

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						
Documents - required for each contract, return copies to PilarSimon@silversea.com & bring original printed copies onboard.						
Item	Type	Applicable to	How Often to Complete	Send to Pilar	Bring Original to Ship	
<input type="checkbox"/> Ship Contract	Form	All staff	Every contract	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Employment Agreement	Form	All staff	Every contract, <i>Annually for Yearly Staff</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> C606- Acknowledgement of Company Policies	Form	All staff	Every contract	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Lecturer's Addendum, if applicable	Form	Lecturers	Annually	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Yearly Contract, if applicable	Form	Yearly staff	Every contract	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Visa copies, if applicable for contract	Visa	All staff	Every contract	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Crew Career Portal https://crewcareer.silversea.com/welcome				Review	Print & Bring to Ship	
<input type="checkbox"/> Joining Information	Document	All staff	Every contract	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Policies and Procedures	Document	All staff	Every contract	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Expedition Team	Document	All staff	Every contract	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Personal Information Form (PIF)	Form	All staff	Every contract	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Antarctica Specific Material – required for each Antarctic season http://crewcareer.silversea.com/welcome				Review	Print & Bring to Ship	
<input type="checkbox"/> Cruising to Antarctica	Document	All staff	Once per season	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Guidelines for Visitors	Document	All staff	Once per season	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Don't pack a pest	Document	All staff	Once per season	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Reducing Waste	Document	All staff	Once per season	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Medical						
Vikand – NEW medicals must be uploaded to Vikand for an approval no later than 2 weeks before your embarkation. You will not be able to embark with an expired medical, and you must receive a Vikand approval for all new medicals before embarkation. Upload to Vikand here: https://vikandmedical.com/silversea-peme/						
Item	Type	Applicable to	How Often to Complete	Send to Pilar	Bring Original to Ship	
<input type="checkbox"/> Medical Certificate C105A & C105B; including copies of test results – must be valid for the duration of your contract and previously approved by Vikand	Form	All staff	Renew as indicated by your expiration date (every 1-2 years)	Do NOT send copy – advise Pilar whenever you upload a new medical to Vikand so that she can follow-up	<input checked="" type="checkbox"/> bring for each embarkation	
<input type="checkbox"/> Vaccination Records: Yellow Fever, Influenza, Covid, etc.	Vaccination record	All staff	Renew as needed	<input checked="" type="checkbox"/> send copy only if new vaccinations	<input checked="" type="checkbox"/> bring for each embarkation	
Training						
STCW – Mandatory for all staff: You can arrange the below STCW training on your own OR participate in the Silversea STCW program, which is a combination of 2 parts. Part 1 – an online course that is due 2 weeks before your embarkation (should not be done more than 2 months prior to embarkation) Part 2 – an in-person practical / assessment that is completed with the Safety Officer when you get onboard, after which a certificate will be issued						
The Silversea STCW training is described here with the e-Learning hosted on the Silversea (Oceans) Learning Platform (SLP) https://stacdn.seagull.no/olp/auth/login .						
Once the online courses are completed (due 2 weeks before your embarkation), follow the INSTRUCTIONS HERE to produce a Verification of Training Report. Present Verification of Training Report onboard to the Safety Officer so you can complete the in-person practical training and/or assessments onboard.						
Please be advised, the e-learning portion of the STCW courses must not be completed more than 3 months prior to your onboard assessment / practical, otherwise the course will need to be completed again.						
Once you have received your final certificates from the Safety Officer onboard, scan and email them to MabelP@silversea.com .						
Item	Type	Applicable to	How Often to Complete	Send final Certificate to Mabel	Bring Original to Ship	
<input type="checkbox"/> Basic STCW Certification: Basic Prevention & Firefighting	Course	All staff	Every 5 years	<input checked="" type="checkbox"/> if new	<input checked="" type="checkbox"/> bring original for each embarkation	
<input type="checkbox"/> Basic STCW Certification: Personal Survival Techniques	Course	All staff	Every 5 years	<input checked="" type="checkbox"/> if new	<input checked="" type="checkbox"/> bring original for each embarkation	
<input type="checkbox"/> Basic STCW Certification: Personal Safety & Social Responsibility	Course	All staff	Every 5 years – <i>if completing the Silversea STCW program</i>	<input checked="" type="checkbox"/> if new	<input checked="" type="checkbox"/> bring original for each embarkation	
<input type="checkbox"/> Basic STCW Certification: Elementary First Aid/CPR	Course	All staff	Every 5 years – <i>if completing the Silversea STCW program</i>	<input checked="" type="checkbox"/> if new	<input checked="" type="checkbox"/> bring original for each embarkation	
<input type="checkbox"/> Crisis Management & Human Behaviour on Passenger Ships	Course	All staff	Every 5 years	<input checked="" type="checkbox"/> if new	<input checked="" type="checkbox"/> bring original for each embarkation	
<input type="checkbox"/> Crowd Management on Passenger Ships	Course	All staff	Every 5 years	<input checked="" type="checkbox"/> if new	<input checked="" type="checkbox"/> bring original for each embarkation	
<input type="checkbox"/> Security Awareness for Seafarers	Course	All staff	One-time requirement	<input checked="" type="checkbox"/> if new	<input checked="" type="checkbox"/> bring original for each embarkation	
<input type="checkbox"/> Security Duties for Cruise Ship Staff	Course	All staff	One-time requirement	<input checked="" type="checkbox"/> if new	<input checked="" type="checkbox"/> bring original for each embarkation	
Seasonal Certifications for Arctic / Antarctic Season						
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 .						
Item	Type	Applicable to	How Often to Complete	Send New Certificate to Mabel	Bring Original to Ship	
<input type="checkbox"/> AECO Assessment – required for Arctic season https://www.aeco.no/	Course	All staff	Mandatory each season	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> IAATO Assessment – required for Antarctic season https://iaato.org/	Course	All staff	Mandatory each season	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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.

Item	Type	Applicable to	How Often to Complete	Send New Certificate to Mabel	Bring Original to Ship
<input type="checkbox"/> Rifle Handler Requirements	Various	Rifle Handlers & Bear Monitors	Mandatory each Arctic season	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Silversea (Oceans) Learning Platform (SLP)

Website: <https://stacdn.seagull.no/olp/auth/login>

Be sure to click 'submit' after each module to ensure your training is logged on the system as complete.

Some modules have minimum times and score limits that must be reached to pass and show as complete. If limits are not met, you may need to start over.

Once all mandatory SLP training is complete, follow the [INSTRUCTIONS HERE](#) to produce a Verification of Training Report.

Please note: some of these courses may not display in the system as mandatory. For example: Recovery Persons from the Water is listed under within one year. However, all courses listed within this category and below must be completed prior to joining first contract.

Item	Type	Applicable to	How Often to Complete	Minimum Passing Score	Print and bring Verification of Training Report to Ship
<input type="checkbox"/> 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%)	<input checked="" type="checkbox"/> bring for each embarkation
<input type="checkbox"/> Silversea Code of Ethics Training	Course	All staff	Annually	100%	<input checked="" type="checkbox"/> bring for each embarkation
<input type="checkbox"/> RCL Anti-Bribery Policy	Course	EL, AEL, EPC & SA	Annually	80%	<input checked="" type="checkbox"/> bring for each embarkation
<input type="checkbox"/> VGP (Vessel General Permit) – required only if onboard for USA ports only	Course	All staff	Annually - for USA travel only	80%	<input checked="" type="checkbox"/> bring for each embarkation
<input type="checkbox"/> Global Information Security Training (GIST)	Course	All staff	One-time requirement	80%	<input checked="" type="checkbox"/> bring for each embarkation
<input type="checkbox"/> Diversity and Inclusion at Sea	Course	All staff	One-time requirement	80%	<input checked="" type="checkbox"/> bring for each embarkation
<input type="checkbox"/> MLC 2006 – an Introduction	Course	All staff	One-time requirement	80%	<input checked="" type="checkbox"/> bring for each embarkation
<input type="checkbox"/> Drugs and Alcohol	Course	All staff	One-time requirement	80%	<input checked="" type="checkbox"/> bring for each embarkation
<input type="checkbox"/> Harassment and Bullying	Course	All staff	One-time requirement	80%	<input checked="" type="checkbox"/> bring for each embarkation
<input type="checkbox"/> Infection Prevention and Control Awareness: Infectious Disease Outbreak	Course	All staff	One-time requirement	80%	<input checked="" type="checkbox"/> bring for each embarkation
<input type="checkbox"/> Infection Prevention and Control Awareness: Preventive Measures	Course	All staff	One-time requirement	80%	<input checked="" type="checkbox"/> bring for each embarkation
<input type="checkbox"/> Slips, Trips and Falls	Course	All staff	One-time requirement	80%	<input checked="" type="checkbox"/> bring for each embarkation
<input type="checkbox"/> Environmental Awareness	Course	All staff	One-time requirement	80%	<input checked="" type="checkbox"/> bring for each embarkation
<input type="checkbox"/> Environmental Tier I	Course	All staff	One-time requirement	Complete	<input checked="" type="checkbox"/> bring for each embarkation
<input type="checkbox"/> Recovery of Persons from the Water	Course	All staff	One-time requirement	80%	<input checked="" type="checkbox"/> bring for each embarkation
<input type="checkbox"/> GDPR	Course	All staff	One-time requirement	80%	<input checked="" type="checkbox"/> bring for each embarkation
<input type="checkbox"/> Use of PPE	Course	All staff	One-time requirement	80%	<input checked="" type="checkbox"/> bring for each embarkation
<input type="checkbox"/> Becoming Whale Aware	Course	All staff	One-time requirement	80%	<input checked="" type="checkbox"/> bring for each embarkation

LEAP E-Learning Platform (Expedition Team-Specific)

Complete the courses below are required.

Website: <https://silverseaexpeditions.360learning.com/home/>

Item	Type	Applicable to	How Often to Complete	Instructions	Print & Bring to Ship
<input type="checkbox"/> Expedition Operations Manual (unless break between contract is less than 2 months)	Document	All staff	Every contract	Review sections relevant to your position	<input type="checkbox"/>
<input type="checkbox"/> Expedition Admin Manual (unless break between contract is less than 2 months)	Document	EL, AEL, EPC & SA	Every contract	Review sections relevant to your position	<input type="checkbox"/>
<input type="checkbox"/> Zodiac Operator Course for Expedition Staff (Part 1 and 2)	Course & Video	Zodiac Operators	Annually	Complete modules (Endeavour & Wind videos not available yet)	<input checked="" type="checkbox"/> bring for each embarkation
<input type="checkbox"/> Zodiac Ops Refresher Videos (for Zodiac Drivers)	Course & Video	Zodiac Operators	Annually	Complete modules (Endeavour & Wind videos not available yet)	<input checked="" type="checkbox"/> bring for each embarkation

Kimberley Specific Material – required for each Kimberley season

<input type="checkbox"/> First Aid in the Kimberley	Course	All staff	Annually	Mandatory, if scheduled to embark on any Kimberley voyages.	<input checked="" type="checkbox"/> bring for each embarkation in region
<input type="checkbox"/> Safe Operations in Highly Tidal Regions- The Kimberley	Course	All staff	Annually	Mandatory, if scheduled to embark on any Kimberley voyages.	<input checked="" type="checkbox"/> bring for each embarkation in region
<input type="checkbox"/> Zodiac and Shore Operations in Crocodile Country	Course	All staff	Annually	Mandatory, if scheduled to embark on any Kimberley voyages.	<input checked="" type="checkbox"/> bring for each embarkation in region

PACKING CHECKLIST

<input type="checkbox"/>	PACKING: Check your luggage allowance, itinerary and <i>Joining Requirements</i> document, pack accordingly.
<input type="checkbox"/>	CHECK-IN ONLINE for your flight
<input type="checkbox"/>	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 Seaman's Book to confirm it will be valid through the end of your voyage. Please confirm your passport and Seaman's Book have sufficient pages available for use.
<input type="checkbox"/>	Guarantee Letter (LOG) for traveling with the port agent and full emergency contact details
<input type="checkbox"/>	Previous APPRAISAL (for returning crew)
<input type="checkbox"/>	SUFFICIENT FUNDS to cover meals, other purchases or potential emergencies during your travel
<input type="checkbox"/>	Your own WORK SHOES AND SOCKS (Refer to the Welcome Page, Grooming Policy and Uniform Guide for more details)

Silversea Staffing & Training Team Contacts:

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