

YOUR ONBOARDING ITINERARY



WELCOME TO SILVERSEA !

This guide is designed to guide you through your first embarkation process. Please make sure you read each guide and complete the steps in the order mentioned in this document.

At the end of each step, you will find the deadline within which the task needs to be completed. All forms and further guidance are available on our Welcome Page: <https://crewcareer.silversea.com/>

Please let us know once you completed this onboarding process.

BOOK YOUR **VISA** APPOINTMENT

Guidelines

We will let you know if a visa is required for your embarkation and will send you a visa letter to support your application. The embassy might require you to provide further documents, such as an airplane ticket or an invitation letter. If so, please inform us so we can provide the requested documents.

Please note this might be a lengthy process, so please prioritize this task first.

It is your responsibility to make sure that you have any required visas for the countries you enter on your way to the ship. Please contact the local Embassy/Consulate of each country you will be entering or transiting through and ask for entry and transit requirements for seamen. Do not call a regular travel agency since you are a seafarer (not a tourist), and different government rules may apply. You will not be permitted to board the ship without proper visas. Explore courier services or alternatives to expedite the delivery process. If you are unsure about any of the processes, please do not hesitate to ask as if there are delays or incorrect visas applied for this will only delay your embarkation and incur additional costs.

Most Common Type of Visa

C1D Visa

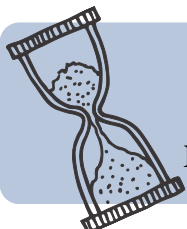
If you have been assigned to a ship sailing to US, you will need a C1D Seaman's Visa. Please contact the U.S. Embassy/Consulate closest to where you live and ask for further information regarding the correct application process in your country.

MCV Visa

If the ship that you are assigned to sails in Australian waters, you will need to apply for the Maritime Crew Visa (MCV).

Schengen Visa

If you will embark in a Schengen port, you will need a Schengen visa. You must submit your application to the embassy of the country where you will be embarking (e.g., if you will embark in Italy, you must submit your application to the Italian embassy). Please make sure you request a "multiple entry" type "C" visa - you will not be able to embark with a "transit visa".



Deadline

Please schedule your visa appointment no later than **30 days** prior to your embarkation date

PREPARE AND UPLOAD YOUR **MEDICALS**

Before your Appointment

We do not require you to have your medicals done in a specific clinic, your PEME can be done with your **general practitioner**, but please make sure you do all the required exams.

In the case of **Indian Nationals**, for guidance on where you PEME can be done, please contact the India Manning office at silversea_mob@vships.com

As per **MLC** regulation, medicals are valid for a maximum of **two years**, but:

- After **60 years old**, the medical certificate has a maximum validity of **one (1) year**.
- Any **Engineer or Deck Officer**, over the age of **55**, needs to renew the medical **each year**.

Required Medical results, Vaccines and Medical Form

1. Medical form duly completed, signed and stamped by a certified doctor. Silversea will only accept either of the below forms:

- Medical Certification Form C105A and C105B (to be downloaded on our [welcome page](#)).
- National Medical Certificate – only from BMA approved countries.

2. Copy of your medical results:

- CBC blood test (must include the test listed below)
 - Hemoglobin
 - HBsAg (Hepatitis B). Required for all crew from endemic areas.
 - HIV – recommended.
- Urine Analysis
- Electrocardiogram ECG (compulsory over 40 years old); results to be reported on the medical form.
- Chest X-Rays scan report: results to be reported on the medical form. This test is not compulsory but please be aware that if, during your contract on board, you are disembarked for a medical cause which could have been identified by performing a chest x- ray prior to embarkation, the insurance company may decline any related insurance claim from your side.

3. Copy of your vaccine certificates:

- Yellow fever vaccination record

For Food Handlers Only (mandatory):

- Stool test results => (ova and parasites) Note: Bacteriological testing is no longer required for Silversea.

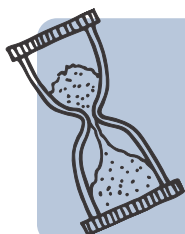
For New Hires Only (mandatory):

- Drug test results => Cocaine; Cannabis; Amphetamine; Methamphetamine; Phencyclidine
- Liver Function Testing => Please ask your doctor to check: Gamma GT; ALT; AST

Send all the above as soon as possible to the following [link](#).

Deadline

Please schedule your medical appointments no later than **30 days** prior to your embarkation date.
Please upload your full PEME to Vikand website no later than **14 days** prior to your embarkation date.



REQUEST YOUR **CRIMINAL BACKGROUND CHECK**

Guidelines

If you are joining Silversea for the first time, you need to provide us with a **Criminal Background Check (or Police Clearance)**.

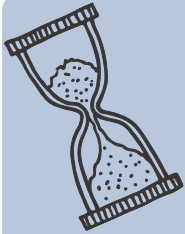
The criminal background check must be:

- Requested to the issuing authority in the country you currently reside in.
- No older than one year at the moment you embark.

This document is required for new hires only, you won't need to request it for your successive contracts.

The process and time required to request and receive a police clearance certificate vary from country to country.

Please get in touch as soon as possible with the issuing authority in your country to have the correct information on how you should proceed.



Deadline

Please upload your criminal background check **14 days** before your embarkation. Depending on your country of residence, it might be a lengthy process so plan ahead.



DO YOUR ELEARNINGS

You can access our E-learning platform at the following [link](#).

To login, fill in the information as shown in the image on the right.

We will indicate your PCN number in your initial embarkation email.

If you cannot login, please contact EliL@silversea.com

It is recommended to use a laptop. If you do not have access to a computer, as a last resort, you can download the Ocean Learning Platform app.

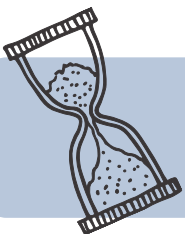
Company	Silversea Cruises
User	PCN or Email Address
Password	Your birthdate in dd.mm.yyyy. format

All crewmembers joining for the first time are required to do the below trainings:

STCW Ship Familiarization	This course is very important and part of your safety training. The minimum pass mark is 100%. Please bring the printed verification of training with you onboard.
Silversea Code of Ethics	To be completed once a year, 100% to pass
Global Information Security Training 2023	To be completed once a year, 100% to pass
Enterprise Data Management Policy Training	To be completed once a year, 100% to pass
<ul style="list-style-type: none"> Diversity and Inclusion at Sea MLC 2006 - Basic Introduction Drugs and Alcohol Harassment and Bullying Infection Prevention and Control Awareness: Infectious Disease Outbreak Infection Prevention and Control Awareness: Preventative Measures Environmental Awareness Environmental Tier 1 	Pass mark for all courses: 80 %

Training Specific to Position:

Training	Position
Role and Responsibilities of the Safety Officer	All Safety Officers joining for their first contract.
Butler training: Body Language; Butler principals; Caviar; Champagne; Service is not hospitality; Otium Sleeping experience; Otium Bar snacks; Otium Bath experience; Otium Shower Experience; Otium Balcony Experience; Butler Manual Full	Butler
RCL Anti Bribery	Assistant Cruise Director; Associate Hotel Director; Asst. Expedition Leader; Boutique Manager; Captain; Chief Electrician; Chief Engineer; Crew Administrator; Cruise Director; Doctor; Environmental Officer; Exp. Programs Coordinator; Expedition Leader; F&B Manager; Financial Officer; Guest Relations Manager; Hotel Director; Hotel Stores Manager; HR Manager; Ice Pilot; Nurse & Junior Nurse; Provision Man & Provision Utility; Safety Officer; Security Officer; Senior Accountant; Staff Captain; Staff Engineer; Navigator; 2nd Officer; 3rd Officer; Deck & Engine Cadet; Bosun; Hotel Engineer; 1st Engineer; 2nd Engineer; 3rd Engineer; Junior Engineer; Marine Storekeeper; 1st Electrician; 2nd; Electrician; ETO



Deadline

All your eLearning must be completed before your embarkation date.

PASSPORT, SEAMAN'S BOOK AND STCW

Passport

Make sure that your passport is valid for the entire duration of your contract period and an additional six months after that. Please ensure that there are at least three blank double pages left for visa/stamping purposes.

Seaman's Book

Every crew member needs to hold a Seaman's book. A seaman's book looks similar to a passport and keeps a record of your time at sea. Sometimes you will be asked to show the book at the airport or when you go ashore. If you don't have a National Seaman's book, you can find out about the application process in your country.

As an alternative, we can apply for a Bahamas Seaman's Book on your behalf. To that end, please send us the below as soon as possible:

- A picture of yourself in white background and passport size format
- A picture of your signature on a blank paper
- Medical Form C105b (or national medical certificate)

Your Bahamas Seaman's Book will be sent to Silversea head office and forwarded to your ship, where it will be kept with your passport for Immigration inspection. It will be returned to you at the end of your contract along with all your other documentation

STCW

STCW stands for Standards of Training, Certification and Watchkeeping.

It is a worldwide convention that ensures a lateral standard of training is achieved across all countries in the world.

To work on Silversea vessels, you will be required at minimum to hold the below STCW certificates:

STCW Basic Safety Training	This certificate is valid for 5 years and is made of 4 modules: <ul style="list-style-type: none"> • Personal Safety and Social Responsibility • Fire Prevention and Fire Fighting • Elementary First Aid • Personal Survival Techniques
STCW Security Awareness	In most cases, this certificate has no expiry date.
STCW Crowd Management	This certificate is valid for 5 years.
STCW Seafarers with Security Duties	This certificate is valid for 5 years.
STCW Crisis Management and Human Behaviour	This certificate is valid for 5 years. It is usually required for Deck/Engine personnel and Head of Departments.

The theory training can be done for free on our eLearning platform. Once onboard, you will do the practical training and assessment with our Safety Officer, in order to receive the actual STCW certificates.

Don't forget to upload them to our V.Crew Connect App.

SIGN YOUR **DOCUMENTS** AND UPLOAD THEM TO THE **APP**

Contract and Employment Agreement

You will receive an **Employment Contract** detailing your contract duration, embarkation date/port and your wages.

You will also receive the **Employment Agreement**, which gives further details on your conditions of employment.

Please read through both documents and make sure you understand the content before signing.

The copy of the applicable **collective bargaining agreement** is available upon request.

Make sure you sign and put the date of signature on your contract and employment agreement before you upload them to the App. For the employment agreement, please also make sure you put your initials at the bottom right side of each page.

Acknowledgement of Company Policies

The **acknowledgement of Company Policies** indicates that you read, understood and agree with Silversea Company Policies.

Please download this document in the Forms section of the Welcome Page

Before completing the form, make sure you read our Company Policies in the Policies section of our Welcome Page.

Before uploading the document to the app, make sure you ticked all the boxes on the left of the form.

Upload your documents to the V.Crew App

Please download the V.Crew Connect App and upload the below documents.

If you cannot find the exact document name, please use 'Other'.

Kindly be advised that documents sent by email are not accepted.

Signed Contract	
Signed Employment Agreement	
Signed acknowledgement of the Company Policies (c606a)	
Criminal Records Background - Police Clearance	
STCW Certification (Basic Safety Training, Designated Security Duties, Crowd & Crisis Management).	
Certificate showing completion of 'Ship Familiarisation for Silversea Vessels' e-learning	
Seaman's Book	
Passport	
Medical Fitness Certificate	
Copy of your visa (C1D, MCV, Schengen etc.)	

Deadline

Please upload all the above to the V.Crew Connect app no later than **14 days** before your embarkation date.

Please inform your Coordinator once done in order to receive your Ticket and next instructions.

