



**OMEGA**

**+**

**SEAMANAGER**

**=**

**Crew Management**  
**Crew Planning**  
**Certificate Administration**  
**Course Administration**  
**Advanced Payroll**  
**Crew Competence**  
**Scanned Documents**  
**Rest Hour Management**  
**Ship's Accounts**  
**Appraisal Module**  
**Tanker Vessel Management**  
**Officers Matrix**  
**OCIMF + Q88 Upload**  
**IMO Lists**  
**Smart Phone Access**  
**Web Application**  
**Web CrewPORTAL**  
**DASHBOARD**

**MLC 2006 compliance**  
**GDPR compliance**

# State of the art solution for crewing & payroll

**Soft-Team I/S** was established in 1984 and is one of the leading providers of payroll and crew management software solutions for the maritime industry. Since 1989 we have developed, delivered and served ship owners, ship managers and crew managers world-wide. We perform all software development inhouse, in order to have one of the best software solutions on the global market.

The history of **SeaPay ApS** reaches back to 1987, when the founder of SeaPay joined Maersk Data. Since then support and development of on board and payroll/crew management systems supporting some of the worlds biggest fleets have been built up—now encompassing around 20 experienced employees (some with seafarer background).

From 1999 the relationship between Soft-Team I/S and SeaPay ApS has matured. We have since then built good customer solutions. Since the very beginning our skills and professional knowledge have been focused on payroll and crew management. We perform all development ourselves and it is important for us to control the process from the beginning to the end in order to deliver the quality and service we are known for. We continue to update and improve our solutions, in order to provide one of the best crew management solutions. Together, Soft-Team I/S and SeaPay ApS offer global shipping customers competent, loyal and dedicated seafarer crew management, payroll and accounting support. Our employees have a total of more than 100 years of experience, including extensive and in-depth knowledge of IT and business aspects pertaining to the shipping industry.

## CEO's



Jan Hornstrup  
Soft-Team I/S

Jan Hornstrup graduated at Copenhagen Business College in 1985 and entered the management of Soft-Team in 1989. Since then Jan Hornstrup has dedicated all his time and resources to developing the payroll and crew management software OMEGA. Jan Hornstrup is involved in all aspects of the relationship with the customers, from start to end, and is also the key responsible of the development department.



Leif Nielsen  
SeaPay ApS

Since the completion of his basic IT education in 1978 Leif Nielsen has held a number of positions in the IT industry. Since 1987 the primary business area for Leif Nielsen has been payroll and accounting management related to seafarers. In 2007 Leif Nielsen left IBM (which acquired Maersk Data in 2004) and completed the Executive MBA in Shipping & Logistics from CBS (Copenhagen Business School).



# State of the art solution for crewing & payroll

## OMEGA Business Suite

OMEGA Crewing	OMEGA Payroll	SEAMANAGER On board
Personal Data	Danish Payroll	Crew Management
Crew Planning	Swedish Payroll	Rest Hour
Crew Changes	Singaporean Payroll	Working Hour
Certificate Admin.	Philippine Payroll	Ship's Account
Course Admin.	European Payroll	Cash Account
Scan Documents	Finnish Payroll	Appraisals
Web CrewPORTAL	Payslip by E-mail	Port Documents
Appraisals	Multi Currency / Allot.	Payroll
Tanker Module	Vacation/LeavePay	Vessel Certificates
SmartPhone Access	Financial Interfaces	Personal Crew Login

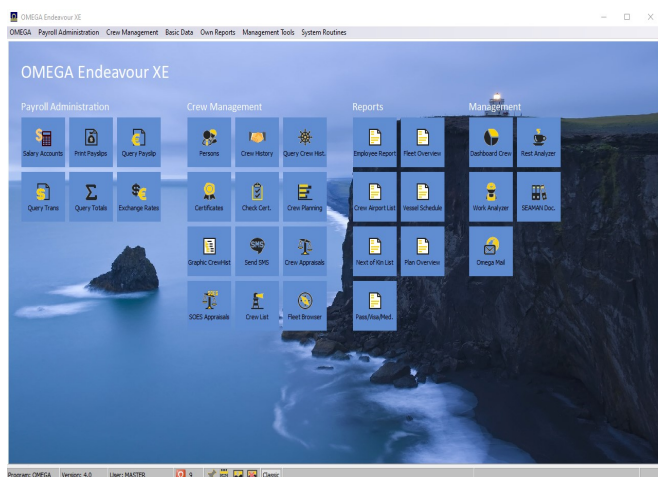
General

# OMEGA - Crew Management

## Overview

OMEGA is a very flexible, powerful and user-friendly crew management system designed to meet the most demanding requirements from global organizations.

The system is specially designed for the payroll and crewing department, which is in charge of crew planning and salary accounts.



OMEGA is a Danish product for global use and has been developed in co-operation with several shipping companies during many years. We continue to develop the software in order to have one of the best products on the market. The new 2020-version is a fully and complete **64-bit** version.

## Crew Management

The Crew Management module is the basic module and includes all necessary routines for managing the crew information. OMEGA contains a large and informative database with crew information such as:

- Personal Basic Data
- Crew Documents, Passport, Visa, Seaman's Book
- Crew Certificates
- Contract Information
- Clothing information
- Medical and Vaccinations
- Next of Kin
- Courses and Certificates
- Sailing History & Sea Service
- Evaluations and Appraisal Forms
- Payroll related information

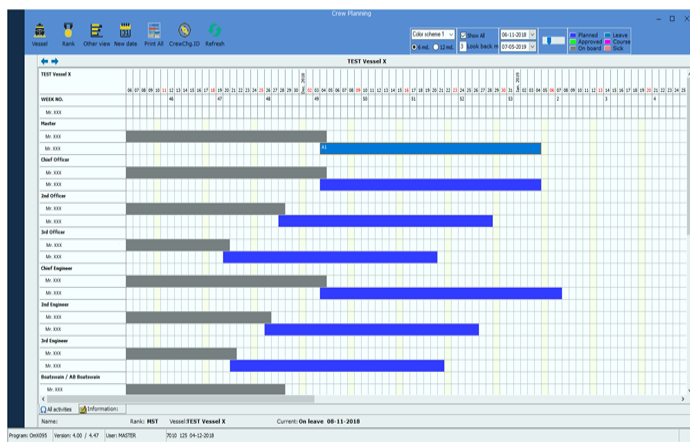
## Crew Planning

The Crew Planning Module allows long term planning based on each ship's Manning setup including information on service days (on board days), vacations, courses, travel days etc.

The module is using a graphic long term planning illustration (Gantt Chart) which gives the user the possibility to apply different colours for different tasks.

Furthermore, the system contains an advanced search routine which is used to find the optimal crew members for a scheduled crew change. Items like valid certificates, leave, availability, check for overlapping schedules are all in force during system search.

Crew Change Letter, Travel Letter, Travel Plans, Crew Change Check List, Letter of Guarantee, Invitation Letter etc. can be printed for each crew member or emailed to each person and/or agency.



## Travel Planning and Flight Requests

OMEGA has functionality for requesting electronically to several different travel agencies. This makes it easy to request flight tickets and receive the electronic ticket (the eTicket) directly into OMEGA. OMEGA has built-in interfaces to several travel agencies, such as:





# OMEGA - Crew Management

## Crew History and Crew Sea Service

OMEGA has a detailed crew history, where every assignment is registered and stored. All kinds of assignments can be entered e.g. on board period, time at home, courses, sickness and travel.

Additionally all previous sea service can be registered into the system including information on vessel types and position. When calculating sea service experience OMEGA uses both the crew history and sea service.

This also gives the possibility to print a Crew List based on present or past periods.

Start Date	Status	Status Name	Job	Job Name	Vessel	Vessel Name	Port	End Date	Days	Port	Reason	End Text
11-10-2017	10	On Shore	10	MASTER	1	M/S Carolina 1		11-10-2017	11			
12-10-2017	7	Training/Course	10	MASTER	1	M/S Carolina 1		12-10-2017	1			
13-10-2017	5	On Shore	10	MASTER	1	M/S Carolina 1		10-11-2017	29			
11-11-2017	22	Leave Days	10	MASTER	1	M/S Carolina 1		02-12-2017	22			
03-12-2017	2	Travelling	10	MASTER	1	M/S Carolina 1		09-12-2017	3			
04-12-2017	1	On Board	10	MASTER	1	M/S Carolina 1	SEBTH	21-02-2018	80	CNOC		
23-02-2018	23	Days Off	10	MASTER	1	M/S Carolina 1		30-04-2018	67			
21-05-2018	1	On Board	10	MASTER	1	M/S Carolina 1	BEZZE	10-07-2018	71	JPHR		
11-07-2018	2	Travelling	10	MASTER	1	M/S Carolina 1	JPHR	11-07-2018	1			
12-07-2018	23	Days Off	10	MASTER	1	M/S Carolina 1		17-09-2018	68			
20-09-2018	1	On Board	10	MASTER	2	M/S Casper	ZAPLZ	01-12-2018	73	PABL		
02-12-2018	2	Travelling	10	MASTER	2	M/S Casper	PABL	03-12-2018	2			
04-12-2018	5	On Shore	10	MASTER	2	M/S Casper		03-02-2019	62			
04-02-2019	7	Training/Course	10	MASTER	2	M/S Casper		04-02-2019	3			
07-02-2019	5	On Shore	10	MASTER	2	M/S Casper		09-02-2019	3			
10-02-2019	2	Travelling	10	MASTER	2	M/S Casper		12-02-2019	3			
13-02-2019	1	On Board	10	MASTER	2	M/S Casper	ALBNE	25-04-2019	72	DEBR		
14-04-2019	23	Days Off	10	MASTER	2	M/S Casper		07-07-2019	75			
10-07-2019	2	Travelling	10	MASTER	1	M/S Carolina 1		10-07-2019	1			
11-07-2019	1	On Board	10	MASTER	1	M/S Carolina 1	USBAL	17-09-2019	69			
18-09-2019	5	On Shore	10	MASTER	1	M/S Carolina 1						

## Course- and Certificate Administration

The Course and Certificate module contains routines for administration of each crew member's certificates and courses.

It has several reports, incl. course letters, course list, list of expiry documents etc. It also includes automatic monitoring and warnings for the user, whenever an expiry date is approaching or overdue.

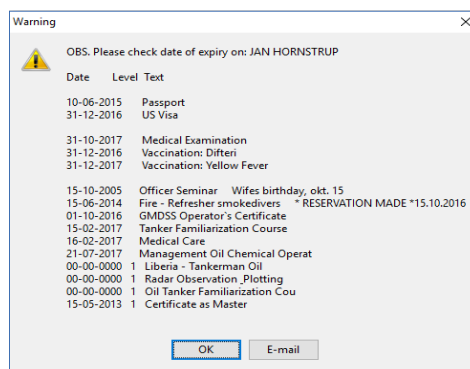
Cert No.	Name	CertNo	StartDate	EndDate	Issuing Place / Authority	OBS	Level
1	PASSPORT	965848	18-06-2019	18-06-2024	POLSKMYNDIGHETEN	9	CT
10	SEAMAN BOOK	000028	01-04-2014	01-04-2024	SWEDEN	6	CT
15	MEDICAL FITNESS CERTIFICATE		12-10-2017	12-10-2019	Private	6	CT
25	SEAFARER'S EMPLOYMENT AGREEMENT		08-08-2013	01-01-2021		1	CT
45	VACCINATION - YELLOW FEVER		10-11-2009			0	CT
50	AUS HEALTH CARE NEW VISA		22-09-2018	22-09-2021		3	RR
75	US VISA-CLID	HD0657	20-12-2016	20-12-2021	US Embassy Shihm	8	CT
81	SWE COC MASTER	2014-24	25-11-2014	25-11-2019	STA	7	CT
140	GENERAL OPERATOR CERTIFICATE		01-01-2020	02-02-2019		0	RR
305	SHIP SECURITY OFFICER	3009-13305	25-11-2014		STA	11	RR
310	SHIP DESIGNATED SECURITY DUTIES	2013/EO15	06-11-2013			11	RR
330	ECDIS SHO 1,2,7		19-09-2014		Aboke Mare	0	RR
334	FURUNG ECDIS FIRE SPECIFIC - RMD	1-1/1/2014	22-05-2016	07-01-2019		0	RR
340	FURUNG ECDIS ON BOARD		12-12-2017			0	RR
385	ADVANCED TRAINING IN FIRE FIGHTING	2009	25-11-2014	25-11-2019	STA	5	RR
399	BASIC SAFETY TRAINING (PFI, PFR, PFA, B, asad)		14-03-2019	14-03-2024		5	RR
410	MEDICAL FIRST AID		12-07-2016			0	RR
446	IRMS/ISM - LEADERSHIP B. MANAGERIAL		08-02-2016			0	RR
460	MEDICAL CARE ONBOARD	esadsped	02-01-2017	02-01-2022	STA	5	RR
460	PROFICIENCY IN SURVIVAL CRAFT A		14-02-2019	14-02-2024		5	RR
500	CARGO SECURING		20-11-2002			0	RR
620	ENVIRONMENTAL AWARENESS (INTRANET)		15-06-2016			0	RR
820	BASES - MANAGEMENT LEVEL		12-02-2016			0	RR
1125	ISM CODE AWARENESS		11-02-2003			0	RR
1130	LEADERSHIP PROG. P. 1		01-10-2008			0	RR
1135	LEADERSHIP PROG. P. 2		03-12-2008			0	RR
1195	WALLINUS STABILITY COURSE		31-01-2013			0	RR
1195	DAMAGE STABILITY		28-03-2002			0	RR

## Course Planning

The Course Planning module offers routines when planning courses for the crew members. Course letters can be printed, and when a course is approved each crew member's Crew History and Course History are automatically updated. Built-in queries make it easy to find crew members at home and available for a certain course in the future. That way the course planning will be more efficient.

## Warnings and Alerts

Whenever a course or certificate's expiry date is approaching, the user will be warned on the screen. In this way, the Crew manager can secure and renew the certificates in time. The warning can also be emailed directly to the crew member, so he/she can take action instantly.



OMEGA has many reports for printing courses and certificates. E.g. the Expiry Report has the possibility to print which courses and certificates should be renewed within a given period in the future. Another report prints all documents and certificates which are missing for each crew member according to the Certificate Template.

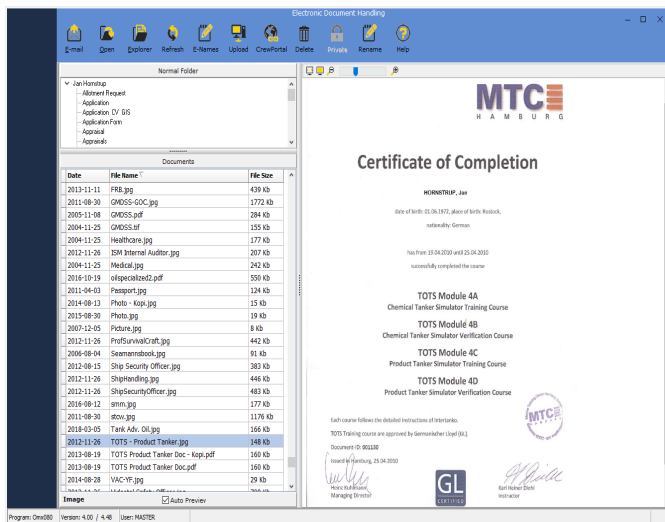
## Certificate Template

In the certificate template it is possible to register all mandatory and company required certificates and courses. All templates are defined for each vessel and for each position and will make it possible for OMEGA to monitor and alert whenever documents are missing or about to expire. The validity period and warning period can be set up individually for each certificate. Already when planning a crew member to a new position, checks will be performed against the certificate template and a warning is given if he/she does not comply with requirements.

# OMEGA - Crew Management

## Electronic Document Handling (E-DOC)

E-DOC is a module, which makes it possible to hold documents, scanned certificates, digital images and other external files. The purpose is to be able to browse through all scanned documents quick and easy. The electronic documents can easily be viewed, printed or emailed to the vessel or an agent by OMEGA's built-in mail client program.



Scanned documents received by email and/or scanner can automatically be saved in each crew member's E-DOC folder. If the company has a crew agency associated it can be granted access to OMEGA via the Internet, e.g. using Citrix. Through that connection the crew agency has the possibility to upload scanned documents directly to the crew member's E-DOC folder or to send them via email to our special auto-doc-import function.

## Applicant Database

OMEGA's job database is used for personal information about the applicants. Either an application will be received through the Applicant Web Interface, or it can be manually inserted in the job database. The module has many search criteria and also the possibility to search for applicants holding a specific certificate or course. If an applicant from OMEGA's job database is employed all data entered in the job database will be transferred to the crew database automatically.

## Appraisal Module

In the OMEGA Appraisal module it is possible to manage evaluations, score recording, promotion indicators and appraisal interviews for each employee. The appraisal forms can be filled in in 3 different ways:

1. Entered by the Master on board the vessel in SEAMANAGER and automatically transferred to OMEGA
2. Entered directly at the office in OMEGA
3. Entered in our Senior Officer Evaluation System

## Statistics

In OMEGA's statistic module it is possible to print numerous different statistics. They are divided into Employee statistics and Payroll statistics. Each statistic can be configured individually for its optimal purpose. All statistics can be viewed, printed or transferred to MS-Excel.

## User Access

OMEGA has an advanced security system setup which makes it possible to grant each users and user groups individually access and/or rights to specific modules and functions. Also remote users, such as crew agencies can be granted (limited or normal) access to OMEGA via the Internet, e.g. using CITRIX.



# OMEGA - Crew Management

## Reports

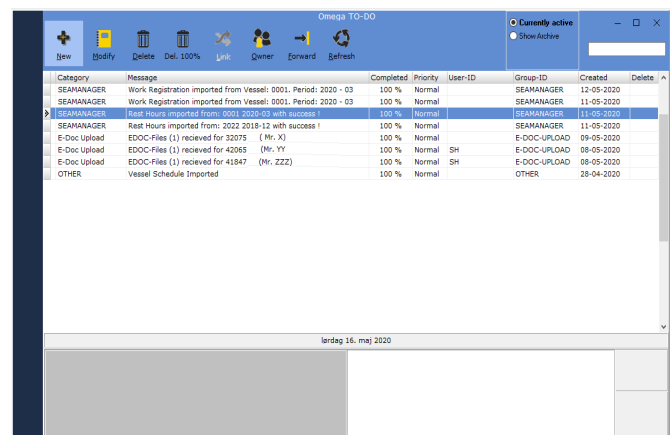
All reports are printed and defined by OMEGA's built-in End User Report Generator, which allows the end user to modify existing reports and creating new.

All reports in OMEGA can be viewed on screen, printed on printer, sent by email or saved as an MS-Excel file or PDF file. OMEGA's crewing module contains more than 100 predefined reports, such as:

- Crew Cards incl. bio data
- Crew Lists
- Address and Telephone Lists
- Lists of Employees
- Crew History and Sea Service Report
- Birthday and Jubilee Report
- Expiry Reports
- Medical Report
- Officers Who Is Where Report
- Officers Matrix (OCIMF / Q88)
- Retention Rate Report (INTERTANKO)
- Crew Planning and Crew Change Reports
- Course- and Certificate Reports
- Course Planning
- IMO Lists
- Travel Requests Report
- Graphics Long Term Planning Lists
- Vessel Schedule
- Co-Sailing Report
- Senior Officers Report
- Next-of-Kin Report

## TO-DO tasks

OMEGA's TO-DO function is used to handle and control the many tasks the crewing and payroll departments have to fulfil. When receiving data from one of the following: the internet web application form, the SOES (Senior Officer Evaluation System) module, the appraisal module, the SEAMANAGER on board, the E-Doc Upload Email or when the users of OMEGA manually create a TO-DO task users and/or user groups will automatically be notified on screen, and can take action and complete the task.



Category	Message	Completed	Priority	User-ID	IGroup-ID	Created
SEAMANAGER	Work Registration imported from vessel: 0001. Period: 2020 - 03	100 %	Normal		SEAMANAGER	12-05-2020
SEAMANAGER	Work Registration imported from vessel: 0001. Period: 2020 - 03	100 %	Normal		SEAMANAGER	11-05-2020
SEAMANAGER	Real Hours imported from 2022 2019-12 with success !	100 %	Normal		SEAMANAGER	11-05-2020
SEAMANAGER	Real Hours imported from 2022 2019-12 with success !	100 %	Normal		SEAMANAGER	11-05-2020
E-Doc Upload	EDOC-Files (1) received for 32075 (Mr. X)	100 %	Normal		E-DOC_UPLOAD	09-05-2020
E-Doc Upload	EDOC-Files (1) received for 42065 (Mr. YY)	100 %	Normal	SH	E-DOC_UPLOAD	08-05-2020
E-Doc Upload	EDOC-Files (1) received for 41847 (Mr. ZZZ)	100 %	Normal	SH	E-DOC_UPLOAD	08-05-2020
OTHER	Vessel Schedule Imported	100 %	Normal		OTHER	28-04-2020

## E-mail & SmartMail Module

OMEGA has a built-in outgoing e-mail client which is used for easily sending the generated reports to other persons. All reports and letters generated in OMEGA can be sent using the built-in email communication feature. Using the SmartMail routine, a group of receivers can easily be created .

## SERTICA Interface

OMEGA has an integrated interface towards Logimatic's SERTICA Fleet Management System. Using the interface, crew data are automatically replicated between OMEGA and SERTICA. This eliminates several manual routines on a daily basis. SERTICA includes various modules and routines for Maintenance, Procurement and HSQE.



# OMEGA - Payroll Administration

## General

OMEGA has a comprehensive and powerful payroll engine which is designed to meet the most demanding requirements from global organisations.

It manages salary accounts in different languages and different currencies and several national tax rules and regulations are supported.

The system is specially designed for the payroll- and crewing department, which is in charge of salary accounts and accounting.

OMEGA is a Danish product and the payroll module has been developed in co-operation with several shipping companies during the last 25 years.

OMEGA is a fully multi-user system and is organised in several different modules, each module specially optimized for its purpose. Originally OMEGA was developed as a pure Payroll System and due to that fact the Payroll Module is highly powerful and able to customize to any agreement.

## Payroll Overview

The **Payroll Module** includes all necessary routines for payroll and salary accounts. The daily routines include e.g.: maintain salary accounts, accounting, requests and many reports. The monthly routines include e.g.: electronic transfer of pension, compensation, statistics, and money transfer to banking systems. Furthermore, a long list of different closing routines, all controlled and handled by the end user.

Paycode	Description	Qty.	Unit	Rate	Amount	+	-
1	BALANCE LAST MONTH						
98							
99							
100	Basic Wage	9,00	Days	112,63	TEST:139,97		
102	Travel Days	1,00	Days	112,63	112,63		
106	Monthly Fixed Overtime	9,00	Days	67,57	1389,83		
113	Allowance	9,00	Days	5,07	96,33		
116	Leave Pay	9,00	Days	30,03	570,57		
122	Performance Bonus				TEST:242,57		
135	Travel Allowance				25,00		
145							
150	Leave Pay Paid out				600,60		
187							
198	* DEDUCTIONS *						
199							
399	* EXPENSES *						
400	Refund of Travel Expenses				34,83		
501	TOTAL EARNINGS						
502	TOTAL DEDUCTIONS						
509							
510	Balance last month Leave pay				30,03		
515	Amount leave pay this month				570,57		
517	* SAVINGS *						
518							
519							
8002	TRANSFER TO THE BANK						TEST
9999	BALANCE NEXT MONTH						

## Salary Calculation

OMEGA's built-in payroll engine is completely adjustable and gives the user the possibility to change or add his/her own calculations. Each paycode is 100% adjustable and combined user defined paycodes and the payroll calculator can handle any kind of agreement. Several national tax and payroll calculations are already handled, and among them are the following:

### Danish Payroll

Covering everything incl. taxes, pension, vessel flags such as DIS and DAS, electronic transfer to all Danish authorities, banks, institutions, vacation and pension funds and the Danish Maritime Authority.

### Greenlandic and Faroese Payroll

Covering everything incl. taxes, pension, vessel flags such as FAS and Greenlandic Flag, electronic transfer to Greenland's Bank, Greenland's authorities, Føroya Banki and EIK-Bank.

### Swedish, Norwegian and Finnish Payroll

Covering all kinds of agreements incl. Swedish, Norwegian and Finnish tax calculation, leave, annual leave, pension, vessel flags e.g. NIS, Finnish and Swedish flag, electronic transfer to authorities and local banks such as Swedish Bankgirot & Nordea Personkonto.

### Singapore, Filipino, German and Baltic Payroll

Covering all kinds of agreements and salary accounts such as Monthly Wage, Final Wage, Sick Wage, Leave Pay, Special- and Fixed Allotments, several foreign currency transfers, e.g. to Deutsche Bank, Tax reports and sign-on documentation for e.g. Manila's and Riga's Tax Authority and Maritime Authority.

## Fishing & Trawler Bonus Calculation

A special payroll module has been developed to handle the very complex bonus calculation for the fishing and trawler industry. This module is customized to each company and is available upon request.



# OMEGA - Payroll Administration

## Payslips

Soft-Team Ship Management

**SOFTTEAM**

Master  
Hans Hansen  
Vestergade 1

Vessel: M/S Caroline  
Payroll Date: 31-03-2011  
Employee No. 0001  
Days Paid: 30  
Amounts in: DKK

DK-1001 København K

**SALARY ACCOUNT**

Text	Qty.	Rate	Amount
Balance last month			
Salary	30 Days	833,33	25.000,00
Tax-compensation	30 Days	141,67	4.250,00
Velfare-contribution	30 Days	0,70	21,00 ÷
Pension			600,00 ÷
ATP	30 Days	3,00	90,00 ÷
Cash Advance	25 USD	5,85	146,25 ÷
Radio			10,00 ÷
Video			25,00 ÷
Slopchest			150,00 ÷
Travel Expenses			500,00
Earned Leave Days	31 Days		
TRANSFER TO THE BANK			20.000,00 ÷
Balance next month			8.707,75

Signatures

Master: \_\_\_\_\_ Employee: \_\_\_\_\_

Soft-Team Ship Management

The layout of the payslip can be individually adjusted using the built-in report generator and each person can have it printed in his/her own language.

## Payslips by E-mail or via CrewPORTAL

OMEGA has a built-in routine for sending the payslip by email. Using that functionality it is very easy to send the payslips directly to each crew member's own private email account. It is possible to control if all or only part of the crew members should receive their payslip by email. The payslips can also be transferred to OMEGA's web based CrewPORTAL.

## Reports

The Payroll Module contains more than 50 predefined reports ready to use, e.g.:

- Payslip in individual language and currency
- Accounting Report
- Financial Report
- Daily, monthly and yearly closing reports
- Wage Contracts
- Paycode Specification
- Account Specification
- Crew Totals and Accumulation Report
- Leave Pay and Overtime Account
- Insurance and Pension Report
- Money Transfer Specification Report
- Tax Specification Report



# OMEGA - Payroll Administration

## Automatic Payroll Calculation

OMEGA has an automatic payroll engine which is used for calculating the different wage accounts. It is based on a Wage Template for each agreement to ensure correct calculation for all agreements.

## Manual Payroll Calculation

The manual payroll engine is used when entering the salary accounts one by one, which in many cases is the best solution. Also daily ad-hoc accounts, final wage accounts and corrections are normally done manually, as the user is 100% in charge of each paycode (line) on the salary account.

## Earnings and Deductions

The earnings and deductions, which normally are received from the Master on board the vessel, can either be imported directly from the vessel, entered continuously during the month or entered manually when creating the wage accounts.

## On board SEAMANAGER Interface

OMEGA is able to exchange payroll data with the vessel client SEAMANAGER. That way data is entered only once and data transfer makes it very easy to fulfil and complete the salary accounts. When finished all payslips for the on board crew members can easily be sent back to the vessel by email.

## Allotments

OMEGA is able to handle and pay out special allotment and standard allotment during or at the end of each month. The money transfer routine will send each amount to the bank or to a remote agency.

## Microsoft Office Interface

OMEGA MS-Office Interface makes it easy to export all data to Excel, Word or Outlook with just one click.

## Money Transfer

Money can be transferred from OMEGA and directly into many different banking systems. This function will eliminate double work and all needed information, such as account no, IBAN-No, SWIFT-code, receivers name etc. is held by OMEGA. Currently 45 bank interfaces exists world wide.

## Wage Scales and Personal Salary

OMEGA has a comprehensive control of wage scales per agreement, rank, seniority and currency. But also personal salary on individual agreements can easily be managed. OMEGA will automatically use most recent valid wage scale when calculating the salary account.

## Accounting Interfacing

OMEGA is integrated with a wide range of Accounting Systems such as: Navision, XAL, Axapta, SAP, J.D.Edwards, ShipNet, Agresso and Visma. Using these interfaces the accounting from OMEGA can easily be imported into the accounting draft of the company's Financial System.



## Summary and Highlights

- A very flexible payroll system where almost everything can be controlled by the user
- User defined paycodes and calculations
- User defined reports
- Multi currency and language handling
- Integration with many banking systems
- Integration with many financial systems
- Easy handling of Earnings and Deductions
- Flexible import and export routines
- Adjustable reports
- Adjustable to any kind of agreement
- Automatic and Manual Wage Calculation
- Monthly wage, final wage, sick wage, leave pay

# OMEGA - Payroll Administration

## International Payroll Routines

OMEGA has a wide range of international payroll modules and interfaces built into the flexible payroll engine. As default OMEGA can calculate payroll for any kind of agreement, and for reporting to authorities a long list of electronic transfer routines are available. Below is an overview of the most important of them.

## Danish Payroll

- Reporting to SKAT Authorities for DIS & DAS
- Reporting to Danish Maritime Authority
- Reporting to Seafarers Authority
- Reporting to Danish Shipowners' Association
- Reporting to all Danish Bank's, such as: PBS, BEC, Nordea, DanskeBank, JyskeBank, BG Bank
- Reporting to Pensions Fund PFA, PensionDK, HTS-Pension, Nordea Liv
- Reporting of Vacation Cards
- Reporting of Tax Card & Income

## Swedish & Norwegian Payroll

- Swedish & Norwegian Tax Tables
- Pre-Salary Calculation
- Reporting to Tax Authorities
- Reporting to "Rederistöd"
- Reporting to "Transportstyrelsen"
- KU, FORA, CSR, COINS, Regress reporting
- SEB-Bank & Bankgirot Interface

## Finnish Payroll

- Tulorekisteri Reporting
- Finnish Tax Calculation
- Finnish Tax Card Requests
- Reporting to Vero Skatt
- Reporting to Trafi
- SEPA Money Transfer
- Leave Days & Annual Leave Days calculation
- SMU, SLPL, SKPL reporting
- MEK reporting
- MEPA reporting

## Singapore Payroll

- CPF Reporting to Authorities
- Central Provident Fund (CPF) calculation
- AIS Report and upload to Authorities
- IR8A Report and upload to Authorities
- CDAC, ECF, MBMF, SINDA calculation
- Singapore Citizen G/G, F/G calculation
- Singapore SPR calculation
- Singapore UOB Bank Interface
- Singapore Standard Chartered Bank Interface
- SDL—Skills Development Levy

## Filipino Payroll

- Manila BPI-Bank Interface

## Greenlandic Payroll

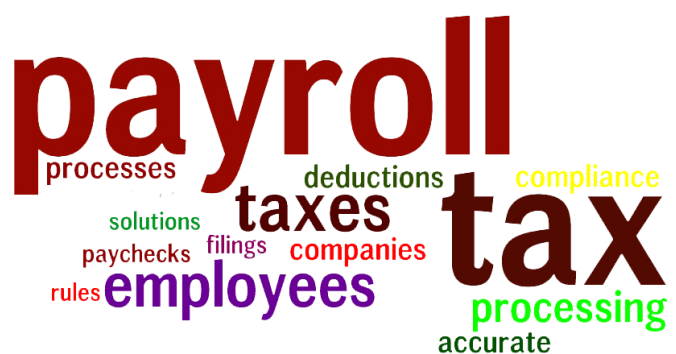
- Greenland Bank Interface
- Greenland Monthly A1 Reporting
- Greenland Yearly A11 Reporting
- Greenland Authority Reporting

## Faroese Payroll

- Føroya Banki Bank Interface
- EIK Bank Interface
- Transfer to Faroe Island Authorities

## German Payroll

- Deutsche Bank Interface
- Deutsche Bundesbank EuroSystem Interface



# OMEGA - Payroll Administration

## Payroll Presentation Manager

The Payroll Presentation Manager is an easy-to-use powerful analysis tool for presentation of payroll figures. It can visualize all amounts and units in the database and summarize on any level. The end-user of OMEGA can simply click and select on different paycodes, totals or group levels.

Summarization can be yearly, quarterly or monthly, and sorted (as default) by vessel, by nationality or by rank.

The Payroll Presentation Manager as a unique drill-down function, so simply by clicking the columns/bars, a drill down will be presented, as default, in the following three level:

- Vessel -> Period -> Crew
- Nationality -> Period -> Crew
- Rank -> Period -> Crew

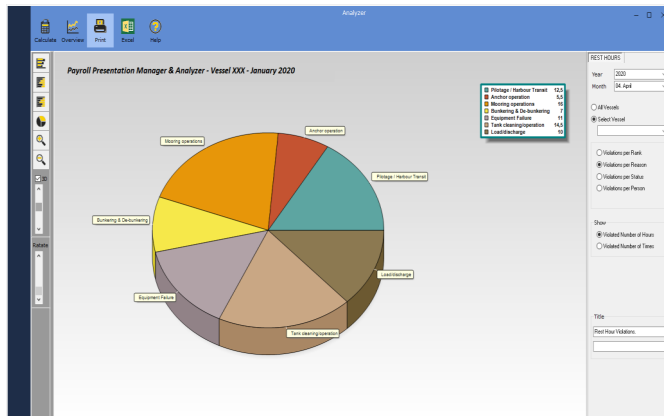
All figures can be shown in amounts and/or percentage. The Payroll Presentation Manager has built-in 2D and 3D view including zoom functions in:

- Bar Charts
- Pies
- Arrows
- Cylinders

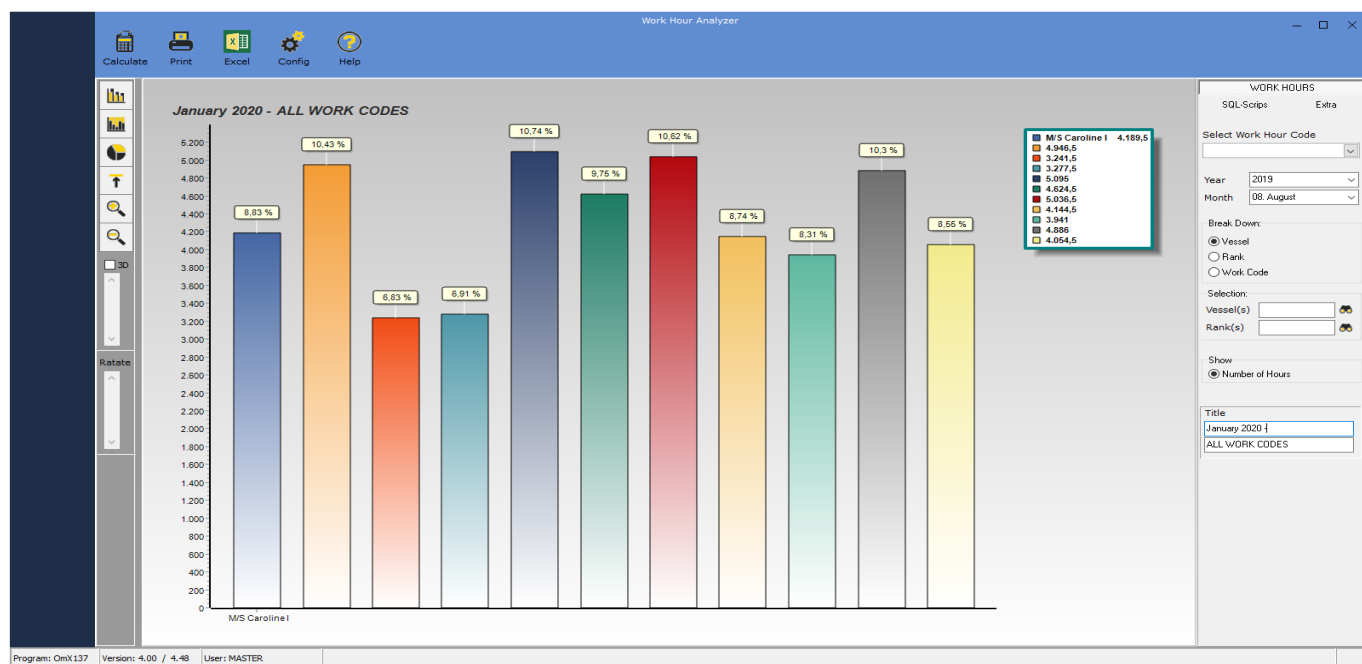
## Work Hour Analyzer

The Work Hour Analyzer gives the possibility to view and analyze all work hours in the payroll module — normally received from the vessel.

Through an easy-to-use graphic interface the end-user can view details in various Dashboards.



Easily consolidation, search and visualization of data for business insight just takes minutes to learn. Data can be printed or transferred directly into Microsoft Excel.





# OMEGA - Tanker Vessel Management

## General

The Tanker Vessel Management module is designed specially for shipping companies operating tanker vessels. Using the Tanker Vessel Module will provide a selection of functionalities required to operate a tanker fleet and not least fulfil the increasing number of requirements from major oil companies.

## Officers Matrix

OMEGA fully support and can generate the Officers Matrix Report fulfilling oil majors requirements and regulations from OCIMF.

## OCIMF and Q88 Interface

OMEGA has an approved built-in interface to OCIMF and Q88 which makes it very easy to upload the Officers Matrix directly from OMEGA to OCIMF and Q88. No extra work is needed. Simply click the "Upload" button and data is instantly available on their respective websites.



## Functionality & Future Matrix

The Tanker Vessel Management module utilizes the historic sea service information already stored in OMEGA. Officer's tanker certificates can be entered along with their sea service experience from previous employers. When printing the Officers Matrix, OMEGA will always recalculate and present the resulting matrix based on the currently scheduled crew or based on the future crew planning. That way it is possible to check oil company's compliance and make corrections, if needed, before the crew change takes place.

OMEGA will warn the users on screen in case of violations of oil company requirements. The matrix requirements can be adjusted individually to each company as the rules may differ.

## Oil Company Matrix Requirement

The Tanker Vessel Management module supports, among others, the following oil companies' matrix requirements:



## Crew Matrix Optimizer

OMEGA has a built-in Crew Matrix Optimizer with the purpose of locating the optimal combination of e.g. Master/Ch. Off. and Ch. Eng./2nd Eng. when calculating and comparing their common sea service experience. This unique functionality will quickly calculate the matrix experience for all officers and show who is compatible with whom.



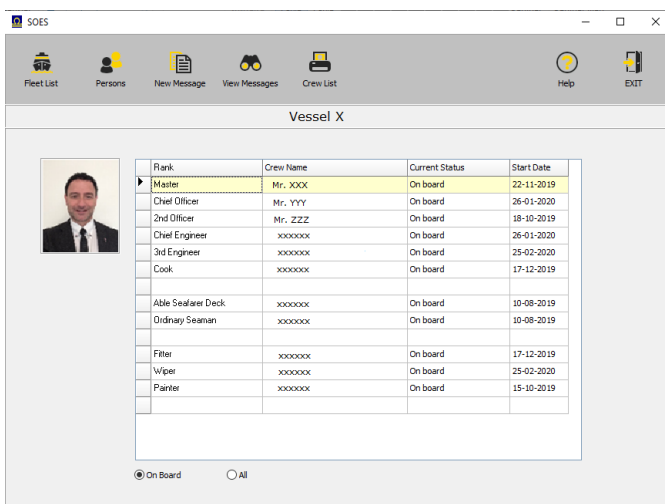
# OMEGA - Seafarers Online Evaluation System

## General SOES

Seafarers Online Evaluation System is an easy-to-use and uncomplicated module to be integrated with OMEGA. It is specially designed for the superintendent and other staff which should comment and evaluate the **Senior Officers** within the company.

## Functionality

All persons who have been granted access to the SOES system can maintain and modify their own comments and evaluations for a specific senior officer.



From a vessel and crew list with the crew, users can select the crew member to comment. The list includes photo (linked from OMEGA's E-doc system) to make sure that the correct person is selected.

All information is automatically stored and saved in OMEGA's crew and appraisal database for further analysis and print.

OMEGA's built-in TO-DO function will notify the respective end users whenever new information and/or comments from the evaluators are received in the SOES system.

## Reports

The SOES module contains several built-in reports, e.g.:

- Basic senior officer reports
- Reports incl. comments per evaluator
- Report sorted by user specification
- Statistics for each senior officer
- Statistics for each evaluator

## Benefits

The module is easy to access for the superintendent and whenever suitable, they can enter comments and evaluations of the officers.

No data gets lost as comments are saved directly into OMEGA's database.

At any time the crew manager at the office can search and print all comments and evaluations for a specific crew member and/or group of officers.

OMEGA has a built-in easy-to-use and quick query tool, to specify and search for e.g. rank, vessel, nationality, evaluator and evaluation date.

## Access

Access to the Seafarers Online Evaluation System can be either directly from inside OMEGA or via the remote Internet access. That way e.g. the superintendents on travel can easily access, evaluate and comment the officers from hotel rooms or any other remote location with an Internet access.



# OMEGA - Web Application Form

## General

**Omega Web Application Form Module** is a web solution, which makes it possible for applicants to send application forms directly into OMEGA from the company's own website.

PASSPORT / DOCUMENTS				
	Number	Date of Issue	Date of Expiry	Issuing Authority
Passport				
Seaman's Book National				
Seaman's Book Internat.				
US visa				

## Design

The Application Form can be individually designed in order to have it as a built-in solution with the company's existing web site. Look-up boxes and drop-down boxes can be linked to the existing OMEGA database to make sure that identical information is available on the web site as well as inside OMEGA.

The Application Form will as standard be integrated in existing web-site forms, but it is also possible to appear as a pop-up window.

OMEGA's built-in TO-DO function will notify the users of the WebForm user group whenever new application forms are received.

## How it works

The Web Application Form is a standard HTML-page to be incorporated on the company's website. A potential applicant fills in the form with personal data. When confirming and sending the form, a standard email is generated and sent to a specific mail account. On a scheduled time interval, OMEGA will, using the built-in mail communication, import the application forms.

## Techniques and content

The following software components are included in the package:

- OMEGA Web Application Form Module
- HTML-page including the Web Form
- OMEGA <--> Web Form Replication
- TO-DO function for notifying the user
- Job Database for overview of applicants

## Highlights

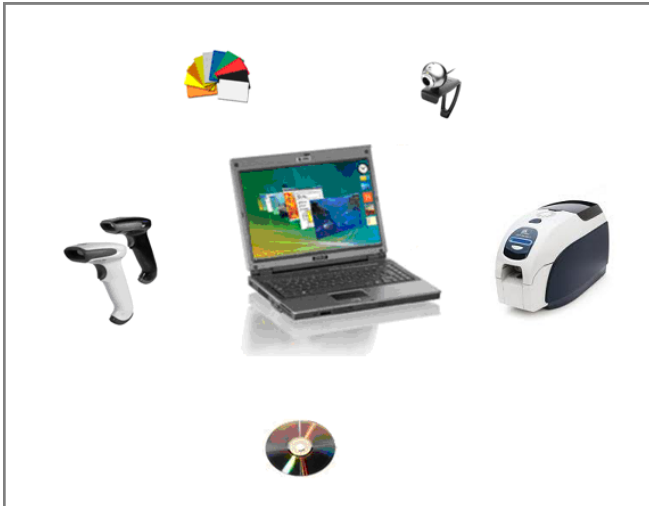
- Easy to use
- Automatic transfer between the company web site and OMEGA at the office
- Notification to users on new application forms
- Easy to import data into OMEGA's crew-database
- Print of application form
- Several basic data, documents, certificates, course and sea service information



# OMEGA - ID Cards & Gangway Control

## General

**Omega Gangway Control Module** is a flexible, powerful and user-friendly system to handle the increased security requirements at sea.



## ID Crew Cards

The **ID-Card Module** includes all needed hardware and software to issue personalised plastic ID Crew Cards for all employees within the company. The cards can be printed with e.g. name, rank, photo, company logo and barcode or magnetic stripe.

The card design can easily be changed by the supplied software to match the company. When printing the crew cards, it is possible to have different layout of the cards, e.g. one background for the crew staff and another background for the office staff ashore.

All plastic ID-cards can be printed in full-color on both sides of the cards.

## Visitor Cards

The program also offers full control and handling of visitors. In an easy way, OMEGA stores all needed information regarding visitors, which can be printed on a daily Visitor's Log.

## Gangway Control

When crew members are crossing the gangway, the Gangway Control Module automatically stores the information in OMEGA's database. With the barcode or the magnetic scanner, all crew members are easily registered in OMEGA and at any time, it is possible to view and print current accurate crew lists based on the scanned ID-cards.



## Highlights

The following highlights are included in the Module:

- Create own personalised ID Crew Cards
- Scan crew members at sign On/Off
- Scan visitors during sign On/Off
- Full control of the current Crew List
- Print of Gangway Crew List
- Full control of Visitor Cards
- Daily print of Visitor's Log
- Automatic check of expired certificates for all crew members on board
- Possibility to input gangway manually in case of lost or damaged ID card
- Replication of gangway data between ship and office

## Content

The following components are included in our basic package:

- 1 x ID Card Printer. Model Zebra
- 2 x Printer Colour ribbon
- 1 x Printer B/W ribbon
- 1 x Barcode scanner (for Gangway Control only)
- 1 x Web Camera (for Gangway Control only)
- 1000 x Blank ID cards
- 1 x OMEGA Gangway Control software



# OMEGA - Ferry & Passenger Ship's Module

## General

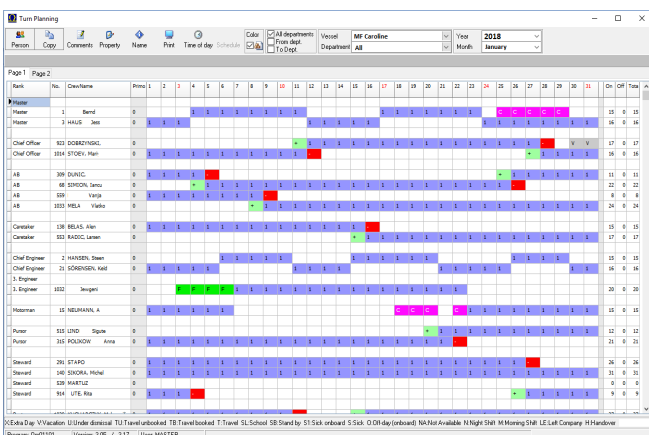
The **OMEGA Ferry & Passenger Ship's Module** is an uncomplicated Windows system developed to assist executing some of the tasks performed by captain, chief officer, hotel manager, shop manager and other crew staff on board ferries and passenger ships. The module is easy to use and hence suited for installation on board with only little education or at the office.

## Functionality

Using simple and well arranged screens you can create and maintain information which is necessary for day to day operation of the ferry or passenger ship, including a very advanced and flexible working hour registration module.

## Turn Planning Module

The basis for controlling the crew is done using OMEGA's turn-module. In the Turn-module maintaining the current crew and plans for a crew changes takes place. It is possible to plan as far ahead as desired. The ship can be split into departments allowing the managers to plan for their department. The graphic planning tool provides a manageable view of the current period. Working- and overtime hours are also updated in this Planning Module.



The screenshot shows a software window titled 'Turn Planning'. It features a menu bar with options like 'File', 'Edit', 'View', 'Tools', 'Help', and 'Color'. Below the menu is a toolbar with icons for various functions. The main area is a grid with columns representing days of the week (1-7) and rows representing crew members. The grid cells are color-coded (blue, red, green, yellow) to indicate different work shifts or statuses. A legend at the bottom of the window explains the color coding: Blue for 'On', Red for 'Off', Green for 'Standby', and Yellow for 'Overtime'. The grid shows a weekly cycle of these shifts for various crew members, including roles like 'Master', 'Chief Officer', 'AB', 'Crew Chief', 'Chief Engineer', 'S. Engineer', 'Hostess', 'Purser', and 'Steward'.

The information in the Turn-module is used to generate several reports, e.g. Crew Lists, Crews Effects List and List of Certificates.

## Fire and Rescue module

The fire and rescue module is used for maintaining fire cards and printing various reports connected to fire cards. Every fire card is assigned to a fire group and a rescue station. Groups and stations are maintained individually, and all reports are selectable by group/station.



## Fire Drills

Weekly and monthly fire drills can be entered and updated in this module. Reporting on participants in previous fire drills, and checking who has not participated in a fire drill.

## Reports

The following reports are included in our basic package:

- Crew Lists
- Crew List incl. Passengers and Vehicles
- Visitor List
- Crews Effects List
- Turn list
- Certificate lists
- List of crew on-signing
- List of crew off-signing
- List of fire cards
- List of fire drills
- List of certificates by person
- Statistics on working hours and overtime
- Gangway Crew Lists
- Travel Plans

# OMEGA - Management Tools

## DASHBOARD

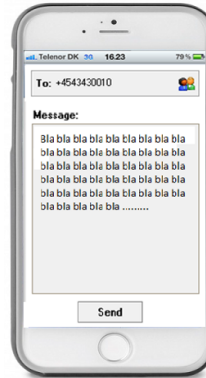
The OMEGA Dashboard is a unique tool for graphic presentation of basically any kind of information from OMEGA's database., such as:

- Crew data / History / Actuals
- Payroll data
- Leave, Overtime, Sickness
- Appraisals / Performance Dashboards
- Competences & Training Courses
- Rest Hours and Working Hours
- Sign-off Reasons
- Manning / Safe Manning Reports
- Planning Dashboards
- Age Profiles
- Audit Control

All queries are controlled by user-defined SQL-scripts which give a highly customizable configuration. The Dashboard can present meaningful data to a decision making and provides mission-critical corporate information.

## SMS Module

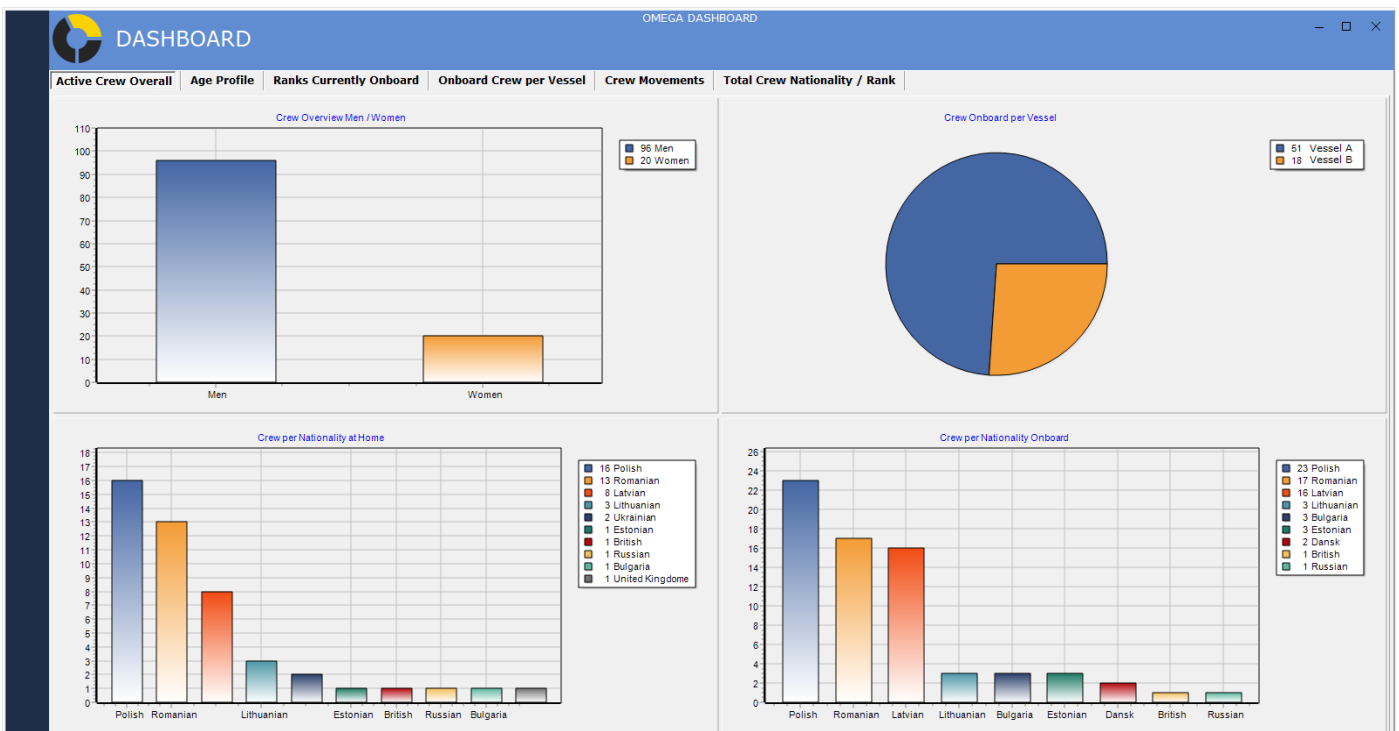
OMEGA has a built-in SMS function, which makes it possible to send a SMS directly from inside OMEGA to any mobile phone. The SMS interface is integrated in several places in the crewing module as well as the planning module. The outgoing queue keeps track of all SMS messages sent from OMEGA. Via the Smart-SMS function it is possible to send the same SMS to multiply receivers. This is especially handy e.g. if a flight is delayed and information quickly needs to be given to all persons on a specific crew change.



The SMS module works through an external SMS-supplier and OMEGA have integration to several different 3<sup>rd</sup> party SMS companies.

## SEAMANAGER Document Browser

OMEGA's built-in Document Browser gives the office a unique tool to view any report or document generated onboard a vessel, such as: Monthly Working Hours + Rest Hours, Ships Accounts, Bonded Stores, Harbour Port Account, Paycode Overview, Piloting Report etc.



# OMEGA - Management Tools

## SmartPhone Access

OMEGA has a built-in SmartPhone Access Routine which can transfer the seafarer's contact information to the SmartPhone in order to give the staff at the company access to the basic information for each seafarer (e.g. name, email, telephone, mobile phone).

Often some crew information is needed during the evening or weekend and with this SmartPhone Access module installed, OMEGA can easily create a complete image with the basic contact information on a special web-site optimized for access using SmartPhone. It is optimized for SmartPhones such as iPhone, Android & Windows Mobile phones, but it also works perfect on the new BlackBerry or an iPad.

## Functions

Some of the basic functions are the following:

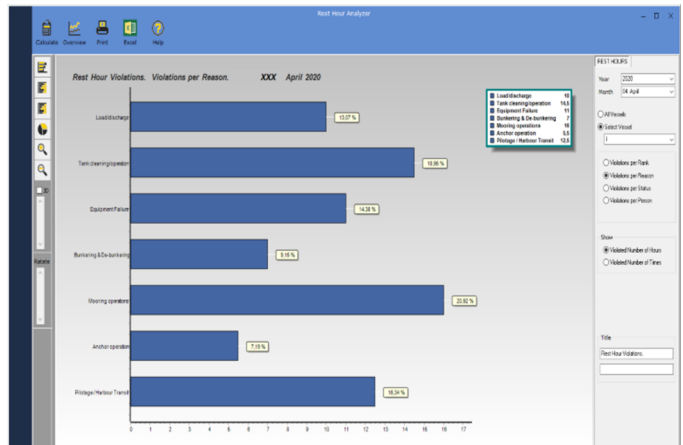
- Crew contact information
- Crew Lists for each vessel
- Crew at Home
- Crew on board
- List of active officers
- List of active ratings
- Agent and other company contact information
- Vessel contact information



Using the phone's built-in "hyperlink" an email, SMS or telephone call can be performed with just one click.

## Rest Hour Analyzer

Using the OMEGA Rest Hour Analyzer it is possible for the office, in a very easy way, to monitor all rest hour registrations received from the vessels. With built-in fast search routines a non conformance overview including explanation of violation can easily be shown.



Selections can be made in order to customize to print and overview on different parameters, such as:

- Period (month, quarterly, yearly)
- Vessel (or group of vessels)
- Rank (or group of ranks)
- Reason Code
- Violation rule
- Rest Hour non conformances by Reason
- Rest Hour non conformances by Rank
- Rest Hour non conformances by Vessel
- 6 month comparing period for any violation

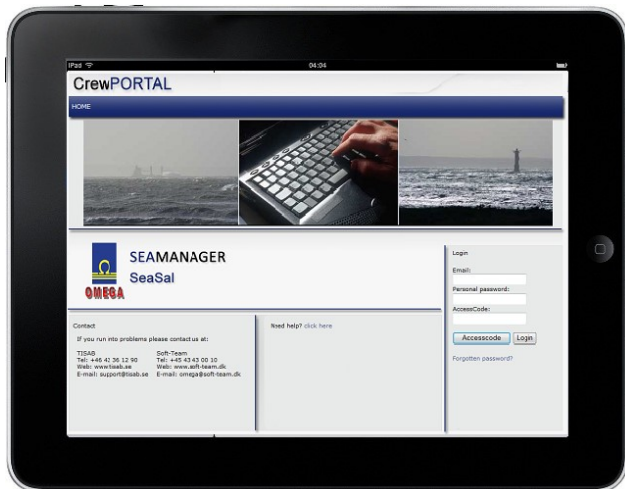
Summary of non conformance violations can also be shown on request and all results can be transferred directly into MS-Excel for further analysis.

Each Rest Hour calculation can be summarized on the highest level or specified down to each crew member.



# OMEGA - CrewPORTAL Seafarer's Web Access

## General



The CrewPORTAL is our web solution for the seafarer. The main purpose of this CrewPORTAL is for the seafarer to access the information, such as payslips, company documents & Contract of Employment — in an easy, yet highly secure way. The only requirement is an internet connection and a computer, Tablet PC, iPad, or a Smartphone.

## Language

The CrewPORTAL comes in various different languages.



## Transfer data to the CrewPORTAL

From our crewing- and payroll software solutions, built-in routines make it easy to upload various information to the CrewPORTAL. Additionally, the administration of users, rights etc. can be maintained by the company. The following information can be provided and uploaded to the CrewPORTAL:

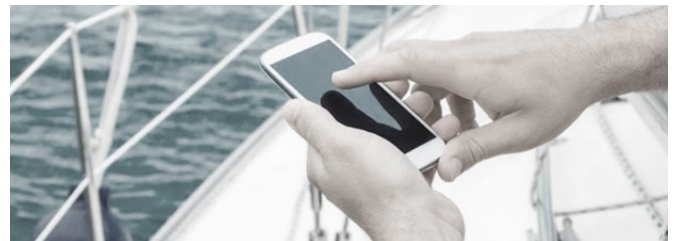
- Payslips
- Contracts of Employment
- Company Documents and News Information
- MLC Documents
- Documents for Approval
- Future planning for the seafarer
- Expiring Certificates & Training Courses

## Security

The CrewPORTAL has the highest available security with a 3-level security. Every seafarer has their own username and password. In addition, a one-time access code is provided by SMS or email for each login. With these codes, access is granted to the portal.

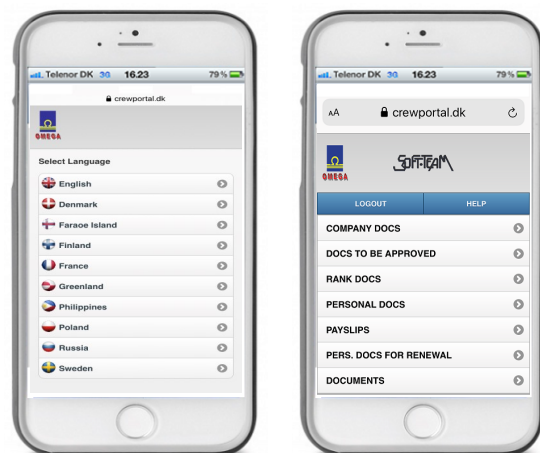
## Using the CrewPORTAL

The CrewPORTAL is very easy to use and requires no special training or education. A short User Guide can also be downloaded from the website which describes the basic use of the CrewPORTAL web-site. No matter where you are, you are only a click away!



## Scanning documents using SmartPhone

The mobile version of the CrewPORTAL has a unique function for the seafarer. It makes it possible to use the built-in camera in the mobile device as a scanner and afterwards upload automatically via email.



The CrewPORTAL gives a much higher flexibility in the communication between office and seafarer.



# SEAMANAGER - Crew Management

## Overview

SEAMANAGER is a comprehensive on board IT solution managing a variety of administrative tasks on board the vessel with the purpose of reducing the administrative burden for the Master and the crew.

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

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

This also ensure backup and traceability of the monthly cost, working hours and rest hour registration. After the monthly closure, all relevant data will be stored and archived so that the audit trail for accounting purposes will be secured.

SEAMANAGER is fully integrated with the office solution OMEGA, but can also be used independently on board the vessel.

SEAMANAGER can be customized/adjusted to each customer to fit their individual needs, whether it is different CBA's appraisal methods, different working hour reports etc.

SEAMANAGER Rest Hour module has received a Statement of Compliance from Lloyd's Register (March 2016).

The SEAMANAGER solution offers you a wide range of benefits such as:

- 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 for the Master
- Rest hour planning tool giving overview of departments
- Extensive non-conformity reporting to the ship and office
- 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 list for registration and maintenance of validity periods



# SEAMANAGER - MLC 2006 Features

## MLC 2006 (all features below are optional)

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

- **Rest Hour**

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.

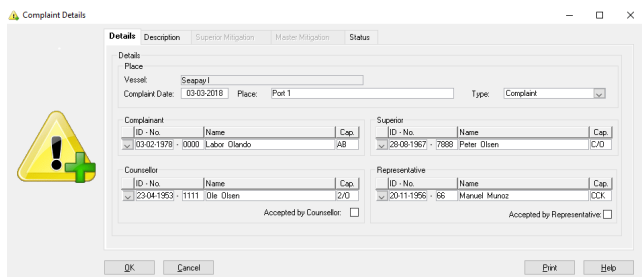
The rest hour module has been verified by Lloyd's for Compliance with these rules.

See rest hour pages for more details.

- **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. All cases are stored electronically and can be printed in order to have a signed report of the entire case for documentation.



- **Medical Log**

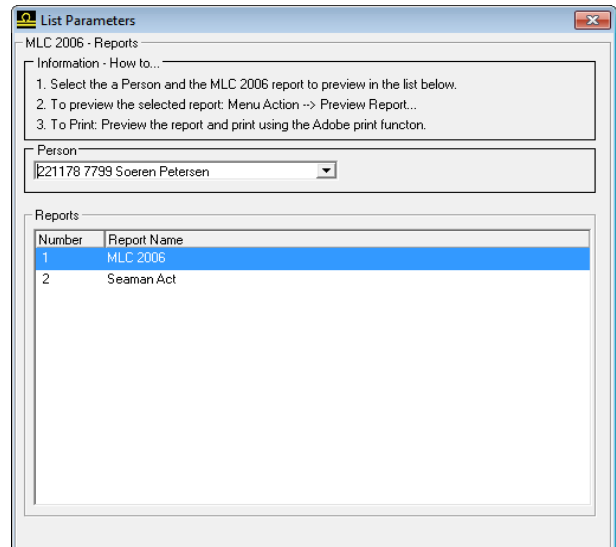
A medical log of all accidents and illness periods is kept to ensure documentation for authorities.

- **Terms and conditions**

When a crew member is signed on, he should 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 that he knows how to obtain the information relevant in his specific position.

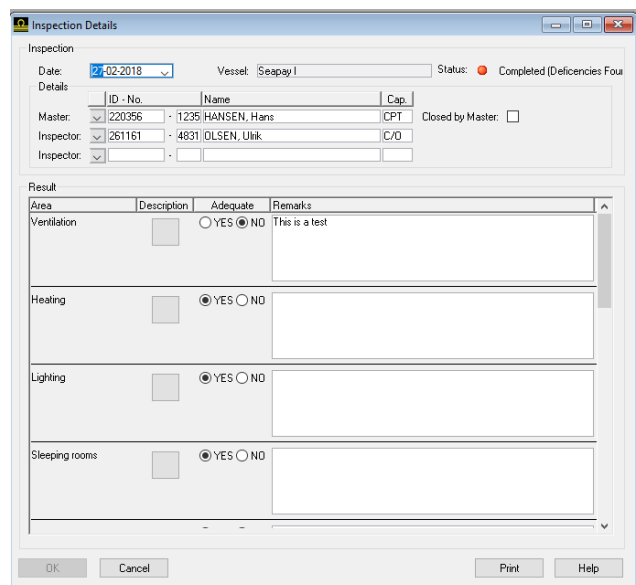


Number	Report Name
1	MLC 2006
2	Seaman Act

- **Check Lists**

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



Area	Description	Adequate	Remarks
Ventilation		<input type="radio"/> YES <input checked="" type="radio"/> NO	This is a test
Heating		<input checked="" type="radio"/> YES <input type="radio"/> NO	
Lighting		<input checked="" type="radio"/> YES <input type="radio"/> NO	
Sleeping rooms		<input checked="" type="radio"/> YES <input type="radio"/> NO	

- **Payslips**

Every month a new payslip file can be sent to SEAMANAGER for the crew members to review. Upon upload the payslips are available in the personal SEAMANAGER section (provided access has been granted).

# SEAMANAGER - Complaint/Grievance

## Overview

The complaint/Grievance section in SEAMANAGER is designed to follow the guidelines listed in the MLC 2006 convention sect. 5.1.5. The basic concept is that all complaints/grievances should be resolved at the lowest level possible.

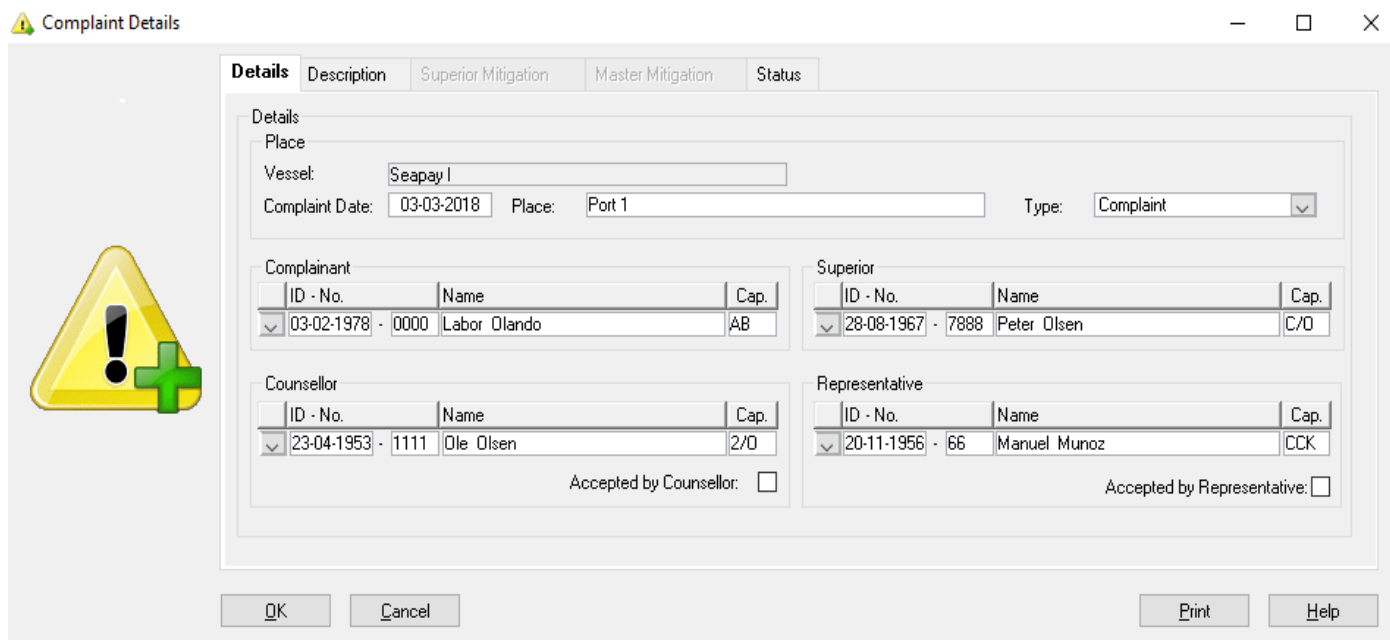
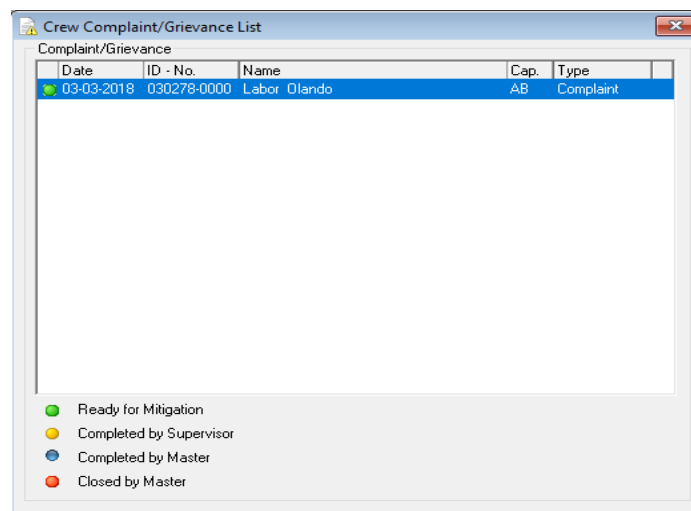
A complaint/grievance is started by the crew member or a senior officer. If wanted, a representative is added to the complaint/grievance request by the complainer.

A counselor is selected to make sure all procedures are followed.

A description is entered to describe the issue and possible mitigation options to solve it.

The first meeting is held by the nearest superior officer and if the issue is solved the case will be closed. If no solution can be found, the issue is escalated to the Master on board and a new meeting must be held to solve the issue.

If the issue is solved, the case can be closed. If not, the last option will be to forward the complaint/grievance to the office for resolution. All cases are stored on board and a report is printed and signed by all parties when the issue is closed.



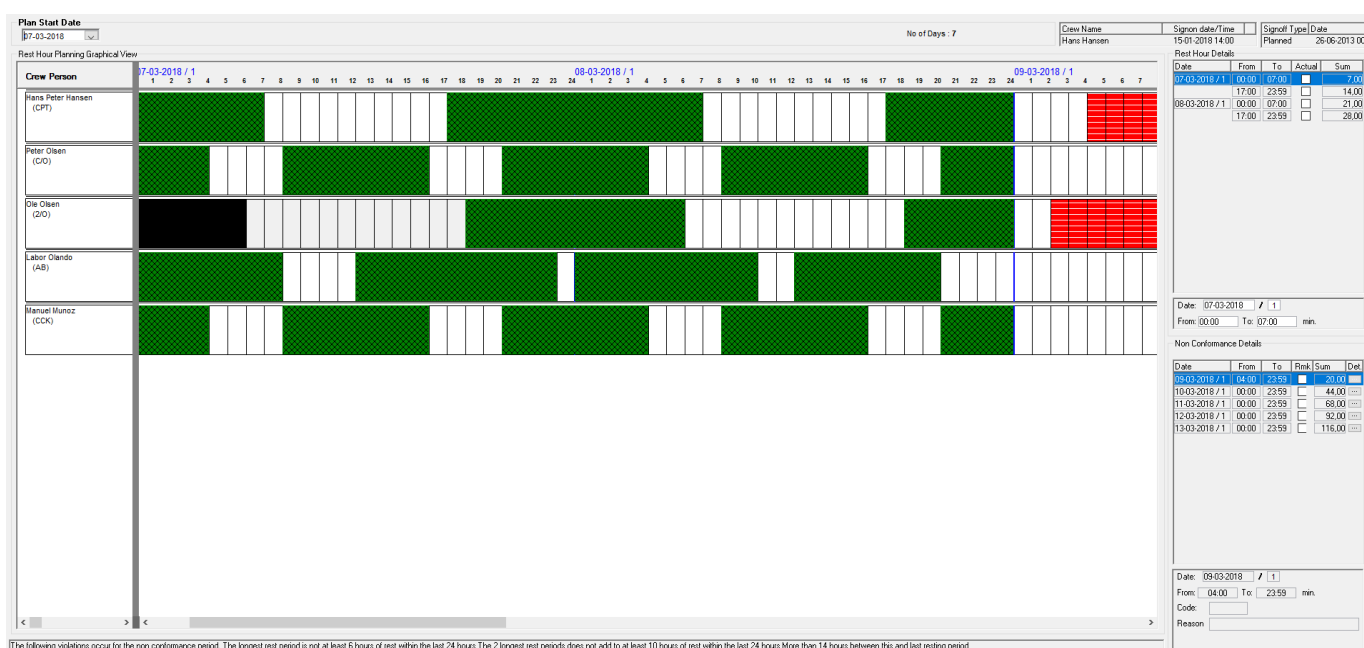
# SEAMANAGER - Rest Hour Administration

## Rest Hour Registration supporting OCIMF, MLC 2006, ILO 180 and OPA90

This on board tool standardizes the rest hour administration process. It gives the Master or his delegates full control of the crew's rest hour with regards to planning, registration, follow-up and reporting. This section has received a "Statement of Compliance from Lloyd's Register".

## Comprehensive Rest Hour Planning

- Possibility for using 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

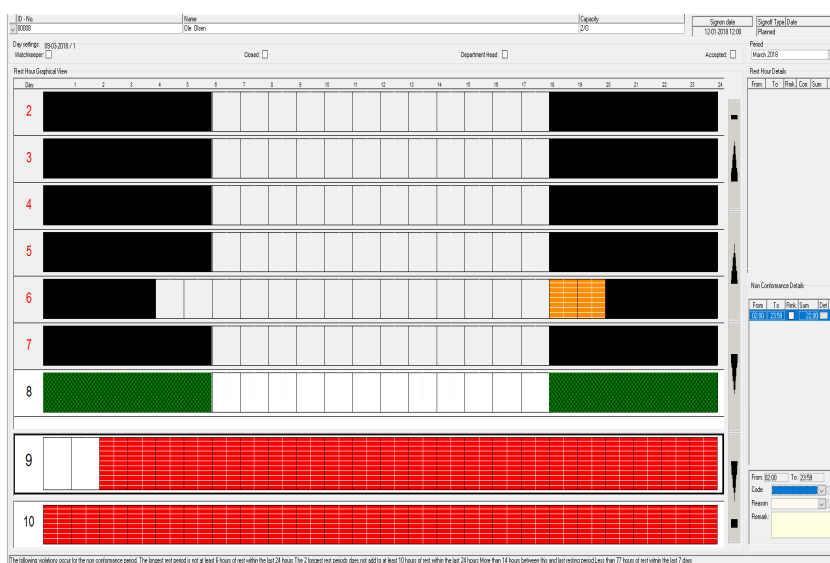


## Easy Rest Hour Registration

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 be used, too.



Black boxes are confirmed rest hours, Orange are non-conformance periods with reasons provided. Red are non-conformance periods.



# SEAMANAGER - Rest Hour Administration

## Easy Follow-up

- Standardized rest hour approval process
- Easy overview and follow-up registration for the Master
- Day to day approval (recommended)
- Crew members violating rest time are marked in red in the follow-up window, the rest can be approved in bulk

Current Day	Capacity	Name	Registrations	Closed by Crew	Accepted by Master
14-03-2018 / 1	Master	Hans Hansen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
13-03-2018 / 1	Ch.Off.	Peter Olsen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12-03-2018 / 1	2nd Off.	Ole Olsen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11-03-2018 / 1	AB	Labor Olando	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10-03-2018 / 1	Chief Cook	Manuel Munoz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09-03-2018 / 1					
08-03-2018 / 1					
07-03-2018 / 1					
06-03-2018 / 1					
05-03-2018 / 1					
04-03-2018 / 1					
03-03-2018 / 1					
02-03-2018 / 1					
01-03-2018 / 1					



## Comprehensive Documentation of Rest Hours

- Standard IMO/ILO reports
- Overview of non conformance hours
- Summary of non conformance violation periods
- Excel overview for transmission to office as well as a soft copy in the archive system on board
- Explanatory tooltips in Excel report

Name of ship: MT Seapay      IMO Number (if any): \_\_\_\_\_      Flag of ship: \_\_\_\_\_  
 Seafarer (full name): Petersen, Peter      Position/Rank: Chief Officer  
 Month and year: April 2012      Watchkeeper: Yes

### Record of hours of rest

Please mark the periods of rest, as applicable, with an X, or using a continues line or arrow

Date	Hours																								Hours of rest in 24-hour period	Comments	Not to be completed by the seafarer(1)		
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23			Hours of rest, as applicable, in any 24-hour period(2)	Hours of rest, as applicable, in any 7-day period(2)	Non Conformance Hours
01-04-2012																										12	NA	0,0	
02-04-2012																										12	NA	0,0	
03-04-2012																										12	NA	0,0	
23-04-2012																										12	10	84	
24-04-2012																										12	10	84	
25-04-2012																										8,5	3-30(1+2);4-60(1+2)	7,5	
26-04-2012																										12	1.A.-240(1+2);1.B.-30(1+2)	8,0	
27-04-2012																										12	10	80,5	
28-04-2012																										12	10	80,5	
29-04-2012																										12	10	80,5	
30-04-2012																										12	10	80,5	
																										0			
																										0			
														Tot. Non Conform./Deviation		15,5													
														Total Workhours		362,5													
														Non Conform./Dev.(%)		4,3													

(1) For completion and use in accordance with the procedures established by the competent authority in compliance with the relevant requirements of the Seafarers Hours of Work and the Manning of Ships Convention 1996 (Convention No. 180).

### Overview of Non Conformance

Vessel  
Test

Period

Name	Capacity	Tot. Workhours	Tot. Non Conformance	Non Conformance (%)	Tot. Deviation	Deviation (%)
MENDOZA, Gabriel	Master	42,5	7,0	16,5	7,0	16,5
Petersen, Peter	Chief Officer	362,5	15,5	4,3	42,5	11,7
ALEXIS, Alex	3rd Officer	334,5	19,0	5,7	16,5	4,9
Total		739,5	41,5	5,6	66,0	8,9

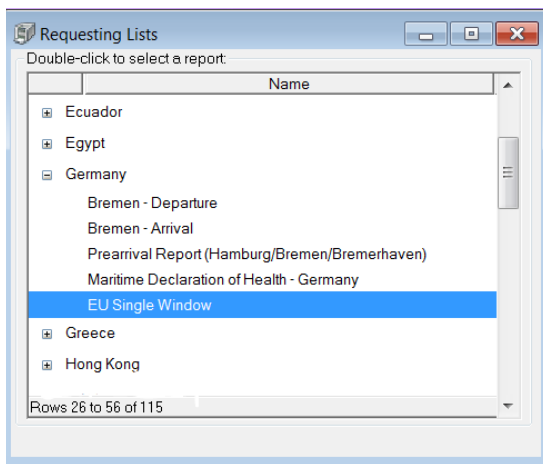
# SEAMANAGER - Port Administration

## Port Administration Section

The Port Administration Section is used in connection with vessel port calls.

SEAMANAGER contains more than 120 different easily generated port documents like Crew Lists, ISPS reports, EU Single Window management and interface to e.g. USCG (US e-NOA/d).

The lists can be prepared and printed in a very fast and user-friendly way.



## ISPS Report

SeaSolutions

SHIP SECURITY INFORMATION REPORT  
Page No. 1/4

### General Ship Information

Name of the Ship: <b>Seapay I</b>	Int. Ship Security Certificate (ISSC) No.: 9785645	Is the ISSC current: NO	ISSC Expiry Date:
Nationality: Denmark	Vessel IMO No.:	Ship Type: Container Ship-Roll On/Off	
Port of Destination: Perth	ETA Date and Time: 10.04.2018 12.00	ETD Date and Time: 12.04.2018 12.00	
Own Ship Security Level: 1	Agent: None	Next port of call: Singapore	
Port of registry: Svendborg	Call Sign: AS456	Gross Tonnage: 20000,00	
CSO Name & 24 hour contact details		Primary purpose of call	
ISSP Issuing Authority		Inmarsat call numbers	
Does the ship have an approved SSP on board? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Location of ship at the time this report is made	

### List of last ten ports of call

Port	Arrival Date	Departure date	Security Level		Have any special security measures been taken by the ship?
			Ship	Port	
1. Singapore	01.04.2018	02.04.2018	1	2	
2. Portland	27.03.2018	28.03.2018	1	2	
3. Aberdeen	26.03.2018	26.03.2018	1	1	
4. Singapore	22.03.2018	25.03.2018	1	1	
5. Annapolis	20.03.2018	21.03.2018	1	1	
6. Portland	15.03.2018	17.03.2018	1	1	
7. Antwerpen	12.03.2018	13.03.2018	1	2	
8. Bremen	01.03.2018	12.03.2018	1	1	
9. Göteborg	23.02.2018	28.02.2018	1	1	
10. Skagshavn	15.02.2018	21.02.2018	1	1	

Is the Ship carrying any dangerous substances as cargo covered by any of Classes 1, 2.1, 2.3, 3, 4.1, 5.1, 6.1, 6.2, 7, or 8 of the IMDG code?  YES  NO

Is there any security related matter you wish to report?  YES  NO

If YES, Provide Details:

Signature of Master: \_\_\_\_\_ Date: \_\_\_\_\_

## Benefits

- Easy production of port documents
- EU Single Window management has been implemented
- Information is based on data in the system. ISPS report will use the port and vessel information updated in SEAMANAGER
- Standardized port document handling on all vessels
- Using expected Sign on/off feature, port papers can be prepared and printed in advance
- Direct creation of various formats, ready for transmission to the port authorities and agents
- Easy access for all designated officers to create port documents

## IMO Crew Lists

SeaSolutions

IMO CREW LIST  
(IMO FAL Form 5)

1. Name of ship		1.2 IMO number		Page Number		
Seapay I		9785645		1 / 1		
1.3 Call sign		1.4 Voyage number				
AS456						
2. Port of arrival / departure			3. Date of arrival / departure			
			27.02.2018, 12:37			
4. Flag (State of ship)			5. Last port of call / Next port of call			
Danish						
6. No.	7. Family name, given names	8. Rank or rating	9. Nationality	10. Date and place of birth	11. Nature and No. of identity document	
					Passport / Exp. date	Dischargebook / Exp. date
1	Hansen, Hans Peter	Master	Danish	22.03.1958 Odense	23432451 10-10-2020	
2	Olsen, Peter	Ch. Off.	Danish	28.08.1967 Skagen	2222 31-01-2020	
3	Olsen, Ole	2nd Off.	Danish	23.04.1953	DK-51849562 01-01-2020	
4	Olando, Labor	AB	Filipino	03.02.1978 Manila	PH867987 20-07-2022	
5	Munoz, Manuel	Chief Cook	Filipino	20.11.1956 Manila	PH436745 10-02-2021	
12. Date and signature by master, authorized agent or officer						
27.02.2018, Hansen, Hans Peter (Master)						

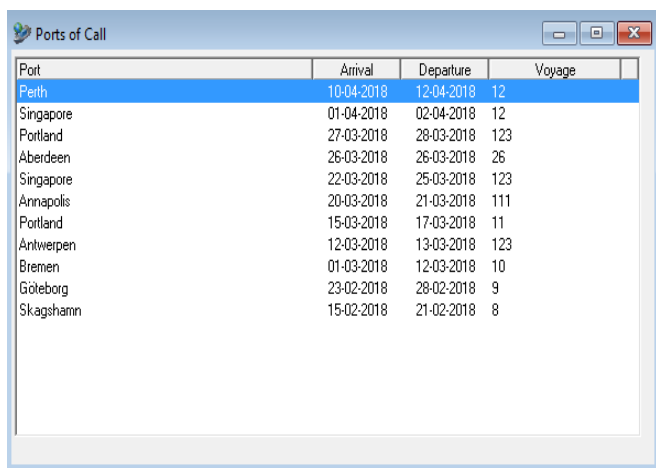
# SEAMANAGER - Port Administration

## Ports of Call

The Ports of Call function allows registration of all ports called - as well as future ports of call.

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

Port of call lists can easily be printed for transmission to the ports.



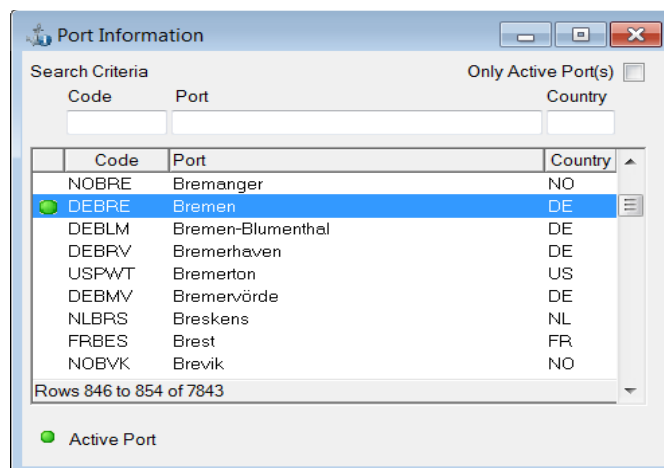
Port	Arrival	Departure	Voyage
Peith	10-04-2018	12-04-2018	12
Singapore	01-04-2018	02-04-2018	12
Portland	27-03-2018	28-03-2018	123
Aberdeen	26-03-2018	26-03-2018	26
Singapore	22-03-2018	25-03-2018	123
Annapolis	20-03-2018	21-03-2018	111
Portland	15-03-2018	17-03-2018	11
Antwerpen	12-03-2018	13-03-2018	123
Bremen	01-03-2018	12-03-2018	10
Göteborg	23-02-2018	28-02-2018	9
Skagshamn	15-02-2018	21-02-2018	8

## Port Information

Port Information contains an ISO/UN standard port table.

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 his delegate to print the required documents for a given port call.



Code	Port	Country
NOBRE	Bremanger	NO
DEBRE	Bremen	DE
DEBLM	Bremen-Blumenthal	DE
DEBRV	Bremerhaven	DE
USPWT	Bremerton	US
DEBMV	Bremervörde	DE
NLBRS	Breskens	NL
FRBES	Brest	FR
NOBYK	Brevik	NO

Rows 846 to 854 of 7843

● Active Port

# Crew Management

## 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 SEAMANAGER 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 SEAMANAGER, but not yet signed on
- Archived crew to be stored on board (for Rest hour tracking) for 6 months

## Benefits

- Standardized on board crew handling
- Interfacing with shore based crew management systems, all crew data can be automatically imported into SEAMANAGER. 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 SEAMANAGER functions, e.g. crew payroll, rest hour and more than 120 different port papers

# SEAMANAGER - Crew Management

**Personal Data tab:** Personal data such as name, ID number, nationality, place of birth etc.

**Agreement:** The agreement type will determine the crew member's payroll profile. The crew member may be given allowances/deduction/overtime etc. as per his agreement only.

**Port List capacity:** You can use this field to change the person's capacity if you want a different capacity to be displayed on port papers. The port list capacity field is used to change a person's capacity in the port documents in the Port Section. The port list capacity field is also used for the Safe Manning List.

**The Address tab:** Address information, telephone number and mobile phone number of the crew member's closest relatives.

**The Passport/Discharge Book tab:** Passport and discharge book information as well as multiple visas.

**The Vaccination tab:** If a vaccination is not found in the drop down list, it can be created in the table window by selecting the vaccination in the list to the left.

**The CV Info tab:** Here you enter or update relevant CV information. CV information can also be imported from the shore system.

**The Personal Effect(s) tab:** Here you enter or update any personal effects that the crew member should include in the IMO - Crew Effect's declaration.

**The Sign On/Off tab:** This tab displays earlier sign on/off registrations for the person. Previous assignments and a career view can be imported from the shore system.

ID-No.	Name	Cap.
180678-0888	Susanne Svendsen	CPT
201161-9999	Bruce Backwater	C/O
230453-8888	Lotta Jönsson	2/O
100855-5555	Palle Vestergaard	C/E
121290-1111	Sherwin Laban Gonzales	BSN
120389-0000	Carlos Santos	AB
020285-7755	Antonio de los Angeles	CCK





# SEAMANAGER - Crew Appraisal

## 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

Categories	Emp.	Appraiser	Emp.	Appraiser
Professional knowlegde	0	0	0	0
Quality	0	0	0	0
Punctuality	0	0	0	0
Flexibility	0	0	0	0
English (Understands)	0	0	0	0
English (Written)	0	0	0	0
German (Spoken)	0	0	0	0
QMS	0	0	0	0
Planning	0	0	0	0
External Relations	0	0	0	0
Decision Making	0	0	0	0
Productivity	0	0	0	0
Dependability	0	0	0	0
Compatibility (Team work)	0	0	0	0
Initiative and problem solving	0	0	0	0
English (Spoken)	0	0	0	0
German (Understands)	0	0	0	0
German (Written)	0	0	0	0
People Management	0	0	0	0
Communications Skills	0	0	0	0
Resources Management	0	0	0	0

## Appraisal details

The appraisal questions can be displayed based on capacity.

The appraiser can e.g. choose grade values between 0 and 5 (5 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.

# SEAMANAGER - Payroll

## Payroll Section

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

## Benefits

- Accurate crew payroll reporting
- Reduce the number of errors in payroll
- Standardized reporting of crew allowances, deductions and overtime on board the vessels
- Easy and user-friendly on board Ship's Account
- Standardized payroll handling on board all vessels in the fleet
- Transfer of data to shore system

The screenshot displays three overlapping windows from the SEAMANAGER software:

- Mass Reporting:** A window with a 'Paycode Selection' list on the left containing items like 'Exceeding Overtime', 'Reimbursement', 'Cash Advance', 'Pension', 'Other Deductions', and 'Travel expenses'. Below the list is a table with columns for ID-No., Name, Capacity, Agreement, Currency, and a checkbox.
- Statement of Working Hours:** A window for a specific crew member (ID-No. 121290-1111, Name: Sherwin Labial Cuervo). It shows a 'Period' dropdown set to 'January 2016' and a table with columns: Date, From, To, Working Hours, Additional Hours, Lashing Bonus, and Desc. The table contains data for dates from 16-01-2016 to 20-01-2016.
- Allowance/Deduction:** A window for a specific crew member (Emp. No. 05674, Name: Hans Peter Hansen). It shows a 'Period' dropdown set to '01-03-2018' and a table with columns: Pay code description, Pay code, Date, Amount, Curr., Exchange Rate, Ship curr. USD, Agreement curr. USD, and Rmk. The table lists two 'Cash Advance' entries for 03-03-2018 and 05-03-2018. A 'Total Amounts' row shows 1110 and 1.110,00.

**Crew Payroll:** 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.

**Allowance and Deduction reporting:** This function handles information on the reimbursement of travel expenses, consumption, overtime etc.

For practical reasons, the window is divided into Tabs: Cash Advance, Allowances, Deductions, Misc./Overtime and Allotment.

The allowances/deductions that a crew member may have are related to the agreement type and the rank minimizing the possibility to enter information on paycodes not allowed for the crew member.



# SEAMANAGER - Payroll

## 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.

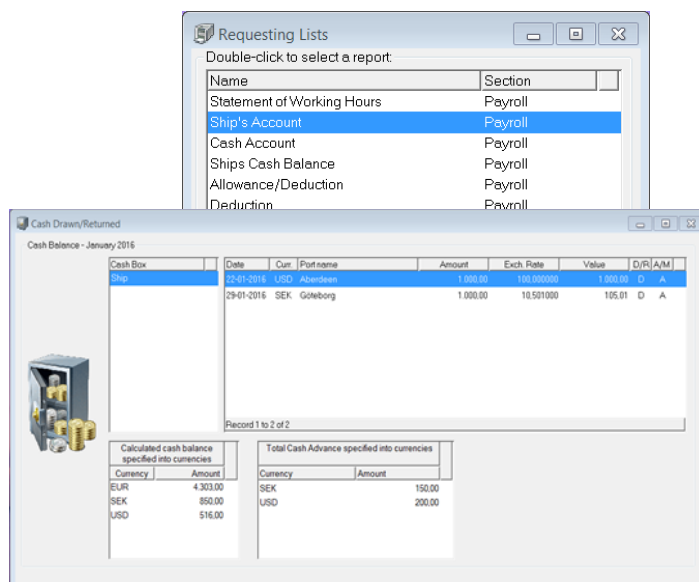
SEAMANAGER gives a complete overview of the vessel's cash balance and allows print and forwarding of the entire ship's account every month.

The cash balance is carried forward to next month.

**Ship's Account**

CREDIT  
Vessel : Seapay I      Payment month : 01/16 January 2016

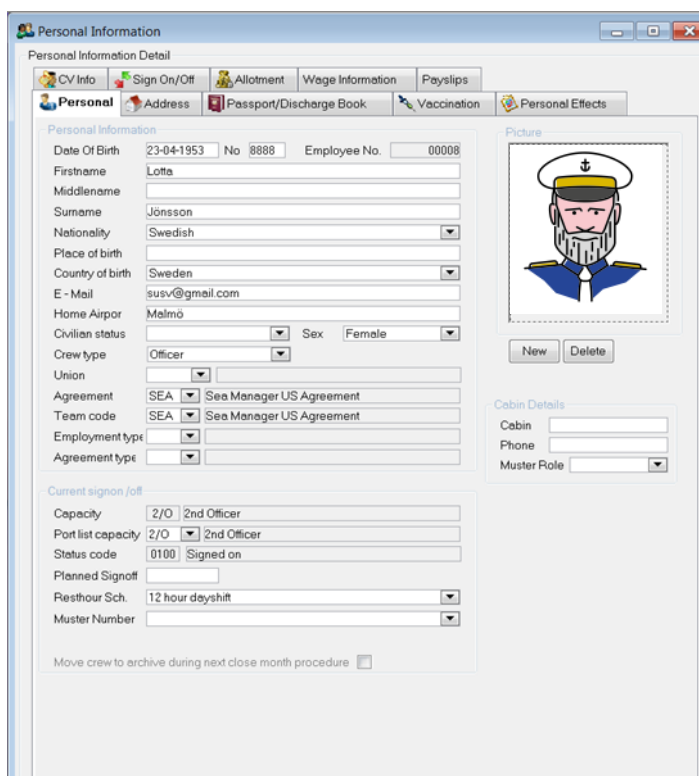
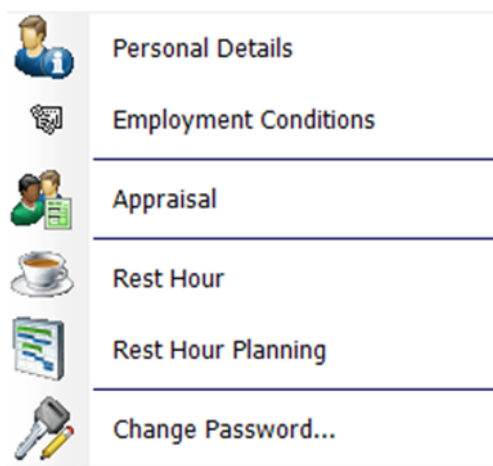
			USD	USD
<b>Cash balance brought forward</b>				
Currency	Amount	Exchangerate		
EUR	4303,00	84,000000	3.614,52	
USD	-284,00	100,000000	-284,00	
Subtotal :			3.330,52	3.330,52
<b>Radio</b>				
	AMOSUP Agreement		32,00	
	Sea Manager US Agreement		26,00	
Subtotal :			58,00	58,00
<b>Pension</b>				
	Sea Manager US Agreement		250,00	
Subtotal :			250,00	250,00
<b>Cash received from agents</b>				
Date	Port	Curr.	Amount	Rate
22-01	Aberdeen			
	NSea Oil			
29-01	Göteborg	USD	1000,00	100,000000
	Ålvåjö AB	SEK	1000,00	10,501000
Subtotal :			1.105,01	1.105,01
Discrepancies (agio)			601,12	601,12
Total :				5.344,65



## User Section

When users are logging in to SEAMANAGER they have access to the user section.

In the user section the crew member can access and check the personal information, register rest hours and working hours, update appraisal information & acceptance of Terms & Conditions.



# SEAMANAGER - Vessel Certificate

## The Vessel Certificate Section

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

### Benefits

- 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 if applicable
- SEAMANAGER will notify when a certificate is close to expiry (yellow alarm) or when it as expired (red alarm). See below
- The certificate information is used in various Port Lists
- Scanned copies can be attached to each certificate



No.	Certificate Name	Issue date	Last Survey	Next Survey	Expiry Date	Cert. Info.	Cond. Info.
2	ISM Document Of Compliance (DOC) (SOLAS)	09-08-2011		09-08-2019	13-10-2020		
3	ISM Safety Management Certificate (SMS) (SOLAS)	22-10-2010	20-10-2011	22-10-2020	14-10-2020		
4	Port State Control (MOU)	01-04-2011			21-03-2018		⚠
5	Certificate of Registry	10-10-2011			10-10-2020		
7	International Tonnage Certificate	12-11-2011			19-10-2017	✖	
7	International Loadline Certificate	09-08-2007			18-10-2020		
8	Cargo Ship Safety Equipment Certificate (SOLAS)						
9	Cargo Ship Safety Construction Certificate (SOLAS)	10-10-2012			11-10-2020		
10	Cargo Ship Safety Radio Certificate (SOLAS)	22-12-2009			12-10-2020		
11	International Oil Pollution Prevention Certificate (MARPOL)	10-10-2010			15-10-2020		
12	Certificate Of Financial Responsibility (COFR)						
13	Deratting Exemption Certificate						
14	Panama Canal Certificate						
15	Suez Canal Special Tonnage Certificate						
16	Taiwan - Sanitary Inspections						
17	International Certificate of Noxious Liquids (MARPOL)						

Rows 1 to 16 of 27

✖ Expired  
 ⚠ Alarm  
 ⓘ Prolonged



# SEAMANAGER - Security setup

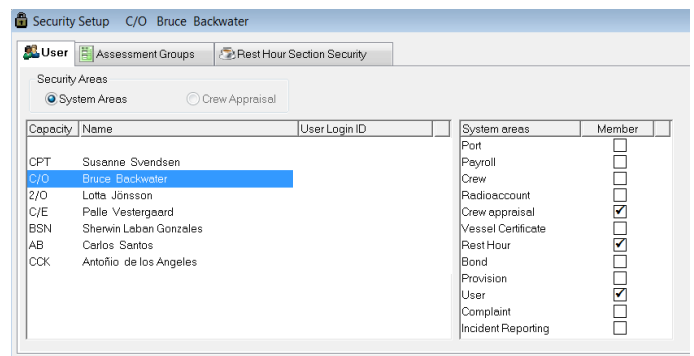
## Security set up

SEAMANAGER allows each crew member to log into their own account.

The access permission is easy configurable by the Master. As a standard each crew member has a preset access level.

## Benefits

- All crew members can update their own Rest time, Working hours & Appraisals
- Tasks can easily be delegated to other officers
- Personal and payroll information is restricted

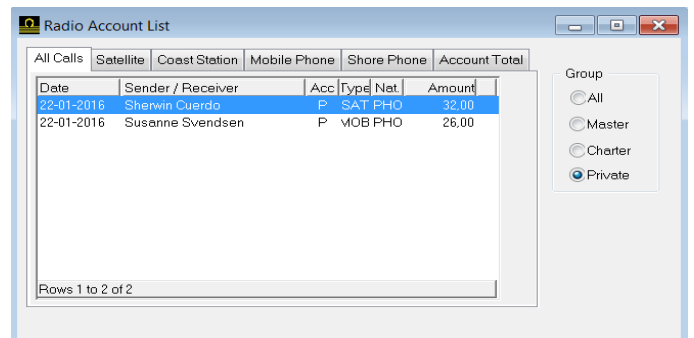


## Radio Account Section

### Radio Accounting

SEAMANAGER's Radio Accounting makes it possible to keep track of and document the costs for Master, Charterer or Crew's phone calls.

All radio costs for crew members are automatically transferred to the payroll section and used for wage calculation ashore.



# SEAMANAGER - Facilitation

## Easy Facilitation Registration

This section in SEAMANAGER allows the Master to report Facilitation requests, corrupt behaviours and/ or other related incidents in a uniform and secure way.

The information is stored in SEAMANAGER and can be retrieved, whenever needed.

The information can be printed or forwarded as an Excel file to the relevant parties ashore or other vessels in the fleet.

The screenshot shows the 'Incident Report' window with two tabs: 'Incident Report Details (Page 1)' and 'Incident Report Details (Page 2)'. The 'Page 1' tab is active and contains the following fields and sections:

- Reporting Information:** A text area with instructions: "This function can be used for reporting corrupt behavior and / or incidents. Describe the incident or behaviour in this form and close the Incident Report. The report is then generated as an Excel-file which shall be sent as an e-mail attachment to: The information received will be treated with confidentiality and care, however please note that if you wish to report anonymously the Whistle-blower system should be used. You can get information about the Whistle Blower in e.g. the MLC 2006 report in the SEAMANAGER Crew Section. For further information about Handling of Facilitation Payment please read the 'How To' available from the toolbar menu."
- Reporting Details:** Fields for Ship Name (Seespy I), Reporting Master (Andersen, Anders), Location - Port / Country (DEBRV), Cellsign (AS456), and Reporting Date (12-11-2010). There is also a 'Port Search' button.
- Persons involved:** Radio buttons for 'Public officials' (selected) and 'Other third parties'.
- Please specify third party:** A text area.
- Describe the situation - What was the issue and what happened?:** A text area containing the placeholder text 'sdgfdsgsdg'.
- Buttons:** 'Close Incident Report', 'Ok', 'Cancel', 'Print Incident Report', and 'Help'.

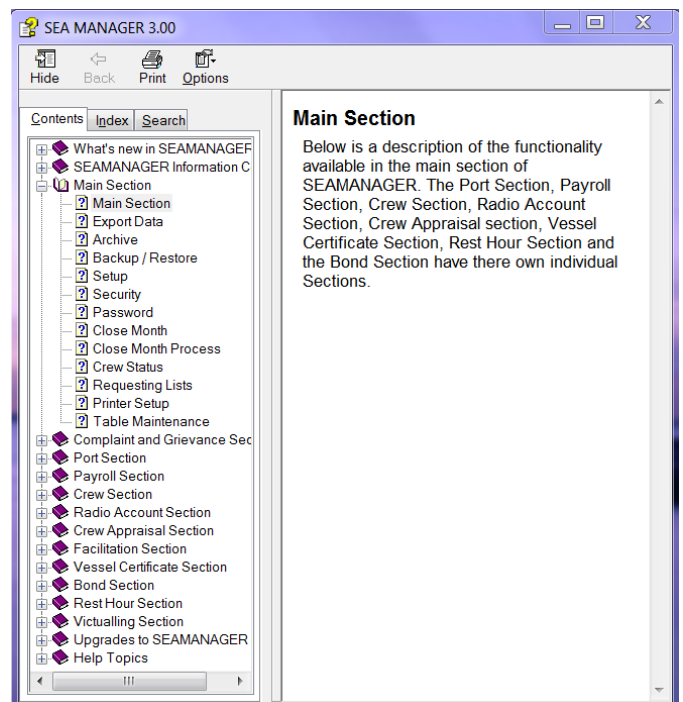
## Help Topics

### Built-in Help functions

The Built-in-Help function can be accessed from any part of SEAMANAGER.

It offers:

- General description of SEAMANAGER
- Information about the new functions in SEAMANAGER
- Description of each section with detailed How-to's for the frequently used functions
- Index allowing quick access to a specific topic, list, file or function
- Search function in the usual Windows setup
- Print function allowing the user to print topics or section help



# SEAMANAGER - Bond Section

## Bond Section

The purpose of the Bond Section is to establish clear, transparent and uniform procedures for bonded accounting on board vessels and reporting to shore administration.

The Bond function in SEAMANAGER is closed monthly and reported in the vessel's currency.

Group	Art No	Item	Quantity (Current)	Price (USD)	Unit
3. ALL					
1. Tobacco	10001	Prince Light cigarettes	15.00	15.00	Cit
2. Soft drink	10003	Prince 100 cigarettes	10.00	15.00	Cit
3. Still water	20001	Club soda - Haribo	24.00	8.00	box
	20004	Coca Cola - 50 cl	10.00	10.00	box
	30003	Haribo - 1 tr	50.00	.50	Btl

Total value : 692.00

## Benefits

- Crew purchases will automatic be recorded in the Payroll Section
- The Master can delegate the access to the Bond Section to e.g. the Chief Steward/Cook
- Cash sale to passengers and bond used for entertainment can be registered directly
- Purchases and adjustments of stock can be administered on board

Name	Section
Bond Report (XLS)	Bond
Bond Price List	Bond
Bond Inventory List	Bond
Bond Sales List - Crew	Bond
Bond Price Changes List	Bond
Bond Sales List - Others	Bond
Bond Summary	Bond
Bond Summary	Bond
Bond Custom List	Bond
Bond Custom List	Bond

Rows 1 to 10 of 10

# Victualling

## Victualling Section

The Victualling Section in SEAMANAGER allows the Master and the shore administration to monitor the vessels' victualling costs on a monthly basis.

The cost can be displayed in full or split into 'food days' (victualling expense per day per person on board). This allows the Master and the shore administration to monitor and compare the vessel's victualling costs with similar vessels.

Various documents and files can be customized according to requirement from each shipping company.

The victualling function in SEAMANAGER is closed monthly.

## Benefits

- The Master can delegate the access to the Victualling Section to e.g. the Chief Steward/Cook
- Local purchase of victualling articles can easily be registered in the Victualling Section
- Victualling stock files from shore can be imported directly in SEAMANAGER

Group	Art No	Item	Quantity (Orig)	Quantity (Current)	Price (USD)	Unit
6. ALL						
1. Bacon	10001	Pork Hearts (Frozen)	12.00	12.00	3.00	KGM
2. Bread and cakes	10002	Pork Liver	12.00	12.00	21.00	KGM
3. Lamb	20001	Bread Whole Grain, Sliced, 900 g	12.00	12.00	22.00	PCE
4. Fish	20002	Bread, Rye, Dark, Sliced 900 g (Frozen)	11.00	11.00	15.00	PCE
5. Salad	20003	White Bread, Sliced, 800 g	8.00	8.00	12.00	PCE
	36547	Chops	9.00	9.00	5.75	KG
	38679	Minced meat (Lamb)	22.00	22.00	6.50	KG
	400001	Smoked Mackerels (Frozen)	23.00	23.00	4.00	KGM
	400002	Salmon, Smoked, Sliced (Frozen)	23.00	23.00	21.00	KGM

Total value 2,086,75 2,086,75

# MLC 2006

The International Labour Organisation (ILO) has adopted the Maritime Labour Convention 2006 (MLC 2006).

A Maritime Labour Certificate (MLC) and a Declaration of Maritime Labour Compliance (DMLC) is required to ensure compliance with the Convention for all ships above 500 tons in international trade.



## Who needs to be inspected and certified?

Regulation 5.1.3 - Maritime labour certificate and declaration of maritime labour compliance

This Regulation applies to ships of:

- (a) 500 gross tonnage or over, engaged in international voyages; and
- (b) 500 gross tonnage or over, flying the flag of a Member and operating from a port, or between ports, in another country.

For the purpose of this Regulation, international voyage means a voyage from a country to a port outside the country.

This Regulation also applies to any ship that flies the flag of a Member and is not covered by paragraph 1 of this Regulation, at the request of the ship owner to the Member concerned.

Ships from non-ratifying states shall be met by the “No more favourable treatment” ensuring inspections for compliance on such ships.

Included in the Maritime Labour Convention there will be new requirements for Shipowners and suppliers of such services. Upon entry into force of the Maritime Labour Convention, all private recruitment

and placement services (Crew Manning Office) in ratifying states must be operated under a system of licensing, certification or some other form of regulation.

When recruiting seafarers from a non-ratifying state the obligation to ensure compliance, as far as reasonable, falls on the shipowner.

## Inspections

The items that will be inspected and found to meet national laws and regulations or other measures implementing the requirements of the Convention before a MLC can be issued are:

1. Minimum age
2. Medical certification
3. Qualification of seafarer
4. Seafarer’s employment agreements
5. Use of any licensed or certified or regulated private recruitment and placement service
6. Hours of work or rest
7. Manning levels for the ship
8. Accommodation
9. On-board recreational facilities
10. Food and catering
11. Health and safety and accident prevention
12. On-board medical care
13. On-board complaint procedures
14. Payment of wages





# GDPR—General Data Protection Regulation

## GDPR in General

Since May 25<sup>th</sup> 2018, the Data Protection Act (DPA) was replaced by EU's General Data Protection Regulation (**GDPR**), a framework with greater scope and much tougher punishments for those who fail to comply with new rules around the storage and handling of personal data.

Under the new regulations, companies must keep a thorough record of how and when an individual gives consent to store and use their personal data.



## Personal Data

Like the DPA, the GDPR applies to 'personal data'. However, the GDPR's definition is more detailed and makes it clear that information such as an online identifier – e.g. an IP address – can be personal data. The more expansive definition provides for a wide range of personal identifiers to constitute personal data, reflecting changes in technology and the way organizations collect information about people.

For most organizations, keeping HR records or contact details etc, the change to the definition should make little practical difference. You can (as default) assume that if you hold information that falls within the scope of the DPA, it will also fall within the scope of the GDPR. The GDPR applies to both automated personal data and to manual filing systems where personal data are accessible according to specific criteria.

This is wider than the DPA's definition and could include chronologically ordered sets of manual records containing personal data.

OMEGA & SEAMANAGER are both IT systems handling personal related data. We ensure that our systems fulfil the new General Data Protection Regulation.

## Data Encryption

The data encryption and protection applies to several functionalities, fields, functions, security access, database protection and data replication between the office and the vessel database.

Some of the basic functions will be:

- Protection of various private personal data fields
- Extended Audit Trail and Log functionalities
- Extended User Access Control
- Encryption of data replication between office and vessel
- Encryption of data replication between office and web
- Protection of folders containing scanned documents



# Technical requirements

## OMEGA Endeavour XE technical requirements:

### Workstation (64-bit):

Windows 7/8 or Windows 10 (64-bit)  
Pentium 2.0 GHz or higher (recommended)  
4 Gb RAM or higher (recommended)  
Screen resolution 1280x1024 or higher

### Server (64-bit):

Windows Server 2008/2012/2016/2019 (64-bit)  
Virtual Server 2008/2012/2016/2019 (VMware)  
Windows Terminal Server  
8-12 Gb RAM or higher (recommended)  
10 GB Hard Disk + size of database

### Remote Access:

CITRIX  
Windows Terminal Server  
Remote Desktop RDP, VPN  
TeamViewer

Through an optional ODBC driver, access to OMEGA's database may be granted (to other programs).

### Database:

OMEGA runs on a 64-bit SQL-Based Client/Server SQL-database. The database is deployed with the software in an unlimited network version. The Client/Server version requires TCP/IP protocol on a Windows Server 20xx.

## SEAMANAGER technical requirements:

### Workstation:

Windows XP/7/8 or Windows 10  
Pentium 2.0 GHz or higher (recommended)  
4 GB RAM or higher (recommended)  
Screen resolution: 1280x1024 or higher

### Server:

Windows Server 2003/2008/2012/2016/2019  
Windows Terminal Server  
4 GB RAM or higher (recommended)  
1 GB Hard Disk space

### ODBC Access:

Through an optional ODBC driver, access to the SEAMANAGER database may be granted (to other programs).

### Database:

SEAMANAGER runs, as standard, on a Microsoft SQL server 2012, 2014 and 2016 database server. This database is deployed with the program in an unlimited network version.

Designed for:



# Customer reference list

## Denmark:

- The Steamship Company NORDEN, Denmark
- Corral Line A/S, Denmark
- J. Poulsen Shipping A/S, Denmark
- Herning Shipping, Denmark
- Dannebrog Rederi AS, Denmark
- ERRIA A/S, Denmark
- Rederiet C. Rousing A/S, Denmark
- Blue Star Line A/S, Denmark
- Uni-Tankers A/S, Denmark
- Svendborg Bugser, Denmark
- Nørresundby Rederi A/S, Denmark
- SVITZER A/S, Denmark
- J. Lauritzen A/S, Denmark
- Lauritzen Kosan A/S, Denmark
- Alba Tankers A/S, Denmark
- Nordane Shipping, Denmark
- JD-Contractor ApS, Denmark
- M.H. Simonsen ApS, Denmark
- Fjord Line, Denmark
- Shipping Company Høj ApS, Denmark
- JA-Shipping, Denmark
- Valling Ship Management ApS, Denmark
- Rohde Nielsen A/S, Denmark
- A2SEA A/S, Denmark
- Danish Salvage & Towing Company, Denmark
- CLIPPER-GROUP A/S, Denmark
- BRES-LINE A/S, Denmark
- Peter Madsen Rederi A/S, Denmark
- Aeroe Ferry, Denmark
- DANIA Ship Management, Denmark
- Hansholm Bugservice, Denmark
- STENA, Denmark
- MHO-Co A/S Denmark
- Sundbusserne, Denmark
- Fred. Olsen Windcarrier, Denmark
- Offshore Windservice, Denmark
- A1 Offshore, Denmark
- Viking Supply Ships, Denmark
- NT Offshore A/S, Denmark
- JMB Bjerrum & Jensen, Denmark
- KNOT Management, Denmark
- JOB2SEA, Denmark
- Ziton A/S, Denmark
- Swire Blue Ocean, Denmark

## Germany:

- Carl Büttner Shipmanagement GmbH, Bremen
- BBG-Bremer Bereederungs. GmbH, Bremen
- Harren & Partner Ship Management GmbH, Bremen
- German Tanker Shipping GmbH, Bremen
- FRS-Förde Reederei Seetouristik GmbH, Flensburg
- Ernst Jacob GmbH / NorthMan GmbH, Hamburg
- Triton Schifffahrts GmbH, Leer

## Sweden + Norway:

- Tärntank Ship Management AB, Sweden
- Furetank Rederi AB, Sweden
- Sirius Rederi AB, Sweden
- Northern Offshore Services AB, Sweden
- SVITZER AB, Sweden
- Wisby Tankers AB, Sweden
- Thun Ship Management AB, Sweden
- Rederi AB Donsötank, Sweden
- Rederi AB Veritas Tankers, Sweden
- Tarbit Shipping AB / Tarbit Tankers BV, Sweden
- Wallenius Marine AB, Sweden
- Soltin Marine AS, Norway

## Finland:

- ESL Shipping Ltd, Finland
- Godby Shipping Ab, Finland
- ARCTIA, Finland
- VG-Shipping, Finland
- Langh Ship, Finland
- PRIMA Ship, Finland

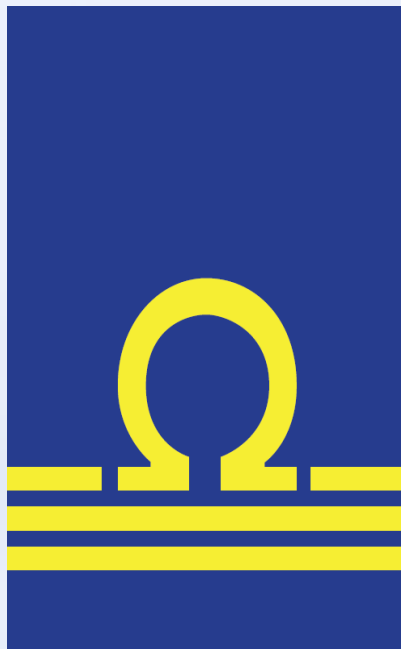
## Greenland & The Faroe Islands:

- Royal Greenland A/S, Greenland
- Royal Arctic Line A/S / Arctic Umiaq Line, Greenland
- World of Greenland Arctic Circle, Greenland
- Smyril Line pf, The Faroe Islands

## Worldwide:

- Atlanship SA, Switzerland
- WECO Marine, Poland
- CB Maritime, Croatia
- Seatruck Ferries Limited, United Kingdom
- Forestwave Navigation, Holland
- NET Ship Management, Philippines
- Wallenius Marine Pte Ltd, Singapore
- Singapore Shipping Corporation, Singapore
- MSI Ship Management Pte Ltd, Singapore
- SOCATRA, Bordeaux, France
- EMPM Ship Management, Luanda, Angola
- FUJO KAIUN, Osaka, Japan

Selected customers as per 2020



# OMEGA

## SEAMANAGER

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Release: 2020

**sea SOLUTIONS**