**PRE JOINING BRIEFING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Seafarer:** |  | **Joining Vessel:** |  |
| **Rank:** |  | **Port and Date of Joining:** |  |

I hereby confirm that I have been duly briefed by the Manning Department/Regional Office on the followings prior my joining the abovementioned vessel.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | ***Tick***  | |
|  |  | Yes | NA |
| 1. | Brief description of vessel |  |  |
| 2. | Crew compliment and nationality |  |  |
| 3. | Shipboard organization |  |  |
| 4. | Vessel trading pattern |  |  |
| 5. | Technical (For Engineer) |  |  |
| 6. | Safety and Training (For Master and Chief Officer) |  |  |
| 7. | Company policy on Safety and Environment |  |  |
| 8. | Company policy on Drug and Alcohol |  |  |
| 9. | Job Description (Duties and responsibility) |  |  |
| 10. | Copy of Hand over note |  |  |
| 11. | Terms and conditions of the crew contract |  |  |
| 12. | ISM |  |  |
| 13. | MLC |  |  |
| 14. | Others: |  |  |

Notes: 1. For Officer visiting the Management Office for pre-joining briefing, a detail briefing note prepared by each

department is to be used.

2. In the event the pre-joining briefing was conducted by telephone/video, no signature by the seafarer is required

instead to make remark ‘By Telephone’ or ‘By Video’.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Seafarer:** |  |  | **Manning Dept/Regional Office:** |  |  |
| (Signature) |  |  | (Signature) |  |
| **Date:** |  |  | **Date:** |  |  |