DOCUMENT CHECKLIST GUIDE FOR AIDA GALLEY CREW

*** Submission of Black bag with your complete documents can be done via courrier or drop boxes in Central mail room located in ANNEX building ground floor Magsaysay Building.

DOCUMENT	AT LEAST VALID UNTIL	REMARKS	FOR FLEET ONLY
NBI		VALID 1 MONTH FROM THE DATE OF EMBARKATION	
PDOS		VALID 1 MONTH FROM THE DATE OF EMBARKATION / IF YOUR PDOS CERT IS ALREADY EXPIRED IMMEDIATELY ADVICE YOUR FLEET FOR ENDORSEMENT	*** If you check it and it is already been expired you must advice your fleet to endorse you online in MMIS and visa ZOOM orientation.*
MEDICAL CERTIFICATE		VALID WITHIN 10 MONTHS CONTRACT	***Must be valid 10mos.*
YELLOW FEVER		VALID WITHIN 10 MONTHS CONTRACT	*** If not you, may reprint it in NATIONAL Quarantine*
TYPHOID		VALID WITHIN 10 MONTHS CONTRACT	***Must be valid 10mos.*
HEPA A		VALID WITHIN 10 MONTHS CONTRACT	***Must be 2 vaccine shot*
PASSPORT		17 MONTHS VALIDITY / DIRECTLY CONTACT ME IF YOUR DOCUMENT WILL EXPIRE **BEFORE** THE SAID DATE	*** Emergency cases, should be valid for 6 months after contract*
SEAMAN'S BOOK		15 MONTHS VALIDITY / DIRECTLY CONTACT ME IF YOUR DOCUMENT WILL EXPIRE **BEFORE** THE SAID DATE	*** Emergency cases, should be valid for 6 months after contract*
OLD CERTIFICATE OF BT		-	*** Must be included if you send your documents via CENTRAL MAIL UNIT or if you will submit it personally with your crewing.*
REFRESHER BT CERTIFICATE		VALID WITHIN 10 MONTHS CONTRACT	***Must be valid 10mos. From the date of Training was Done / If not you need to enroll for Refresher training again and apply new COP*
REFRESHER BT COP		VALID WITHIN 10 MONTHS CONTRACT	***Must be valid 10mos.*
OLD CERTIFICATE OF PSCRB		-	*** Must be included if you send your documents via CENTRAL MAIL ROOM Or if you will submit it personally with your crewing.*

REFRESHER PSCRB CERTIFICATE		VALID WITHIN 10 MONTHS CONTRACT	***Must be valid 10mos. From the date of Training was Done / If not you need to enroll for Refresher training again and apply new COP** ****Position excluded to take the PSCRB Training-Chef De Cuisine, Exec. Sous Chef, Sous Chef, JR Sous Chef, Crew Cook, Dietary Chef, Chef De Partie, Teppanyaki Cook & Sushi Cook**
REFRESHER PSCRB COP		VALID WITHIN 10 MONTHS CONTRACT	***Must be valid 10mos.*
NC III (FOR CREW COOK)		VALID WITHIN 10 MONTHS CONTRACT	***Must be valid 10mos. ONLY FOR THE POSITION AS CREW COOK*
CARNIVAL CODE OF ETHICS		VALID 1 MONTH FROM THE DATE OF EMBARKATION	https://expert.aida.de
HACCP		VALID 1 MONTH FROM THE DATE OF EMBARKATION	https://expert.aida.de
COVID-19 via aida expert		Need to undergo online and print certificate	https://expert.aida.de
CROWD	5 YEARS FROM THE DATE OF ISSUANCE	STCW REGULATION V/2 PARAGRAPH 6 and 7 ; NO COP	*MATRIX OR 5 YEARS VALIDITY-**Must be valid 10mos. From the date of Training was Done*
SDSD		NO EXPIRATION AS LONG AS WITH COP	
Updated deposit slip (Allottee A & B)		Needs to visit http://www.home-harbor.com	**Regardless if you don't have changes with your allotment or alottee you Are needed to access the website do edit/save and double-check Accounts.
Illegal Drugs & Undertaking Promissory		Needs to access/online css.magsaysayonline.com	**To print and notary it must be included to you black bag upon you submit or courier
POEA COVID 19		Needs to access/online css.magsaysayonline.com	**To print and notary it must be included to you black bag upon you submit or courier
POEA Terms & Condition		Needs to access/online css.magsaysayonline.com	**To print 3 copies and once Medical is FIT please advise your fleet for the POEA contract signing
POEA EREG		Needs to access & PRINT via	**To print 3 copies once updated Passport & Seamansbook.
POEA ANNEX A		Needs to access/online css.magsaysayonline.com	**To print 1 copy and sign.

SID (Seafarer's Identification Document)		VALID FOR EMBARKATION	*** Emergency cases, should be valid for 6 months after contract*
VISA		TO APPLY IF YOU WILL JOIN IN SCHENGEN COUNTRY (German, Spain, Netherlands, Danish, Greece)	** Follow up schedule to FLEET.