Documentation Checklist – [STCW] Basic Training for Service on Ships Subject to the IGF code

In order to apply for a Certificate of Proficiency the following documents must be submitted to Ocean Technologies Group:

☐ Certificate Application Form completed by the candidate and authenticating person

☐ Copy of ID (e.g. passport) of person who is signing the documents (authenticating person).

☐ Copy of ID (e.g. passport) of candidate

☐ Copy of verification of training from modules #641.01-10 signed and stamped by the authenticating person. For these modules, you must achieve:
- ✓ 95 % (or more) completion within the last 12 months
- ✓ 75 % score (or above) in the assessment

☐ Answers to all workbook questions

☐ Copy of this checklist indicating the certificate below you are applying for. (Tick **one** ✓)

Flag State course pre-requisites (2 options):

1. To receive a **Maritime & Coastguard Agency (MCA)** certificate, this training must be undertaken and authenticated onboard ship. You must provide:

   ✓ An MCA Tanker Fire Fighting Certificate

☐ I meet these requirements and apply for an MCA certificate

2. To receive a **Liberia Ship Registry** certificate, this training may be taken under supervision onboard ship or onshore. You must provide:

   ✓ An STCW Fire Fighting certificate issued by a country on the IMO 'white list'*

☐ I meet these requirements and apply for a Liberia certificate

*For details visit Ref (liscr.com)

We also ask that you send us your course feedback electronically, required as part of our Quality Management System. Please complete this in The Ocean Shop or click here:

☐ Course Feedback Form
(or visit surveymonkey.com/r/OTGCourseFeedback)

All documents (e.g. test print outs, written assignments, passport etc.)
should be scanned or photographed using a suitable device:

Flatbed Scanner

- Ensure the scan resolution is sufficient to capture all details clearly in colour.

Digital Camera

- Ensure the photographer captures all details clearly, without shadow or glare
- Documents should be placed on a plain background
- All photographs should be in colour

Mobile Device (e.g. Smartphone or Tablet computer)

- Ensure the photographer captures all details clearly without shadow or glare
- Documents should be placed on a plain background
- All photographs should be in colour
- You may wish to download an Apple or Android App (for example CamScanner or PhotoScan) to assist you in capturing images of documents.

Electronic documents should be sent to Ocean Technologies Group in one of the following formats:

JPG   GIF   PNG   PDF   DOC   XLS

Please submit the documents to Ocean Technologies Group by email: **courses@oceantg.com**