MSS _EXAMINATION UNIT_	**Checklist for a New CoC** _Second Engineer Officer_	Foam .No : CL-18 Date of Issue: 2017.03.16 Rev. No: 00 Rev. Date: Reviewed by : MR Approved by : DGMS

Check list for the Enclosures of the personal file

Second Engineer Officer (unlimited)

Name of Applicant: ………………….

Index No. : ……………… COC No:……………………

Documentation for Eligibility	Tick	No of pages
01) Copy of Pass Port (if renewed)	☐	☐
02) Copy of CDC Pages (For Sea time Verification)	☐	☐
03) Copy of Medical Fitness Cert.	☐	☐
04) Copies of Testimonials for Sea Service	☐	☐
05) Application for Eligibility with Receipt of Processing Fee	☐	☐

………………………………………
Applicant's signature & Date

Documentations for Oral Examination

	Tick	No of pages
06) Notice of Eligibility	☐	☐
07) Admission card	☐	☐
08) Project Report	☐	☐
09) Basic Training (one or four certificates + COP)	☐	☐
10) Proficiency in Advanced Fire Fighting	☐	☐
11) PSCRB other than fast rescue boat	☐	☐
12) Proficiency in Medical First Aid	☐	☐
13) Ship Security Officer	☐	☐
14) Preparatory Course	☐	☐
15) Academic & Professional Examination Results Sheets	☐	☐

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Academic Subjects

I.	Mathematics	☐	☐
II.	Mechanics & Hydro-Mechanics	☐	☐
III.	Thermodynamics & Heat transmission	☐	☐
IV.	Marine Electro Technology	☐	☐
V.	Naval Architecture & Ship Construction	☐	☐
VI.	Maritime Law & Personnel Management	☐	☐
VII.	Marine Engineering Drawing & Design	☐	☐
VIII.	Automation and control	☐	☐

Professional Subjects

IX.	Engineering Knowledge - I & II (General & Motor)	☐	☐

Other Training Courses

X.	Engine Room Watch Keeping Simulator (Management Level)	☐	☐

16) High Voltage –Management Level (Optional)	☐	☐
17) Oral Examination Result	☐	☐
18) Application for Repeat Examination with relevant Fee	☐	☐
19) COC Application	☐	☐
20) Existing COC	☐	☐
21) Payment receipt for new CoC	☐	☐

22) Remarks (if any) ☐ ☐
  i)……………………………………
  ii)……………………………………
  iii)…………………………………...
  iv)…………………………………...

23) No. of pages included   ………………..

………………………………………
Applicant's signature & Date

………………………………….
Authenticated by AMTI & Date

Official Use