

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".

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, 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" (Note: After selecting the issue date, the system will automatically calculate the expiration date based on the certificate validity period that has been set. You can choose it manually or from the shortcut date. If the certificate is valid for a long time, the shortcut date will not be displayed).

互海科技

Workbench 28893 Vessel Monitor Find Switching System EN 孙红梅

E-Signature

Setting

Role Authority

User

Workflow

Basic Data

Spare Parts

Marine Stores

Oil

Marine Chart

Inspection List

Crew Cert.

Vessel Cert.

Company Contact

Spare Parts Marine Stores Oil Marine Chart Inspection List Crew Cert. Vessel Cert. Company Contact Crew Group

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

Rank Required Cert. Crew Rank in Use Crew Cert. in Use Cert.Warning Setting

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

Activated Crew ...

No.	Cert. Full Name	Abbr.	Validity Period...	Warning Days...	No Attachment Remin...	Status	Batch Operation
1	ID Card	ID Card	0				
2	Seafarer's Identity Document	Seafarer's Identity Document	0				
3	Certificate of Competency for ...	Cert. of Competency (COC)	0				
4	Certificate of Proficiency for S...	Cert. of Proficiency	0				
5	Medical Certificate for Seafarers	Medical Certificate	12				
6	Seafarer's Passport	Seafarer's Passport	0				
7	Passport	Passport	240		Yes	Enabled	Edit

Disabled Cert.

No.	Cert.Name(CN)	Abbreviation	Batch Enable
35	Advanced training for liquefied gas	Advanced Training for Liquefied Ga...	ON
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 train...	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

Are you sure to enable this certificate?

After enabled, the certificate will appear in the enabled list.

Cancel OK

1. Click to enter in turn Crew Cert. interface

Rank Required Cert. Crew Rank in Use **Crew Cert. In Use** Cert.Warning Setting

Activated Crew ...							Disabled Cert.				
No. ①	Cert. Full Name	Abbr.	Validity Period...	Warning Days...	No Attachment Remin...	Status	Batch Operation	No. ①	Cert.Name(CN)	Abbreviation	Batch Enable
1	ID Card	ID Card	0	60	Yes	Enabled	Edit	35	Advanced training for liquefied gas...	Advanced Training for Liquefied Ga...	<input type="checkbox"/> OFF
2	Seafarer's Identity Document	Seafarer's Identity Document	0	60	<input type="radio"/> No <input checked="" type="radio"/> Yes	<input checked="" type="checkbox"/> ON	Save Cancel	36	Training for personnel on passen...	Personnel On Passenger Ships-1	<input type="checkbox"/> OFF
3	Certificate of Competency for ...	Cert. of Competency (COC)	0	60	Yes	Enabled	Edit	36	Training for personnel on passen...	Personnel On Passenger Ships-2	<input type="checkbox"/> OFF
4	Certificate of Proficiency for S...	Cert. of Proficiency	0	60	Yes	Enabled	Edit	37	Large ship handling special trainin...	Large ship handling	<input type="checkbox"/> OFF

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"

Crew Info

[Add](#) [Data Initialization](#) [Export](#) Field Configuration of Crew Info [Reset](#) [List Setting](#)

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

鮑嘉 - Crew Info Details

7. Manually switch to the Crew Certificate interface

Basic Info. Bank Card Info Work Experience **Crew Cert.** Crew Contact Crew Evaluation Crew Tracking Training Records

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8. Click "Add"

[Add](#) [Import](#) [Export](#) [MSA Cert.Query >](#) Latest Certificates Valid Certificates

Cert. Name * Please select	Cert. No. Please enter Cert. No.	Applicable Rank(From MSA)	Warning Days Please enter
Issuing Authority Please enter	Issued Date * Please select	Expiry Date * <input type="radio"/> Long-term Effective Shortcut Date <input type="checkbox"/>	Cert.Description Please enter
Cert. Status * Valid	Attachment Upload		

[Confirm](#) [Cancel](#)

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 cert. name), Issued date, expiry date, and cert. status. Attachment can be uploaded, and finally click "Confirm"

(Note: After selecting the issue date, the system will automatically calculate the expiration date based on the certificate validity period that has been set . you can choose it manually or from the shortcut date. If the certificate is valid for a long time, the shortcut date will not be displayed)

Seafarer's Passport

The boarding certificate is missing, please add it in time.