

Documentation Checklist - STCW Crisis Management and Human Behaviour Training Course

To be eligible to apply for a Certificate of Proficiency, this course must be completed under supervision, onboard ship. The following documents must be submitted to support your application:

- ☐ Certificate Application Form completed by the candidate and authenticating person
- ☐ Copy of ID (e.g. passport) of the person signing the documents (authenticating person)
- ☐ Copy of ID (e.g. passport) of candidate
- ☐ Copy of verification of training #649.00 – 649.07. For this course, you must achieve:
 - 95 % (or more) completion within the last 12 months
 - 75 % score (or above) in the assessment
- ☐ Ship Specific Training record (see next page) signed by the Master of the vessel

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:



Please submit your documents to OneOcean by email to: courses.otg@oneocean.com

As part of our ongoing commitment to continuous improvement, we kindly invite you to share your feedback on the course. Please complete our feedback form by clicking the link below: [Course Feedback Form](#)

Ship Specific Training

In order to receive a Certificate of Proficiency **you are required to complete ship specific training, endorsed by the Master of the vessel:**

Crisis Management & Human Behaviour Ship

Specific Training Requirements

You must be able to demonstrate the following:

- ✓ Awareness of life-saving appliances and control plan
- ✓ Ability to assist passengers proceeding to muster and embarkation stations.
- ✓ Awareness of the mustering procedures
- ✓ Ability to establish and maintain effective communication with passengers during an emergency
- ✓ Ability to demonstrate to passengers the use of personal life-saving appliances
- ✓ Ability to control passengers and other personnel in emergency situations.
- ✓ Ability to embarking and disembarking passengers with special attentions to disabled persons and persons needing assistance.

Master's Endorsement

I, the Master of the vessel, details as below, confirm that the candidate here named (→) has completed the above stated ship specific training.

ENTER NAME OF CANDIDATE HERE

Date of Endorsement	Name of the vessel	Master's Name & Signature	Ship's Stamp

