

Policy 03 - Seafarer Checks & Verification

1. PURPOSE

This procedure outlines how Surge Crew verifies the suitability, qualifications, and background of seafarers prior to introduction or placement, in accordance with responsible recruitment practices and the principles of the Maritime Labour Convention, 2006 (MLC).

The purpose is to ensure that seafarers introduced by Surge Crew are appropriately qualified, informed, and suitable for the roles they are considered for. These checks are carried out to confirm that seafarers hold the qualifications, experience, and documentation required for the position.

2. SCOPE

This procedure applies to:

- All seafarers registered with Surge Crew
- All recruitment, sourcing, and placement activities undertaken by Surge Crew
- All yacht roles, temporary or permanent

3. SEAFARER REGISTRATION

Before being considered for roles, seafarers are required to:

- Provide a CV or professional profile
- Provide basic contact details
- Acknowledge the Privacy Notice and, where consent is the applicable lawful basis, provide the required consent

No seafarer's profile is shared with a client without recorded consent.

4. IDENTITY AND ELIGIBILITY CHECKS

Surge Crew verifies the identity of every seafarer it recruits or places. Before any introduction is made, Surge Crew requests and reviews:

- Proof of identity (e.g. passport)
- Nationality and right-to-work information, where applicable
- Visa or immigration documentation, if required

Surge Crew does not provide immigration advice but ensures seafarers are aware of role-specific requirements.

5. QUALIFICATIONS AND CERTIFICATIONS

Surge Crew verifies the experience, training, qualifications and authorisations required for the position by the client, applicable law or a relevant professional body. The evidence reviewed includes, as applicable:



- STCW certification
- Role-specific certificates (e.g. Deck, Interior, Engineering)
- Medical certificates (e.g. ENG1 or equivalent)
- Additional endorsements or licences, where required

Verification follows a documented process:

- Check original documents or reliable electronic copies
- Confirm that the name and identifying details match the seafarer's identity documents
- Check validity and expiry dates
- Verify certificates with the issuing authority or a recognised database where one is available
- Record who performed the check, when it was performed, the method used and the result
- Flag any restrictions, endorsements or limitations
- Inform the client of any evidence that cannot be obtained or authenticated

6. EXPERIENCE AND SUITABILITY ASSESSMENT

Seafarers are:

- Spoken to directly by Surge Crew
- Assessed for relevant experience, background, and professionalism
- Asked about availability, career goals, and role expectations

This supports appropriate matching and responsible placement.

7. REFERENCE CHECKS

At least one reference is obtained before introduction for every seafarer who has previously held a paid position on board a vessel. Where a seafarer has no previous sea service, or a former employer cannot be contacted, this is recorded and disclosed to the client before introduction.

References are sought from:

- Previous captains
- Senior officers
- Managers or employers

References are conducted verbally or in writing, logged, dated, and considered as part of the overall suitability assessment.

8. INFORMATION ACCURACY

Surge Crew takes reasonable steps to ensure that seafarer information is accurate and not misleading.

Seafarers are expected to:

- Provide truthful and complete information
- Disclose relevant employment history
- Notify Surge Crew of any changes to certification, availability, or circumstances



Misrepresentation may result in removal from consideration.

9. RECORD KEEPING

Surge Crew maintains records of:

- Documents reviewed
- Identity-verification results
- Certificate verification sources and results
- Reference checks completed
- Failed or inconclusive checks
- Information disclosed to the client about checks that could not be completed
- Notes from seafarer interactions
- The date of each check and the staff member who completed it

Records are stored securely and retained in accordance with the Records, Data Protection & Retention Policy.

Consent to share a seafarer's profile with a client is separate from the lawful basis on which Surge Crew retains recruitment and compliance records. Withdrawing consent to be presented for roles does not require deletion of records Surge Crew is required to retain. The lawful basis for each purpose is set out in the Records, Data Protection & Retention Policy.

10. LIMITATIONS

Surge Crew does not:

- Employ crew directly
- Issue certificates or licences
- Guarantee performance once onboard

Final hiring decisions remain the responsibility of the yacht, owner, or their appointed representative.

11. REVIEW OF THIS PROCEDURE

This procedure is reviewed periodically to ensure continued relevance and compliance with applicable legislation and industry standards.