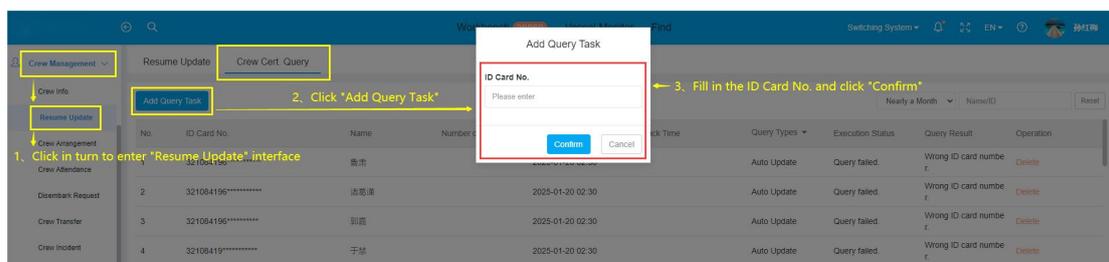


How to manually query the crew certificate or manually copy the MSA certificate into the system (Document)

After logging into the OLISS web side, users click "Crew Management → Resume Update" in order and then switch to "Crew Cert. Query" interface. In this interface, click "Add Query Task", enter the ID card no., and click "Confirm". This will successfully submit the query task. Click "Ok" again to display the ID number, query time, and other details in the crew cert. query interface.

Then, manually refresh the crew cert. query interface within 20 to 30 seconds. On this interface, you can view the status of specific ID numbers and query results. Click "View" next to the ID number to enter the Crew Certificate Query Details Interface. Here, you can view certificates within the system and select one or more MSA certificates by checking them, then click "Confirm" at the bottom right corner.



Click "Submit" at step 3 and this interface will pop up



The query task is submitted successfully. Please refresh it later.

Ok

← Click "OK"

Resume Update **Crew Cert. Query**

Add Query Task 4. Manually refresh the crew cert. query interface within 20 to 30 seconds. On this interface, you can view the status of specific ID numbers and query results

Nearly a Month Name/ID Reset

No.	ID Card No.	Name	Number of V...	Query Time	Back Time	Query Ty...	Execution St...	Query Result	Operation
1	██████████		19	2025-05-30 02:30	2025-05-30 10:27	Auto Update	Query succeeded.	Success	View
2	██████████	吕蒙		2025-05-30 01:30		Auto Update	Query failed.	Wrong ID card number.	Delete
3	██████████	黄盖		2025-05-30 01:30		Auto Update	Query failed.	Wrong ID card number.	Delete
4	██████████	董卓		2025-05-30 01:30		Auto Update	Query failed.	Wrong ID card number.	Delete

1503 Total 10 Total/Page < 1 2 3 ... 151 > Go To 1 Page

5. Click "View"

Crew Cert. Query Details

12	Seafarers with designated security duties	██████████	广州海事局	2013-12-27	2052-02-15	Valid
13	Proficiency for ship security officer	██████████	广州海事局	2015-08-27	2052-02-15	Valid
14	Basic training for oil and chemical tanker cargo operations	██████████	广州海事局	2024-01-04	2029-01-04	Valid

MSA Cert.

<input type="checkbox"/> Select All	Cert. Name	Cert. No.	Cert. Description	Issuing Authority	Issued Date	Expiry Date	Valid
<input type="checkbox"/>	自动雷达标绘仪	██████████		广州海事局	2008-10-10		有效
<input type="checkbox"/>	雷达观测与标绘和雷达模拟器培训	██████████		广州海事局	2008-10-10		有效
<input checked="" type="checkbox"/>	Medical Certificate for Seafarers	██████████		广州新海医院	2023-05-30	2025-05-30	有效

6. You can view certificates within the system and select one or more MSA certificates by checking them, then click "Confirm"

[Confirm](#) [View Crew Info.](#)