



# OFFICER PRE-EMPLOYMENT CERTIFICATE & DOCUMENT CHECKLIST

This Check List is to be completed and faxed or emailed to the Personnel Department for review during the pre-employment screening process. The checklist together with the original documents is to be presented to the Master.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

RANK: \_\_\_\_\_

| GENERAL REQUIREMENTS                                       | YES                      | NO                       | N/A                      |
|--|--------------------------|--------------------------|--------------------------|
| 1. USCG License/Merchant Marine Credential (MMC)           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Grade of Credential: _____                                 |                          |                          |                          |
| Date Expires: _____  |                          |                          |                          |
| Meets STCW Requirements for Grade                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Radar Observer –Unlimited (Deck Only)                      |                          |                          |                          |
| Date Expires: _____  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. USCG Medical Certificate: _____                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Date STCW Expires: _____                                   |                          |                          |                          |
| STCW Endorsement (per Job Description Matrix) for position |                          |                          |                          |
| Tankerman Person-In-Charge Endorsement                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Certifications   |                          |                          |                          |
| Medical Person-In-Charge Endorsement (Deck Only)           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. U.S Passport  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Date Expires: _____  |                          |                          |                          |
| 4. TWIC  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Date Expires: _____  |                          |                          |                          |
| 5. TOAR Endorsement and Training (ATB Deck Officers)       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Security Endorsement (VSO VPDS SA)                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (Circle One)   |                          |                          |                          |



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| TRAINING CERTIFICATES – DECK OFFICERS  | YES                      | NO                       | N/A                      |
|--|--------------------------|--------------------------|--------------------------|
| 7. Basic / Advanced Shipboard Firefighting (ALL) .....<br>Date Expires: _____ (Valid for 5 years)                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Tankship Dangerous Liquids – PIC (ALL).....<br>Date Issued: _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Bridge Resource Management .....<br>Date Expires: _____ (Valid for 5 years)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Persons In Charge (PIC) of Medical Care Aboard Ship (Master, C/M, 2/M).....<br>Date Expires: _____ (Valid for 6 years) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Medical First Aid Provider (ALL).....<br>Date Expires: _____ (Valid for 5 years)                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. CPR / AED (Master, C/M, 2/M).....<br>Date Expires: _____ (Valid for 2 years)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Manned Model Shiphandling (Master).....<br>Date Expires: _____ (Valid for 4 years)                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Advanced Shiphandling for Masters (1-week) Master / C/M .....<br>Date Expires: _____ (Valid for 4 years)               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Drug and Alcohol Awareness – Supervisor (Master, C/M).....<br>Date Expires: _____ (Valid for 2 years)                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Ship Security Officer (Master, C/M) .....<br>Date Issued: _____  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. ECDIS .....<br>Date Issued: _____  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Intercon Training (ATB Officers).....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| TRAINING CERTIFICATES – ENGINE OFFICERS   | YES                      | NO                       | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| 1. Basic / Advanced Shipboard Firefighting (ALL) .....<br>Date Expires: _____ (Valid for 5 years) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Tankship Dangerous Liquids - PIC (ALL).....<br>Date Issued: _____                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. EPA Universal Technician (ALL).....<br>Date Issued: _____                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Designated Care Giver (C/E, 1AE).....<br>Date Expires: _____ (Valid for 5 years)               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Ship Security Officer (C/E, 1AE).....<br>Date Issued: _____                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Intercon Training (ATB Officers).....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |