# Crew Document Compliance Audit Checklist

Version 1.0, 23 November 2026. One sheet per seafarer. Seaman Books (Atomiq Management Consultancies L.L.C.), #903 Regal Tower, Business Bay, Dubai.

| | | | |
|---|---|---|---|
| **Seafarer name** | | **Rank** | |
| **Vessel** | | **Vessel flag** | |
| **Sign-on date** | | **Contract end date** | |
| **Audited by** | | **Audit date** | |

Tick one box per check. **P** = Pass (seen, valid, right for this rank and vessel). **F** = Fail. **NS** = Not seen (no copy in the file; counts against readiness). **NA** = Does not apply. Write the expiry date where the certificate has one, and compare it with the contract end date.

## 1. Identity and record of service

| # | Check (applies to) | Reference | Expiry date | P | F | NS | NA |
|---|---|---|---|---|---|---|---|
| 1 | Passport valid to contract end, plus your company's margin (All) | Company policy; immigration at joining and sign-off ports | | ☐ | ☐ | ☐ | ☐ |
| 2 | Name, date of birth and nationality identical on passport, seaman book, CoC, training certificates and medical (All) | Consistency check (most common filing rejection) | n/a | ☐ | ☐ | ☐ | ☐ |
| 3 | Seaman book / CDC / SIRB valid (All) | Issuing administration; Paris MoU code 01221 (record of employment) | | ☐ | ☐ | ☐ | ☐ |
| 4 | Seaman book issued by an administration the vessel's flag accepts, or the flag's own book held (All) | Vessel's flag administration (confirm per flag) | n/a | ☐ | ☐ | ☐ | ☐ |
| 5 | Sea-service entries current and signed for the last vessel (All) | Issuing administration | n/a | ☐ | ☐ | ☐ | ☐ |

## 2. Competency and flag endorsement

| # | Check (applies to) | Reference | Expiry date | P | F | NS | NA |
|---|---|---|---|---|---|---|---|
| 6 | Certificate of Competency valid; capacity and limitations (tonnage, kW, area, ECDIS) match rank and vessel (Officers) | STCW Chapters II and III; Paris MoU 01201 | | ☐ | ☐ | ☐ | ☐ |
| 7 | Flag-state endorsement of the CoC for THIS vessel's flag, or documentary proof that the application has been submitted (Officers) | STCW Regulation I/10; Paris MoU 01201 | | ☐ | ☐ | ☐ | ☐ |
| 8 | GMDSS certificate (GOC/ROC) and its flag endorsement (Deck officers / radio operators) | STCW Regulation IV/2 | | ☐ | ☐ | ☐ | ☐ |
| 9 | Watchkeeping rating certificate (II/4 deck, III/4 engine) (Watch ratings) | STCW II/4, III/4; Paris MoU 01202 | | ☐ | ☐ | ☐ | ☐ |
| 10 | Able seafarer deck / engine or electro-technical rating certificate (II/5, III/5, III/7) (Ratings, per rank) | STCW II/5, III/5, III/7; Paris MoU 01224 | | ☐ | ☐ | ☐ | ☐ |
| 11 | Ship's cook certificate (Ship's cook) | MLC, 2006 Regulation 3.2 | | ☐ | ☐ | ☐ | ☐ |

## 3. Basic and specialised training

| # | Check (applies to) | Reference | Expiry date | P | F | NS | NA |
|---|---|---|---|---|---|---|---|
| 12 | Personal Survival Techniques (A-VI/1-1): refresher within the last five years (All) | STCW VI/1; Paris MoU 01213 | | ☐ | ☐ | ☐ | ☐ |
| 13 | Fire Prevention and Fire Fighting (A-VI/1-2): refresher within the last five years (All) | STCW VI/1; Paris MoU 01213 | | ☐ | ☐ | ☐ | ☐ |
| 14 | Elementary First Aid (A-VI/1-3) (All) | STCW VI/1 (no refresher cycle) | n/a | ☐ | ☐ | ☐ | ☐ |
| 15 | Personal Safety and Social Responsibilities (A-VI/1-4) (All) | STCW VI/1 (no refresher cycle) | n/a | ☐ | ☐ | ☐ | ☐ |
| 16 | Security awareness (A-VI/6-1) or designated security duties (A-VI/6-2) (All / designated crew) | STCW VI/6 | n/a | ☐ | ☐ | ☐ | ☐ |

## 3. Basic and specialised training

| # | Check (applies to) | Reference | Expiry date | P | F | NS | NA |
|---|---|---|---|---|---|---|---|
| 17 | Ship Security Officer certificate (A-VI/5) (Designated SSO) | STCW VI/5; Paris MoU 01217 | n/a | ☐ | ☐ | ☐ | ☐ |
| 18 | Survival craft and rescue boats, PSCRB (A-VI/2-1): refresher within five years (Crew assigned on muster list) | STCW VI/2 | | ☐ | ☐ | ☐ | ☐ |
| 19 | Fast rescue boats (A-VI/2-2): refresher within five years (Where an FRB is carried) | STCW VI/2 | | ☐ | ☐ | ☐ | ☐ |
| 20 | Advanced fire fighting (A-VI/3): refresher within five years (Crew in charge of fire fighting) | STCW VI/3 | | ☐ | ☐ | ☐ | ☐ |
| 21 | Medical first aid (A-VI/4-1) or medical care (A-VI/4-2) (Designated crew, per rank) | STCW VI/4 | n/a | ☐ | ☐ | ☐ | ☐ |
| 22 | Oil and chemical tanker basic / advanced training (V/1-1) (Tanker crew) | STCW V/1-1; Paris MoU 01204 | | ☐ | ☐ | ☐ | ☐ |
| 23 | Liquefied gas tanker basic / advanced training (V/1-2) (Gas carrier crew) | STCW V/1-2; Paris MoU 01204 | | ☐ | ☐ | ☐ | ☐ |
| 24 | Flag endorsement of tanker or other specialised training, where the flag issues one (As the flag requires) | Vessel's flag administration (confirm per flag) | | ☐ | ☐ | ☐ | ☐ |
| 25 | Passenger ship training: crowd management, crisis management (V/2) (Passenger ship crew) | STCW V/2 | n/a | ☐ | ☐ | ☐ | ☐ |
| 26 | IGF Code basic / advanced training (V/3) (Gas-fuelled ships) | STCW V/3 | | ☐ | ☐ | ☐ | ☐ |
| 27 | Polar waters basic / advanced training (V/4) (Ships in polar waters) | STCW V/4 | | ☐ | ☐ | ☐ | ☐ |
| 28 | BOSIET / FOET and HUET, where helicopter transfer or offshore work applies (Offshore units and transfers) | OPITO standards (industry, not STCW) | | ☐ | ☐ | ☐ | ☐ |

## 4. Medical fitness

| # | Check (applies to) | Reference | Expiry date | P | F | NS | NA |
|---|---|---|---|---|---|---|---|
| 29 | Medical certificate valid and issued by an examiner the vessel's flag recognises (All) | STCW I/9; MLC, 2006 Standard A1.2; Paris MoU 01218 | | ☐ | ☐ | ☐ | ☐ |
| 30 | Medical issued no more than two years ago (one year if under 18); colour vision tested within six years (All) | MLC, 2006 Standard A1.2 | n/a | ☐ | ☐ | ☐ | ☐ |
| 31 | Vaccination certificates required for the trading area (for example, yellow fever) (Per trading area) | WHO International Health Regulations (2005) | | ☐ | ☐ | ☐ | ☐ |
| 32 | Drug and alcohol test, where company or charterer policy requires it (Per policy) | Company / charterer policy | | ☐ | ☐ | ☐ | ☐ |

## 5. Employment and MLC (company-held)

| # | Check (applies to) | Reference | Expiry date | P | F | NS | NA |
|---|---|---|---|---|---|---|---|
| 33 | Seafarers' employment agreement signed; seafarer holds a copy; copy available on board (All) | MLC, 2006 Standard A2.1 | n/a | ☐ | ☐ | ☐ | ☐ |
| 34 | Recruited through a recruitment and placement service that meets MLC requirements (All) | MLC, 2006 Regulation 1.4 | n/a | ☐ | ☐ | ☐ | ☐ |

## 6. Verification and file quality

| # | Check (applies to) | Reference | Expiry date | P | F | NS | NA |
|---|---|---|---|---|---|---|---|
| 35 | CoC and flag endorsement verified with the issuing administration; reference recorded (Officers) | Issuing administration's online verification or written confirmation | n/a | ☐ | ☐ | ☐ | ☐ |
| 36 | Training certificates verified with the issuing centre or administration database (All) | Issuing training centre / administration | n/a | ☐ | ☐ | ☐ | ☐ |

## 6. Verification and file quality

| # | Check (applies to) | Reference | Expiry date | P | F | NS | NA |
|---|---|---|---|---|---|---|---|
| 37 | Documents brought from a previous provider verified at source, not accepted from copies (New joiners) | Issuing administration | n/a | ☐ | ☐ | ☐ | ☐ |
| 38 | Scans complete (all pages), legible and colour, ready for flag submission (All) | Flag filing practice | n/a | ☐ | ☐ | ☐ | ☐ |
| 39 | Visas for joining and transit ports (for example, C1/D, Schengen) (Per route) | Immigration authority of each port state | | ☐ | ☐ | ☐ | ☐ |

| | | | | |
|---|---|---|---|---|
| **Totals** | Pass ____ | Fail ____ | Not seen ____ | Expiring before contract end ____ |
| **Status** | ☐ READY TO JOIN: no Fail, no Not seen, nothing expiring before contract end | | | ☐ NOT READY |

| **Actions to clear before sign-on** (item #, action, owner, due date) |
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| |

| Reviewed by (name, signature) | | Date | |
|---|---|---|---|

**Five-year refresher:** PST, FPFF, PSCRB, FRB and Advanced Fire Fighting. EFA and PSSR carry no refresher cycle. **Medical:** maximum two years (one year under 18); colour vision every six years (MLC, 2006 Standard A1.2). **Paris MoU crew-certificate codes:** 01201 officers' certificates, 01202 watch ratings, 01204 tanker personnel, 01213 basic training, 01217 SSO, 01218 medical, 01221 record of employment, 01224 AB / ETR (code list dated 1 July 2026).

This checklist supports a company's own pre-joining document review. It does not replace the requirements of the vessel's flag administration, which are final. Seaman Books is a documentation and processing partner: flag administrations issue documents; we prepare, verify and file applications.

**Want it checked for you?** Send the completed checklist or your crew list for a per-person gap report. WhatsApp +971 55 458 3416 | maritime@atomiqgroup.com | seamanbooks.com. Excel version and the Crew Certification Tracking Matrix: seamanbooks.com/crew-document-audit-checklist/. Free to use, copy and adapt under CC BY 4.0. Credit: Seaman Books, seamanbooks.com.