Documentation Checklist – [STCW] Security Awareness Training Course

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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
- ☐ Picture of candidate, according to requirements in the workbook's appendix 1
- ☐ 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 Security Familiarization Checklist
- ☐ Copy of verification of training from module #115 and #156 signed and stamped by the authenticating person. 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 questions

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

- ☐ Course Feedback Form
  (or visit surveymonkey.com/r/OTGCourseFeedback)

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**

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