SEAFARER'S CHECKLIST FOR DECK DEPARTMENT

Top Ever Marine Management Phil. Corp.
DS FO.001A / Rev.Date: 05.Feb.2025/Rev No:04

Principal Approval Date (if known): **Date Crew Submitted Documents:**

Name : Vessel Name (if known) :

Rank : Date & Port of Joining (if known) :

Contact Number :

( )	Passport No:	***old:*** _____ Note: at least 3 blank pages	Date Issued:	**Validity:**	
( )	SIRB / SRB No:	***old:*** _____ Note: at least 3 blank pages	Date Issued:	**Validity:**	
( )	E-Registration			**Date Issued:**	
( )	US Visa	**US Visa Type:**	Date Issued:	**Validity:**	
( )	MCV		Date Issued:	**Validity:**	
( )	Medical (Fit to Work), if available:		Date Issued:	**Validity:**	
( )	Yellow Fever /		Date Issued:	**Validity:**	
( )	Cholera (3 yrs. Validity)		Date Issued:	**Validity:**	
( )	Polio	Date Issued: **Validity:**	ICV:	Date Issued:	***Validity:***

Marina Endorsement & Cert / TESDA Certs & COP: ***(In Compliance with STCW-2010 Manila Amendments)***

( )	Seafarer's Identity Document	Rank:		**Validity:**	
( )	Marina Certificate No:	Regulation:	Date Issued:	**Validity:**	
( )	Marina Endorsement No:	Regulation:	Date Issued:	**Validity:**	
( )	GOC	Certificate No.:	Date Issued:	**Validity:**	
( )	Marina COP II/4 / II/5 (Deck)		Certificate No.:	**Date Issued:**	
( )	TESDA NCI / NC III	Certificate No.:	Date Issued:	**Validity:**	
( )	COP Certificate /s **(BT / AFF / SCRB / MEFA / MECA / SSO / SDSD)**				
	Validity:				
	COP Certificate /s **(BTOC / ATOT / ATCT)**				
	Validity:				

Note: ** As per required by Principal
*** Principal Mandatory Requirement and these trainings are chargeable to Principal
No need to take training for BTM & Ship Handling & Maneuvering if already have SSBT training.
No need to take training for BRM / Voyage Planning & Correcting Charts if alrdy have SSBT training.
No need to take training for Cargo Handling and Care of Cargo of already have MLC Function 2

Legend:

Deck
Reg. II/2 - Mstr & C/M (Management Level)
Reg. II/1 - OIC of Navigational Watch (Operational Level)
Reg. V/1 - Tanker (LPG/Oil/Chemical) vessel -

Revalidation not required
Reg. II/4 / II/5 - Deck Rating Certificate

STCW 2010, FLAGSTATE & MANAGEMENT TRAINING REQUIREMENTS

Master & Chief Mate:	**Second & Third Mate**
( ) Basic Training (BT)	( ) Basic Training (BT)
( ) Advance Fire Fighting (AFF)	( ) Advance Fire Fighting (AFF)
( ) Survival Craft & Rescue Boat (SCRB)	( ) Survival Craft & Rescue Boat (SCRB)
( ) Medical Emergency First Aid (MEFA)	( ) Medical Emergency First Aid (MEFA)
( ) Medical Care (MECA)	( ) Medical Care (MECA)*** (for 2/O and 3/O for prom)
( ) Ship Security Officer (SSO) - (Reg. VI//5)	( ) Ship Simulator & Bridge Team (SSBT)
( ) Global Maritime Distress and Safety System (GMDSS)	( ) BTM/ BRM*** (Tanker vsl)
( ) MARPOL 73/78 Annex I / Consolidated	( ) Global Maritime Distress and Safety System (GMDSS)
( ) Ship Simulator & Bridge Team (SSBT)	( ) MARPOL 73/78 Annex I / Consolidated
( ) Shipboard Security Officer Course (SSOC) *** (for C/O Dry Vessel)	( ) HAZMAT*** (Container vsl only)
( ) ECDIS (Generic)	( ) Voyage Planning***
( ) ECDIS (Type-Specific ECDIS)*** _____	( ) Correcting Charts the Admiralty Way***
( ) Cargo Handling & Care of Cargo***	( ) ECDIS (Generic)
( ) Ship Handling & Manuevering*** (And for C/O of tanker)	( ) ECDIS (Type-Specific ECDIS)*** _____
( ) Water Ballast Management. *** (for C/O only)	( ) Seafarers w/ Designated Security Duties (SDSD)
( ) HAZMAT*** (Container vsl only)	( ) Gearbulk (for PPA & CDA only) ***
( ) Gearbulk (for PPA & CDA only) ***	( ) General Tanker Familiarization or BTOC (Tanker vsl)
( ) General Tanker Familiarization or BTOC (Tanker vsl)	( ) Specialized or ADV / Oil / Chemical Tanker(Tanker vsl)
( ) Specialized or ADV / Oil / Chemical Tanker (Tanker vsl)	( ) Cargo Handling Simulator (Tanker vsl)
( ) BTM/ BRM*** (Tanker vsl)	
( ) Cargo Handling Simulator (ENEOS crew onlyl)	

Ratings	**Other Trainings:**	
( ) Ratings Forming Part of Navigational/Engineering Watch	( ) Collision Avoidance	**Ballast Water Treatment System**
( ) Basic Training (BT)	( ) Maritime Law for Ship's Officers	Optimarin Date Taken:
( ) Survival Craft & Rescue Boat (SCRB)	( ) ARPA	Techross Date Taken:
( ) Seafarers w/ Designated Security Duties (SDSD)	( ) MLC - Function 1, 2 & 3 / OIC F1 & F3	ERMA First Date Taken:
( ) MARPOL 73/78 Annex I/ Consolidated	( ) RSC / ROC/P (Radar Navigation, Radar Plotting & use of ARPA)	Sunrui Date Taken:
( ) Catering Management / Shipboard Culinary / Messman Course	( ) SRROC - GOC for GMDSS Module I	Miura Date Taken:
( ) HAZMAT*** (Container vsl only)	( ) INMARSAT - GOC for GMDSS Module II	
( ) Gearbulk (BSN of PPA & CDA only) ***	( ) GMDSS - GOC for GMDSS Module III	
( ) General Tanker Familiarization or BTOC (Tanker vsl)	( ) GOC	

Other Additional Trainings not specified above:

IN-HOUSE Mandatory Training Requirements:

( )	PDOS Date Issued:	1
( )	Anti-Piracy Awareness	2
( )	Acknowledgement of Crew Complaint Procedure (MLC) - for TEMM vessels only	3
( )	Familiarization/ Orientation Record (F110) - for TEMM vessels only)	4
( )	LET Familiarization - for ENEOS vessels only	5

List down PJMCC Trainings & Date Taken

FLAG STATE Requirements:

	Panama License Certificate (for Deck Officers) **Position:** **Validity:**	Panama License SRB (for Deck Officers) **Validity:**
	Panama GMDSS Operator Certificate & SIRB (for Deck Ofcrs) **GOC Validity:**	Panama GMDSS Operator SRB (for Deck Officers) **Validity:**
	Panama Seaman's Book - w/ stamp of STCW '95 on the last page (for Deck Ratings)	**Validity:**
	Panama Tanker Endorsement for BTOC / ATOT / ATCT	**Validities:**
	Panama SSO ENDO (MSTR & C/O) / ECDIS	**Validities:**
	Panama Assesment / SDSD / Ship's Cook Endorsement	**Validities:**
	Marshall Island License & SIRB with SQC (for Deck Officers) **Position:**	**Validity:**
	Marshall Island SIRB with SQC (for Deck & Engine Ratings)	**Validity:**
	Hong Kong License / GOC Cert - for Deck* & Engine ofcrs only	**Validity:**
	Singapore license / GMDSS	**Validity:**
	Singapore Tanker Endorsement	**Validity:**

Other Required Documents for New Crew:

	2 copies of original PSA Birth Certificate
	Copy of Old PEME (if has shipboard experience)
	SSS , Philhealth & Pag-ibig ID (Loyalty Card or MDF)
	Diploma, Transcript, Certification & CAV (for Cadets)
	Training Record Book (TRB) - for Cadets

REQUIRED/LACKING DOCUMENTS:

BORROWED/RETURNED DOCUMENTS:

Documents Received by: _____

_____
Rank/ Signatue over Printed Name of Crew
Date: _____