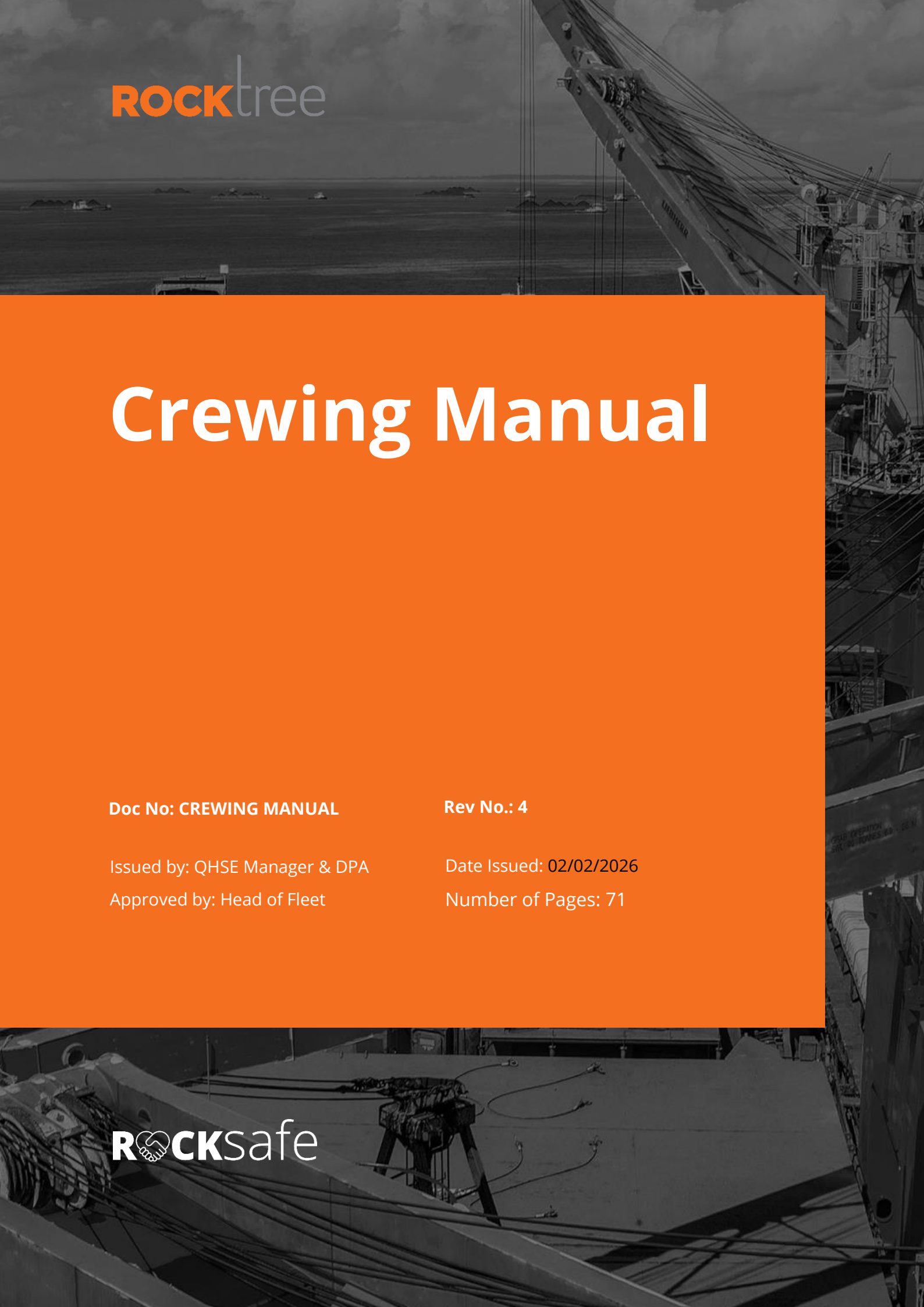


ROCKtree

Crewing Manual

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ROCKsafe

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1 MANNING SCOPE

This defines the activities and controls necessary to ensure that Rocktree (hereafter referred to as Company) managed ships are always manned in accordance with the international rules, Flag and Company requirements.

The Company recognizes the fact that safety and quality operations of a vessel are greatly dependent on the expertise and experience of the appointed staff.

The Company ensures that the vessels are always manned with desired quality of staff, following basic guidelines:

- to employ seafarers who are duly qualified to serve in the rank they have been selected for, all crew members must be qualified and must become conversant with SMS System.
- to employ only those seafarers who are physically & mentally sound and medically fit to execute the set objectives of the Company effectively.
- to employ seafarers who have previous experience on the same or similar vessels to which they have been assigned where feasibly possible.
- to inculcate a sense of loyalty and dedication and to encourage a sense of belonging to become long-serving employees of the Company.
- to always provide a safe and healthy working environment for all staff.

2 SHORE BASED RESPONSIBILITIES

Responsibility and duties for the implementation of this procedure are as follows:

Group Head of Crewing

- Ensure that the team's day to day operation is aligned with Company strategy, QHSE policies and procedures in respect of recruitment, drug & alcohol policy, and certification & training requirements.
- Renew and amend Crewman Agreement when necessary.
- Approve the rotation schedule of shipboard key staff.
- Approve the employment of new shipboard personnel.
- Handle escalated issues of the assets.

Crew Operations Manager

- Back up for Group Head of Crewing.
- Ensure that the team's day to day operation is aligned with HSSEQ policies and procedures in respect of recruitment, drug & alcohol policy, and certification & training requirements.
- Address crew concerns e.g., promotion, disciplinary cases, dismissal, resignation etc.
- Ensure competence matrix is updated in compliance with the Regulations and Company requirements.
- Evaluation of the performance of shipboard personnel through Operations and Technical departments.

Senior Crewing Executive

- Back up for Crew Operation Manager
- Ensure that the team's day to day operation is aligned with HSSEQ policies and procedures in respect of recruitment, drugs & alcohol policies, and certification & training requirements.
- Day to day liaising with crewing team members for all crew matters, including certification, travelling and rotation.
- Supervise and day to day liaising with crewing team related to crewing activities such as Crew Rotation, Crew Changes process, Crew Welfare, Crew Allotment and Bonus, Provision funds, SEA and Appraisal, DNV-Ship Manager & SharePoint, Crewing Expenses, etc.
- Address crew concerns e.g., promotion, disciplinary cases, dismissal, resignation etc.
- Prepare calculation of the incentives and seniority bonus.
- Prepare and maintain crew rotation plan.
- Coordinate with the suppliers.

Crewing Executive

- Back up for Senior Crewing Executive
- Verify crew employment agreements before issuing to the crew members.
- Check the crew disbursement accounts and conduct all administrative-related activities.
- Update Ship Manager and SharePoint i.e., certificate, signed copy of contract, etc.
- Distribute of the incentives and seniority bonus to the vessels.
- Forward the approved crew rotation to the ships.
- Deal with the Master for all crewing matters (including provisions and contracts) and report to Senior Crewing Executive accordingly.
- Arrange joining and repatriation of the crew members.
- Assist the crew as necessary.

Crew Recruitment Officer

- Take a lead role in the crew recruitment and make suggestions for the continuous improvement of recruitment processes.
- Actively source candidates matching the requirements of the company.
- Maintain a full understanding of all positions onboard and their job scope.
- Participate in crew training and performance monitoring process.
- Monitor budget and expenditures related to recruitment.

Crewing Officer

- Back up for Crewing Executive
- Prepare crew employment agreements and send to Crewing Executive for verification.
- Updating Ship Manager and SharePoint i.e., crew certificate, signed copy of contract, updated crew list, signed Master and Chief Engineer handing over, etc.
- Ensure that crewing policy related to ON/OFF crew are followed, such as Pre-joining checklist, minimum validity of crew docs prior joining the ship, etc.
- Make the arrangement for ON/OFF signing crew members, such as Booking flight, hotel and land transport.
- Update crew list (excel and Ship Manager) whenever any crew changes are performed

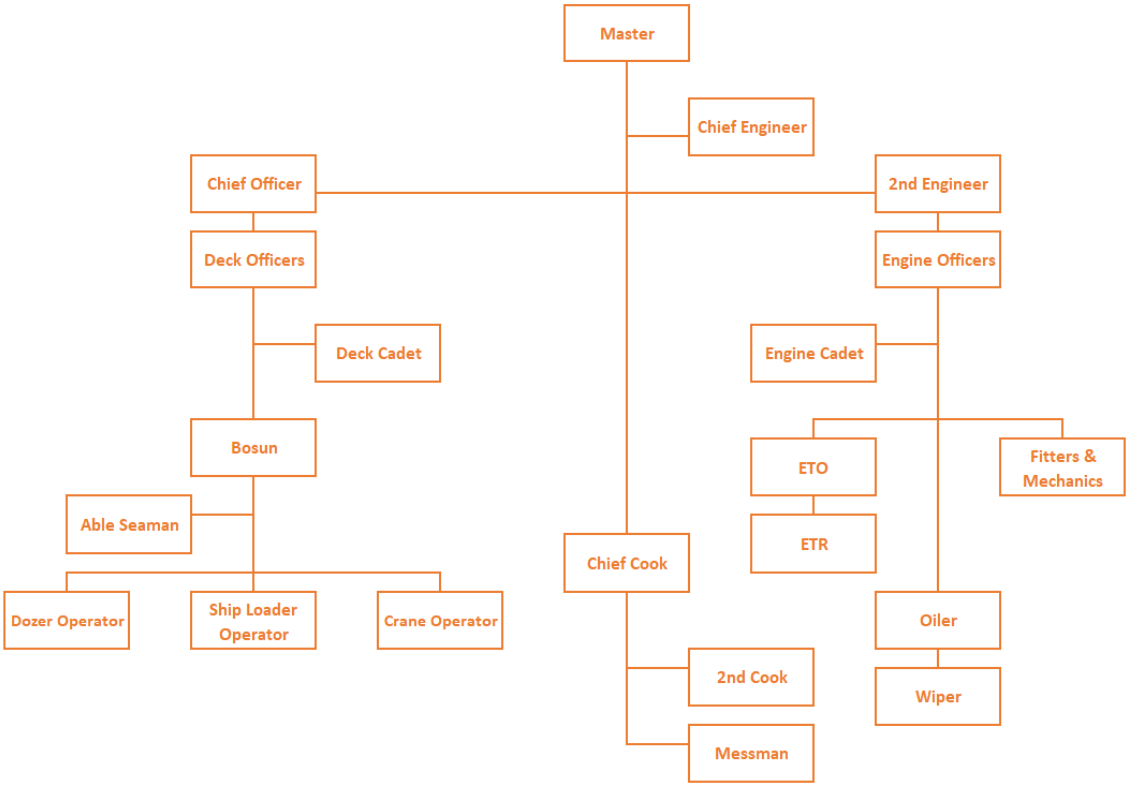
Crewing Assistant

- Back up for Crewing Executive
- Prepare crew employment agreements and send to Crewing Executive for verification.
- Updating Ship Manager and SharePoint i.e., crew certificate, signed copy of contract, updated crew list, signed Master and Chief Engineer handing over, etc.
- Ensure that crewing policy related to ON/OFF crew are followed, such as Pre-joining checklist, minimum validity of crew docs prior joining the ship, etc.
- Make the arrangement for ON/OFF signing crew members, such as Booking flight, hotel and land transport.
- Update crew list (excel and Ship Manager) whenever any crew changes are performed.

3 SHIPBOARD ORGANIZATION & HIERARCHY

Shipboard organization is structured to ensure efficient operations, safety, and the well-being of the crew. The organization is divided into three main departments: Deck, Engine, and Catering/Steward.

Below flowchart describes the shipboard organization.



4 SHIPBOARD JOB DESCRIPTIONS

Below are the descriptions of shipboard positions.

Master

Responsibilities

- Exercise overriding authority and responsibility to make immediate decisions and take actions to save human life and prevent pollution.
- Assume overall responsibility for the safe navigation, mooring, cargo handling, and all other shipboard operations.
- Ensure that sufficient crew are on board at all times to manage potential emergency situations and perform shipboard operations safely.
- Implement and enforce the Company HSSEQ, Drug & Alcohol, and Cyber Security policies.
- Manage and supervise all departments on board the vessel.
- Ensure safe mooring arrangements for tugs, barges, and Offshore Support/OGV vessels.
- Ensure effective communication with shore-based staff, including the Designated Person Ashore (DPA).
- Serve as the Ship Security Officer (SSO).
- Motivate the crew and ensure compliance with company policies, procedures, and instructions.
- Train, guide, and ensure that officers properly carry out their duties and responsibilities.
- Authorize and assign responsible persons where required.
- Ensure that all ship's certificates are valid and protected from unauthorized access.
- Provide training and familiarization to crew, supernumeraries, and visitors as required.
- Listen to crew complaints and address their concerns appropriately.

Duties

- Report all non-conformities, breakdowns, accidents, and hazardous occurrences and take appropriate corrective and preventive actions.
- Review the Integrated Management System (IMS) and report feedback, deficiencies, and non-conformities (Master's Review).
- Ensure that all records required for the implementation of the Integrated Management System are properly maintained.
- Ensure that all documents and logs required by Port Authorities and Flag Administration are completed accurately and on time.
- Liaise with Flag State, Port State Authorities, P&I Club, Classification Society, and ITF as required.
- Ensure that all personnel boarding the vessel hold valid original documents, licenses, certificates, and medical reports.
- Supervise, inspect, operate, and participate in shipboard lifting operations in accordance with the Safety Management System and approved procedures.
- Conduct safety training, drills, and safety meetings on a monthly basis.
- Issue standing orders for the relevant departments.
- Ensure that ShipManager (SM) is updated by Officers and Engineers.
- Ensure that CSA is updated accurately and in a timely manner by Officers.
- Sign the Lloyd's Open Form when required, with due regard to the safety of the ship, crew, and environment.

- Inspect cabins and stores to ensure that no firearms, smuggled, or illegal items are on board.
- Inspect the galley, pantry, cold room, and provision stores to ensure cleanliness and proper housekeeping standards.

Chief Engineer

Responsibilities

- Ensure that sufficient crew are on board at all times to manage potential emergency situations and to perform all shipboard operations safely.
- Implement and enforce the Company HSSEQ, Drug & Alcohol, and Cyber Security policies.
- Act as Ship Environmental Officer and ensure the implementation of marine pollution prevention regulations (MARPOL).
- Plan, execute, and manage the maintenance of engine equipment and ship's machinery, including boilers, pumps, auxiliary engines, and related systems.
- Plan, execute, and manage the Cargo Handling System (CHS), including conveyor systems, cranes, and sampling machines.
- Plan, execute, and manage deck machinery, including hatch cover hydraulic systems, mooring winches, anchor windlasses, provision cranes, and accommodation ladders.
- Ensure that all cargo transshipment machinery is maintained in efficient working order with all safety circuits fully functional.
- Plan and supervise bunkering operations and sludge/bilge discharge to shore facilities or barges.
- Maintain general working efficiency and discipline within the Engine Department.
- Ensure effective communication with shore-based staff, including the Designated Person Ashore (DPA).
- Provide training and familiarization to crew, supernumeraries, and visitors as required.

Duties

- Report any non-conformities, breakdowns, accidents, and hazardous occurrences and take appropriate corrective and preventive actions.
- Review the Integrated Management System (IMS) and report feedback, deficiencies, and non-conformities to the Master.
- Ensure that all records required for the implementation of the Integrated Management System are properly maintained.
- Ensure that all documents and logs required by Port Authorities and Flag Administration are completed accurately and on time.
- Liaise with Flag State, Port State Authorities, P&I Club, Classification Society, and ITF as required.
- Attend the engine room during vessel maneuvers, including entering or leaving port.
- Supervise, inspect, operate, and participate in shipboard lifting operations in accordance with the Safety Management System and approved procedures.
- Ensure the correct use and testing of the Oily Water Separator.
- Ensure appropriate use of the mechanical sampler where fitted.
- Ensure that samples of fuels and lube oils are taken and analyzed in accordance with instructions.
- Update and maintain the Planned Maintenance System and spare parts inventory in ShipManager.

- Create reports in ShipManager for Unsafe Acts, Unsafe Conditions, Near Misses, and engine room accidents in a timely manner.
- Conduct safety training, drills, and safety meetings on a monthly basis.
- Issue standing orders for the relevant department.

Chief Officer

Responsibilities

- Ensure that sufficient crew are always on board to manage potential emergency situations and to perform all shipboard operations safely.
- Implement and enforce the Company HSSEQ, Drug & Alcohol, and Cyber Security policies.
- Serve as Ship Safety Officer and ensure compliance with all safety regulations and procedures.
- Ensure that all Life Saving Appliances, safety equipment, and fire-fighting equipment are well maintained and ready for immediate use.
- Ensure safe cargo transshipment operations, including planning, storing, and un-storing.
- Ensure that tug, barges, and OGV mooring arrangements are safe.
- Ensure that all crew boarding the vessel hold valid documents, licenses, certificates, and original medical reports.
- Execute and manage maintenance of deck and mooring equipment, fittings, structures, and decks, including painting and routine upkeep.
- Maintain general working efficiency and discipline within the Deck Department.
- Update and maintain the Planned Maintenance System and spare parts inventory.
- Ensure effective communication with shore-based staff, including the Designated Person Ashore (DPA).
- Provide training and familiarization to crew, supernumeraries, and visitors as required.

Duties

- Report non-conformities, breakdowns, accidents, and hazardous occurrences and take appropriate corrective and preventive actions.
- Review the Integrated Management System (IMS) and report feedback, deficiencies, and non-conformities to the Master.
- Ensure that all documents and logs required by Port Authorities and Flag Administration are completed accurately and on time.
- Maintain all records required for the implementation of the Integrated Management System.
- Ensure safe navigation, bridge operations, mooring/unmooring, and cargo transshipment watches.
- Conduct safety trainings, drills, and safety meetings on a monthly basis and program/record all drills and exercises as defined.
- Conduct briefings on the Integrated Management System for signing-on Officers.
- Supervise, inspect, operate, and participate in shipboard lifting operations in accordance with the Safety Management System and approved procedures.
- Ensure appropriate use of mechanical samplers where fitted.
- Update safety tasks and create reports in ShipManager for Unsafe Acts, Unsafe Conditions, Near Misses, and accidents on deck in a timely manner.
- Update and record cargo transshipment activities in CSA accurately and on time.

- Update and maintain the Planned Maintenance System and spare parts inventory in ShipManager.
- Carry out ballasting and de-ballasting operations safely and efficiently.
- Test deck and cargo equipment, including gangways, water ingress alarms, portable gas analyzers, mooring equipment, and lifting appliances.
- Organize the cleaning and preparation of cargo holds, removal of cargo sediments, and deck painting/maintenance, including moorings and cargo gear.
- Requisition stores, consumables, and parts for the relevant department.
- Stow supplied items and ensure adequate housekeeping.
- Maintain general cleaning of accommodation, pantries, mess rooms, laundries, officers' cabins, and public spaces.

2nd Engineer

Responsibilities

- Implement and enforce the Company HSSEQ, Drug & Alcohol, and Cyber Security policies.
- Ensure that all Life Saving Appliances, safety equipment, and fire-fighting equipment in the Engine Room are well maintained and ready for immediate use.
- Plan, execute, and manage the maintenance of engine equipment and ship's machinery, including boilers, pumps, auxiliary engines, and related systems.
- Plan, execute, and manage the Cargo Handling System (CHS), including conveyor systems, cranes, and sampling machines.
- Plan, execute, and manage deck machinery, including hatch cover hydraulic systems, mooring winches, anchor windlasses, provision cranes, and accommodation ladders.
- Plan and supervise bunkering operations and sludge/bilge discharge to shore facilities or barges.
- Ensure that all cargo transshipment machinery is maintained in efficient working order with all safety circuits fully functional.
- Ensure the correct operational maintenance of the air-conditioning and refrigeration systems of the vessel.
- Ensure that all tools and equipment supplied by the Company are preserved and used appropriately.
- Maintain general working efficiency within the Engine Department.
- Ensure discipline within the Engine Department.
- Ensure adequate housekeeping within the Engine Department.
- Ensure that all documents and logs required by Port Authorities and Flag Administration are completed accurately and on time.
- Provide training and familiarization to crew, supernumeraries, and visitors as required.

Duties

- Review the Integrated Management System (IMS) and report feedback, deficiencies, and non-conformities to the Master.
- Upkeep all records required for the implementation of the Integrated Management System.
- Attend the engine room during vessel maneuvers, including entering or leaving port, ship-to-ship (STS) operations, or other critical operations.
- Supervise, inspect, operate, and participate in shipboard lifting operations in accordance with the Safety Management System and approved procedures.
- Train crew on the correct use of Life Saving Appliances and fire-fighting equipment.

- Ensure that samples of fuels and lube oils are taken and analyzed in accordance with company instructions.
- Ensure the correct operation and testing of the Oily Water Separator.
- Maintain the main engine fuel valves, exhaust valves, safety, and starting air valves.
- Periodically test quick-closing valves, emergency generator, bilge alarms, and emergency stops for pumps.
- Carry out a physical check of the condition of all spare gear and report any items that are unserviceable.
- Maintain engine room watch as required.
- Requisition stores, consumables, and parts for the relevant department.
- Update and maintain the Planned Maintenance System and spare parts inventory for the Engine Department in ShipManager.
- Create reports in ShipManager for Unsafe Acts, Unsafe Conditions, and Near Misses in the engine room.

Deck Officer

Responsibilities

- Implement and enforce the Company HSSEQ, Drug & Alcohol, and Cyber Security policies.
- Ensure that all Life Saving Appliances, safety equipment, and fire-fighting equipment are well maintained and ready for use.
- Ensure that all required medicines and first aid tools are available.
- Ensure that all crew boarding the vessel hold valid documents, licenses, certificates, and original medical reports.
- Ensure that tug, barges, and OGV mooring arrangements are adequate and safe.
- Participate in cargo transshipment planning, storing, and un-storing cargo.
- Maintain general working efficiency and discipline within the Deck Department.
- Ensure that all documents and logs required by Port Authorities and Flag Administration are completed.
- Assist the Master and Chief Officer in performing their duties.
- Carry out any other instructions given by superiors.

Duties

- Review the Integrated Management System (IMS) and report feedback, deficiencies, and non-conformities to the Master.
- Upkeep all records required for the implementation of the Integrated Management System.
- Conduct navigation and bridge watch, mooring/unmooring operations, and cargo transshipment watch.
- Train the crew on the correct use of Life Saving Appliances and fire-fighting equipment.
- Ensure appropriate use of the mechanical sampler where fitted.
- Test all navigation equipment, steering gear, bridge controls and telegraphs, and communications equipment.
- Update and maintain nautical charts and publications as required.
- Update and record cargo transshipment activity in CSA accurately and on time.
- Record all drills and exercises as defined in ShipManager.
- Update and record the safety work schedule in ShipManager safety tasks.
- Update and maintain the Planned Maintenance System and spare parts inventory in ShipManager.

- Create reports in ShipManager for Unsafe Acts, Unsafe Conditions, and Near Misses on deck in a timely manner.
- Inspect, operate, and participate in shipboard lifting operations under supervision and in accordance with the Safety Management System and approved procedures.

Engine Officer

Responsibilities

- Implement the Company HSSEQ, Drug & Alcohol, and Cyber Security policies.
- Plan, execute, and manage the maintenance of engine equipment and ship's machinery, including boilers, pumps, auxiliary engines, etc.
- Supervise and perform general maintenance of Diesel Generators.
- Plan and supervise bunkering operations, sludge/bilge discharge to shore facilities or barges.
- Ensure the correct operational maintenance of the air-conditioning and refrigeration systems of the vessel.
- Ensure that all tools and equipment supplied by the Company are preserved and used appropriately.
- Keep all cargo transshipment machinery in efficient working order with safety circuits fully functional.
- Maintain general working efficiency and discipline within the Engine Department.
- Ensure that all documents and logs required by Port Authorities and Flag Administration are completed.
- Carry out any other instructions given by superiors.

Duties

- Review the Integrated Management System (IMS) and report feedback, deficiencies, and non-conformities to the Master.
- Upkeep all records required for the implementation of the Integrated Management System.
- Attend the engine room during critical operations, including entering or leaving port, ship-to-ship (STS) operations, or maneuvering.
- Carry out engine room watch as required.
- Ensure that samples of fuels and lube oils are taken and analyzed in accordance with RTG instructions.
- Perform boiler and package boiler water analysis and treatment and refrigerating water treatment.
- Maintain main engine fuel valves, exhaust valves, safety valves, and starting air valves.
- Periodically test quick-closing valves, emergency generator, bilge alarms, and emergency stops for pumps.
- Maintain lifeboat motors, where applicable.
- Carry out a physical check of the condition of all spare gear and report any items that are unserviceable.
- Update and maintain the Planned Maintenance System and spare parts inventory for the Engine Department in ShipManager.
- Create reports in ShipManager for Unsafe Acts, Unsafe Conditions, Near Misses, and accidents on deck in a timely manner.

- Inspect, operate, and participate in shipboard lifting operations under supervision and in accordance with the Safety Management System and approved procedures.
- Stow supplied items for the relevant department.

Electro-Technical Officer/Rating (ETO/R)

Responsibilities

- Implement and enforce the Company HSSEQ, Drug & Alcohol, and Cyber Security policies.
- Ensure efficient maintenance and upkeep of all electrical equipment under their charge.
- Ensure all electrical machinery, fittings, and equipment are maintained in efficient working condition.
- Keep the Cargo Handling System (CHS) for cargo transshipment in efficient working order with safety circuits fully functional.
- Ensure that all tools and equipment supplied by the Company are preserved and used appropriately.
- Maintain general working efficiency and discipline within the Engine Department.
- Carry out any other instructions given by superiors.

Duties

- Upkeep all records required for the implementation of the Integrated Management System.
- Attend the engine room during critical operations, including entering or leaving port, ship-to-ship (STS) operations, or maneuvering.
- Conduct and record megger tests on a periodical basis.
- Inspect, operate, and participate in shipboard lifting operations under supervision and in accordance with the Safety Management System and approved procedures.

Bosun

Responsibilities

- Implement and enforce the Company HSSEQ, Drug & Alcohol, and Cyber Security policies.
- Ensure that tug, barges, and OGV mooring arrangements are safe.
- Execute and manage maintenance of deck and mooring equipment/fittings, including painting and upkeep of structures and decks.
- Maintain general working efficiency and discipline within the Deck Department.
- Carry out any other instructions given by superiors.

Duties

- Conduct mooring/unmooring operations and cargo transshipment watch.
- Supervise, inspect, operate, and participate in shipboard lifting operations in accordance with the Safety Management System and approved procedures.
- Assist officers in testing deck and cargo equipment, including gangways, water ingress alarm systems, portable gas analyzers, mooring equipment, and lifting appliances.
- Carry out cleaning and preparation of cargo holds, where applicable.
- Remove cargo sediments on deck and in the cargo holds.
- Execute deck painting and general maintenance, including moorings and cargo gears.
- Maintain deck and accommodation spaces.
- Carry out adequate housekeeping within the concerned department.
- Stow supplied items for the relevant department.

- Shift the wheel loader to reach the OGV hold as required.

Able Seaman (AB)
Responsibilities

- Comply with all Company HSSEQ, Drug & Alcohol, and Cyber Security policies.
- Maintain safety, efficiency, and discipline within the Deck Department.
- Ensure proper housekeeping standards within the assigned department.
- Ensure correct stowage of all supplies and equipment for the department.
- Carry out any other duties as instructed by superiors.

Duties

- Perform bridge watchkeeping duties, including navigation watch, deck watch, and participation in mooring, unmooring, and cargo transhipment operations as required.
- Carry out gangway watch duties while in port.
- Inspect, operate, and participate in shipboard lifting operations under supervision and in accordance with the Safety Management System and approved procedures.
- Execute maintenance of deck machinery, mooring equipment, fittings, and ship structures, including painting and preservation of decks.
- Clean and prepare cargo holds when applicable.
- Remove cargo residues and sediments from decks and cargo holds.
- Maintain general cleanliness of decks, stores, accommodation, and public areas.

Ordinary Seaman (OS)
Responsibilities

- Comply with all Company HSSEQ, Drug & Alcohol, and Cyber Security policies.
- Ensure safe mooring arrangements for tugs, barges, and OGVs.
- Assist the Bosun in maintaining proper housekeeping within the Deck Department.
- Ensure proper stowage of all supplies for the relevant department.
- Carry out any other duties as instructed by superiors.

Duties

- Perform mooring, unmooring, and cargo transhipment watch duties as required.
- Inspect, operate, and participate in shipboard lifting operations under supervision and in accordance with the Safety Management System and approved procedures.
- Assist in the maintenance and operation of deck and mooring equipment, fittings, and structures, including painting and preservation of decks.
- Assist the Bosun in testing deck and cargo equipment.
- Clean and prepare cargo holds for operations.
- Remove cargo residues and sediments from decks and cargo holds.
- Maintain general cleanliness of decks, stores, accommodation, and public areas.

Fitter

Responsibilities

- Comply with all Company HSSEQ, Drug & Alcohol, and Cyber Security policies.
- Maintain general working efficiency and discipline within the Engine Department.
- Ensure proper preservation and appropriate use of all company-supplied tools and equipment.
- Keep workshops clean and tidy and ensure welding and other equipment is properly maintained.
- Ensure proper stowage of all supplies for the relevant department.
- Carry out any other duties as instructed by superiors.

Duties

- Inspect, operate, and participate in shipboard lifting operations under supervision and in accordance with the Safety Management System and approved procedures.
- Perform welding and repairs as directed by senior engine staff.
- Assist in the maintenance of cargo transhipment machinery as required.

Oiler

Responsibilities

- Comply with all Company HSSEQ, Drug & Alcohol, and Cyber Security policies.
- Maintain general working efficiency and discipline within the Engine Department.
- Ensure proper housekeeping within the department, including the Engine and Steering Gear rooms.
- Ensure proper stowage of all supplies for the relevant department.
- Carry out any other duties as instructed by superiors.

Duties

- Keep Engine Room watches as required.
- Inspect, operate, and participate in shipboard lifting operations under supervision and in accordance with the Safety Management System and approved procedures.
- Assist engineers in general maintenance of Diesel Generators.
- Assist engineers in Boiler and Package Boiler water analysis and treatment, including refrigerating water treatment.
- Assist engineers in maintenance of Lifeboat motors.
- Assist in maintenance of cargo transhipment machinery as required.

Wiper

Responsibilities

- Comply with all Company HSSEQ, Drug & Alcohol, and Cyber Security policies.
- Maintain general working efficiency and discipline within the Engine Department.
- Ensure proper housekeeping within the department, including keeping the Engine and Steering Gear rooms clean and tidy.
- Ensure proper stowage of all supplies for the relevant department.
- Carry out any other duties as instructed by superiors.

Duties

- Keep Engine Room watches as required.
- Attend the Engine Room during vessel manoeuvres, including entering and leaving port.
- Inspect, operate, and participate in shipboard lifting operations under supervision and in accordance with the Safety Management System and approved procedures.
- Assist engineers in maintenance of Main Engine fuel valves, exhaust valves, safety valves, and starting air valves.
- Assist engineers in general maintenance of Diesel Generators.
- Assist engineers in Boiler and Package Boiler water analysis and treatment, including refrigerating water treatment.
- Assist in maintenance of cargo transhipment machinery as required.

Crane Operator

Responsibilities

- Comply with all Company HSSEQ, Drug & Alcohol, and Cyber Security policies.
- Ensure cargo cranes' safety devices are checked before each operation and report any malfunction.
- Ensure cargo cranes are operated within the certified Safe Working Load (SWL) and are not left unattended.
- Ensure the operating position of cargo cranes is adequately protected and maintains clear visibility throughout operations.
- Ensure cargo cranes are properly secured when not in use.
- Maintain cleanliness and tidiness of the crane cabin and column.
- Carry out any other duties as instructed by superiors.

Duties

- Perform cargo transhipment watch and operate cranes for loading cargo to OGVs.
- Carry out mooring, unmooring, and cargo transhipment watches as instructed.
- Inspect, operate, and participate in shipboard lifting operations under supervision and in accordance with the Safety Management System and approved procedures.
- Shift loaders to access OGV cargo holds as required.
- Participate in maintenance of deck and mooring equipment, fittings, and structures, including painting and preservation of decks.
- Grease conveyor systems as scheduled.
- Remove cargo residues and sediments from decks and cargo holds.
- Maintain general cleanliness of decks, stores, accommodation, and public areas.

Dozer Operator

Responsibilities

- Comply with all Company HSSEQ, Drug & Alcohol, and Cyber Security policies.
- Ensure the Bulldozer and Wheel Loader are always in good working condition.
- Maintain cleanliness and tidiness of the Bulldozer and Wheel Loader cabins and exteriors.
- Carry out any other duties as instructed by superiors.

Duties

- Perform cargo transhipment watch and operate Bulldozer or Wheel Loader for loading cargo to OGVs.
- Carry out mooring, unmooring, and cargo transhipment watches as instructed.
- Inspect, operate, and participate in shipboard lifting operations under supervision and in accordance with the Safety Management System and approved procedures.
- Operate Bulldozer and Wheel Loader when required.
- Maintain Bulldozers and Wheel Loaders in proper working condition.
- Participate in maintenance of deck and mooring equipment, fittings, and structures, including painting and preservation of decks.
- Remove cargo residues and sediments from decks and cargo holds.
- Maintain general cleanliness of decks, stores, accommodation, and public areas.

Loader Operator

Responsibilities

- Comply with all Company HSSEQ, Drug & Alcohol, and Cyber Security policies.
- Ensure that the cargo holds of OGVs are properly loaded and trimmed.
- Carry out any other duties as instructed by superiors.

Duties

- Perform cargo transhipment watch and operate ship loader for loading cargo to OGVs.
- Carry out mooring, unmooring, and cargo transhipment watches as instructed.
- Inspect, operate, and participate in shipboard lifting operations under supervision and in accordance with the Safety Management System and approved procedures.
- Shift loaders to access OGV cargo holds as required.
- Participate in maintenance of deck and mooring equipment, fittings, and structures, including painting and preservation of decks.
- Grease conveyor systems as scheduled.
- Remove cargo residues and sediments from decks and cargo holds.
- Maintain general cleanliness of decks, stores, accommodation, and public areas.

Crane Maintenance Mechanic

Responsibilities

- Ensure cranes and grabs are maintained in proper working condition in accordance with the guidelines of the Chief Engineer and 2nd Engineer.
- Conduct routine inspections of cranes and related equipment, and report progress or issues to the Chief Engineer and 2nd Engineer as required.
- Work closely with crane operators, ETOs, and engineers to support safe and efficient operations.
- Maintain hydraulic hose fabrication tools, including ensuring crimping tools are in proper condition.
- Manage spare parts inventory, ensuring proper storage and organization of storerooms and compartments.
- Maintain cleanliness, orderliness, and overall upkeep of crane equipment and related work areas.

Duties

- Observe and comply with Company HSSEQ, Drug & Alcohol, and Cyber Security policies.
- Inspect, operate, and participate in shipboard lifting operations under supervision and in accordance with the Safety Management System and approved procedures.
- Troubleshoot crane and grab systems to ensure efficient operation and minimize downtime.
- Perform planned and unplanned maintenance, including repairs, overhauls, welding, and other technical tasks in accordance with manuals and company procedures.
- Assist the Chief Engineer with job orders related to maintenance and repair of cargo-handling equipment, including wheel loaders and conveyors, as required.
- Maintain general working efficiency and discipline within the Engine Department.

Maintenance Engineer / Mechanical Engineer / Belt Technician / Cargo Plant Engineer

Responsibilities

- Conduct cargo transhipment watches to monitor the conveyor system.
- Ensure the conveyor system and all associated machinery are maintained in optimum working condition at all times.
- Ensure proper use of mechanical samplers, metal detectors, and catching systems where fitted.
- Maintain general working efficiency and discipline within the Engine Department.

Duties

- Observe and comply with Company HSSEQ, Drug & Alcohol, and Cyber Security policies.
- Inspect, operate, and participate in shipboard lifting operations under supervision and in accordance with the Safety Management System and approved procedures.
- Maintain and repair all cargo transhipment machinery to ensure it is in efficient working order.

Ship Security Officer

- Master is designated as the Ship Security Officer (SSO).
- Responsible for implementing, maintaining, and supervising the functioning of the Ship Security Plan on board. In case of the Master as SSO is incapacity or his absence from the vessel, for whatever reason, he shall be substituted by the Chief Officer who will assume the role of the Master, including the Security functions, in the Chain of Command. Duties and responsibilities of SSO are detailed in the Ship Security Plan (SSP) of each vessel.

Ship Safety Officer

Chief Officer is designated as the Ship Safety Officer. He is responsible for the compliance of the following:

- Company HSSEQ, Drug & Alcohol, Cyber Security Policies.
- Procedures as stated in the Company Policy and Integrated Management Manuals.
- Code of Safe Working Practices for Merchant Seaman.
- All accidents and dangerous occurrences.
- All regulatory requirements regarding to safety.
- Safety culture and safety measures onboard.

To comply with the above, the Chief Officer is to

- Stop any work that causes or may cause serious accidents.
- Ensure that safety instructions, rules, and guidelines are complied with at all times.
- Ensure Risk Assessments are carried out and crew briefed before performing any routine or non-routine tasks.
- Conduct Safety Committee Meetings.
- Carry out safety training, drills, and safety familiarizations for new crew members.
- Constantly monitor and improve safety consciousness among the crew.
- Investigate accidents, dangerous occurrences, and potential hazards.
- Make recommendations to the Master to prevent recurrence of accidents or remove hazards.
- Train, identify requirements, maintain, evaluate, monitor, and dispose of Personal Protective Equipment (PPE) used onboard and issued to individual crew members.
- Carry out occupational health and safety inspections on all areas of the vessel.

Crew Safety Representative

Crew members are given the authority to elect their own safety representative.

Duties and responsibilities

- Identify potential job-related hazards and assess safety risks.
- Fully understand and comply with all applicable safety procedures and regulations.
- Demonstrate a thorough understanding of safe working practices.
- Recognize the importance of promptly reporting injuries, near misses, and accidents.
- Maintain familiarity with all safety equipment on board.
- Stay aware of inspection and maintenance requirements for personal protective equipment (PPE).
- Actively participate as a member of the Safety Committee and attend all scheduled safety meetings.
- Communicate effectively to ensure all crew members understand the importance of safe working practices.
- Support the implementation and delivery of health and safety training programs.
- Take part in the investigation and analysis of incidents and accidents.
- Assist in resolving onboard health and safety concerns or issues.
- Contribute to the development and review of standard operating procedures (SOPs).
- Participate in setting health and safety objectives and performance standards.
- Propose improvements to enhance safety procedures and protocols.

Chief Cook

Responsibilities

- Ensure all crew onboard have sufficient and nutritious cooked food.
- Oversee proper stowage of provisions, stores, and spares.
- Ensure adequate housekeeping within the concerned department.

Duties

- Observe and comply with Company HSSEQ, Drug & Alcohol, and Cyber Security policies.
- Cook and handle food safely to ensure proper nutrition and hygiene.
- Maintain cleanliness and orderliness of the galley, pantry, cold rooms, and stores.
- Participate in lifting operations under supervision, as required.

Messman
Responsibilities

- Ensure adequate housekeeping within the concerned department.
- Carry out any other duties as instructed by superiors.

Duties

- Observe and comply with Company HSSEQ, Drug & Alcohol, and Cyber Security policies.
- Serve meals and provide assistance as required by senior shipboard staff.
- Maintain cleanliness of accommodation, pantries, mess rooms, laundries, and public spaces.
- Participate in lifting operations under supervision, as required

5 COMPANY & SAFE MANNING

Sufficient crew members, in respect of number and rank, shall always be on board. The crew must be qualified, certified and medically fit in accordance with all national and international requirements.

All vessels must be manned in accordance with the "Minimum Safe Manning Document" issued by the Flag Authority. To ensure safe and efficient operations, additional crew members are employed in accordance with the "Company Manning Levels". These include professional Crane Operators, Dozer Operators, Mechanics, Deck and Engine Officers, Electricians and Cooks.

All vessels are manned in such a way to ensure that the operations, the safety and pollution prevention activities, as well as the fatigue of the crew, are not compromised. As far as medical fitness is concerned, every crew member shall undergo a medical examination to ascertain his fitness for the work he has to perform onboard. A certificate or other suitable documentation shall be proof of this requirement. An accurate medical examination is required at least once every two years, and a medical certificate shall be issued by a duly qualified medical practitioner.

Minimum Crew According to Minimum Safe Document and Company Requirements

Indonesia Fleet

No.	Rank	Apollo/Zeus		RT August/RT Eagle	
		Company Requirements	MSM Certificate	Company Requirements	MSM Certificate
1	Master	1	1	1	1
2	Chief Officer	1	1	1	1
3	Officer on Watch	2	1	1	1
4	Chief Engineer	1	1	1	1
5	2nd Engineer	1	1	1	1
6	Engineer on Watch	1	1	1	1
7	Electrician	2		1	
8	Maintenance Engineer	2			
9	Fitter	2		1	1
10	Oiler	3	2	2	2
11	Bosun	1		1	
12	AB	4	3	3	3
13	OS				
14	Chief Cook	1	1	1	1
15	Messman	1		1	
16	Loader Operator	2			
17	Crane Operator	6		3	
18	Dozer Operator	4		6	
Total		**35**	**12**	**25**	**13**

Kamsar Fleet

No.	Rank	RT Leo		Loura		DCS		Tugs	
		Company Requirements	MSM Certificate	Company Requirements	MSM Certificate	Company Requirements	MSM Certificate	Company Requirements	MSM Certificate
1	Master	1	1	1	1	1	1	1	1
2	Chief Officer	1	1	1	1	1	1	1	
3	Officer on Watch	2	2	2		2			1
4	Chief Engineer	1	1	1	1	1	1	1	1
5	2nd Engineer	1	1	1	1	1	1	1	
6	Engineer on Watch	2		2		1			

7	Electrician	2		2		1			
8	Maintenance Engineer	2		2					
9	Cargo Plant Engineer	1		1					
10	Fitter	2		2		1			
11	Oiler	2	1	2		1		2	1
12	Wiper	1	1	1	2		2		
13	Bosun	1		1		1		1	
14	AB	4	3	4	3	3	3	2	1
15	OS		2		1	1	1		1
16	AB/CK							1	
17	Chief Cook	1		1		1			
18	Messman	1		1					
19	Messboy	1		1					
20	Loader Operator	2		2					
21	Crane Operator	8		8					
22	Dozer Operator	2		2					
Total		**38**	**13**	**38**	**10**	**16**	**10**	**10**	**6**

Uruguay Fleet

No.	Rank	Mara		RT Tannat	
		Company Requirements	MSM Certificate	Company Requirements	MSM Certificate
1	Master	1	1	1	1
2	Chief Officer	1	1	1	1
3	Officer on Watch	2	2	2	2
4	Chief Engineer	1	1	1	1
5	2nd Engineer	1	1	1	1
6	Engineer on Watch	2	2	2	
7	Electrician	2		1	
8	Maintenance Engineer	2			
9	Cargo Plant Engineer				
10	Fitter	3		1	
11	Oiler	3	2	2	1
12	Wiper		1	1	1
13	Bosun	1		1	
14	AB	4	3	4	3
15	OS		2		2
16	Chief Cook	1		1	
17	2nd Cook	1			
18	Messman	2		1	
19	Loader Operator	2			
20	Crane Operator	10			
21	Dozer Operator	3			
Total		**42**	**16**	**20**	**13**

6 USE OF RECRUITMENT & MANNING AGENCIES

Manning agencies fulfill the functions of an employer on behalf of the Company. They are selected and used by the Company to select, recruit and manage the shipboard personnel. Each manning agent must be licensed by the competent authority in the countries concerned and shall operate in compliance with the MLC 2006 Convention. If a Manning Agent from a country that has not ratified MLC is selected, that Manning Agency will be subject to an MLC audit by the Company.

The Manning Agent shall:

- provide and engage competent and qualified seafarers in accordance with the recruitment instructions of the Company and possession of all valid certificates and national licenses, as required by all applicable international regulations, such as but not limited to, those related to STCW, ILO, ISPS Code, Flag State Authority, and by the Company.
- ensure that all hired seafarers are provided with a Seafarer's Employment Agreement (SEA) in accordance with the Manning Agreement and ensure that the concerned Seafarer has examined, understood his rights and signed the SEA.
- implement the use of DNVGL' 'ShipManager' software as required by Company.
- pre-verify that certificates of competency are valid and that pre-employment records are up to date.
- assess the authenticity and adequacy of certificates of competency against the appropriate standards set in the STCW Convention and, where appropriate, take additional steps to determine the competency of vessel personnel and the accuracy of their pre-employment records.
- ensure that follow-up training requirements are identified and recorded and that records are kept of attendance at courses, seminars and conferences
- promote staff continuity, with an emphasis on retaining senior officers in their substantive roles.
- establish emergency procedures to be implemented in case of an incident involving crew
- update the crew rotation plan regularly and submit it to the Company on the 1st day of each month
- provide the Company with a draft of crew wages (for every single vessel) every mid of the month and before the payment date.
- collect and submit to Company the crew performance appraisal and training recommendations
- provide Personal Protective Equipment (PPE) to newly recruited crew and those renewing the contract.
- provide Company with the scanned copy of each working contract duly signed by uploading into the DNV ShipManager.

7 RECRUITMENT & PROMOTION OF SHIPBOARD PERSONNEL

The company is committed to providing equal opportunities in recruitment and promotion. Decisions will be based on merit. All recruitment and promotion activities are documented, and records are maintained in accordance with the Company policies and procedures.

7.1 Procedure for Shore Team

Note: Crewing to identify the positions that need to be filled based on vessel requirements, crew turnover, and future projects.

1. When vacant position is determined, Crewing must screen first the internal crew pool and identify candidates who have demonstrated senior performance and are ready for the role before opening the vacancy to external candidates.
2. Once a candidate is identified, Crewing arranges interview/assessment with
    a. Master (Deck) or Chief Engineer (Engine) if the candidate is onboard.
    b. For Officers, Operations (Deck) or Technical (Engine) team will also interview the candidate (both onboard and ashore candidate).
3. When the candidate passes the interview/assessment, Crewing must
    a. Check the completed and signed interview logs.
    b. Coordinate with the Master for proper handover and onboard promotion or ask the manning agency to start with the pre-joining requirements, if the candidate is still ashore.
4. If there is no available candidate in the pool, activate recruitment. Inform the in-house Crew Recruitment Officer and the 3rd party recruiting & manning agencies.
5. Crewing receives a CV and interview result of screened candidates from the in-house Crew Recruitment Officer and/or the 3rd party recruiting & manning agency.
6. Crewing coordinates with the candidate and conducts personal and qualification interview.
7. Crewing arranges technical interview with the final interviewers. Refer to Annex C – List of Approved Interviewers.
8. When the candidate passed the technical interview, Crewing must
    a. Check the completed and signed interview log.
    b. Ask the manning agency to start with the pre-joining requirements.

Annex A - Guidance for Crew Promotion

For Senior Officers, at least 2 members of the promotion committee, with advice from their respective department members, will review/approve/decline the promotion. If full promotion criteria as outlined below are not yet met by any internal candidate, the committee may allow for exceptions on a case-to-case basis depending on the candidate and the operational circumstances.

Members of the promotion committee are:

1. Head of Fleet
2. Group Technical Manager
3. Group QHSE Manager
4. Group Operations Manager
5. Group Head of Crewing

Promotion of ratings will be reviewed and approved by the Crew Operation Manager / Senior Crewing Executive. Junior officers will be reviewed and approved by the Group Crewing Manager.

Promotion Criteria.
Promotion to Top 2 Officers can only be approved by Department Heads.

Each candidate for promotion must **comply with STCW requirements** as well as company requirements as outline below:

RATINGS

1. At least 6 months in company in current rank.
2. Most recent evaluation with recommendation for promotion.

RATING TO OFFICER

1. At least 1 year in the company in current rank.
2. At least 2 evaluations from 2 different Senior Officers with recommendation for promotion
3. Interviewed and approved as per Annex C

3/O TO 2/O AND 4/E TO 3/E

1. At least 1 year with company in current rank.
2. At least 2 evaluations from 2 different Senior Officers with recommendations for promotion.
3. Interviewed and approved as per Annex C

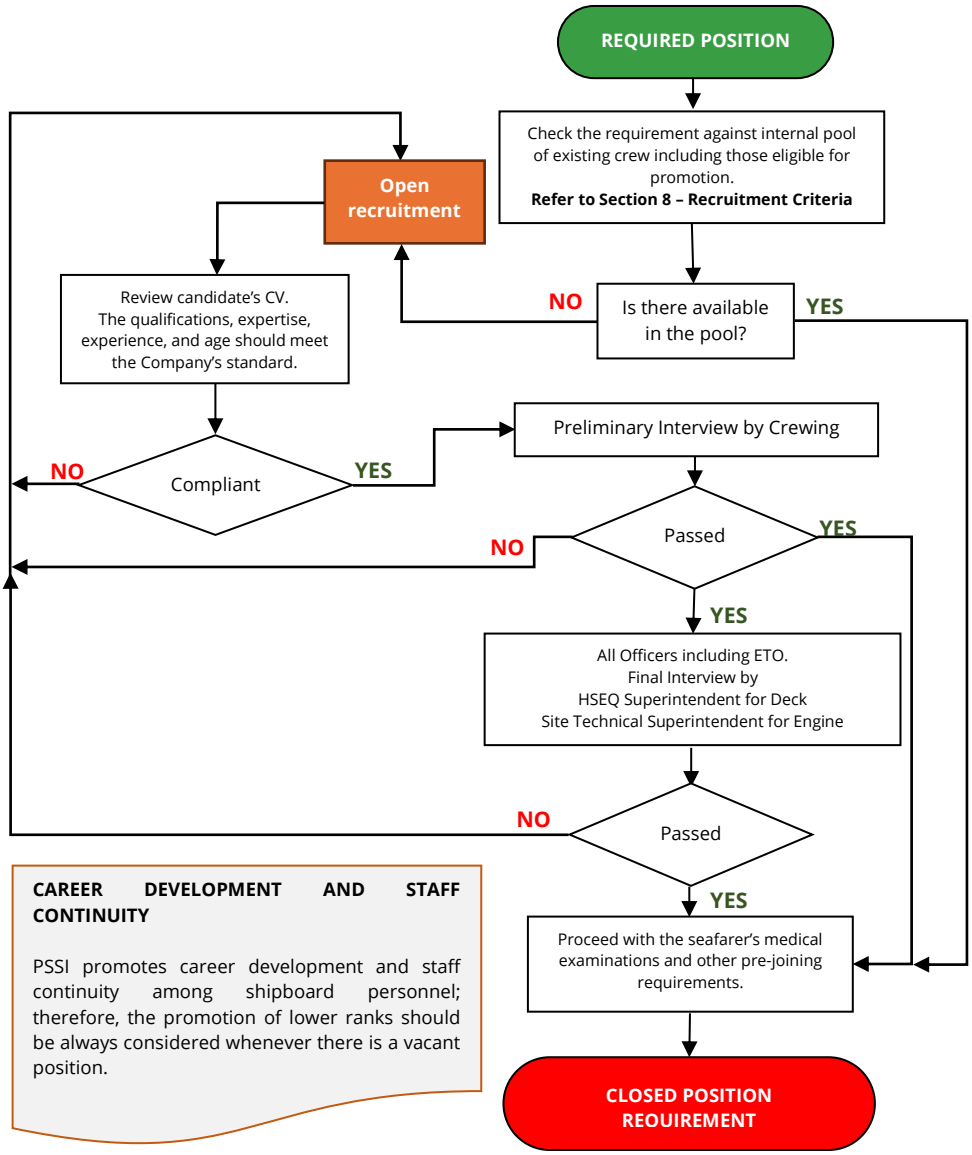
WATCH OFFICER OR 2/O TO C/O AND 3E TO 2/E

1. At least 1 year with company in current rank.
2. At least 2 evaluations of 2 different Senior Officers with recommendation for promotion.
3. Interviewed and approved as per Annex C
4. Familiarization forms to be completed onboard.
5. The promoted candidate to C/O and 2/E will attend full office briefing in person or via videoconferencing software.

C/O TO MASTER AND 2/E TO C/E

1. At least 1 year with company in current rank.
2. At least 2 evaluations of 2 different Captains or Chief Engineers with recommendation for promotion.
3. At least 5 years sea service in rank at any company
4. Interviewed and approved as per Annex C
5. The promoted candidate to Master and C/E will attend full office briefing in person or via videoconferencing software.
6. Familiarization forms to be completed onboard.
7. The first 3 months on board as Master or C/E are on probationary terms.

Annex B – Recruitment & Selection of Shipboard Personnel



Annex C – List of Approved Interviewers (DECK DEPARTMENT)			
Rank	Initial Interviews	First Interviewer	Final Interviewer
Master	Crew Recruitment Officer	Sr. Crewing Executive or Crew Operations Manager	Group Operations Manager Group Technical Manager Group QHSE Manager
Chief Officer			Group Operations Manager
2nd/3rd Officer		Crewing Officer/Executive	Sr. Crewing Executive or Crew Operations Manager
Bosun		-	Sr. Crewing Executive or Crewing Officer/Executive
AB		-	
Galley Team		-	
Loader, Crane, Dozer Operators		-	

Annex C – List of Approved Interviewers (ENGINE DEPARTMENT)			
Rank	Initial Interviews	First Interviewer	Final Interviewer
Chief Engineer	Crew Recruitment Officer	Sr. Crewing Executive or Crew Operations Manager	Site Technical Superintendent or Group Technical Manager
2nd Engineer			Site Technical Superintendent
3rd Engineer		Sr. Crewing Executive or Crew Operations Manager	Site Technical Superintendent
4th Engineer		Sr. Crewing Executive	Site Technical Superintendent
Electrician		-	Site Technical Superintendent or CHS Superintendent
ME/Belt Technician		-	Sr. Crewing Executive or Crewing Officer/Executive
Fitter		-	
Oiler			

8 CREW EXPERIENCE CRITERIA

When selecting crew for service on vessels, the below table shall be observed. In instances where full compliance cannot be met, the relevant Fleet department heads shall be consulted.

Rocktree Crew Experience Matrix **TSV/OFT/DCS/Shuttle**				
Senior Officers	Master	Chief Mate	Chief Engineer	2nd Engineer
Calendar Time with Company	Aggregate not less than 9 months		Aggregate not less than 9 months	
Sea Time in Rank	Aggregate not less than 2 years		Aggregate not less than 2 years	
Total Sea Time on Vessel Type	Aggregate not less than 18 months *or* *not less than 6 months + 1 year aggregate on General Cargo/ Bulk Carrier* *or* *not less than 6 months + 2 years aggregate on Tankers*		Aggregate not less than 18 months *or* *not less than 6 months + 1 year aggregate on General Cargo/ Bulk Carrier* *or* *not less than 6 months + 2 years aggregate on Tankers*	
Junior Officers	2nd Mate	3rd Mate	3rd Engineer	4th Engineer
Calendar Time with Company	Aggregate not less than 6 months		Aggregate not less than 6 months	
Sea Time in Rank	Aggregate not less than 1 year		Aggregate not less than 1 year	
Total Sea Time on Vessel Type	Aggregate not less than 9 months *or* *not less than 3 months + 6 months aggregate on General Cargo/ Bulk Carrier* *or* *not less than 6 months + 2 years aggregate on Tankers*		Aggregate not less than 18 months *or* *not less than 3 months + 6 months aggregate on General Cargo/ Bulk Carrier* *or* *not less than 6 months + 2 years aggregate on Tankers*	

Rocktree Crew Experience Matrix Tugs				
Senior Officers	Master	Chief Mate	Chief Engineer	2nd Engineer
Calendar Time with Company	Aggregate not less than 9 months		Aggregate not less than 9 months	
Sea Time in Rank	Aggregate not less than 2 years		Aggregate not less than 2 years	
Total Sea Time on Tugs	Aggregate not less than 18 months		Aggregate not less than 18 months	
Junior Officers	2nd Mate	3rd Mate	3rd Engineer	4th Engineer
Calendar Time with Company	Aggregate not less than 6 months		Aggregate not less than 6 months	
Sea Time in Rank	Aggregate not less than 1 year		Aggregate not less than 1 year	
Total Sea Time on Tugs	Aggregate not less than 9 months		Aggregate not less than 9 months	

9 CREW CERTIFICATES & DOCUMENTATION

To ensure that all crew members onboard are qualified, competent, and compliant with international maritime regulations.

The Master shall keep under his custody all original certificates of competency and training certificates as well as seaman's books and passports of all crew. Once a crew member signs on, his certificates and licenses must be checked against the following matrix to ensure that nothing is missing. In case any certificate or crew document is missing, the Master shall inform the Crew Department.

REQUIREMENTS	VALIDITY	REGULATION	MASTER	CO	2O	3O	BOSUN	AB	OS	CE	2E	3E	4E	BT/ME	ETO	ETR	FITTER	OILER	WIPER	LOP	CROP	DOP	COOK	MESSMAN	CADET
STATUTORY DOCUMENTS																									
Passport	1 year	National Law	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
National Seaman's Book	3 years	National Law	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Medical Examinations Certificate	2 years	ILO / MLC 2006	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
CERTIFICATE OF COMPETENCY / LICENSES																									
COC - Master on ships of 3000GT or more (unlimited)	5 years	II/2, IV/2	x																						
COC – Ch. Mate on ships of 3000GT or more (unlimited)	5 years	II/2, IV/2		x																					
COC - Ch. Eng. on ships with power 3000 KWT or more (unlimited)*	5 years	III/2								x															
COC - 2nd Eng. on ships with power 3000 KWT or more (unlimited) **	5 years	III/2									x														
COC Officer in charge of a Navigational Watch	5 years	II/1, IV/2			x	x																			
COC Officer in charge of an Engineering Watch	5 years	III/1										x	x												
GMDSS (General Operator)	5 years	IV/2	x	x	x	x																			
COC Electro-Technical Officer	5 years	III/6													x										
COC Electro-Technical Rating	Unlimited	III/7														x									
Able Seafarer Deck	Unlimited	II/5					x	x																	
Able Seafarer Engine	Unlimited	III/5																x							
Rating part of Navigational Watch (CHECK MSMC)	Unlimited	II/4					x	x	x																
Rating part of Engineering watch (CHECK MSMC)	Unlimited	III/4															x	x	x						
National Certificate (Ship Cook)	5 years	ILO/MLC 2006																					x		

REQUIREMENTS	VALIDITY	REGULATION	MASTER	CO	2O	3O	BOSUN	AB	OS	CE	2E	3E	4E	BT/ME	ETO	ETR	FITTER	OLIER	WIPER	LOP	CROP	DOP	COOK	MESSMAN	CADET
National Certificate Food Hygiene & Handling	5 years	ILO/MLC 2006																					x	x	
Crane Operator License Minimum Class II	5 years																				x				
FLAG ENDORSEMENTS																									
Certificate of Endorsement	Based on COC	I/10	x	x	x	x				x	x	x	x		x										
Flag Seaman's Book	Based on COC	as required by Flag	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
STCW & OTHER TRAINING CERTIFICATES																									
Certificate of Proficiency – **AFF**	5 years	VI/3	x	x	x	x				x	x	x	x												
Certificate of Proficiency – **Basic Safety Training**	5 years	A-VI/1	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Certificate of Proficiency – **MECA**	Unlimited	VI/4-2	x	x																					
Certificate of Proficiency – **MEFA**	Unlimited	VI/4-1			x	x				x	x	x	x												
Certificate of Proficiency – **PSCRB*****	5 years	VI/2-1	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x						
Certificate of Proficiency – Ship **Security** Officer **(SSO)**	Unlimited	VI/5	x																						
Certificate of Proficiency – **SDSD**	Unlimited	VI/6		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Shipboard **Safety** Officer	Unlimited	Section A-VI/5 & A-II/2		x																					
ECDIS IMO Model 1.27	5 years	Section A-II/1, A-II/2, A-III/3	x	x	x	x																			
Type-Specific ECDIS (check vessel's ECDIS)	Unlimited	I/14	x	x	x	x																			
Ship Handling & Maneuvering****	5 years	Section A-II/2 & B-V/a	x																						
Welding Training Certificate	Unlimited																x								

**Chief Engineers of vessels below 3000 KW hold either III/2 or III/3 certificates.*
***2nd Engineers of vessels below 3000 KW hold either III/2 or III/3 certificates.*
****This is not a requirement for Uruguayan Ratings.*
*****This is not a requirement for Masters of tugs.*

9.1 Procedure for Shore Team

Note: Crewing team ensure that all crew members onboard are certified and holding correct & valid documents.

Crewing team

1. Ensures that all new and existing seafarers are

   a. Duly qualified as per STCW and Company requirements to work onboard.
   b. Medically fit (physically and mentally) by having a valid medical examinations report.
   c. Holding correct and valid travel documents like passport and Seaman's Book.

Verifies the authenticity of crew certificates

a. Indonesia Fleet – by visiting the website of 'Directorate General of Sea Transportation *www.pelaut.dephub.go.id*
b. Kamsar Fleet – through 3rd Party crew manager/manning agency.
c. Uruguay Fleet – through 3rd Party crew manager/manning agency.
d. Other local recruitment agencies

Ensure that seafarers' documents are updated in DNV ShipManager including print out of document verification from website as mentioned above.

9.2 Procedure for Vessel

Note: Master keeps under his custody all original certificates and other crew documents.

1. Master checks certificates and documents of on-signing crew against the:

   a. Pre-joining document checklist, hand carried by the on-signing crew.
   b. Crew's account in DNV ShipManager.

2. Master immediately informs Crewing in case of any missing/expired documents.

10 MINIMUM AGE

In accordance with international and national requirements, no seafarer under the age of 18 shall be employed on board any vessel.

11 SHIPBOARD WORKING LANGUAGE

The personnel of a ship shall be able to communicate in English to understand key commands and instructions in an emergency. Apart from the vessels flying Indonesian flag and manned solely by Indonesian crew in which Bahasa language may be also used, English is the primary language used for communication among the crew onboard. This includes all official documents, safety instructions, orders, and daily interactions.

12 CREW MEDICAL

Seafarers shall not work on a ship unless they are certified as medically fit to perform their duties. The medical examination shall be undertaken by a medical practitioner recognized by the flag administration and/or MLC. The medical certificate shall be issued by a duly qualified medical practitioner in accordance with the MLC 2006 Convention and shall be valid for no longer than 24 months. All crew when renewing their medicals shall have a D&A test as part of the medical process.

All new recruits are required to undergo a new medical and a D&A test prior to being confirmed for employment.

In case a seafarer fails the first medical examination, a second chance will be granted by the Company. In such case, the second medical examination can be undertaken at a different medical center.

13 CREW PLANNING

It involves the strategic allocation and management of a ship's crew to ensure that operations are conducted safely, efficiently, and in compliance with maritime regulations. Crew planning shall be flexible to accommodate unexpected events, such as crew illness, injury, or other emergencies. Also, refer to chapter 8 of this crewing manual: Crew Experience Criteria.

13.1 Procedure for Shore Team

Note: Crewing team adapts an efficient crew rotation plan.

1. Crewing ensures that at no time a crew member shall be onboard for more than 11 months.
2. Crewing checks the experience matrix for the crew rotation plan to anticipate any non-compliance so that discussions may be held with relevant Fleet department heads in advance.
3. In coordination with 3rd Party crew managers/manning agencies, Crewing updates crew rotation plan regularly, and distributes crew change plan for the next 3 months to each vessel every end of the month.
4. All crew contract overruns shall be discussed in the Crewing Department weekly meeting. Each contract overrun will be recorded with the number of days and the reason and where necessary a plan put in place for ensuring the earliest possible rectification.

The Company will make best efforts to avoid extension/shortening of contracts to avoid fatigue and impact to crew at home waiting to rejoin. However, an extension may be considered by the Company under certain circumstances and only where practicable.

13.2 Procedure for Vessel

Note: As per MLC, a seafarer shall not be onboard for more than 11 months and must have a minimum of 1 month's leave in any 12-month period.

1. Master shall acknowledge receipt of intentions for crew planning.
2. Master shall submit any requests from crew for shortening or extending crew contracts to the Crewing department (and Manning Agent if applicable).

The Company will make best efforts to avoid extension/shortening of contracts to avoid fatigue and impact to crew at home waiting to rejoin. However, an extension may be considered by the Company under certain circumstances and only where practicable.

14 SEAFARER EMPLOYMENT AGREEMENT & CONDITIONS OF SERVICE

Each seafarer working on board Company managed vessels shall, prior to embarkation, understand, agree and sign an “Individual Working Contract”, which shall be countersigned by the Shipowner or by the representative of the Shipowner (e.g. the appointed manning agency). The original copy of the working contract shall be kept by the seafarer. If the Individual Working Contract refers to a Collective Bargaining Agreement, copy of such agreement must be kept on board for prompt reference by the crew members and any authorities.

15 CREW BRIEFING & DEBRIEFING

Fostering open communication and transparency between the seafarer and shore team is vital. It ensures that seafarers are prepared for their roles on the vessel and that valuable information is passed on between crew changes. It also provides an opportunity for crew members to receive direct feedback from Crewing, Operations, Technical, and/or QHSE and vice versa.

15.1 Procedure for Shore Team

Note: Crewing conducts the briefing and debriefing for Top 4, and Manning Agencies conduct the briefing and debriefing for other ranks.

Briefing by Crewing

1. Crewing arranges Top 4 pre-joining briefing meeting with the on-signing Top 4 and all involved departments, Operations, Technical, QHSE, and Crewing.
2. All the involved departments will complete the pre-joining briefing form.
3. Crewing ensures that the pre-joining briefing form is completed and signed by all involved departments prior the joining date: **CRF-027 – Pre-Joining Briefing Form**

Briefing by Manning Agencies

Crewing reminds and ensures that all on-signing crew are being briefed by the manning agencies. The briefing should include all the Company's safety campaigns.

Debriefing by Crewing

1. Crewing arranges the debriefing for all Senior Officers
2. Crewing follows the Senior Officer Briefing Guidelines

Debriefing by Manning Agencies

1. Crewing reminds and ensures that all off-signing crew are being debriefed by the manning agencies. Performance Appraisal Report should be reviewed and discussed with the crew member.
2. Manning Agency confirms debriefing completed.

16 MASTER & CHIEF ENGINEER (TOP 2) OFFICE VISIT

A program for Top 2 to have a physical office visit. Genova for Kamsar fleet, Samarinda or Jakarta for Indonesia fleet, and Genoa or Montevideo for Uruguay fleet. The target is for a Master or Chief Engineer to have office visit once every 2 years. This program will assist in fostering better relationships with the Fleet Management team. This is also an opportunity to have a face-to-face pre-joining briefing demonstrating the value we place on their roles in key positions onboard our assets.

16.1 Procedure for Shore Team

Note: Crewing arranges all the logistics for the Master and Chief Engineer's visit.

1. Crewing checks the suitable date for the Top 2's travel, and arranges the flights, hotel accommodation and other travel documents, if necessary.
2. Crewing sends out the visit plan to all involved departments and sends meeting invitations to them.
3. Crewing documents the visit and ensures that the objective is achieved, including the face-to-face pre-joining briefing.
4. Crewing ensures that the pre-joining briefing form is completed and signed by all involved departments prior the Master or CE joining date: **CRF-027 – Pre-Joining Briefing Form**

17 CREW CHANGES & OVERLAPPING

Crew changes shall be planned well in advance, considering the availability of replacement crew, asset's operational schedule, the roles being handed over, and the length of overlapping handover.

Below are the conditions for a seamless transition between outgoing and incoming crew members.

a. Captain & Chief Officer – cannot be changed together.
   There must be an interval of at least 7 days.
b. Captain & Chief Engineer – cannot be changed together.
   There must be an interval of at least 7 days.
c. Chief Engineer & 2/E Engineer - cannot be changed together.
   There must be an interval of at least 7 days.
d. Officers and ratings - not more than 50% of crew members from the same department will be changed at the same time.

Exceptions can be made but this will be reviewed case by case together with the relevant Fleet department heads and considering the operational conditions being faced.

Minimum overlapping table

If a joining crew member is new to company or newly promoted, the following minimum overlapping is required:

<table>
<tr><th>Rank / Experience</th><th>Existing Crew</th><th>New with Vessel Type Experience</th><th>New / Promoted without Vessel Type Experience</th></tr>
<tr><td>TSV Master</td><td>8 hours</td><td colspan="2" rowspan="8">Refer to Specific Familiarizations Table</td></tr>
<tr><td>TSV Chief Officer</td><td>8 hours</td></tr>
<tr><td>TSV Chief Engineer</td><td>8 hours</td></tr>
<tr><td>TSV 2nd Engineer</td><td>8 hours</td></tr>
<tr><td>TSV ETO</td><td>8 hours</td></tr>
<tr><td>Terminal Manager</td><td>8 hours</td></tr>
<tr><td>DCS/Shuttle Master</td><td>8 hours</td></tr>
<tr><td>DCS/Shuttle Chief Engineer</td><td>8 hours</td></tr>
<tr><td>Other Officers</td><td>4 hours</td><td colspan="2">8 hours</td></tr>
<tr><td>Maintenance Engr.</td><td colspan="2">4 hours</td><td>2 days</td></tr>
<tr><td>Crane Operator</td><td colspan="2">4 hours</td><td>8 hours</td></tr>
<tr><td>Ratings & other Operators</td><td colspan="3">4 hours</td></tr>
</table>

Ex-vessel – the same vessel or a sister vessel
Promoted candidate – first contract in a new higher rank.

Specific Familiarizations Table

In addition to the general familiarization required to be taken by all ranks, there are further requirements for specific, critical ranks that are new to the company or newly promoted, depending on their experience as described on the following table.

Rank / Experience	With Vessel Type Experience	Without Vessel Type Experience / Newly Promoted
TSV Master	5 days or 1 STS operations	10 days or 3 STS operations
TSV Chief Officer	5 days or 1 STS operations	10 days or 3 STS operations
TSV Chief Engineer	5 days	10 days
TSV 2nd Engineer	5 days	10 days
TSV ETO	5 days	10 days
Shuttle/DCS Master	3 days	5 days or 3 cycles
Shuttle/DCS Chief Engineer	3 days	5 days
Terminal Manager	15 days	30 days

Key Shipboard Personnel Handover Forms

The following ranks are defined as the key shipboard personnel and are required to complete a documented handover using the designated forms:

Rank	Handover Document
Master	CRF-001 – Master Handing Over Report
Chief Engineer	CRF-002A – Chief Engineer Handing Over Report - Kamsar
	CRF-002B – Chief Engineer Handing Over Report - Uruguay
	CRF-002C – Chief Engineer Handing Over Report - Indonesia
Chief Officer	CRF-042 – Chief Officer Handing Over Report
2nd Engineer	CRF-043 – 2nd Engineer Handing Over Report

The Chief Engineer has 3 different handover forms, depending on the fleet assignment. This is due to variations in deck and cargo machinery across vessels operating in Kamsar, Uruguay, and Indonesia.

Handover Guidelines

1. Master & Chief Engineer
   - The off-signing Master or Chief Engineer must submit a draft handover report at least 5 days prior to disembarkation to:
     a. Technical / Operations
     b. HSEQ
     c. Crewing (to forward the report to the on-signing Master/CE)
   - During the onboard handover, both the off-signing and on-signing personnel must review and confirm that all items are properly covered.
   - Once finalized, the completed report should be submitted to:
     a. Technical / Operations
     b. HSEQ
     c. Crewing
   - The handover is only considered closed upon confirmation and approval from Technical / Operations and HSEQ.

2. Chief Officer & 2nd Engineer
   - The off-signing Chief Officer or 2nd Engineer must submit a draft handover report to Crewing team at least five (5) days prior to disembarkation. Crewing team will then forward the report to the on-signing CO or 2E.
   - During the onboard handover, both the reliever and the off-signing officer must confirm that all items are addressed.
   - The completed handover report should be submitted **only to the Crewing Team**.

18 WATCH COMPOSTIONS

The composition of the watches is to be adequate and appropriate for the prevailing circumstances and conditions. It is the responsibility of the Master (for Deck Department) and Chief Engineer (for Engine Department) to ensure the number of personnel on watch is adequate and considers that all watch-keepers have sufficient hours of rest in accordance with STCW and MLC 2006 requirements.

Under normal operating conditions the composition of the watches shall be:

	Deck Department	Engine Department
Cargo transfer operations	• 1 Certified Deck Officer • 1 AB • 1 Crane Operator per each crane* • Dozer Operators** • 1 Ship Loader Operator	• 1 Certified Engineer • 1 Certified Engine Watchkeeper
Navigation***	• 1 Certified Deck Officer • 1 AB	• 1 Certified Engineer • 1 Certified Engine Watchkeeper

* Depending on number of required cranes
** Depending on number of required dozers
*** Subject to prevailing traffic condition, visibility and weather

On unmanned machinery vessels, the Engine room alarms shall be set to the duty Officer's cabin and/or alleyway nearby the cabin.

19 WORKING ARRANGEMENTS

A table with the shipboard working arrangements must be posted in an easily accessible place on-board the ship. The table must cover each position of personnel working on board and shall contain at least:

a. the schedule of service at sea and service in port; and
b. the minimum hours of rest

The working arrangement table must be in the form approved by the competent authority and in the working language or languages of the ship and in English.
Whenever it is necessary, the Vessel Management Team may duplicate the working arrangement table to indicate separately the scheduled work hours at sea and in port (e.g. during repairs/ drydocking).

Workload Management

All efforts shall be made by the Master and Chief Engineer as well as by the other key persons on board to minimize the workload on board ships. For this particular purpose any repetitive work must be avoided. The Vessel key persons shall also organize, plan works and distribute tasks to shipboard personnel as appropriate.

20 DELEGATION OF DUTIES

Whenever required, duties can be delegated by the Master or Chief Engineer providing that:

- The person(s) to whom the duty has been delegated is skilled, experienced, qualified and fit.
- No law or regulation is breached.
- Written delegation is signed by the Master or Chief Engineer and accepted by the delegated person.

When delegating their duties, the Master and Chief Engineer shall bear in mind that they are still fully responsible of the delegated task.

21 HOURS OF REST AND MANAGEMENT OF FATIGUE

Each seafarer employed or engaged on board a ship managed by RTG shall observe the following hours of rest unless otherwise directed by Flag Administration or local regulations.

Minimum hours of rest shall consider:

- A minimum of 10 hours of rest is required to be provided in any 24-hour period.
- The periods of rest may be divided into no more than two periods, one of which shall be at least six hours in length.
- Intervals between consecutive periods of rest shall not exceed 14 hours.
- A minimum of 77 hours' rest is required in any seven-day period.

Considering the dangers posed by the fatigue of seafarers, especially those whose duties involve navigational safety and the safe and secure operation of the ship, appropriate increases to the minimum hours of rest may be considered. Hours of rest may be divided into no more than two periods, one of which must be at least six hours in length, and the interval between consecutive periods of rest must not exceed 14 hours. Musters, firefighting and lifeboat drills, and mandatory drills, must be conducted in a manner that minimizes the disturbance of rest periods and does not induce fatigue.

When a seafarer is on call, such as when a machinery space is unattended, the seafarer must have an adequate compensatory rest period if the normal period of rest is disturbed by callouts to work. Exceptions are only permitted in accord with the ILO/MLC provisions, namely by collective agreement or arbitration.

21.1 Procedure for Vessel

Note: Every seafarer employed or engaged on board a ship managed by RTG shall observe the STCW hours of rest unless otherwise directed by Flag Administration or local regulations.

1. Crew member to accurately log his Record of Rest Hours in **CRF-014 – Record of Rest Hours** on a daily basis.
2. Crew member to submit his completed Record of Rest Hours on a weekly basis to their responsible Officer.
3. Responsible Officer to record each crew member's hours of rest in DNV ShipManager on a weekly basis.
4. Master and CE will check and approve Rest Hours within DNV ShipManager.

If at any time the STCW Hours of Rest are not complied with, each new member should report it immediately to their responsible Officer.

STCW Hours of Rest Guidance

1. A minimum of 10 hours rest is required to be provided in any 24-hour period.
2. The periods of rest may be divided into no more than two periods, one of which shall be at least six hours in length.
3. Intervals between consecutive periods of rest shall not exceed 14 hours.
4. A minimum of 77 hours rest is required in any seven-day period.

Seafarers should be reminded that rest periods are stipulated in 24-hour periods and 7-day periods, not one day and one week. In other words, the clock does not start ticking at 0001 hours and/or Monday.

The above requirements do not apply in the case of emergency or in other overriding operational conditions. Musters and drills shall be conducted in a manner that causes minimum disruption to rest periods and does not induce fatigue.

When a watchkeeper is on call, e.g. an engineer officer on UMS duty, adequate and compensatory rest period shall be provided if the normal period of rest is disturbed by callouts to work.

Parties may allow exceptions from the required hours of rest provided that the rest period is not less than 70 hours in any 7-day period and on certain conditions:

a. Such exceptional arrangements shall not be extended for more than two consecutive weeks. The intervals between two periods of exceptions shall not be less than twice the duration of the exception.
b. The hours of rest may be divided into no more than three periods, one of which shall be at least 6 hours and none of the other two periods shall be less than one hour in length.
c. The intervals between consecutive periods of rest shall not exceed 14 hours.
d. Exceptions shall not extend beyond two 24-hour periods in any 7-day period.

Exceptions shall, as far as possible, consider the guidance regarding prevention of fatigue in STCW section B-VIII/1.

Six hours on/Six hours off.

Working “sixes” may, in theory, appear to meet the criteria under STCW 2010, thus avoiding infringements of the Hours of Work and Rest regulations. However, there are other factors which need to be considered.

STCW sets out appropriate guidance for taking over the watch such the procedures will need to be carried out before the relieving watchkeeper takes over the watch. Hence, the relieving officer will need to be at their place of work (bridge, engine control room, etc.) before the commencement of their watch and the officer to be relieved cannot leave until the handover is complete.

Therefore, when watchkeepers are working ‘sixes’, the Master and/or owners will need to be able to demonstrate that the handover period is successfully carried out without reducing the 6 hours rest time.

Compensatory Rest

Compensatory rest shall be provided as required to duty personnel when they have responded to calls that have interrupted their required rest period. The compensatory rest period shall be added to the rest period to achieve the minimum rest hours required before the seafarer returns to work.

Duty personnel shall record the time spent undertaking rounds or responding to alarms, recognizing that a non-conformance because of such a response may be inevitable.

Other seafarers who have their rest interrupted for shipboard operations may also be required to have extended rest periods prior to returning to work. However, such extended rest periods are not deemed as “compensatory rest”.

22 CREW APPRAISALS

The main objective of appraisals is to measure and improve the performance of the shipboard staff and increase their future potential and value to the company. Other objectives include improving communication, understanding training needs and clarifying roles and responsibilities. Appraisals shall not be used for dismissing people because that requires the disciplinary process to be followed, but instead to report training needs or actions to achieve the necessary competence.

The appraisal report shall always be completed in DNV-ShipManager and approved by the Master even if completed by the Chief Engineer for the engine staff. Only under exceptional circumstances, and strictly with prior approval of the Crewing Department, shall the use of the **CRF-009 – Ship Staff Appraisal Report** form be allowed.

The appraisal of Masters and Chief Engineers is made by the Head of each Fleet department or Superintendent in charge of the ship at every signing off and during the regular Senior Officer Performance Meetings, those appraisals will be discussed by all participants of that meeting.

22.1 Procedure for Shore Team

Note: Crewing team provides Senior Officers & heads of department a tool they need onboard to record how their team members are performing, provide with feedback on their strengths & weaknesses, and report training needs or actions to achieve the necessary competence.

Crewing

a. If necessary, reminds the Masters and heads of department to complete the appraisal report in DNV-ShipManager based on the time frame.
b. Checks the feedback and scores after the appraisal has been completed.
c. Takes steps to address negative feedback, low score and training recommendations.
d. Takes steps to address positive performance and promotion recommendations.
e. Informs relevant department heads, 3rd party crew managers/manning agencies and/or RT Crew Recruitment Officer for any crew who has been identified as not for rehire.

22.2 Procedure for Vessel

Note: The company implements the shipboard performance appraisal for the designated Officers to report performance and training requirements.

1. Master or Chief Engineer completes the appraisal report in DNV-ShipManager for crew in their departments.
2. The Master and Chief Engineer may delegate appraisal reporting to the Chief Mate and the Second Engineer accordingly, but the Master and Chief Engineer are responsible for ensuring timely completion.
3. The Master is the final approver of the crew appraisal.
4. All crew members should be informed about the assessment. The appraiser must discuss the contents of the appraisal report with the crew member and provide an opportunity for the crew member to add comments. The appraised crew member should log in to their DNV-ShipManager profile to view the appraisal report and enter their comments in the "Appraisee Remarks" section.

Performance Appraisal Guidance

Master and Chief Engineers prepare and conduct appraisal in each of the following circumstances.

a. All crew who are onboard for at least 30 days need to have an appraisal prior disembarkation.
b. All crew on their first contract need an appraisal between 2.5 and 3 months onboard prior to the end of their probationary period.
c. All crew need an appraisal when the Master or Chief Engineer is signing off, if more than 30 days since last appraisal.
d. All crew need an appraisal at the end of each onboard assignment if more than 30 days since last appraisal.
e. Refer to the **Crewing Manual – Annex 1 - Crew Appraisal Guidelines** for comprehensive information on how to appraise crew.

23 CREW CAREER DEVELOPMENT

This applies to all seafarers employed by the company, regardless of rank or position. It covers training, mentorship, performance evaluation, promotion, and continuous professional development.

Regular performance appraisal will be conducted to assess the crew member's readiness for promotion. The appraisal is based on job performance, skill proficiency, attitude, leadership qualities, and adherence to safety protocols. While promotions are based on a combination of experience, performance appraisal reports, recommendations, qualifications, and the availability of positions.

It is incumbent upon each crew member to take control of their own career development and proactively discuss this with Department Heads, Senior Officers and the Crewing Department as well as to take opportunities to discuss with shore staff during ship visits.

Refer to the procedure in Section 7 – Recruitment and Promotion of Shipboard Personnel.

24 SENIOR OFFICER PERFORMANCE MONITORING

All onboard Senior Officers and ETOs will be subject to a performance review every 2 months. The performance review will be conducted by representatives of Technical, QHSE, Operations and Crewing departments. The review will be documented with any items for follow up taken by the concerned department with the assistance of the Crewing department.

24.1 Procedure for Shore Team

Note: Crewing ensures consistent evaluation and improvement of the performance of all Senior Officers and ETOs so as to ensure the retention and development of these critical ranks.

1. All Senior Officers and ETOs will undergo a performance review every 2 months. Representatives from Operations, Technical, QHSE and Crewing Teams should be present during the performance review to give their feedback.

2. The performance review will assess various performance criteria, including but not limited to job competency, communication and reporting, safety compliance, leadership and attitude towards work.

3. The concerned department(s) will take responsibility for addressing any identified issues.

4. Crewing Department will assist in monitoring the follow-up actions and ensure that any necessary improvements or actions are taken. The performance review will be documented and sent thru email, as well as future reference.

5. Aside from the performance review, Crewing will also ask Operations & Technical Teams for Performance Appraisal Reports for the off-signing Masters & Chief Engineers.

25 CREW TRAINING

For all crew training requirements, please refer to the **Crew Training Manual.**

26 DISCIPLINARY

Seafarers are expected to deliver the highest level of performance and behave in a manner that is consistent with Rocktree's Code of Conduct.

The following paragraphs set out some broad general guidance on everyday conduct.

a. Punctuality is very important both for the efficient operation of the ship and avoiding putting extra work on others. This is true of joining the vessel at the time appointed, returning from shore leave, reporting for watchkeeping duty and all other work.

b. Duties. Every seafarer shall carry out their duties efficiently to the best of their ability. Seafarers have a right to be told clearly what their duties are and to whom they are responsible for carrying them out; if in doubt, they shall ask. Seafarers must also obey reasonable commands and instructions.

c. Treatment of accommodation. The ship is both a seafarer's place of work and home. Therefore, both personal and shared facilities and accommodation shall be used appropriately with consideration for others including good housekeeping of the accommodation and facilities.

d. Behavior towards others. A person's anti-social behavior can be a nuisance to others on board. In extreme circumstances, it can also place the ship and the crew at risk of danger. Such behavior includes but is not limited to excessive noise, abusive language, harassment, bullying, aggressive attitudes, and offensive personal habits. Seafarers shall also be considerate towards those who need to sleep whilst others are awake.

e. Compliance with company rules and procedures. Any person on board a ship must abide by the applicable company-specific rules and procedures. These include but are not limited to rules and procedures relating to alcohol, smoking, drugs, offensive weapons, unauthorized persons or possessions or cargo, the environment, health or safety, harassment or bullying, criminal or fraudulent activity and IT systems.

<u>Dealing with breaches of discipline</u>
A procedure for dealing with breaches of disciplinary rules must be backed by appropriate sanctions. These may range, according to the seriousness of the breach, from verbal warnings for the most minor breaches through various grades of warnings, to dismissal from the ship and employment.

Disciplinary rules

Gross misconduct

1. Acts of gross misconduct, examples of which are listed below, may, if appropriate in the circumstances and established to the satisfaction of the Master, lead to dismissal from the ship either immediately or at the end/completion of a specific and to dismissal from employment. This is separate from any other legal or disciplinary action which may be called for.

a. assault (including threatening behavior)
b. willful damage to the ship or any property on board
c. theft (including attempted theft) or possession of stolen property
d. possession of offensive weapons
e. persistent or willful failure to perform duty
f. unlawful possession or distribution of drugs
g. conduct endangering the ship, persons or cargo on board, or the marine environment
h. combination with others at sea to impede the progress of the voyage or navigation of the ship
i. disobedience of a lawful order
j. to be asleep on duty or fail to remain on duty, if such conduct would prejudice the safety of the ship, persons or cargo on board, or the marine environment
k. breach of company rules and procedures relating to alcohol, drugs, or smoking.
l. failure to report to work without satisfactory reason or absence from place of duty or from the ship without leave
m. interference with the work of others
n. behavior which seriously detracts from the safe and/or efficient working of the ship
o. conduct of a sexual nature, or other conduct based on sex affecting the dignity of women and men which is unwanted, unreasonable, or offensive to the recipient
p. behavior which seriously detracts from the social well-being of any other person on board, including but not limited to bullying, harassment, intimidation, and coercion
q. causing or permitting unauthorized cargo, possessions, or persons to be on board the ship or in parts of the ship are prohibited
r. smuggling of any nature or breach of Customs' regulations, including but not limited to contraband, stowaways, or refugees
s. demanding and/or receiving any commission or any other favor or benefit from any passenger, customer, or supplier (excluding only unsolicited tips given by passengers for service provided, to the extent permissible under company rules)
t. deliberate misuse of a harbor pass or personal identity card
u. commission of a breach of a lesser degree listed in Paragraph 3 after warnings have been given in accordance with the penalties in Paragraph 2.

Less serious misconduct

2. Breaches of a lesser degree of seriousness may be dealt with by:
   a. verbal warning administered at an appropriate level
   b. a written warning by the Master

When a warning is issued, the seafarer shall be advised of the likely consequences of further breaches of discipline.

3. Examples of breaches of the disciplinary rules where use of Paragraph 2 procedure is considered appropriate are listed below.
   a. offences of the kind described at Paragraph 1, which are not considered to justify dismissal in the particular circumstances of the case
   b. minor acts of negligence, neglect of duty, and disobedience
   c. unsatisfactory work performance
   d. poor time keeping
   e. stopping work before the authorized time
   f. offensive or disorderly behavior

Shipboard disciplinary procedures
Immediate dismissal for Gross Misconduct

4. In serious cases the Master may suspend a seafarer from duties and take such action to preserve the safety of the ship, persons or cargo on board, or the marine environment, as he considers appropriate. In such cases the Master may require the seafarer to be disembarked and repatriated as soon as practicable.

Verbal Warning
Give verbal warning to the crew member with the entry in the logbook and inform office by email outlining weak points that been discussed, and suggestions given to the crew member on how to improve.

5. A seafarer who is alleged to have breached the disciplinary rules will be called to a meeting with the Master or a Senior Officer delegated by the Master.

6. At the meeting the seafarer will be told of the alleged breach, given the opportunity to give his/her explanation and say whether he/she admits it.

7. If the Master is satisfied that no further action is called for or that the breach needs no more than a verbal warning, he/she will proceed accordingly, and the matter will then be regarded as resolved.

Written Warning

8. The Master or a Senior Officer delegated by the Master will investigate the allegation. Conduct a proper investigation or assessment, and if necessary, take photos as support for the feedback to the crew member. Written statements may be taken from material witnesses. The investigation shall be completed without undue delay.

9. If, following the investigation, the Master concludes that no further action is called for, or that the breach needs no more than a verbal warning, he/she will proceed accordingly, and the matter will then be regarded as resolved.

10. If the results of the investigation conclude that a written warning is appropriate, the Master will initiate a disciplinary hearing.

11. The seafarer will be given written notice of the disciplinary hearing. This will specify:
    a. date, time, and place of the hearing
    b. the conduct allegedly committed.
    c. the disciplinary rule(s) allegedly breached.
    d. the potential penalty if a breach of discipline is substantiated and
    e. the seafarer's rights at the hearing as in paragraph 12.

It will be accompanied by copies of any relevant statements.
Prepare **CRF-022 – Ship Staff Warning Notice**. The crew member involved, issuer (Master) and witness shall sign the warning notice.

Master is the "only" issuer of warnings to crew onboard, if the observation or feedback is coming from Shore Management team then they will serve as co-issuer. A Master cannot sign as witness, only as issuer.

<u>The disciplinary hearing</u>

Initiate a hearing with the crew member.
    a. Explain that his/her performance and/or behavior is not as expected.
    b. Remind about the company policy and consequences and/or liabilities he/she may face.
    c. The actions which may be taken by the Master or Senior Officer delegated by the Master depend on the outcome of the hearing.

If it is a written warning, complete the section on corrective action required by the crew along with a time frame. It is suggested to have a maximum of 1 week. Also, state that failure to make any progress with the required action may result in dismissal.

12. At the hearing the seafarer may:
    a. be accompanied at the hearing by a work colleague.
    b. call relevant witnesses. He/she can invite crew members as witness if he/she chooses.
    c. question witnesses on their evidence
    d. make any statement or comments on
        - the evidence, in response to the alleged breach
        - the appropriate penalty if the breach of discipline is substantiated.

13. At any hearing the seafarer will be invited to say whether he/she admits the alleged breach of discipline.
    a. If he/she admits it, the hearing will move immediately to consideration of penalty.
    b. If he/she does not admit it, the hearing will consider relevant evidence including any presented by the seafarer.

14. In exceptional circumstances, it may be appropriate to conduct the hearing ashore.

15. After the hearing the Master will give his/her determination. He/she will say whether he/she finds a breach or breaches of discipline to have occurred and, if so, specify the breach or breaches and the appropriate penalty.

16. The penalties which may be imposed by the following ranks are as follows

Master

- Dismissal from ship
- Final warning
- Written warning
- Verbal warning

The severity of penalty depends on the seriousness of the charges. For all the above penalties it is important that the Crewing department are advised of the case prior to any actions being taken.

Senior Officer

- Verbal warning

17. The seafarer will be given written notification of the outcome of the hearing and the reasons for the decision as soon as practicable following the hearing. Any penalty issued will remain valid as follows.

- Verbal warning – for the remainder of the current shipboard assignment.
- Written warning – for 6 months
- Final written warning – for 12 months

18. The seafarer will be given a copy of the warning notice and any entries made in the ship's Official Logbook. Also, a copy of the completed warning notice shall be sent to Crewing team.

19. If in the event of a dismissal from the vessel, the seafarer will be afforded an opportunity to appeal the dismissal. This appeal must be requested within 7 days of disembarkation from the vessel, and the case shall be appealed directly with the Group Crewing Manager. If no appeal is lodged within 7 days of disembarkation from vessel, the dismissal from vessel will be considered as dismissal from the company.

27 BULLYING & HARASSMENT

Disrespectful behavior, harassment and bullying of any nature including but not limited to sexual, racial and religious harassment to any person on board of our vessels is not acceptable, personnel on board of any of our fleet vessels are to behave in a respectful, professional and diplomatic way towards any other person on board.

All crew members must be reminded that disrespectful behavior, harassment and bullying will be considered as breach of company rules and policies, and crew members may be a subject to immediate dismissal from the vessel at crew member's own expense including the covering of expenses of his reliever and any other costs which may be involved in such dismissal.

Anyone that has been bullied or harassed can bring his/her complaint as per the escalation levels within the procedure. The victim will never be made to face the alleged perpetrator if they do not wish to. Every complaint will be investigated in a way appropriate to the circumstances. The company will ensure that the victim will not suffer any repercussions.

27.1 Procedure for Vessel

Note: Raise your complaint in accordance with the escalation levels below. In case the matter is not resolved to your satisfaction, or you are unable to discuss your complaint at that level, you may proceed to the next level.

1. Crew member affected by bullying and harassment raises complaint as follows:
    a. Escalation level 1 – Head of Department
    b. Escalation level 2 – Master
    c. Escalation level 3 – Crewing
    d. Escalation level 4 – DPA
    e. Escalation level 5 – Flag State Competent Authority

2. Head of Department and/or Master starts investigation into the complaint:
   Gather the following information:
    - Date, time, and location of alleged offence.
    - Witness statements.
    - Evidence such as photos, videos, or documents

3. Head of Department and/or Master assesses if complaint has any grounds.
    a. Stop proceedings and advise the crew member where it is deemed complaint has no grounds.
    b. Proceed with disciplinary hearing where it is deemed the complaint has grounds (see Shipboard Disciplinary procedure).

28 COMPLAINTS

When a crew member feels aggrieved in respect of matters pertaining to his work or the Company and needs consultation, he shall follow the Company's Complaints Procedure. The Company will make every effort to settle all genuine grievances expeditiously and fairly.

28.1 Procedure for Vessel

Note: Raise your complaint within 3 days following the escalation levels below. Proceed to the next level if the issue is not resolved, or you are unable to discuss your complaint at that level.

1. Concerned crew member in respect of matters about his work or the Company, raises complaint as follows:
    a. Escalation level 1 – Head of Department
    b. Escalation level 2 – Master
    c. Escalation level 3 – Crewing
    d. Escalation level 4 – DPA
    e. Escalation level 5 – Flag State Competent Authority

2. Head of Department and/ or Master starts investigation into the complaint:
   Gather the following information:
    - Date, time, and location of alleged offence.
    - Witness statements.
    - Evidence such as photos, videos, or documents

3. Head of Department and/or Master assesses if complaint has any grounds.
   Stop proceedings and advise the crew member where it is found complaint has no grounds.

4. Proceed with rectification plan and/or a disciplinary hearing where it is found the complaint has grounds (see Shipboard Disciplinary procedure).

Complaints Guidance

The Company will make every effort to settle all genuine complaints promptly and fairly. The concerned crew member:

- Raises their complaint about matters relating to their work or the Company
- Follows the escalation levels below

Escalation level 1
The concerned crew member discusses the complaint with their Head of Department (within 3 days) to ensure that there is no misunderstanding concerning the facts of the situation. They are encouraged to discuss the complaint fully and honestly. The Company expects that most complaints can and should be resolved after a full discussion of the facts. If the concerned crew member is not satisfied or is otherwise unable to discuss the complaint with his Head of Department, they may move to Escalation level 2.

Escalation level 2
The concerned crew member:

- Discusses the complaint with the Master
- Completes the Onboard Complaint Form
  CRF-026 – On Board Complaint Form

The Master will promptly investigate. If the concerned crew member is not satisfied with the response, they may move to Escalation level 3.

Escalation level 3
The concerned crew member may discuss the complaint with the Crewing Department. If the concerned crew member is not satisfied with the response, they may move to Escalation level 4.

Escalation level 4
The concerned crew member may discuss the complaint with the DPA. After this discussion, the decision made will be considered final.

Escalation level 5
If the concerned crew member is not satisfied with decision made by the Company, they have the right to approach Flag Administration with their complaint. The Competent Authority contact details for each Flag Administration is available on the Onboard Complaint form.

29 CREW WELFARE

The company prioritizes the welfare and social well-being of its crew members, acknowledging the challenges of replicating the vibrant social life available to those working ashore. The company recognizes that on-board life may lack opportunities for activities such as attending concerts, participating in sports teams, or dining out with friends. Despite these limitations, the Company is committed to fostering a supportive and engaging environment for its crew, ensuring that their social needs are met as fully as possible within the unique constraints of maritime life.

To further support crew welfare and social interaction on-board, the company is providing a Crew Welfare Fund to each asset. The Crew Welfare Fund shall be used for items and activities that have a lasting impact, will stay onboard and able to benefit all crew, not considered contraband, and can be safely used within a safe environment onboard like books/magazines, musical instruments/karaoke, game consoles, sports/gym equipment. They significantly boost morale, encourage social interaction, and support both physical and mental well-being onboard.

Each vessel is allocated funds as follows:

- TSV/OFT/Shuttle: 200 USD per month
- DCS: 100 USD per month
- Tug: 75 USD per month

29.1 Procedure for Shore Team

Note: Crewing team prioritizes crew welfare by providing full care and support to the physical, mental and emotional health of the crew.

1. Crewing reviews and approves the requisition list received from the assets to make sure that all crew onboard will benefit from the items requested and remain onboard for many years to come.

2. Crewing monitors the costs and margins of requests with reference to the allotted budget.

3. When the requisition is processed and received onboard, Crewing shall:

    a. Request the ships to send a picture of crew using the items in Sharepoint.
    b. Save the picture in Sharepoint as well as update Crew Welfare Fund log.

29.2 Procedure for Vessel

Note: The company provides a crew welfare fund to each asset to fully support positive crew welfare and social interaction.

1. Crew members select and purchase items that can be kept on board.

   Consider the following:
   - Items must be able to benefit all crew onboard.
   - Items are not considered contraband.
   - Only items that can be safely used within a safe environment onboard.
   - Items within the budget

2. Master sends all crew welfare purchases to rtcrew@rocktree.sg to ensure the purchase is possible.

3. Crewing department initiates the requisition on behalf of the asset.

30 SHORE LEAVE

Kamsar & Uruguay Fleets

Crew members are permitted to go ashore strictly for emergency purposes only, such as for medical checkups or urgent medical needs. At all other times, the vessel shall ensure that all crew members remain onboard to maintain safety, security, and operational readiness.

Indonesia fleet

Shore leave for OFT personnel shall be always approved by RTG in advance.

30.1 Procedure for Vessel

Note: Master ensures that enough crew members are always on board to deal with current ship's operations and with any emergency that may arise.

Crew member obtains the permission of the Master (or in his absence, the Officer in charge) before taking shore leave.

Engineers obtain permission of the Chief Engineer with the knowledge and agreement of the Master.

1. The Master will seek approval from the Crewing department in advance of the shore leave for all personnel.

2. A leaving crew member leaves his cabin key and any other ship's keys in his custody to the duty Deck Officer.

3. A leaving crew member will strictly adhere to the time agreed for his return to the vessel or otherwise may face disciplinary proceedings.

31 CASH TO MASTER (CTM)

Available for assets operating outside of Indonesian waters only.

The Cash to Master facility is to provide the Master with enough funds onboard to be able to give cash advances to crew members.

31.1 Procedure for Shore Team

Kamsar Fleet

Note: Crewing receives the CTM requests from the vessels by the 20th of each month.

1. Crewing ensures PO for CTM for all Kamsar vessels approved by the first working day after 20th of each month.

2. Crewing ensures that the PO is split clearly by vessels.

3. Crewing receives confirmation from Guinea Team regarding the receipt and distribution of funds to the vessels.

Uruguay Fleet

Note: Crewing receives the CTM requests from the vessels at the beginning of the month to be sent with the first boat of the month, and receives the statement of account for the cash, bonded stores, and top-ups at the end of the month.

1. Crewing ensures that the PO is split clearly by vessels.

2. Crewing receives confirmation from the vessels regarding the receipt of funds.

31.2 Procedure for Vessel

Kamsar Fleet

Note: CTM can only be requested when the minimum balance is reached.

1. Master sends the CTM request using the form **CRF-028 – CTM Request Form** to Crewing department by the 20th of each month.

2. Master confirms safe receipt of the CTM on board sending an email to Crewing Department with the signed and stamped delivery note in the attachment.

3. In emergency cases, such as a crew member's urgent medical concerns or doctor visits, the Master can use the cash on hand and inform the office via phone. However, doctor visits are arranged through the agency.

Uruguay Fleet

Note: CTM can only be requested when the minimum balance is reached.

1. Master sends the CTM request using the form **CRF-028 – CTM Request Form** to Crewing department at the beginning of the month.

2. Master confirms safe receipt of the CTM on board sending an email to Crewing Department with the signed and stamped delivery note in the attachment.

3. In emergency cases, such as a crew member's urgent medical concerns or doctor visits, the Master can use the cash on hand and inform the office via phone. However, doctor visits are arranged through the agency.

Minimum balance

TSV – USD 2,000
DCS – USD 1,000
T&B – USD 500

Maximum CTM per Transaction

TSV – USD 5,000
DCS – USD 2,000
T&B – USD 1,000

Usage of CTM

Crew cash advance

Each Crew member can request a cash advance, which will be included in payroll variables at the end of the current month. Maximum monthly withdrawal limit of USD 100.
Unused cash advance cannot be carried over to the next month.

Other expenses not related to the crew

Approval for any other purpose other than crew advances must be sought in advance from the Superintendent of the vessel with CC Operations Manager and Crewing Department.

32 SLOP CHEST

Crew members can purchase items like toiletries, tobacco and other personal items they need onboard. The slop chest will not stock any alcoholic beverages or any products containing alcohol. Purchases are usually made on a cash basis or through deductions from wages.

The inventory is managed by a designated Officer for maintaining stock levels and ordering new supplies as needed. The slop chest is typically accessible during designated hours, as determined by the asset's schedule. The responsible Officer may open the chest at specific times each day or week.

33 CREW PAYROLL, DEDUCTIONS & EXPENSES

Seafarers are compensated timely and fairly, deductions are transparently handled, and expenses are reimbursed appropriately while complying with all relevant regulations, including the Maritime Labour Convention (MLC 2006).

Reimbursement

All requests for refund of expenses are to be submitted by the crew member to either the Master onboard when signing on the asset or to the crew member's respective manning office within 5 days of arrival home with the relevant supporting receipts. For on-signing crew travel expenses the Master shall submit to the Manning Office when reporting payroll variables at month end.

Refreshments in transit
If layover is more than 6 hours: up to 20 USD total reimbursement with supporting receipts.

During stay at Hotel/Lodging
Breakfast/Lunch/Dinner (if not already included in the room costs) will be reimbursed against proper
receipts. Only reasonable expenses will be considered up to a maximum of 75 USD per 24-hour period in a hotel.

The following expenses will not be reimbursed

- Alcohol of any description
- Mini Bar items
- Gym fees
- Personal calls
- Pay per view movies
- Spa fees
- Laundry

Costs for items such as those above must be paid separately together with any associated service charge and taxes by the crew member at the hotel/lodging.

33.1 Procedure for Shore Team

Note: The final approver (CEO) approves the POs in Navision every Tuesday.

1. Crewing receives the pre-funding requests from the manning agencies every 18th of each month.

2. Crewing creates the POs and sends the PO RLPL file to Finance team.

3. Finance or Crewing creates the POs in Navision for the Crew Operations Manager, Head of Crewing and Head of Fleet of approval, depending on the amount to be approved.

33.2 Procedure for Vessel

Note: Prior joining, the crew shall fill out allotment slip and authorization bearing details of bank account they intend to deposit their wages.

1. Master sends the completed and accurate shipboard payroll variables, allotments, working hours and reimbursements to the manning agency's accounting department assigned to the vessel on or before the 20th of each month.

2. Master receives the verified individual wage accounts and proofs of payment of allotment and balances from the manning agency's accounting department.

3. Master ensures that all crew onboard signed and acknowledged the individual wage accounts.

4. Master sends the duly signed and stamped individual wage accounts to the manning agency's accounting department.