

BEFORE YOU GO ON BOARD

PREPARATIONS BEFORE TRAVEL TO THE PROJECT / VESSEL

Check your documents	Make sure all your documents are valid and in order before joining the project / vessel ! Is your passport present? Is it still valid? Do you have the required visa / work permit? Do you hold a valid seaman's book? Is your endorsement present (national and if necessary flag state)? Is it still valid? Is your Medical certificate present? Is it still valid? Do you need any specific other documents or certificates for the job? Please make sure you bring your original certificates with you on board !
PPE required	You must at all times bring your Personal Protective Equipment (at least coverall and safety boots). If you do not possess this PPE, please contact the crewing department of ORCA ! When you not bring your own PPE with you onboard the costs will be deducted from your salary.
Travel to / from the airport	When you need to travel by plane please make sure you are in time at the airport ! Always try to reach the airport by public transport, when not possible please contact the ORCA crewing department and ask for permission to take a taxi. The costs for a taxi without approval from the crewing department will not be reimbursed.
Food & drinks during travel	ORCA will not reimburse costs for alcoholic drinks, magazines and all other expenses which are not reasonable. The maximum amount for food & drinks is 25 EURO each travel day.
Take some cash with you	At all times, please take some cash money (in applicable currency) or your debit card to cover any (unforeseen) cost during travelling. All reasonable cost related to traveling to and from the vessel will be reimbursed. Please make a scan of the receipts / bills and attach them to your declaration sheet, without them we can't reimburse the costs.
DURING WORK	
Safety instructions	Please make yourself familiar with the safety instructions and your fellow crewmember as soon as you arrive on board. Perform your work according to the safety instructions. Please carefully assess the safe access procedures and always wear seatbelts at the crewsupply vessels (also point your colleagues to this requirement)
Timesheet	Send your monthly timesheet to administration@orca-crew.com , while you are on board and when you sign off. If you completed your contract before the 15th day of the specific month send your timesheet till 18th day of specific month. If you completed your contract after the 15th day of the specific month send your timesheet till the end of the specific month.
Payment	Employees who disembarked the vessel before the 15th of the month will receive an advanced payment of approximately 80% of the worked days with your mid-month payment. The remaining difference of the advanced payment and final settlement will be paid latest at the 10th working day of the next month together with the payslip.
SIGN OFF / PROJECT FINISHED	
Working onboard of a Dutch flagged vessel ?	Please ask the master of the vessel to provide you with an IMO Crewlist (sign on/off), certificate of registry and a certificate of seaworthiness before leaving the vessel. Always send copies of those certificates together with your timesheet to administration@orca-crew.com
Performance report	Before you sign off please ask the Master to make a performance report, it will make it easier to convince future employers to (re)hire you.
Contact ORCA crewing department	When you are back home please contact the ORCA crewing department and give them your final timesheet, declaration sheet and other documents if available . Let us know when you are ready again for a new assignment.