ACKNOWLEDGEMENT RECEIPT - ENGINE
(For Joining Crew)

TOP EVER MARINE MANAGEMENT PHIL CORP
DS FO.002b/Rev date: 16.Jul.2019 /Rev no. 03

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 CE 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 _____)		
PLS SIGN ON THAT SIDE →	PANAMA TANKER ENDO (_____ ATOT / ATCT / BTOC (Permanent/Transitional)		
	PANAMA SIRB		PANAMA LIC/SIRB
	PANAMA ASSESSMENT /SDSD		*IOM Discharge Book / Application*
	Hong Kong / Engine officers only (Permanent / O.A.)		IOM CRA / Permanent
	Marshall Island CRA		*Singapore License (Permanent / CRA)*
	Marshall Island License & SIRB with SQC (for Engine Officers)		Singapore Tanker Endorsement
	Marshall Island SIRB with SQC (for Engine Ratings)		*Bermuda CRA / Endorsement (for Offcers only)*
Others:			*Bermuda discharge book*

Crew Sign	Documents	Crew Sign	Documents
	MARINA ENDORSEMENT & CERTIFICATE : _____		MARINA COP
	Marina ID : _____		

Chief & 2nd Engr.

	BT		BT
	AFF / PSCRB / MEFA		AFF / PSCRB / MEFA
	General Tanker Familiarization / BTOC (Tanker vsl)		General Tanker Familiarization / BTOC (Tanker vsl)
	STCT / STOT / ATOT / ATCT (Tanker vsl)		STCT / STOT / ATOT / ATCT (Tanker vsl)
	MARPOL 73/78 Annex I / MARPOL I-VI (Consolidated)		MARPOL 73/78 Annex I
	MARPOL 73/78 Annex VI		HAZMAT (for Container vsl only)
	HAZMAT (for Container vsl only)		*SDSD*
	SDSD		
	Gearbulk (for PPT & CDA only)		

3rd & 4th Engr./ No.1 Oler / Elect

Certificate of Proficiency (COP) - (previously called NAC)

_____ BT, AFF, MEFA, PSCRB, BTOC,ATOT, ATCT, SDSD & PFRB

Ratings:

	BT		
	Engineering Watch	***INTERIM Courses (STCW 2010)***	
	PSCRB		Auxiliary Machinery System
	General Tanker Familiarization / BTOC (Tanker vsl)		Control Engineering
	MARPOL 73/78 Annex I		Hydraulics/Pneumatics
	SDSD		Maritime Law for Ship's Officers
	HAZMAT (for Container vsl only)		Engine Room Simulator / Engine Resource Management
	Shipboard Welding Course		MARPOL 73/78 Annex I, II, III, IV, V & VI (Consolidated)
			MLC - Function 1, 2, 3 & 4
			OIC - Function 1, 2 & 4

IN-HOUSE Mandatory Training Requirements:

	PDOS Cert
	Anti-Piracy

Other Required documents:

	1 copy of original NSO / PSA Birth Certificate
	Diploma, Transcript, Certification & CAV (for Cadets)
	Training Record Book (TRB) - for cadets
	Onboard Complaint Procedure
	F110 (Temm vessels only)

Others:

_____ _____

RECEPIENT SIGNATURE **RELEASING OFFICER**

DATE:_____ **DATE:**_____