



ADMISSION AUDITS EMCI REGISTER – MAIN SCOPES

Document: EMCI.AD.004.INT ADMISSION AUDIT HARBOURMASTER V1-PILOT

GENERAL PROVISIONS

The following applies to document EMCI.AD.004.INT (Admission audit harbourmaster):

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
	DESCRIPTION ▼	Experience (*) < 2 years	Experience (*) ≥ 2 years
Part	Certification Scheme		
Scheme	EMCI International Harbourmaster®		
Norm	GNG-EMCI-ISO		
Main scope	EMCI Register International Certified Harbourmaster® (EMCI.HARBOURMASTER®)		
Subscope	Not applicable		
Subtype	Not applicable		
PERSONAL PROFILE (INDIVIDUAL ADMISSION FILE)			
Document	Identification		
PF.001	Online application form	Yes	Yes
PF.002	Registration form subsopes, subtypes, specialisms	Optional	Optional
Document	Background		
PF.010	Police clearance (proof: no criminal history)	Yes	Yes
PF.011	2x general letters of recommendation	Yes	N.A.
PF.012	2x client reference letters, issued by own clients	N.A.	Yes
Document	Prior education		
PF.020	Prior education level ≥ EQF 4	Yes	Yes
Document	Professional Competencies		
PF.022	Completed qualifying specialization training	Optional	Optional
PF.023 - 024	Proof of 4 or more passed scope relevant knowledge (theory) or practice (skills) exams	Yes	Yes
PF.025	Other recognitions, certifications, memberships	Option	Option
Document	Experience		
PF.030	Curriculum vitae	Yes	Yes
PF.031	Own statement of experience, the minimum period	N.A.	Yes
Document	Liabilities		
PF.040	Public Indemnity Insurance arranged by harbor or employer	N.A.	Yes
Document	Process/Procedures		
PF.050	Process/procedure audit	Optional	Yes
Other	Further documents at the discretion of EMCI Register	Notification	Notification
COMPANY PROFILE (COMPANY ADMISSION FILE)			
Document	Company/Organisations		
CF.001	Online Notification Form	Optional	Optional
CF.002	Proof of official Company registration	Optional	Optional
CF.050	Proces/Procedure audit(s) (=company certification)	Optional	Optional

(*) 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.