

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.

FORMS & RESOURCES EVERY CONTRACT			
Expedition Recruitment & Staffing Office – to be returned with signed contract to Pilar Simon and Suejan Allen-Gonzalez			
Ship Contract	Form	All staff	Save & Bring Form to Ship
Yearly Contract, <i>if applicable</i>	Form	All staff	Save & Bring Form to Ship
Employment Agreement	Form	All staff	Save & Bring Form to Ship
C606A – Acknowledgement of Company Policies	Form	All staff	Save & Bring Form to Ship
Lecturer's Addendum	Form	Lecturers	Save & Bring Form to Ship
Yellow Fever Vaccination (for relevant regions)	Certificate	All staff	Save & Bring Certificate to Ship
Proof of Up-to-Date COVID Vaccination Status: Full Vaccine and Booster	Certificate	All staff	Save & Bring Certificate to Ship
Crew Career Portal http://crewcareer.silversea.com/welcome			
Joining Silversea (Welcome Aboard) Document	Document	All staff	Review
Policies and Procedures	Document	All staff	Review
Expedition Team	Document	All staff	Review
Medical Certificate C105A & C105B	Form	All staff	Upload to Vikand as needed pending expiration date Bring to Ship for every contract
Personal Information Form (PIF)	Form	All staff	Save & Bring Printed Copy to Ship
ONLINE EVERY CONTRACT - Mandatory			
Silversea (Oceans) Learning Platform (SLP) https://stacdn.seagull.no/olp/auth/login Be sure to click 'submit' after each module for your training to be logged on the system as complete. Some modules have minimum times and score limits that must be reached before you pass and the module will 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.			
Ship Familiarisation for Silversea vessel (unless re-joining the same ship within 90 days, then see Safety Officer Onboard)	Course	All staff	Pass Mark: 100% (even though the course states 80%)
Verification of Training for Modules from the SLP	Certificates	All staff	Save & Bring Printed Copy to Ship
LEAP E-Learning Platform (Expedition Team-Specific) https://silverseaexpeditions.360learning.com/home/			
Expedition Operations Manual (unless break between contract is less than 2 months)	Document	All staff	Download & review sections relevant to your position
Expedition Admin Manual (unless break between contract is less than 2 months)	Document	EL, AEL, EPC, SA	Download & review sections relevant to your position

STCW – Mandatory every five years (staff can arrange the below STCW training on their own OR participate in the Silversea STCW program, which is a combination of E-Learning on the Silversea Learning Platform followed by onboard practical training and assessment)

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 all modules are completed, 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 (as time & resources allow). **Once you have received your final certificates, scan and email them to Mabel Padron-Hernandez at mabelp@silversea.com.**

Basic STCW-95 Certification (4 parts: Basic Prevention & Firefighting, Personal Survival Techniques, Personal Safety & Social Responsibility, Elementary 1st Aid/CPR)	Course	All staff	Available in person at a facility or online here with exam and practical training onboard during Silversea contract MUST bring original certificate to ship
Crisis Management & Human Behaviour on Passenger Ships	Course	All staff	Available in person at a facility or online on the SLP here MUST bring original certificate to ship
Crowd Management on Passenger Ships	Course	All staff	Available in person at a facility or online on the SLP here MUST bring original certificate to ship

STCW –ONCE PRIOR TO 1ST CONTRACT - Mandatory (staff can arrange the below STCW training on their own OR participate in the Silversea STCW program, which is a combination of E-Learning on the Silversea Learning Platform followed by onboard practical training and assessment)

Security Awareness for Seafarers	Course	All staff	Available in person at a facility or online on the SLP here MUST bring original certificate to ship
Security Duties for Cruise Ship Staff	Course	All staff	Available online on the SLP here and final test onboard MUST bring original certificate to ship

ONLINE ANNUALLY - Mandatory

Silversea (Oceans) Learning Platform (SLP) <https://stacdn.seagull.no/olp/auth/login> Be sure to click 'submit' after each module so your training is logged as complete. Some modules have minimum times and score limits that must be reached before you pass and the module will 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.

Silversea Code of Ethics Training *	Course	All staff	Pass Mark: 100%
Global Information Security Training (GIST) *	Course	All staff	Pass Mark: 80%
RCL Anti-Bribery Policy *	Course	EL, AEL, EPC & SA	Pass Mark: 80%

LEAP E-Learning Platform (Expedition Team-Specific) <https://silverseaexpeditions.360learning.com/home/>

Zodiac Operator Course for Expedition Staff and Zodiac Ops Refresher Videos	Course & Video	Zodiac Operators	Complete modules (Endeavour & Wind videos not available yet)
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CREW PORTAL <http://crewcareer.silversea.com/welcome>

Antarctica Specific Material	Documents	All staff	Review
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*Audited by RCG

IF SAILING IN U.S.A., ANNUALLY - Mandatory

Silversea (Oceans) Learning Platform (SLP) <https://stacdn.seagull.no/olp/auth/login>

VGP (Vessel General Permit)—only for U.S.A. travel	Course	All staff	Pass Mark: 100%
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ONLINE ONCE: PRIOR TO 1st CONTRACT (INCLUDING 1st CONTRACT SINCE NOVEMBER 2021) - <u>Mandatory</u>			
Silversea (Oceans) Learning Platform (SLP) https://stacd.n.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 before you pass and the module will 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.			
Diversity and Inclusion at Sea	Course	All staff	Pass Mark: 80%
MLC 2006 - Basic Introduction	Course	All staff	Pass Mark: 80%
Drugs and Alcohol	Course	All staff	Pass Mark: 80%
Harassment and Bullying	Course	All staff	Pass Mark: 80%
Infection Prevention and Control Awareness: Infectious Disease Outbreak	Course	All staff	Pass Mark: 80%
Infection Prevention and Control Awareness: Preventive Measures	Course	All staff	Pass Mark: 80%
Slips, Trips, Falls	Course	All staff	Pass Mark: 80%
Environmental Awareness	Course	All staff	Pass Mark: 80%
Environmental Tier I	Course	All staff	Pass Mark: Complete
Recovery of Persons from the Water	Course	All staff	Pass Mark: 80%
GDPR	Course	All staff	Pass Mark: 80%
Use of PPE	Course	All staff	Pass Mark: 80%
Becoming Whale Aware	Course	All staff	Pass Mark: 80%

AECO / IAATO FIELD STAFF ASSESSMENTS – <u>Mandatory</u> (for contracts in the Arctic and Antarctic)			
The AECO Arctic Field Staff Online Assessment is for testing guides & expedition leaders on their knowledge of AECO guidelines & regulations.	Online Exams	All staff (Arctic regions)	Online. Email instructions are sent to you. Save, print & email certificate of completion to MabelP@silversea.com .
The IAATO Antarctic Field Staff Online Assessment is for testing guides & expedition leaders on their knowledge of IAATO guidelines & regulations.	Online Exams	All staff (Antarctica)	Online. Email instructions are sent to you. Save, print & email certificate of completion to MabelP@silversea.com .

PACKING CHECKLIST	
PACKING: Check your luggage allowance, itinerary and <i>Joining Requirements</i> document, pack accordingly.	
CHECK-IN ONLINE	
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 end of your voyage. Please confirm your passport and Seaman's Book have sufficient pages available for use.	
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:

Current and future scheduling	Riette Botes Julie Christensen	rietteb@silversea.com juliechristensen@silversea.com
Contract issuance, supporting documents	Suejan Allen-Gonzalez Pilar Simon	suejana@silversea.com pilarsimon@silversea.com
New-hire and updated document collection	Mabel Padron-Hernandez	mabelp@silversea.com
Staff development & training	Nicole Coelho	ncoelho@silversea.com