

How to set the validity period of crew certificates (Document)

To set the validity period of the crew certificate, first make sure that the certificate is in the "enabled" state, and then set the validity period.

Users log in to the OLISS Web side and click to enter in turn " Setting → Basic Data → Crew Cert. " Interface. By default, enter the Rank Required Cert. interface for the position, manually switch to the "Crew Cert. in Use" interface. If the certificate has not been enabled yet, you need to find the target certificate in the "Disabled Cert." list, click the "OFF" button on the right to turn blue "ON", then pop up in the middle, click "OK" to enable the certificate. In the Activated Crew... list, find the target certificate, click "Edit" on the right: fill in the validity period (in "months"), select the warning days, and finally click "Save".

1. Click to enter in turn Crew Cert. interface

2. Enter the Rank Required Cert. interface for the position, manually switch to the Crew Cert. in Use interface

3. If the certificate has not been enabled yet, you need to find the target certificate in the Disabled Cert. list, click the "OFF" button on the right to turn blue "ON", then pop up in the middle, click "OK" to enable the certificate

4. In the Activated Crew... list, find the target certificate, click "Edit" on the right

5. Fill in the validity period (in * months), select the warning days, and finally click "Save"

No.	Cert. Full Name	Abbr.	Validity Period...	Warning Days...	No Attachment Remin...	Status	Batch Operation
1	ID Card	ID Card	0	60	Yes	Enabled	Edit
2	Seafarer's Identity Document	Seafarer's Identity Document	0	60	No Yes	ON	Save Cancel
3	Certificate of Competency for S...	Cert. of Competency (COC)	0	60	Yes	Enabled	Edit
4	Certificate of Proficiency for S...	Cert. of Proficiency	0	60	Yes	Enabled	Edit

No.	Cert.Name(CN)	Abbreviation	Batch Enable
35	Advanced training for liquefied gas...	Advanced Training for Liquefied Ga...	OFF
36	Training for personnel on passen...	Personnel On Passenger Ships-1	OFF
36	Training for personnel on passen...	Personnel On Passenger Ships-2	OFF
37	Large ship handling special trainin...	Large ship handling	OFF
38	Special training certificate for high...	High speed ship crew-1	OFF
38	Special training certificate for high...	High speed ship crew-2	OFF
38	Special training certificate for high...	High speed ship crew-3	OFF

Click to enter the "Crew Management → Crew Information" interface in turn, find the target crew member, click anywhere in the line where the target crew member is located, enter the crew information details interface, manually switch to the "Crew Certificate" interface, you can perform operations such as add, edit, delete, import and export crew certificates.

Crew Management **Crew Info**

6. Click to enter the Crew Info. interface in turn, find the target crew member, click anywhere in the line where the target crew member is located, enter the crew information details interface

No.	Crew Name	ID	ID Photo	Age	Rank	Cert Level	Vessel	Crew Type	Sign-off	Operation
1	张磊	3210021990000000000		31	Master	A2	LINK OCEAN 1		Sign-off 1	Edit Delete
2	李四	3210021980000000000		42	Master		自研1号		Sign-off 3	Edit Delete

7. Manually switch to the "Crew Certificate" interface - Crew Info Details

8. You can perform operations such as add, edit, delete, import and export crew certificates

No.	Cert. Name	Cert. No.	Issuing Authority	Validity Period	Applicable Ra...	Warning Days	Attachments	Operation
1	Seafarer's Passport		江苏海事局	2023-03-04 ~ 2027-03-04 Remaining 702 Day		15 Day		Edit Delete
2	Basic training		上海海事局	2020-06-08 ~ 2025-06-08 Remaining 71 Day		60 Day		Edit Delete
3	Proficiency in survival craft and rescue boats other than fast rescue boats		连云港海事局	2022-06-27 ~ 2027-06-27 Remaining 601 Day		60 Day		Edit Delete
4	Training in medical first aid		南通海事局	2016-01-26 ~ 2061-03-02 Remaining 13122 Day		60 Day		Edit Delete
5	Security awareness training		南通海事局	2016-01-26 ~ 2061-03-02 Remaining 13122 Day		60 Day		Edit Delete

5 Total 10 Total / Page

(1) Add Crew Certificate

Click "Add", select the cert. name (if warning days are set for a certain certificate when configuring the position certificate, the warning days will be automatically matched and displayed after selecting the certificate name), issued date, expiry date, and certificate status. Attachments can be uploaded, and finally click "Confirm".

8. Click "Add"

9. Select the cert. name (if warning days are set for a certain certificate when configuring the position certificate, the warning days will be automatically matched and displayed after selecting the certificate name), issued date, expiry date, and certificate status. Attachments can be uploaded, and finally click "Confirm"

Add Crew Cert.

Crew Name: 沈海 VU

Suitable position (From MSA)

Cert. Name *
Please select

Cert. No.
Please enter

Issued Date *
Please select

Warning Days
Please enter

Cert. Description
Please enter

Upload

Issuing Authority
Please enter

Expiry Date *
Please select

Cert. Status
Valid

Long-standing Effective Shortcut Date

Confirm Cancel

(2) Edit Crew Certificate

Click on 'Edit' to the right of the specific certificate, modify the certificate name, issued date, certificate status, and whether to upload attachments as needed, then click "Confirm".

- Crew Info Details

Basic InfoBank Card InfoWork ExperienceCrew CertCrew ContactCrew EvaluationCrew TrackingTraining Records

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AddImportExportMSA Cert Query

Latest CertificatesValid Certificates

No.	Cert. Name	Cert. No.	Issuing Authority	Validity Period	Applicable Ra...	Warning Days	Atta	Operation
1	Seafarer's Passport		江苏海事局	2022-03-04 ~ 2027-03-04 Remaining705 Day		15 Day		Edit Delete
2	Basic training		上海海事局	2020-06-08 ~ 2025-06-08 Remaining71 Day		60 Day		Edit Delete
3	Proficiency in survival craft and rescue boats other than fast rescue boats		连云港海事局	2022-06-27 ~ 2027-06-27 Remaining601 Day		60 Day		Edit Delete
4	Training in medical first aid		南通海事局	2016-01-26 ~ 2061-03-02 Remaining13122 Day		60 Day		Edit Delete
5	Security awareness training		南通海事局	2016-01-26 ~ 2061-03-02 Remaining13122 Day		60 Day		Edit Delete

5 Total10Total/1Page

8.Click on "Edit"

- Crew

Basic InfoBank Card InfoWork ExperienceCrew CertCrew Contact

AddImportExportMSA Cert Query

No.	Cert. Name	Cert. No.	Issuing Authority	Valid
1	Seafarer's Passport		江苏海事局	2022-03-04
2	Basic training		上海海事局	2020-06-08
3	Proficiency in survival craft and rescue boats other than fast rescue boats		连云港海事局	2022-06-27
4	Training in medical first aid		南通海事局	2016-01-26
5	Security awareness training		南通海事局	2016-01-26

Edit Crew Cert.

Crew Name

Cert. Name *
Seafarer's Passport

Cert. No.
[Redacted]

Issued Date *
2022-03-04

Warning Days
15

Cert.Description
Please enter

Upload

Suitable position(From MSA)

Issuing Authority
江苏海事局

Expiry Date *
2027-03-04

Cert. Status
Valid

Long-standing Effective Shortcut Date

9.Modify the relevant information of the crew certificate according to the need, finally click "Submit"

SubmitCancel