Documentation Checklist –
Tender Boat Operator Training Course

In order to apply for a Certificate of Training, you must submit the following documents to Ocean Technologies Group:

☐ Certificate Application Form completed by the candidate and authenticating person

☐ Copy of 'verification of training' from the following eLearning modules:
#0456.01, #0456.02, #0456.03, #0456.04, #0456.05, #0456.06.

For these modules, you must achieve
- ✓ 95 % (or more) completion within the last 12 months
- ✓ 75 % score (or above) in each assessment

☐ Company letter (template provided) confirming successful demonstration of competences onboard a passenger ship tender AND holds documentary evidence of meeting the STCW requirements to be a Tender Boat Operator set out in IMO Circular MSC.1/Circ.1417.

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**