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1. INTRODUCTION: Oilcity Crew Jobs Centre Ltd is a registered, certified and approved company by Ghana Government with MLC 2006 License Number GMA/264 and Private Employment Agency License Number PEA/0001171 founded in 2012 which is based in Takoradi, Western Region of Ghana with highly experience staffs.

2. OUR SERVICES: We offer a complete range of services connected with crew manning. We deal with recruitment, training and placement Services, Ship Chandling service, Crew manning service etc. We provide well trained qualified and competent Ghanaian seafarers, officers and rating for ship management. All our crew are vetted for good character, qualifications and experience. Our highly experience recruitment team ensure that we provide ship owners or managers the most highly skilled and qualified Ghanaian seafarer to meet their standard.

3. RECRUITMENT, SCREENING SELECTIONS: We hold an extensive database of qualified and experienced seafarers. Our crew members are able to communicate effectively in English. Our up-to-date computerized database help us to find the suitable candidates quickly. All candidates are screened, verified and cross-checked. We conduct interviews to confirm that an applicant skills, experience and personality meet the job requirement. In case our principal wishes to screen selected candidates personally we welcome Principal's representatives to interview them.

4. DOCUMENTS, TRAINING CERTICATES: Our seafarers meet the very highest technical and operational standards. We conduct thorough verification and certifications of candidate documents to ensure that their qualification, experience and documents suit the principal's standard. We place utmost importance on training and skill development for seafarers and regularly conducts maritime training courses at Regional Maritime University at Accra- Ghana, where most of West African seafarers acquire their Maritime trainings

5. MEDICAL EXAMINATIONS: Our qualified seafarers always have a medical clearance from medical centers accredited with the respective government bodies and our principal's vessel flag. This is to ensure our principals that the seafarers we deploy are always fit to be on duty onboard ship.

6. DISPATCHING AND TRAVEL ARRANGEMENT: When the seafarers are suitable and approved by Principal, we communicate with the principal to arrange the

necessary documents such as Letter of Guarantee, OK to Board, Article of Agreement, Visa, Air Ticket, and any other requirement in order that the crew can go from place of origin to country or vessel of destination without hindrance. As soon as we received the documents required, we deploy the seafarers to meet the vessel without delay.

7. QHSE QUALITY: Health and safety and the environment is always our priority. Our Company complies with the highest health and safety standard procedures. We ensure our personnel have all the valid training and medical documents from approved institutions. We ensure that all national endorsements of the Flag State are met and that personnel are covered by either a private or a state insurance package. Our record is exemplary and we monitor every activity in order to make sure all quality, health and safety standards are respected

8. DRUGS AND ALCOHOL POLICY: Policy for the use of alcohol, drugs and other narcotic or performance enhancing substances are forbidden. The use, possession, concealment, transportation, sale, production and supply or offer to supply of alcohol, drugs, Narcotic and other forbidden substances during the employment period, included the travel to and from the location, is strictly prohibited.

9. COMPENSATION AND CONTRACT: The laws governing wage and labor issues in the maritime industry vary depending on the scope of jobs, location of the work performed and the kind of vessel. Vessel managers are required to enter into written contracts with each of their seafaring employees. These contracts ideally cover basic employment terms, including scope and length of employment, duties and responsibilities, working conditions, on-board conduct rules, annulment of contract and termination, reporting obligations, medical leave, and rate of compensation. Qualified seafarers embarking on voyage to foreign shores are required to enter into a written shipping Articles of Agreement with their agency or employer. A seafaring employee's life and wages are protected under certain laws on most vessels and these legal terms have developed over time to protect the rights of the seafarer. But issues and concerns do arise from time to time regarding seamen compensation, entitlements, overtime and benefits. Our Company provides extensive legal and advisory support to all our crew selectees on their engagement contract and ensures that both employee and ship manager are fully aware of their legal and financial obligations, both at sea and on land, and meet these obligations within the prescribed period. We ensure that our seafarers are among the best paid in the industry and receive compensation worthy of their training, experience, and performance. We also assist crew and ship owners in structuring wage payment, compensation, and tax in an efficient and non-discriminatory manner. Our Company has earned the trust and respect of seafarers and ship owners because of our diligent handling of compensation and job contract issues

and our ready- to-use solutions for compensation disbursement. Our legal department provides a wide range of contract related services and consultancy to ensure that all parties involved in the engagement agreement are fully covered on their obligations.

11. APPRAISAL AND COMPETENCY: Performance appraisal and competency mapping is a critical component of our crewing and recruitment solutions because this helps determine the right fit for available positions and seafarers. Our Crewing Department has a fair and elaborate system of personnel appraisal based on employer feedback and our own assessments which are periodically updated based

12. QUALITY MANAGEMENT: It is our policy to offer the highest standards of service to the principal. That is why we have implemented a company-wide quality management system in accordance with ISO 9001: 2000. Our management team as well as staffs are firmly committed to a quality process which enables us to provide superior services and consistently meet or exceed client expectations. We are also certified by the MLC 2006 to carry our crewing services for international clients. However, our quality commitments are not strictly about getting certification. It has been our company's policy since its inception to provide leadership in the maritime community through the quality of our services. We are among the leading crewing agencies in our region because of a growing number of satisfied customers who repeatedly approach us for their requirements. We consistently monitor and upgrade our quality management systems, and make the necessary changes to help our clients achieve their business objectives. We regularly monitor client satisfaction levels through customer feedback and perception analysis, and take corrective measures where we notice gaps between our services and client aspirations. It is our mission to be the top crewing operation in our region, a crew management organization that is valued and sought after by clients and crew worldwide for its professionalism and total commitment to quality.

13. COMPANY CORPORATE POLICY: We believe there are no big clients or small clients, and that every client deserves equal attention and ready access to all our resources no matter how long or short our association. All shipboard personnel recruited through our office are required to comply, support and contribute to the effective implementation of our policies, which include: Safety and Quality Standards Environmental Protection Human Resource and Occupational Health Standards, Drug and Alcohol Policy and Security Policy

14. LEADERSHIP DEVELOPMENT: Living at sea poses a unique set of challenges for crew members no matter how much their sailing experiences. Living in closed

quarters for months on end, dealing with the dangers and uncertainties of a vessel plying the oceans, being isolated from the rest of the world, performing at peak levels to complete the mission and the rigorous discipline needed to keep a ship afloat and running round the clock puts significant pressure on group dynamics and individual psyche. A successful shipping operation requires exceptional leadership skills, besides knowledge and experience, from all members of its on-board crew. We recognize that leadership must not only flow top down but also from bottom up and laterally. We conduct leadership programs for our crew depending on the nature of the mission involved. In certain high-risk vessels and operations, leadership development is often integrated in the normal training routine. In other cases, we conduct leadership orientation and development according to the specific requirements of the ship owner or management

company. Our leadership development courses are aimed at increasing the capacity of officers and crew to prevail over operational hazards while surmounting personal and organizational challenges for higher efficiency.

We consistently help our crew to understand their professional responsibilities and achieve superior performance and results that fosters growth and change within the parameters of sailing pressures and challenges. Our leadership development program is all about helping our officers and crew change the way they think of leadership. It is not about position but about attitude. In today's rapidly changing maritime industry, we need leadership to be able to take advantage of the myriad of opportunities that exist to make a difference. At Oilcity we believe we can inspire regular seafarers so that they can provide exceptional leadership under exceptional circumstances.

15. OUR TEAM: Our Team Members are all Well Trained, qualified and experienced in all our departments having ability as individual or an organization to administer and coordinate a group of individuals to perform a task. Team management involves teamwork, communication, objective setting and performance appraisals. Moreover, team management is the capability to identify problems and resolve conflicts within a team. There are various methods and leadership styles a team manager can take to increase personnel productivity and build an effective team to build up the company