

# How to export a crew list containing crew certificates (document)

Users log in to the OLISS Web side , click to enter the " Crew Management → Crew Arrangement " interface in turn, click "Export Crew List", select "Custom" in the lower options, check the specific ship (or select all), check "Include Crew Certificate" according to actual need (can be selected separately or all), and then click "Export".

Crew Management

Crew Info.

Resume Update

Crew Arrangement

Crew Attendance

Disembark Request

Crew Transfer

Crew Incident

Crew Arrgt

Crew On Board List

Crew Arrgt Record

Please enter vessel name.

Batch Operation

Export Crew List

Configuration

Former

Next

2025-02-18

Reset

LINK OCEAN 1

On Board 19 Persons | Min Safety Manning 25 Persons

LINK OCEAN 14

On Board 0 Persons | Min Safety Manning 4 Persons

ABLE SAILOR

On Board 0 Persons | Min Safety Manning 0 Persons

Rank	IMO	Third O..	2ND Eng..	3RD Eng..	Chief C..	Apprent..	Apprent..	Chief O..	Chief O..	Second ..	Chief E..
On Board	沈雪飞	洪舒	刘金祥	李学刚	范伟	球球测..	董三管	陈*	LUQ..	zha..	冷健
Rank	Electri..	Bosun	Bosun	Carpent..	Sailor	Sailor	Sailor	NO.1 Mo..	Motorman	Motorman	Motorman
Status	Sign-on	Sign-on	Sign-on	马士城	张水手	我试试	吕水手	Sign-on	Sign-on	Sign-on	Sign-on

- 1、Click to enter the crew arrangement interface
- 2、Click "Export Crew List", select "Custom" in the lower options

## Select a vessel



☐ All Vessels

☒ LINK OCEAN 1
 ☐ LINK OCEAN 14
 ☐ ABLE SAILOR
 ☐ 自测1号

☒ Include Crew Certificate
 ☐ All Certificates

☐ ID Card
 ☐ Seafarer's Identity Document
 ☐ Certificate of Competency for Seafarers
 ☐ Certificate of Proficiency for Seafarers

☐ Medical Certificate for Seafarers
 ☐ Seafarer's Passport
 ☐ Passport
 ☐ Certificate of qualification of seafarers on inland waterway

☐ Training Certification for Ship's Catering Staff
 ☐ Training Certificate for Ship's Cook
 ☐ GMDSS Certificater
 ☐ International Certificate of Vaccination Against Yellow Fever

☐ Certificate of Vaccination Against Cholera
 ☐ Certificate of Vaccination Against COVID-19
 ☐ Certificate of Health Examination for International Traveller
 ☐ Certificate of Competency for Inland River Crew

☐ Basic training (new)
 ☐ Basic Safety Training for Inland River Crew
 ☐ Proficiency in survival craft and rescue boats other than fast rescue boats
 ☐ Basic training

☐ Training in medical care
 ☐ Security awareness training
 ☐ Seafarers with designated security duties
 ☐ Proficiency in fast rescue boats

☐ Advanced training for oil tanker cargo operations
 ☐ Basic training for oil and chemical tanker cargo operations
 ☐ Advanced training for chemical tanker cargo operations
 ☐ Training in medical first aid

☐ Basic training for liquefied gas tanker operations
 ☐ Training for personnel on passenger ships III(T06-3)
 ☐ Training for Arpa Simulator
 ☐ Training in advanced fire fighting

☐ Electrician Certificate
 ☐ Proficiency for ship security officer
 ☐ Training for Radar Observer & Simulator
 ☐ Certificate for Safety Officer Training

☐ Include COVID-19 Vaccine Info

3、Check the specific ( or select all), check " Include Crew Certificate" according to actual need ( can be selected separately or all ), and then click "Export"

Export