

Application Acceptance Procedure

OBJECTIVE

- 1) To check professional seagoing qualifications for work on board a Vessel and to find out the Seafarers requirements related to the proposed employment.
- 2) To complete personal documentation, essential in presenting The Seafarer candidate to the potential Client.

RESPONSIBILITY

The responsibility for this procedure lies with The Personnel Manager/Officer.

PROCEEDURE

1) Initial interview:

- presentation of The Company, possibilities of employment and general requirements of The Clients co-operating with The Company,
- information from The Seafarer candidates about their qualifications, professional experience, work motivation, preferred working terms and starting date.

2) Verification of formal qualifications of The Seafarer candidate to work at the preferred rank on the basis of the following documents (complying to the maritime rules e.g. acts and conventions):

- maritime certificates,
- confirmation of licence and restrictions in accordance with binding regulations,
- health certificate,
- certificate of course completion in personal life saving techniques ,
- certificate of course completion in fire prevention at the level required for the given rank,
- certificate of course completion in medical training at the level required for the given rank,
- other certificates depending on rank.

The Personnel Manager/Officer is obliged to perform a detailed verification of the original documents to establish their authenticity. In case of doubt the Personnel Manager/Officer to verify the authenticity of documents with the appropriate Marine Authority.

3) Assisting The Seafarer candidate to complete the application form in order to enter the data into The Database.

4) If the need arises, The Seafarer candidate will be referred to an appropriate consultant to carry out a qualification interview and/or test of English. The level of English is noted down in the appropriate tab of The Database.

5) Informing The Seafarer candidate about prospects of employment on a specific Vessel, and possible joining dates and ways of maintaining contact with The Company.

In case of special qualification requirements on a specialist Vessel, or in case of special requirements for a specific Client, The Seafarer candidate to be informed what additional courses they should take before they will be proposed to The Client.

Procedure for Selecting a Seafarer for a Given Vessel and Rank

OBJECTIVE

To select The Seafarer who would meet the formal qualification requirements and Vessel specific requirements defined by The Client.

RESPONSIBILITY

The responsibility for this Procedure lies with the Personnel Manager/Officer.

PROCEDURE

The Procedure for selecting a Seafarer for a given Vessel and rank comprises the following steps:

- 1) Establishing the demand for particular rank/Post according to The Clients` requirements,
- 2) Checking additional specific requirements of The Client concerning the given rank/Post,

- 3) On the basis of Database information and personal documentation, indicating appropriate Seafarer candidates for a requested rank/Post,
- 4) Checking whether the proposed Seafarer candidate is ready to undertake the work and to accept the proposed employment terms for the given Post,
- 5) Ensure that Seafarers have taken actual leave between contracts equivalent to 2.5 days per month actually worked on their previous Vessel as evidenced either by their Seaman's Book or by Seafarer's personal written declaration confirming that sufficient leave has been taken,
- 6) Proposing The Seafarer candidate to The Client,
- 7) If requested giving The Client additional information and explanation concerning the proposed Seafarer candidate,
- 8) If necessary, arranging an interview of The Seafarer candidate with an appropriate consultant or The Client,
- 9) Once The Seafarer candidate is accepted by The Client, advising The Seafarer candidate the joining date and embarkation procedure including travel arrangements,
- 10) Keeping in touch with The Seafarer candidate until the contract is concluded and they depart to join The Vessel,
- 11) If The Seafarer candidate has been rejected by The Client, The Seafarer candidate should be notified immediately and the Procedure should be repeated according to items 3-6 until a suitable candidate is found.
- 12) Any doubts as to The Client requirements, work terms, date of embarkation, etc., should be settled by means of telephone or e-mail to The Director of Operations.
- 13) Any question as to the qualifications or suitability of a Seafarer candidate should be discussed with the Director of Operations.

Embarkation Procedure

OBJECTIVE

To execute all formalities required to get a Seafarer to the port of embarkation.

RESPONSIBILITY

The responsibility for this procedure lies with the Personnel Manager/Officer.

PROCEDURE

The basic document initiating the embarkation procedure is the confirmation (usually by email) from The Client of the date and port of embarkation as well as the route, method of transport and details of The Seafarer's journey to the port of embarkation.

The procedure for preparing a Seafarer for embarkation comprises the following steps to be undertaken by The Personnel Manager/Officer:

1) Re-inspection of all documents necessary for travel and embarkation, including:

- license or certificate adequate to the rank,
- valid verification of licence (refers to Officers only),
- passport valid for time exceeding the contracted period, (these requirements depending on Clients requirements)
- seaman's book ,
- health certificate valid at least for the contracted period,
- valid entries in vaccination booklet (for regions where required),
- certificate of training fire prevention - elementary or advanced, depending on requirements for a given rank,
- certificate of training in life saving techniques,
- certificate of tanker operation - elementary or advanced depending on requirements for a given rank,
- certificate of chemical carrier operation - elementary or advanced, depending on requirements for a given rank,

- certificate of GMDSS training, if required,
- certificate of ECDIS training, if required,
- other certificates and licenses required for a given Vessel and rank/Post.

2) Checking if a Seafarer requires any additional licences required by Flag States, (e.g. UK , Bahama, Isle of Man). If such a licence is required, collecting documents necessary to obtain such a licence and submitting an application.

3) The Polish Branch to enter into a civil contract between The Company and The Seafarer.

4) Checking correctness of the Seafarer Employment Agreement (SEA) and the agreement between The Company and a Seafarer. In particular, the following elements should be carefully verified:

- name and surname of The Seafarer,
- date,
- rank,
- duration of contract,
- remuneration
- seniority or qualification bonuses

5) To advise The Seafarer if safety equipment and work boots are available on board or direct them to The Company`s authorised supplier of such an equipment.

6) Directing The Seafarer to The Company`s authorized D&A testing organisation.

7) Informing The Seafarer, if possible, on the climatic and working conditions, as well as local customs and basic regulations concerning employment in The Vessels proposed trading area.

8) Informing The Seafarer that it is The Seafarers duty to arrange their own tax affairs and if serving on a foreign flag Vessel to pay their employees contribution to social security in the country of the flag of the Vessel concerned. In the case of the UK Seafarers need to apply for a National Insurance Number before being able to make employees national insurance contributions.

9) For Seafarers to be employed by CC(NZ) they should be sent/given The SEA (time and date to be noted) and attachments to allow reasonable time to consider the draft (target 24 hours). If the draft is acceptable The Seafarer should sign, date and time The SEA and this should be sent by The Personnel Manager/Officer to CC(NZ) for signature.

For Seafarers recruited on an agency basis to be employed by others and if authorized by the employer, SEA`s may be signed by The Polish Branch authorised signatures “as Agent only”.

In all cases one signed original stay for the Employer, one signed original of the SEA to be returned by the Polish Branch/Local Agent and one signed original given to The Seafarer -and one copy is for the Vessel.

10) Prior to departure The Seafarer to be given written instructions how to join the Vessel:

- route and means of transportation to the embarkation port,
- ticket reservation (ticket lokator number),
- telephone contact numbers to The Company, the Vessel's agent, the Vessel and after hours telephone numbers to Personnel Manager/Officer.

11) In order to receive salary payments each Seafarer must complete a Company Allotment Payment Instruction (API). Changes to the API have to be received in writing before amended instructions can be accepted.

12) Possible transfer of packages of mail to the Vessel are subject to The Seafarer being able to verify the contents of such mail/package and their willingness to hand carry.

13) Entering appropriate information into The Database regarding The Seafarer dispatched to The Vessel and sending appropriate information to The Client, The Vessels agent at joining port and the Master, by email. The Database to include crew change date, joiners/leavers and port of embarkation/dis- embarkation. Reliever Report in The Database to be up to date by daily close of business at Polish Branch/Local Agent.

14) The Seafarer's embarkation procedure is particularly important and requires full attention. In order to avoid mistakes all activities performed within this procedure should be ticked off individual checklists.

16) Once the embarkation procedure is complete, the Personnel Manager/Officer must take into account the possibility of The Client changing the date or route of The Seafarer's journey to The Vessel. If such a change takes place, the Personnel Manager/Officer is obliged to take prompt action in order to notify The Seafarer, the Vessel, her agent at port of embarkation/dis-embarkation and confirm to The Client that the new joining instruction has been acted upon.

17) Any problems regarding a Seafarer's ability to join/leave a Vessel as planned should be discussed with the Director of Operations