PROMOTION CHECKLIST

TOP EVER MARINE MANAGEMENT PHIL CORP

CW FO.012a / Rev date : 08.Feb.2022 / Rev no. 02

MINIMUM COMPETENCY & SKILL REQUIREMENT FOR MASTER

Name of Crew: _____ Age: _____ Date Signed On: _____

Vessel's Name: _____ No. of years with TEMM: _____

Rank: _____ Recommended for Promotion as: _____

	YES	NO	RANK, NAME,DATE & SIGNATURE
Does candidate meet the minimum company criteria stipulated in Crew Management Manual Appendix I - Promotion Criteria?			
If not, please state reason why you recommend:			

CANDIDATE SHOULD AT LEAST HAVE SERVED 32 MONTHS OF SHIPBOARD DUTY AS CM TO BE CONSIDERED FOR PROMOTION

Job performance answerable by YES or NO	YES	NO	**REMARKS** ***(Assessing Officer must confirm the completion date of each items and to counter signed.)***
Please check the boxes			RANK, NAME,DATE & SIGNATURE
"DECK AND CARGO WORKS"			
A) ANCHORING AND WEIGHING:			
1. Is he conversant with anchoring technique,considering scope of chains/shackles in accordance depth of water and the use of fathometer and which anchor to use on account of direction of current, wind, etc., and swinging movements of other vessel/s anchoring nearby?	☐	☐	
2. Is he familiar with the designated anchoring areas, chart datums and symbols particularly on characteristic of sea beds where the anchor is about to let go (whether mud, sand, rocks, etc.)?	☐	☐	
3. Is he familiar with vessel maneuvering when approaching to anchorage areas especially on restricted visibility and with engine maneuvering and by Radar and by visual position fixing when anchoring?	☐	☐	
B) UNDER RESTRICTED OPERATION:			
1. Is he familiar or has the potential to carry out instructions in accordance with company's guidelines on ***SAFETY OPERATION MANUAL*** *?*	☐	☐	
2. Is he familiar with Ship's operation during RESTRICTED VISIBILITY?	☐	☐	
3. Is he familiar with Ship's operation during DENSE TRAFFIC AREA?	☐	☐	
4. Is he familiar with Ship's operation at NARROW CHANNEL?	☐	☐	
5. Is he familiar with Ship's operation during ROUGH SEA NAVIGATION?	☐	☐	
6. Is he familiar with Ship's operation AT ANCHOR IN HEAVY WEATHER?	☐	☐	
7. Is he familiar with Ship's operation IN COLD DISTRICT:(UNDER WAY AND IN PORT)?	☐	☐	
8. Is he familiar with Ship's operation during NAVIGATION IN THE ICE FLOE?	☐	☐	
C) EMERGENCY:			
1. Is he familiar with" The Office Hours of the Company and Holidays in Japan"?	☐	☐	
2. Is he familiar with " Emergency Response Team Organization?	☐	☐	
3. Is he familiar with "Emergency Interest Contact"?	☐	☐	
4. Is he familiar with " When/How/Who/What to Report?	☐	☐	

D) ORGANIZATION : (TECHNICAL SECTION)			
1. Is he acquainted with various Technical Notices and informations issued by the Classification Society of your vessel?	☐	☐	
E) SAFETY MANAGEMENT : (TECHNICAL/MARINE)			
1. Is he familiar with HANDLING OF ACCIDENTS, INCIDENTS and NON-CONFORMITY REPORT?	☐	☐	
2. Is he acquainted with various ship's trading certificates?	☐	☐	
3. Is he familiar with all certificates and certificates of competency that complies with international laws, regulations and conventions, rules of classification and rules the flag state of the vessel?	☐	☐	
F) PERSONNEL AND RESOURCES:			
1. Does he have a high level of quality, ability, motivation and understanding to enforce the company policy and safety management system?	☐	☐	
2. Does he have the ability and experience to operate and manage the assigned vessel safely?	☐	☐	
3. Does he have the necessary qualifications and valid certificates required by international laws and regulations to operate the vessel legally and safely?	☐	☐	
4. Does he have the ability to establish harmony and cooperation among the crew on board?	☐	☐	
5. Does he have no alcohol and drug abuse problem?	☐	☐	
6. Does he have the ability to control NARCOTICS AND ALCOHOL BEVERAGES?	☐	☐	
G) SAFE OPERATION: (SUPPLY/TECHNICAL SECTION)			
1. Is he familiar with items listed under SAFE OPERATION OF VESSELS as per SMM?	☐	☐	
2. Is he familiar with items listed under SAFE OPERATION on SMM (ENVIRONMENTAL PROTECTION)?	☐	☐	
3. Is he familiar with items listed under SAFE OPERATION on SMM (SAFETY OF PERSONNEL)?	☐	☐	
4. Is he able to supply appropriate quantities and quality of stores and spares to the vessels, and maintain sanitary condition on board, safe operation of the vessels and protect the environment?	☐	☐	

H) DRILL, TRAINING AND FAMILIARIZATION :			
1. Does he have the abilty to imposed items contain in SHIPBOARD FAMILIARIZATION ?	☐	☐	
2. Is he familiar with Drill and Training required by the company and authority?	☐	☐	
3. Is he familiar with Recording on above drills?	☐	☐	
4. Is familiar with the ENCOMPASS Training?	☐	☐	
I) AUDIT			
1. Is he familiar with SHORE BASED and SHiPBOARD INTERNAL AUDIT and its purpose?	☐	☐	
2. Is he familiar with EXTERNAL AUDIT?	☐	☐	
J) CARGO HANDLING: (Ship's Business Matters)			
1. Is he acquainted with the GENERAL CHARTER INSTRUCTION booklet issued by the charterer/s?	☐	☐	
2. Is he familiar with reporting to the company upon receipt of voyage instruction?	☐	☐	
3. Is he familiar with construction and when/where to tender of NOTICE OF READINESS?	☐	☐	
4. Is he acquainted with remarks on the Mate's Receipts and preparation of Protest Letters?	☐	☐	
5. Is he acquainted on when to tender Marine Note of Protest?	☐	☐	
6. Is he knowledgeabe on cargo documents to be sent to the company?	☐	☐	
K) MISCELLANEOUS MATTERS:			
1. Is he familiar with the various forms and checklist issued by the company?	☐	☐	
2. Is he familiar with company accounting system such as preparation of Monthly and crew off-signing payrolls?	☐	☐	
3. Does he have the ability to operate Radio Communication on board?	☐	☐	
4. Can he operate the weather forecasting machine on board?	☐	☐	
5. Does he have the ability to prepare of Monthly Ship's Money Report (MSMR)?	☐	☐	
6. Does he have the ability to manage ship's provisions to maintain victualing allowance alloted by the company?	☐	☐	
7. Is he aware with the common deficiencies the vessel has encountered during PSC inspections?	☐	☐	
8. Can he act, behave and preserve the integrity of a Marine Deck Officer?	☐	☐	
9. Is he aware of flag state inspections?	☐	☐	
Length of service under TEMM Company.			
How many years serving on board as Chief Mate?			

L) TOP EVER MATTERS:					
1. Is he familiar with POEA dismissal procedures?	☐	☐			
2. Is he familiar with the provisions of the POEA contract?	☐	☐			
3. Is he receptive in training subordinates on vessel operations?	☐	☐			
4. Is he familiar with accounting procedures: crew wages, MSMR, SHA, cash advance?	☐	☐			
5.Is he familiar with in seeking medical assistance for ailing crew?	☐	☐			
6. Does he know how to conduct proper crew evaluation thru company CPR?	☐	☐			
6. Does he know how to prepare crew rotation thru CRPQ and VRF?	☐	☐			

Note: Upon signature of candidate below, he is confirming that he is willing to extend his contract, but not to exceed to 12 months period.

Accomplished by:

_____

Department head / Supervising Officer

Approved by:

_____

Master

Conforme:

_____

Candidate for Promotion

Date:_____

Vessel:_____

MINIMUM COMPETENCY & SKILL REQUIREMENT FOR CHIEF OFFICER

Name of Crew: _____ Age: _____ Date Signed On: _____

Vessel's Name: _____ No. of years with TEMM: _____

Rank: _____ Recommended for Promotion as: _____

	YES	NO	RANK, NAME, DATE & SIGNATURE
Does candidate meet the minimum company criteria stipulated in Crew Management Manual Appendix I - Promotion Criteria?			
If not, please state reason why you recommend:			

CANDIDATE SHOULD AT LEAST HAVE SERVED 24 MONTHS OF SHIPBOARD DUTY AS 2M TO BE CONSIDERED FOR PROMOTION

Job performance answerable by YES or NO	YES	NO	**REMARKS** (*Assessing Officer must confirm the completion date of each items and to counter signed.)*
Please check the boxes			RANK, NAME, DATE & SIGNATURE
"DECK AND CARGO WORKS"			
A) ORGANIZATION: Duties and Responsibilities			
1. Is he familiar with company policy, safety management system and its implementation/improvement?	☐	☐	
2. Could he assist and provide close cooperation with the Master?	☐	☐	
3. Does have have the ability to be overall incharge of deck department including steward department?	☐	☐	
4. Can he supervise, enforce maintenance of all safety, lifesaving, fire fighting and pollution prevention materials and equipment?	☐	☐	
5. Does he have the ability for maintenance of hull structure, deck machinery and equipment?	☐	☐	
B) Knowledge on Cargo Handling, loading/carriage/ unloading			
1. Can he compute loadable cargo in various density of dock water, draft limitations (in both ends), capacity and strength of cargo holds, and numeral strength?	☐	☐	
2. Can he prepare minimal loading sequence/rotation considering safe UKC, trim and stress of the vessel?	☐	☐	
3. Can he make a cargo stowage or Stowage Plan both in bulk (homogenous and heterogenous) and general cargo in breakbulk?	☐	☐	
4. Does he have knowledge on when to ventilate cargo in holds?	☐	☐	
5. Can calculate draft on arrival both at loading and discharging ports / Manual draft Survey.	☐	☐	
6. Knowledge on alternate loading and block loading.	☐	☐	
7. Familiar with Air Draft of first working hold?	☐	☐	
8. Familiar with cargo lashing in general cargo?	☐	☐	
9. Ability to change or maintain cargo wires?	☐	☐	

10. Knowledge on maintenance of cargo gears?	☐	☐	
11. Aware of cargo gears certificates in various countries including certificates of cargo gear apparels and lashing materials?	☐	☐	
12. Knowledge on loadicator or loading computer?	☐	☐	
13. Assessment of stability, shearing/bending moment and seaworthiness?	☐	☐	
C) Knowledge of arrangement of stores and spares			
1. Familiar with arrangement and stowage of hazardous and non-hazardous materials on board, such as; paints, kerosenes, thinners, bitumen, etc.,?	☐	☐	
2. Familiar with arrangement of deck gear spares and proper markings?	☐	☐	
3. Ability on Motivation and Training of crew for the company policy and safety Management System?	☐	☐	
4. Ability on Training of next level and crew?	☐	☐	
5. Control of fresh Water and Ballast Water?	☐	☐	
D) Garbage management and its disposal			
1. Familiar with garbage Record Book and its entries?	☐	☐	
2. Aware of plastic management on board and other garbage as per MARPOL-V?	☐	☐	
3. Can maintain safety on watch while underway and in port?	☐	☐	
4. Can maintain harmony and cooperation on board?	☐	☐	
5. Can be in-charge of on board stationery?	☐	☐	
6. Can keep files and records related above items updated?	☐	☐	
E) ANCHORING AND WEIGHING			
1. Familiar with operating the windlass,terms and command during anchoring and weighing anchor/s?	☐	☐	
2. Familiar with reporting or communication between bridge and forecastle deck during vessel's maneuvering?	☐	☐	
3. Conversant with markings of shackles and operations of equipment at forecastle deck?	☐	☐	

4.Conversant vessel slinging radius in anchorage	☐	☐	
F) MISCELLANEOUS MATTERS:			
1. Cost Saving Awareness?	☐	☐	
2. Aware of shore to ship, ship to shore communication exchange?	☐	☐	
3. Can communicate with shore terminal in common language.	☐	☐	
4. Conversant with radio communications?	☐	☐	
5. Can act, behave and preserve the integrity of a Marine Deck Officer?	☐	☐	
6. Length of service under TEMM Company.	☐	☐	
How many years serving on board as Second Mate?			
To: Master Do you recommend him for promotion as Chief Officer?	☐	☐	
DEPARTMENT HEAD ASSESSMENT Do you recommend him for promotion?	☐	☐	

Note: Upon signature of candidate below, he is confirming that he is willing to extend his contract, but not to exceed to 12 months period.

Accomplished by:

_____

Department head / Supervising Officer

Approved by:

_____

Master

Conforme:

_____

Date:_____

Vessel:_____

PROMOTION CHECKLIST

TOP EVER MARINE MANAGEMENT PHIL CORP

CW FO.012a / Rev date : 08.Feb.2022 / Rev no. 02

MINIMUM COMPETENCY & SKILL REQUIREMENT FOR 2ND OFFICER

Name of Crew: _____ Age: _____ Date Signed On: _____

Vessel's Name: _____ No. of years with TEMM: _____

Rank: _____ Recommended for Promotion as: _____

	YES	NO	RANK, NAME,DATE & SIGNATURE
Does candidate meet the minimum company criteria stipulated in Crew Management Manual Appendix I - Promotion Criteria?	☐	☐	
If not, please state reason why you recommend:			
CANDIDATE SHOULD AT LEAST HAVE SERVED 16 MONTHS OF SHIPBOARD DUTY AS 3M TO BE CONSIDERED FOR PROMOTION			
Job performance answerable by YES or NO	YES	NO	**REMARKS** (*Assessing Officer must confirm the completion date of each items and to counter signed.)*
Please check the boxes			RANK, NAME,DATE & SIGNATURE
"DECK AND CARGO WORKS"			
A) ORGANIZATION:			
Duties/Responsibilities:			
Familiarized with the company policy, safety management system and its implementation / improvement?	☐	☐	
Could Assist the Master, Chief Officer and Second Officer?	☐	☐	
Conversant with all navigational equipment (and other equipments in the bridge), operation, maintenance and record			
ARPA and RADAR and its respective scanners?	☐	☐	
NAVTEX and ECDIS RADAR OVERLAY?	☐	☐	
GPS?	☐	☐	
COURSE RECORDER?	☐	☐	
ECHO SOUNDER?	☐	☐	
GYRO/AUTO PILOT and MAGNETIC COMPASS?	☐	☐	
SPEEDLOG / DOPPLER LOG?	☐	☐	
GMDSS / SAT EPIRB / RADAR TRANSPONDER?	☐	☐	
VHF RADIO / NAVIGATION & SIGNAL LIGHTS?	☐	☐	
TWO WAY RADIO COMMUNICATION?	☐	☐	
Correction and arrangement, updating and maintenance of all navigational charts and other related nautical publications, including correction records			
B.A./ D.M.A./ Japanese Charts?	☐	☐	
Notice to Mariners (B.A. / D.M.A. / JAPANESE)?	☐	☐	
Catalogue (B.A. / D.M.A. / JAPANESE)?	☐	☐	
Correction Logbook?	☐	☐	
Various Tide/Current Tables?	☐	☐	

Various Sailing Directions?	☐	☐	
Volume of ALRS and Lists of Lights?	☐	☐	
Various Nautical Almanacs?	☐	☐	
214, 229 and 249 Sight Reduction Tables?	☐	☐	
Routeing and Pilot Charts?	☐	☐	
In charge medical, supply and first aid as a Medical Officer assigned by the Master.			
Knowledge in maintenance of medicine chest and dispensing of medicines to crew?	☐	☐	
Knowledge on making medical inventory and requisitions per standard quantity required by WHO?	☐	☐	
Familiar with the use various medical equipment and maintenance?	☐	☐	
Can he make a passage plan?	☐	☐	
Recapitulations of waypoints between ports?	☐	☐	
Can compute Est.time from one port to another?	☐	☐	
Knowledge about various sailing routes?	☐	☐	
Knowledge on tracing course on the chart considering safe distance to the shore, depth and	☐	☐	
Can he make an ABSTRACT LOG?			
1) Can he make Noon report and fill-up required information on the abstract log forms?	☐	☐	
Safe navigation during watch?	☐	☐	
Can take ship's fix position by celestial observation?	☐	☐	
Can take ship's fix position by terrestial observation?	☐	☐	
Can take compass error by celestial observation?	☐	☐	
Can take compass error by ranges of landmarks?	☐	☐	
Can make compass deviation table and graph?	☐	☐	
Can determine chronometer error by time tick?	☐	☐	
Aware of clock adjustment considering passing different time zones.	☐	☐	
Keeping records related all above items?	☐	☐	
Knowledge on keeping a COMPASS JOURNAL?	☐	☐	
Knowledge on keeping a CHRONOMETER LOG?	☐	☐	
Knowledge on keeping a MEDICAL LOG?	☐	☐	
Knowledge on keeping a VHF LOG?	☐	☐	
Knowledge on keeping a RADAR LOG	☐	☐	
Familiar with entries on flag-state logbook?	☐	☐	
Knowledge on checklist in preparation of vessels arrival/departure as per guidelines on company MSM?	☐	☐	

Keeping records and inventories of various disinfectants and sanitary equipments and	☐	☐	
*** Aware with various reporting such as;**			
AMVER	☐	☐	
JASREP	☐	☐	
AUSREP	☐	☐	
CHILREP	☐	☐	
MISCELLANEOUS MATTERS:			
Cost Saving Awareness?	☐	☐	
Can assist Master in preparing port documents?	☐	☐	
Conversant with radio communications?	☐	☐	
Ability to keep good harmony on board?	☐	☐	
Can act, behave and preserve the integrity of a Marine Deck Officer?	☐	☐	
Length of service under TEMM Company.			
How many years serving on board as Third Mate?			
To: Master: Do you recommend him for promotion as 2nd Mate?	☐	☐	
DEPARTMENT HEAD ASSESSMENT Do you recommend him for promotion?	☐	☐	
Note: Upon signature of candidate below, he is confirming that he is willing to extend his contract, but not to exceed to 12 months period.			

Accomplished by:

_____

Department head / Supervising Officer

Approved by:

_____

Master

Conforme:

Date:_____

MINIMUM COMPETENCY & SKILL REQUIREMENT FOR 3RD OFFICER

Name of Crew: _____ Age: _____ Date Signed On: _____

Vessel's Name: _____ No. of years with TEMM: _____

Rank: _____ Recommended for Promotion as: _____

	YES	NO	RANK, NAME,DATE & SIGNATURE
Does candidate meet the minimum company criteria stipulated in Crew Management Manual Appendix I - Promotion Criteria?	☐	☐	
If not, please state reason why you recommend:			
CANDIDATE SHOULD AT LEAST HAVE SERVED 8 MONTHS OF SHIPBOARD DUTY AS RATING AND ONE COMPLETE CONTRACT AS CADET TO BE CONSIDERED FOR PROMOTION			
Job performance answerable by YES or NO	YES	NO	**REMARKS** *(Assessing Officer must confirm the completion date of each items and to counter signed.)*
Please check the boxes			RANK, NAME,DATE & SIGNATURE
"DECK AND CARGO WORKS"			
A) ORGANIZATION: **3.2.4 Duties/Responsibilities:**			
Familiarized with the company policy, safety management system and its implementation / improvement?	☐	☐	
Could Assist the Master, Chief Officer and Second Officer?	☐	☐	
In charge of maintenance and inspection of all safety, fire and life saving equipment. Therefore please assess if he can perform said task to the ff:			
Fireman's outfit / Breathing Apparatus?	☐	☐	
Portable Fire extinguisher (and know how to re-fill)?	☐	☐	
Hydrants / Fire Hoses / Nozzles and Handles (including records of testings)?	☐	☐	
Fire Control Plans (Ensure being posted on strategic locations and complied in accordance to	☐	☐	
Self-closing doors	☐	☐	
Lifeboat / Rescue boat / Liferaft	☐	☐	
Lifebuoys and attachments	☐	☐	
Line Throwing Appliance / Distress Flares	☐	☐	
Immersion suits, lifejackets and Thermal Protective Aid (TPA).	☐	☐	
Knowledge on maintenance log and record of all above equipment including respective expiration dates.	☐	☐	
Notice to Mariners (B.A. / D.M.A. / JAPANESE)?	☐	☐	
Catalogue (B.A. / D.M.A. / JAPANESE)?	☐	☐	
Various Tide/Current Tables?	☐	☐	
Various Sailing Directions?	☐	☐	

Volume of ALRS and Lists of Lights?	☐	☐	
Various Nautical Almanacs?	☐	☐	
214, 229 and 249 Sight Reduction Tables?	☐	☐	
Preparation of bridge, arrival and departure condition.			
Can calculate pre-departure/arrival tidal and current conditions?	☐	☐	
Familiar with Arrival/Departure condition of the vessel?	☐	☐	
Familiar with carrying-out test gears prior departure and arrival and recording at the bell book?	☐	☐	
Finding tidal and current condition, and astronomical date, time sun/moon rise and set.	☐	☐	
Safe navigation during watch?	☐	☐	
Can take ship's fix position by celestial observation?	☐	☐	
Can take ship's fix position by terrestial observation?/ ECDIS RADAR OVERLAY	☐	☐	
Can take compass error by celestial observation?	☐	☐	
Can take compass error by ranges of landmarks?	☐	☐	
Can operate and familiar with various knob buttons on radar and arpa?	☐	☐	
Can determine chronometer error by time tick?	☐	☐	
Can obtain ship's fix position thru radar range and bearing?	☐	☐	
Familiar with various flags signal and pennants?	☐	☐	
Conversant with the RULES OF THE ROAD?	☐	☐	
Conversant with IALA BOUYAGE SYSTEM?	☐	☐	
Keeping records related all above items?	☐	☐	
Knowledge on keeping a COMPASS JOURNAL?	☐	☐	
Knowledge on keeping a CHRONOMETER LOG?	☐	☐	
Knowledge on keeping a VHF LOG?	☐	☐	
Knowledge on keeping a RADAR LOG	☐	☐	
Familiar with entries on flag-state logbook?	☐	☐	
Knowledge on checklist in preparation of vessels arrival/departure as per guidelines on company MSM?	☐	☐	
Preparation of port documents or as directed by the Master?	☐	☐	

Aware with various reporting such as;			
AMVER	☐	☐	
JASREP	☐	☐	
AUSREP	☐	☐	
CHILREP	☐	☐	
MISCELLANEOUS MATTERS:			
Cost Saving Awareness?	☐	☐	
Can assist Master in preparing port documents?	☐	☐	
Conversant with radio communications?	☐	☐	
Ability to keep good harmony on board?	☐	☐	
Can act, behave and preserve the integrity of a Marine Deck Officer?	☐	☐	
Cooperative with the implementation Safety Management System of the company.	☐	☐	
Length of service under TEMM Company.			
How many years serving on board as A/B or Bosun?			
To: Master: Do you recommend him for promotion as 3rd Mate?	☐	☐	
DEPARTMENT HEAD ASSESSMENT Do you recommend him for promotion?	☐	☐	
Note: Upon signature of candidate below, he is confirming that he is willing to extend his contract, but not to exceed to 12 months period.			

Accomplished by:

_____

Department head / Supervising Officer

Approved by:

_____

Master

Conforme:

_____

Date:_____

Vessel:_____

MINIMUM COMPETENCY & SKILL REQUIREMENT FOR BOSUN

Name of Crew: _____ Age: _____ Date Signed On: _____

Vessel's Name: _____ No. of years with TEMM: _____

Rank: _____ Recommended for Promotion as: _____

	YES	NO	RANK, NAME, DATE & SIGNATURE
Does candidate meet the minimum company criteria stipulated in Crew Management Manual Appendix I - Promotion Criteria?			
If not, please state reason why you recommend:			
CANDIDATE SHOULD AT LEAST HAVE SERVED 32 MONTHS OF SHIPBOARD DUTY AS AB TO BE CONSIDERED FOR PROMOTION			
Job performance answerable by YES or NO Please tick the boxes	YES	NO	**REMARKS** ***(Assessing Officer must confirm the completion date of each items and to counter signed)*** RANK,NAME,DATE& SIGNATURE
"DECK AND CARGO WORKS"			
Can able to do splicing job any type of rope ?	☐	☐	
Able in mantaining ship's painting job ?	☐	☐	
Can be a good leader to all deck hands in doing routine works on deck ?	☐	☐	
Has good ideas in doing lashing work of cargo ?	☐	☐	
Able in maintaining cargo gears, derrick, & winches ?	☐	☐	
Know how to operate derricks,cranes, winches & other cargo gears ?	☐	☐	
Can keep good control regarding safety of crew working on deck while vessel is in port ?	☐	☐	
Can keep & maintain vessel in good sanitation ?	☐	☐	
Able in controlling of deck store and spare parts under C/Officers supervision ?	☐	☐	
Familiarizing the entire vessel its fittings & essential deck equipments ?	☐	☐	
Safety Works & Drills :			
Can maintain Fixed CO2 Fire extinguishing equipment onboard ?	☐	☐	
Testing of Emergency Fire Pump ?	☐	☐	
Know the requirement for work involving source of ignition " HOT WORK"	☐	☐	
Safety measure before entering sealed compartment "ENCLOSED SPACE ENTRY"	☐	☐	
Safety of crew working "ALOFT" ?	☐	☐	
Know how to launch the lifeboat during drills and when emergency arises ?	☐	☐	
Know how to wear CABA & Fireman outfit ?	☐	☐	
Know all the emergency signal onboard ?	☐	☐	
Know his duties on "ABANDONSHIP"?	☐	☐	
In case of FIRE onboard can able to respond using the correct extinguishing agent for the class of FIRE ?	☐	☐	

I.S.M Code :			
Cooperative for the improvement of Company Safety Management System ?	☐	☐	
Can able to answer the question that might be ask by INTERNAL or EXTERNAL auditor for SMS review & evaluation ?	☐	☐	
To: Master Do you recommend him for promotion as Bosun?	☐	☐	
DEPARTMENT HEAD ASSESSMENT Do you recommend him for promotion?	☐	☐	
Note: Upon signature of candidate below, he is confirming that he is willing to extend his contract, but not to exceed to 12 months period.			

Accomplished by:

_____
Department head / Supervising Officer

Approved by:

_____
Master

Conforme:

_____

Date:_____

Vessel:_____

PROMOTION CHECKLIST

TOP EVER MARINE MANAGEMENT PHIL CORP

CW FO.012a / Rev date : 08.Feb.2022 / Rev no. 02

MINIMUM COMPETENCY & SKILL REQUIREMENT FOR ABLE SEAMAN

Name of Crew: _____ Age: _____ Date Signed On: _____

Vessel's Name: _____ No. of years with TEMM: _____

Rank: _____ Recommended for Promotion as: _____

	YES	NO	RANK, NAME,DATE & SIGNATURE
Does candidate meet the minimum company criteria stipulated in Crew Management Manual Appendix I - Promotion Criteria?	☐	☐	
If not, please state reason why you recommend:			
CANDIDATE SHOULD AT LEAST HAVE SERVED 24 MONTHS OF SHIPBOARD DUTY AS OS TO BE CONSIDERED FOR PROMOTION			
Job performance answerable by YES or NO	YES	NO	**REMARKS** (*Assessing Officer must confirm the completion date of each items and to counter signed).*
Please check the boxes			RANK, NAME,DATE & SIGNATURE
"DECK AND CARGO WORKS"			
Can able to do splicing job any type of rope ?	☐	☐	
Able in mantaining ship's painting job ?	☐	☐	
Follow job order from Bosun as instructed by C/Officer ?	☐	☐	
Know in sounding of ballast & FW tanks ?	☐	☐	
Has a good ideas in doing lashing work of cargo ?	☐	☐	
Know how to operate derricks,cranes, & winches ?	☐	☐	
Help in maintaining vessel sanitation ?	☐	☐	
Familiar with the deck equipment, its essential instruction prior using such equipment ?	☐	☐	
"BRIDGE DUTY"			
Can respond with all the rudder command ordered by PILOT and Master ?	☐	☐	
Can be trusted as lookout during night watch ?	☐	☐	
Maintaining of flags & pendants ?	☐	☐	
Concern of checking navigational lights & of checking the deck lights ?	☐	☐	

"SAFETY WORKS AND DRILLS"			
Know the operation procedure on releasing of CO_2 fire extinguisher ?	☐	☐	
Enhance own safety in working aloft ?	☐	☐	
Know how to operate SART ?	☐	☐	
Know the necessary measures prior entering "ENCLOSED SPACE AREA" Precaution in doing job involving source of ignition " HOT WORKS "?	☐	☐	
Know all the emergency signal onboard ?	☐	☐	
Know his duties on "ABANDONSHIP"?	☐	☐	
In case of FIRE onboard can able to respond using the correct extinguishing agent for the class of FIRE ?	☐	☐	
Does he know his action to be taken in case of "MAN OVERBOARD" situation ?	☐	☐	
"I.S.M CODE"			
Can comply the duty as per stated in MSM 3.2.11 ?	☐	☐	
Understand and familiarized the company policy and SMS ?	☐	☐	
Can able to recite his duties if ever there will be an INTERNAL/ EXTERNAL audit for review and evaluation of SMS ?	☐	☐	
To: Master: Do you recommend him for promotion as Able Seaman?	☐	☐	
DEPARTMENT HEAD ASSESSMENT Do you recommend him for promotion?	☐	☐	

Note: Upon signature of candidate below, he is confirming that he is willing to extend his contract, but not to exceed to 12 months period.

Accomplished by:

_____

Department head / Supervising Officer

Approved by:

_____

Master

Conforme:

_____

Date:_____

Vessel:_____

MINIMUM COMPETENCY & SKILL REQUIREMENT FOR CHIEF ENGINEER

Name of Crew: _____ Age: _____ Date Signed On: _____

Vessel's Name: _____ No. of years with TEMM: _____

Rank: _____ Recommended for Promotion as: _____

	YES	NO	RANK, NAME, DATE & SIGNATURE
Does candidate meet the minimum company criteria stipulated in Crew Management Manual Appendix I - Promotion Criteria?	☐	☐	
If not, please state reason why you recommend:			

CANDIDATE SHOULD AT LEAST HAVE SERVED 32 MONTHS OF SHIPBOARD DUTY AS 2E TO BE CONSIDERED FOR PROMOTION

Job performance answerable by YES or NO	YES	NO	**REMARKS** (*Assessing Officer must confirm the completion date of each items and to counter signed.)*
Please check the boxes			RANK, NAME, DATE & SIGNATURE
"MAIN ENGINE AND STEERING GEAR"			
Know the purpose and checkpoints in taking M/E Performance Report.	☐	☐	
Can understand and evaluate the reading of the Indicator and Draw diagram?	☐	☐	
Can recognize and understand the various instrumentation & safety equipments of M/E?	☐	☐	
Knows how to maneuver the vessel from the emergency maneuvering stand	☐	☐	
Knows the procedural steps to be taken in preparing M/E for departure/arrival	☐	☐	
Know the purpose in load-up/down program of M/E during start & or end of sea passage	☐	☐	
Can identify and rectify possible causes regarding starting difficulties of M/E.	☐	☐	
Has knowledge in the maintenance & repair of starting air valves & starting air distributor	☐	☐	
Has knowledge in the maintenance, repair & adjustment of M/E fuel oil pumps and valves	☐	☐	
Know the vital measurements to be taken in overhauling M/E and its purpose.	☐	☐	
Can identify factors in preventing scavenging fire and know how to inspect and check?	☐	☐	
Can accomplish Monthly Engine Report and know where to submit the said report?	☐	☐	
Know how to take crankshaft deflection and can interpret its reading.	☐	☐	
Can check and interpret clearance of main, crosshead and crankpin bearings.	☐	☐	
Know the purposes and adjustments in the M/E Cylinder Oil feed rate.	☐	☐	
Knowledge & understanding regarding the purpose of M/E continous machinery survey	☐	☐	
Can identify and recognize operational problems and hazards in the engine?	☐	☐	
Knows the checkpoints on the Steering Gear/Room before leaving port.	☐	☐	
Knows the maintenance works to be done to the steering gear and its purpose.	☐	☐	
Can read and interpret the schematic diagram in the steering gear system.	☐	☐	
Can recognize/understand usual alarms for electro-hydraulic steering gear?	☐	☐	
Know how to check and operate the Emergency Steering and its purpose.	☐	☐	

"D/GENERATOR ENGINES AND ALTERNATOR"			
Has knowledge regarding the operational system & trouble shooting of the D/Gen.			
Know the vital measurements to be taken in overhauling D/Generator and its purpose.			
Can read, understand & interpret electrical diagram and schematics in the Main Switch Board (MSB).			
Can operate and run D/Generator in cases of emergencies considering the safety aspects.			
Can check & test the safety equipments and instrumentations found in the D/Generator.			
Can check and interpret clearance of main, crosshead and crankpin bearings.			

Can interpret and evaluate D/Generator Monthly Performance Report.			
Know the important items to be checked & maintained to the alternator side of D/Gen.			
Knowledge in the importance of space heater to the alternator of D/Generator.			
Can perform and evaluate Megger Testing to the D/Generator alternator side.			
"FUEL OIL, LUB. OIL HANDLING AND BUNKERING"			
Can fully conformed & understand the Company's ISM-SMS F.O and L.O. Bunkering procedure.			
Has knowledge on when and how to request for FO, MDO and LO needed for the vessel.			
Has knowledge with regards to mixing fuel oil with different specific gravity and supplier.			
Can fully understand the contents of SOPEP and when to implement.			
Know the factors to be considered in giving heating to double bottom fuel oil tanks.			
Has knowledge regarding the maximum filling limit of the bunker tanks in your ship.			
Know the retention period of the bunker samples and delivery notes as per ISM-SMS.			
Know the procedure if the F.O./L.O. received has been short.			
Has knowledge in making and or preparing bunker plan and to implement it to the crew.			
"AUXILIARY MACHINERIES"			
Has knowledge regarding the operational system & trouble shooting of purifier			
Know the vital measurements to be taken in overhauling purifier and its purpose.			
Can check and test the safety equipments and instrumentation of the purifier.			
Can identify the precautionary measures in operating the purifier.			
Can read and interpret the electrical schematic diagram of the purification system.			
Has knowledge regarding the operational system & trouble shooting of FW Generator			
Has knowledge on the instrumentation and safety devices found on the FW Generator.			
Has knowledge on the maintenance works & scheduling to be done for the FW Generator.			
Knowledgeable in the procedure for warming up the Aux. Boiler after shut down for a long time.			
Can check & test safety equipments found on the Aux. Boiler as per manufacturer's manual.			

Know the maintenance works to be carried out to the Aux.& Exhaust Gas Boiler.	☐	☐	
Has knowledge on the water test to be carried out and maintenance to be done for the boiler water.	☐	☐	
Can classify/distinguish the types of pumps used onboard and its uses.	☐	☐	
Know the maintenance works to be carried out to the different types of pumps used onboard.	☐	☐	
Has knowledge on how to check the performance of the different types of pumps used onboard.	☐	☐	
Monitor, check & maintain the deck machineries and pumps in coordination with the Master.	☐	☐	
Has knowledge on the principle of operations of the domestic refrigerating plant.	☐	☐	
Know the procedure in starting/stopping of reefer plant and maintenance works to be done.	☐	☐	
Can read & interpret the schematic diagram on the domestic refrigerating plant.	☐	☐	
Know the principle of operations of the Starting Air Compressor.	☐	☐	
Has knowledge on the maintenance works to be carried out to the Air Compressor & Air bottles.	☐	☐	
"MISCELLANEOUS MATTERS"			
Know the duties & responsibilities of a C/Engineer as per Company's Safety Management System.	☐	☐	
Familiar, conversant & conform with the ISM-SMS implementation of the Company.	☐	☐	
Can carry out in training and discipline of all members of his department & to ensure the Company's policy has been fully complied with.	☐	☐	
Has knowledge on the maintenance, entries & filing of the logbooks & record books of the engine dep't.	☐	☐	
Has knowledge on the purpose of issuing written instructions, guidelines & orders on his department.	☐	☐	
Can assist the Master in monitoring the flag state & international regulations as per Company's Policy.	☐	☐	
Knowledgeable with regards to the procedure in voyage preparation that conforms with the Company's Safety Management System.	☐	☐	
Knows the importance of the shipboard Garbage Management Plan & with coordination to the Master.	☐	☐	
Knowledgeable with regards to the accurate submission of reports & figures to the Master.	☐	☐	
Has knowledge in ordering and good control of spare parts to all machinery/equipment under his charge.	☐	☐	
Has knowledge in the preparations for the scheduled drydock of the vessel	☐	☐	
Knows the Grievance Machinery Procedure onboard with close coordination to the management staff.	☐	☐	
To: Master: Do you recommend him for promotion as Chief Engineer?	☐	☐	
DEPARTMENT HEAD ASSESSMENT Do you recommend him for promotion?	☐	☐	

Note: Upon signature of candidate below, he is confirming that he is willing to extend his contract, but not to exceed to 12 months period.

Accomplished by:

_____

Department head / Supervising Officer

Approved by:

_____

Master

Conforme:

_____

Date:_____

Vessel:_____

PROMOTION CHECKLIST

TOP EVER MARINE MANAGEMENT PHIL CORP

CW FO.012a / Rev date : 08.Feb.2022 / Rev no. 02

MINIMUM COMPETENCY & SKILL REQUIREMENT FOR 2ND ENGINEER

Name of Crew: _____ Age: _____ Date Signed On: _____

Vessel's Name: _____ No. of years with TEMM: _____

Rank: _____ Recommended for Promotion as: _____

	YES	NO	RANK, NAME,DATE & SIGNATURE
Does candidate meet the minimum company criteria stipulated in Crew Management Manual Appendix I - Promotion Criteria?	☐	☐	
If not, please state reason why you recommend:			

CANDIDATE SHOULD AT LEAST HAVE SERVED 24 MONTHS OF SHIPBOARD DUTY AS 3E TO BE CONSIDERED FOR PROMOTION

Job performance answerable by YES or NO	YES	NO	**REMARKS** (*Assessing Officer must confirm the completion date of each items and to counter signed.)*
Please check the boxes			RANK, NAME,DATE & SIGNATURE
"MAIN ENGINE AND STEERING GEAR"			
Know the purpose and checkpoints in taking M/E Performance Report	☐	☐	
Can understand and evaluate the reading of the Indicator and Draw diagram?	☐	☐	
Know and understand the various controls and instrumentations of the Main Engine.	☐	☐	
Know how to test and check the safety devices & mechanism of the Main Engine.	☐	☐	
Knows how to maneuver the vessel from the emergency maneuvering stand.	☐	☐	
Knows the procedural steps to be taken in preparing M/E for departure/arrival	☐	☐	
Can identify and rectify possible causes regarding starting difficulties of M/E.	☐	☐	
Has knowledge in the maintenance & repair of starting air valves & air distributor.	☐	☐	
Know the operating principle of a fuel pumps & fuel valves in relation to the running engine.	☐	☐	
Know the maintenance procedures and adjustments of F.O pumps & valves as per maker's manual.	☐	☐	
Know the special tools to be used in doing maintenance work to the main engine.	☐	☐	
Know the vital measurements to be taken in overhauling M/E and its purpose.	☐	☐	
Know the preventive maintenance in the scavenging system to prevent fire & its importance to the engine.	☐	☐	
Can accomplish Monthly Engine Report and know where to submit the said report?	☐	☐	
Know how to take crankshaft deflection and can interpret its reading.	☐	☐	
Can check and interpret clearance of main, crosshead and crankpin bearings.	☐	☐	
Can identify and recognize operational problems and hazards in the engine?	☐	☐	
Knows the checkpoints to be done on the Steering Gear/Room before leaving port.	☐	☐	
Knows the maintenance works to be done to the steering gear and its purpose.	☐	☐	
Can read and interpret the schematic diagram in the steering gear system & know how to operate the Emergency Steering and its check points.	☐	☐	
Can recognize/understand usual alarms for electro-hydraulic steering gear?	☐	☐	

"D/GENERATOR ENGINES AND ALTERNATOR"			
Has knowledge regarding the operational system & trouble shooting of the D/Gen.	☐	☐	
Know the vital measurements to be taken in overhauling D/Generator and its purpose.	☐	☐	
Can read, understand & interpret electrical diagram and schematics in the Main Switch Board (MSB).	☐	☐	
Can operate and run D/Generator in cases of emergencies considering the safety aspects.	☐	☐	
Can check & test the safety equipments and instrumentations found in the D/Generator.	☐	☐	
Can interpret and evaluate D/Generator Monthly Performance Report.	☐	☐	
Know the maintenance procedure of all auxiliaries interconnected to the D/G basing from the manual.	☐	☐	
Know the important items to be checked & maintained to the alternator side of D/Gen.	☐	☐	
Knowledge in the importance of space heater to the alternator of D/Generator.	☐	☐	

"FUEL OIL, LUB. OIL HANDLING AND BUNKERING"			
Can fully conformed & understand the Company's ISM-SMS F.O and L.O. Bunkering procedure.	☐	☐	
Has knowledge on when and how to request for FO, MDO and LO needed for the vessel.	☐	☐	
Has knowledge with regards to mixing fuel oil with different specific gravity and supplier.	☐	☐	
Can fully understand the contents of SOPEP/MARPOL and when to implement.	☐	☐	
Know the factors to be considered in giving heating to double bottom fuel oil tanks.	☐	☐	
Has knowledge regarding the maximum capacity of fuel oil tanks during bunkering.	☐	☐	
Know the retention period of the bunker samples and delivery notes as per ISM-SMS.	☐	☐	
Know the procedure if the F.O./L.O. received has been short landed.	☐	☐	
Has knowledge in making and or preparing bunker plan and to implement it to the crew.	☐	☐	
Can properly coordinate with the concerned parties onboard during bunkering operation.	☐	☐	
"AUXILIARY MACHINERIES"			
Has knowledge regarding the operational system & trouble shooting of purifier	☐	☐	
Know the vital measurements to be taken in overhauling purifier and its purpose.	☐	☐	
Can check and test the safety equipments and instrumentation of the purifier.	☐	☐	
Can identify the precautionary measures in operating the purifier.	☐	☐	
Can read and interpret the electrical schematic diagram of the purification system.	☐	☐	
Has knowledge regarding the operational system & trouble shooting of FW Generator	☐	☐	
Can check and test the instrumentation safety devices found on the FW Generator.	☐	☐	
Has knowledge on thepreventive maintenance works and scheduling to be done for the FW Generator.	☐	☐	
Knowledgeable in the procedure for warming up the Aux. Boiler after shut down for a long time.	☐	☐	
Can check & test safety devices & equipments found on the Aux. Boiler as per manufacturer's manual.	☐	☐	
Can carry out the maintenance work to be done to the Aux.& Exhaust Gas Boiler.	☐	☐	

Knowledgeable on the water test to be carried out and maintenance works regarding boiler water.	☐	☐	
Can classify/distinguish the types of pumps used onboard and its principle of operations.	☐	☐	
Know the maintenance works to be carried out to the different types of pumps used onboard.	☐	☐	
Knowledgeable on checking the performance of the different types of pumps used onboard.	☐	☐	
Monitor, check & maintain the deck machineries and pumps in coordination with the Department head.	☐	☐	
Has knowledge on the principle of operations of the domestic refrigerating plant.	☐	☐	
Can evaluate and check the provision plant and test its instrumentations found.	☐	☐	
Know the procedure in starting/stopping of reefer plant and maintenance works to be done.	☐	☐	
Can read & interpret the schematic diagram on the domestic refrigerating plant.	☐	☐	
Know the principle of operations & maintenance of the Starting Air Compressor and its auxiliaries.	☐	☐	
"GENERAL RESPONSIBILITIES"			
Know the duties & responsibilities of a 2nd/Engineer as per Company's Safety Management System.	☐	☐	
Familiar, conversant & conform with the ISM-SMS implementation of the Company.	☐	☐	
Can carry out in training and discipline of all members of his department & to ensure that the Company's policy has been fully complied with.	☐	☐	
Has knowledge on the maintenance, entries & filing of the logbooks & record books of the engine dep't.	☐	☐	
Can carry out the standing orders, instructions and guidelines given by the C/Engineer.	☐	☐	

Can delegate to the engine personnel the standing orders and instructions of the C/Engineer.	☐	☐	
Can prepare and submit to the C/Engineer job order for the engine staff.	☐	☐	
Knowledgeable with regards to the procedure in voyage preparation that conforms with the Company's Safety Management System.	☐	☐	
Know the importance of the Shipboard Garbage Management Plan & proper implementation onboard.	☐	☐	
Know the procedure in ordering and good control of spare parts and to all machineries in the engine room.	☐	☐	
Can properly implement to all engine staff the maintenance work given by the C/E.	☐	☐	
Know the Grievance Machinery Procedure onboard with close coordination to the management staff.	☐	☐	
To: Master: Do you recommend him for promotion as 2nd Engineer?	☐	☐	
DEPARTMENT HEAD ASSESSMENT Do you recommend him for promotion?	☐	☐	
Note: Upon signature of candidate below, he is confirming that he is willing to extend his contract, but not to exceed to 12 months period.			

Accomplished by:

_____

Department head / Supervising Officer

Approved by:

_____

Master

Conforme: _____

Date:_____

PROMOTION CHECKLIST

TOP EVER MARINE MANAGEMENT PHIL CORP
CW FO.012a / Rev date : 08.Feb.2022 / Rev no. 02

MINIMUM COMPETENCY & SKILL REQUIREMENT FOR 3RD ENGINEER

Name of Crew: _____ Age: _____ Date Signed On: _____

Vessel's Name: _____ No. of years with TEMM: _____

Rank: _____ Recommended for Promotion as: _____

	YES	NO	RANK, NAME,DATE & SIGNATURE
Does candidate meet the minimum company criteria stipulated in Crew Management Manual Appendix I - Promotion Criteria?	☐	☐	
If not, please state reason why you recommend:			

CANDIDATE SHOULD AT LEAST HAVE SERVED 16 MONTHS OF SHIPBOARD DUTY AS 4E TO BE CONSIDERED FOR PROMOTION

Job performance answerable by YES or NO	YES	NO	**REMARKS** (*Assessing Officer must confirm the completion date of each items and to counter signed.)*
Please check the boxes			RANK, NAME,DATE & SIGNATURE
"DIESEL GENERATOR & ALTERNATOR "			
Has knowledge regarding the operational system & trouble shooting of the D/Gen.	☐	☐	
Know the vital measurements to be taken in overhauling D/Generator and its purpose.	☐	☐	
Can read, understand & interpret diagram and schematics in the Main Switchboard?	☐	☐	
Can operate and run D/Generator in cases of emergencies considering the safety aspects?	☐	☐	
Can check & test the safety equipments and instrumentations found in the D/Generator?	☐	☐	
Has knowledge in taking the engine performance report of D/Generator and its purpose.	☐	☐	
Can identify and rectify possible causes regarding starting difficulties of D/Generator.	☐	☐	
Has knowledge in taking crankshaft deflection and can interpret its reading and purposes.	☐	☐	
Has knowledge in overhauling & calibrating the FO valves to its desired opening pressure.	☐	☐	
Knowledgeable in the overhauling and repair of (Bosch Type) Fuel Oil pumps.	☐	☐	
Can interpret and evaluate D/Generator Monthly Performance Report.	☐	☐	
Can carry out preventive maintenance in accordance with the manufacturer's manual	☐	☐	
Know the factors to be considered in synchronizing two D/Generators.	☐	☐	
Can carry out preventive maintenance of the alternator in the D/Generator.	☐	☐	
Know the important items to be checked & maintained to the alternator side of D/Gen.	☐	☐	
"AUXILIARY BOILER"			
Can performed the regular water testing and treatment of the boiler water & know what form to be filled up.	☐	☐	
Can carry out regular blowdown of boiler water to prevent accumulation of dirt/sludge.	☐	☐	
Can performed regular soot blowing as to procedure recommended by the manufacturer/maker.	☐	☐	
Know the proper maintenance of the boiler gauge glass & ensure reliable level indication.	☐	☐	
Know the maintenance procedure in checking the alarms, safety devices and flame indicator.	☐	☐	
Can performed the maintenance procedure of cleaning the boiler burner, nozzle & electrode.	☐	☐	

"STARTING AIR COMPRESSOR "			
Know the operational system of a starting air compresor & its main functions.	☐	☐	
Know the safety devices found in the starting air compressor & its functions.	☐	☐	
Know how to check LP & HP valves, unloaders and pressure switch as per manufacturer's manual.	☐	☐	
Know how to properly maintained the starting air compressor and its system.	☐	☐	
Know the importance of draining water from the the starting air bottles.	☐	☐	
Know the procedure& check points in starting up air compressor that has been on standby for a long time.	☐	☐	
Can read and understand the schematics diagram of electrical fixtures found in the air compressor.	☐	☐	

Know the routinary check to be done in a running air compressor.	☐	☐	
Can read and understand the schematics diagram of electrical fixtures found in the air compressor.	☐	☐	
Know the special tools & its uses in overhauling and maintenance of a starting air compressor.	☐	☐	
"FRESH WATER GENERATOR "			
Know the instrumentations & control found in the Fresh Water Generator.	☐	☐	
Has operational knowledge in handling the Fresh Water Generator and its auxiliaries.	☐	☐	
Has knowledge on the type of FW Generator used & the preventive maintenance as per maker manual.	☐	☐	
Has knowledge on the desired salinity reading for human consumption & know how to control.	☐	☐	
Know the function of eductor pump and the maintenance work to be done.	☐	☐	
Know the routinary check to be done to an operational Fresh Water Generator.	☐	☐	
"HANDLING OF FUEL OIL, LUBRICATING OIL AND BUNKERING"			
Can fully conformed with the Company's SMS on Bunkering & handling of F.O & L.O	☐	☐	
Know how to make the fuel & lube oil condition report and familiar with its content.	☐	☐	
Know the purpose on making the fuel and lube oil condition report.	☐	☐	
Fully conversant and familiar with regards to the implementation of Company's SOPEP.	☐	☐	
Know the disadvantages in bunkering Fuel Oil with different specific gravity.	☐	☐	
Can assist the C/E in the preparation for bunkering of F.O & L.O operation.	☐	☐	
Know the procedure in preparation for bunkering operations & items to prepare.	☐	☐	
Can identify the important factors to be considered before and after bunkering operation.	☐	☐	
Be able to prepare Abstract Log Report and familiar & knowledgeable with its content.	☐	☐	
Know the factors to be considered in taking the Abstract Log report & when to submit.	☐	☐	
Know the purpose of a fuel oil viscosimeter and its functions.	☐	☐	

"GENERAL RESPONSIBILITIES "			
Know the duties & responsibilities of a 3rd Engineer as per Company's Safety Management System.	☐	☐	
Familiar, conversant & conform with the ISM-SMS implementation of the Company.	☐	☐	
Knowledgeable with regards to the accurate submission of reports & figures to the C/Engineer.	☐	☐	
Knows the importance of the shipboard Garbage Mgmt. Plan with proper coordination of the C/E.	☐	☐	
Know where he should be directly responsible & can do maintenance work as assigned by the C/E & 2/E.	☐	☐	
Can comply with the standing order of the C/E with regards to machineries, watchkeeping & safety.	☐	☐	
Can assist the C/E in the preparation for bunkering Fuel and Lube Oil.	☐	☐	
Can assist the C/E & 2/E in receiving spare parts, stores & in making inventories.	☐	☐	
Know his specific duties & responsibilities onboard during normal & emergency shipboard operations.	☐	☐	
To: Master: Do you recommend him for promotion as 3rd Engineer?	☐	☐	
DEPARTMENT HEAD ASSESSMENT Do you recommend him for promotion?	☐	☐	

Note: Upon signature of candidate below, he is confirming that he is willing to extend his contract, but not to exceed to 12 months period.

Accomplished by:

_____

Department head / Supervising Officer

Approved by:

_____

Master

Conforme:

_____

Date:_____

Vessel:_____

PROMOTION CHECKLIST

TOP EVER MARINE MANAGEMENT PHIL CORP

CW FO.012a / Rev date : 08.Feb.2022 / Rev no. 02

MINIMUM COMPETENCY & SKILL REQUIREMENT FOR 4TH ENGINEER

Name of Crew: _____ Age: _____ Date Signed On: _____

Vessel's Name: _____ No. of years with TEMM: _____

Rank: _____ Recommended for Promotion as: _____

	YES	NO	RANK, NAME,DATE & SIGNATURE
Does candidate meet the minimum company criteria stipulated in Crew Management Manual Appendix I - Promotion Criteria?	☐	☐	
If not, please state reason why you recommend:			

CANDIDATE SHOULD AT LEAST HAVE SERVED 8 MONTHS OF SHIPBOARD DUTY AS RATING AND ONE COMPLETE CONTRACT AS CADET TO BE CONSIDERED FOR PROMOTION

Job performance answerable by YES or NO	YES	NO	**REMARKS** (*Assessing Officer must confirm the completion date of each items and to counter signed.)*
Please check the boxes			RANK, NAME,DATE & SIGNATURE
"PURIFIERS"			
Has knowledge regarding the operational system & trouble shooting of purifiers?	☐	☐	
Can understand and interpret the electrical diagram in the purification system.	☐	☐	
Has knowledge on the maintenance works to be done to the purifier?	☐	☐	
Know how to check alarms and safety devices found in the purification system?	☐	☐	
Has knowledge on the selection of gravity disc basing on the specific gravity given?	☐	☐	
Know the factors to be considered in purifying Fuel Oil and Lube Oil.	☐	☐	
Know the main function of the operating and sealing water in the purification system?	☐	☐	
Has knowledge regarding the sludge interval depending upon the quality of oil to be purified.	☐	☐	
Know the main parts of the purifier and its basic functions and purpose.	☐	☐	
Can identify and recognize operational problems and hazards in the purifier.	☐	☐	
"ENGINE ROOM PUMPS"			
Know the maintenance works to be carried out to the different types of pumps used onboard.	☐	☐	
Has knowledge in checking the pumps performance and capacity.	☐	☐	
Can distinguished the difference between a gland packing and a mechanical seal type.	☐	☐	
Has knowledge in overhauling & checking of wear limits and adjustments of pumps.	☐	☐	
Has knowledge regarding the alignment of pumps & motors and factors to be consider.	☐	☐	
Know the lubrication points for electric motors and pumps & its frequency.	☐	☐	
"HEAT EXCHANGERS"			
Can performed regular maintenance and cleaning on the heat exchanger.	☐	☐	
Has knowledge in checking the protective anodes when using seawater as a cooling medium.	☐	☐	
Know the parameters to take in reading the heat exchangers.	☐	☐	
Know the maintenance work to be done in preventing valves freezing.	☐	☐	

"FRESH WATER GENERATOR"			
Has operational knowledge in handling the Fresh Water Generator and its auxiliaries.	☐	☐	
Has knowledge in preventing accummulated scales in the FW Generator.	☐	☐	
Has knowledge in the maintenance of FW Generator eductor pump.	☐	☐	
Know the instrumentations & control found in the Fresh Water Generator.	☐	☐	

"BOILERS"			
Know the principle of operation of the Aux. Boiler and Exh. Gas Boiler.	☐	☐	
Has knowledge in operating an Aux. Boiler and Exh. Gas Boiler.	☐	☐	
Can performed the maintenance works to be done in the Auxiliary & Exh. Gas Boiler	☐	☐	
Know the instrumentations & control found in the Auxiliary Boiler.	☐	☐	
"STARTING AIR SYSTEM"			
Know the operational system of a starting air compresor & its maintenance works.	☐	☐	
Know the safety devices found in the starting air compressor & its functions.	☐	☐	
Can distinguish the LP valves from the HP valves & its maintenance procedure.	☐	☐	
Know the special tools used in overhauling starting air compressor.	☐	☐	
"EMERGENCY GENERATOR"			
Can performed regularly the test running of engine & checking the conditions of its instrumentations.	☐	☐	
Know how to check the starting system, battery charging equipments, lube oil & others.	☐	☐	
Performed the monitoring of F.O. service tank and ensure sufficient quanity inside the tank.	☐	☐	
"EMERGENCY FIRE PUMP"			
Can performed regularly the test running of pump & checking the operating pressure conditions.	☐	☐	
Knowledgeable in doing routinary maintenace check on the pump and its auxiliaries.	☐	☐	
"LIFE BOAT ENGINE"			
Know the purpose & importance in checking the engine and confirmed its good operational functions.	☐	☐	
Can ensure that F.O. tanks should be full at all times, starting system is reliable & required tools are intact.	☐	☐	

"GENERAL RESPONSIBILITIES"			
Know the duties & responsibilities of a 4th Engineer as per Company's Safety Management System.	☐	☐	
Familiar, conversant & conform with the ISM-SMS implementation of the Company.	☐	☐	
Has knowledge with regards to Bunkering and Oil Transfer procedure as per Company's SMS.	☐	☐	
Knows the importance of the shipboard Garbage Mgmt. Plan with proper coordination of the C/E.	☐	☐	
Knowledgeable with regards to the accurate submission of reports & figures to the C/Engineer.	☐	☐	
Has knowledge in ordering & controlling spare parts to machineries in his charge.	☐	☐	
Know his specific duties & responsibilities onboard during normal & emergency shipboard operations.	☐	☐	
To: Master: Do you recommend him for promotion as 4th Engineer?	☐	☐	
DEPARTMENT HEAD ASSESSMENT Do you recommend him for promotion?	☐	☐	
Note: Upon signature of candidate below, he is confirming that he is willing to extend his contract, but not to exceed to 12 months period.			

Accomplished by:

_____

Department head / Supervising Officer

Approved by:

_____

Master

Conforme:

_____

Date:_____

Vessel:_____

PROMOTION CHECKLIST

TOP EVER MARINE MANAGEMENT PHIL CORP

CW FO.012a / Rev date : 08.Feb.2022 / Rev no. 02

MINIMUM COMPETENCY & SKILL REQUIREMENT FOR OILER

Name of Crew: _____ Age: _____ Date Signed On: _____

Vessel's Name: _____ No. of years with TEMM: _____

Rank: _____ Recommended for Promotion as: _____

	YES	NO	RANK, NAME,DATE & SIGNATURE
Does candidate meet the minimum company criteria stipulated in Crew Management Manual Appendix I - Promotion Criteria?	☐	☐	
If not, please state reason why you recommend:			

CANDIDATE SHOULD AT LEAST HAVE SERVED 18 MONTHS OF SHIPBOARD DUTY AS WIPER TO BE CONSIDERED FOR PROMOTION

Job performance answerable by YES or NO	YES	NO	**REMARKS** ***(Assessing Officer must confirm the completion date of each items and to counter signed.)***
Please check the boxes			RANK, NAME,DATE & SIGNATURE
"GENERAL RESPONSIBILITIES"			
Know the duties & responsibilities of a Oiler as per Company's Safety Management System.	☐	☐	
Familiar, conversant & conform with the ISM-SMS implementation of the Company.	☐	☐	
Knows the Grievance Machinery Procedure onboard with close coordination to his superior.	☐	☐	
Can perform the routinary works of an Oiler in taking over a watch & its Standard Operating Procedure .	☐	☐	
Know the importance of Shipboard Garbage Management Plan and its applications.	☐	☐	
Know the importance of Shipboard Oil Pollution Prevention Plan & its applications.	☐	☐	
Can perform welding jobs such as electric & gas welding considering the safety aspects.	☐	☐	
Has knowledge regarding the application & uses of the Personal Protective Equipment.	☐	☐	
Knows the precautionary measures in doing maintenance works in the engine room.	☐	☐	
Know his respective duties & resposibilities during emergencies and drills.	☐	☐	
Know how to trace pipelines and can identify its interconnections either FO,LO,DO,FW,SW & others.	☐	☐	
Know the location of all the special tools of the M/E, D/G and other auxiliaries machineries.	☐	☐	
Can take readings on all running machineries as per indicated in the engine room log book.	☐	☐	
Know his respective duties & resposibilities during bunkering & oil transfer & know about MARPOL.	☐	☐	
Can perform Ballasting and De-ballasting operations onboard and its importance.	☐	☐	
Can assist and has knowledge regarding maintenance works in thePurifier and its system.	☐	☐	
Can assist and has knowledge regarding maintenance works in the Fresh Water Generator and its system.	☐	☐	
Can assist and has knowledge regarding maintenance works in the Aux. Boiler and its system.	☐	☐	
Can assist and has knowledge regarding maintenance works in the different types of Pumps and its system.	☐	☐	
Can assist and has knowledge regarding maintenance works in the Starting Air Compressor and its system.	☐	☐	
Can assist and has knowledge regarding maintenance works in the Deck Machineries.	☐	☐	

To: Master: Do you recommend him for promotion as Oiler?	☐	☐	
DEPARTMENT HEAD ASSESSMENT Do you recommend him for promotion?	☐	☐	
Note: Upon signature of candidate below, he is confirming that he is willing to extend his contract, but not to exceed to 12 months period.			

Accomplished by:

_____
Department head / Supervising Officer

Approved by:

_____
Master

Conforme:

Date:_____

PROMOTION CHECKLIST

TOP EVER MARINE MANAGEMENT PHIL CORP

CW FO.012a / Rev date : 08.Feb.2022 / Rev no. 02

MINIMUM COMPETENCY & SKILL REQUIREMENT FOR CHIEF COOK

Name of Crew: _____ Age: _____ Date Signed On: _____

Vessel's Name: _____ No. of years with TEMM: _____

Rank: _____ Recommended for Promotion as: _____

	YES	NO	RANK, NAME, DATE & SIGNATURE
Does candidate meet the minimum company criteria stipulated in Crew Management Manual Appendix I - Promotion Criteria?			
If not, please state reason why you recommend:			
CANDIDATE SHOULD AT LEAST HAVE SERVED MINIMUM (1) COMPLETE CONTRACT AS UTILITY/MESSMAN WITH THE COMPANY TO BE CONSIDERED FOR PROMOTION			
Job performance answerable by YES or NO	YES	NO	**REMARKS** *(Assessing Officer must confirm the completion date of each items and to counter signed.)*
Please check the boxes			RANK, NAME, DATE & SIGNATURE
DUTIES & RESPONSIBILITIES:			
Holder of Ship's Catering Services NC II certificate and Culinary Arts training certificate.	☐	☐	
Conversant with the International Safety Management Code & and familiar with the company's Safety Management System.	☐	☐	
Aware of the On-board Complaint Procedure, the Hours of Rest period and his Seafarer's Employment Agreements.	☐	☐	
Aware of his duties & responsibilites under the "Food Committee" as stated in the Crew Management Manual.	☐	☐	
Aware of the (Table 1 of the Revised MARPOL Annex V) -"At Sea Garbage Disposal Regs & the Garbage Bins Color Coding"?	☐	☐	
Able to prepare Victualing report, Provision, Bonded Store Statement, Entertainment & Master's extra meal account.	☐	☐	
Able to carry out his duties & responsibilities during emergencies especially fire in the galley.	☐	☐	
Able and willing to assist the Deck Hands during Arrival and Departure maneuvering & perform Pirate Watch when needed.	☐	☐	
COOKING ABILITY:			
Able to cook all meals for guests & crew on board, with due consideration of different cultural & religious background.	☐	☐	
Able to bake bread, pastries, buns and dumplings.	☐	☐	
MENU PREPARATION:			
Able to prepare a healthy range of food for crew within the budget set out by the Food Committee approved by Master.	☐	☐	
Able to prepare & submit a different menu on a weekly basis period.	☐	☐	
Able to order or requisition of food & other supplies needed and good inventory management to ensure efficient operation.	☐	☐	
SANITARY / HYGIENE			
Able to maintain sanitation standard and personal hygiene at all times.	☐	☐	
Able to maintain sanitary standard within his area of responsibility such as, the messrooms, pantry, storerooms including recreation room.	☐	☐	
Able to maintain the cleanliness & orderliness of dry provision storage and cold chambers.	☐	☐	

RELATION TO CREW RE FOOD MATTERS:			
Able to accept critics and suggestions in case when his planned and prepared meals does not satisfy the palate of the crew.	☐	☐	
Able to provide snacks to crew who are performing approved overtime works.	☐	☐	
Able to issue appropriate orders & instructions to his subordinate in a clear and simple manner.	☐	☐	
MAINTENANCE:			
Able to maitain accurate stock records of all dry, frozen food on board at all times.	☐	☐	
Able to maintain the good status of food & storage condition & good status of drinking water.	☐	☐	
Able to maintain that dining areas are set prior to beginning of each meal, and knows the correct food serving position.	☐	☐	
Able to maintain all the equipment in the galley, pantry, mess-room and in the recreation room.	☐	☐	
Able to thoroughly check the quantity and quality of received food products and other provision supplies.	☐	☐	
To: DEPARTMENT HEAD Do you recommend him for promotion as Chief Cook?	☐	☐	
TO: THE MASTER Do you approve the recommendation?	☐	☐	

Note: Upon signature of candidate below, he is confirming that he is willing to extend his contract, but not to exceed to 12 months period.

Accomplished by:

Department Head / Supervising Officer

Approved by:

Master

Date: _____

Conforme:

Name of Crew

Vessel: _____