Along with the submission of an Appendix G to request a QE session, the Flotilla Commander or Flotilla Staff Officer-MT also must complete this check list by checking off each item below and then e-mail page 1 to the AQEC with Appendix G. The candidate’s completion and/or currency of the required TCT and ICS courses, Navrules, and Operations Policy exam, as applicable, must be verified in AUXDATA.

**Pre-Session Requirements for Crew Qualification**: **Done**

1. Completed 4/8 hour TCT course. \_\_\_\_\_\_
2. Completed 1-Hour TCT Refresher course. \_\_\_\_\_\_
3. For Crew-completed ICS courses 100 and 700. \_\_\_\_\_\_
4. Completed AUXMT \_\_\_\_\_\_
5. If in AP Status, Completed Boating Safety Course \_\_\_\_\_\_
6. All tasks in the Crew Qualification manual, except

Dockside exam (BCM-08-03-AUX) and Underway

Check Ride (BCM-08-04-AUX) are signed and dated. \_\_\_\_\_\_

1. All tasks on Pages B-2, B-3, B-4, and B-5 in the

Crew Qualification manual, except Dockside

Oral Exam (BCM-08-03-AUX) and Underway Check

Ride (BCM-08-04-AUX) are signed and dated. \_\_\_\_\_\_

1. Appendix G is completed and signed verifying

that the six items on the bottom of the form

have been completed. \_\_\_\_\_\_

1. Must be in BQ status. If in AP status must have

Completed approved Boating Safety course and show

Proof of completion. \_\_\_\_\_\_\_

**Pre-Session Requirements for Coxswain Qualification**: **Done**

1. Completed 4/8 hour TCT course. \_\_\_\_\_\_
2. Completed 1-Hour TCT Refresher course. \_\_\_\_\_\_
3. Completed ICS courses 100, 700, 200, 210 or 300, 800
4. Is current for Navrules. \_\_\_\_\_\_
5. Completed Operations Policy Exam. \_\_\_\_\_\_
6. All tasks in the Coxswain Qualification manual, except

Dockside exam (COX-09-05-AUX) and Underway

Check Ride (COX-09-06-AUX) are signed and dated. \_\_\_\_\_\_

1. All tasks on Pages B-2, B-3, B-4, B-5 and B-6 in the

Coxswain Qualification manual, except Dockside

Oral Exam (COX-09-05-AUX) and Underway Check

Ride (COX-09-06-AUX) are signed and dated. \_\_\_\_\_\_

1. Appendix G is completed and signed verifying

that the six items on the bottom of the form have

been completed. \_\_\_\_\_\_

**For Crew Qualification Session**: **Have it**

1. Pages (or copies) B-2, B-3, B-4, and B-5 from candidate’s

Crew Qualification manual. \_\_\_\_\_\_

1. Copies of Certificates showing completion of ICS 100 and 700. \_\_\_\_\_\_
2. If in AP Status, Proof of Completion of Boating Safety Course \_\_\_\_\_\_
3. Pages (or copies) 2-78, 2-79, 2-80 and 2-81 of the Crew

Qualification manual to be completed by the QE. \_\_\_\_\_\_

1. Appendix C of the Boat Crew Training Manual to be

completed by the QE if candidate qualifies. \_\_\_\_\_\_

1. A copy of candidate’s completion certificate of one of the

BQ prerequisites listed on BCM-08-01-AUX or verification that

The candidate successfully passed a closed book exam of one of

those listed courses. \_\_\_\_\_\_

**For Coxswain Qualification Session**: **Have it**

1. Pages (or copies) B-2, B-3, B-4, B-5 and B-6 from candidate’s

Coxswain Qualification manual. \_\_\_\_\_\_

1. Copies of Certificates showing completion of ICS 200 and 800. \_\_\_\_\_\_
2. Pages (or copies) 2-95, 2-96, 2-97, 2-98 and 2-99 of the Coxswain

Qualification manual to be completed by the QE. \_\_\_\_\_\_

1. Appendix C of the Boat Crew Training Manual to be

completed by the QE if candidate qualifies. \_\_\_\_\_\_

**Note**: Fillable Appendices C, F, and G and currency maintenance task forms for Coxswain, Crew and PWC Operator are available on the National Forms Warehouse page under Boat Force Forms.