

# How to export crew certificates (document) in the crew deployment interface

Users log in to the OLISS Web side , click to enter the "Crew Management → Crew Arrangement" interface in order, click "Export Crew List", and choose "Custom" or "IMO" to export the crew list according to their need.

2. Click "Export Crew List"

3. Choose "Custom" or "IMO" to export the crew list according to their need

1. Click to enter the crew arrangement interface

Rank	Third O..	2ND Eng..	3RD Eng..	Chief C..	Apprent..	Apprent..	Chief O..	Chief O..	Second ..	Chief E..		
On Board	配 轮机	沈雪飞	配 油漆	刘金祥	李宇刚	范伟	球球测..	龔三管	陈*	LUQ..	配 zha..	涂健
Status	Electri..	Bosun	Bosun	Carpent..	Sailor	Sailor	Sailor	Sailor	NO.1 Mo..	Motorman	Motorman	Motorman
On Board	Sign-on	Sign-on	Sign-on	马士城	张水手	我试试	吕水手	Sign-on	Sign-on	Sign-on	Sign-on	Sign-on
Rank	4TH Eng..	4TH Eng..	Commiss..									
Status	刘立强	徐菲菲	祁俊伟	Sign-on								
On Board	Arrangement	Arrangement	Arrangement	Arrangement								

"Custom"export crew list: Select the ship according to your needs, check" Included crew certificate ", and then click" Export ".

Select a vessel



Vessel Name Searching  All Vessels

LINK OCEAN 1  LINK OCEAN 14  ABLE SAILOR  自测1号

Include Crew Certificate  All Certificates

<input type="checkbox"/> ID Card	<input type="checkbox"/> Seafarer's Identity Document	<input type="checkbox"/> Certificate of Competency for Seafarers	<input type="checkbox"/> Certificate of Proficiency for Seafarers
<input type="checkbox"/> Medical Certificate for Seafarers	<input type="checkbox"/> Seafarer's Passport	<input type="checkbox"/> Passport	<input type="checkbox"/> Certificate of qualification of seafarers on inland waterway
<input type="checkbox"/> Training Certification for Ship's Catering Staff	<input type="checkbox"/> Training Certificate for Ship's Cook	<input type="checkbox"/> GMDSS Certificater	<input type="checkbox"/> International Certificate of Vaccination Against Yellow Fever
<input type="checkbox"/> Certificate of Vaccination Against Cholera	<input type="checkbox"/> Certificate of Vaccination Against COVID-19	<input type="checkbox"/> Certificate of Health Examination for International Traveller	<input type="checkbox"/> Certificate of Competency for Inland River Crew
<input type="checkbox"/> Basic training (new)	<input type="checkbox"/> Basic Safety Training for Inland River Crew	<input type="checkbox"/> Proficiency in survival craft and rescue boats other than fast rescue boats	<input type="checkbox"/> Basic training
<input type="checkbox"/> Training in medical care	<input type="checkbox"/> Security awareness training	<input type="checkbox"/> Seafarers with designated security duties	<input type="checkbox"/> Proficiency in fast rescue boats
<input type="checkbox"/> Advanced training for oil tanker cargo operations	<input type="checkbox"/> Basic training for oil and chemical tanker cargo operations	<input type="checkbox"/> Advanced training for chemical tanker cargo operations	<input type="checkbox"/> Training in medical first aid
<input type="checkbox"/> Basic training for liquefied gas tanker operations	<input type="checkbox"/> Training for personnel on passenger ships III(T06-3)	<input type="checkbox"/> Training for Arpa Simulator	<input type="checkbox"/> Training in advanced fire fighting
		<input type="checkbox"/> Electrician Certificate	<input type="checkbox"/> Proficiency for ship security officer
			<input type="checkbox"/> Training for Radar Observer & Simulator
			<input type="checkbox"/> Certificate for Safety Officer Training

Include COVID-19 Vaccine Info



Select the ship according to your needs, check "Included Crew Certificate", and then click "Export"

IMO export interface display:

# CREW LIST

Arrival
  Departure
 Page No.1

1. Name of ship:  <p style="text-align: center;">互海1号</p>			2. Port of arrival/departure			3. Date of arrival/departue  <p style="text-align: center;">17/02/2025</p>		4. Date and place of embarkation	
5. Nationality of ship <p style="text-align: center;">中国</p>			6. Port arrived from /of Destination			7. Nature and No. of identity document  (Passport) & expiry date			
9.No.	10. Family name, given names		11. SEX	12. Rank or rating	13. Nationality	14. Date and place of birth			
1	BAO LEI	鲍磊	M	Master 船长	江苏省扬州市	1994-07-07 江苏省扬州市		扬州兼港11 2024-07-31	
2	QU SAN GUAN	瞿三管	M	Apprentice 见习船长				2024-07-01	
3	CHEN *	陈*	M	Chief 大副	中国	1984-02-23		2024-09-19	
4	LUQMAN HAKIM BIN RAMANIZAN	LUQMAN HAKIM BIN	M	Chief 大副	中国			2024-12-18	
5	QIU QIU CE SHI 2	球球测试2	M	Apprentice 见习大副				2025-01-15	
6	zhangsan	张三	M	Second 二副				2024-12-01	
7	HONG SHU	洪舒	M	Third 三副	中国	1983-10-26 江苏省扬州市		2024-09-19	
8	TU JIAN	涂健	M	Chief 轮机长		1989-01-23		2024-12-01	
9	LIU JIN XIANG	刘金祥	M	2ND 大管轮		1976-06-01		揭阳 2023-05-13	
10	LI XUE GANG	李学刚	M	3RD 二管轮	中国	1982-08-29		2023-08-15	
11	LIU LI QIANG	刘立强	M	4TH 三管轮		1987-02-15		A90048796 2025-09-21 扬州港 2024-06-19	
12	XU FEI FEI	徐菲菲	M	4TH 三管轮				太仓 2022-07-31	
13	QI JUN WEI	祁俊伟	M	Commissar 政委	中国			2024-08-27	
14	ZHANG SHUI SHOU	张水手	M	Sailor 水手	中国			2023-03-23	
15	WO SHI SHI	我试试	M	Sailor 水手	中国			上海 2024-07-08	
16	LÜ SHUI SHOU	吕水手	M	Sailor 水手				上海 2024-08-08	
17	FAN WEI	范伟	M	Chief Cook 大厨	中国			A90418060 2029-04-12 揭阳 2023-05-13	
18	SHEN XUE FEI	沈雪飞	M	Steward 服务员	汉族	1996-03-02 江苏省淮安市		A90202855 2027-03-04 2025-02-16	
19	MA SHI CHENG	马士城	M	Carpenter 木匠	江苏省连云港市	1983-02-25		A90296109 2028-01-13 2025-02-17	