



Please print and post at your vessel/ facility for all employees to view

Fleet Memo #45: Changes to Seaman’s Employment Agreements

TDI-Brooks Mariners,

This memo addresses changes to the Seaman Employee Agreement (SEA) that go into effect January 2017. The purpose of these changes is to reconfirm all marine crew sent to the vessels have the correct and most recent documents in hand and on file at the office.

All SEAs issued to our contact marine crew will now include an additional section at the end of the contract (Appendix A) that lists the necessary documentation required by the Seafarer for employment on TDI-Brooks vessels. Note, the appendices will be individualized to the employee’s rank for which they are hired. For example, a person hired as a “Mate” will have the following attachment:

APPENDIX A

The following professional documents (column A) are required for the position of “MATE”.

Please review and confirm the expiration dates (column B) are correct by placing a checkmark in column C. If any of the documents have been updated or changed, please indicate the new expiration date in column C. Please send scanned copies of any new documents to crewdocs@tdi-bi.com

A Required Documents	B Exp. Date	C Confirm by Master
STCW II/1 (or II/2, II/3) – Mate license endorsement in Charge of Nav. Watch (OICNW)		
STCW IV/2 – GMDSS endorsement		
STCW VI/1 – Basic Safety Training (Personal survival, basic firefighting, basic first aid, PSSR) -or-		
STCW VI/1-1 – Personal Survival Techniques		
STCW VI/1-2 – Basic Fire Fighting		
STCW VI/1-3 – Basic First Aid		
STCW VI/1-4 – Personal Safety & Social Responsibility		
STCW VI/2-1 – Lifeboatman		
STCW VI/3 – Advanced Fire Fighting		
STCW VI/4 – Medical First Aid (Med care provider)		
STCW VI/6 – ISPS Ship Security Training (VI/5 Ship Security officer trumps and stands in place of VI/6 when held)		
Merchant Mariner card		
Vanuatu Endorsement		
Vanuatu GOC Endorsement (GMDSS)		
Vanuatu ID Book		
Passport		
Certificate of Vaccination		
Medical Fitness Report		

Fleet Memorandum



The SEA and list of required documents will be sent to the Seafarer as soon as they reply to the offer letter and confirm their availability for work. This contract is valid for a six month period, but the duration of employment depends on the schedule of the vessel and staffing needs of the company.

Staffing Management will fill in column "B" with the expiration dates of the required documents that are on file when the SEA is sent to the seafarer. However, it is the responsibility of the seafarer to bring the SEA and all of the original documents to the vessel and present them to the Captain for inspection. Please note, in some cases the Vanuatu Endorsement(s) will be hand delivered to the vessel by a third party. Please sign this document, make a scanned copy, and return it to crewdocs@tdi-bi.com.

Captains, when reviewing the SEA with the employee, please complete Appendix A by inspecting each of the required documents and confirming the expiration dates in column "B" are correct by placing a checkmark in column "C". All of the latest documents should be on file and dates correct. However, if there is a situation where the employee has a new or recently updated document and the expiration date is different, please enter the new date in column "C" instead of a checkmark. Be sure any new document(s) are scanned and returned with the signed SEA. Also please note the Captain's signature is now required on SEA's signature page, confirming all documents have been inspected and are in good order.

If you have any questions concerning the changes or the process mentioned above, please send me an email at crewdocs@tdi-bi.com or call me directly at 979-450-1973.

Regards,

Peter Hitchcock
Staffing Manager- Maritime Personnel
TDI-Brooks International Inc.