



Qualified Assessor Submittal Checklist

This checklist is provided to assist you in documenting the requirements of 46 CFR 10.405, and may help prevent processing delays caused by missing information.

Requests may be sent by the mariner or on behalf of the mariner by his/her employer via e-mail to NMCCourses@uscg.mil (preferred method), by fax to (304) 433-3408, or by mail to:

Commanding Officer (NMC-2)
 USCG National Maritime Center
 100 Forbes Drive
 Martinsburg, WV 25404

You will receive an e-mailed receipt once your request has been entered into our system. Please allow 7-10 business days to process your request. If you do not receive an e-mailed receipt within this time frame, please contact us at (304) 433-3720.

I. General Information	✓
1. Mariner Reference Number (if applicable)	
2. Name	
3. Address	
4. Primary Phone Number	
5. E-mail Address	
6. Company Name (if applicable)	
7. Company POC Name (if applicable)	
8. Company Address (if applicable)	
9. Company Phone Number (if applicable)	
10. Company POC E-mail Address (if applicable)	
II. Qualified Assessor Information Release to NMC Website	
If you wish to have any or all of the following published on the National Maritime Center (NMC) website, please attach a statement expressing consent: QA ID, First and Last Name, Qualifications, City, State, Primary Phone and/or E-mail Address.	

III. Request Type	✓
1. Original	
OR	
2. Renewal or Modification:	
a. Expiration date of original	
b. QA ID	
IV. Credential Held	✓
1. Attach a copy of MMC	
V. Training	✓
1. Completion of Train the Trainer or Assessor Training Course	
VI. Documentary Evidence/Résumé 46 CFR 10.405(a) & NVIC 19-14	✓
1. Experience, training, or instruction in assessment techniques	
2. Qualifications in the task for which the assessment is being conducted	
3. Possession of the level of endorsement on towing vessels or other professional credential as proof of equal or superior knowledge, skills and abilities described in training vessels.	
4. Renewals require evidence of instruction in effective assessment in the last 5 years	
VII. Indicate the Endorsements Seeking Approval For	✓
Deck:	
1. Chief Mate & Master on VSL of 3,000 GT or More	
Assessors should have at least 1 year experience as Master on vessels of at least 1,600 GRT or 3,000 GT. Military assessors should have experience as Commanding Officer (CO) or Executive Officer (XO) on seagoing vessels of at least 1,600 GRT or 3,000 GT. For the function "cargo handling and stowage," the assessor should have at least 1 year of experience as or equivalent to Chief Mate and/or Master on cargo-carrying vessels of at least 1,600 GRT or 3,000 GT.	
2. Chief Mate & Master on VSL of 500 GT or More & Less Than 3,000 GT	
OR	
3. Master on VSL of Less Than 500 GT	
Assessors should have at least 1 year of experience as Master valid on vessels of at least 200 GRT or 500 GT. Military assessors should have experience as Commanding Officer (CO) or Executive Officer (XO) on seagoing vessels of at least 200 GRT or 500 GT.	

VII. Indicate the Endorsements Seeking Approval For (continued)		✓
Deck (continued):		
4. Chief Mate & Master on OSV		
Hold an appropriate national endorsement and have at least 1 year of experience as Master on vessels at least 200 GRT or 500 GT. For assessments signed on a military vessel, the assessor should have experience as Commanding Officer (CO) or Executive Officer (XO) on seagoing vessels of at least 200 GRT or 500 GT. Military assessors should only conduct assessments that are within their personal experience and are relevant to the vessel on which they are conducted.		
5. OIC of a Navigational Watch on VSL of 500 GT or More		
Assessors should have at least 1 year of experience as the officer in charge of a navigational watch (OICNW) on sea-going vessels of at least 200 GRT or 500 GT. Military assessors should be authorized to conduct similar assessments for the U.S. Navy or U.S. Coast Guard Personnel Qualification Standard (PQS) for underway officer of the deck (OOD).		
6. OIC of a Navigational Watch on VSL of Less Than 500 GT		
Assessors should have at least 1 year of experience as the officer in charge of a navigational watch on oceans vessels of 100 GRT or more. Military assessors should be authorized to conduct similar assessments for the U.S. Army, U.S. Navy, or U.S. Coast Guard PQS for underway officer of the deck (OOD).		
7. Master on VSL of Less Than 500 GT Limited to Near-Coastal Waters		
Assessors should have at least 1 year of experience as Master on oceans or near coastal vessels of 100 GRT or more. Military assessors should be authorized to conduct similar assessments for the U.S. Army, U.S. Navy, or U.S. Coast Guard PQS for underway officer of the deck (OOD).		
8. OIC of a Navigational Watch on VSL of Less Than 500 GT Limited to Near-Coastal		
Assessors should have at least 1 year of experience as the officer in charge of a navigational watch on near-coastal or oceans vessels of 100 GRT or more. Military assessors should be authorized to conduct similar assessments for the U.S. Army, U.S. Navy, or U.S. Coast Guard PQS for underway officer of the deck (OOD).		
9. Mate OSV		
Holding an appropriate national endorsement and have at least 1 year of experience as OICNW on vessels of at least 200 GRT and/or 500 GT. For assessments signed on a military vessel, the assessor should be authorized to conduct similar assessments for the U.S. Navy or U.S. Coast Guard Personnel Qualification Standard (PQS) for underway officer of the deck (OOD). Military assessors should only conduct assessments that are within their personal experience and are relevant to the vessel on which they are conducted.		

VII. Indicate the Endorsements Seeking Approval For (continued)		✓
Deck (continued):		
10. Able Seafarer–Deck		
Assessors should have at least 1 year of experience as OICNW on vessels of at least 200 GRT or 500 GT. Military assessors should be authorized to conduct similar assessments for the U.S. Navy or U.S. Coast Guard PQS for Deck Watch Officer or be a First Class Boatswains Mate or above.		
11. RFPNW		
Assessors should have at least 1 year of experience as OICNW on vessels of at least 200 GRT or 500 GT. Military assessors should be authorized to conduct similar assessments for the U.S. Navy or U.S. Coast Guard PQS for Helmsman and Lookout.		
12. Proficiency in Survival Craft and Rescue Boats Other Than Fast Rescue Boats		
Assessors should have shipboard experience with assigned duties as the person in charge of a lifeboat on vessels of at least 200 GRT or 500 GT.		
13. Proficiency in Survival Craft and Rescue Boats Other Than Lifeboats and Fast Rescue Boats		
Assessors should have shipboard experience with assigned duties as the person in charge of a survival craft on vessels of at least 200 GRT or 500 GT.		
Engine:		
1. Chief Eng & Second Eng Officer on Vessels of 3,000 kW/4,000 HP or More		
Assessors should have at least 1 year of experience as Chief Engineer and/or First Assistant Engineer on vessels of at least 3,000 kW or 4,000 HP. Assessors should have this experience for each propulsion mode they will assess. Military assessors should have experience as Chief Engineering Officer on seagoing vessels of at least 3,000 kW (4,000 HP) or more for each propulsion mode they will assess.		
2. Chief Eng OSV		
Holding an appropriate national endorsement and have at least 1 year of experience as Chief Engineer, Second Engineer Officer, or national First Assistant Engineer on seagoing vessels of at least 3,000 kW (4,000 HP). For assessments signed on a military vessel, the assessor should have experience as Chief Engineering Officer on seagoing vessels of at least 3,000 kW/4,000 HP or more. Military assessors should only conduct assessments that are within their personal experience and are relevant to the vessel on which they are conducted.		

VII. Indicate the Endorsements Seeking Approval For (continued)		✓
Engine (continued):		
3. OIC of an Eng Watch on Vessels of 750 kW/1,000 HP or More		
Assessors should have at least 1 year of experience as Chief Engineer and/or First Assistant Engineer on vessels of the applicable propulsion mode(s) of at least 1,000 HP or 750 kW. Assessors should have this experience for each propulsion mode they will assess. Military assessors should be authorized to conduct similar assessments for the U.S. Navy or U.S. Coast Guard PQS for underway officer of the engineering watch (EOOW).		
4. Assistant Eng and OIC of Eng Watch OSV		
Holding an appropriate national endorsement and have at least 1 year of experience as Chief Engineer and/or Second Engineer Officer/First Assistant Engineer on vessels of the applicable propulsion mode(s) of at least 750 kW/1,000 HP. For assessments signed on a military vessel, the assessor should be authorized to conduct similar assessments for the U.S. Navy or U.S. Coast Guard Personnel Qualification Standard (PQS) for underway officer of the engineering watch (EOOW). Military assessors should only conduct assessments that are within their personal experience and are relevant to the vessel on which they are conducted.		
5. Chief Eng & Second Eng Officer on VSL of Between 750 kW/1,000 HP & 3,000 kW/4000 HP		
Assessors should have at least 1 year of experience as Chief Engineer Unlimited, Chief Engineer-Limited or Designated Duty Engineer, or First Assistant Engineer on vessels of at least 750 kW or 1,000 HP. Assessors should have this experience for each propulsion mode they will assess. Military assessors should have experience as Chief Engineering Officer on seagoing vessels of at least 750 kW (1,000 HP) or more for each propulsion mode they will assess.		
6. Electro-Technical Officer on VSL of 750 kW/1,000 HP or More		
Assessors should have at least 1 year of experience as Chief Engineer and/or First Assistant Engineer or hold an STCW endorsement as an Electro-Technical Officer and have at least 1 year of experience performing duties as an Electro-Technical Officer or equivalent. Military assessors should have experience as Chief Engineering Officer on seagoing vessels of at least 750 kW (1,000 HP) or more.		
7. Able Seafarer-Engine		
Assessors should have at least 1 year of experience as the officer in charge of an engineering watch on vessels of the applicable propulsion mode(s) of at least 750 kW or 1,000 HP. Military assessors should be authorized to conduct similar assessments for the U.S. Navy or U.S. Coast Guard PQS for Engineering Officer of the Watch.		

VII. Indicate the Endorsements Seeking Approval For (continued)		✓
Engine (continued):		
8. RFPEW		
Assessors should have at least 1 year of experience as the officer in charge of an engineering watch on vessels of the applicable propulsion mode(s) of at least 750 kW or 1,000 HP. Military assessors should be authorized to conduct similar assessments for the U.S. Navy or U.S. Coast Guard PQS for Engineering Officer of the Watch.		
9. Electro-Technical Rating on VSL of 750 kW/1000 HP or More		
Assessors should have experience as Second Assistant Engineer, or hold an STCW endorsement as Electro-Technical Officer. Military assessors should be authorized to conduct similar assessments for the U.S. Navy or U.S. Coast Guard PQS for underway officer of the engineering watch (EOOW).		
10. Proficiency in Survival Craft and Rescue Boats Other Than Fast Rescue Boats		
Assessors should have shipboard experience with assigned duties as the person in charge of a lifeboat on vessels of at least 200 GRT or 500 GT.		
11. Proficiency in Survival Craft and Rescue Boats Other Than Lifeboats and Fast Rescue Boats		
Assessors should have shipboard experience with assigned duties as the person in charge of a survival craft on vessels of at least 200 GRT or 500 GT.		