

How to deal with Crew Certificate Warning

When the valid date of the crew certificate reaches the warning days, the system will automatically generate the warning task, and it will appear in "Workbench-Waiting Task".

Users can log in to the website of OLSaaS, and operate in "Workbench → Waiting Task → Crew Certificate(Warning)" interface according to the following steps 1-4:

1. Log in to the website of OLSaaS, enter Workbench interface by default, and click "Waiting Task→Due→Crew Certificate(Warning)"

2. It can be quickly searched by crew name or mobile phone number.

3. Click to view the certificate details.

4. Click "Edit"

4.1 Modify relevant information (Items with * are required), upload attachments if any, and then click "Submit"

Click "Manual Update" in step 4, and the right interface will pop up.

No.	Crew Name	ID No.	All On Board	Rank	Cert. Name	Cert No.	Issuing Authority	Expiry Date	Validity	Operation
1	萧十一	431005056	前进号	二副	Certificate of Competency for Seafarers		CCS	2023-01-11	22	Edit Delete manual update update of MSA 1 Total

No.	Crew Name	ID No.	All On Board	Rank
1	萧十一	431005056	前进号	二副

Crew Name	Cert Name*	Cert No.	Issuing Authority	Issued Date*	Expiry Date*	Warning Days	Cert. Status
萧十一(431005056)	Certificate of Competency for Seafarers		CCS	2020-08-12	2023-01-11	60	Valid

Click "update by MSA" in step 4 to enter this interface. Crew Cert. Details

Name(OLMS)	ID(OLMS)	Name(MSA)	ID(MSA)
			32

Cert.(OLMS)							
No.	Cert. Name	Cert No.	Cert.Description	Issuing Authority	Issued Date	Expiry Date	Valid
1	Certificate of Competency for Seafarers	AGA127			2019-02-22	2024-02-22	有效
2	Certificate of Competency for Seafarers	AGA059	电工		2014-11-27	2054-02-06	有效
3	Certificate of Proficiency for Seafarers	PGA			2018-03-12	2023-03-12	有效
4	Certificate of Proficiency for Seafarers	Z00			2009-05-12		有效
5	Medical Certificate for Seafarers	MFC121931		医院	2021-12-27	2023-12-27	有效
6	Seafarer's Passport	A01			2019-04-28	2024-04-28	有效

MSA Cert.							
Select All	Cert. Name	Cert No.	Cert.Description	Issuing Authority	Issued Date	Expiry Date	Valid
<input type="checkbox"/>	Medical Certificate for Seafarers	1931		扬州市江都中医院	2021-12-27	2023-12-27	有效
<input type="checkbox"/>	技术资格证	111		上海海事局	2020-09-30		有效
<input type="checkbox"/>	技术资格证	0111		上海海事局	2020-09-30		有效

4.2 Click to enter the crew information interface for editing.

Crew Info Details

4.2.1 Switch to the "Crew Certificate" interface

Basic Info. Bank Card Info Work Experience **Crew Cert.** Crew Contact Crew Evaluation Latest Update:2022-12-19 16:15:08

+ Add Import Export Marine Board Cert.Query > Latest Certificate Valid Certificate

22 **Certificate of Competency for Seafarers** Validity Cert No.: N/A Issuing Authority: CCS Validity Period : 2020-08-12 ~ 2023-01-11 Attachment: Details

4.2.2 Find the crew certificate that is about to expire, and click "Edit".

Cert Name*	Cert No.	Applicable RANK(From MSA)	Warning Days
Certificate of Competency for Seafarers			60
Issuing Authority	Issued Date*	Expiry Date*	Cert.Description
CCS	2020-08-12	<input type="radio"/> Long-standing Effective 2023-01-11	
Cert. Status *	Attachment		
Valid	+ Upload		

4.2.3 Modify this pop-up information(Items with * are required), and click "Save" after uploading the attachment.

Note:

1. When the crew is absent from the ship, the(crew certificate) will be automatically updated by MSA, and the warning task will not be generated in OLSaaS;
2. In "System Setting-Basic Data-Crew Certificate", the user has configured the necessary certificate for the rank.When the relevant certificate of a crew is missing, the system will generate a warning task.