



Romanian Authorized Manning Agency

PETRIMAR SHIPPING LTD.

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Our agency is fully authorized - in branch by the Romanian Naval Authority –Authorization APN 03 no. 0014. We are also **ISO 9001** and **MLC 2006** certified. Our fully qualified staff with over 15 years experience will insure that your company receives a first class service for all your personnel requirements, from seafarers' / technicians' selection, consultancy, visas, and all other issues related to successfully fulfilling our clients' requirements.

Our Agency was founded in 2002. We currently supply crewmembers to foreign Ship Owners/Managers from all over the world for following types of vessels: general cargo, bulk carriers, containers, tankers, RoRo/Passenger ships, Cruise ships, demo ships, yachts and offshore ships. Also, in our database we have over 10,000 seafarers/technicians who had been previously employed in **repair services in different ship yards or onboard vessels with mixed crew**. We guarantee their **professionalism** and we pride ourselves with the **good name** of Romanian **repair service**.

We are always looking to expand and develop our business, improving and extending our services to our clients throughout the world.

Based on our vast experience and large portfolio we can supply all ranks of Romanian seamen/marine technicians. All our seamen are certified according to STCW '95, and have had experience on board vessels sailing under foreign flags; they are both mentally and psychically strong and have a good understanding of the English language and as a result they can be successfully implemented in any international – mixed crew.

The conditions of the Employment / Salaries Scales are per your company's scales & regulations.

Please find below our company procedures for Selecting Signing on/off the Crew and other useful information to help assist you in our future business dealings.

COMPANY PROCEEDURE FOR SELECTING AND S/ON OF ROMANIAN CREW

1. THE JOB OFFER

When notifying our office of your personnel requirements, by e-mail, or by phone, please include the vessels details (Name,type, Dwt, Gt, Engine with Bhp, IMO no and Call Sign), the required ranks of crew along with any special requirements, salary and period of contract, approximate date / port of employment.

2. SELECTING AND PREPARING THE CREW FOR S/ON

The necessary time from the receiving the job offer till employment is 2-3 days, depending on the numbers of required personnel. The process of selecting and preparing the personnel takes approximate



1-2 days; this time is used to search our portfolio to select the perfect staff to match your requirements. At the same time we will verify the validity of all the candidate's documents, IMO certificates, Medical Examination, Alcohol/Drug Tests and previous experience. We also make sure we have contacted the candidate's previous employers in order to take references to further ensure the candidates suitability. After the initial process we then prepare an Application Form which we will send to your office (by e-mail) in order that you can preview our selection and either accept, or request further candidates.

After receiving the acceptance and the flight details with the agent's details and the port of call, we will need from your side the Employment Contract and all the necessary travel documents.



3. VISA

In situations where a visa is necessary, we shall immediately inform your Company and our office will take care of all the required documentation in order for the visa to be issued. All we request from you is a letter of invitation / guarantee from either you or your agents in the port of boarding / disembarking.



4. TRAVEL EXPENSES

All the costs related to seaman's travel from the residential country to the port of embarkation are on Employer/Owner's account.

5. OTHER EXPENSES ON OWNER'S ACCOUNT / AGENCY FEES

There will be no further expenses on Employer's account, other than our fees as per a mutual Agreement between our Agency and your Company.

6. CREW'S SIGNING OFF

Please inform us about the employees' signing off, and any replacements you require 'Petrimar Shipping Ltd' will propose / prepare the change as per your instructions.

We hope you find all the information we have supplied useful, and we look forward to being given the opportunity to use our experience and expertise to work alongside your company and form a mutually beneficial working relationship, helping you to solve all of your personnel needs.



Contact Us



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