

Documentation list – [STCW] Basic Training for Service on Ships Subject to the IGF code

In order to apply for a Certificate of Proficiency the following documents must be submitted to Ocean Technologies Group:

- Certificate application form completed by the candidate and authenticating person
- Copy of ID (e.g. passport) of person who is signing the documents (authenticating person).
- Copy of ID (e.g. passport) of candidate
- Copy of verification of training from modules #641.01-10. For these modules, you must achieve:
 - 95 % (or more) completion within the last 12 months
 - 75 % score (or above) in the assessment
- Answers to all workbook assignments

Flag State course pre-requisites (2 options):

1. To receive **MCA** certification of this training, you should provide in addition:

- An MCA approved Tanker Fire Fighting or MCA Advanced Fire Fighting certificate
This training must be undertaken and authenticated onboard ship.

2. To receive a **Liberia Ship Registry / Marshall Islands Registry** certificate, you should provide in addition:

- An STCW Advanced Firefighting certificate issued by a country on the IMO 'white list'
This training may be authenticated onboard ship or ashore.

We also ask that you send us your course feedback electronically, required as part of our Quality Management System:

- [Course Feedback Form](#)
(or visit surveymonkey.com/r/OTGCourseFeedback)

All submitted documents need to be signed and verified by the authenticating person marked with ship's/company's stamp.

All documents (e.g. test print outs, written assignments, passport etc.) should be scanned or photographed using a suitable device:

Flatbed Scanner

- Ensure the scan resolution is sufficient to capture all details clearly in colour.

Digital Camera

- Ensure the photographer captures all details clearly, without shadow or glare
- Documents should be placed on a plain background
- All photographs should be in colour

Mobile Device (e.g. Smartphone or Tablet computer)

- Ensure the photographer captures all details clearly without shadow or glare
- Documents should be placed on a plain background
- All photographs should be in colour
- You may wish to download an Apple or Android App (for example CamScanner or PhotoScan) to assist you in capturing images of documents.

Electronic documents should be sent to Ocean Technologies Group in one of the following formats:



Please submit the documents to Ocean Technologies Group by email: courses@oceantg.com