ACKNOWLEDGEMENT RECEIPT - DECK / STEWARD
(For Joining Crew)

TOP EVER MARINE MANAGEMENT PHIL CORP
DS FO.002a/Rev.Date: 04.Oct.2019 /Rev No:04

RANK/NAME: _____

DEPARTURE: _____ **VESSEL:** _____

FLIGHT DETAILS: _____

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I HEREBY CONFIRM RECEIPT OF THE FOLLOWING DOCUMENTS PRIOR TO DEPARTURE FROM MANILA: (PLEASE SIGN FOR EACH LISTED DOCUMENT/CERTIFICATE)

Crew Sign	Documents	Crew Sign	Documents
	E-TICKET		PRE-DEPARTURE INSTRUCTIONS & GUIDE
	PASSPORT & _____ old		GUARANTEE LETTER (Top Ever)
	SEAMAN'S BOOK & _____ old		OK TO BOARD / IMMIGRATION DOCUMENT
			LETTER OF GUARANTEE / VISA UPON ARRIVAL (Agent)
			IMMIGRATION CLEARANCE
	Electronic Receipt (E-Receipt) & POEA Employment Contract	N/A	SEAFARER'S DEPLOYMENT LIST (List of Seamen Departing Through NAIA)
	JSU Contract (if applicable)	N/A	TERMINAL FEE (For Domestic and Transit flight only)
	US VISA (in passport)		DUTIES & RESPONSIBILITIES
	OTHER VISA (in passport) _____		STANDARD TERMS AND CONDITIONS GOVERNING THE EMPLOYMENT OF FILIPINOSEAFARERS ON-BOARD OCEAN-GOING VESSELS.
	MCV (AUSTRALIA)		YELLOW FEVER
	CREW ID (for TEMM vsls only)		CHOLERA
	CALLING CARD (for Master only)		ALLOTMENT SUMMARY / PRO-RATED SALARY
			Note: Baggage Allowance will depend on the Airline

FLAGSTATE DOCUMENTS:

PLS SIGN ON THAT SIDE →	PANAMA TRANSITIONAL CERT (_____ PANAMA LIC / _____GMDSS LIC., _____ SSO LIC.)		
PLS SIGN ON THAT SIDE →	PANAMA TANKER ENDO (_____ ATOT / ATCT / BTOC (Permanent/Transitional)		
	PANAMA SIRB		PANAMA LIC/SIRB
	PANAMA ASSESSMENT /SDSD/ Ship's Cook Endorsement		PANAMA GMDSS/SIRB
	PANAMA SSO ENDO / Ecdis Endorsement		IOM CRA / *Permanent*
	Hong Kong / GOC License - for Deck officers only (Permanent / O.A.)		*IOM Discharge Book / Application*
	Marshall Island CRA		Singapore License / GMDSS (Permanent / CRA)
	Marshall Island License & SIRB with SQC (for Deck Officers)		*Singapore Tanker Endorsement*
	Marshall Island SIRB with SQC (for Deck Ratings)		Bermuda CRA / Endorsement (for Offcers only)
Others:			Bermuda discharge book

Crew Sign	Documents	Crew Sign	Documents
	MARINA ENDORSEMENT & CERTIFICATE : _____		First Class Radiotelegraph Operator's Cert. } NTC License for Radio Officer
	MARINA ID : _____		Radio Electronic Certificate }
	GOC		MARINA COP
			TESDA NCI / NCIII
Master & Chief Mate:		***2nd, 3rd Mate & Radio Officer***	
	BT		BT
	AFF / PSCRB / MEFA / MECA		AFF / PSCRB / MEFA
	General Tanker Familiarization / BTOC (Tanker vsl)		MECA (for 2/O and 3/O for Promotion)
	STCT / STOT / ATOT / ATCT (Tanker vsl)		General Tanker Familiarization / BTOC (tanker vsl)
	SSBT / BTM (Tanker vsl)		STCT / STOT / ATOT / ATCT (Tanker vsl)
	RSC / ROC/P (Radar Navigation, Radar Plotting & use of ARPA)		SSBT / BRM (All vsl)
	SRROC - GOC for GMDSS Module I		RSC / ROC/P (Radar Navigation, Radar Plotting & use of ARPA)
	INMARSAT - GOC for GMDSS Module II		SRROC - GOC for GMDSS Module I
	GMDSS - GOC for GMDSS Module III		INMARSAT - GOC for GMDSS Module II
	ARPA (Radar, ARPA & Brdige Temwork & Search & Rescue)		GMDSS - GOC for GMDSS Module III
	MARPOL 73/78 Annex I / MARPOL I-VI (Consolidated)		ARPA (Radar, ARPA & Brdige Temwork & Search & Rescue)
	SHIP SECURITY OFFICER (Reg. VI/5)		MARPOL 73/78 Annex I / MARPOL I-VI (Consolidated)
	Cargo Handling & Care of Cargo (And for C/O of Tanker)		Radio Electronic Certificate Course (for Radio Officer)
	Ship Handling & Manuevering (And for C/O of Tanker)		HAZMAT (for Container vsl only)
	Water Ballast Mgmt. (for C/O only & can be taken in-house)		ECDIS (Generic)
	HAZMAT (for Container vsl only)		ECDIS (Specific) _____
	ECDIS (Generic)		*SDSD*
	ECDIS (Specific) _____		*Gearbulk (for PPT & CDA only)*
	Gearbulk (for PPT & CDA only)		Cargo Handling Simulator (JA V only)
	Cargo Handling Simulator (JA V only)		*Ship Safety Officer Training (For Peninsula 3/O)*
Ratings:			
	BT	***Certificate of Proficiency (COP) - (previously called NAC)***	
	Ratings Forming Part of Navigational		BT, AFF, MEFA, PSCRB, MECA, BTOC, ATOT, ATCT,
	PSCRB		SSO, SDSD & PFRB
	General Tanker Familiarization / BTOC (Tanker vsl)		
	MARPOL 73/78 Annex I	***INTERIM Courses (STCW 2010)***	
	SDSD		Cargo Handling & Care of Cargo
	HAZMAT (for Container vsl only)		Collision Avoidance
	Gearbulk (for BSN of PPT & CDA only)		
	Catering Management / Shipboard Culinary / Messman Course		Maritime Law for Ship's Officers
	Shipboard Welding Course		MARPOL 73/78 Annex I, II, III, IV, V & VI (Consolidated)
			MLC - Function 1, 2 & 3
			OIC - Function 1, 3
IN-HOUSE Mandatory Training Requirements:		***Other Required documents:***	
	PDOS Cert		1 copy of original NSO / PSA Birth Certificate
	Anti-Piracy		Diploma, Transcript, Certification & CAV (for Cadets)
			Training Record Book (TRB) - for cadets
			Onboard Complaint Procedure
			F110 (Temm vessels only)

Others:

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RECEPIENT SIGNATURE
DATE:_____

_____

RELEASING OFFICER
DATE:_____