

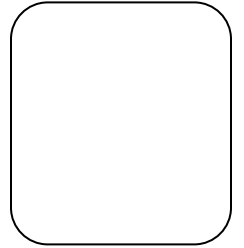


S. K. ENGINEERING SHIPPING & TRADING (INDIA) PVT. LTD.

THE LANDMARK, 1004, , Sector - 7, KHARGHAR,
Navi Mumbai - 400 210, Maharashtra (India)

TEL,NO.022.2087 3023, FAX; 022,2087 3024,

Email ID: india@skengineering.info, Website: www.skengineering.info



PERSONAL DETAILS:-

RANK APPLIED FOR		AVAILABLE FROM	
FULL NAME		SURNAME	
DOB/DOP		NATIONALITY	
CONTACT NO.		E-MAIL	
MARITAL STATUS		NEXT OF KIN	
ADDRESS			

DOCUMENT/LICENSES:

DOCUMENT	DOC.NO	DATE OF ISSUE	DATE OF EXPIRY	PLACE OF ISSUE
PASSPORT				
CDC(INDIAN)				
CDC(PANAMA)				
OTHER				
INDOS				
VISA (IF ANY)				

CERTIFICATE OF COMPETENCY:

DOCUMENT	GRADE	CERTIFICATE NO.	DATE OF ISSUE	DATE OF EXPIRY	PLACE OF ISSUE
COC					

COC (OTHER IF ANY)					
GMDSS					



**S. K. ENGINEERING SHIPPING
& TRADING (INDIA) PVT. LTD.**

CERTIFICATES DETAILS:

CERTIFICATE NAME	CERTIFICATE NO.	DATE OF ISSUE	PLACE OF ISSUE
ELEMENTARY FIRST AID / MEDICAL FIRST AID			
PERSONAL SURVIVAL TECHNIQUES			
FIRE PREVENTION & FIRE FIGHTING			
PERSONAL SAFETY & SOCIAL RESPONSIBILITIES			
OIL TANKER FAMILIARIZATION			
OIL TANKER DC			
CHEMICAL TANKER FAMILIARIZATION			
CHEMICAL TANKER DC			
GAS TANKER FAMILIARIZATION			
GAS TANKER DC			
ADVANCE FIRE FIGHTING			
SURVIVAL CRAFT & RESCUE BOATS			
WATCH RATING (NAVIGATIONAL/ENGINE)			
BRIDGE TEAM MANAGEMENT			
RADAR PLOTTING AIDS/RANSCO			
ECDIS			
LARGE SHIP HANDLING COURSE			
ADVANCE OIL TANKER COURSE			
ADVANCE CHEMICAL TANKER COURSE			
ADVANCE GAS TANKER COURSE			
LIQUID CARGO HANDLING SIMULATOR COURSE			
MARINE ENVIRONMENT PROTECTION COURSE			
STSDSD			



S. K. ENGINEERING SHIPPING & TRADING (INDIA) PVT. LTD.

SEA SERVICE RECORDS:

COMPANY	VESSEL NAME	TYPE	RANK	GRT	BHP	ENGINE	FROM TO	--

DECLARATION:

I declare that the information given by me in filling up this form to the best of my knowledge is true and complete. I also declare that the documents submitted to **S.K. ENGINEERING SHIPPING & TRADING (INDIA) PVT. LTD.** Are genuine, given and signed by the persons whose names appear on them. Any false declaration may render me liable for termination or dismissal

DATE:19/06/2014

SIGNATURE OF APPLICANT:

S.K .ENGINEERING SHIPPING & TRADING (INDIA)PVT.LTD.

Seafarers Check Of List

DOCUMENTS / CERTIFICATES RECORD

Name:		D.O.B:		Rank:	
Address:					
Tel		Mobile:		E-mail :	
Vessel:		S-on Date		Port	
				Date Filled:	

Sr.no.1	Travel Documents	√	Remark
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1.1	Passport		
1.2	Indian CDC /Other Flag CDC		

Sr.no.2	Certificates	√	Remark
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2.1	Certificate of Competency (COC)		
2.2	GMDSS Certificate (GOC)		
2.3	Revalidation Certificate		
2.4	Dangerous Cargo Endorsement Gas <input type="checkbox"/> Oil <input type="checkbox"/> Che <input type="checkbox"/>		

Sr.no.3	STCW Course Certificates	√	Remark
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3.1	Medical First Aid		
3.2	Elementary First Aid		
3.3	Advance Fire Fighting		
3.4	Fire Prevention and Fire Fighting (F.P. & F.F.)		
3.5	Prof. in Survival Craft & Rescue Boat (PSCRB)		
3.6	Proficiency in Survival Techniques (PST)		
3.7	Personal Safety & Social Responsibility (PSSR)		
3.8	ARPA		
3.9	Radar Simulator		
3.10	Radar Observer		
3.11	Medicare		
3.12	Specialized Training Prog. on Oil Tanker Operation (TASCO)		
3.13	Oil Tanker Familiarization (TANKFAM)		
3.14	Specialized Training Prog. on Chem Tanker Operation (CHEMCO)		
3.15	Chemical Tanker Familiarization (CHEMFAM)		
3.16	Specialized Training Prog. on Liquefied Gas Tanker Operation (GASCO)		
3.17	Liquefied Gas Tanker Familiarize. (GASFAM)		
3.18	Liquid Cargo Handling Simulator (LCHS) (Management/Operational)		
3.19	Bridge Team Management (BTM)		
3.20	Radar, ARPA & Navig. Simulator (RANSCO)		
3.21	Electronic Chart Display Info System (ECDIS)		
3.22	Ship Security Officer – SSO – (DG Approved)		
3.23	Ship Maneuvering Simulator		
3.24	Refresher and Updating Training		
3.25	Shipboard Safety Officers’ Course		

3.26	STCW 95 Refreshers		
Sr.no.4	Value Add/Additional Course Certificate	√	Remark
4.1	Engine room Simulator (Operational Level)		
4.2	Bridge Manoev. & Engine Control Syst (BMS)		
4.3	Bridge & Engine Resource Management (BERM)		
4.4	Large Vessel Navigation Simulator		
4.5	Ship to Ship Transfer (STS) on Simulator		
4.6	Merchant Shipping Act		
4.7	Carriage of Goods by Sea Act		
4.8	HMM and P & I Matters		
4.9	Ballast Water Management		
4.10	Modern Ship Management (DNV)		
4.11	ISM Awareness / Preparing for ISM Audit		
4.12	ISO 9001 / 14000		
4.13	Port State Control		
4.14	Safety & Quality Assurance		
4.15	Safety Management Course		
4.16	Risk Assessment		
4.17	Accident Investigation/ Incident Investn Analysis		
4.18	MARPOL Implementation		
4.19	Tanker & Gas Vetting Inspections		
4.20	Planned Maintenance System – AMOS		
4.21	Collision Avoidance Course		
4.22	Deck Hydraulics		
4.23	Tanker Hull Inspection		
4.24	Electrical Familiarisation for Marine Engineers		
4.25	Hydraulics for Engineers – Basic / Advanced		
4.26	NABCO M/E Manoev & Control (Oper. Level)		
4.27	NABCO M/E Manoev & Control (Mgmt. Level)		
4.28	Welding for Marine Engineers		
4.29	Engine Equipment Maintenance Workshop		
4.30	Marine Environment Protection Course		
4.31	Refrigeration Course for Gas Engineers		
4.32	Automation & Control		
4.33	Marine Machinery Overhaul		
4.34	Computer Hardware and Networking		
Sr.no.5	Medical Test Certificate	√	Remark
5.1	Medical Fitness Certificate		
5.2	Yellow Fever		
5.3	Drug & Alcohol Test		

Original documents/certificates checked as per the list above and found in order. The officer holds required documents/certificate, as per STCW in force, for the vessel, except as mentioned below.

Original Documents & Certificates
Checking Officer
Date:

DOCUMENTS / CERTIFICATES RECORD

(For office use only)

Name:		D.O.B:		Rank:	
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S.NO.	FINAL DOCUMENTS CHECK BEFORE LEAVING FOR SHIP	
1.	All original certificates	YES <input type="checkbox"/> / NO <input type="checkbox"/>
2.	Passport (Validity & sufficient pages for stamp)	YES <input type="checkbox"/> / NO <input type="checkbox"/>
3.	CDC (a) Valid (b) Sufficient pages for entries	YES <input type="checkbox"/> / NO <input type="checkbox"/>
4.	Contract Letter	YES <input type="checkbox"/> / NO <input type="checkbox"/>
5.	Placement Order	YES <input type="checkbox"/> / NO <input type="checkbox"/>
6.	Medical/Additional Medical Form in Flag State Format/Blood Group Certificate	YES <input type="checkbox"/> / NO <input type="checkbox"/>
7.	Yellow Fever	YES <input type="checkbox"/> / NO <input type="checkbox"/>
8.	Indemnity Letter (Airport)	YES <input type="checkbox"/> / NO <input type="checkbox"/>
9.	Ticket	YES <input type="checkbox"/> / NO <input type="checkbox"/>
10.	Ok to Board/Visa	YES <input type="checkbox"/> / NO <input type="checkbox"/>
11.	Security Pass (if Required)	YES <input type="checkbox"/> / NO <input type="checkbox"/>
12.	Ship's urgent mail, if any	YES <input type="checkbox"/> / NO <input type="checkbox"/>
13.		YES <input type="checkbox"/> / NO <input type="checkbox"/>

S.NO.	CHECK OF LIST FOR OFFICE RECORDS	
1.	Application form filled and loaded in System	YES <input type="checkbox"/> / NO <input type="checkbox"/>
2.	System updated (Including PAN card details & Next of Kin particulars)	YES <input type="checkbox"/> / NO <input type="checkbox"/>
3.	Travel request made	YES <input type="checkbox"/> / NO <input type="checkbox"/>
4.	Bank details & MICR no for ECS transactions filled & handed over to Accounts	YES <input type="checkbox"/> / NO <input type="checkbox"/>
5.	Briefing completed	YES <input type="checkbox"/> / NO <input type="checkbox"/>
6.	Appointment Letter copy filed	YES <input type="checkbox"/> / NO <input type="checkbox"/>
7.	Claims, if any, received, scrutinized & handed over to Accounts.	YES <input type="checkbox"/> / NO <input type="checkbox"/>
8.	Is he a reliever? Name of Person being relieved _____	YES <input type="checkbox"/> / NO <input type="checkbox"/>
9.	Appraisal of person being relieved	YES <input type="checkbox"/> / NO <input type="checkbox"/>
10.	System updated for Officer being relieved	YES <input type="checkbox"/> / NO <input type="checkbox"/>

Previous Wages		Present Wages	
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Certificates checked as "☒" by the undersigned.

Posting Officer Date:	Crew Manager Date:
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S.K.ENGINEERING SHIPPING & TRADING (INDIA)PVT.LTD.

CRIMINAL/CIVIL CONVICTIONS DECLARATION

Please answer the following questions. If you answer 'yes' to any of these questions please provide details below.

Full Name

Date of Birth

Place of Birth

Passport No

S.NO	DECLARATION	REMARKS
01	Do you have any criminal convictions including driving offences?	YES / NO
02	Are there any criminal or disciplinary charges pending against you?	YES / NO
03	Have you ever had any civil proceedings taken against you by Creditors	YES / NO
04	Have you ever been arrested?	YES / NO
05	Have you ever appeared in court?	YES / NO

DECLARATION

The information I have given in this application is true to the best of my knowledge. I understood that if any of this information is found to be inaccurate or false I may be prohibited from working for S.K.ENGINEERING SHIPPING & TRADING (INDIA) Pvt. Ltd. and any existing contract already entered into may be terminated with immediate effect.

I further consent that S.K. ENGINEERING SHIPPING & TRADING (INDIA) Pvt. Ltd. Group may undertake on my behalf any necessary verification, criminal records check or further enquiries to establish my suitability to undertake this, and any other Assignment for S.K.ENGINEERING SHIPPING & TRADING (INDIA) Pvt. Ltd.

I understand that any criminal conviction (other than for traffic offences) may debar me from working for S.K.ENGINEERING SHIPPING & TRADING (INDIA) Pvt. Ltd. Group.

I further understand that S.K.ENGINEERING SHIPPING & TRADING (INDIA) Pvt. Ltd. may wish to independently verify some or all of the information contained in this application form and I hereby voluntarily authorise S.K.ENGINEERING SHIPPING & TRADING (INDIA) Pvt. Ltd. to perform reference and credit checks to corroborate the information supplied. I hereby release from liability all persons and entities requesting or supplying such information.

Finally if I am accepted to work with S.K.ENGINEERING SHIPPING & TRADING (INDIA) Pvt. Ltd., I agree to be bound by its standard Terms and Conditions of Engagement.

Signed..... Date.....

Name..... Passport No.....

S.K.ENGINEERING SHIPPING&TRADING (INDIA) Pvt. Ltd. guarantees to comply with all necessary legislation in respect of gathering, Collating and storing personal data. S.K.ENGINEERING SHIPPING&TRADING (INDIA) Pvt. Ltd. further guarantees to ensure the security of this information, which will be retained for no longer than is reasonably necessary.

Signed..... Date.....
For and on behalf of S.K.ENGINEERING SHIPPING&TRADING (INDIA) Pvt. Ltd.

Drug and Alcohol

It is the policy of S K ENGINEERING SHIPPING & TRADING (INDIA) PVT. LTD., that no Seafarers will operate equipment or carryout watches, whilst impaired by drugs or alcohol or engage in any activity that creates such a risk of such impairment.

In line with the above, the following substances are considered banned and strictly forbidden for consumption for the duration of the contract, whether on board or travelling from/to the vessel.

1. Alcohol of any strength and concentration
2. Marijuana
3. Cocaine
4. Opiates
5. Phencyclidine
6. Amphetamines
7. Heroin
8. Any and all non-prescribed/controlled medication, including codeine, dextromethorphan etc.

The issuance of medical supplies on board the vessel, is controlled by the Clients Company and such medication may be dispensed through the Master, in case of medical emergencies.

In line with the above, S K ENGINEERING SHIPPING & TRADING (INDIA) PVT. LTD. shall dismiss instantly, any person known to be:

- Consuming alcohol or using banned substances on board the vessel
- Caught in possession of alcohol or banned substances
- Found to have been instrumental in bringing alcohol or banned substances on board vessel

S K ENGINEERING SHIPPING & TRADING (INDIA) PVT. LTD. shall also take disciplinary action, including dismissal, against anybody consuming alcohol or banned substances while on shore leave from the vessel or during a period of 24 hours prior to signing on the vessel, or commencement of service to the company

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Crew Manager

For S K ENGINEERING SHIPPING & TRADING (INDIA) PVT. LTD.

Name _____ Passport No _____ here by agree with the Company's Drug and Alcohol Policy and well Understood.

Signed By _____

Dated _____

DECLARATION CERTIFICATE OF SEAFARER

I _____ RANK _____ INDOS NO _____
PASSPORT NO. _____ CDC NO. _____

JOINING VESSEL _____ Is hereby declare that all certificate submitted by me are original, genuine, valid and in accordance with the requirement of my Rank, vessel and STCW in force. I further declare that any false declaration may render me liable for termination, dismissal and disciplinary action. I further declare that, I have not paid any money for seeking of job opportunity & medical etc in this Company.

Date :

Signature of Seafarer

Verified by

Fleet Crew Manager ,...

COUNTERSIGNED

COMPANY DATABASE

BASIC INFORMATION		PHYSICAL INFORMATION	
Full Name		Rank	
Contact No.		Height	
Date of Birth		Weight	
Place of Birth		Blood Group	
MARITAL STATUS		NEXT OF KIN	
Married/ Single		Next of Kin Name	
Wife Name		Kin Relation	
No. of Children		Kin Phone	
Contact No.		Kin Address	
PERMANENT ADDRESS		OTHER DETAIL	
Add Line A		Passport No.	
Add Line B		Passport Issue Date	
City		Passport Issue Place	
Post Office		Passport Expiry Date	
Police Station		CDC No.	
District		CDC Issue Date CDC	
Zip		CDC Issue Place	
Country		COC No.	
FAMILY INFORMATION		COC Issue Date	
Fathers Name		COC Issue Place	
Mothers Name		COC expiry Date	
Family Contact No.			
ACCOUNT DEATAILS			
A/c Holder Name		Account No.	
Bank Name		Bank Address	
IFSC Code		SWIFT Code	