

Crew Circular

Crew Selecting

Step 1: Accept CV form

Step 2: Collect seafarer belonging documents, Verify COC to issuer and checking experience with previous record

Step 3: Proposed for suitable vacancies, arrange interviews, issue appointed letter, ship particular, employment contract and keep their documents and let them standby for join ship

Join Ship Arrangement

Day 1 : Selected Crew line up

Day 1 & 2: Clearance with local Marine Department and Seaman Employment Control Division / and also arrange Visa formalities if required from joiner joining port

Day 1 & 2 & 3: Arranging for Flag State required Medical Checkup / Yellow Fever book / D & A test and Flag state required COE and Flag Seaman book according to MSMC and Owner

Final join: Briefing, explain ship trade and operation details, Video about onboard health, safety, environmental basic seamanship and finally join ship instruction/handover or explained concern documents to group leader

Dispatch: Meet at office and arrange to home airport by Van, handover concern documents to leader, airport clearance and departure to join port

Working Onboard

Check with Master and Head of department and Company's officer regularly for crew performance, ability and appraisal every month

Obtain the appraisal form from Master and Company's officer to purpose of making crew pool and further training if required

Monthly update onboard crew list with company's officer and prepare for crew rotation before one month of terminate the contract of onboard crew

Vacation

During vacation times, arrange to extend the pool crews certificates, passport, seaman book, further training to support vessel type and upgrade education if required

Vacation time should be up to 2 months subject to requirement; the ex-crew must be available to rejoin the vessel without any reason except of health conditions and ex crews are always priority to join the vessel than new candidates