JOINING CREW PROCESSING CHECKLIST

TOP EVER MARINE MANAGEMENT PHIL CORP
CW FO.006 /Rev.Date: 28.Feb.2025 /Rev No:02

Name: _____
Vessel: _____
Status (ex-crew/new): _____

Date Reported: _____
Tentative Joining Date: _____

No.	Process	Date of Completion	Person In Charge	Signature	Remarks	Documents/ Trainings to be completed:	Date Completed:
1	Approval of Principal		Crewing Personnel				
2	Document/Training		Documentation Personnel				
	A. STCW Documents		Documentation Personnel				
	B. Upgrading Training (PJMCC)		Training Personnel				
	C. U.S Visa		Documentation Personnel				
	D. MCV		Documentation Personnel				
3	Medical Referral		Documentation Personnel				
4	Accounting		Accounting Personnel				
5	Flagstate Requirements		Documentation Personnel				
6	In-House Training (ISM,PDOS,APA)		Training Personnel				
7	DMW Contract		Liaison Officer				
8	Travel Visa (If required)		Liaison Officer				
	CREW DISPATCH						
1	Pre- Briefing		Crewing Personnel				
2	Travel Arrangements		Crew Change Officer				
3	Crew Documentation		Documentation Personnel				
4	Allotment Summary		Accounting Personnel				
5	Final Briefing		CE Nestor G. Alilin				
6	Final Briefing		Mr. Archimedes C. Orbeta				

Conforme: _____
Joining Crew

Noted by: _____
Archimedes C. Orbeta
President

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