PREPARATIONS BEFORE TRAVEL TO THE VESSEL

***Check your documents***

Make sure all your documents are in order before joining the project / vessel. Please make sure you bring your original certificates with you on board.

***PPE required***

You must at all times bring your Personal Protective Equipment (at least coverall and safety boots). If you do not possess this PPE, please contact the „Alfa Crewing Bureau“.

***Travel to / from the airport***

When you need to travel by plane, please make sure you are in time at the airport. Always try to reach the aiport by public transport, when not possible, please contact the „Alfa Crewing Bureau“ and ask for permission to take a taxi. The costs for a taxi without approval from the „Alfa Crewing Bureau“ will not be reimbursed.

***Food & drinks during travel***

„Alfa Crewing Bureau“ will not reimburse costs for alcoholic drinks, magazines and all other expenses which are not reasonable. The maximum amount for food & drinks is 30 EUR each travel day.

***Take some cash with you***

At all times, please take some cash money (in applicable currency) or your debit card to cover any (unforeseen) cost during travelling. All reasonable cost related to traveling to and from the vessel will be reimbursed. Please make a scan of the receipts / bills and attach them to your declaration sheet, without them we can't reimburse the costs.

***DURING WORK*** *Safety instructions:*

Please make yourself familiar with the safety instructions and your fellow crewmember as soon as you arrive on board. Perform your work according to the safety instructions. Please carefully assess the safe access procedures and always wear seatbelts at the crewsupply vessels (also point your colleagues to this requirement)

Working onboard of a EU flagged vessel by posting:

 Please, ask the master of the vessel to provide you with an IMO Crewlist (sign on/off), certificate of registry and a certificate of seaworthiness before leaving the vessel. Always send copies of those certificates together with your timesheet to: info@alfacrewing.lt

* Before you sign off, please ask the Master to make a performance report, it will make it easier to convince future employers to (re)hire you.

***Performance report***

* Contact „Alfa Crewing Bureau“ when you are back home and give them your final timesheet, declaration sheet and other documents if available . Let us know when you are ready again for a new assignment.

***Timesheet***

* Send your monthly timesheet to : info@alfacrewing.lt while you are on board and when you sign off. If you completed your contract before the 15th day of the specific month send your timesheet till 18th day of specific month. If you completed your contract after the 15th day of the specific month send your timesheet till the end of the specific month.