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Date	01.04.2016	Capt Aleksandrs Markovs HTC Coordinator

Dear Candidate you have to proceed with the marked (X) recruitment/promotion tests.

The name of tests is the web link. Put mouse cursor on it, click and follow instructions.

LINKS to INSTRUCTIONS

#	Yes (X)	RECRUITMENT / PROMOTION TESTS	REQUIRED
1	X	CES 5.2	REQUIRED // Psw: htcfles001
2	X	Marlins	REQUIRED
3	X	Collision Avoidance	REQUIRED // Psw: htcfles001
4		PF-16	N/A
5	X	Verbal Interview	REQUIRED
6			N/A

ON COMPLETION OF RECRUITMENT / PROMOTION TESTS AND POSITIVE RESULT OF VERBAL-INTERVIEW: PLEASE PROCEED WITH ADDITIONAL TRAINING

#	Yes (X)	TRAINING	REQUIRED
1		Risk Assessment & Incident Investigation	N/A
2		Safety Officer	N/A
3		Oil Record Book Part 1 (Eng. Room)	N/A
4		Oil Record Book Part II (Cargo)	N/A
5		Planned Maintenance System	N/A
6		Enclosed Space Entry	N/A
7		ECDIS SPECIFIC SAM Electronics CHARTPILOT	N/A
8		ECDIS type specific JRC JAN-701/901/2000	N/A
9		ECDIS type specific Transas Navi-Sailor 4000	N/A
10		ECDIS SAM Electronics ECDISPILOT Platinum	N/A
11		ECDIS type specific FURUNO FEA 2107	N/A
12		ECDIS Kelvin Hughes Manta Digital ECDIS	N/A
13		ECDIS type specific FURUNO FMD 3200	N/A
14		V.O.A. & /MLC 2006 & SMS for Officer/	N/A
15	X	Pre-Voyage Instructions (SMS, ISM, ISPS)	REQUIRED // Psw: htcfles001
16		Mooring Operation Training	N/A
17		Bunker Operations Norbulk	N/A
18		Vessel General Permit CBT#0186 / IVER	N/A
19		MARPOL Norbulk	N/A
20		Food Hygiene and Sanitation	N/A
21			N/A

Recruitment/Promotion Procedures	
STAGE ONE - Introduction	
STAGE TWO - Computer-based Tests	
STAGE THREE - Verbal Interview with SUPT	
STAGE FOUR – Pr-Voyage Instr & Courses	