, eg. 12-OCT-2015.

The requirement for a period of remaining validity can be waived by the Managing Director in writing in exceptional circumstances.

We will not embark any candidate if we have not sighted copies of all of the documents they are required to hold and confirmed them to be in order at least 7 days prior to the planned join date.

Any candidate put forward for any role onboard ship must hold, **as a minimum**, the relevant certificates shown in the matrix below for their rank. We may require candidates for particular roles hold more certificates than are listed here if we determine this is necessary to ensure the safety of our ships. Certificates must comply with the minimum validity periods found on page one.

		Master	Chief Officer	OOW Deck	Chief Engineer	2 nd Engineer	OOW Engineer	Electrician	AB Deck	AB Engine	AB Fitter	AB Welder	Cook	Cadet/ Trainee
Basic Training														
Personal Survival Techniques	A-VI/1-1	X	X	X	X	X	X	X	X	X	X	X	X	X
Fire Prevention & Fire Fighting	A-VI/1-2	X	X	X	X	X	X	X	X	X	X	X	X	X
Elementary First Aid	A-VI/1-3	X	X	X	X	X	X	X	X	X	X	X	X	X
Personal Safety & Social Resp.	A-VI/1-4	X	X	X	X	X	X	X	X	X	X	X	X	X
Security Training														
Security Awareness	A-VI/6	X	X	X	X	X	X	X	X	X	X	X	X	X
Designated Security Duties	A-VI/6	X	X	X	X	X	X		X	X	X	X		
Ship Security Officer	A-VI/5		X											
Ancillary Training														
Advanced Fire Fighting	A-VI/3	X	X	X	X	X	X							
Medical First Aid	A-VI/4-1			X	X	X	X							
Medical Care Onboard	A-VI/4-2	X	X											
Proficiency in Survival Craft & RB	A-VI/2-1	X	X	X	X	X	X		X	X	X	X		
ECDIS Training (Generic)*		X	X	X										
Certificate of Competence														
CoC	Table below	X	X	X	X	X	X		X	X	X	X		
GMDSS CoC	A-IV/2	X	X	X										
Medical Examination														
STCW, MLC Medical		X	X	X	X	X	X	X	X	X	X	X	X	X
For all ships														
COE		X	X	X	X	X	X							
GMDSS COE		X	X	X										
For Dominica-Flagged ships														
COE		X	X	X	X	X	X							
Seafarer Identity Document		X	X	X	X	X	X	X	X	X	X	X	X	
GMDSS COE		X	X	X										

* Refer IMO Circular STCW.7/Circ.24/Rev.1 X – Required

STCW References for CoC's

Our Rank	STCW Certificate	STCW Ref
Master	Master	A-II/2
Chief Officer	Chief Mate	A-II/2
OOW Deck	OOW Deck	A-II/1
Chief Engineer	Chief Engineer	A-III/2
2 nd Engineer	Second Engineer	A-III/2
OOW Engineer	OOW Engine	A-III/1
AB Deck / AB Fitter*	Rating Forming Part of a Navigational Watch	A-II/4
AB Engine / AB Welder / AB Fitter*	Rating Forming Part of an Engineering Watch	A-III/4
Cook	Cook's Certificate (under MLC)	MLC

*AB Fitter to be certified under either A-II/4 or A-III/4.