

Directorate General of Shipping EAC Branch

CHECK LIST FOR MEO CLASS IV

NAME OF MERCANTILE MARINE DEPARTMENT	
Following Documents Are Required to be submitted For MEO CLASS IV Part A Exemption & Part B Examination and Assessment Requirements	
Photo Copy Of Each Document must be Self Attested and Arranged In The Following Sequence	
Name Of The Candidate:	Date:

PART A EXEMPTION & EXAMINATION.

S.NO	NAME OF DOCUMENTS	YES/NO	REMARKS
1.	Copy of CDC. (1 st & Last Page) and relevant service pages		
2.	Copy of Passport. (1 st & Last Page)		
3.	Copy of INDOS No. Certificate		
4.	Fees – Evidence of Fees Paid		
5.	Copy of Education Qualification. As applicable		
6.	Copy of Pre Sea course		
7.	Copy of Valid Medical Fitness Certificate (DGS Approved Doctor)		

DOCUMENTS TO BE SHOWN – PLEASE FILL IN THE CERTIFICATE NO

S No.	Details of documents	CERT NO	NAME OF INSTITUTE
1.	Original of STCW Course as follows:-		
	i) Personal Survival Techniques or Refresher if more than 5 years old		
	ii) Fire Prevention & Fire Fighting or Refresher if more than 5 years old		
	iii) Elementary First Aid valid within 5 years		
	iv) PSSR within 5 years or Refresher		
	v) STSDSD		

Signature of Verifying DA

Approving Authority

Based on above information the candidate is exempted from PART A / Eligible to appear in part A.

PART B EXAMINATION AND ASSESSMENT REQUIREMENTS

S.No	NAME OF DOCUMENT	YES /NO	REMARKS IF ANY
1.	Original Sea Services letter issued by the Owner / RPSL address to concerned PO MMD		
2.	Copy of Sea Service Testimonials. Indicating Article / Propelling time		
3.	Copy of Article of Agreement / Form 3A		
4.	Copy of CDC including relevant pages of sea service		
5.	Sighting of Original TAR BOOK.		
6.	Copy of Seafarers Profile for checking Data		
7.	Evidence of Fees Paid		

DOCUMENTS TO BE SHOWN – PLEASE FILL IN THE CERTIFICATE NO

S.NO	NAME OF DOCUMENT	CERT NO	NAME OF INSTITUTE
1	Original of Engine Room Simulator Course. (Done after the required sailing)		
2	Original of STCW Course as follows:-		
	i) PSCRB valid within 5 yrs or refresher		
	ii) Advance Fire Fighting Valid within 5 years or refresher		
	iii) Medical First Aid valid within last 5 years		
	iv) SSO or STSDSD		

Signature of the Candidate

DATE

Signature of the Verifying DA

APPROVING AUTHORITY

DATE