Valerie

From: Top Ever Marine Mngt Phil Corp <temmphil@topeverphil.com.ph>
Sent: Saturday, 5 April 2025 10:16 am
To: Top Ever Marine Mngt Phil Corp
Cc: Ms. Guia - Top Ever; CE Alilin Top Ever; Hazel Fornal Top Ever
Subject: 0405-ARC-1-Admin Memo no.8 - Crewing Updates
Attachments: LO Checklist V1.pdf

To: All Staff

Re: Admin Memo no.8 - Crewing Updates

For reference, updates on crewing procedures in light of the recent document non-conformity:

1) LO Checklist
Documentation Officer (LO) shall use a checklist to list down the documents that are for signature to update the signatory on any unavailable documents.
Missing documents (for whatever reason) are listed and highlighted with a marker-signifying that that document is not yet available.
Signatories may opt not to sign the documents until all the documents are completed.
(Attached file for reference)

2) RED:C11 and C12
Responsible Staff shall fill up C11 (Crew monitoring for ratings) and C12 (Crew monitoring for officers) located at RED.
Both C11 and C12 contains a monitoring section, where in the responsible staff shall note the date when the responsible staff have talked with the crew
for follow up/monitoring (format: 5/10 , meaning May 10).
Ratings can be monitored once a month and Officers every 15 days

3) Submission of crew documents
Line up crew shall be required to submit their documents (Travel Documents and STCW) 30 days before the end of contract of the corresponding crew on board.
At this time, line up crew is expected to turnover their documents (Travel Documents and STCW) for proper checking.

4) Acknowledgement signature upon receipt of crew documents
We shall maintain the procedure of both crew and staff shall sign in the record book stating the documents submitted by the crew.

Please be guided.

Thank you.

Brgds,
Archie Orbeta
Top Ever

Signature Checklist (V1.2025)

No.	Document Type	Rank/Name

LO Signature:

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LO Signature: