

<u>MSS</u> <u>EXAMINATION</u> <u>UNIT</u>	<u>Checklist for Chief</u> <u>Mates</u>	<u>Foam .No : CL 13 - 0</u> <u>Date of Issue: 2017.02.13</u> <u>Rev. No: 00</u> <u>Rev. Date:</u> <u>Reviewed by : MR</u> <u>Approved by : DGMS</u>
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CHECKLIST - 13

Check list for the Enclosure of the personal file

Chief Mates (Class 2, 9)

Name of Applicant :.....

Index No. : COC No:.....

Documentation for Eligibility

- 01) Copy of Pass Port (if renewed)
- 02) Copy of CDC Pages(For Sea time Verification)
- 03) Copy of Medical Fitness Cert.
- 04) Copy of Testimonial for Sea Service
- 05) Eligibility Application with the receipt of payments

No.of pages included

.....
Applicant's signature & Date

Documentation for Oral Examination

- 06) Eligibility Letter
- 07) GMDSS Revalidation page
- 08). Basic Training(one or four cert.)
- 09) Proficiency Advanced Fire Fighting
- 10) PSCRB other than fast rescue boat
- 11) Proficiency in Medical Care
- 12) Bridge Resource Management – Management Level

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- 13) Ship Handling & Maneuvering -Management
- 14) Previous COC
- 15) Maritime English (Management Level)
- 16) ECDIS (if not done earlier)

Academic Subjects

- 17) Engineering & Control Systems 18) Ship Construction
- 19) Marine Meteorology 20) Ship Masters Business & law
- 21) Electronic Navigational Aids & Instruments
- 22) Leadership and Team Working Skills
- 23) Preparatory Course Module 1 and Module 11

Professional Subjects

- 24) Navigation 25) Ship Stability 26) Shipboard Operations
- 27) Orals Examination
- 28) Application for COC with the receipt of payments

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29) Remarks (if any)

- i).....
- ii).....
- iii).....

30)No.of pages included

.....
Applicant's signature & Date

.....
Authenticated by MTI& Date

Official Use

<u>MSS</u> <u>EXAMINATION</u> <u>UNIT</u>	<u>Checklist for Chief</u> <u>Mates</u>	<u>Foam .No : CL 13 - 0</u> <u>Date of Issue: 2017.02.13</u> <u>Rev. No: 00</u> <u>Rev. Date:</u> <u>Reviewed by : MR</u> <u>Approved by : DGMS</u>
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Guidance for filling the check list

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

Check list contains with 02 parts.

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

Item 1 to 16 and 23 complete with the original check list and supporting documents shall be authenticated by relevant departmental head of a MSSO approved Maritime training institutes (AMTI) with date and designation.

Item No. 17 to 22 and 24 to 26 will be Completed by Merchant Shipping Secretariat.

Full file should be completed when candidate appears for orals

A. 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 N.A

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. ~~Record Book~~/Preparatory Course)

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.

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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 with numbered 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 filling the application, applicant should hold a valid Documents.
10. All the remarks and any alterations done on check list , to be counter sign by the applicant, prior submitting the document to the MSS.
11. Total no. of pages included as supporting documents to be indicated without inclusion of check list or its guidance.
12. Complete document file and additional photocopy of verified checklist pages to be submitted to the Merchant Shipping Secretariat office.
13. Applicant should retain a copy of check list for his/her future reference.