

How to handle the task of missing attachments for seafarer certificates (documents) on the Web side

Log in to the OLISS Web side, go to Workbench → Waiting Tasks → Crew Certificate - No Attachment interface, and follow these steps 1-4:

1、Log in to the OLISS Web side, Enter the Workbench interface by default, Click "Waiting Task→Crew Cert.-No Attachment"

Crew Cert.(Without Attachment)

在船证书预警(68) 在岸证书预警(44)

2、Quickly retrieve by Crew Name/ Phone number ← Crew Name/Phone No. [Search] [Reset]

No.	Crew Name	ID	All	Rank	Cert. Name	Cert. No.	Issuing Authority	Expiry Date	Days Remaining	Operation
1	李学刚	*****3	LINK OCEAN 1	3RD Engineer	Training in advanced fire fighting		山东海事局			Edit Delete
2	张*良	3*****3	自测1号	Third Officer	Certificate of Proficiency for Seafarers	PED202307462	威海海事局	2025-03-02	71	Edit Delete
3	张*良	37*****3	自测1号	Third Officer	Proficiency in survival craft and rescue boats other than fast rescue boats	PGA202000615	上海海事局	2025-03-02	71	Edit Delete

3、Click "Edit" to enter the crew certificate editing interface



Crew Name

张*良(3*****)

Cert. Name * Certificate of Proficiency for Seafarers	Suitable position(From MSA)
Cert. No. PED202307462	Issuing Authority 威海海事局
Issued Date * 2023-09-12	Expiry Date * <input type="radio"/> Long-standing Effective <input type="radio"/> Shortcut Date 2025-03-02
Warning Days 60	Cert. Status Valid
Cert. Description Please enter	
Upload	

4、 You can modify the relevant information as needed (will * required/ optional), select the attachment to upload, and click "Submit"

Submit	Cancel
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Instructions:

When the crew is on board and the crew certificate lacks attachments, Workbench - Waiting Task will only have tasks for crew certificates without attachments.