



ALPHA

Vessel Software

Crew Administration

Crew Appraisals

Crew Certificates

Rest Hour Registration

Work Hour Registration

Vessel Schedule

Vessel Certificates

IMO Reports

Port Papers

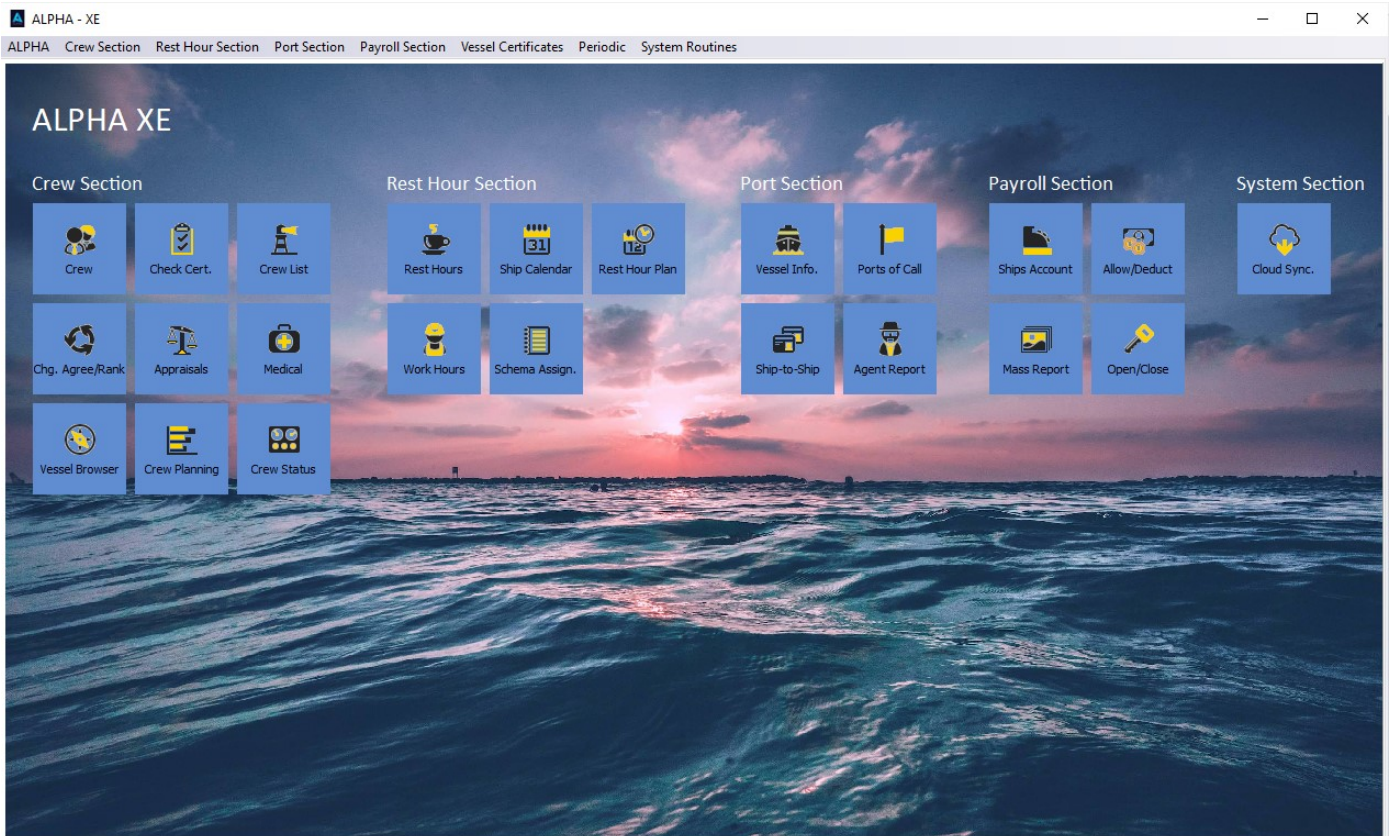
Payroll

MLC-2006, ILO-180, OPA90

GDPR Compliant



ALPHA—The Innovative Solution for the ship



Overview

ALPHA is a comprehensive onboard IT software system managing a variety of administrative tasks on board the vessel, and with the purpose of reducing the administrative burden for the Master and the crew.

In addition, ALPHA assists the Master and the ship owner in complying with the Maritime Labour Convention 2006.

ALPHA is based on rolling months, ensuring that all entries are filled in and reported to the office for payroll, accounting, or follow up.

ALPHA is fully integrated with the office OMEGA, however it can also be used stand alone at the ship.

ALPHA can be customized to each company to fit individual needs, whether it is different CBA's, appraisal methods, different working hour reports etc.

ALPHA solution offers you a wide range of benefits :

- Rest Hour Management supporting MLC 2006, ILO 180, OPA90 and OCIMF. Non-conformance periods are automatically calculated and displayed
- Follow-up and approval of Rest Hour by the Master
- Rest hour planning tool giving overview of departments
- Registration of working hours and overtime
- Port Administration and Port papers with more than 120 different port papers
- Crew Management for maintaining personal crew data and signing on/off crew
- Crew Appraisal to register the appraisal results and transfer to office systems
- Crew details, such as certificates, experience, passport & visa details etc. interfaced from office for transparency of records and on board verification
- Radio Account to control and follow-up on satellite and phone call costs
- Crew's Payroll, Ship's Cash and Accounting and reporting to shore systems
- Vessel Certificate Registration

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MLC 2006 (all features below are optional)

In ALPHA new functionalities for support of the MLC2006 convention have been implemented. Below is a list of the areas covered.

- **Rest Hour Registration and Control**

Rest Hour Management supporting MLC 2006, ILO 180, OPA90 and OCIMF. Non conformance periods are automatically calculated and displayed for every ½ hour within any given 24h period.

The Rest Hour module has been verified by Lloyd's for Compliance with these rules.

- **Complaint/Grievance**

The Complaint/Grievance section follows the guidelines from MLC 2006 sec. 5.1.5. The complaint or grievance is initiated by the crew member and then goes through the chain of command in order to be solved at lowest level possible.

- **Payslips**

Every month a new payslip file can be sent to either the CrewPORTAL or to the ALPHA onboard system, for the crew members to view. Once received, they are available in payslip section of the portal.

- **Check-Lists**

The form for performing accommodation check is also present in ALPHA. Each time a check has been performed the result is entered in ALPHA, printed and stored.

- The reports can then be sent automatically to the office. The different areas of inspection and description are defined by the individual companies.

- **Medical Log**

A medical log of all accidents and illness periods is kept to ensure documentation for authorities.

- **Terms and conditions**

When a crew member has on-signed the vessel, crew will have access to copies of CBAs, employment conditions, company policies and other relevant information.

The different documents are selected from a combination of contract type, capacity and agreement. The crew member has to confirm knowledge of how to obtain the information relevant in the specific position.



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Rest Hour Registration incl. support for MLC 2006, ILO 180 and OPA90

This on board tool standardizes the Rest Hour administration process. It gives the Master or delegates full control of the crew's Rest Hour with regards to planning, registration, follow-up and reporting. Additionally an easy overview and follow-up registration for the Master.

Comprehensive Rest Hour Planning

- Possibility to use Work Hour templates (defined by the Master/Officer)
- Plan and check the crew member's working and rest hours
- Proper planning ensures limited number of non-conformance violations
- Dynamic Rest Hour calculation and non-conformance check
- Day to day approval (recommended)

Person	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Total
1 dec																									11,5
2 dec																									18,5
3 dec																									11,5
5 dec																									21
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Easy Rest Hour Registration

Dynamic Rest Hour calculation, and automatic MLC 2006, ILO 180 and OPA90 non-conformance check.

Dynamic non-conformance overview for overview of next non-conformance period and explanation of the violation in the following non-conformance period.

Delegation of Rest Hour registration, in order for designated officers to be able to enter rest hours and potential deviations for selected crew. A 're-use day' feature may also be used.

Flexible Documentation of Rest Hours

- Standard IMO/ILO reports
- Overview and summary of non conformance hours
- Excel overview for ship & office, as well as a soft copy archive.



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Crew Management Section

The Crew Management Section is used to maintain personal data for the crew on board the vessel.

In the Crew Management Section you can perform sign on/off of crew, promote crew etc. During this process ALPHA will automatically check the Safe Manning.

The Crew Management list window displays crew members in these four groupings:

- Crew currently signed on
- Crew signed off during the month
- Crew imported into or created in ALPHA, but not yet signed on
- Archived crew to be stored on board (for Rest hour tracking) up to 6 months



Ports of Call and Port Information

ALPHA contains a complete Ports of Call section which allow registration of all ports call - as well as future ports of call.

You can add information for each ports of call (agent address, cabins, berth number, security level etc.) which will be used in the printed port documents.

Port Information contains an ISO/UN standard. Master's personal notes can be entered for each port. The notes can also be imported/exported and shared between vessels.

Predefined lists or specific port documents can be created making it easy for the Master or delegates to print the required documents for a given port call.

Benefits

- Standardized on board crew handling
- Interfacing with shore based crew management systems, all crew data can be automatically imported into ALPHA. Sign on/off details and travel days can be exported to shore systems after sign on/off has been registered on board
- Consistency between shore and vessel crew information
- All data is available before sign on for Master's review and printing of expected departure documents
- Crew information will be available for all ALPHA functions, e.g. crew payroll, rest hour and predefined port papers for many different ports.



Payroll Section

Enables entering and viewing payroll details for crew members. The Ship's Account and the crew's individual accounts can be maintained, printed and interfaced with the shore payroll system.

The Payroll Section is used for:

- Crew Payroll (in multiple currencies)
- Ship's Cash and Ship's Accounting
- Reporting and verification of working hours, overtime, on board allowances and travel expenses
- Holidays can be configured for different agreements making it easy to control national holidays in different countries.

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Crew Section

The Crew Section holds all personal data for each person currently onboard the vessel. In an easy overview, the captain can view, sign-on, sign-off and update all the crew information (allowed by the office).

Vessel's Cash and Vessel's Accounting

The Cash Drawn/Returned function keeps track of the vessel's cash balance. The Cash to Master and Cash spent for purchases can be administrated in an easy way. ALPHA gives a complete overview of the vessel's cash balance and allows print and forwarding of the entire ship's account every month. Upon each close-month procedure, the cash balance is automatically carried forward to next month.

The Vessel Certificate Section

This section can be used to maintain and monitor the vessel's certificates on board.

- Maintain the vessel certificates in an easy and standardized way
- Ensure that certificates are renewed in due time
- Expiry and survey alarms can be defined and short term and prolonged conditions included
- ALPHA will automatically notify when a certificate is soon to expiry
- The certificate info is used in various Port Lists.
- Scanned copies of the vessel certificates can be attached to each one
- ALPHA can automatically synchronize certificates with the office system OMEGA

Onboard	Signed Off	Planned	Other
CAPT	17-06-2021	Onboard	
Mr. X			
3/O	18-05-2021	Onboard	
Mr. X			
C/E	27-07-2021	Onboard	
Mr. X			
2/E	18-05-2021	Onboard	
Mr. X			
3/E	27-03-2021	Onboard	
Mr. X			
4/E	11-03-2021	Onboard	
Mr. X			
ELEC	09-03-2021	Onboard	
Mr. X			
MTM	01-02-2021	Onboard	
Mr. X			
FTR	19-06-2021	Onboard	
Mr. X			
EBOY	15-02-2021	Onboard	

Reports and Check Lists

Various reports can be generated based on all the persons data in the crew management section. E.g.

- IMO Crew List
- IMO Crew Effect's List
- ISPS Report
- Certificate Check Report
- Safe Manning Report
- Port of Calls
- Vessel Schedule
- EU Single Window / Reports

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Appraisal Section

This section is used to register the appraisal results and print performance evaluation forms.

The Crew Appraisal Section can be tailor-made according to customer's requirements.

Periodically performance appraisal and/or final appraisals can be set up according to customer requirements.

Benefits

- Standardized appraisal setup on board the vessels
- Interface with shore personnel system is possible
- On board appraisals can be delegated to supervisors
- Crew appraisals and comments are locked for updating after crew has closed/approved

	Evaluator	Employee:
Quality of work in assigned duties, Practical Knowledge	6	
Quantity of Work / Efficiency / Time Management	6	
Sense of Responsibilities / Interest in Learning	6	
Reliable and Conscientious	6	
Theoretical Knowledge (according to rank, able to discuss)	6	
Work planning, rest hours management	6	
Inventories, requisitions (according to rank)	6	
Maintenance/PMS - Cleanliness of the working place	6	
Initiative/ Understand orders	6	
Leadership (according to rank)	6	

Appraisal details

The appraisal questions can be displayed based on capacity.

The appraiser can e.g. choose grade values between 0 and up to 9 (9 being the highest) and 0 will be the default value if that particular question is not applicable.

Desired training and individual comments can be added by the crew member, supervisor and Master.

The appraiser can enter promotion recommendation details enabling the office to evaluate on future promotions.

The supervisor will be able to complete the appraisal but only the Master can close the appraisal or give it 'No appraisal' status.

Once the crew member has closed the appraisal the crew scores and comments are locked for updating.

The appraisal timelines can be set for regular evaluation of crew or single evaluation when signing off.



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