



Dear Sir/Madam,

You are about to join a Vessel.

Before you leave we would like to receive a colour copy of the following **valid certificates**, if you haven't done so yet;

- A valid passport/ID
- US visa (when needed)
- COC
- Seaman's book front page and sailing time
- Medical certificate, both pages
- Basic safety
- Advanced Fire Fighting
- Proficiency survival crafts
- High Voltage
- DSD and/or SSO
- ECDIS
- Ship management
- Vaccinations (stamped and signed pages yellow booklet)
- Any other relevant certificates for the project or Vessel type

At all times you will be held responsible for the validity of the above certificates during your contract, please check them before departure.

Vaccinations:

- Yellow Fever
- Cholera (after date of issue valid for 6 months)
- Typhoid
- DTP
- Hepatitis A en B (not mandatory)

Are you in the possession of all vaccinations before you travel?

Are you in the possession of all **Visa's** that are mandatory for the countries you will travel to?

Have you informed us of your NOK (Next of Kin) details?

Before departure you need to be informed of the contact details of the local agent, Ship and Shipping company.

When you are travelling by plane please follow our instructions and make sure that you will check in at least two hours ahead of time.



For a correct and prompt payroll administration we would like to receive your **Timesheet/Monthly report**, signed by the captain inclusive of declarations and a copy of all receipts, at the latest the 3rd workday of each month or 3 days after the end of your contract.

Maximum declaration for food is € 25,- per travel day. Alcoholic drinks will not be reimbursed. Taxicosts will only be refunded after approval.

Please send this all-in a pdf file to info@deltamarinecrewing.nl.

Complaints could be submitted directly to the shipping company or at all times at Delta Marine Crewing per e-mail, by phone or per letter. Always mention as subject "**Official Complaint**". You will always receive a confirmation. Complaints will be dealt with within 20 days, when this can not be achieved you will receive a notice on when a solution can be expected. Once solved you will receive a confirmation in writing of the procedure followed.

The **Alcohol and Drug policy** adhered to will be conform the shipping agencies policies. Ask for the policies upon arrival.

Excessive use of alcohol or use of during duties is at all times prohibited.

Check all your safety equipment before you leave and at all times bring **safety shoes** and a **coverall** to the Vessel.

Upon arrival to the Vessel please check and adhere to the **safety policies**.

Insurance for **repatriation** and **medical cost** other than homeland are always covered by Delta Marine Crewing as long as you are working or traveling for us. Always **inform** our office **before** you visit a doctor or seek any medical help.

If you have any queries Delta Marine Crewing can be reached 24/7 on number;

+31 (0)118-470909

We wish you a safe voyage!