



## CREWING SERVICES

SIMPLIFYING GLOBAL CREWING

Asia Group of Companies is an ISO 9001:2015 certified and MLC 2006 compliant crewing agency, founded in Mumbai in 1990. With over 30 years of experience and 25,000+ seafarers placed worldwide, we are a trusted crewing partner for international shipowners, ship managers and offshore operators seeking reliable, fully compliant Indian marine personnel across all ranks and vessel types.

### FLEET TYPES WE SERVICE

Bulk Carriers	General Cargo
Dry Cargo	Container Vessels
Crude Oil Tankers	Chemical Tankers
Product Tankers	LPG / LNG Carriers
Car Carriers / RoRo Vessels	Reefer Vessels
Cement Carriers	Dredgers
Platform Supply Vessels (PSV)	Anchor Handling Tug Supply (AHTS)
Construction Vessels	Dive Support Vessels
Offshore Tugs	Supply Boats

### WHY INDIAN SEAFARERS?

- English-speaking, internationally trained to STCW-2010 standards
- Experienced across all vessel types and global trading routes
- Strong tradition of deep-sea service with proven reliability
- Cost-competitive without compromising on quality or compliance
- India supplies over 10% of the world's seafarers across all ranks

### RANKS & DEPARTMENTS — MESSMAN TO MASTER

#### DECK

Master · Chief Officer · 2nd Officer · 3rd Officer · Deck Cadet · Bosun · Able Seaman (AB) · Ordinary Seaman (OS)

#### ENGINE

Chief Engineer · 2nd Engineer · 3rd Engineer · 4th Engineer · ETO · Gas Engineer (LNG/LPG) · Refrigeration / Reefer Engineer · Engine Cadet · Fitter · Oiler · Motorman · Wiper · TME

#### TANKER & GAS SPECIALIST

Chemical, Gas (IGF) & Oil (BT/AT) Tanker Officers · Pumpman (Oil / Chemical / Gas trained) · Cargo Officer · AB Gas Trained

#### OFFSHORE SPECIALIST

AB (PSV / AHTS / Construction / Dive Support certified) · DP Operator (DPO) · Crane Operator · Dive Technicians · Saturation Dive Support

#### CATERING

Chief Cook · Cook · Messman

### OUR CREWING SERVICES

#### Recruitment & Placement

Sourcing, screening and placement of officers and ratings across all ranks — from Messman to Master — for both scheduled rotations and urgent last-minute requirements.

#### Certification & Compliance Management

Verification and ongoing monitoring of all STCW-2010 certificates and endorsements, MLC 2006 compliance, flag state documentation and certificate expiry tracking.

#### Crew Change & Deployment Logistics

Worldwide crew change coordination, travel arrangements, embarkation planning and port agent liaison. Rapid mobilisation capability for emergency replacements and medical sign-offs.

#### Digital Crew Management

Fully computerised crew database tracking certifications, contracts, service histories, joining schedules and replacement planning.

#### Crew Administration & Rotation Management

End-to-end crew lifecycle management including rotation planning, automated certification and contract alerts, compliance monitoring, performance records and repatriation coordination.

#### Medical & Documentation

Coordination of pre-joining medical examinations and fitness certification. Verification of passports, CDC, visas and all statutory documentation.

#### Training Coordination

Monitoring of mandatory certification requirements by vessel type. Coordination of STCW refresher courses, vessel-specific training and any additional certifications required by the owner or flag state.

#### Uniform & Workwear Supply

Supply of rank-appropriate uniforms, safety workwear and personal protective equipment for joining crew, prior to embarkation.



## THE RECRUITMENT PROCESS

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### STEP-BY-STEP RECRUITMENT PROCESS

#### 1 Enquiry & Vessel Planning

On receipt of a crewing enquiry we conduct a full assessment of the vessel's requirements — vessel type, flag state, trading area, rank requirements, contract duration and owner preferences. We prepare a crewing plan covering all positions, rotation schedules and joining timelines.

#### 3 Certification & Flag State Verification

All STCW-2010 certificates, CoC endorsements and flag state documents are independently verified for authenticity and validity. Where required, we coordinate flag state endorsement applications (Panama, Marshall Islands, Liberia and others) on behalf of the seafarer prior to joining.

#### 5 Pre-Joining Documentation

We prepare and verify the complete pre-joining documentation package — CDC, passport, flag state endorsements, STCW certificates, PDOS completion certificate and port-specific documentation. Crew visas for joining ports including Schengen, US, China and Australia are coordinated as required.

#### 7 Guarantee Letter to Owner

We issue a formal guarantee letter to the shipowner confirming the seafarer's qualifications, certification validity, full compliance with all applicable requirements prior to joining and a guarantee that we do not charge the seafarers any fees.

#### 9 Pre-Joining Briefing

Each seafarer receives a comprehensive pre-joining briefing covering vessel details, owner instructions, port of joining, safety requirements and voyage information.

#### 2 Candidate Sourcing & Selection

We draw from our established pool of pre-screened Indian officers and ratings, matching candidates to the vessel profile based on rank, vessel type experience, certification status and availability. Shortlisted candidates are presented to the owner for review or approval, particularly for senior ranks.

#### 4 Medical Screening & Vaccination

Candidates undergo a full pre-joining medical examination at approved medical centres. We verify ENG1 or equivalent fitness certification and coordinate any required vaccinations and health certificates for the vessel's trading region.

#### 6 Letter of Appointment & Contract

A formal Letter of Appointment is issued to the seafarer confirming rank, vessel, joining date and agreed wage. Employment contracts are prepared in full compliance with MLC 2006, covering wages, allotment setup, contract duration, repatriation terms and statutory entitlements. Where required, surety bonds or indemnity letters are executed. All documents are signed and acknowledged before the seafarer proceeds.

#### 8 Uniform & Equipment Supply

Where required, we coordinate the supply of rank-appropriate uniforms, safety workwear and PPE prior to the joining date, ensuring crew are correctly equipped and ready for duty from day one.

#### 10 Travel, Mobilisation & Sign-On

We manage all travel logistics — flights, hotel accommodation, visa coordination and travel documentation. We liaise with the vessel's port agent for smooth embarkation and coordinate sign-on formalities and documentation handover with the Master on board.



## CREW ADMINISTRATION & ROTATION MANAGEMENT

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### ONGOING CREW ADMINISTRATION & ROTATION MANAGEMENT

#### Rotation Planning & Relief Scheduling

We maintain a live rotation schedule for every vessel we crew, tracking contract start dates, expected sign-off dates and relief requirements. Replacements are planned and confirmed well in advance to ensure uninterrupted vessel operations.

#### Ongoing Compliance Monitoring

We continuously monitor flag state regulatory changes, STCW updates and MLC requirements affecting crew on board, notifying owners of any compliance actions required well ahead of deadline.

#### Emergency & Unplanned Replacements

We maintain 24/7 operational capability for emergency crew situations — medical sign-offs, sudden replacements and port-of-opportunity crew changes. Pre-screened standby crew and a strong port agent network enable rapid mobilisation at short notice.

#### Payroll & Allotment Support

We assist owners with wage administration, monthly allotment management and MLC 2006 compliant payroll documentation for seafarers and their families.

#### Automated Alerts — Certifications, Contracts & Medicals

Our crew management system generates automated alerts for certificate expiries, contract end dates and medical renewal deadlines — flagging these at 90, 60 and 30 days in advance. No seafarer sails with lapsed documentation and no rotation is left unplanned.

#### Performance Records & Crew Evaluation

Detailed service records are maintained for every seafarer placed, including master and owner evaluations. This builds a quality-assured crew pool and enables increasingly accurate placements over time.

#### Repatriation & Sign-Off Management

We coordinate end-of-contract repatriation — flights, documentation, wage settlement and post-voyage formalities. Off-signing seafarers are debriefed, records updated and returned to our available pool for future deployment.

#### Flag State & Crewing Registry Coordination

Coordination with flag state crewing registries and regulatory authorities as required for vessel-specific compliance and crew deployment approvals.

**25,000+ SEAFARERS PLACED · 30+ YEARS EXPERIENCE**  
**WORLDWIDE CREW CHANGE SUPPORT**

Full Regulatory Compliance Across All Crewing Operations

ISO 9001:2015 Certified · MLC 2006 Compliant · STCW-2010 Compliant · RPSL Licensed, DG Shipping India