

Documentation Checklist – [STCW] Crisis Management and Human Behaviour Training Course

In order to apply for a Certificate of Proficiency (CoP) 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 #649.00 – 649.07 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
- Ship Specific Training record (see next page) signed by the Master of the vessel

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:



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

Ship Specific Training

In order to receive a Certificate of Proficiency (CoP) 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