**Certificate of Endorsement Checklist**

*All documents must be in English of translated in English.*

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| **Certificate of Endorsement**  |
| ***Required documents*** | ***Submitted*** | ***Comments*** |
| ***Yes*** | ***No*** | ***Pending*** |  |
| *1.* | *SF-DOC-02 - Application for STCW Endorsement* | [ ]  | [ ]  | [ ]  |       |
| *2.* | *Copy of International Passport* | [ ]  | [ ]  | [ ]  |       |
| *3.* | *Copy of Seaman Book including Sea Experience*  | [ ]  | [ ]  | [ ]  |       |
| *4.* | *Copy of Certificate of Competency - COC[[1]](#footnote-1)* | [ ]  | [ ]  | [ ]  |       |
| *6.* | *Copy of GMDSS GOC[[2]](#footnote-2)* |  |  |  |  |
| *7.* | *Copy of Ship Security Awareness Certificate* | [ ]  | [ ]  | [ ]  |       |
| *8.*  | *Copy of Ship Security Officer Certificate[[3]](#footnote-3)*  | [ ]  | [ ]  | [ ]  |       |
| *9.* | *Scanned Photo (Passport size)* | [ ]  | [ ]  | [ ]  |       |
| *10.* | *Copy of Medical Certificate[[4]](#footnote-4)*  | [ ]  | [ ]  | [ ]  |       |
| *11.* | *Special Training Certificates: applies to Tankers, Ro-Ro passenger and Passenger vessels* | [ ]  | [ ]  | [ ]  |       |
| *12.* | *Seafarer’s specimen signature on a white background* | [ ]  | [ ]  | [ ]  |       |
| *13.* | *Declaration by responsible officer or ship’s operator in respect of this endorsement application* | [ ]  | [ ]  | [ ]  |       |
| *14.* | *Signed Quotation* | [ ]  | [ ]  | [ ]  |       |
| *15.* | *Verification of the Certificates issued by STCW Party[[5]](#footnote-5)*  | [ ]  | [ ]  | [ ]  |       |

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| **Procedure**  |
| The Registration Officer / Applicant creates the seafarer’s profile and uploads the application and required documents above (1-13) in the Online Seafarers Certification Software (OSCS). |
| The Registration Officer / Applicant informs the Seafarers Department via email that the profile for the seafarer has been created and submit signed quotation through the Online Fee Calculator (OFC). |
| Seafarers Department will review the documents submitted and if accepted, will proceed with the Confirmation of Receipt of Application (CRA) with validity of 3 months. |
| A Certificate of Endorsement (COE) will be issued upon receipt of verification of the authenticity and validity of certificate of competency issued by the STCW Party within three (3) months from the time of the issuance of the CRA. The verification may be submitted by the Registration Officer / Applicant and/or obtained by the Seafarers Department through the electronic databases of the STCW Parties or via email. |
| Upon the issuance of any Certificate, the Seafarers Department will inform the Registration Officer / Applicant to download it from the software (OSCS). |

***Note for applicants****: This form is for reference only and does not need to be submitted when applying for COE.*

1. Only certificates issued by STCW Parties, as per IMO Circular MSC.1/Circ.1163/Rev.12, shall be accepted. [↑](#footnote-ref-1)
2. Vessels of less than 300 GT should be manned with at least one Officer with Radiotelephone Restricted Certificate or General Operator Certificate.

Vessels over 300 GT trading within the Range of A1 area should be manned with at least one Officer with Restricted Operator Certificate or General Operator Certificate.

Vessels within the Range of A1+A2 area should be manned with at least one (1) Officer with General Operator Certificate or one (1) dedicated Radio Officer with General Operator Certificate.

For A1+A2+A3 and A1+A2+A3+A4 area, at least two (2) officers with General Operator Certificate or one (1) dedicated Radio Officer with General Operator Certificate. [↑](#footnote-ref-2)
3. At Least one (1) officer on board Sierra Leonean vessel of 500 GT and above shall hold the Ship Security Officer Certificate. [↑](#footnote-ref-3)
4. The validity shall be maximum 2 years and 1 year for seafarers under 18 years old. [↑](#footnote-ref-4)
5. For Russian CoCs, the verification must be provided prior the issuance of the CRA(s). If this is not the case, then a Letter of Consent signed by the seafarer must be provided to allow us to proceed with seafarer’s personal information. [↑](#footnote-ref-5)