



ADMISSION AUDITS EMCI REGISTER – MAIN SCOPES

Document: EMCI.AD.002.INT ADMISSION AUDIT MARITIME BROKER V1-PILOT

GENERAL PROVISIONS

The following applies to document EMCI.AD.002.INT (Admission audit maritime broker):

1. Document GNG.RD.003.INT General clauses for all documents
2. Document GNG.PD.001.INT Rules for audits
3. Document EMCI.AD.001.INT Admission audit document requirements (*)

The aforementioned documents are published on our websites and are hereby designated as a repeat and insert.

(*)

!! Consult this document !!

In this document: the complete description and all qualification requirements (allowed evidence) with regard to the documents to be supplied by you.

DOCUMENT TYPE

- Yes = required document
- N.A. = not applicable
- Optional = optional document
- Notification = You will receive a notification with regards to required documents

DOCUMENT FORWARDING

- Documents can not be uploaded.
- Documents can only be forwarded via email info@emci-register.com or WeTransfer.

EXTENSION OF YOUR CERTIFICATION | ADD A SCOPE

Documents delivered for another main/subscope do not have to be submitted again.
You only submit documents that have not been submitted before.

UPGRADING FROM ASSOCIATE TO FULL LEVEL

Documents delivered for an associate-level do not have to be submitted again.
You only submit documents that have not been submitted before.

AN INCOMPLETE ADMISSION FILE EQUALS NO REGISTRATION/CERTIFICATION

The registration/certification is granted as soon as the admission file is complete.

COMPULSORY: PERSONAL PROFILE

A personal profile is compulsory.

OPTIONAL: COMPANY PROFILE

A company profile is optional and associated with basic company registration and company certification.

Exception: if you want to enter on full level certification and have ≥ 5 years experience + ≥ 75 client assignments, the company certification is mandatory. You receive an exemption for documents PF.023 - 024.



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	Levels of Certification ►	Associate =	Full IF	Full IF
	DESCRIPTION ▼	Experience (*) < 2 years & < 15 assignments	Experience (*) ≥ 2 years & ≥ 15 assignments	Experience (*) ≥ 5 years & ≥ 75 assignments
Part	Certification Scheme			
Scheme	EMCI International Maritime Practitioner®			
Norm	GNG-EMCI-ISO			
Main scope	EMCI Register International Certified Maritime Broker® (EMCI.BROKER®)			
Subscope	The practitioner certifies against 1 or more broker-subscopes			
Subtype	Not applicable			
	PERSONAL PROFILE (INDIVIDUAL ADMISSION FILE)			
Document	Identification			
PF.001	Online application form main scope + subscope	Yes	Yes	Yes
PF.002	Registration form additional subscopes, subtypes, specialisms	Optional	Optional	Optional
Document	Background			
PF.010	Police clearance (proof: no criminal history)	Yes	Yes	Yes
PF.011	2x general letters of recommendation	Yes	N.A.	N.A.
PF.012	2x client reference letters, issued by own clients	N.A.	Yes	Yes
Document	Prior education			
PF.020	Prior education level ≥ EQF 4	Yes	Yes	Yes
Document	Professional Competencies			
PF.022	Completed qualifying specialization training	Optional	Optional	Optional
PF.023.1	Knowledge audit emci.023.1 basic practice & entrepreneurship	Yes	Yes	= CF.050
PF.023.2	Knowledge audit emci 023.2 basic maritime technical knowledge	Yes	Yes	= CF.050
PF.023.3	Knowledge audit emci 023.3 basic knowledge laws & regulations	Yes	Yes	= CF.050
PF.024	Skills test	N.A.	= PF.050	= CF.050
PF.025	Other recognitions, certifications, memberships	Option	Option	Option
Document	Experience			
PF.030	Curriculum vitae	Yes	Yes	Yes
PF.031	Own statement of experience, the minimum period	N.A.	Yes	= CF.050
PF.032	Own statement of experience, minimum numbers of assignments	N.A.	Yes	= CF.050
Document	Liabilities			
PF.040	Public Indemnity Insurance	N.A.	Yes	Yes
Document	Process/Procedures			
PF.050	Process/procedure audit	Optional	Yes	= CF.050
Other	Further documents at the discretion of EMCI Register	Notification	Notification	Notification
	COMPANY PROFILE (COMPANY ADMISSION FILE)			
Document	Company/Organisations			
CF.001	Online Notification Form	Optional	Optional	Yes
CF.002	Proof of official Company registration	Optional	Optional	Yes
CF.050	Proces/Procedure audit(s) (=company certification)	Optional	Optional	Yes

(*) Experience can also be measured against the number of hours and/or turnover. See document EMCI.AD.001.INT (Admission audit document requirements) for the replacing criteria for hours or turnover.