CREW DOCUMENTS/ TRAININGS DURATION LIST

Travel Documents	Processing	Releasing	Remarks
Passport	By appointment	7 working days	
SIRB/SRB No.	By appointment	Same day releasing	
E-Registration No.	For crew registration	Same day releasing	
US Visa	By appointment	7 working days	
Maritime Crew Visa	For online application	Same day releasing	
Medical	Walk-in	3 to 5 days	Depending on the medical evaluation
Yellow Fever	By appointment	Same day releasing	
Cholera	Walk-in	For completion of 3rd dose after 1 week	
Polio Vaccine	By appointment	Same day releasing	
International Certificate of Vaccination	By appointment	Same day releasing	

Marina/ TESDA Certificates	Processing	Releasing	Remarks
Marina Certificate of Competency	As per Marina available schedule online (subject to evaluation and assessment of requirements)	1-2 days	Can apply for expedite for 1 day With practical assessment for 1st time application (2 days)
Marina GOC	As per Marina available schedule online (subject to evaluation and assessment of requirements)	1-2 days	Can apply for expedite for 1 day With practical assessment for 1st time application (2 days)
COP Certificate/s	As per Marina available schedule online (subject to evaluation and assessment of requirements)	1-2 days	Can apply for expedite for 1 day
TESDA NC I/ NC III	Walk -in	Same day releasing	

Seafarer's Identity Document	By appointment	Same day releasing	

STCW Training Courses	Days of Training	Refresher Training	Remarks
Ratings Forming Part of a Navigational Watch	5 days	N/A	
Ratings Forming Part of a Engineering Watch	5 days	N/A	
Basic Training	9 days	3 days	
Advance Training on Fire Fighting	5 days	2 days	
Survival Craft and Rescus Boats	5 days	2 days	
Medical Care	6 days	N/A	
Medical Emergency Firsy Aid	5 days	N/A	
Ship Security Officer	4 days	N/A	
Security Awareness Training and Seafarers with Designated Security Duties	1 day	N/A	

Note: Above training duration is subject to change depending on the Training Centers

ECDIS	Days of Training	Refresher Training	Remarks
Electronic Chart Display & Information System	5 days	2 days	
Specific Type ECDIS - (FURUNO - FEA2107/ FMD3300) //JRC (JAN9201/901B// Chart Wold eGlobe G2) ***	2 days	N/A	

Training Courses	Days of Training	Refresher Training	Remarks
Consolidated Marpol	3 days	N/A	
Hazmat with CFR	2 days	N/A	
DECK			
Cargo handling and Care of Cargo	2 days	1 day	
Bridge Resource Management	3 days	2 days	
Bridge Team Management	2 days	1 day	
Ship Handling and Maneuvering	5 days	3 days	

Ship Simulator and Bridge Teamwork	5 days	3 days	
Ballast Water Management	1 day	N/A	
Chart Correction	1 days	N/A	
Collision Avoidance	2 days	N/A	
Shipboard Safety Officer Course	2 days	N/A	
ENGINE			
Engine Resource Management	3 days	2 days	
Engine Room Simulator	5 days	3 days	
Engine Room SImulators with Engine Room Resource Management	5 days	3 days	
Hydraulic and Pneumatics	5 days	N/A	
Basic Welding	5 days	N/A	
GALLEY			
Ship's Catering for NC III	18 days	N/A	
Messman Course	3 days	N/A	

Note: Above training duration is subject to change depending on the Training Centers

MLC Deck	Days of Training	Refresher Training	Remarks
Function 1	15 days	N/A	
Function 2	4 days	N/A	
Function 3	8 days	N/A	

MLC Engine	Days of Training	Refresher Training	Remarks
Function 1	15 days	N/A	
Function 2	10 days	N/A	
Function 3	5 days	N/A	
Function 4	13 days	N/A	

Updated as of 28 April 2025