CREW DEBRIEFING FORM

TOP EVER MARINE MANAGEMENT PHIL CORP

CW FO.007 /Rev.Date:10.Apr.2025 /Rev No:04

Step 1: Please proceed to the following office staff for debriefing **Date:**

No.	Process	ALL CREW	Signature	Rehire (Yes or no)
1	Initial Debriefing	Crewing Section		
2	Documentation Validation	Documentation Section		
3	Vessel' s Marine & Technical Issues	Technical & Training Section		
4	**VP for Crewing Ops Debriefing**	CE Nestor G. Alilin		
5	**Management Debriefing**	Mr. Archimedes C. Orbeta		
6	Release of Final Wage	Ms. Maricar R. Baguindoc		

Note: **For P&I cases, please proceed to Ms. Maricar of Customer Relations Section for guidance and proper processing.**

Step 2: Please fill up Information below

Rank/Family Name, First Name, Middle Initial: _____

Vessel: _____ Contract Period (Start-Finish): _____

Reason for Sign off: _____

Do you want to rejoin Top Ever: _____ If yes, date of availability: _____

Present Contact Address: _____

CREW CONTACT NUMBER: _____

(Please take note that your declared Crew Contact Number should be accessible at all times particularly to arrange for your vessel assignment)

Spouse / Immediate Family name: _____

Telephone no / Mobile no.

Step 3: Kindly accomplish the checklist below to provide feedback to our Principal

On Management Officers (YES OR NO)	**Rank**	**Master**	**CO**	**CE**	**1AE**
Pls Indicate	**Name**				
1. Can the officer communicate properly?					
2. Is the officer honest?					
3. Does the officer provide work guidance?					
4. Does the officer have good work attitude?					
5. Is the officer approachable?					
6. Is the officer open minded?					
7. Does the officer assist on technical problems?					
8. Do you agree with officer ship decisions?					
9. Does the officer gamble?					
10. Does the officer drink alcohol too much?					

On Vessel Experience	**YES**	**NO**	**Remark**
1. Is the safety level of the vessel acceptable?			
2. Is the level of crew harmony acceptable?			
3. Would you like to join the Master again?			
4. Would you like to join the CE again?			
5. Would you like to return to this vessel and principal?			

Pls Indicate **Chief Cook Name:**	**YES**	**NO**	**Remark**
On Vessel Provision			
1. Do you have a functioning Mess Committee			
2. Are you satisfied with services of the Catering Service?			
3. Is there messcut onboard?			
4. Is the provision receipt posted on the mess hall?			
5. Is the Master receiving percentage cut from chandler?			
6. Is the galley clean and the food cooked well?			
7. Is the Chief Cook hygienic and not rude?			
8. Does the Chief cook is fully knowleadgable and conversant with regards to budgetting and victualling?			

In view for crew long range planning, I hereby, give my consent to please include me in the company crew rotation plan.

_____

Crew Signature:

To be filled up by Crewing Personnel

1. State report regarding crew harmony onboard:

_____

_____

2. State report regarding crew provision onboard:

_____

_____

3. State report regarding crew management onboard:

_____

_____

4. State report regarding other matters:

_____

_____

_____

Top Ever Copy:

Target Vessel: _____

Target Position: _____

Available Date: _____

Documents to upgrade and Trainings to take:

_____

_____

_____

_____

Assessed by: _____ _____

Crewing Section Documentation Section

Crew Copy:

Target Vessel: _____

Target Position: _____

Available Date: _____

Documents to upgrade and Trainings to take:

_____

_____

_____

_____

Assessed by: _____ _____

Crewing Section Documentation Section

1. What are the challenging moments/ situations while you were onboard?

2. Have you or any of the crew encountered any problem on your home allotment remittances or shipboard pay?

3. Whenever you encountered any vessel issues while you're onboard, how was it addressed and what was the approach?

4. If you have any medical needs/ attention onboard, was it addressed properly?

5. Is the hours of rest onboard sufficient?

6. Is the crew complaint procedure properly implemented onboard?

7. Do you think the vessel provides a safe living and working condition for all crew onboard?

8. During safety meetings onboard, what are the topics being discussed and was it addressed accordingly?

9. What is your best experience in staying with the company?