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## RESOURCES AND PERSONNEL

### 1. SCOPE

This procedure covers the human resources and infrastructure required to support conformance to service requirements and the safe operation of the vessels.

### 2. CODES

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### 3. GENERAL

Management ensures that adequate numbers of competent personnel are employed and available to cover all job requirements both ashore and afloat.

### 4. SHOREBASED STAFF

The Company is required to comply with the Recruitment process as established by and the procedure followed as dictated by The Company Group Human Resources. The Company Group HR shall lead the process of recruitment of the Company Shore based personnel by means of:


- a. Job Evaluation including minimum qualifications.
- b. Recruitment and Selection, (individual's references confirmed).
- c. Employees Performance Reviews and Appraisals.

The Group encourages promotion from within the organization, before advertising externally for vacant positions.

The Company adheres to these procedures and ensures that shore-based staff are suitably qualified, experienced and competent for the job. Individual training needs are identified during performance appraisals.

The training provided by the Company is as follows, but not limited to:

- a. Management and Supervisory Skills – these are needs driven.
- b. Marine Emergency Response
- c. ISM/ISPS awareness
- d. Ship Security Officer
- e. Internal Auditor
- f. SOLAS/STCW Statutory training – for revalidation of certificates of competence.

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When necessary appropriate technical training is provided to support the type of vessels that the Company manages, this may include hands on experience training.

Newly recruited Ship Management shore-based staff are formally inducted to ensure that they receive the appropriate training and familiarisation necessary to undertake their new responsibilities and accountabilities. Induction covers all policies including, safety, health, environment and quality, business ethics and cultural awareness. A gap analysis of their competence profile is conducted to establish training and familiarisation needs. (see appendix B for competence profiles). Following the induction process, the New Recruit's line manager is to satisfy himself that the recruit is familiar and competent in his assigned job. This is to be counter signed by either the [Managing Director](#)<sup>2</sup>.

Once this is established it will be discussed by management and the candidate, to ensure full understanding and commitment. Once agreed, the appointment, training and induction will be commenced.

Only once management are satisfied that the necessary level of core skills required have been achieved, and that competence in all aspects of the candidate's job description have been achieved, will the candidate be allowed to be appointed to the position.

The candidate may be cleared to commence duties of certain aspects of the job description, at different stages during the training period.


This period of training will be different for each candidate, depending on initial skill level and scope of understanding and training required.

## 5. SEAFARERS

In accordance with international requirements the Company is committed to ensuring that the ships are manned by qualified, certified and medically fit seafarers.

The manning requirements of each vessel are reviewed, and manning scales set to ensure the safe and efficient operation of the vessel taking into account Flag State minimum manning requirements, the demands of the vessels trade and extraordinary demands imposed by plant and equipment.

Prior to recruiting officers and ratings for vessels, the Company, verifies their qualification in accordance with Standards of Training and Certification of Watch keeping Officers (STCW) regulations. Procedures for the recruitment and selection of officers and ratings are established and maintained by the Crewing Department.

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A performance appraisal system for officers and ratings is established and used to establish individual training needs.

Sea staff is provided with SOLAS/STCW Statutory training as necessary to ensure they are fully qualified and competent for the job. Certain non-statutory training is provided for sea staff at the Company's discretion.

## **6. FAMILIARISATION TRAINING**

It is Company policy to give familiarisation training to all new personnel employed, or personnel transferred to new assignments that are related to safety, security and protection of the environment.

All new officers will be required to undergo company induction.

Whenever possible Masters and Chief Engineer Officers, who are new to the Company or newly appointed to command, are brought to the Company's office for induction and familiarisation training. (see appendix A)

Master and CEO's returning for a tour of duty after leave will be required undergo a pre-joining briefing. (Form 4.5.1 in office forms manual). This can be done in person or through electronic means.


## **7. THE MASTER**

In accordance with the Company's commitment to safety, security and pollution prevention, the Company ensures that the Master:

- a. Is properly qualified for command.
- b. Has appropriate level of training and experience to command the type of vessel.
- c. Is fully conversant with the SMS.
- d. Is given all necessary support so that the Master's duties can be safely performed.
- e. Can communicate effectively with all officers and ratings on aspects of safety, security and pollution prevention.

## **8. INFRASTRUCTURE**

The Company is committed to providing a suitable work environment and workspace fitted with associated utilities and process equipment necessary to support conformance to service requirements and the safe operation of the vessels.

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Emergency Response Centres are provided and fitted with suitable equipment to effectively manage emergency situations.

Key personnel are provided with necessary cell phone and inter-net resources to be able to operate remotely from the office and to be called out in an emergency.