SEAFARER'S CHECKLIST FOR ENGINE DEPARTMENT

Top Ever Marine Management Phil. Corp.
DS FO.001B / 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	Date Issued:	**Validity:**	
( )	SIRB / SRB No:	***old:*** _____ Note: at least 3 blank	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:**
( )	Marina COP III/ 4 / III/5 (Engine)		Certificate No.:	**Date Issued:**
( )	Marina COP III/7 (ETR)		Certificate No.:	**Date Issued:**
( )	COP Certificate /s **(BT / AFF / SCRB / MEFA / MECA / 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

Legend:

Engine
Reg. III/2 - C/E & 1AE (Management Level)
Reg. III/1 - OIC of an Engineering Watch (Operational)
Reg III/ 6 - Electro Technical Officer

Revalidation not required
Reg. III/4 / III/5 - Engine Ratings Certificate
Reg. III/7 - Electro Technical Rating

STCW 2010, FLAGSTATE & MANAGEMENT TRAINING REQUIREMENTS

Chief Engr & 1st Asst Engr.	**2nd Asst & 3rd Asst. Engr. / Elect Engr / Elect**
( ) 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)
( ) MARPOL 73/78 Annex I	( ) MARPOL 73/78 Annex I / *Consolidated*
( ) MARPOL 73/78 Annex VI	( ) Seafarers w/ Designated Security Duties (SDSD)
( ) MARPOL Consolidated	( ) HAZMAT*** (Container vsl only)
( ) Seafarers w/ Designated Security Duties (SDSD)	( ) General Tanker Familiarization or BTOC (Tanker vsl)
( ) Engine Resource Management (ERM)/Engine Room Simulator (ERS) *** (ENEOS only)	( ) Specialized or ADV Oil / Chemical Tanker (Tanker vsl)
( ) Engine Room Simulator w/ Engine Resource Management	
( ) General Tanker Familiarization or BTOC (Tanker vsl)	
( ) Specialized or ADV Oil / Chemical Tanker (Tanker vsl)	
( ) HAZMAT*** (Container vsl only)	
( ) Main Engine Training **/ ***	
( ) Gearbulk (PPT & CDA only) ***	

Ratings & Asst Elect:	**Other Trainings:**	**Ballast Water Treatment System**
( ) Ratings Forming Part of Engineering Watch	( ) Collision Avoidance*	( ) Optimarin Date Taken:
( ) Basic Training (BT)	( ) Auxilliary Machinery System**	( ) Techross Date Taken:
( ) Survival Craft & Rescue Boat (SCRB)	( ) Control Engineering**	( ) ERMA First Date Taken:
( ) Seafarers w/ Designated Security Duties (SDSD)	( ) Hydraulics/Pneumatics**	( ) Sunrui Date Taken:
( ) MARPOL 73/78 Annex I/ Consolidated	( ) Maritime Law for Ship's Officers	( ) Miura Date Taken:
( ) HAZMAT*** (Container vsl only)	( ) MLC - Function 1, 2, 3 & 4** / OIC FI, F2 & F4	
( ) General Tanker Familiarization or BTOC (Tanker vsl)		
( ) Shipboard Welding Course		

Other Additional Trainings not specified above:

IN-HOUSE Mandatory Training Requirements:	**List down PJMCC Trainings & Date Taken**
( ) 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

FLAG STATE Requirements:

	Panama License Certificate (for Engine Officers)	**Position:** **Validity:**	Panama License SRB (for Engine Officers)	**Validity:**
	Panama Seaman's Book - w/ stamp of STCW '95 on the last page (for Engine Ratings)		**Validity:**	
	Panama Tanker Endorsement for BTOC / ATOT / ATCT		**Validities:**	
	Panama Assesment / SDSD		**Validities:**	
	Marshall Island License & SIRB with SQC (for Engine Officers)	**Position:**	**Validity:**	
	Marshall Island SIRB with SQC (for Engine Ratings)		**Validity:**	
	Hong Kong License (for Engine Officers 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/ Signature over Printed Name of Crew
Date: _____