Pre-PSC Crew Document Audit: 12-Check Checklist

Run each check per seafarer before sign-on. Tick when valid; mark X and note the gap when not.
Vessel: _____ Flag: _____ Sign-on date: _____ Contract end: _____

#	Check (per seafarer)	Reference	Crew 1	Crew 2	Crew 3	Crew 4	Crew 5	Crew 6	Crew 7	Crew 8
	Name / rank									
1	Identity matches across passport, CoC, seaman book and medical (name, DOB, passport no.)	Issuing administration	☐	☐	☐	☐	☐	☐	☐	☐
2	CoC valid for the rank and capacity on the crew list	Paris MoU 01201	☐	☐	☐	☐	☐	☐	☐	☐
3	Flag-state endorsement for this vessel's flag, or proof the application was submitted	Paris MoU 01201; STCW I/10	☐	☐	☐	☐	☐	☐	☐	☐
4	Watchkeeping rating certificate matches the rank	Paris MoU 01202	☐	☐	☐	☐	☐	☐	☐	☐
5	Able seafarer deck / engine or ETR certificate where the rank requires it	Paris MoU 01224	☐	☐	☐	☐	☐	☐	☐	☐
6	All four basic training certificates: PST, FPFF, EFA, PSSR	Paris MoU 01213; STCW VI/1	☐	☐	☐	☐	☐	☐	☐	☐
7	Refresher dates within the five-year window at contract end (not today)	Paris MoU 01213; STCW A-VI/1	☐	☐	☐	☐	☐	☐	☐	☐
8	Tanker certificate at the right level (basic / advanced) and cargo type	Paris MoU 01204	☐	☐	☐	☐	☐	☐	☐	☐
9	Ship Security Officer certificate for the designated officer	Paris MoU 01217	☐	☐	☐	☐	☐	☐	☐	☐
10	Security awareness / designated security duties certificate for all other crew	STCW VI/6	☐	☐	☐	☐	☐	☐	☐	☐
11	Medical certificate valid beyond contract end, or renewal booked	Paris MoU 01218; MLC A1.2	☐	☐	☐	☐	☐	☐	☐	☐
12	Seaman book / SIRB / discharge record valid and verifiable at source (incl. joiners' documents)	Paris MoU 01221	☐	☐	☐	☐	☐	☐	☐	☐

Scope. Crew certificates only. Hours of rest, seafarers' employment agreements, the Safety Management System and other onboard records are outside this checklist. Passing every check does not guarantee a PSC outcome: deficiencies are recorded at the inspecting officer's discretion.

Sources. Paris MoU deficiency codes (code list dated 1 July 2026), parismou.org/deficiency-codes; STCW Convention and Code (IMO); Maritime Labour Convention, 2006 (ILO). Codes are Paris MoU; other PSC regimes may record the same items under their own codes.

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