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I am working as a crew coordinator in a company, and I handle the rotation of the crew plus their compliance to the vessels' training matrices. Every employee needs to be fully compliant to the vessel's training and emergency response matrices he is assigned before embarking. A vetting process is done for every person on signing - third parties included, but we use a sampling group for vetting them.

The matrices we use are training, safe manning, emergency response team (ERT). All saved in Excel files containing columns with positions and companies responsible for each position onboard. The ERT Matrix shows positions and roles during emergency scenarios. Each vessel has its own matrix and documentation, currently we have 4 installations and expected to have 3 additional units in the next 4-5 years.

Any crew member found with gaps in the matrices will have to be reported to the offshore installation manager (OIM), regardless of being employee or outsourced. The OIM will have 2 options: 1) issue a dispensation for the person and produce a plan to control that specific person or 2) Block the embark. A control of this dispensation is done in a basic form, so we can follow-up its plan and to show it to auditors. It is desired to have a dispensation analysis to pick up trends and sensitive behaviors from third party companies that could lead us to have a better understanding of loopholes and bottle necks in our own processes. Currently there is not control of this document, every dispensation form issued needs to be manually counted, no excel sheet is used.

The rotation of the employees is based on days on board x days off board, that is arranged in a manner we can predict dates a member will be available during a certain period to attend any event needed (trainings, work at the office, visit suppliers during tests of our equipment on another town/country). The rotation can be a combination of 14x14 days, 28x28 days and so on; if the employee is Brazilian then for every day onboard it will produce one day off, that does not apply to Expats. This can be used to produce reports to understand the number of overtimes on crew's rotation.

My job is to guarantee the crew is compliant to each matrix and in case somebody is blocked to embark (e.g., sick leave, COVID-19 screening), then I could locate another employee that matches perfectly the matrices or has the lowest number of gaps. This process should run at any given time and not necessarily upon their time to embark, since we have their rotation and their trainings certificates info. My desire is to be able run a process at any time and produce reports to gather lists with names to work their renewals and foresee potential dates I will be short on personnel to attend the installation rotation. One of our goals to is to have our personnel ready to embark in any installation, but currently we can´t do that due to the gaps in trainings, which means I need to have information of the places a person can be sent, i.e., only FPSO or rigs A and B.

Since we have control of rotation, I can issue warnings and friendly reminders of shortcomings in trainings or embark notices in advance. (e.g., Embark notice 7 days prior his embark, or Warning of expired training in firefighting preventing his embark 3 months prior to expiration date).

The training matrix contains all certificates mandatory for each vessel. These certificates are categorized as per authority or plan inside the company policies, and it shows to what section in the regulation or law it attends (International Company Required, Emergency Response, Navy Requirement, MTE/IBAMA/ANP Requirements, Safety Critical Procedures,), future authorities can be included. Every certificate required shows the duration in hours of each course to be taken and the validity in years and the method applied (online course, external training facility, internal training, procedure reading). Since we apply trainings to positions, each position is assigned to a

department/area: Leadership, Production, Marine, Maintenance, Safety, Comm, Laboratory, HEALTH, CATERING, CONSTRUCTION, MODIFICATIONS AND OPERATIONAL SUPPORT, LOGISTICS, OTHERS (Visitor). Under each department/area it states the position name, which is then assigned per company in charge for the role. The matrices are related to titles/positions, so if a person is promoted then this person will be following a different matrix, keeping track of the promotions is vital too.

The crew management must deal with vacations and leaves (paternity, medical issues or trainings overlapping dates of rotation) which means for every person that will be missing a hitch I need to find his replacement following the guidelines listed above. The first thing to do is to find a person available to fill that gap and later check the matrices of that person towards the installation he is going. Again, a person can have gaps in the matrix and the analysis will produce the list to be assessed by the OIM and if deemed a good choice he will issue dispensations for the gaps found. The dispensation can´t be issued to certain trainings, only for a handful of them, so I need to keep track of each training can´t be excused.

Vacations must be controlled so we know in advance who has acquired rights to go on vacation and the limit date (In Brazil we have laws regulating vacations, if we don´t process and release the employee the company is automatically obliged to pay and additional salary for the employee and put his immediately in vacation), I can collect all information about at a later point, but this is to highlight the importance of keeping track of vacations in the Brazilian crew and additionally every vacation/leaves must be covered by another crew member.

The rotation we track included information of their appointments too, like vacations, licenses, leaves, trainings, paternity license and onshore work. Currently we keep track of them using spreadsheets, every appointment has its own code. This ensures we know the entire crew availability when we are gathering personnel to attend trainings sessions.

We have an extra team to help us deal with vacations and licenses, these personnel can embark in any platform as per their matrices, we call them VLP (Vessel Labor Pool). As per our procedures the VLP positions also follow a 6-month rotation, for example, let´s assume we have 3 Lead Mechanics: John, Bobby and Charlie, initially Bobby and Charlie are core crew and John is VLP, after 6 months we will move John to core crew and Bobby to VLP, a new change will be done 6 months later, this time Charlie will be VLP and Bobby moves to core crew, finally 6 months later we will have the original team again (Bobby and Charlie) and VLP (John). Every position entitled to have a VLP will follow this routine, meaning we have control of this information and rotation, and I must make sure the personnel are following this routine.

The trainings certificates are recorded in a specific system and I can retrieve reports in CSV files, this allows me to compare the information coming from this system to the information recorded in my database. This will be part of the vetting process.

When we have exclusive trainings sessions in a school or internal, I will refer to our crew´s rotation to pick personnel available to attend these trainings, so when building a class and assigning it to a person, his rotation will reflect this information to prevent misinformation.

Eventually, if not a single crew member can cover absence, we will outsource it and I will have to include this employee outsourced in our control to show that period being covered, the matrices will have to be respected and I will have to run his paperwork through the database to identify any gap found.

As mentioned earlier, we will have new installations being assigned so the DB should be able to accommodate these additions. New rules evetually may be added.