**SEAFARER PRE-ASSIGNMENT CHECKLIST**

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| **Name:** |  | **Vessel:** |  |
| **Rank:** |  | **Date of Joining:** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | ***Tick***  | |  |  |  | ***Tick***  | |
|  | **Documents** | Yes | NA |  |  | **Medical** | Yes | NA |
| 1. | Essential Bio data |  |  |  | 1. | Medical Fitness Certificate |  |  |
| 2. | Seafarer’s Employment Agreement |  |  |  | 2. | Drug and Alcohol Test |  |  |
| 3. | Allotment Note |  |  |  | 3. | Yellow Fever Vaccination |  |  |
| 4. | Next of Kin Declaration |  |  |  | 4. | Cholera Vaccination (PRC Seafarer only) |  |  |

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|  |  | ***Tick***  | |  |  |  | ***Tick***  | |
|  | **Licenses** | Yes | NA |  |  | **Travelling Documents** | Yes | NA |
| 1. | Certificate of Competency (For Officer) |  |  |  | 1. | Passport |  |  |
| 2. | Watch Keeping Certificate (For Rating) or Cook Certificate |  |  |  | 2. | National Seaman Record Book |  |  |
| 3. | GOC – National |  |  |  | 3. | USA Visa |  |  |
| 4. | Basic Training Certificate |  |  |  | 4. | Australia MCV |  |  |
| 5. | GOC – Flag |  |  |  | 5. | Other Visa |  |  |
| 6. | Flag Endorsement |  |  |  | 6. | E-Ticket |  |  |
| 7. | Medical Care Certificate |  |  |  | 7. | Letter of Guarantee |  |  |
| 8. | Ship Security Officer Certificate |  |  |  | 8. | OK-To-Board |  |  |
| 9. | Proficiency in designated security duties |  |  |  | 9. | Agent Full Style |  |  |
| 10. | Ship Security Awareness Certificate |  |  |  |  | **Others** |  |  |
| 11. | Safety Officer Certificate |  |  |  | 1. | Minimum age not less than 18 years old at time of deployment |  |  |
| 12. | ECDIS Certificate – Generic |  |  |  | 2. | Owners on board compliant procedure. |  |  |
| 13. | ECDIS Certificate – Type Specific |  |  |  | 3. | TCC Crane Operator Training Certificate |  |  |
| 14. | Dangerous Cargo Endorsement – Nat’l |  |  |  | 4. | Briefing on Crew Bargaining Agreement |  |  |
| 15. | Dangerous Cargo Endorsement - Flag |  |  |  | 5. | Company Uniform |  |  |
| 16. | Ship Handling Certificate |  |  |  | 6. | Safety Shoes |  |  |
| 17. | BTM / BRM / MRM Certificate |  |  |  | 7. | Boiler Suit |  |  |

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| **Manning Department:** |  |  | **Seafarer:** |  |  |
| (signature) |  |  | (signature) |  |
| **Date:** |  |  | **Date:** |  |  |