


QUALITY STANDARD SYSTEM MANUAL	 HALCYON MARINE <small>HEALTHCARE SYSTEMS</small>	DOCUMENT NO. QFU 6.1	EFFECTIVITY DATE: July 3, 2019
		PREPARED BY: Marilar F. De Guzman, MD QAM	REVISION NO.: 0
SUBJECT: MASTER MONTHS OF CONTRACT PROCEDURE			

1. OBJECTIVE

- 1.1. To attain 100 % accuracy in the processing of the medical endorsement form by providing a reference on the number of months of contract per position as defined by the company.
- 1.2. To not receive more than 2 client complaints per month on wrong entries on the number of months of contract.
- 1.3. To minimize the coordination between PEME Account Specialist and client representatives in confirming the number of months of medication to be brought on board by the crew.

2. SCOPE

This procedure defines the client requirement for the months of contract per position for medications to be presented to the clinic prior to clearance and to be brought on board.

3. DEFINITION


- PAS** - PEME Account Specialist
APAS - Assistant PEME Account Specialist

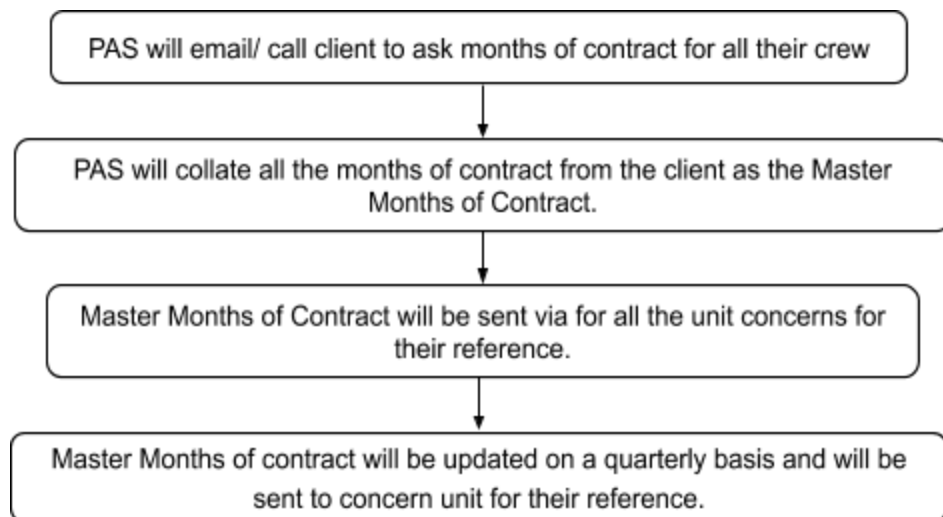
4. RESPONSIBILITY & AUTHORITY

The PEME Account Specialist is responsible for all aspects of this procedure. This procedure shall be reviewed quarterly and updated.

5. PROCEDURE FOR UPDATING MONTHS OF CONTRACT


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COMPANY	POSITION	MONTHS OF CONTRACT
ANGLO	OFFICERS	6 Months
	RATINGS	9 Months
	UASC RATINGS	7 Months
	UASC CHIEF COOK / COOK TRAINEE	6 Months
	RTM VESSELS (RATINGS)	7 Months
	RTM VESSELS (OFFICERS)	6 Months

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	BELGIAN FLAG (RATINGS)	7 Months
	BELGIAN FLAG (OFFICERS)	6 Months
EPIC	Senior Officers (Capt., C/O, C/E, 2/E)	5 Months
	Junior Officers (2/O, 3/O, 3/E)	6 Months
	Fourth Engineer	5 Months
	Cadets (Deck and Engine)	8 Months
	Ratings (C/CK, O/S, A/B, Wpr, Olr)	9 Months
SENATOR	OFFICERS	6 Months
CENMAR	CAPTAIN/MASTER (BULK)	4 Months
	CAPTAIN/MASTER (TANKER)	6 Months
	OFFICERS (BULK & TANKER)	6 Months
	RATINGS	7 Months
	GALLEY	7 Months
BW	Based on the Email reply of Ms. Tamano in the Medical Report sent by HMHS.	
SOLVANG	Officers – Master/Chief Engineer	2 Months

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	2nd/Eng. and Chief Officer	6 Months
	3rd Eng., 3rd Off, Cargo Eng., Elect.	7 Months
	Ratings	9 Months
	Galley - Chief cook	7 Months
	Steward/2nd Cook/Messboy	9 Months
MRM	OFFICER (AT SOME CASE)	4, 5 & 6 Months
	RATING	8 Months (returnee) & 3 Months (New)
	GALLEY	8 Months (returnee) & 3 Months (New)
STELLA MARRIS	AS PER ADVISED THEY WILL INDICATE IN THE APPROVAL FOR MEDICATIONS	
PTC SEASPAN	MASTER, CE	4 Months
	CHIEF MATE, 2E	5 Months
	OTHER OFFICERS	6 Months
	CHIEF COOK	7 Months
	RATINGS	9 Months

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PTC SEASPAN - YACHT	DECK HAND OILER	9 Months
	CABIN STEWARDESS	9 Months
	CHIEF COOK	9 Months
	CHIEF OFFICER	4 Months
	2ND OFFICER	4 Months
	2ND ENGINEER	6 Months
	FITTER	9 Months
PTC WALLENUS	OFFICERS (Senior)	
	- Master - Chief Officer - Chief Engineer - 2nd Engineer	4 Months
	JUNIOR OFFICERS and RATINGS	

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	<ul style="list-style-type: none"> - 2nd Officer - 3rd Officer - 3rd Engineer - 4th Engineer - Electro Technical Officer - Electro Technical Rating - Bosun - Able Seaman - Fitter - Oiler - Chief Cook - Messman 	6 Months
GRIEG	OFFICERS	6 Months
	RATINGS	9 Months
TRANSOCEAN	OFFICERS	2-4 Months(for confirmation)
	CHIEF COOK	4 Months
	RATINGS	6 Months
FRIENDLY	OFFICERS	3 Months- 6 Months(For confirmation)
	CHIEF COOK	For confirmation
	RATINGS	9 Months

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PTC AEGEAN	OFFICERS	6 Months
	RATINGS	8 Months
PTC ALTO	ALL CREW	6 Months
JEBSENS	MASTER CHIEF ENGINEER CHIEF MATE 2ND ENGINEER	6 Months
	THE REST	9 Months
SOLSTAD	ALL CREW	For confirmation
VIRJEN	MASTER CHIEF OFFICER CHIEF ENGINEER FIRST ENGINEER	6 Months
	THE REST	9 Months
MANILA SHIP-HSM	MASTER	4 Months
	CHIEF MATE	4 Months
	SECOND ENGINEER	4 Months
	CHIEF ENGINEER	4 Months
	RATINGS	8 Months

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	NEW CREW-	2 Months(EXTENSION to 6 Months)
	CHIEF COOK-	8 Months
	GALLEY	8 Months
MANILA SHIP -IONIC	THEY WILL ADVISED/ EMAIL ONCE WITH COMPANY APPROVAL	
MANILA SHIP -ENESEL	MASTER	5 Months
	CHIEF MATE	5 Months
	SECOND ENGINEER	5 Months
	CHIEF ENGINEER	5 Months
	RATINGS	9 Months
	NEW CREW-	3 Months
	CHIEF COOK-	9 Months
BRIGHT	OFFICERS/RATINGS	8 Months
	NEW CREW	To be determined based on PRINCIPAL REQUIREMENT
UPL	ALL CREW	6 +1 Month

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		4 +1 Month w/ maintenance
GMA	MEDICINES TO BE SHOWN TO THE COMPANY	
CASSIOPEIA	MASTER , CHIEF MATE , SECOND ENGINEER , CHIEF ENGINEER	4 Months
	RATINGS, NEW CREW, CHIEF COOK, CONTAINER RATINGS, CONTAINER RATINGS	9 Months
	JUNIOR OFFICER, SECOND MATE, THIRD MATE, THIRD ENGINEER , 4TH ENGINEER , JUNIOR ENG, JUNIOR ELEC.	6 Months
	ELECTRICIAN , PUMPMAN, BOSUN , AB	8 Months
STATUS MARITIME	ALL OFFICERS-	6 Months
	RATINGS-	9 Months
SEALANES - (JUMBO)	SECOND MATE, THIRD MATE, THIRD ENGINEER, BOSUN, CHIEF COOK	4 Months
	WIPER, GP1 ENGINE, ELECTRICAL ENGINEER, AB/CRANE, WELDER	5 Months

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	GP/LAUNDRYMAN, G/P STEWARD	1-2 Months
SEAPOW	AS PER CLIENT ADVISE, THEY WILL INDICATE THE MONTHS OF CONTRACTS ONCE WITH APPROVAL	
ALL OCEANS - AMCL	-----	9+/-2 Months
ALL OCEANS -HKMW	-----	8+/-2 Months
ALSTER	MASTER, 3E, ELEC, C/O, C/E,2M,3M,	6 Months
	OTHER RANKS	9 Months
TORM - DIS - FLAG	SR/O,	5 Months
	JR/O,CCK,BSN,FTR,RATINGS	6 Months
TORM - SIN - FLAG	SR/O,	5 Months
	JR/O,CCK,BSN,FTR	6 Months
	RATINGS	8 Months
TORM - PANAMA- FLAG	SR/O,	5 Months
	JR/O,CCK,BSN,FTR,RATINGS	6 Months
CREW BENEFIT	ALL POSITIONS	8 Months
NET SHIP	C/O,C/E, E2,CAPTAIN,	4 Months

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	RATINGS	6 Months
F.A VINNEN	C/E,MASTER, C/O,2E,	6 Months
	RATINGS	9 Months
STOLT	NO ADEQUATE MONTHS OF CONTRACT, WILL INDICATE IN THE REFERRAL FORM	
ONE SHIPPING	C/E,MASTER, C/O,2E,2M,3M, 3O,4E,JR/O	6 Months
	RATINGS	9 Months
MAGSAYSAY GEARBULK	C/E,MASTER, C/O,2E,	4 Months
	2/O,3E,3/O,4/E,JR OFFICERS	6 Months
	RATINGS	9 Months
MAGSAYSAY ENSL	C/O ,MASTER, J/O,J/E	6 Months
	3/O,CCK,2/O	7 Months
	OTHERS	9 Months
FLEETSHIP	C/E,MASTER, C/O,2E,	6 Months
	3/O,2/O,J/O,4/E,E/O,TEO,	8 Months
	RATINGS	9 Months

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WILHELMSEN	NO ADEQUATE MONTHS OF CONTRACT, WILL INDICATE IN THE REFERRAL FORM	
VEGA MANILA - FUN-VESSEL	MASTER, C/O, 2/O, C/E, 2/E-	6 Months
	3/O, BSN, AB, OS, ASE, FTR, CK, ELECTRICIAN	8 Months
VEGA MANILA -QUO/BEE/LUNA/SUN- VESSEL	MASTER, C/O, 2/O, C/E, 2/E-	6 Months
	3/O, BSN, AB, OS, ASE, FTR, CK, ELECTRICIAN	9 Months
YIALOS	NO ADEQUATE MOS OF CONTRACT, WILL INDICATE REFERRAL FORM	
KESTREL LMM	OFFICERS	7 Months
	RATINGS	9 Months
POMI	INSW All Officers	6 Months
	INSW All Ratings	8 Months

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	CALA PORTESE CALA PEVERO CALA PICCOLA CALA PAINA Duration of Contract: Senior officer- 5 months. Junior Officers and ratings- 8 months. KAY BAY KAY BORA KEY EAST Duration of Contract- 6 months CONTSHP CUB CONTSHP RUN CONTSHP SEA CONTSHP ZEN Duration of Contract- Senior officers- 6 months Junior officers- 8 months Ratings- 9 months.	
ODFJELL	BASED ON THE REFERRALS AS PER MS WILEN	
CARGO	OFFICERS, RATINGS, ENGINEER	9 Months
LEONIS	OFFICERS AND RATINGS	9 Months
MICHAELMAR	NORDIC RATINGS ONLY	9 Months

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	PERTANKO	BASED ON THE REFERRALS AS PER MS LUISA
MOT BARKO		
EPSILON		
ALASSIA	New officers, elect and cook	6+/-2 Months
	Returnee officers, elect and cook	6+/-2 Months
	Rating	6+/-2 Months
	Maximum length of Stay	11 Months
ATLANTIS	OFFICER	8 Months
	RATING	10 Months
	GALLEY	10 Months
ARISTA	Senior Officer - MASTER, CE CO 2E	6 Months
	Jr. Officer	8 Months
	Ratings	8 Months
	Galley	8 Months
POSEIDON	OFFICER/RATINGS	10 Months
	New hire (special case)	3 Months

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CAPE SHIPPING	Rating	8+/- 1 Months
	Galley	8 +/- 1
GOURDOMICHALIS	OFFICERS/RATINGS	10 Months
KONKAR	Senior officer (mstr,C/OFF,C/ENG,2/ENG)	6 Months
	Junior officer (2/OFF, 3/OFF, 3/ENG)	9 Months
	Ratings & galley	9 Months
LIVANOS	OFFICERS/RATINGS/GALLEY	7 Months
W-MARINE	SENIOR OFFICER S	6 months + 5 months/-1 month
	JUNIOR OFFICERS (2off, 3off &3E)	8 months + 3 months/-1 month
	RATINGS	10 months (+/-1 Mutual Option)
KJCM	NEED TO VERIFY ALWAYS. NO INDICATED MONTHS OF CONTRACT, IT DEPENDS ON THE PRINCIPAL'S ADVISED	
SCANMAR MARITIME		
SKANFIL - BBG	senior officers	6 Months
	junior officers	7 Months

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	ratings	9 Months
SKANFIL - SMT	Pearl vsls---Arctic Pearl--Pacific Pearl	9 Months
	Danavik, Envik, Furuvik, Ostanvik,	6 Months
	GIL, Gdansk, warsaw, Conakry pearl,	6 Months
JPC	officers only	6 Months+ 1 (vary depending on crew request/principal's approval)
Symphony	Ratings	9 Months
Forestwave	Trainee Mate and Third Officer Fourth engineer, RATINGS	9 Months
TVM TRI REME	officers	9 Months
	ratings	6 Months
IONA	Glueckburg vsl	8 Months
LOMAR	officers	6 Months
	ratings	9 Months
CREWCHART	AB / MTM	6 Months
	CCK / PMP	5 Months

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	OFFICERS	4 Months
REDSTAR	OFFICERS / RATINGS	3 Months
HANSEPROSPECT	RATINGS	9 Months
OH MELLING	RATINGS	3 Months
GULFMARK	RATINGS	5 Months
AKER BIOMARINE	RATINGS	6 Months
AEGEAN	2nd officer, 3rd officer, Bosun, AB, OS, Carpenter, 2nd Engr, 3rd Engr, Motorman, Asst Electrician, Wiper, Chief Housekeeper, Cabin Steward/ess/Utility, Bar Waitress, Asst Bartender, Bar Manager, Engine Storekeeper	3 Months
AEGEAN (Ligabue Crew)	Restaurant Steward, Asst Restaurant Steward, Snack Boy, All Cooks	8 Months
LDA	ALL (sometimes short contract)	6 Months
IONA	Glueckburg vsl (both officers and ratings)	8 Months
	Cemstar, Cemsy, Cemsol, Lindaunis, Maasholm (both officers and ratings)	6 Months
BLUMENTHAL	ALL (sometimes short contract)	9 Months

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LOMAR	officers	6 Months
	ratings	9 Months
DANNEBROG	officers	6 Months
	ratings	9 Months

6. FORMS

Medical Endorsement Form (DOC - 18)

CONTROLLED