



Rev. 1, date: 01.06.2022

SEAFARERS RECRUITMENT PROCEDURE

1. Preamble

It is a Company's main objective to provide highly qualified, trained, experienced and motivated crews who fulfill shipowner's requirements.

Romor Marine Services recruits seafarers in accordance with STCW, MLC 2006 conventions and this procedure which is available on company's webpage.

2. Commencement of recruitment process.

Recruitment process is initiated by vessel's owner, who forwards by e-mail his open positions list which should include as much as possible information about job's offer and owner's requirements.

In first place candidates are selected from ex-crews and seafarers who submitted their application via company's webpage in the past.

In case a/m candidates are not available, Romor Marine Services posts a job offer on the maritime webpages.

3. New candidates

All new candidates must complete electronic application form available at Company's webpage www.romor.pl. In particular situations, standard applications sent by email to cv@romor.pl can be also accepted.

Submitted application should include all necessary information required to verify candidates' experience, including contact details of candidate's former employers enabling verification of sea service record and reference's check.

4. Minimum age

Romor Marine Services doesn't engage or employ any person under the age of 18 years. Age of all new hires is verified by checking the passport. This rule applies also to cadets and trainees.

5. Verification of qualifications

Romor Marine Services verifies if seafarers recruited or placed are qualified and hold the documents necessary for the job concerned.

Crewing department personnel especially makes sure that:

- All applicants were trained according to STCW and hold certificates appropriate to their rank and duties.



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- All seafarers hold valid basic safety training certificate which shall include Personal Survival Techniques, Fire Prevention and Fire Fighting, Elementary First Aid, Personal Safety and Social Responsibility.
- Authenticity of COC and other certificates (if required) of the recruited crew member are verified with issuing authority.
- Sea service record and seagoing experiences listed in candidate's application are verified by checking entries in applicant's seaman's book.
- Applicant has sufficient English skills appropriate to his/her rank (confirmed by Marlins test).

6. Selection interview

Applicants shall pass the interview conducted by crewing department personnel. During an interview crewing department personnel discuss with applicant all conditions of employment.

Selected applicants CVs are sent to the shipowner for approval. Romor Marine Services makes sure applicants are informed about the results of recruitment process in shortest possible time.

7. Fees / expenses

No fees or other charges for seafarer's recruitment or placement or for providing employment to seafarers are borne by the seafarer. Also the cost of all necessary visas shall be borne by the shipowner.