



ADMISSION AUDITS EMCI REGISTER – RECERTIFICATION

Document:
EMCI.AD.050.INT RECERTIFICATION AUDIT ASSOCIATE TO FULL LEVEL V1-PILOT

GENERAL PROVISIONS

The following applies to document EMCI.AD.050.INT (Recertification audit associate to full level):

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.



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	Levels of Certification ►	Associate
	DESCRIPTION ▼	Upgrade from associate to full level
Part	Certification Scheme	
<i>Scheme</i>	<i>EMCI International Maritime Practitioner®</i>	
<i>Norm</i>	<i>GNG-EMCI-ISO</i>	
<i>Main scope</i>	<i>Applicable for all main scopes</i>	
<i>Subscope</i>	<i>Not applicable</i>	
<i>Subtype</i>	<i>Not applicable</i>	
	PERSONAL PROFILE (INDIVIDUAL ADMISSION FILE)	
Document	Identification	
PF.002	Registration form additional subsopes, subtypes, specialisms	Optional
Document	Background	
PF.012	2x client reference letters, issued by own clients	Yes
Document	Professional Competencies	
PF.022	Completed qualifying specialization training	Optional
PF.025	Other recognitions, certifications, memberships	Optional
Document	Experience	
PF.030	Curriculum vitae	Yes
PF.031	Own statement of experience, the minimum period	Yes
PF.032	Own statement of experience, minimum numbers of assignments <i>(If harbourmaster: not applicable)</i>	Yes
Document	Liabilities	
PF.040	Public Indemnity Insurance	Yes
Document	Process/Procedures	
PF.050	Process/procedure audit <i>(If harbourmaster: not applicable)</i>	Yes
Other	Further documents at the discretion of EMCI Register	Notification
	COMPANY PROFILE (COMPANY ADMISSION FILE)	
Document	Company/Organisations	
CF.001	Online Notification Form	Optional
CF.002	Proof of official Company registration	Optional
CF.050	Proces/Procedure audit(s) (=company certification)	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.