OneOcean

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Documentation Checklist -
STCW Shipboard Security Officer Training Course

To be eligible to apply for a MCA Certificate of Proficiency, this course must be completed under supervision, either onboard or onshore within the offices of a registered shipping company or recognized maritime institution. To be eligible to apply for a NMA Documentary Evidence, 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
☐ Norwegian Citizens: please submit ID with P- or D-number, this is required by the Norwegian Maritime Authority.
☐ Copy of verification of training *#644.01-07*. For this course, 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 course must be completed under supervision, either onboard or onshore within the offices of a registered shipping company or recognized maritime institution.

   ✓ 12 months sea service on a ship subject to the ISPS Code.
   This may be evidenced by a valid STCW Certificate of Competency (Deck or Engine) or sea service record book.

   ☐ I meet the requirement and apply for an MCA Certificate of Proficiency

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2. To receive a **Norwegian Maritime Authority (NMA)** certificate, this training must be undertaken and authenticated onboard ship. You must provide:

   ✓ 12 months sea service as a Deck or Engineer Officer. This may be evidenced by a valid STCW Certificate of Competency (Deck or Engine)

   ✓ Candidates who receive a Documentary Evidence certificate and wish to apply for their Certificate of Proficiency (COP) should do so via the NMA website:
   Apply for a personal maritime certificate - Norwegian Maritime Authority

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☐ I meet the requirement and apply for an NMA Documentary Evidence

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

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:



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**

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