

# Documentation Checklist – Galley Operations Training Course

2<sup>nd</sup> cook

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

- Certificate Application Form completed by the candidate and authenticating person
- Copy of verification of training from modules #220, #221 and #222 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

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](https://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](mailto:courses@oceantg.com)