



full style;

Supership Marine Services, Inc.

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Primary business : Manning Agency, Shipping Management



Improving the Crewing & Ships Management Business with

Integrity, Honesty & Excellency



Supership Marine Services, Inc.

COMPANY PROFILE

SUPERSHIP MARINE SERVICES, INC., was conceived and organized on September 1999 which was registered at the Securities & Exchange Commission and duly licensed by the Department of Labor and Employment, under the Philippine Overseas Employment Administration Regulation to operate as a manning agency to recruit, process and deploy Filipino Seamen overseas.

With the growing awareness and goal to satisfy the maritime needs of ship owners and it's vessel's requirements, **SUPERSHIP MARINE SERVICES, INC.**, is a maintaining management of it's principal vessels and is continuously upgrading and improving its crew's proficiency in safety management skills, environmental protection and ship's security under the guidelines of the International Safety Management standards and the Security code, to realized the objectives of the Conventions.

SUPERSHIP MARINE SERVICES, INC., goal and is aimed to compete with other agencies and nationalities with our commitment in selection of shipboard personnel exhibiting the highest practicable standards of technical knowledge, skills and professionalism and of good moral character within our clients economical consideration and satisfaction.

The company organization is composed of shipping technical and experienced maritime personnel who have been on board different type of vessels, undergone the IMO model courses in training and assessment of seafarers ... the answer to the ever increasing demand for efficiency, reliability & economical yet quality management within absolute honesty and integrity, to meet and realized the principal's, ship owners, ship managers requirements, expectations and satisfaction.

To our valued Ship's Owners, Managers & Principals;

With the present vast requirements of the IMO member countries and in respect with regulations of the STCW convention as amended, the SOLAS, MARPOL, ILO, ISM and ISPS code, SUPERSHIP MARINE SERVICES, INC. has embark to it's approach and strategies to cope-up with the requirements and to be compliant to the international standards and regulations respectively.

Our company are composed of shipping technical and maritime professionals with the highest degree of knowledge and skills, who are hardworking and is aimed to the quality objectives & integrity of it's operational system and manpower pooling.

Since we started our company, the management been committed to its Total Quality Management within its internal operation and to its manpower quality control program in place, ensuring our principal for meritorious, fair and honest selection of crew within economical consideration.

It is our company's policy to have a continuous professional development of its pool of officers and ratings by investing in their training and education for technical up-grading, proficiency in knowledge & understanding of new trends technology information. The scope of training includes the refreshers & up-grading courses of the IMO revised STCW convention as amended, the SOLAS, MARPOL, COLREG, the ISM code, the ISPS code and shipboard occupational technical aspects deemed necessary to crewmembers in performing efficiently onboard duties.

We are more willing to furnish you necessary information relevant to the existing maritime regulations in the Philippines including the costing, operating systems and other data deem necessary to your requirements.

We are always ready to do business with a good client like you and we look forward as your partner in reaching your goal. We can always provide you with good quality and proficient crew wherein operational cost savings for our principal are realized.

With our management integrity and corporate vision focusing on the continuous improvements of Quality Management System, the customer satisfaction with our clients, the company's viability is very competitive in the international shipping market.

We are looking forward for you to initiate our negotiations, Hoping for your favorable response, God Bless!

The Supership Marine Services, Inc.



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Company Policy



- Ensure seafarers employed are of highest level of competence, professionalism, proficiency and of good moral character at clients economical consideration.
- Foster good relationship and control amongst the seafarers to encourage good cooperation and loyalty to maintain adequate pool of seafarers for the clients secure manpower supply.
- Provide education and training to standby pool of officers and ratings to develop and up-grade knowledge, skills and proficiency regarding safety, security, efficient and economical management including environmental protection.



OBJECTIVES



- To cater, supply and manned principal's vessel with highly qualified, skilled, certificated and medically fit seafarers of good moral character and attitude.

- To maintained proficient pool of shipboard personnel for the security of clients manpower pooling.

- To implement and maintained training programs as required by international and national regulations & in accordance to training requirements by the clients, and to ensure that safety operation, ship's security, protection to environment are maintained

respectively.

- To create maximum job security and career planning for possible promotions amongst shipboard personnel showing excellence performance level of competency.
- To plan crew complements in a cost efficient at clients economical consideration without jeopardizing the safety and operational standard of the vessels.
- To make arrangement for shore personnel to continuously improve knowledge and management skills within their profession and expertise.
- To maintain a good and professional relationship within the regulatory bodies, and continuously improve cooperation and most excellence services to the clients, and ensure that objectives are **realized** at the highest integrity.



PROCEDURES

(Recruitment, Selection, Documentation, Medical, Training)



- RECRUITMENT :

The company is responsible to recruit seafarers to man the principal vessel's requirements according to their Procedures and Employment Standard stated at the principal's Safety Management Process Manual.

The company is committed and ensures that recruit seafarers are Qualified, holds NO criminal or derogatory records, Certificated, English literate and Medically fit for sea duties. Proficiency assessment in accordance to the CREW COMPETENCY ASSESSMENT PROCEDURES.

- SELECTION

- Crewing section initially interview applicant seafarers, verify qualifications, skills, experiences according to requirements for every occupational level. Appropriate training courses according to standard regulation requirements. Apparently medically fit, sober in attitude of good character profile.

- Selected applicants will undergo oral test (interview) and written test to determine level of proficiency in knowledge, skills & ability, according to standard set in crew competency assessment procedures. Evidence that the applicant can perform specific shipboard duties under occupational level requires. Showing good leadership and high level of professionalism, can adequately understand or command key instructions in English.




- Verification of applicant working history, ability, character profile, medical history from previous employer, and verification for derogatory records. Records for appraisal of seafarers assessment and background verification are on respective files, and verification from blacklisted list.

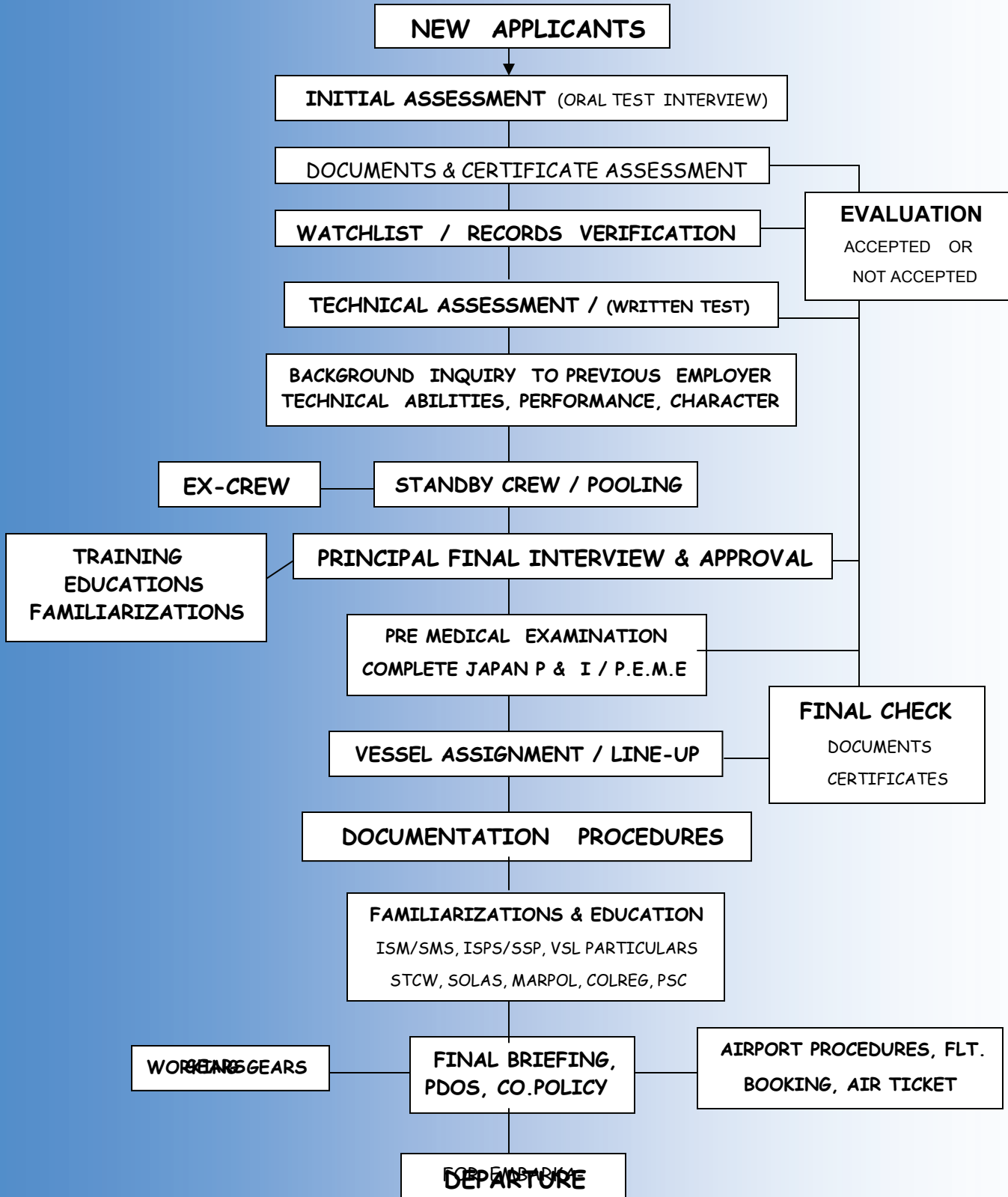
- Ex crew members are assess prior re-hiring according to individual record of evaluation onboard and from crew evaluation record of the principal and in accordance to performance standard set in the procedures on re-hire of ex-crew. Crewmembers remark NFR by principal are excluded from pooling.

- Verify authenticity of seafarers national licenses, endorsement, competencies certificate, training and up grading courses certificate, personal documents, to respective regulatory agencies, ensuring that employed crewmembers are Certificated.

- Further assessment of qualification and competency if deemed requires to ensure applicants for shipboard personnel met the required employment standard of the principal and standard required according to regulations nationals & internationals.

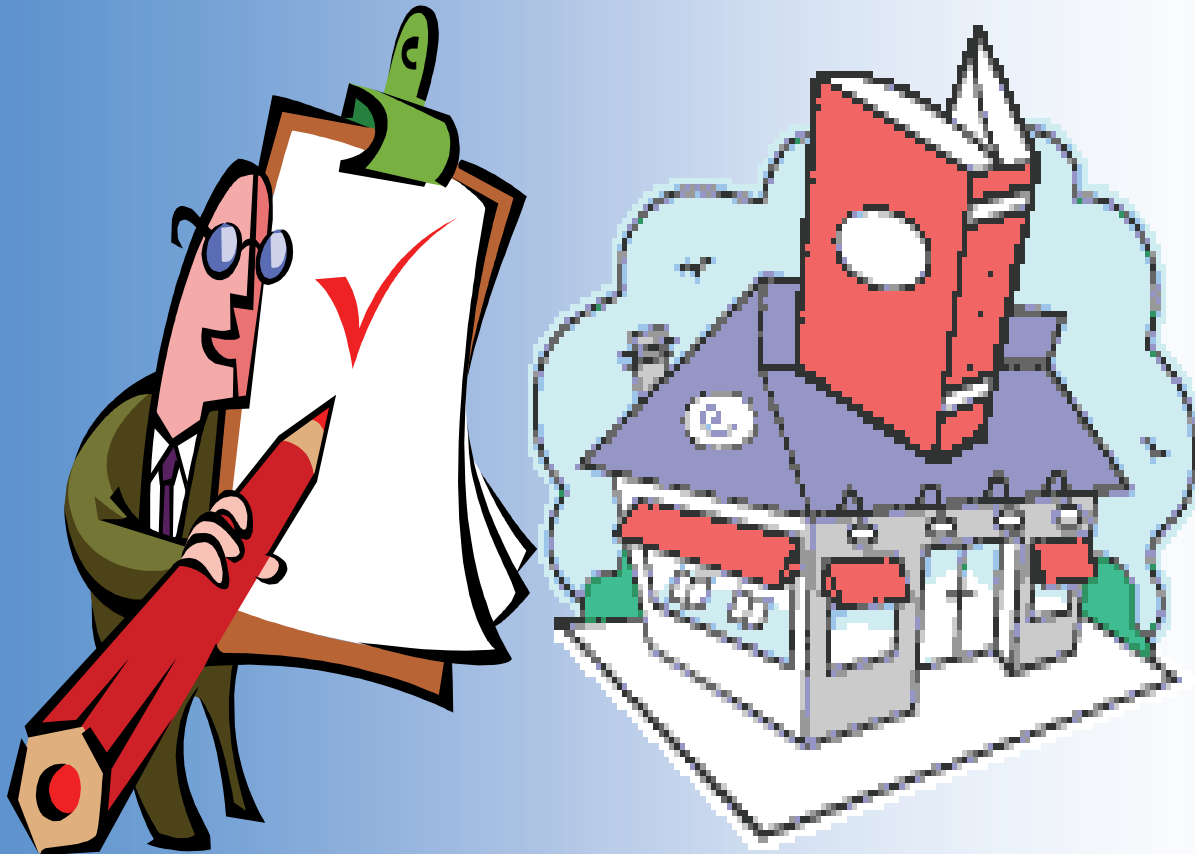
Title :  MANNING	SECTION :	RECRUITMENT	SUPERSHIP MARINE SERVICES, INC.
	SUBJECT :	CREW PLACEMENT PROCEDURES	

RECRUITMENT FLOW CHART





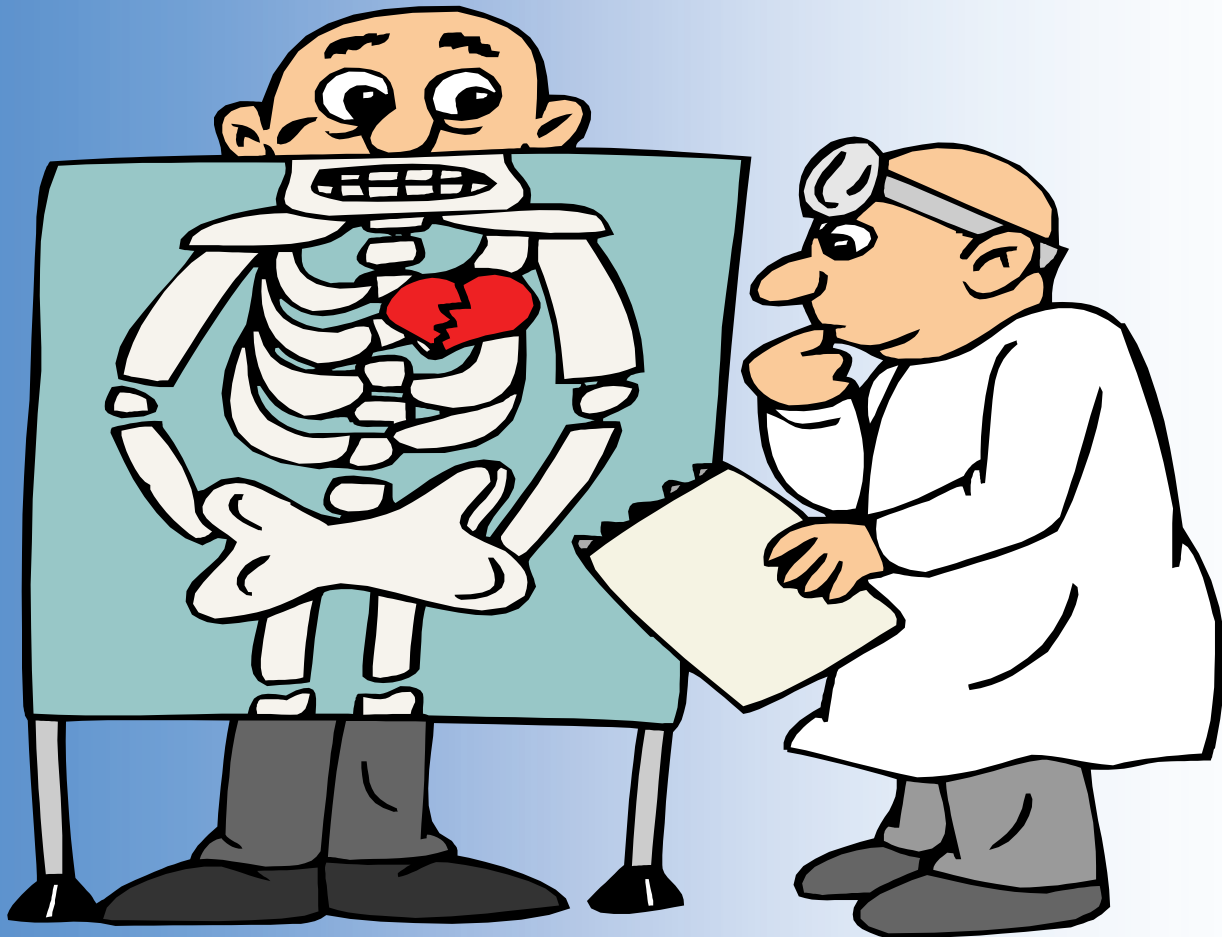
- DOCUMENTATION



- Verification of validity, seafarers must hold not less than one (1) year valid-SIRB, Passport, PRC Licenses & Certificate of Competency, Endorsement, TESDA ratings certificate of competency, Training & Upgrading Courses in accordance to regulation, NAC training assessment certificate, Flag state licenses and COC endorsement, transit VISA as necessary and other documents required by national and international regulations.
- Documentation process for employed seafarers are in accordance to Check-List for Documentation Procedures.



- PRE EMPLOYMENT MEDICAL EXAMINATION



- Our company Pre Employment Medical Examination to seafarers are in accordance to the Japan P & I PEME package. Under the complete PEME package applied to all subject seafarers prior employment, we are confident that cases of Sickness claims are greatly reduces.
- To ensure that employed seafarers are Physically and Medically fit for service. Regularly conduct assessment of Medical Clinic efficiency, monitor cases of onboard P & I matter related crewmember illness, as a basis for Medical Clinic evaluation.



- TRAINING




TRAINING COURSES, to meet and conform with the mandatory training requirements of national and international regulatory organizations, the company assess individual training requirements of every seafarers employed.

Seafarers requires to undergo required training courses from accredited and approved by regulatory agencies shore base training facilities.

Motivate and encourage crew members to improve, up-date and up-grade current qualifications thru adequate training of up-grading courses required and licensures examination.

FAMILIARIZATION, employed seafarers prior embarkation to vessels, are provided with In-House training according to principal's crew education requirements. The company provide education & training program to its shipboard personnel according to crew individual assessment level & recommendation from onboard crew evaluation report by Master, to ensure crew efficient ability, safety operation of ships and protection to marine environment.

Title :  MANNING	Section : RECRUITMENT	SUPERSHIP MARINE SERVICES, INC.
Subject : CREW TRAINING PROCEDURES		

PROCEDURES ON TRAINING OF CREW:

To met and conform with the recommendatory **Training and Up-Grading courses** required by the conventions and the national & international regulatory organizations, the company assess individual training requirements of every seafarers employed.

SHORE BASE TRAINING :

Seafarers after assessed of individual training requirements, undergo recommended training courses to only accredited and approved by the administration **Shore base Training facilities.**

Motivate and encourage crewmembers to improve, up-date & up-grade competency thru adequate IMO's recommended standard training courses & programs. The company believes that by proper training to Seafarers improves "Knowledge, Understanding & Proficiency" for the benefits of Efficient Performance and Safety Operations of the ships will be realized.

IN-HOUSE TRAINING :

In addition to crew training, every employed crewmembers prior embarkation to vessels are provided with **Familiarization & Education** thru In-House training programs.

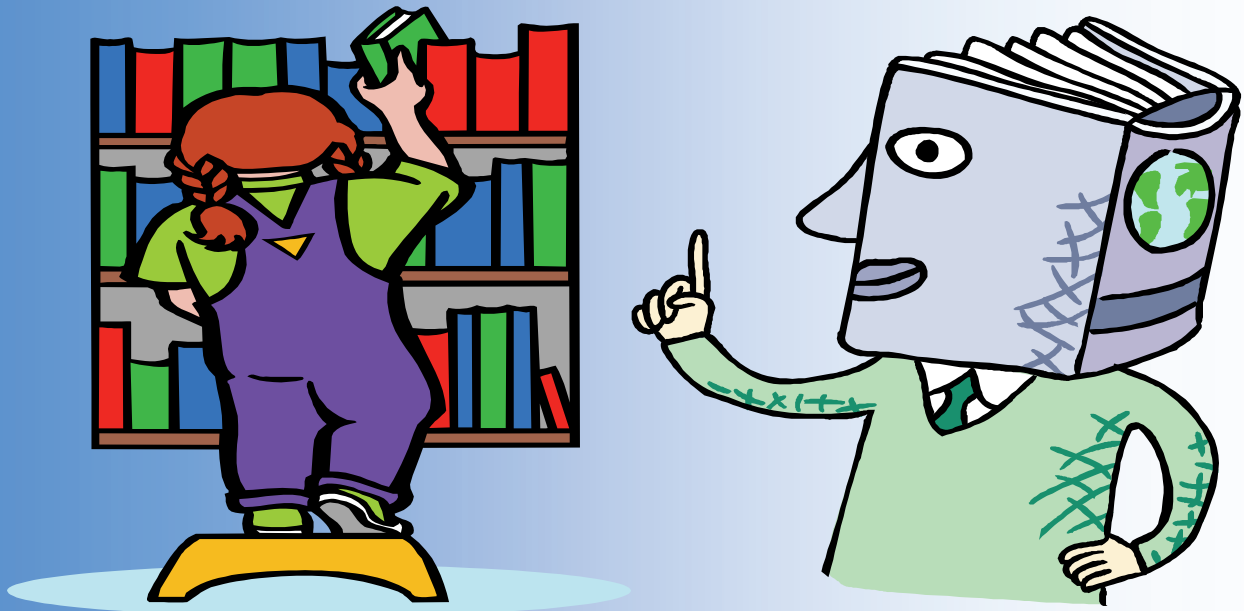
Administered familiarization includes **particulars of vessel** to board, type of cargoes, main trade route, type of hatch covers, cargo gears, machineries & equipments, charterers & operators and other relevant information provided, for a safe and efficient performance conduct of the crew.

Familiarization in accordance to the **STCW A-VI/I & A-1/14** onboard familiarization before being assigned to specific duties, the **ISM code** inter-alia to the principal **SMS** manual. Education to crew regarding respective shipboard works, safety, emergency duties & responsibilities, watch keeping, safety arrangement, company organization, emergency contact list, environmental protection, the ship's security in accordance to the principal **SSP** manual.

Education supporting to realized the mandated of **STCW, SOLAS, MARPOL, COLREG** & the **ISPS code**, and other relevant training requirements the principal may required.

Post-test are conducted after the training to determine individual trainee level of comprehensions. The company endeavor that training crew acquired highest level of understanding, necessary for the crew proficiency in conduction of vessel operations Safely yet Economically.

- DOCUMENTS CONTROL



The company maintained documents, data and records arrangement. The essential related to operation documents, publication, circulars of national and international origin are readily in access, available and updated.

Acknowledgement of receipt to new related documents and obsolete are promptly remove accordingly.



Checklist of joining crew documents, master and principal's documents are maintained, to ensure completeness of related documents are satisfied.

Safeguard new applicant, pooling and onboard crew-members documents and personal data records against unauthorized access and possible misplaced.

Internal records, safety & procedures related documents, records files are maintained according to indexing and filing arrangement.

External records, seafarers related document such as licenses, certificates, employment details, endorsement certificate, personal data or records are maintained and availability of records at all times as required. Retention as long as seafarers are employed by the company.