

<u>MSS</u> EXAMINATION UNIT	Checklist for Officer in charge of Navigational Watch	Foam .No : CL -12-0 Date of Issue: 2017.02.13 Rev. No: 00 Rev. Date: Reviewed by : MR Approved by : DGMS
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Foam .No : CL -12-0

Check list for the Enclosure of the personal file

Officer in charge of Navigational Watch (Class 3 , 4 , 6)

Name of Applicant :.....

Index No. :

Documentation for Eligibility

- | | | |
|---|--------------------------|--------------------------|
| 01) Copy of Birth Certificate | <input type="checkbox"/> | <input type="checkbox"/> |
| 02) Copy of NIC | <input type="checkbox"/> | <input type="checkbox"/> |
| 03) Copy of Passport | <input type="checkbox"/> | <input type="checkbox"/> |
| 04) Copy of CDC | <input type="checkbox"/> | <input type="checkbox"/> |
| 05) Copy of Medical certificate | <input type="checkbox"/> | <input type="checkbox"/> |
| 06) Copies of O/L result National <input type="checkbox"/> International | <input type="checkbox"/> | <input type="checkbox"/> |
| EDEXEL/CAMBRIDGE/LONDON | <input type="checkbox"/> | <input type="checkbox"/> |
| 07) C pass on Mathematics, Science and English | <input type="checkbox"/> | <input type="checkbox"/> |
| 08) Copies of A/L result National <input type="checkbox"/> International | <input type="checkbox"/> | <input type="checkbox"/> |
| EDEXEL/CAMBRIDGE/LONDON | <input type="checkbox"/> | <input type="checkbox"/> |
| 09) Proof of 02 passes on A/L (Maths/Combined Maths/Bio/Tech subject) | <input type="checkbox"/> | <input type="checkbox"/> |
| 10) Foundation course attendance proof by AMTI(if unsatisfied A/L results) | <input type="checkbox"/> | <input type="checkbox"/> |
| 11) Foundation course result from AMTI | <input type="checkbox"/> | <input type="checkbox"/> |
| 12) Marine Cadet Training Programme certificates | <input type="checkbox"/> | <input type="checkbox"/> |
| NDT <input type="checkbox"/> NDES <input type="checkbox"/> CINEC <input type="checkbox"/> MERCMAR <input type="checkbox"/> OTHER <input type="checkbox"/> | | |

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- 13) Sea service records
- 14) Proof of sea service from Manning agent
- 15) Training record book and assessment by AMTI
- 16) Application for eligibility with the receipt of payments
- 17) Remarks (if any)
 - i).....
 - ii).....
 - iii).....
 - iv).....
 - v).....
- 18) No. of pages included

.....
Applicant's signature & Date
by MTI & Date

.....
Authenticated

Official Use

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Documentation for Oral Examination

- 19) Letter of eligibility
- 20) Cadet Training Programme Certificate
- 21) Basic Training (One or Four Cert)
- 22) Proficiency in Medical First Aid
- 23) P S C R B other than fast rescue boats
- 24) Proficiency Advanced Fire Fighting
- 25) Radar Observation & Radar Plotting
- 26) Electronic Navigation Systems
- 27) Radar Simulator
- 28) Automatic Radar Plotting Aid
- 29) GMDSS (Revalidate every 5 years)
- 30) Maritime English (Operational Level)
- 31) Electronic Chart Display & Information System (ECDIS)
- 32) Proficiency as Ship Security Officers (SSO)- STCW
- 33) NWK Simulator – Operational Level

Academic Subjects

- 34) Bridge Equipment 35) Meteorology 36) Principles of Navigation

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- 37) Applied Science 38) Mathematics 39) Basic management
40) Engineering knowledge 41) GSK

Professional Subjects

- 42) Coastal Navigation 43) Operational Safety 44) Ocean and off Shore
45) Visual Signals
46) Oral Examination
47) COC Application with the receipt of payments

46)No.of pages included

.....
.....
Applicant's signature & Date
by MTI& Date

Authenticated

<p style="text-align: center;"><u>MSS</u> <i>EXAMINATION</i> <i>UNIT</i></p>	<p style="text-align: center;">Checklist for Officer in charge of Navigational Watch</p>	<p>Foam .No : CL -12-0 Date of Issue: 2017.02.13 Rev. No: 00 Rev. Date: Reviewed by : MR Approved by : DGMS</p>
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Guidance for filling the check list

Applicant should fill the required part of the check list which is issued by MSS only.

Check list contains with 02 parts.

All the documents should be attached in orderly manner as numbered in check list.

Check list No. 1 to 18 should be completed with supporting documents to be authenticated by relevant approved Maritime training institutes (AMTI) with date and designation, when candidate applying for Eligibility.

Item No. 19 to 32 completed by the candidate during the training programme.

Item No. 33 to 43 completed by MSS according to the candidates written examinations.

All the check list should be completed when candidate applies for oral examination.

Applicant who has failed in written/oral examination or unable to attend for fulfillment during the given time period at **“NOTICE OF ELIGIBILITY”**

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A. New Applicant

1. When including documents as listed in the check list, each applicable

box to be ticked as follows

If included Not included Not Applicable

2. No Box to be left blanked in the check list.

3. When multiple choices are given, clearly indicate the requirement by striking off others . (ie. ~~EDEXEL/CAMBRIDGE/LONDON~~)

4. Documents which are enclosed with the check list to be numbered and displayed at the top right corner of each document relevant to the No. s given in Check List.

5. No. of pages included in each document to be clearly identified at the bottom right corner , such as

6. Name of the applicant to be appeared, same as given in passport. If there are any changes to the name, applied after the date of application to be notified in immediately to the Merchant Shipping Secretariat Office(MSS)

7. If any document which could be relevant or supportive and made in conjunction with the listed document as in check list, could be notified in the remarks columns and shall be attached in sequential manner.

8. Applicant should sign in each page of supporting documents provided with check list, with his name and date , stating as TRUE COPY

9. At the time of completing the application, applicant should hold a valid passport and CDC issued by the local authority.

10. In case of any foreign student is applying for given criteria as in application, They should submit the relevant document as given in the check list with verifications education department of Sri Lanka,

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11. New Applicant for CoC, should provide all pages of CDC with valid entries made by issuing authority and on-board..
12. Copies of results sheets obtained from government education department to be enclosed for O/L and A/L
13. All the remarks and any alterations done on check list , to be counter sign by the applicant, prior submitting the document to the MSS .
14. Total no. of pages included as supporting documents to be indicated without inclusion of check list or its guidance.
15. Original check list with supporting documents shall be authenticated by relevant departmental head of a MSSO approved Maritime training institutes (AMTI) with date and designation.
16. Upon signing for verification by the applicant and AMTI, complete document file and additional photocopy of verified checklist pages to be submitted the Merchant Shipping Secretariat office.
17. Applicant should retain a copy of check list for his/her future reference.