



JAMES DANIEL HOLMAN
RESCUE & SAFETY TRAINING

YACHT CREW · FREE TOOL

CREW PAPERWORK

Every document, certificate and expiry date in one place. Fill it in, keep it with your passport, check it before every season.



6 PAGES

DOCS · STCW · SEA TIME

PRINT · A4

jamesdanielholman.com

MY DOCUMENTS

Write the number's last four digits only, never the full number, if you share this sheet.

DOCUMENT	ISSUED BY	ISSUED	EXPIRES	COPY
Passport				☐
Second passport				☐
ENG1 / seafarer medical				☐
Discharge book / seaman's book				☐
US visa (B1/B2 or C1/D)				☐
Schengen or other visa				☐
Driving licence				☐
RYA Powerboat Level 2				☐
VHF / SRC radio				☐
Other:				☐

FROM THE TRAINING GROUND

Set a reminder on your phone three months before every expiry date. A medical that runs out mid-season can cost you the job.

RECORD

STCW AND COURSES

CERTIFICATE	TRAINING CENTRE	COMPLETED	REFRESH BY
Personal Survival Techniques (PST)			5 years
Fire Prevention and Fire Fighting (FPFF)			5 years
Elementary First Aid (EFA)			
Personal Safety and Social Responsibilities (PSSR)			
Security Awareness or PDSD			
Other course:			
Other course:			



CHECK THE TRAINING CENTRE

- ☐ The centre is on the MCA approved list for that course (or approved by your flag state)
- ☐ The practical parts were done in person, not online only
- ☐ Certificates show your name exactly as in your passport

[illegible]

CHECKLIST

BEFORE YOU LEAVE A YACHT



ASK FOR

- ☐ Signed sea service testimonial
- ☐ A written reference
- ☐ The captain's email and phone
- ☐ Your discharge book signed, if you have one
- ☐ Copies of any training done aboard



CHECK

- ☐ Dates match your contract
- ☐ Days are not counted twice
- ☐ Yacht name, flag and length are correct
- ☐ The captain signed it, not you
- ☐ You have a photo or scan of it

WHAT COUNTS AS A DAY



For UK yacht certificates, a day of sea service needs at least 4 hours on duty in 24 hours. Seagoing service is time at sea, including anchoring during a passage. Stand-by is time in port preparing for the next voyage. Check your department's rules with the MCA or PYA.

GETTING IT VERIFIED



The PYA is authorised by the MCA to verify yacht sea service testimonials (membership needed). Verification can take up to 25 working days, so send it early.

FROM THE TRAINING GROUND

Sea time you cannot prove does not count. Get the paperwork on your last day aboard, not three months later by email.

ABOUT THE AUTHOR

JAMES DANIEL HOLMAN

RESCUE TRAINER · STCW INSTRUCTOR · RYA SRC EXAMINER

I train yacht crew in Gibraltar and Spain. This book is built from the questions captains, crew and crew agents bring to my classroom.

**FORMER
FIREFIGHTER AND
EMT**

**RYA SRC (VHF)
EXAMINER**

**RYA POWERBOAT
LEVEL 2
INSTRUCTOR**

**LEAD STCW
INSTRUCTOR,
GIBRALTAR**

WHY THIS BOOK

Lost certificates and unsigned testimonials cost crew jobs and promotions every season. Keep this record with your passport.

More crew tools

Superyacht CV Pack, Sea Time & MLC Pack, Safety at Sea Pack, Passage Planning Pack and Interior & Guest Service Pack, on Etsy. Free guides at jamesdanielholman.com/crew.html

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