

## **EXPEDITION TEAM JOINING REQUIREMENTS CHECKLIST**

## Forms, Resources & Online Courses

You are advised to save and file all email correspondence with the Silversea Expedition Staffing Office.

You should also save digital and print copies of all documents and bring them with you when joining the ship.

You MUST bring original STCW certificates with you onboard to each contract.

Forms & Resources						
	tuments - required for each contract, return co					
Iter	n	Туре	Applicable to	How Often to	Send to Pilar	Bring Original to
	Ship Contract	Form	All staff	Complete Every contract		Ship
	·	-		•	<u>⊠</u>	
	Employment Agreement	Form	All staff	Every contract,  Annually for Yearly Staff	$\boxtimes$	$\boxtimes$
	C606– Acknowledgement of Company Policies	Form	All staff	Every contract	×	×
	Lecturer's Addendum, if applicable	Form	Lecturers	Annually	$\boxtimes$	$\boxtimes$
	Yearly Contract, if applicable	Form	Yearly staff	Every contract		$\boxtimes$
	Visa copies, if applicable for contract	Visa	All staff	Every contract	$\boxtimes$	$\boxtimes$
Cre	w Career Portal				Review	Print & Bring to
htt	os://crewcareer.silversea.com/welcome					Ship
	Joining Information	Document	All staff	Every contract	$\boxtimes$	
	Policies and Procedures	Document	All staff	Every contract	×	
	Expedition Team	Document	All staff	Every contract	×	
	Personal Information Form (PIF)	Form	All staff	Every contract	×	$\boxtimes$
Ant	arctica Specific Material – required for each A	ntarctic season			Review	Print & Bring to
	o://crewcareer.silversea.com/welcome					Ship
	Cruising to Antarctica	Document	All staff	Once per season	$\boxtimes$	
	Guidelines for Visitors	Document	All staff	Once per season	$\boxtimes$	
	Don't pack a pest	Document	All staff	Once per season	$\boxtimes$	
	Reducing Waste	Document	All staff	Once per season	×	
Me	edical					
	and – NEW medicals must be uploaded to Vika	nd for an approva	al no later than 2 v	veeks before vour emba	rkation. You will no	t be able to embark
	n an expired medical, and you must receive a V			•		
	oad to Vikand here: https://vikandmedical.com	• •				
Iter	n	Туре	Applicable to	How Often to	Send to Pilar	Bring Original to
				Complete		Ship
	Medical Certificate C105A & C105B; including	Form	All staff	Renew as indicated by your expiration date	Do NOT send copy – advise Pilar	☑ bring for each
	copies of test results – must be valid for the duration of your contract and previously			(every 1-2 years)	whenever you	embarkation
	approved by Vikand				upload a <u>new</u>	
					medical to Vikand so that she can	
					follow-up	
	Vaccination Records: Yellow Fever, Influenza,	Vaccination	All staff	Renew as needed	Send copy only if	bring for each     contains for each     co
	Vaccination Records: Yellow Fever, Influenza, Covid, etc.	Vaccination record	All staff	Renew as needed	⊠ send copy only if new vaccinations	☑ bring for each embarkation
		_	All staff	Renew as needed		•
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Tra STC Part	Covid, etc.  ining  W – Mandatory for all staff: You can arrange the b 1 – an online course that is due 2 weeks before your embar	record elow STCW training o kation (should not be	n your own OR partici done more than 2 mor	pate in the Silversea STCW pr hths prior to embarkation)	new vaccinations ogram, which is a comb	embarkation
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IAATO Assessment – required for Antarctic season

https://iaato.org/

Course

All staff

Mandatory each season

X

 $\times$ 



Seasonal Certifications for Arctic / Antarctic Season (continued)  Requirements for each season are shared with you individually by Mabel Padron-Hernandez. Follow the instructions as received and send items to MabelP@silversea.com.						
Requ	·	y by Mabel Padron-H <b>Type</b>	ernandez. Follow the i	instructions as received and s  How Often to	send items to MabelP@ Send New	silversea.com.  Bring Original to
1001		1,460	Applicable to	Complete	Certificate to Mabel	Ship
	Rifle Handler Requirements	Various	Rifle Handlers & Bear Monitors	Mandatory each Arctic season	×	X
Silv	ersea (Oceans) Learning Platform (SLP)					
	bsite: https://stacdn.seagull.no/olp/auth/login					
	ure to click 'submit' after each module to ensure your trai e modules have minimum times and score limits that mus			e If limits are not met you m	nay need to start over	
	e all mandatory SLP training is complete, follow the INSTR				lay fieed to start over.	
Plea	se note: some of these courses may not display in the syst	em as mandatory. F	or example: Recovery		ted under within one ye	ear. However, all courses
Iter	d within this category and below must be completed prior	Type	Applicable to	How Often to	Minimum	Print and bring
		,,,,,		Complete	Passing Score	Verification of Training Report to Ship
	Ship Familiarization for Silversea vessel (if re- joining the same ship within 90 days, see Safety Officer Onboard INSTEAD of doing online course)	Course	All staff	Every contract	100% (even though the course states 80%)	☑ bring for each embarkation
	Silversea Code of Ethics Training	Course	All staff	Annually	100%	☑ bring for each embarkation
	RCL Anti-Bribery Policy	Course	EL, AEL, EPC & SA	Annually	80%	☑ bring for each embarkation
	VGP (Vessel General Permit) – required only if onboard for USA ports only	Course	All staff	Annually - for USA travel only	80%	☑ bring for each embarkation
	Global Information Security Training (GIST)	Course	All staff	One-time requirement	80%	☑ bring for each embarkation
	Diversity and Inclusion at Sea	Course	All staff	One-time requirement	80%	☑ bring for each embarkation
	MLC 2006 – an Introduction	Course	All staff	One-time requirement	80%	☑ bring for each embarkation
	Drugs and Alcohol	Course	All staff	One-time requirement	80%	☑ bring for each embarkation
	Harassment and Bullying	Course	All staff	One-time requirement	80%	☑ bring for each embarkation
	Infection Prevention and Control Awareness: Infectious Disease Outbreak	Course	All staff	One-time requirement	80%	☑ bring for each embarkation
	Infection Prevention and Control Awareness: Preventive Measures	Course	All staff	One-time requirement	80%	☑ bring for each embarkation
	Slips, Trips and Falls	Course	All staff	One-time requirement	80%	☑ bring for each embarkation
	Environmental Awareness	Course	All staff	One-time requirement	80%	☑ bring for each embarkation
	Environmental Tier I	Course	All staff	One-time requirement	Complete	☑ bring for each embarkation
	Recovery of Persons from the Water	Course	All staff	One-time requirement	80%	☑ bring for each embarkation
	GDPR	Course	All staff	One-time requirement	80%	☑ bring for each embarkation
	Use of PPE	Course	All staff	One-time requirement	80%	☑ bring for each embarkation
	Becoming Whale Aware	Course	All staff	One-time requirement	80%	☑ bring for each embarkation
LEAP E-Learning Platform (Expedition Team-Specific)  Complete the courses below are required.						
	site: <a href="https://silverseaexpeditions.360learning.com/home/">https://silverseaexpeditions.360learning.com/home/</a>					
Iter		Туре	Applicable to	How Often to	Instructions	Print & Bring to
	Expedition Operations Manual (unless break between	Document	All staff	Complete Every contract	Review sections	Ship
	Expedition Admin Manual (unless break between contract is less than 2 months)	Document	EL, AEL, EPC & SA	Every contract	relevant to your position  Review sections relevant to your	
	Zodiac Operator Course for Expedition Staff (Part 1 and	Course & Video	Zodiac Operators	Annually	position Complete modules	☑ bring for each
	2)				(Endeavour & Wind videos not available yet)	embarkation
	Zodiac Ops Refresher Videos (for Zodiac Drivers)	Course & Video	Zodiac Operators	Annually	Complete modules (Endeavour & Wind videos not available yet)	☑ bring for each embarkation
Kin	berley Specific Material – required for each Kii	mberley season			, , ,	
	First Aid in the Kimberley	Course	All staff	Annually	Mandatory, if scheduled to embark on any Kimberley voyages.	☑ bring for each embarkation in region
	Safe Operations in Highly Tidal Regions- The Kimberley	Course	All staff	Annually	Mandatory, if scheduled to embark on any Kimberley voyages.	☑ bring for each embarkation in region
	Zodiac and Shore Operations in Crocodile Country	Course	All staff	Annually	Mandatory, if scheduled to embark on any Kimberley voyages.	☑ bring for each embarkation in region



P	PACKING CHECKLIST			
	PACKING: Check your luggage allowance, itinerary and Joining Requirements document, pack accordingly.			
	CHECK-IN ONLINE for your flight			
	PASSPORT, VISAS and SEAMANS BOOK			
	Your passport with any required visas and expiry date no less than 6 months, after your planned sign-off date			
	*If you have visas in an old passport, also bring this.			
	Please also check the expiry date of your Seamans Book to confirm it will be valid through the <b>end</b> of your voyage.			
	Please confirm your passport and Seaman's Book have sufficient pages available for use.			
	Guarantee Letter (LOG) for traveling with the port agent and full emergency contact details			
	Previous APPRAISAL (for returning crew)			
	SUFFICIENT FUNDS to cover meals, other purchases or potential emergencies during your travel			
	Your own WORK SHOES AND SOCKS (Refer to the Welcome Page, Grooming Policy and Uniform Guide for more details)			

## **Silversea Staffing & Training Team Contacts:**

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Scheduling & Recruiting	Julie Christensen	juliechristensen@silversea.com
Scheduling & Salary	Suejan Allen-Gonzalez	suejana@silversea.com
Contracts, Letters, Medicals, Seaman's Books &	Pilar Simon	pilarsimon@silversea.com
Reimbursements		
New-hire Onboarding, Staff Updates, Seasonal Certifications, Rifle Handling & Guest Lecturer Processing	Mabel Padron-Hernandez	mabelp@silversea.com
Staff Development & Training	Terence Christian	tchristian@silversea.com
	Nicole Coelho	ncoelho@silversea.com