



COMPAS Onboard Management (Top 4)

User Guide for AUSTRALIA
(version 1)



cslships.com

INTRODUCTION

WHAT IS COMPAS

COMPAS is the new crewing management software selected by CSL. This tool enables crew members to manage their activities directly through the Self-Service or the Onboard Module.



Self-Serve

Crew Profile/Documents

Assignments

Expense Claims

Training (in person)



In this section, you will learn how to:

Log in and navigate the COMPAS Crew Self Service

- Manage your profile and documents
- Check your compliance
- See your upcoming assignments
- Submit your expense claims
- Request a training



On Board

Crew Profile/Documents

Crew Change

Crew Compliance

Work & Rest Hours

Appraisals



In this section, you will learn how to:

- Log in and navigate the COMPAS Onboard module
- Access crew documents onboard and identify missing, expired, or expiring crew documents
- View the crew list, and view planned crew change events
- Sign-on & sign-off crew members
- Enter and submit your work & Rest hours; approve each crew member's work & rest hours and close everyone's month
- Submit claims on behalf of a crew
- Complete the appraisal process

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1.1 LOG IN COMPAS SELF-SERVICE

1. Go to <https://csl.compas.cloud/CompasCss/Login.aspx>

CSL COMPAS
Crew Self Service

Username

Password 

[Forgot password?](#)

If you arrive on this page:

CSL

Username:

Password:

[Forgot Password?](#)

 [View Web Version](#)

Click on **[View Web Version](#)**

2. Enter the username and password you received by email from Compas.
3. Click on **Login**

NOTE: If you have entered a wrong password, click on “Forgot password” before your account is locked.



1.2 MANAGE LOGIN PASSWORD

When you log in for the first time, you are asked to change your password:

The screenshot shows the COMPAS login interface. At the top left is the CSL logo with a red maple leaf, and at the top right is the COMPAS logo. Below the logos is a light gray box containing the text "You must change your password." in a white box. Underneath this are three input fields: "Old Password:" with a masked password "*****", "New Password:" with a masked password "*****", and "Re-type Password:" with a masked password "*****". A blue "Submit" button is located at the bottom right of the form.

1. The old password is the one you received by e-mail.
2. Choose a password that contains:
 - at least 8 characters
 - at least 1 number
 - upper- and lower-case letters
 - cannot be the same as the username
3. Enter the new password a second time
4. Click **Submit** to confirm your new password

If you need to change your password for any reason:

1. From the login page, click on **Forgot password?**
2. Enter your username and your e-mail address.
3. Click on **Reset Password**
4. You will receive an e-mail from Compas
5. Reset your password

The first screenshot shows the COMPAS login page. At the top left is the CSL logo, and at the top right is the COMPAS logo with the text "Crew Self Service" below it. The main form has two input fields: "Username" with the value "707" and "Password" with a masked password "...". A red arrow points to a blue link labeled "Forgot password?". A blue "Login" button is at the bottom right. Below the login form is the OCEAN Technologies Group logo.

The second screenshot shows the password reset form. It has two input fields: "Username" with the value "2991" and "Email" with the value "2991@csllships.com". A red box highlights these two fields. A blue "Reset Password" button is at the bottom right. A blue link labeled "Back to Login" is at the bottom left.



COMPAS SELF-SERVICE

Self-Service

2.1 OVERVIEW

When you log in successfully, you arrive on the home page.

NEXT VESSEL

Your future assignment will be shown in this section

Next Vessel

Vessel Name

BAIE ST. PAUL

Flag

☐ Canada

Vessel Size

34490 DWT

Vessel Type

Bulk Carrier, Self-discharging

Joining Date

26/Dec/2023

Port of Joining

St Lawrence Seaway (CAN)

Assignment

Country

Canada

MENU

The user guide reviews the various options available in this left-hand menu

COMPAS
CSL

MENU

Dashboard

Personal profile

Calendar

Payroll

CERTIFICATIONS

Documents

Training

SETTINGS

Account settings

Logout

Release #36.5.0

Nice to have you again, here are your latest activity and important information

Next Vessel

Vessel Name

BAIE ST. PAUL

Flag

☐ Canada

Vessel Size

34490 DWT

Vessel Type

Bulk Carrier, Self-discharging

Joining Date

26/Dec/2023

Port of Joining

St Lawrence Seaway (CAN)

Assignment

Country

Canada

Notifications (1)

Unread Read

USER GUIDE TEST

- posted on 07/Nov/2023 17:19:20

- read on 14/Dec/2023 16:56:42

Expiring documents

Non compliances (13)

Name	Expiration	Comply	Mandatory
Advanced Fire Fighting - STCW VI/3		✗	Y
Marine Advanced First Aid A-VI/4-1		✗	Y

Training

Course	Start date	End date	Location	Provider	Status
December 2023					
M	T	W	T	F	S
				1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

Friday, 01/Dec/2023

No Event Scheduled

Empty

TRAINING

The training will display the future training course.

CALENDAR

The Calendar will display any expiring documents, planned training courses, planned assignment

DOCUMENTS

Identify expiring documents & non-compliances

Non compliances (13)			
Name	Expiration	Comply	Mandatory
Advanced Fire Fighting - STCW VI/3		✗	Y
Marine Advanced First Aid A-VI/4-1		✗	Y
STCW Basic Safety		✗	Y
Survival Craft and Rescue Boats other than Fast Rescue Boats - STCW VI/2		✗	Y
Prejoin medical [Main Documents CAN]		✗	Y

Expiring documents

3 Months 12 Months

Document

TC Medical Fitness Certificate

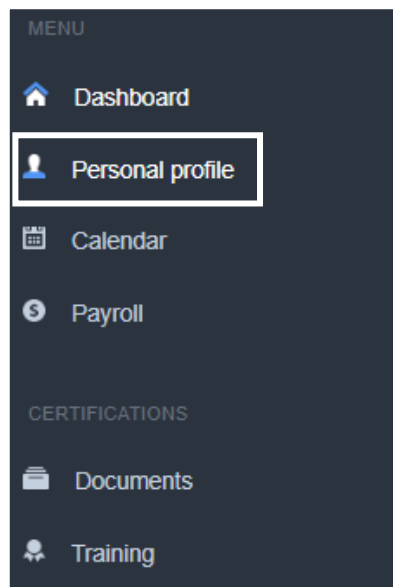
Expiry date

19/May/2024



3.1 ADDRESS & CONTACTS

 Your address AND contact information must **always be accurate and up-to-date**



On the left side menu;
Click on Personal profile, then click on **Address**



MAST Person Test # 3383

Place of birth: British

✓

Joining Status: **ON BOARD**

Date of birth: 06/Feb/1980 (43 years old)

✈

Next Vessel: DONNACONA

Employment time: 0 Years 0 Months

📄

Licence :

Owner pool: CSL Australia

🏢

Company: CSL Australia

Manning office: CSL Australia

Address

Addresses

+

✎

✖

Address type	Home address
Country	Australia
States	South Australia
Municipality	

Contacts

+

E-MAIL ADDRESS	emailaddress@gmail.com	Edit Delete
MOBILE NUMBER	23456789	Edit Delete

- Click on the  icon to edit your address or on

Edit

 to edit your contact details
- Click on the  icon to add a second address or another contact
- Click on the  icon to delete an address or on

Delete

 to delete a contact



3.1 ADDRESS & CONTACTS

 Your address AND contact information must **always be accurate and up-to-date**

When adding/editing an address, please make sure that all the below fields are filled:

- Address type: home or mailing address
- Country
- City
- Zip/Postal code
- State
- Address

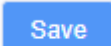
Specify if your home/mailling address is primary or not.

If you only have one address, make sure it is marked as **PRIMARY**

When all the fields are filled, click on 

When adding/editing contact information, please make sure that all the below fields are filled:

- Contact type: select a type from the drop-down menu
- Value: depending on what you have selected in the contact type, enter the number/email address in the field

When both fields are filled, click on 



4.1 CALENDAR

MENU

Dashboard

Personal profile

Calendar

Payroll

CERTIFICATIONS

Documents

Training

When you click on **Calendar** in the left-side menu, you can view your expiring documents, training events, movement history, planned movements, and your planned events.

today Nov, 2024							Day	Week	Month	Timeline
Mon	Tue	Wed	Thu	Fri	Sat	Sun				
28	29	30	31	1 Nov	2	3				
4	5	6	7	8	9	10				
11	12	13	14	15	16	17				
18	19	20	21	22	23	24				
25	26	27	28	29	30	1 Dec				

Click on the checkbox if you would like to remove an information from your calendar
Click on the arrow to view more details.

☒ Documents Expiry (1)

24/Nov/2024

Certificate: Pilotage Exemption
Certificate
Category: PILOT
Issue Authority: Australia
Issue Date: 25/Nov/2022
Expiry Date: 24/Nov/2024

☒ Documents Expiry (1)

24/Nov/2024

Certificate: Pilotage Exemption
Certificate
Category: PILOT
Issue Authority: Australia
Issue Date: 25/Nov/2022
Expiry Date: 24/Nov/2024

☒ Training Events (0)

☒ Movements History (0)

☒ Planned Movements (0)

☒ Personal Events (1)

27/Nov/2024

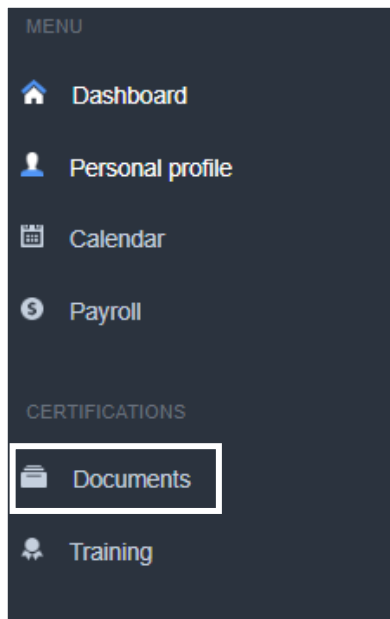
Planned
Sign Off Date: 27/Nov/2024



COMPAS SELF-SERVICE

Self-Service

5.1 DOCUMENTS



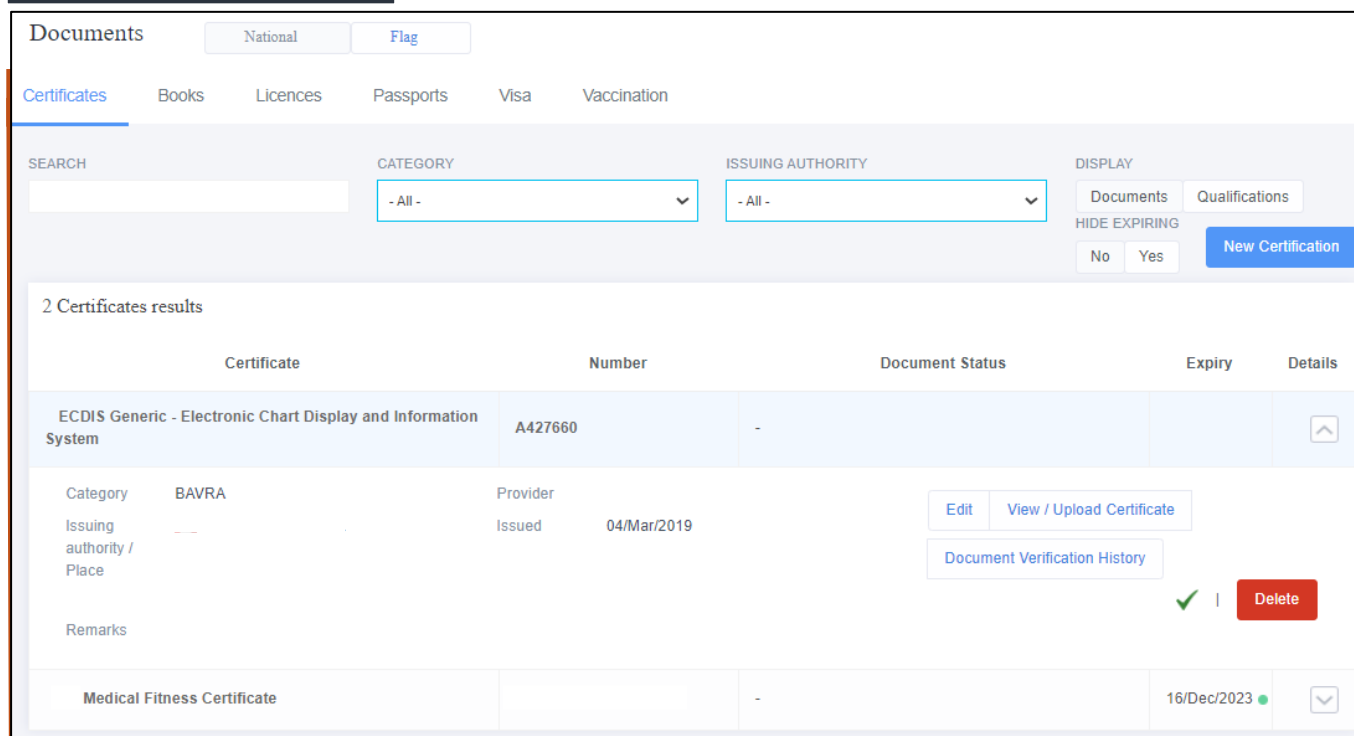
To access all your documents, click on **Documents** in the left-side menu.

NOTE: When you first log in to Compas Self-Service (CSS), most of your documents will be already uploaded.



Some attachments might be missing as well as the document itself.

When opening the Documents menu, the first action is to **verify if the documents' attachments have been uploaded.**



All documents are set by type. Click on any document type to access them

- Click on **New Certification** or on **Add** to add a new certificate or other type of document
- Click on  to expand and view the document's details
- Click on **View / Upload Certificate** to view/upload an attachment
- Click on **Edit** to edit the document's details
- Click on **Delete** to delete the entire document entry
- This icon  means that the document has been verified by the crewing coordinator.



COMPAS SELF-SERVICE

Self-Service

5.2 UPLOAD AN ATTACHMENT FOR ANY DOCUMENT

Click on the [View / Upload Certificate](#) icon.

A new tab will open:

Certificate Detail

Certificate

AMSA Medical Fitness Certificate (MEDICAL)

Number
7200104

Issuing authority
Crewed

Issue/Revalidation
19/May/2022

Original issue
19/May/2022

Expiry
16/Dec/2023

No expiry date
☐

Place of issue
NULL NULL

Is flag document
☐

Provider
- Select value -

Remarks

Added by
admin on 25/Oct/2023 11:27:34

Last edited by
admin on 14/Dec/2023 19:46:44

Document is not verified.

Close

Update

Documents view for (MAST) Leancy Mark (707)

Drop a file here or click to browse

Upload

Similar Documents

1. Drop the file in the red area or click to browse the document then click on [Upload](#)
2. Edit any information on the left side if correction is needed.
3. Click on [Update](#) then close the tab



1. The maximum file size is 5 Mb
If the file you are uploading is too large, **follow the steps on “How to reduce the photo size” on page 66.**

2. If you have uploaded the wrong document, make sure to add the right one.
The crewing coordinator will then delete the wrong one.



5.3 ADD A LICENCE

Select **Licences** from the document types then click on **Add**

CertificatesBooksLicencesPassportsVisaVaccination

ISSUE AUTHORITY

- All -

Add

Licences

Licence	Capacity	Rank	Limitation Description	Details
CERTIFICATE OF COMPETENCY	Master Near Coastal (STCW II/2)	MST	No limitation (> 3000 GT)	

Make sure that all the below fields are filled in the following order:

- Type: Certificate of Competency/Proficiency or Certificate of endorsement
- Capacity
- Rank
- Limitation
- Number
- Issue/Revalidation = original issue
- Expiry date – if no expiry, then click on the checkbox “No expiry date”
- Issuing authority

- Click on **Insert**

Refer to section 5.2
**UPLOAD AN
ATTACHMENT FOR
ANY DOCUMENT**

Licence Detail

Type

- Select value -

Capacity

- Select Value -

Rank

- Select Value -

Limitation

Number

Original issue

Issue/Revalidation

Expiry

No expiry date

Issue place

Issue authority

- Select value -

Is flag document

Remarks

Close

Insert



COMPAS SELF-SERVICE

Self-Service

5.4 ADD A CERTIFICATE

Select **Certificates** from the document types then click on

New Certification

The screenshot shows the 'Certificates' section of the COMPAS Self-Service interface. At the top, there are tabs for 'Certificates', 'Books', 'Licences', 'Passports', 'Visa', and 'Vaccination'. Below the tabs, there is a search bar and filters for 'CATEGORY' and 'ISSUING AUTHORITY'. The 'DISPLAY' section has buttons for 'Documents' and 'Qualifications', and a 'HIDE EXPIRING' section with 'No' and 'Yes' options. A 'New Certification' button is highlighted in blue. Below the filters, there is a table with 2 certificates results. The table has columns for 'Certificate', 'Number', 'Document Status', 'Expiry', and 'Details'. The first row is 'ECDIS Generic - Electronic Chart Display and Information System' and the second row is 'TC Medical Fitness Certificate'.

Certificate	Number	Document Status	Expiry	Details
ECDIS Generic - Electronic Chart Display and Information System		-		
TC Medical Fitness Certificate		-	16/Dec/2023	

Make sure that all the below fields are filled in the following order:

- Certificate: type the first letter and a drop-down menu will appear
- Number
- Issue/Revalidation = original issue
- Expiry date – if no expiry, then click on the checkbox “No expiry date”
- Issuing authority
- Click on **Insert**

Refer to section 5.2
**UPLOAD AN
ATTACHMENT FOR
ANY DOCUMENT**

The screenshot shows the 'Certificate Detail' form. It contains the following fields:

- Certificate: A text input field.
- Number: A text input field.
- Issuing authority: A dropdown menu.
- Issue/Revalidation: A date input field with a calendar icon.
- Original issue: A date input field with a calendar icon.
- Expiry: A date input field with a calendar icon.
- Place of issue: A text input field.
- Is flag document: A checkbox.
- Provider: A dropdown menu.
- Remarks: A text input field.

The 'No expiry date' checkbox is highlighted with a black border.



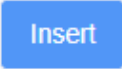
5.5 ADD A PASSPORT

Select **Passports** from the document types then click on 

Certificates	Books	Licences	Passports	Visa	Vaccination
--------------	-------	----------	------------------	------	-------------

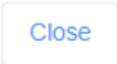
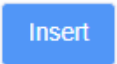
Passport				
Number	Issued	Expiry	Country	Details
-----	08/Mar/2016	08/Mar/2026	Canada	

Make sure that all the below fields are filled in the following order:

- Passport number
- Issue date
- Expiry date
- Issue authority
- Click on the checkbox “yes” if it is your **primary passport**
- Click on 

Refer to section **5.2 UPLOAD AN ATTACHMENT FOR ANY DOCUMENT**

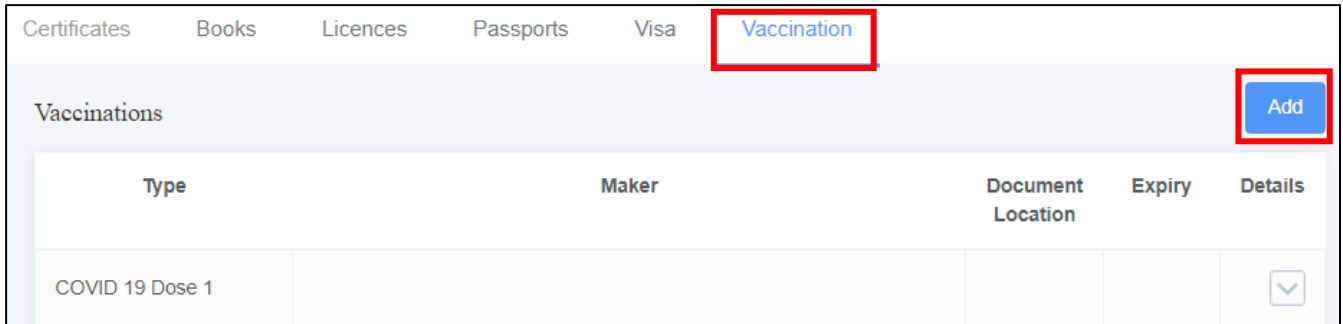
Passport Detail

Passport number	Issue date
	
Expiry date	Issue authority
	Select value..
Place of issue	Document location
	- Select value -
Document type	Primary
- Select value -	☒ No ☐ Yes
Remarks	
	



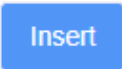
5.6 ADD A PROOF OF VACCINATION

Select **Vaccination** from the document types then click on 

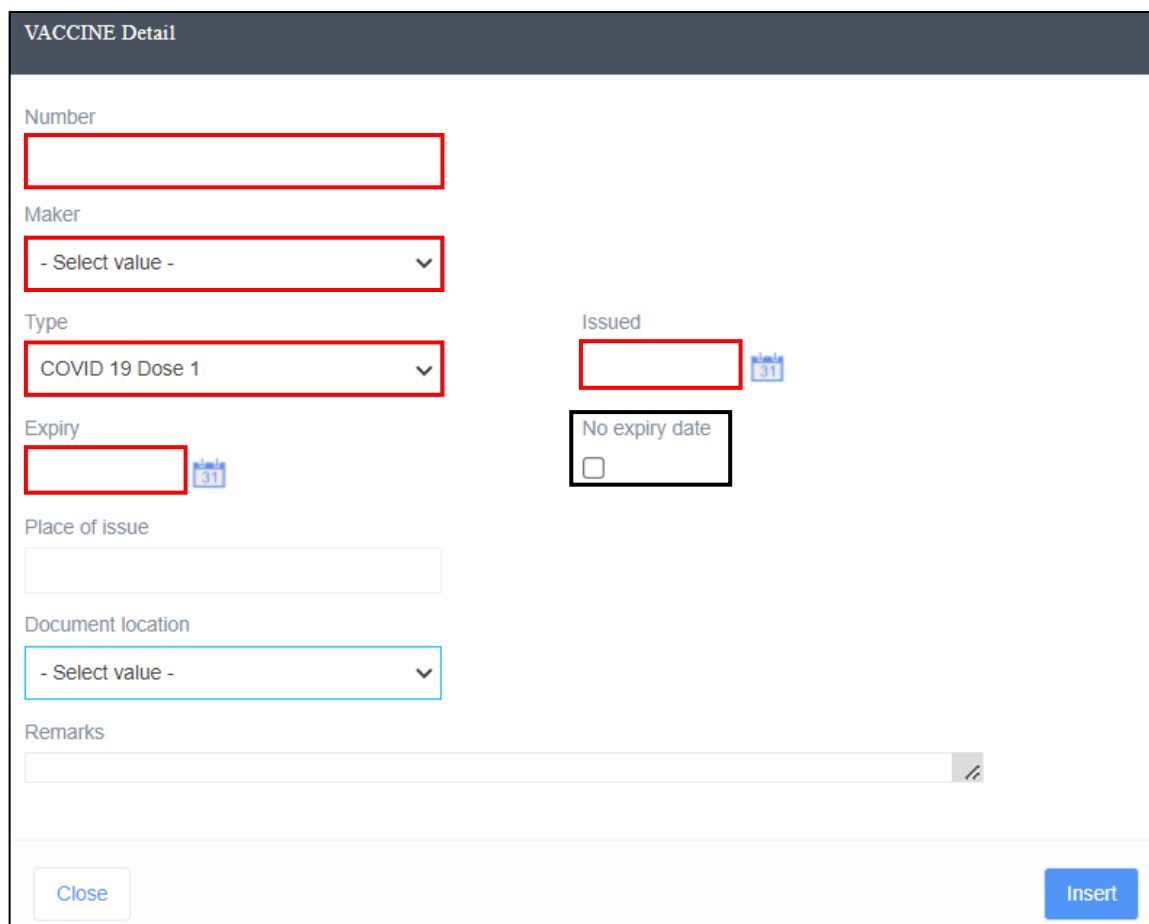


Certificates	Books	Licences	Passports	Visa	Vaccination
Vaccinations					
Type	Maker	Document Location	Expiry	Details	
COVID 19 Dose 1					

Make sure that all the below fields are filled in the following order:

- Vaccine number
- Maker: select from the drop-down menu
- Type: select from the drop-down menu
- Issued date
- Expiry date – if no expiry, then click on the checkbox “No expiry date”
- Click on 

Refer to section **5.2 UPLOAD AN ATTACHMENT FOR ANY DOCUMENT**



VACCINE Detail

Number

Maker

Type

Issued


Expiry


Place of issue

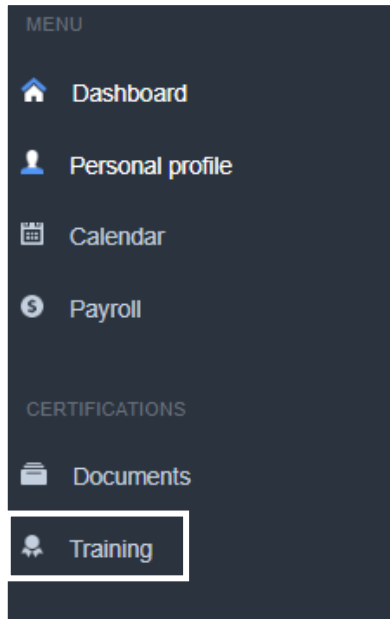
Document location

Remarks



6.1 TRAINING REQUIREMENTS



In the Training menu, you will be able to view your requirements, courses, recommended courses as well as access your OLP profile.

Click on **Requirements** to validate if you have all the documents needed for your future assignment.

Requirements									
Actual (MST - DONNACONA - Australia flag) as of 25/Mar/2024 - Compliance 0% on Mandatory requirements									
Mandatory Requirements							Comply	Dispensation	Remarks
	Main Documents				Flag				
	STCW AUS				STCW				
	#	Type	Number	Issue	Validity Months	Expiry	Comply		
	1	Advanced Fire Fighting - STCW VI/3							
	2	Bridge Resource Management - A-II/1							

Click on to expand and view the document details.

Click on to add the document in order to be compliant for your future assignment.

To add a document and upload an attachment, Refer to section 5.



6.2 TRAINING REQUESTS

In the menu **Training Requests**, you will be able to request a course that you need/ would like to take.

Requirements **Training Requests** Courses Courses Recommended Ocean Learning CBT Ocean Learning Lookup

Training Requests Add

No record found

Click on Add to add the course request.

A new page will open, fill in the fields:

- Course: select the course using the drop-down menu
- Suggested Events: if training events have been created for the selected course, a drop-down menu will appear, and you will be able to select the dates that suit you.
- Source: must be **Self**
- Type: must be **Voluntary**
- Click on Save

Add Training Request

Course
-Select Course- ▼

Suggested Events
▼

Source
Self ▼

Type
Voluntary ▼

Remarks
[Text Area]

Save



6.3 COURSES & RECOMMENDED COURSES

In the menu **Courses**, you will be able to see all the courses that you have taken. No actions are required in this menu.

Requirements	Training Requests	Courses	Courses Recommended	Ocean Learning CBT	Ocean Learning Lookup
Training Requests					Add
No record found					

In the menu **Courses Recommended**, you will see the courses/certificates that you must take based on the qualification matrix.

Requirements	Training Requests	Courses	Courses Recommended	Ocean Learning CBT	Ocean Learning Lookup			
Courses Recommended								
#		Course	Number	Issue Authority	Issue	Expiry	Required	Training Request
1	+	Advanced Fire Fighting - STCW VI/3						0
2	+	Marine Basic First Aid - A-VI/1-3						0
3	+	Fire Prevention & Fire Fighting - STCW Reg VI/1 & Table A-VI/1-2						0
4	+	Marine Medical Care - STCW VI/4						0
5	+	Personal Safety & Soc. Responsibility - STCW Reg VI/1 & Table A-VI/1-4						0

If you already hold the certificate but it has not been entered in Compas, then click on the **+** icon to add the certificate to your files.

If you would like to request training for a specific course/certificate, then click on the **0** icon and you will be directed to the menu Training Requests so you can add a new request (Refer to **Section 6.2. TRAINING REQUESTS**)

Once you have requested the course, the number will change from 0 to 1.



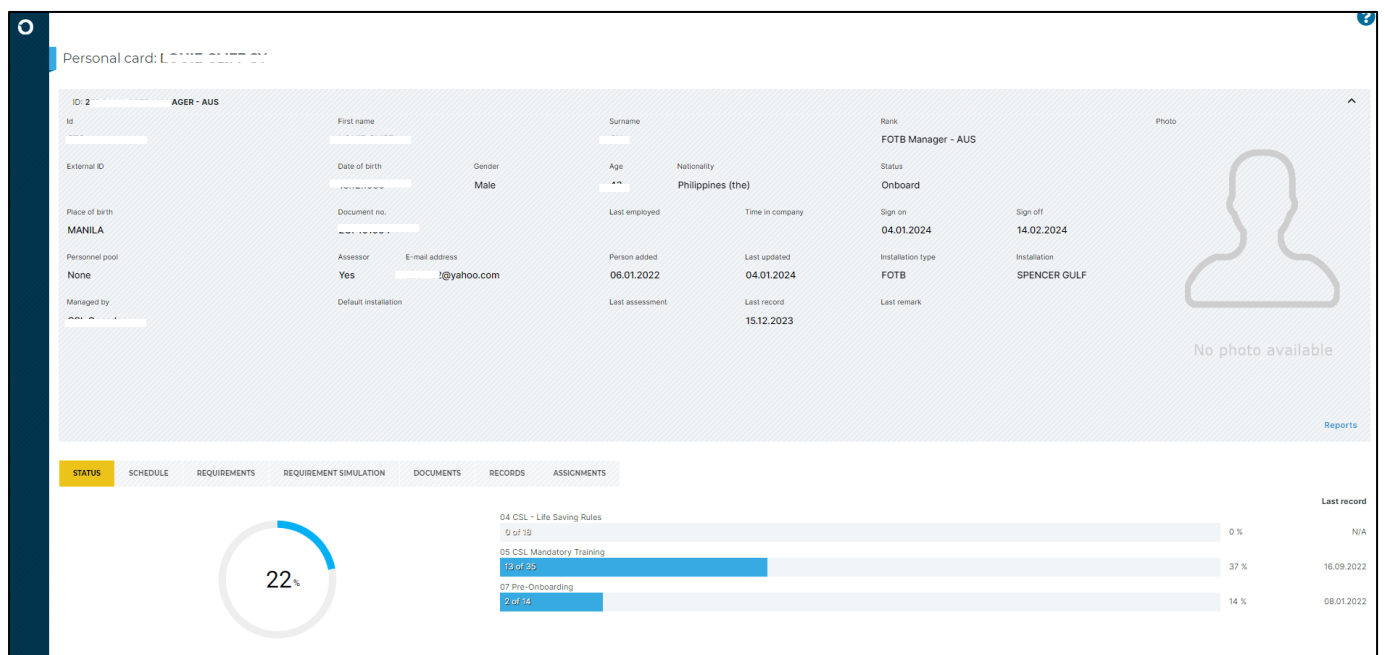
6.4 OCEAN LEARNING CBT & LOOKUP

In the menu **Ocean Learning CBT**, you will be able to see all the courses that you have taken in OLP with your score. No actions are required in this menu.

Requirements	Training Requests	Courses	Courses Recommended	Ocean Learning CBT	Ocean Learning Lookup		
					☒ Show only latest CBT result		
#	Module	Type	Vessel	Date	Completed (%)	Score (%)	Passed/Failed
Ocean Learning							
1	[0218] - Oil Record Book, Part I	CBT	SPRUCEGLEN	17/Jan/2023	100	81	Passed
2	[0300] - Rigging and Slings	CBT	SPRUCEGLEN	18/Apr/2023	100	77	Passed
3	[0343] - Preparation for loading bulk carriers	CBT	SPRUCEGLEN	18/Jun/2023	100	93	Passed

If you click on the menu **Ocean Learning Lookup**, you will be directed to your OLP profile.

Requirements Training Requests Courses Courses Recommended Ocean Learning CBT **Ocean Learning Lookup**

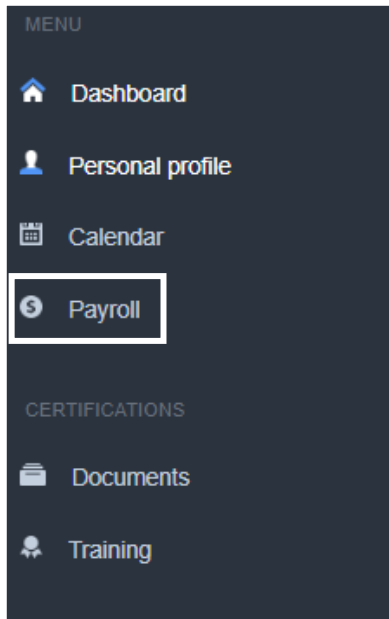




COMPAS SELF-SERVICE

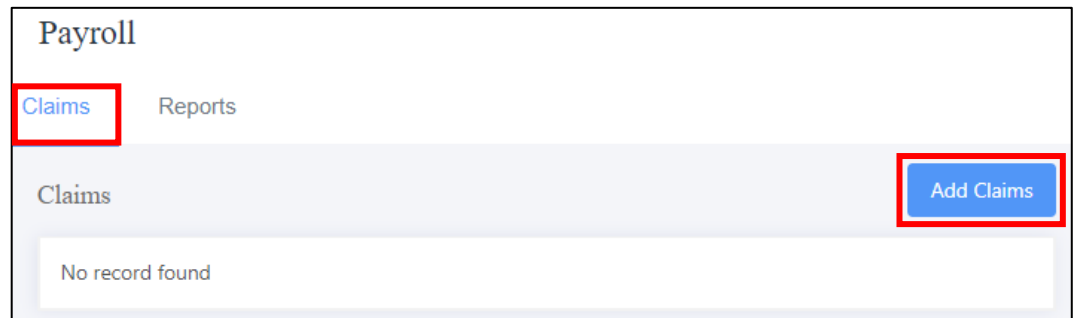
Self-Service

7.1 CREATE AN EXPENSE REPORT (Other than MILEAGE)



To access the expense reports, click on **Payroll** in the left-side menu.

Click on **Claims** then click on **Add Claims**



Make sure that all the below fields are filled in the following order:

- **Date**: submission date set as today's date by default (**Do not edit it**)
- **Vessel**: Select the vessel corresponding to the expense
- **Category**: select the **type** of expense
- **Subcategory**: select if the expense includes GST or not.
- **Location**: Select Australia
- **To be paid in**: Australian dollars

- Click on **Save**

Add Claim

Crew
(M. ...)

Date
26/Nov/2024 **1**

Vessel
GOLIATH (CSLA) **2**

Category
PPE - Cook's Uniform **3**

Subcategory
With GST **4**

To be paid in
Australian Dollar **6**

Location
Australia **5**

Link to
Select link ...

Remarks

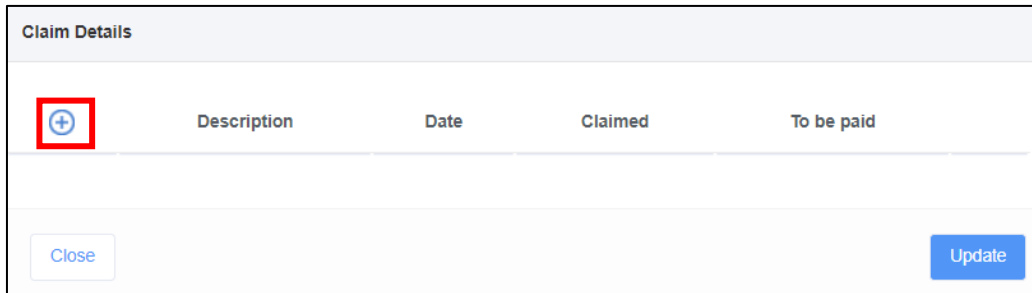
DO NOT SELECT

Save



7.2 CREATE CLAIM

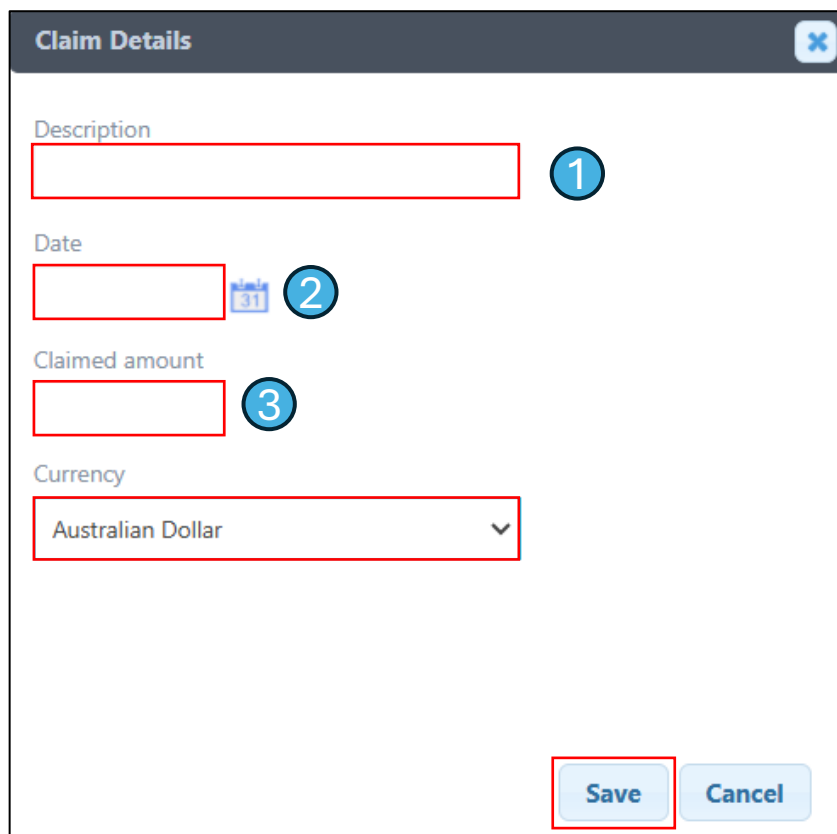
Once you click on **Save**, a new menu “**Claim Details**” will appear at the bottom of the page,
Click on the  icon.



The image shows a modal window titled "Claim Details". It contains a table with the following headers: Description, Date, Claimed, and To be paid. A red box highlights a plus icon in the first row of the table. At the bottom of the modal, there are two buttons: "Close" and "Update".

Make sure that all the below fields are filled in the following order:

- **Description:** Name of the Vendor
- **Date:** Expense date
- **Claimed amount**
- **Currency:** if you have incurred expenses in a different currency, please make sure to enter the equivalent in AUD
- Click on **Save**



The image shows a "Claim Details" form with the following fields:

- Description:** A text input field with a red border and a blue circle with the number 1 next to it.
- Date:** A date input field with a red border and a blue circle with the number 2 next to it. A calendar icon is visible next to the field.
- Claimed amount:** A text input field with a red border and a blue circle with the number 3 next to it.
- Currency:** A dropdown menu with "Australian Dollar" selected and a blue circle with the number 4 next to it.

At the bottom right of the form, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red border.



7.3 ATTACH RECEIPTS

 Once you have added your claims, you **MUST** upload **ALL** the necessary itemized receipts.

1. Click on [Upload Documents](#)

Category	Subcategory	Date	Currency	Claimed Amount	App Amount	Processed For	Vessel	Cost center	Link	Remarks	Details
PPE - Cook's Uniform	With GST	26/Nov/2024	AUD	100.00			GOLIATH				Edit Upload Documents

No.	Description	Date	Claimed	To be Paid	Approved Amount	Processed Date	Approved
1	uniform	04/Oct/2024	100.00 AUD	100.00 AUD			Pending

2. A new page will open, click on [Choose File](#)

3. Make sure to upload all the receipts then click on [Upload](#)

Upload Document

File:

Choose File

No file chosen

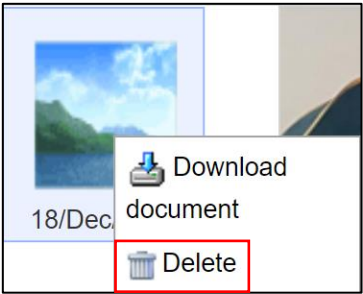
Remarks

Upload

Note: You can upload more than 1 receipt. Follow the steps above to do so.

The size limit is 5Mb - follow the steps on “How to reduce the photo size” on page 66.

If you have uploaded the wrong receipts,
Click on [View Documents](#) then right-click on the attachment and click on **Delete**





COMPAS SELF-SERVICE

Self-Service

7.4 ADD A MILEAGE EXPENSE

To access the mileage claims, click on **Payroll** in the left-side menu.

Click on **Claims** then click on **Add Claims**

Payroll

Claims Reports

Claims

Add Claims

No record found

Make sure that all the below fields are filled in the following order:

- **Date:** submission date set as today's date by default **(Do not edit it)**
- **Vessel:** Select the vessel corresponding to the expense
- **Category:** select Kilometer Allowance
- **Subcategory:** select Kilometer Allowance
- **Location:** Select Australia
- **To be paid in:** Australian dollars
- **Remarks:** Type the date of the trip
- Click on **Save**

Add Claim

Crew
(MAST) Jane Doe

Date
26/Nov/2024 1

Vessel
GOLIATH (CSLA) 2

Category
Kilometer Allowance 3

Subcategory
Kilometer Allowance 4

To be paid in
Australian Dollar 6

Location
Australia 5

Link to
Select link ...

Remarks

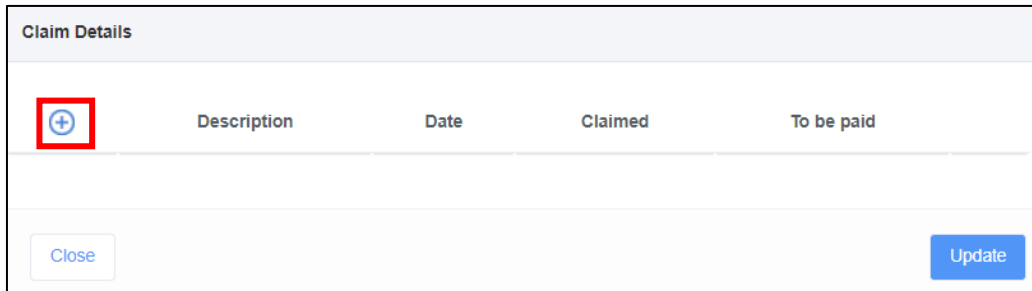
Close Save

DO NOT SELECT



7.4 ADD A MILEAGE EXPENSE

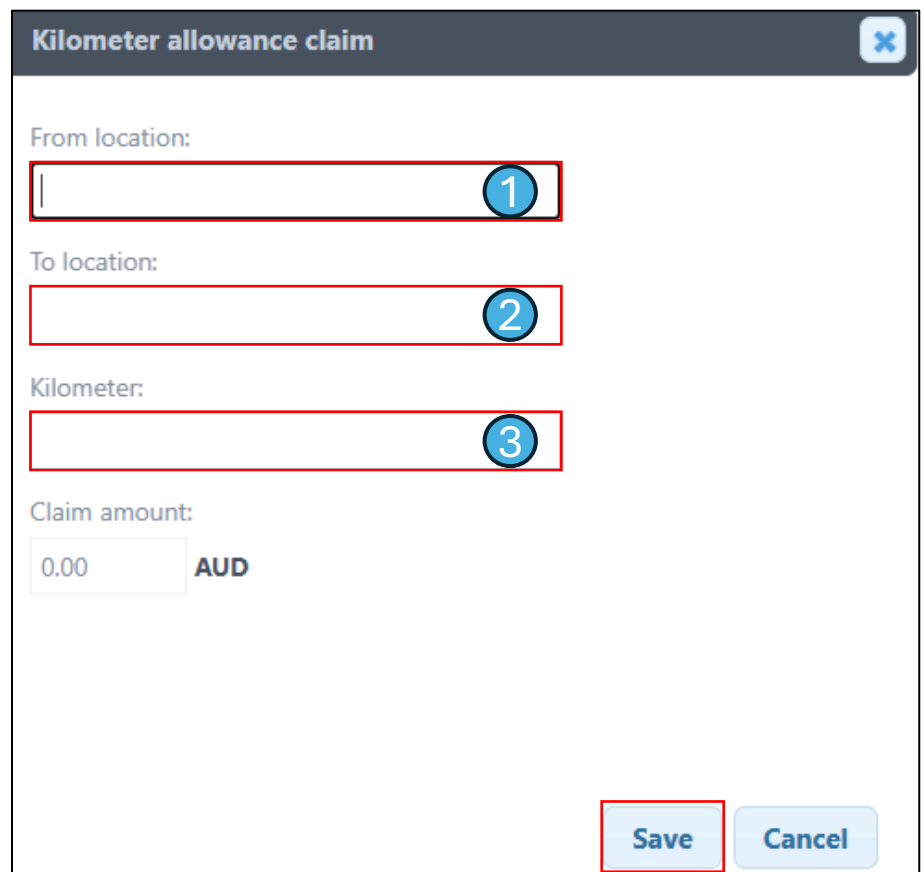
Once you click on **Save**, a new menu “**Claim Details**” will appear at the bottom of the page,
Click on the  icon.



The 'Claim Details' modal form contains a table with the following columns: Description, Date, Claimed, and To be paid. A red box highlights a plus icon in the first row of the table. At the bottom left is a 'Close' button, and at the bottom right is an 'Update' button.

Make sure that all the below fields are filled in the following order:

- **From Location:** Enter the starting location of your trip.
- **To Location:** Enter the destination of your trip.
- **Kilometer:** Input the total distance traveled in kilometers
- Click on **Save**



The 'Kilometer allowance claim' form includes the following fields: 'From location:' (text input, circled 1), 'To location:' (text input, circled 2), 'Kilometer:' (text input, circled 3), and 'Claim amount:' (displaying '0.00' and 'AUD'). At the bottom right are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box.

Note: Make sure to attach a screenshot from Google Maps showing the calculated distance between the starting and ending locations.



COMPAS SELF-SERVICE

Self-Service

7.5 TRACK CLAIMS STATUS

After submitting your claims, you can track their status to see whether they have been processed.

NOTE: You can make **unlimited** edits to a claim as long as it hasn't been approved or rejected.

Category	Subcategory	Date	Currency	Claimed Amount	App Amount	Processed For	Vessel	Cost center	Link	Remarks	Details
PPE - Cook's Uniform	With GST	26/Nov/2024	AUD	100.00			GOLIATH			0	Edit Upload Documents
No.	Description	Date	Claimed	To be Paid	Approved Amount	Processed Date	Approved				
1	uniform	04/Oct/2024	100.00 AUD	100.00 AUD			Pending				

- Click on **Edit** to edit/add more expenses as long as they are from the same category and subcategory
- Click on **View Documents** to view/upload/delete receipts
- Click on to track the claim status
- Click on **0** to add/view remarks. If the claim is missing information, the crewing coordinators will add remarks, you will receive an email to review/correct your claim.

Category	Subcategory	Date	Currency	Claimed Amount	App Amount	Processed For	Vessel	Cost center	Link	Remarks	Details
PPE - Cook's Uniform	With GST	26/Nov/2024	AUD	100.00	0.00	December 2024	GOLIATH			0	
No.	Description	Date	Claimed	To be Paid	Approved Amount	Processed Date	Approved				
1	uniform	04/Oct/2024	100.00 AUD	100.00 AUD		12/Dec/2024 16:06:45					
Kilometer Allowance	Kilometer Allowance	26/Nov/2024	AUD	294.00	200.00	December 2024	GOLIATH			0	
No.	Description	Date	Claimed	To be Paid	Approved Amount	Processed Date	Approved				
1	From Location: Sydney, To Location: Melbourne, Kilometers: 700	12/Dec/2024	294.00 AUD	294.00 AUD	200.00 AUD	12/Dec/2024 16:06:39					

These 3 columns will determine the claim status:

- **Approved amount:** if the claimed amount has been approved completely or partially
- **Processed date:** when the claim has been processed
- **Approved:** Green check if approved / red sign if rejected or pending



COMPAS ONBOARD MODULE

Onboard Module

8.1 LOG IN & MANAGE PASSWORD

NOTE: You must be part of the crew list to be able to log in. You cannot sign yourself on, you must be signed-on by another TOP 4

Use the link to log into your COMPAS Onboard (OB)
<https://csl.compas.cloud/CompasOnboard/Login.aspx>

1. Select the vessel you are on from the drop-down list.
2. Enter the Username and Password you received from Compas.
3. Click on **Login**

➤ If you have entered incorrect information, a **Forgot password?** button will appear. Click on it to reset the password



COMPAS ONBOARD MODULE

Onboard Module

9.1 OVERVIEW

When you log in successfully, you will be taken to the home page.

SHORTCUTS

Access to the crew list, crew change events or port calls list

- + Home
- + Crew
- + Work & Rest

MENU

This user guide reviews these 3 sections

20 Total Crew Onboard	20 Total Persons Onboard	3 Lined up	1 Offsigning	23 Port Calls
-----------------------------	--------------------------------	---------------	-----------------	------------------

+ Home

+ Crew

+ Work & Rest

Release #35.0.1

20
Total Crew
Onboard

20
Total Persons
Onboard

3
Lined up

1
Offsigning

30
Port Calls

← today → dec, 2022

DAY WEEK MONTH TIMELINE

28	Mon	29	Tue	30	Wed	1 Dec	Thu	2	Fri	3	Sat	4	Sun
						DISCHARGING				LOADING			
5						DISCHARGING				(CDT/D)	Certificate: MEDICAL		
						LOADING				more...			
12						LOADING	Certificate: MEDICAL						
19						DISCHARGING							
26						Certificate: MEDICAL							
									1 Jan				

✓ Crew Birthdays (1)

✓ Port Calls (9)

✓ Documents Expiry (3)

✓ Crew Change Events (3)

CALENDAR OVERVIEW

The calendar shows port calls, crew changes, expiring documents and birthdays.

You can view by day/week/month and see previous/future months.

- ✓ Crew Birthdays (1)
- ✓ Port Calls (9)
- ✓ Documents Expiry (3)
- ✓ Crew Change Events (3)

CALENDAR ACTIVITIES

Each activity is color coded.

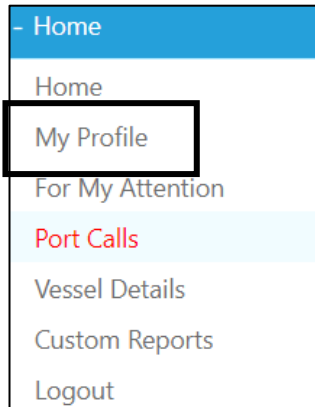
- Select the checkbox to hide an activity from the calendar
- Expand each activity to see more details by clicking on the arrow



COMPAS ONBOARD MODULE

Onboard Module

9.2 PERSONAL INFORMATION



Select **“My Profile”**

My Profile will give you access to see your personal information, your documents, your flag documents, and your trainings.

CHANGE PASSWORD

Account Active: ☒

Password:

Confirm Password:

Force change of password on next login: ☒

As a TOP 4, you can reset your password and the password for the crew onboard. Click on the **Key** icon, type a new password twice, then click **Save**.

The crew will then need to enter a new password.

MAST Kazakov Denys (DONNACONA)



SURNAME	NAME	MIDDLE/OTHER NAME
Kazakov	Denys	
CREW ID	STATUS	RANK
455	ACTIVE (Active: YES)	Master
BIRTH DATE	PLACE OF BIRTH	MANNING OFFICE
06/Oct/1978 (45 years old)	Odessa reg/Ukraine (UKR)	CSL Australia
READY TO JOIN	NEXT VESSEL	LICENCE
ON BOARD	DONNACONA	
NATIONALITY	FLEET	CREW TYPE
Ukrainian		
EMPLOYMENT TIME	OWNER POOL	COMPANY
13 Years 2 Months	CSL Australia	CSL Australia
PASSPORT	ISSUED	EXPIRY
[REDACTED]	28/Oct/2017	27/Oct/2027
SEAMAN BOOK	ISSUED	EXPIRY
[REDACTED]	05/Apr/2023	26/Nov/2026



Personal	Payroll	Documents	Training																						
Address																									
   Addresses <table border="1"> <thead> <tr> <th>Address type</th> <th>Country</th> <th>States</th> <th>Municipality</th> <th>Province</th> <th>City</th> <th>ZIP Code</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>Home address</td> <td>Ukraine</td> <td></td> <td></td> <td></td> <td>Odessa</td> <td></td> <td>[REDACTED] ra,</td> </tr> </tbody> </table>		Address type	Country	States	Municipality	Province	City	ZIP Code	Address	Home address	Ukraine				Odessa		[REDACTED] ra,	 Contacts <table border="1"> <thead> <tr> <th>MOBILE NUMBER</th> <th>E-MAIL ADDRESS</th> <th>HOME NUMBER</th> </tr> </thead> <tbody> <tr> <td>455 050 010 75 00</td> <td>quidkopard@gmail.com</td> <td>065 1300277 - RUSSIE number</td> </tr> </tbody> </table>		MOBILE NUMBER	E-MAIL ADDRESS	HOME NUMBER	455 050 010 75 00	quidkopard@gmail.com	065 1300277 - RUSSIE number
Address type	Country	States	Municipality	Province	City	ZIP Code	Address																		
Home address	Ukraine				Odessa		[REDACTED] ra,																		
MOBILE NUMBER	E-MAIL ADDRESS	HOME NUMBER																							
455 050 010 75 00	quidkopard@gmail.com	065 1300277 - RUSSIE number																							

PERSONAL

When you click on “Personal”, you will have access to your address and contacts.

- Click on  to add a new document/Contact
- Click on  to edit a document/Contact
- Click on  to delete a document/Contact



COMPAS ONBOARD MODULE

Onboard Module

9.3 PERSONAL DOCUMENTS

DOCUMENTS

When you click on “Documents”, you will be able to view all your certificates, licences, passports, visa, etc.

You can add documents from the Onboard module. Follow the same steps as Compas Self-Service.

Personal			Payroll		Documents				Training		
Certificates			Books	Licences	Passports	Visa	Vaccination				
Category: - All -			Issuing Authority: - All -			Display: ☒ Documents ☐ Qualifications				Hide expired certificates ☐	
+	Category	Certificate	Number	Issuing Authority	Issued	Expiry	Place of Issue	Provider	Document status	Remarks	
	BAVRA	GMDSS		Australia	10/Feb/2023	18/Jan/2028	Australia AMSA		-		
	MEDICAL	AMSA Medical Fitness Certificate		Australia	27/Apr/2023	27/Apr/2025	Australia Sonic		-		
	MEDICAL	Face Fit Test		Australia	20/Jun/2023	20/Jun/2024			-		
	BAVRA	ECDIS Specific - Transas		Germany	16/May/2017		Hamburg Safebridge		-		
	PILOT	Pilotage Exemption Certificate		NATIONAL DOC	11/Jul/2017		cape Preston		-		
	STCW	STCW Basic Safety		Ukraine	13/Jan/2023	13/Jan/2028			-		
	STCW	Survival Craft and Rescue Boats other than Fast Rescue Boats - STCW VI/2	NULL	Ukraine	13/Jan/2023	13/Jan/2028			-		

- Click on to add a new document
- Click on to edit a document
- Click on to delete a document
- Click on to upload an attachment
- Click on to view the attachment
- This icon means that the document has been verified by the crewing team

+	Category	Certificate
	BAVRA	ECDIS Generic - Electronic Chart Display and Information System
	BAVRA	General Operator Certificate (GOC)
	MEDICAL	TC Medical Fitness Certificate



COMPAS ONBOARD MODULE

Onboard Module

9.4 CREATE AN EXPENSE REPORT (Other than MILEAGE)

NOTE: as a TOP 4, you can add expense son behalf of the crew. Click on their CID from the crew list and follow the steps below.

NOTE: You can only add expenses from the onboard module if the expense is related to the vessel you are currently on.

If the expense occurred on another vessel, you must use the Compas Self-Service to submit your expense.

Click on the menu **Payroll** then click on **Claims** then click on the  icon

Personal	Payroll	Documents	Training
Claims			
No record found 			

A new page will open, make sure that all the below fields are filled in the following order:

- **Date:** submission date set as today's date by default (**Do not edit it**)
- **Category:** select the **type** of expense
- **Subcategory:** select if the expense includes GST or not.
- **To be paid in:** Australian dollars
- **Location:** Select Australia
- Click on 

Add claim

Crew: (MAST)

Date:  ①

Category: ②

Subcategory: ③

To be paid in: ④

Location: ⑤

Link to:  **DO NOT SELECT**

Remarks:

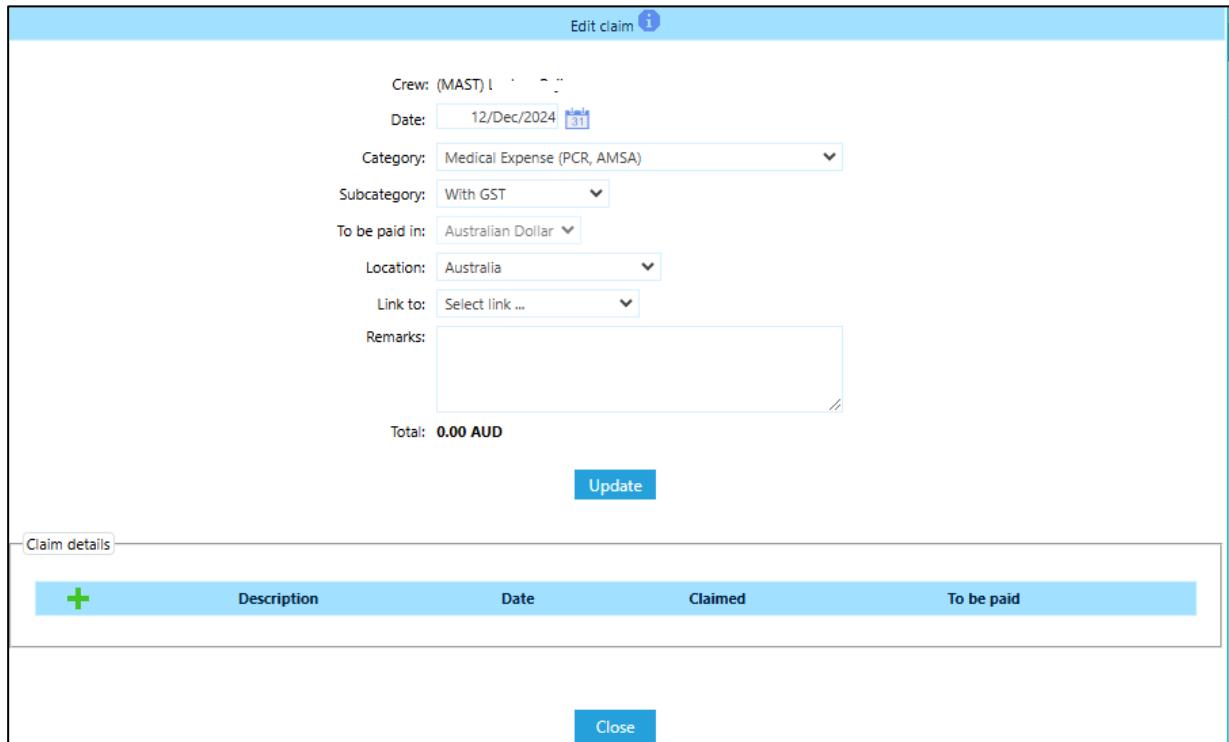


COMPAS ONBOARD MODULE

Onboard Module

9.5 CREATE CLAIM

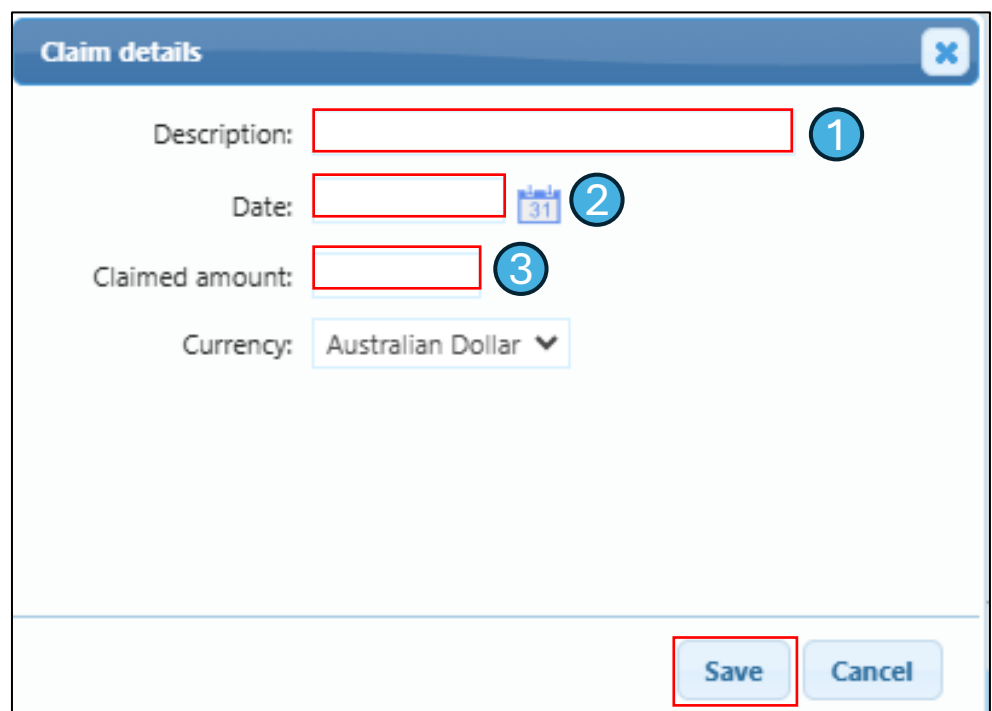
Once you click on **Save**, a new menu “**Claim Details**” will appear at the bottom of the page. Click on the  icon.



A new page will open, make sure that all the below fields are filled in the following order:

- **Description:** Name of the Vendor
- **Date:** Purchase date
- **Claimed amount**
- **Currency:** if you have incurred expenses in a different currency, please make sure to enter the equivalent in AUD
- Click on 

NOTE: You can add multiple claims if they are incurred for the same category & sub-category.





COMPAS ONBOARD MODULE

Onboard Module

9.6 ATTACH RECEIPTS



Once you have added your claims, you **MUST** upload **ALL** the necessary itemized receipts.

1. Click on

+ Category Subcategory Date Currency Claimed amount App amount Processed for Vessel Cost center Link Remarks											
			Medical Expense (PCR, AMSA)	With GST	12/Dec/2024	AUD	100.00				0
No	Description	Date	Claimed	To be paid	Approved amount	Processed date	Approved				
1	PCR Test	04/Dec/2024	100.00 AUD	100.00 AUD			Pending				

2. A new page will open, click on

3. Make sure to upload all the receipts then click on

Upload document

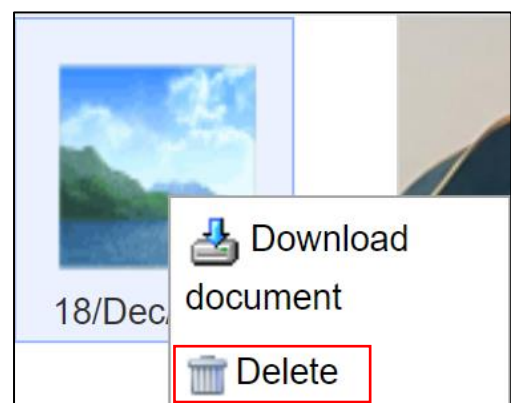
File: No file chosen

Remarks:

Note: You can upload more than 1 receipt. Follow the steps above to do so.

The size limit is 5Mb - follow the steps on page 66 to reduce the photo size.

If you have uploaded the wrong receipts,
Click on then right-click on the attachment
and click on **Delete**





COMPAS ONBOARD MODULE

Onboard Module

9.7 ADD A MILEAGE EXPENSE

Click on the menu **Payroll** then click on **Claims** then click on the  icon

Personal	Payroll	Documents	Training
Claims			
No record found 			

A new page will open, make sure that all the below fields are filled in the following order:

- **Date:** submission date set as today's date by default **(Do not edit it)**
- **Category:** select Kilometer Allowance
- **Subcategory:** select Kilometer Allowance
- **Location:** Select Australia
- **To be paid in:** Canadian dollars
- **Link to:** **DO NOT SELECT**
- Click on 

Add claim

Crew: (MAST) Location: Sydney

Date: 12/Dec/2024  1

Category: Kilometer Allowance 2

Subcategory: Kilometer Allowance 3

To be paid in: Australian Dollar 4

Location: Australia 5

Link to: Select link ...   **DO NOT SELECT**

Remarks:

Save

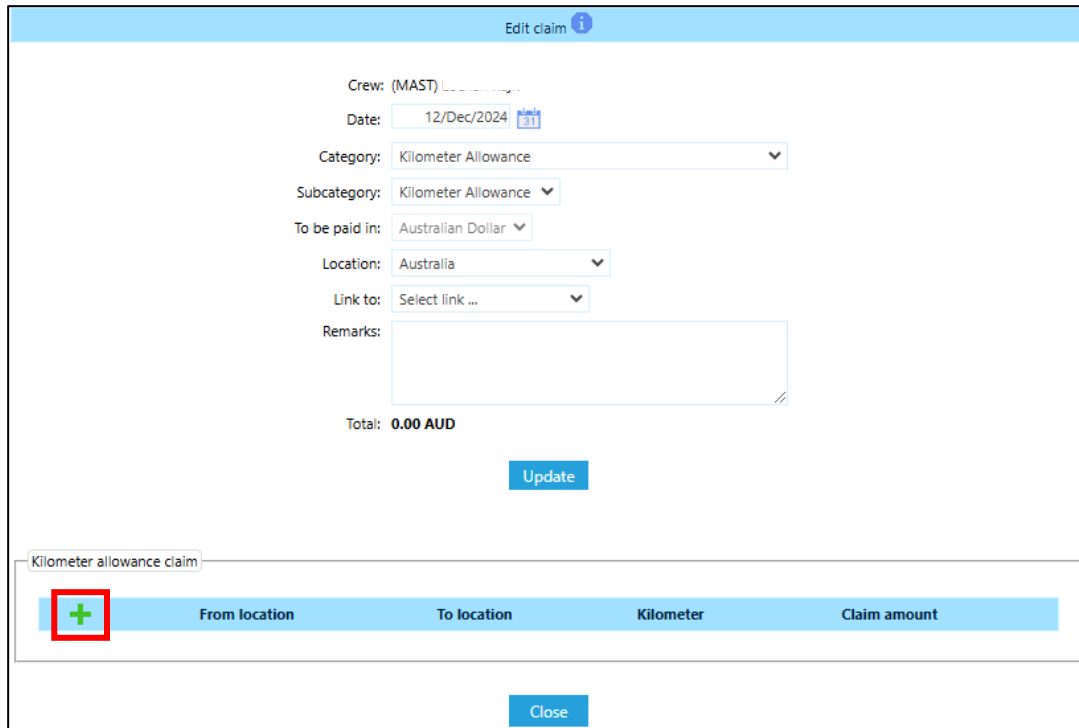


COMPAS ONBOARD MODULE

Onboard Module

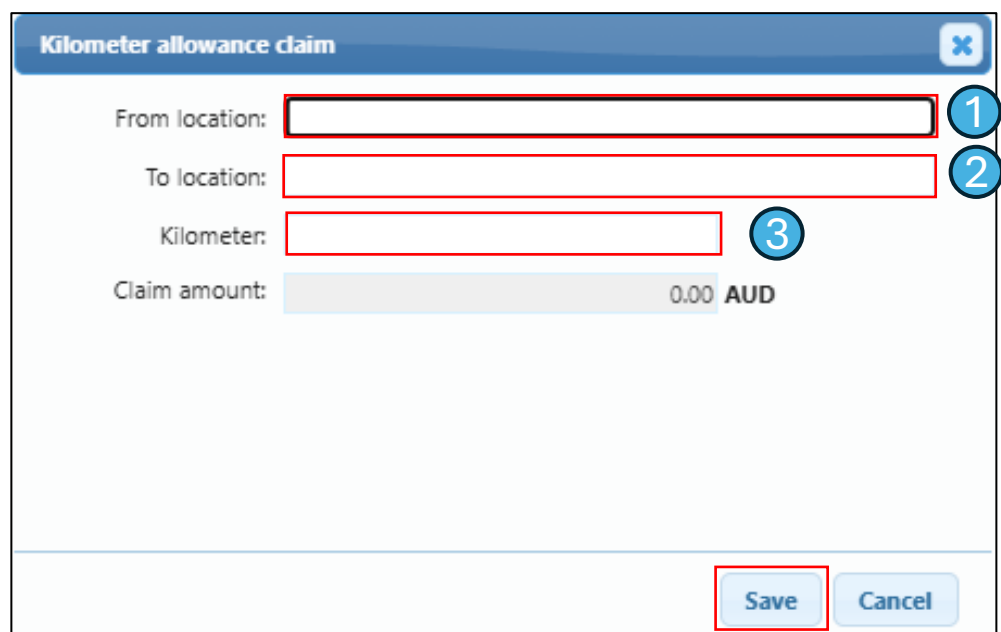
9.7 ADD A MILEAGE EXPENSE

Once you click on **Save**, a new menu “**Claim Details**” will appear at the bottom of the page. Click on the  icon.



A new page will open, make sure that all the below fields are filled in the following order:

- **From Location:** Enter the starting location of your trip.
- **To Location:** Enter the destination of your trip.
- **Kilometer:** Input the total distance traveled in kilometers
- Click on 



Make sure to attach a screenshot from Google Maps showing the calculated distance between the starting and ending locations.



COMPAS ONBOARD MODULE

Onboard Module

9.8 PORT CALLS & VESSEL DETAILS

- Home

Home

My Profile

For My Attention

Port Calls

Vessel Details

Custom Reports

Logout

Select “Port Calls”

Port calls will give you access to what is currently called the location sheet.

Export

These icons are used to export by Excel or PDF

Port Calls

Between: 24/Jul/2022 And: 24/Jul/2023 Country: -All- Active: Yes

#	Port	Status	Area	Terminal	UN Port Code	Facility Code	Country	ETA	ETB	ETC	ETD	Voyage code	Agent	Port / Facility security level	Ship security level	CTM	Crew change	Event ID
1	T		LOADING		C R		C. la	27/Jan/2023 12:45			28/Jan/2023 22:10			1	1	N	Y	125
2	V		PASSING		2 7		C. la	26/Jan/2023 04:30			26/Jan/2023 07:10			1	1	N	Y	124
3	S		PASSING		C N		C. la	22/Jan/2023 18:20			22/Jan/2023 23:48			1	1	N	Y	
4	N		DISCHARGING		C TR		C. la	17/Jan/2023 12:41			18/Jan/2023 13:45			1	1	N	Y	
5	S		PASSING		C M		C. la	15/Jan/2023 14:47			15/Jan/2023 18:48			1	1	N	Y	
6	T		LOADING		C U		C. la	13/Jan/2023 12:28			14/Jan/2023 23:11			1	1	N	Y	
7	S		PASSING		C M		C. la	12/Jan/2023 02:45			12/Jan/2023 23:45			1	1	N	Y	
8	V		LOADING		C VD		C. la	07/Jan/2023 21:01			09/Jan/2023 13:20			1	1	N	Y	
9	T		DISCHARGING		C IM		C. la	05/Jan/2023 20:01			07/Jan/2023 23:02			1	1	N	Y	
10	C		LOADING		C JE		C. la	02/Jan/2023 03:11			04/Jan/2023 18:12			1	1	N	Y	
11	C		DISCHARGING		C JE		C. la	01/Jan/2023 16:51			02/Jan/2023 22:10			1	1	N	Y	

- Home

Home

My Profile

Port Calls

Vessel Details

Logout

Select “Vessel Details”

In this tab, you will be able to access any relevant information about the vessel you are on such as the vessel code, the category, the flag, the contact information, the training requirements etc.

You can always add contact information by clicking on the icon. You can edit the contacts by clicking on the icon.

Vessel details

Name:	DONNACONA	Code:	0087	Accounting code:	DONA
Category:	Other Activities	Type:	Trans Shipment Vessel	Flag:	Australia
Company:	CSL Australia	Fleet:		Registered owner:	CSL Australia
Principal:		Owner pool:	CSL Australia	Manager:	
Active:	Yes	IMO Number:	9226396	Official No:	2972
GT (Gross Tonnage):	17357	NT (Net Tonnage):	5748	DWT:	28115
Engine Type:		Horse Power:		Overriding CBA (officers):	
Vessel P&I Club:		Build Date:		Age:	

Info Port calls Status Remarks Vessel Settings Vessel Log Lifeboats Persons in charge

Contact Type	Value
Captain Email	Master.DONNACONA@csllships.net.au
Chief Engineer Email	ChEng.DONNACONA@csllships.net.au
Captain Cell	+61 417 600 199
SAT FBB	+870 773 991 917
Vessel Control Group	testVCG@compas.cloud

Add additional info



COMPAS ONBOARD MODULE

Onboard Module

10.1 CREW MANAGEMENT - CREW LIST

- Crew

Crew list

Crew vaccination list

Forecast

Planned events

Vessel compliance status

Training activities

Click on "**Crew list**" to view the list of current crew onboard the vessel

Print the required crew list by selecting it from the "**Crew list type**" dropdown list.

Use the drop-down menu to find the crew list that you need, for example:

- "Basic Crew List"
- "Advanced Crew List"
- "IMO Fal Form 5 (Crew list)"

Crew List   

Crew list type: Advanced Crew List

Show planned ☐

☒ Arrival ☐ Departure From Port: To Port:

#	Code	Rank	Surname	Name	Gender	Birth Date	Nationality	Passport No	Issue Date	Expiry Date	Joining Date	Joining Port
Crew List												
1	14	MAST			M		Australian	3	06/Feb/2019	06/Feb/2029	11/Oct/2023	
2	262	MAST			M		Australian	3	23/Jan/2020	23/Jan/2030	11/Oct/2023	
3	262	MAST			M		Australian	3	23/Jan/2020	23/Jan/2030	11/Oct/2023	
4	3134	DKW			M		Australian	3	23/Mar/2016	23/Mar/2026	23/Oct/2023	Sydney
5	256	1/ENG			M		Australian	4	20/Mar/2014	20/Mar/2024	11/Oct/2023	
6	3	ENGW			M		Australian	3	12/Feb/2020	12/Feb/2030	11/Oct/2023	
7	475	ENGW			M		Ukrainian	4	06/Aug/2020	06/Aug/2030	30/Oct/2023	Melbourne
8	271	ETO			M		Filipino	4	10/May/2017	29/Dec/2023	11/Oct/2023	
9	474	A/B			M		Ukrainian	3	07/Nov/2016	07/Jan/2026	11/Oct/2023	
10	249	MHP			M		Filipino				13/Sep/2023	
11	13	MHP			M		Australian	3	20/Apr/2015	20/Apr/2025	27/Sep/2023	
12	502	MHP			M		Filipino	4	18/Jan/2018	17/Jan/2028	27/Sep/2023	
13	266	MHP			M		Australian	3	08/Apr/2016	08/Apr/2026	11/Oct/2023	

18.00
Standard
Manning

14.00
Safety Manning

13
Total Crew
Onboard

13
Total Persons
Onboard

19
Accommodation

19
LSA

Australia
Flag

Click on   to export the crew list in Excel or PDF



COMPAS ONBOARD MODULE

Onboard Module

10.2 CREW MANAGEMENT - ACCESS A CREW MEMBER'S PROFILE

- Crew

Crew list

Crew vaccination list

Forecast

Planned events

Vessel compliance status

Training activities

You can access the crew's profile from the crew list page.

Export

These icons are used to export by excel or PDF

Crew List												
Crew list type: Advanced Crew List												
Show planned ☐												
☒ Arrival ☐ Departure From Port: To Port:												
#	Code	Rank	Surname	Name	Gender	Birth Date	Nationality	Passport No	Issue Date	Expiry Date	Joining Date	Joining Port
Crew List												
1	14	MAST			M		Australian	8	06/Feb/2019	06/Feb/2029	11/Oct/2023	
2	262	MAST			M		Australian	8	23/Jan/2020	23/Jan/2030	11/Oct/2023	
3	262	MAST			M		Australian	8	23/Jan/2020	23/Jan/2030	11/Oct/2023	
4	3134	OKW			M		Australian	9	23/Mar/2016	23/Mar/2026	23/Oct/2023	Sydney
5	256	ENG			M		Australian	4	20/Mar/2014	20/Mar/2024	11/Oct/2023	
6	3	NGW			M		Australian	9	12/Feb/2020	12/Feb/2030	11/Oct/2023	
7	475	NGW			M		Ukrainian	4	06/Aug/2020	06/Aug/2030	30/Oct/2023	Melbourne
8	271	TO			M		Filipino	A	10/May/2017	29/Dec/2023	11/Oct/2023	
9	474	VB			M		Ukrainian	0	07/Nov/2016	07/Jan/2026	11/Oct/2023	
10	249	MHP			M		Filipino				13/Sep/2023	
11	13	MHP			M		Australian	8	20/Apr/2015	20/Apr/2025	27/Sep/2023	
12	502	MHP			M		Filipino	A	18/Jan/2018	17/Jan/2028	27/Sep/2023	
13	266	MHP			M		Australian	8	08/Apr/2016	08/Apr/2026	11/Oct/2023	
18.00 Standard Manning												
14.00 Safety Manning												
13 Total Crew Onboard												
13 Total Persons Onboard												
19 Accommodation												
19 LSA												
Australia Flag												

Click on the crew ID (CID) code and you will be directed to the crew's profile.

- You can look at their documents to see if they have all their documents, view their contacts, address, etc.
- **NOTE:** You can add documents, and expenses directly from the crew's profile.

Able seaman AUS										
SURNAME	Leone	NAME	Andie Sebastian	MIDDLE/OTHER NAME	George					
CREW ID	102	STATUS	ACTIVE (Active: YES)	RANK	Able Seaman AUS					
BIRTH DATE	19/01/1990	PLACE OF BIRTH	CAGAYAN DE ORO (PHL)	MANNING OFFICE	CSL Australia					
READY TO JOIN	ON BOARD	NEXT VESSEL	DONNACONA	LICENCE	Rating Forming Part Of Navigational Watch (STCW II/4)					
NATIONALITY	Filipino	FLEET		CREW TYPE						
EMPLOYMENT TIME	5 Years 11 Months	OWNER POOL	CSL Australia	COMPANY	CSL Australia					
PASSPORT	1	ISSUED	25/May/2021	EXPIRY	25/May/2031					
 SEAMAN BOOK	1	ISSUED	09/Apr/2019	EXPIRY	09/Apr/2029					
Personal			Payroll		Documents		Training			
Certificates			Books	Licences	Passports	Visa	Vaccination			
Category:  - All -			Issuing Authority:  - All -			Display: ☒ Documents ☐ Qualifications				
						Hide expired certificates ☐				
	Category	Certificate	Number	Issuing Authority	Issued	Expiry	Place of Issue	Provider	Document status	Remarks
   	MEDICAL	AMSA Medical Fitness Certificate		Bahamas	24/Apr/2023	02/May/2025	PDS	-	-	
   	MEDICAL	AMSA Medical Fitness Certificate		Philippines	02/May/2023	02/May/2025	Physician's Diagnostic Services Center,	-	-	
   	STCW	Designated Security Duties - STCW Reg VI/6		Philippines	19/Dec/2014		MANILA SIMS	-	-	
   	STCW	Designated Security Duties - STCW Reg VI/6		Philippines	20/Jan/2015		MANILA MARINA	-	-	
   	STCW	Fire Prevention & Fire Fighting - STCW Reg VI/1 & Table A-VI/1-2		Philippines	14/Nov/2019	14/Nov/2030	CEBU SIMS	-	-	
   	STCW	Marine Basic First Aid - A-VI/1-3		Philippines	14/Nov/2019	14/Nov/2030	CEBU SIMS	-	-	
   	STCW	Personal Safety & Soc. Responsibility - STCW Reg VI/1 & Table A-VI/1-4		Philippines	14/Nov/2019	14/Nov/2030	SIMS	-	-	
   	STCW	Personal survival techniques Table A-VI/1-1		Philippines	14/Nov/2019	14/Nov/2030	SIMS	-	-	
   	STCW	STCW Basic Safety		Philippines	14/Nov/2019		MANILA SIMS	-	-	
	STCW	STCW Basic Safety		Philippines	23/Dec/2019	23/Dec/2024	MANILA MARINA	-	-	



COMPAS ONBOARD MODULE

Onboard Module

10.3 CREW MANAGEMENT - CREW VACCINATION LIST

- Crew

- Crew list
- Crew vaccination list**
- Forecast
- Planned events
- Vessel compliance status
- Training activities

Click on "**Crew vaccination list**"

Click on the COVID type, then click on **Generate** to list the validity of the selected COVID 19 doses.

You can select up to 3 entries; keep Ctrl clicked and click on the vaccine you want to look at

Crew Vaccination List

COVID 19 Dose 1
COVID 19 Dose 2
COVID 19 Dose 3
COVID 19 Dose 4
Vaccination - Polio

Generate

Reset

☐ Include non-countable ranks

#	Code	Rank	Full Name	Yellow Fever	COVID 19 Dose 1	COVID 19 Dose 2	COVID 19 Dose 3
1	718	MAST			Valid for Lifetime	Valid for Lifetime	Valid for Lifetime
2	1573	C/OFF					
3	1266	2/OFF					
4	1600	3/OFF					
5	2060	CDT/D					
6	1226	C/ENG					
7	1292	2/ENG					
8	1370	3/ENG					
9	982	AB					
10	1249	AB					
11	1426	AB					
12	762	OS					
13	2955	OS					
14	1172	OS					
15	985	HTM					
16	1979	MA					
17	1881	CCK					



COMPAS ONBOARD MODULE

Onboard Module

10.4 CREW MANAGEMENT - FORECAST

- Crew

Crew list

Crew vaccination list

Forecast

Planned events

Vessel compliance status

Training activities

Click on **Forecast** to see the crew on board and the crew planned to join in the next few days.

There are few important features to look at in this table:

- ONBOARD (left side of the table)
- PLANNED (right side of the table)
- EVENT ID: Crew is confirmed for a crew change.

Export

These icons are used to export the tab by excel or PDF

Forecast  

ONBOARD								PLANNED										
#	CID	Rank	Name	Nat	DUE Date	Variance	Event id	CID	Rank	Name	Nat	Age	Last Vessel	Ready	Change	MO	!	
1	718	MAST	S	star	05/Jan/2023	-21			MAST									
2	1573	C/OFF	J		16/Dec/2022	-1			C/OFF									
3	1266	2/OFF	I		18/Dec/2022	-3	88	1178	2/OFF	L	ad	47			18/Dec/2022	CSL		
4	1600	3/OFF	I		18/Dec/2022	-3	88	2210	3/OFF	E		28			18/Dec/2022	CSL		
5	2060	CDT/D	J		18/Dec/2022	-3			CDT/D									
6	1226	C/ENG	E		21/Jan/2023	-37			C/ENG									
7	1292	2/ENG	I		16/Dec/2022	-1	91	1233	2/ENG	C		45			16/Dec/2022	CSL		
8	1370	3/ENG	S		30/Dec/2022	-15			3/ENG									
9	982	AB	E		26/Feb/2023	-73			AB									
10	1426	AB	F		25/Dec/2022	-10			AB									
11	1249	AB	F		17/Dec/2022	-2			AB									
12	762	OS	L		29/Jan/2023	-45			OS									
13	1172	OS	I	d	26/Dec/2022	-11			OS									
14	2955	OS	I		11/Jan/2023	-27			OS									
15	985	HTM	S		29/Jan/2023	-45			HTM									
16	1979	MA	J	es	29/Jan/2023	-45			MA									
17	1881	CCK	I		25/Jan/2023	-41			CCK									

DUE Date

This date represents the day the crew is supposed to be signing-off

- The Variance is the number of days left before signing-off

Change

This date represents the day the crew is supposed to be signing-on

- This date can also be considered as the crew change date

Event ID

This feature will be discussed in more detail in the next page.

The event ID is also called a planned event, which means that a crew change is confirmed in the following days.



COMPAS ONBOARD MODULE

Onboard Module

10.5 CREW MANAGEMENT - PLANNED EVENTS

- Crew

Crew list

Crew vaccination list

Forecast

Planned events

Vessel compliance status

Training activities

Click on **Planned events** to see the crew changes happening in the next few days

The planned events are also accessible from the Homepage when expanding the calendar activity "Crew Planned Events" then clicking on "Go to event"

Export

These icons are used to export the tab by excel or PDF

Planned events  

Status:

OPENED 

Port:

Between 20/Oct/2023 

And 03/Jan/2024 

Search

Flag: Australia AUS

Starting	Ending	OFF	ON	Port	Airport	Agent	Remarks		
  	03/Nov/2023	04/Nov/2023	2	2	Melbourne (AUS)				
OFFSIGNERS				ONSIGNERS					
Crew ID	Nat	Rank	Name	Surname	Crew ID	Nat	Rank	Name	Surname
475	UKR	ENGW			500	PHL	ENGW		
266	AUS	MHP			268	UKR	MHP		
  	30/Oct/2023	01/Nov/2023	3	1	Melbourne (AUS)				
  	23/Oct/2023	24/Oct/2023	2	2					
  	23/Oct/2023	23/Oct/2023	3	1	Sydney (AUS)				

Showing 1 to 4 of 4 entries

First

Previous

1

Next

Last

Event features

- Click on  to export the planned event in Excel
- Click on  to expand the event to see who is involved in the crew change (as shown above)
- Click on  to access the planned event page (as shown below)

As a TOP4, you can access documents for joining crew members.

From the Planned Event details tab, Click on the crew CID.

Click on the **Documents** menu, then click on the document type (Certificates, licences, passports, etc) and click on the **magnifier icon**

- **NOTE:** If there is no magnifier, the document attachment is missing, contact the crew to add their documents.

SURNAME	NAME	MIDDLE/OTHER NAME								
CREW ID	4553	STATUS	ACTIVE (Active: YES)	RANK	Master					
BIRTH DATE	01/01/1990 (30 years old)	PLACE OF BIRTH	Melbourne (AUS)	MANNING OFFICE	CSL Australia					
READY TO JOIN	ON BOARD	NEXT VESSEL	DONNACONA	LICENCE	MST Master Mariner (STCW II/2)					
NATIONALITY	Australian	FLEET	CSL Australia	CREW TYPE	RELIEF					
EMPLOYMENT TIME	0 Years 8 Months	OWNER POOL	CSL Australia	COMPANY	CSL Australia					
PASSPORT	01/01/2021	ISSUED	21/Jun/2022	EXPIRY	20/Jul/2030					
SEAMAN BOOK		ISSUED		EXPIRY						
Personal		Payroll		Documents		Training		Evaluation		
				Certificates	Books	Licences	Passports	Visa	Vaccination	
Category:	- All -	Issuing Authority:	- All -	Display:	☒ Documents ☐ Qualifications	Hide expired certificates ☐				
Category	Certificate	Number	Issuing Authority	Issued	Expiry	Place of Issue	Provider	Document status	Remarks	
	BAVRA	GMDSS	Australia	07/Jul/2021	31/Aug/2026	Australia		-		



COMPAS ONBOARD MODULE

Onboard Module

10.5 CREW MANAGEMENT - PLANNED EVENTS

Port call location
The location where the crew change will take place

Event ID
Visible in the Forecast tab

Vessel Name: DONNACONA	Status: OPEN	Port: Melbourne	Event ID: 14																
Starting: 03/Nov/2023	ETA: 03/Nov/2023 00:00	ETB: --	Airport:																
Ending: 04/Nov/2023	ETD: 04/Nov/2023 00:00	ETC: --	Travel Agent:																
Voyage Code:	Cost: 0.00 USD	Quotations: 0	Remarks:																
Messages (0)		Agent's persons in charge details																	
OFFSIGNERS ☐ Select/Unselect all offsigners <table border="1"> <tr> <td>☐ 475</td> <td>✓</td> <td>UKR</td> <td>ENGW</td> </tr> <tr> <td>☐ 266</td> <td>✓</td> <td>AUS</td> <td>MHP</td> </tr> </table>		☐ 475	✓	UKR	ENGW	☐ 266	✓	AUS	MHP	ONSIGNERS ☐ Select/Unselect all onsigners <table border="1"> <tr> <td>☐ 500</td> <td>✓</td> <td>PHL</td> <td>ENGW</td> </tr> <tr> <td>☐ 268</td> <td>✓</td> <td>UKR</td> <td>MHP</td> </tr> </table>		☐ 500	✓	PHL	ENGW	☐ 268	✓	UKR	MHP
☐ 475	✓	UKR	ENGW																
☐ 266	✓	AUS	MHP																
☐ 500	✓	PHL	ENGW																
☐ 268	✓	UKR	MHP																
Confirm																			

Event dates

These dates represent the period during which the crew change will take place.

Port call dates

You will see when and at what time the port call will take place (from the port call list seen in the previous pages)

In the next page, you will learn how to sign-on/off crew members from a planned event.

- OFFSIGNERS: left side
- ONSIGNERS: right side

Non-compliance

The warning sign means that there is non-compliance. Click on to see which document is missing.

OFFSIGNERS ☐ Select/Unselect all offsigners <table border="1"> <tr> <td>☐ 475</td> <td>✓</td> <td>UKR</td> <td>ENGW</td> </tr> </table>	☐ 475	✓	UKR	ENGW	ONSIGNERS ☐ Select/Unselect all onsigners <table border="1"> <tr> <td>☐ 500</td> <td>✓</td> <td>PHL</td> <td>ENGW</td> </tr> </table>	☐ 500	✓	PHL	ENGW
☐ 475	✓	UKR	ENGW						
☐ 500	✓	PHL	ENGW						
Warnings Non-compliances: <table border="1"> <tr> <th>Actual - DONNACONA</th> </tr> <tr> <td> Licenses (AUS) Licence Main Documents AUS Licence (COC) MISC Maritime Security Identification Card STCW (Flag Applicable) Ship Security Awareness - STCW VI/6 </td> </tr> </table>	Actual - DONNACONA	Licenses (AUS) Licence Main Documents AUS Licence (COC) MISC Maritime Security Identification Card STCW (Flag Applicable) Ship Security Awareness - STCW VI/6	Warnings Non-compliances: <table border="1"> <tr> <th>Planned - DONNACONA</th> </tr> <tr> <td> AMSA Medical Fitness Certificate AMSA Medical Fitness Certificate Licenses (AUS) Licence Main Documents AUS Licence (COC) Passport MISC </td> </tr> </table>	Planned - DONNACONA	AMSA Medical Fitness Certificate AMSA Medical Fitness Certificate Licenses (AUS) Licence Main Documents AUS Licence (COC) Passport MISC				
Actual - DONNACONA									
Licenses (AUS) Licence Main Documents AUS Licence (COC) MISC Maritime Security Identification Card STCW (Flag Applicable) Ship Security Awareness - STCW VI/6									
Planned - DONNACONA									
AMSA Medical Fitness Certificate AMSA Medical Fitness Certificate Licenses (AUS) Licence Main Documents AUS Licence (COC) Passport MISC									



COMPAS ONBOARD MODULE

Onboard Module

10.6 CREW MANAGEMENT – SIGN-OFF CREW MEMBERS

1. Click on the checkbox next to the crew or use “select all on-signers” if needed then click on [Confirm](#)

OFFSIGNERS					
☒	Select/Unselect all offsigners				
☒	475	✓	UKR	ENGW	
☒	266	✓	AUS	MHP	

2. A new page will open.

Confirm that the date and port location are accurate then click [Save](#)

Crew change confirmation						
Port:		Melbourne (AUS) 				
Remarks:						
Off-signers				On-signers		
Confirmation Date/Time:		03/Nov/2023  20:29 (HH:mm)				
Sign Off Reason:		STO- VACATION 				
#	Code	Rank	Name	Cabin	Lifeboat	Confirmed
1	475	ENGW				
2	266	MHP				
No record found						
Save						

3. You will see a warning appearing in red, click on [Save](#) again

Off-signers				On-signers		
Confirmation Date/Time:		03/Nov/2023  20:29 (HH:mm)				
Sign Off Reason:		STO- VACATION 				
#	Code	Rank	Name	Cabin	Lifeboat	Confirmed
1	475	ENGW				
2	266	MHP				
No record found						
• Crew(266) Off vessel movement(1943) commit failed due to 'Gap movement will overlap with existing movementsPrevious movement's end date cannot be less than its start date Start date cannot be greater than tomorrow' • Crew(266) travel movement(1943) commit failed due to 'Previous movement's end date cannot be greater or equal to start date Previous movement's end date cannot be less than its start date' • Crew(475) Off vessel movement(1942) commit failed due to 'Gap movement will overlap with existing movementsPrevious movement's end date cannot be less than its start date Start date cannot be greater than tomorrow' • Crew(475) travel movement(1942) commit failed due to 'Previous movement's end date cannot be greater or equal to start date Previous movement's end date cannot be less than its start date'						
Resolve the missing data and retry to confirm						
Save						



COMPAS ONBOARD MODULE

Onboard Module

10.6 CREW MANAGEMENT – SIGN-OFF CREW MEMBERS

4. Another warning will appear, You **must** click on

No, just add the confirmation

The reason why you are seeing this warning is because the crew has travel days before getting home.

Please select an option

- Off-Signer(475) future movement start date(05/Nov/2023) expecting 04/Nov/2023 as the provided confirmation date
- Off-Signer(266) future movement start date(05/Nov/2023) expecting 04/Nov/2023 as the provided confirmation date

The planning date and port will be updated as per your selected date and port. Are you sure you want to proceed?

Yes, align date and port

No, just add the confirmation

5. Sign-off confirmed

A thumbs-up icon will appear which means that the sign-off has been successful.

The crew list will be updated accordingly.

☐	475	✓	UKR	ENGW				
☐	266	✓	AUS	MHP				



COMPAS ONBOARD MODULE

Onboard Module

10.6 CREW MANAGEMENT – SIGN-ON CREW MEMBERS

Non-compliance

The warning sign means that there is non-compliance. Click on to see which document is missing.

OFFSIGNERS				ONSIGNERS					
☐ Select/Unselect all offsigners				☐ Select/Unselect all onsigners					
☐ 475	✓	UKR	ENGW		☐ 500	✓	PHL	ENGW	
Warnings Non-compliances: Actual - DONNACONA Mandatory Requirements Licenses (AUS) Licence Main Documents AUS Licence (COC) MISC Maritime Security Identification Card STCW (Flag Applicable) Ship Security Awareness - STCW VI/6				Warnings Non-compliances: Planned - DONNACONA Mandatory Requirements AMSA Medical Fitness Certificate AMSA Medical Fitness Certificate Licenses (AUS) Licence Main Documents AUS Licence (COC) Passport MISC					

1. Click on the checkbox next to the crew or use “select all onsigners” if needed then click

☒ Select/Unselect all onsigners							
☒ 500	✓	PHL	ENGW				
☒ 268	✓	UKR	MHP				

2. A new page will open.

Confirm that the date and port location are accurate then click

Crew change confirmation						
Port: Melbourne (AUS)						
Remarks:						
Offsigners			On-signers			
Confirmation Date/Time: 03/Nov/2023 20:52 (HH:mm)						
Is Transfer/Promotion: ☐						
Found						
#	Code	Rank	Name	Cabin	Lifeboat	Confirmed
1	500	ENGW		Please select	Please select	
2	268	MHP		Please select	Please select	

3. Sign-on confirmed

A thumbs-up icon & a lock icon will appear which mean that the sign-on has been successful.

The crew list will be updated accordingly.

☐ 500		PHL	ENGW	
☐ 268		UKR	MHP	



COMPAS ONBOARD MODULE

Onboard Module

10.7 CREW MANAGEMENT - SIGN-ON/OFF FOR A CREW TRANSFER

The Compas team is still developing the Transfer feature, you will need to follow the steps below until it is fixed.

There are 2 scenarios when a crew is doing a transfer:

1. Transfer from a rank to another rank on the same vessel
2. Transfer from Vessel A to vessel B

❖ TRANSFER ON THE SAME VESSEL

When a crew is transferring ranks on the same vessel, you will just need to sign him/her **on**

Make sure to:

1. Put the date of **tomorrow**
2. Adjust the time
3. Click on the checkbox **"Is Transfer/Promotion"**
4. Click on "Save"

The screenshot shows the 'On-signers' form. At the top, there is a 'Confirmation Date/Time' field set to '25/Jan/2024 09:22 (HH:mm)' and a checkbox labeled 'Is Transfer/Promotion:' which is checked. Below this is a table with columns: #, Code, Rank, Name, Cabin, Lifeboat, and Confirmed. The first row shows a crew member with ID 1, Code 2190, Rank AB, Name 'Machand Paul', and Cabin 'Please select'. A 'Save' button is at the bottom left.

The crew list will be updated accordingly.

❖ TRANSFER FROM VESSEL A TO VESSEL B

If you are on Vessel A (crew is signing off), you will see a  sign.

1. Select the checkbox > click on Confirm
2. Confirm the date and time then click on Save

The screenshot shows the 'OFFSIGNERS' form. At the top, there is a 'Select/Unselect all offsigners' checkbox. Below it, a row shows a crew member with ID 2203, a warning sign icon, and the text 'CAN OS'. A 'Confirm' button is at the bottom right.

If you are on Vessel B (crew is signing on)

Make sure to:

1. Leave the date of **tomorrow**
2. Adjust the time
3. Click on the checkbox **"Is Transfer/Promotion"**
4. Click on "Save"

The screenshot shows the 'On-signers' form. At the top, there is a 'Confirmation Date/Time' field set to '26/Jan/2024 15:43 (HH:mm)' and a checkbox labeled 'Is Transfer/Promotion:' which is checked. Below this is a table with columns: #, Code, Rank, Name, Cabin, Lifeboat, and Confirmed. The first row shows a crew member with ID 1, Code 2203, Rank OS, Name '.....', and Cabin 'Please select'. A 'Save' button is at the bottom left.

The crew list will be updated accordingly.



COMPAS ONBOARD MODULE

Onboard Module

10.8 CREW MANAGEMENT - VESSEL COMPLIANCE STATUS

- Crew

Crew list

Crew vaccination list

Forecast

Planned events

Vessel compliance status

Training activities

You can validate compliance of the documents for the entire crew onboard in a single view.

Click on "Vessel compliance status"

NOTE: you only have visibility on the documents that are required to have for the specific vessel you are on. If you require to see other/more documents, go to the crew's profile by clicking on their CID.

Filter by:

- **Documents:** Use the **Qualification Matrix** drop-down menu to select which documents you want to see
- **Rank:** use the drop-down menu to select the rank you want to see
- **Checkboxes:** Keep the **Include planned** and **Include next planned** boxes checked.

BAND COMPLIANCE - 63.27 % compliance as of 15/Dec/2022																							
Qualification Matrix Rank: - All - ☐ Include Internal matrix type ☒ Include Planned ☐ Include manning gap ☒ Include next planned ☐ Include all planned Search																							
Main Documents CAN												STCW CAN			TC Medical Fitness Certificate	Navigation Aids / Radio CAN			ECDIS Sperry	Canadian PR	US visa		
#	Crew ID	Rank	Name	Manning office	Status	Start Date	Compliance %	Book	Licence	Medical Examination	Passport	Advanced Fire Fighting - STCW VI/3	Marine Advanced First Aid A-VI/4-1	Marine Basic First Aid - A-VI/1-3	Survival Craft and Rescue Boats other than Fast Rescue Boats - STCW VI/2	TC Medical Fitness Certificate	ECDIS Generic - Electronic Chart Display and Information System	ECDIS Specific - Transas	Restricted Operator's Certificate (ROC-MC)	ECDIS - Northrop Grumman Sperry Marine	Canada	United States of America	
1	718	Master		CSL Canada	Onboard	25/Nov/2022	64.62 %	No expiry	04/Oct/2026	!!!	20/Jan/2027	No expiry	No expiry		No expiry	No expiry	11/Feb/2023	No expiry	No expiry	No expiry	!!!		
2	1573	Chief Officer		CSL Canada	Onboard	03/Nov/2022	58.33 %	No expiry	13/Jan/2027		19/Sep/2026	!!!	!!!		!!!	!!!	31/Dec/2022	No expiry	15/Feb/2026	!!!	No expiry		
3	1266	2nd Officer		CSL Canada	Onboard	31/Oct/2022	71.43 %	No expiry	03/Mar/2025		15/Feb/2028	!!!	!!!		No expiry	!!!	24/Feb/2027	No expiry	16/Feb/2027	!!!	No expiry	16/Oct/2023	10/Jul/2023
4	1600	3rd Officer		CSL Canada	Onboard	04/Nov/2022	58.33 %	No expiry	06/Mar/2027		09/Aug/2026	!!!	!!!		!!!	No expiry	06/Mar/2027	No expiry	!!!	No expiry	!!!		
5	2060	Cadet-Deck		CSL Canada	Onboard	28/Sep/2022	50.00 %	No expiry			16/Dec/2030			!!!		!!!	06/May/2023						
6	1226	Chief Engineer		CSL Canada	Onboard	05/Nov/2022	55.56 %	No expiry	07/Jun/2026	!!!	12/May/2024	!!!	!!!		!!!	No expiry	04/Mar/2023						
7	1292	2nd Engineer CAN		CSL Canada	Onboard	25/Nov/2022	87.50 %	No expiry	12/Mar/2025		16/Apr/2028	No expiry	!!!		No expiry	No expiry	12/Mar/2025						
8	1370	3rd Engineer		CSL Canada	Onboard	28/Oct/2022	87.50 %	No expiry	20/Apr/2023		01/Mar/2027	No expiry	!!!		No expiry	No expiry	1 - 28/Dec/2022						
9	982	Able Seaman CAN		CSL Canada	Onboard	29/Nov/2022	75.00 %	No expiry	No expiry		11/Jul/2026	!!!		!!!	No expiry	No expiry	19/May/2023						
10	1249	Able Seaman CAN		CSL Canada	Onboard	01/Nov/2022	50.00 %	No expiry	No expiry		02/May/2024			!!!	!!!	!!!	19/Feb/2023						
11	1426	Able Seaman CAN		CSL Canada	Onboard	28/Sep/2022	60.00 %	No expiry	14/Oct/2023		20/Feb/2030	!!!		!!!	!!!	!!!	15/Mar/2023					14/Oct/2023	12/Feb/2024
12	762	Ordinary Seaman		CSL Canada	Onboard	01/Nov/2022	50.00 %	No expiry			02/Dec/2026			!!!	!!!	!!!	22/Oct/2023						
13	1172	Ordinary Seaman		CSL Canada	Onboard	28/Sep/2022	50.00 %	No expiry			06/Jun/2024			!!!	!!!	!!!	21/Sep/2026						
14	2955	Ordinary Seaman		CSL Canada	Onboard	14/Oct/2022	50.00 %	No expiry			03/Nov/2030			!!!	!!!	!!!	1 - 18/Dec/2022						
15	985	Head Tunnelman		CSL Canada	Onboard	01/Nov/2022	50.00 %	No expiry			16/Jul/2023			!!!	!!!	!!!	07/May/2023						
16	1979	Mechanical Assistant		CSL Canada	Onboard	01/Nov/2022	55.56 %	No expiry	!!!		25/Aug/2032			No expiry	!!!	!!!	1 - 19/Jan/2023					!!!	02/Jan/2024
17	1881	Chief Cook		CSL Canada	Onboard	28/Oct/2022	50.00 %	No expiry			21/Sep/2025			!!!	!!!	!!!	15/Feb/2023						
18	1178	2nd Officer		CSL Canada	Planned	18/Dec/2022	100.00 %	No expiry	08/May/2024		19/Oct/2028	No expiry	No expiry		No expiry	No expiry	02/Sep/2023	No expiry	14/Sep/2026	No expiry	No expiry		

Document is valid/has no expiration date

Document is expired

Document expiring soon

To view the documents, click on the corresponding field



COMPAS ONBOARD MODULE

Onboard Module

11.1 WORK & REST HOURS - CONVENTION & TIMEZONE

- Work & Rest

Records

Summary

Schedules

Timezone

Convention

In the Work & Rest menu, Select “**Convention**”

No steps are required in the Convention tab. It is just an informative tab that will display the Work & Rest Compliance regime.

Make sure that STCW 2010 Convention (Section A-VIII/1) is checked.

Work & Rest: Compliance Regimes 

☒ STCW 2010 Convention (Section A-VIII/1)
2. All persons who are assigned duty as officer in charge of a watch or as a rating forming part of a watch and those whose duties involve designated safety, prevention of pollution and security duties shall be provided with a rest period of not less than:
2.1 a minimum of 10 hours of rest in any 24-hour period; and
2.2 a minimum of 77 hours of rest in any 7-day period
3. The hours of rest may be divided into no more than two periods, one of which shall be at least 6 hours in length, and the intervals between consecutive periods of rest shall not exceed 14 hours.

☐ STCW 2010 Exceptions (Section A-VIII/1)
9. Parties may allow exceptions from the required hours of rest in paragraphs 2.2 and 3 above provided that the rest period is not less than 70 hours in any 7-day period.
Exceptions from the weekly rest period provided for in paragraph 2.2 shall not be allowed for more than two consecutive weeks. The intervals between two periods of exceptions on board shall not be less than twice the duration of the exception.
The hours of rest provided for in paragraph 2.1 may be divided into no more than three periods, one of which shall be at least 6 hours in length and neither of the other two periods shall be less than one hour in length. The intervals between consecutive periods of rest shall not exceed 14 hours.
Exceptions shall not extend beyond two 24-hour periods in any 7-day period. Exceptions shall, as far as possible, take into account the guidance regarding prevention of fatigue in section 8-VIII/1.

☐ Canadian Regulations (Minimum and Maximum Periods)
320. The master of a vessel referred to in subsection 319(1) shall ensure that
(a) the master and every crew member have
(i) at least six consecutive hours of rest in every 24-hour period; and
(ii) at least 16 hours of rest in every 48-hour period; and
(b) not more than 18 hours but not less than six hours elapse between the end of a rest period and the beginning of the next rest period.

☐ OPA 90 Clause
Applicable to foreign tankers in United States waters, requires that tanker personnel work for no more than 15 hours in any 24-hour period and for no more than 36 hours in any 72-hours period.

☒ Short Breaks
The term “hours of rest” means time outside hours of work; this term does not include short breaks:
Short break length is up to: minutes

- Work & Rest

Records

Summary

Schedules

Timezone

Convention

There is no time zone applicable in CSL. Hence, **no steps** are required.

Timezone Changes: CSL ST LAURENT (September, 2023) 

September 2023 

Save

Cancel

Day	-1 Day	-1 Hour	-Half Hour	None	+Half Hour	+1 Hour	+1 Day
01	☐	☐	☐	☒	☐	☐	☐
02	☐	☐	☐	☒	☐	☐	☐
03	☐	☐	☐	☒	☐	☐	☐
04	☐	☐	☐	☒	☐	☐	☐
05	☐	☐	☐	☒	☐	☐	☐
06	☐	☐	☐	☒	☐	☐	☐
07	☐	☐	☐	☒	☐	☐	☐
08	☐	☐	☐	☒	☐	☐	☐
09	☐	☐	☐	☒	☐	☐	☐
10	☐	☐	☐	☒	☐	☐	☐
11	☐	☐	☐	☒	☐	☐	☐
12	☐	☐	☐	☒	☐	☐	☐
13	☐	☐	☐	☒	☐	☐	☐



COMPAS ONBOARD MODULE

Onboard Module

11.2 WORK & REST HOURS - SCHEDULE

- Work & Rest

- Records
- Summary
- Schedules**
- Timezone
- Convention

Select the menu “**Schedule**” to create Work & Rest schedules applicable per rank and weekdays.

Note: Make sure “port schedule same as sea schedule” is always checked.

Schedule: watch 8-17

☒ Port schedule same as sea schedule

☐ Schedule has watchkeeping hours

☐ Apply schedule as overtime for unapplicable days

Applicable weekdays

☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☒ Sat ☒ Sun

Hours	Sea Schedule	Port Schedule
☒ Work	8	8
☐ Watchkeeping	0	0
☐ Overtime	0	0
☐ Rest	16	16

SAVE PRINT REPORT

Sea Schedule

00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23

1 Click on to create a new schedule.

Then click on **+ ADD NEW RECORD**

Edit

Schedule:

Remarks:

Order:

CANCEL UPDATE

2 Type the name of the schedule as desired and add a comment if needed.

Click on **UPDATE**

3 Use the schedule drop-down menu and select the newly created schedule.

4 Select the applicable weekdays for the selected schedule

Applicable weekdays

☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☒ Sat ☒ Sun

>

5 Select the applicable ranks for the selected schedule by selected a rank and clicking on

Available Ranks

2nd Officer

Applicable Ranks

Master

Chief Officer

6 Once done, click on **SAVE**



COMPAS ONBOARD MODULE

Onboard Module

11.3 WORK & REST HOURS - SUMMARY

- Work & Rest

Records

Summary

Schedules

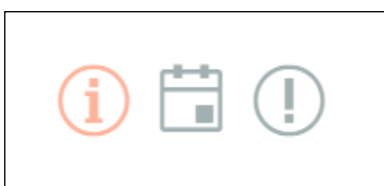
Timezone

Convention

The summary tab is used to have an overview on all W&R hours for all crew members on board.

Work & Rest Hours - Vessel Summary  							
September 2023 	Check for NCs	Preview	Print	Close Month			
	Rank Name	Crew Name	Total Hours		Non-Conformance Hours		Closed Status
			Rest	Work	NC Critical	Breach %	Status
  	Master	Mr. Mohamed	658.5	61.5	9.0	14.63 %	Open
 	Chief Officer	Stepano Doychev	24.0	0.0	0.0	0.00 %	Open
 	Chief Officer	Artemiy Slep	504.0	0.0	0.0	0.00 %	Open
 	Deck Watchkeeper	Djordjic Srdjan	456.0	0.0	0.0	0.00 %	Open
 	3rd Engineer	Cook Matthew	72.0	0.0	0.0	0.00 %	Open
 	3rd Engineer	Jordison Dorian Robert	432.0	0.0	0.0	0.00 %	Open
 	Integrated Rating	Ryanter Shane Gregory	456.0	0.0	0.0	0.00 %	Open
 	Integrated Rating	Dele Chany Samanta	528.0	0.0	0.0	0.00 %	Open

- Use [September 2023](#)  to select the month/year desired
- Use [Check for NCs](#) to run a non-conformance check for all crew on board for the selected month
- Use [Preview](#) to open all crew records before using the [Print](#) button
- Use [Close Month](#) to close the month for all crew members on board for the selected month



-  : Hover the mouse over it to know what is the warning
-  : Used to preview WRH records for a specific crew member
-  : Non-conformance detected. Make sure every NCs is justified with a remark.

NOTE: you won't be able to close the month if a Non-conformance is not justified (Remarks) 



COMPAS ONBOARD MODULE

Onboard Module

11.4 WORK & REST HOURS - OVERVIEW

- Work & Rest

Records

Summary

Schedules

Timezone

Convention

The records tab will be used to enter the Work & Rest hours.

As a TOP 4 crew, you will have the ability to add W&R hours on behalf of other crew members on-board.

- Use Crew: to select the crew member's W&R records.
- Use to select the month desired
- **Check for NCs** : used to run the Non-conformance check.
- **Switch view** : used to look at the records for all crew on board on a specific day of the month
- **Bulk Add** : used to add WRH for multiple days at the same time
- **Print ILO** **Print** : used to print in ILO or in Compas format
- **Breach Report** : used to look at the NC breach report for all crew on board
- **Non-Conformances** : used to look at the NC report per crew member for the month
- **Close Month** : used to close the month for the selected crew on the selected month



COMPAS ONBOARD MODULE

Onboard Module

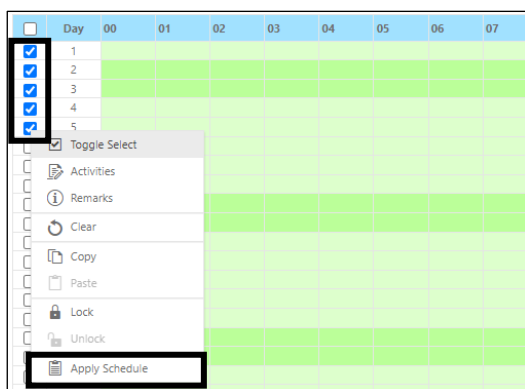
11.5 ADD WORK & REST HOURS

There are 2 ways of adding Work & Rest hours in Compas.

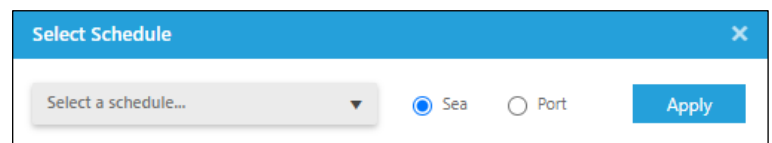
- ❖ Using the pre-defined schedules
- ❖ Manually

❖ USING SCHEDULES

1 Right click the checkboxes (either select all or day by day) then click on “Apply Schedule”



2 Select the pre-defined schedule using the drop-down menu then click on “Apply”



❖ MANUALLY

1 Make sure that ☒ Work is always checked at the top of the tab.

2 Either click on the hour (every click represents 30min of work) or drag and drop to add multiple hours

3 To remove hours from the records, click on the worked hours OR select ☐ Rest and drag and drop

	Day	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
☐	1																
☐	2																
☐	3																
☐	4																
☐	5																
☐	6																
☐	7																
☐	8																
☐	9																
☐	10																
☐	11																

4 After adding the hours of work, **ALWAYS** make sure to click on

Check for NCs



COMPAS ONBOARD MODULE

Onboard Module

11.5 ADD WORK & REST HOURS

- 5 If a Non-conformance is detected, it will be visible on the right side of the tab with the icon . Hover the mouse over it to see the NC detail.

☐	Day	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	TR	MR	TR7	MR7	
☐	1																										16.0	16.0	160.0	128.0	
☐	2																										16.0	16.0	152.0	128.0	
☐	3																										16.0	16.0	144.0	128.0	
☐	4																										16.0	16.0	136.0	128.0	
☐	5																										16.0	16.0	128.0	128.0	
☐	6																										24.0	16.5	128.0	128.0	
☐	7																										24.0	24.0	128.0	128.0	
☐	8																										24.0	24.0	136.0	128.5	
☐	9																										24.0	4.5	144.0	132.0	
☐	10																										4.5	4.0	132.5	132.0	
☐	11																										24.0	4.0	140.5	132.5	

- 6 Click on the Non-conformance icon to access the NC report and add remarks.

Work & Rest Hours - NCs Report				
NCs Report: GOLIATH (September, 2023)				
Crew:	MR			
	☒ Include Remarks in printed report			
Non-Conformance	Location	From	To	
MAST Irfan Muhammad (Crew ID: 485)				
STCW: Hours of rest may be divided into no more than two periods.	At sea	10/Sep/2023 01:00	11/Sep/2023 05:00	
No Remarks!				
STCW: One rest interval shall be at least 6 hours in length.	At sea	10/Sep/2023 01:00	11/Sep/2023 05:30	
No Remarks!				
STCW: Minimum 10 hours of rest in any 24-hours interval.	At sea	10/Sep/2023 01:00	11/Sep/2023 06:00	
No Remarks!				

- 7 Click on the  icon to add a remark for each NC then click on 

Add

Non-Conformance : STCW: One rest interval shall be at least 6 hours in length.

From : 10/Sep/2023 01:00

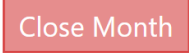
To : 11/Sep/2023 05:30

Remarks : Add a remark here

Reason :

Save

- 8 Once the crew has added their WRH for the day as well as a remark for detected NCs, the onboard managers can lock the days so there are no further edits. To do so, Right click on the day & and select "Lock day".

- 9 At the end of the month, make sure to click on  and address any warning to close the month.

NOTE: You will only be able to close the month if all the NCs have a remark from the crew & the master.

Work & Rest Hours

Are you sure you want to close Work & Rest Hours for September, 2023?

Notes:

- There are still 5 days until selected month ends!
- There are 2 Non-Conformances without remarks!
- Previous month: August, 2023 is not closed!

Cancel

Show Previous Month

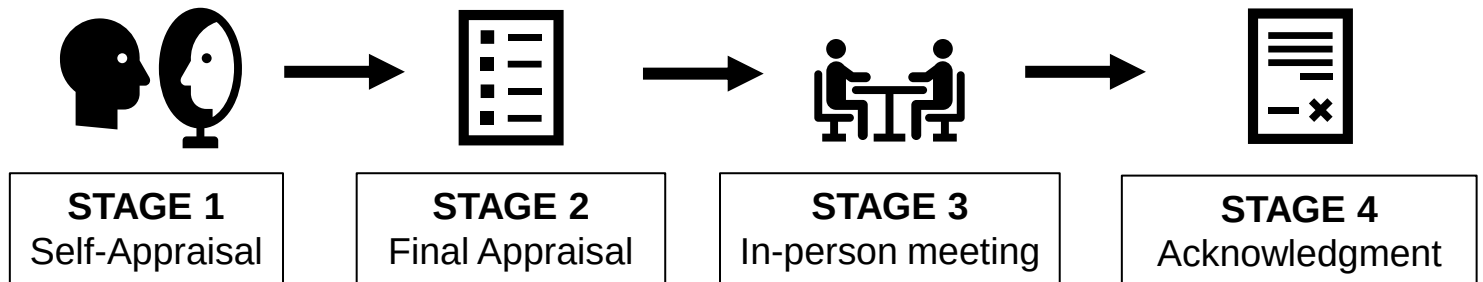
View Warnings

Close Month



12. OFFICERS' APPRAISAL (DECK & ENGINE)

THE OFFICERS' APPRAISALS CONSISTS OF 4 STEPS:



STAGE 1: SELF-APPRAISAL

- Self-appraisal is highly recommended for the **Deck Officers, and Engine Officers**.
- **FOTB Engine Officers:** Self-appraisal is required for the Electrical Engineer Manager, Electrical Engineer Assistant, Electrical Officer, and Electro-technical Officer

STAGE 2: APPRAISAL COMPLETION

- **Deck Officers** are appraised by the **Master**.
- **Engine Officers** are appraised by the **Chief Engineer**.
- **FOTB Officers** are appraised by the **FOTB Manager**

STAGE 3: IN-PERSON MEETING

- The **appraiser** and **appraisee** must discuss the content of the appraisal.
- The crew must be informed of their performance data and feedback.
- The **in-person meeting** is the most crucial step of the appraisal process.
- Find in [Page 61](#) the key Do's and Don'ts to consider during this step.

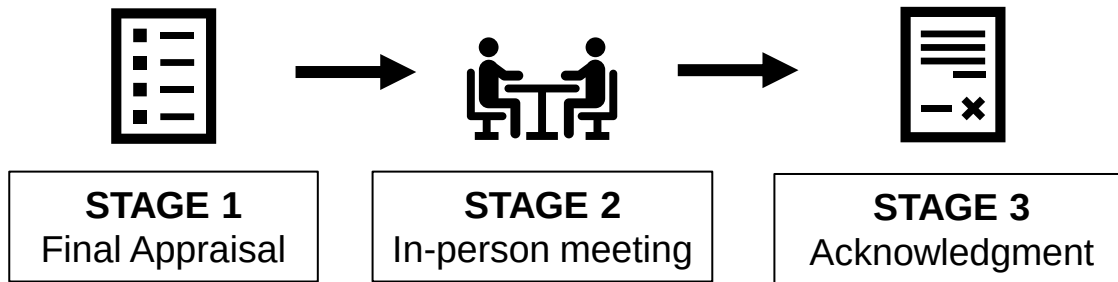
STAGE 4: ACKNOWLEDGMENT

- The **appraisee** is required to acknowledge their appraisal in **COMPAS**.
- Crew members who need to acknowledge their appraisals will see an **icon with a number** next to their name in their onboard profile.



12. RATINGS' APPRAISAL (ENGINE)

THE ENGINE RATINGS' APPRAISALS CONSISTS OF 3 STEPS:



STAGE 1: APPRAISAL COMPLETION

- Engine Ratings are appraised by the **Chief Engineer**.

STAGE 2: IN-PERSON MEETING

- The **appraiser** and **appraisee** must discuss the content of the appraisal.
- The crew must be informed of their performance data and feedback.
- The **in-person meeting** is the most crucial step of the appraisal process.
- Find in [Page 61](#) the key Do's and Don'ts to consider during this step.

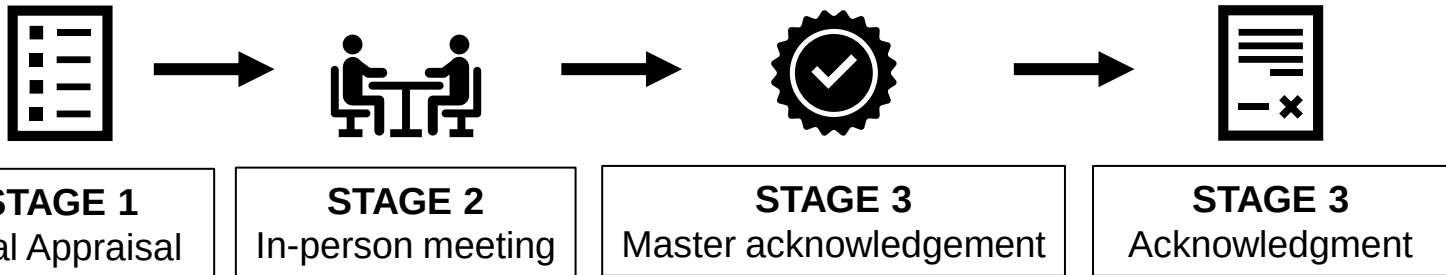
STAGE 3: ACKNOWLEDGMENT

- The **appraisee** is required to acknowledge their appraisal in **COMPAS**.
- Crew members who need to acknowledge their appraisals will see an **icon with a number** next to their name in their onboard profile.



12. RATINGS' APPRAISAL (DECK)

THE **DECK RATINGS'** APPRAISALS CONSISTS OF 4 STEPS:



STAGE 1: APPRAISAL COMPLETION

- Deck Ratings are appraised by either the **Master** or the **Chief Officer**.
- **FOTB Deck Ratings** are appraised by the **FOTB Operations Manager**

STAGE 2: IN-PERSON MEETING

- The **appraiser** and **appraisee** must discuss the content of the appraisal.
- The crew must be informed of their performance data and feedback.
- The **in-person meeting** is the most crucial step of the appraisal process.
- Find in [Page 61](#) the key Do's and Don'ts to consider during this step.

STAGE 3: MASTER ACKNOWLEDGMENT

- The **Master** must acknowledge the appraisal.
- Since the **Chief Officer** can conduct appraisals for Deck Ratings, the Master is required to acknowledge the overall appraisal.
- Even if the **Master** conducts the appraisal, they must still complete the acknowledgment step.
- **FOTB Operations Manager** must acknowledge again as part of the process.

STAGE 4: APPRAISEE ACKNOWLEDGMENT

- The **appraisee** must acknowledge their appraisal in **COMPAS**.
- Crew members needing to acknowledge their appraisals will see an **icon with a number** next to their name in their onboard profile.
- **FOTB Deck Ratings** are the Deck Operator, Cook, and Deck Mechanic



12. APPRAISAL NOTIFICATION

To know when to start a crew's appraisal, you will receive a notification by email.

WHO WILL SEND THE EMAIL?

The email will be sent by:

- AlertManager CSL < notifications@csl.compas.cloud >
- DO NOT REPLY to this email address. If you have any questions, please contact your crewing coordinator.

TO WHO?

An email will be sent to:

- The Chief officer & Master vessel emails for the Deck crew.
- The Master vessel email for the Deck officers
- The Chief engineer vessel email for the Engine crew.

WHEN?

The email will be sent when:

- The appraiser and appraisee have spent 30 days onboard together.
- 10 days before the appraiser or appraisee sign-off date.
- If the appraisee has not been appraised in 90 days.

NOTE: You can also start an appraisal without receiving the email if you believe that it is necessary or if the crewing team requests an appraisal to be done for a certain crew.



COMPAS ONBOARD MODULE

Onboard Module

12.1 START AN APPRAISAL

An appraisal can be started by the appraiser or by the appraisee who is required to complete a self-appraisal (Officers only)

FROM THE MENU CREW > E-APPRAISALS

1. Go the side menu **Crew** then click on **E-Appraisals**
2. Click on the green + icon

+ Home	Ongoing E-Appraisals								
- Crew	#		CID	Name	Rank	Started On	Started By	Current Stage	Comments
Crew list	Caps & Chiefs								
Crew vaccination list	1		1111	Abdullah	Master	27/Feb/2025 19:50:42	SARRA.ABDESSALEM	Self-appraisal	
Forecast									
Planned events									
Vessel compliance status									
Training activities									
E-Appraisals									
+ Work & Rest									

A new page will open

1. Select a crew and an Evaluation type using the drop-down menu.
2. Click on the + icon to open the appraisal in your profile
3. A new page will open “Are you sure you want to start Performance appraisal?” Click on **OK**
4. You can open other appraisals following the same steps
5. Close the tab

E-Appraisals			
Crew: Vincent Carter (2024)	+	Evaluation Type: Performance Appraisal	
CID	Name	Movement Type	Rank
1111	Abdullah	ON BOARD C (19/May/2024 - Present)	2nd Officer

Note:

- If you see a “Pencil” icon: click on the icon to open the appraisal form
- If you see an “Eye” icon: you cannot take any actions, contact the officer to complete their self-appraisal

Ongoing E-Appraisals								
#	+	CID	Name	Rank	Started On	Started By	Current Stage	Comments
Performance Appraisal								
1	+	1775	Novakovic, John	Chief Officer	27/Jan/2025 18:12:47	JOHN SMITH	Self-appraisal	
2	+	4556	Toussaint, Mike	Able Seaman CAN	27/Jan/2025 18:18:45	JOHN SMITH	Final appraisal	

You can also open an appraisal from the **Crew profile**:

- Click on the menu Evaluation > Click on E-appraisals > Click on + icon



COMPAS ONBOARD MODULE

Onboard Module

12.1.1 OPEN AN APPRAISAL FORM

The appraisal form can be opened from different pages.

OPTION 1: Notification number

When an action is required from you, a red circle with a number inside will appear. Click on this notification to be directed to the "For My Attention" page. To access the appraisal form, **click on the book icon**.

	CID	Rank	Name	Nationality	Company	Manning office	Owner pool	Current stage	Stage started on
	1775	C/OFF	Novosyolov, Maksim	Ukraine	CSL Canada	CSL Canada	CSL Canada	Self-appraisal	27/Jan/2025 18:12

OPTION 2: E-Appraisal Menu

- If you see a “Pencil” icon: click on the icon to open the appraisal form
- If you see an “Eye” icon: you cannot take any actions, contact the officer to complete their self-appraisal

Ongoing E-Appraisals								
#	+	CID	Name	Rank	Started On	Started By	Current Stage	Comments
Performance Appraisal								
1		1775	Novosyolov, Maksim	Chief Officer	27/Jan/2025 18:12:47	JOHN SMITH	Self-appraisal	
2		4556	Touche, Mike	Able Seaman CAN	27/Jan/2025 18:18:45	JOHN SMITH	Final appraisal	



COMPAS ONBOARD MODULE

Onboard Module

12.2 FILL AN APPRAISAL FORM

The appraisal form is divided into 4 sections

Section 1: Key Performance Indicators (Mandatory)

Objective: Evaluate the employee's level of performance with regards to the identified key performance indicators.

Hover the mouse or click on the icon  to see the criteria of evaluation

1. Use the drop-down to select the rating for each category
2. Click on the comment section to add comments if needed. To leave the comment section, click anywhere on the screen.



2/ENG Anderson Noah

Current Vessel
ATLANTIC HURON

Fleet
CSL Canada

Stage of the Appraisal: Self-appraisal

Assessed By


Date of Appraisal
28/Feb/2025

Assessor Position
C/ENG

Key Performance Indicators

Self-appraisal

		Ratings	Appraisal	Comments
ABILITY TO PERFORM TASKS ASSOCIATED WITH RANK	 Ability to perform tasks associated with rank	Select an option below		
PROBLEM SOLVING ABILITIES	 Problem solving skills	2- Needs Improvement		
SAFETY	 Safety Behaviour	3- Meets Expectations		
BEHAVIORS & ATTITUDE ALIGNED WITH CSL VALUES	 Behaviors and Attitude	5- Outstanding		Comment box
TEAMWORK AND COLLABORATION	 Collaboration	4- Exceeds Expectations		
LEADERSHIP	 Leadership skills	5- Outstanding		
ADMINISTRATION AND ONBOARD MANAGEMENT	 Administration & Management	1- Does Not Meet Expectation		



12.2 FILL AN APPRAISAL FORM

Section 2: Appraisee's Training Wishes (Optional)

Objective: Request any training that are considered necessary

- Click on the + icon to add training wishes:
 - Type the first 3 letters of the course and a drop-down list will appear.
 - If a training event exists already for the course, you can select it if wanted.
 - Mandatory: Add a remark about why you want to take the course
 - Click on **Save**.

Note: if you cannot find the course, it means that it does not exist in the COMPAS library.

Requesting a training does not guarantee approval; it is simply a request that will be reviewed for consideration. If an officer has requested a training as part of their self-appraisal, the appraiser must re-enter the request during the appraisal process to validate the need for the course.

Appraisee's Training Wishes

+ Self-appraisal

COMPAS ONBOARD|Add Request - Google Chrome

cslstaging.compas.cloud/CompasOnboard/Training/TrgReqAdd.aspx?code=177...

Add training request

Course:

Suggested Event:

Source:

Type:

Remarks:

Save



COMPAS ONBOARD MODULE

Onboard Module

12.2 FILL AN APPRAISAL FORM

Section 3: Assessment Questions

Objective: Provide additional information with regards to the questions.

- Use the drop-down menu to answer the first questions.
 - Add a comment if “other areas of development” answer is “Yes”. To exit the comment box, click anywhere on the screen.
- Use the comment box to answer the **Compliance question**. This question refers to the document compliance in Compas. There are 2 ways to get the percentage:
 - Option 1: Go to the side menu Crew > Vessel Compliance status

+ Home				
- Crew				
Crew list	ing	Status	Start Date	Compliance %
Crew vaccination list				
Forecast				
Planned events	nada	Onboard	11/Feb/2025	55.56 %
Vessel compliance status	nada	Onboard	21/Mar/2024	76.47 %
Training activities	nada	Onboard	11/Jan/2025	25.00 %
E-Appraisals	nada	Onboard	21/Mar/2024	81.25 %
+ Work & Rest	nada	Onboard	05/Nov/2024	25.00 %
Release #38.1.2	nada	Onboard	24/Feb/2025	57.14 %
	nada	Onboard	04/Apr/2024	78.57 %
	nada	Onboard	17/Mar/2024	30.77 %

- Option 2: Go to the crew profile > Menu Training > Requirements

Personal	Documents	Training
Check Compliance	Simulate for tenure	Requirements Training Requests
24/Mar/2025	Simulate for	Joining Date: 24/Mar/2025 Rank: Master
Actual (MST - ATLANTIC HURON - Canada flag) as of 31/Mar/2025: Compliance 59% on Mandatory requirements		

Assessment Question		
Self-appraisal		
Question	Answer	Comments
Desire to progress to next rank?	Not Applicable	
Other areas of development?	Not Applicable	If the answer is yes, add a comment for more details
What is the document compliance percentage?	Not Applicable Yes No	



12.2 FILL AN APPRAISAL FORM

Section 4: Comments

Objective: Add a final comment for your appraisal before submitting it.

Add a comment if you want to add any extra information.

NOTE:

- The “**Save & Close**” button does **not** act as a draft. If clicked, the appraiser will be able to view all the information entered.
- The “**Submit**” button finalizes the self-appraisal and sends it for final appraisal.

Click on **SUBMIT** → A warning will appear, make sure that your appraisal is final before clicking on **OK**



COMPAS ONBOARD MODULE

Onboard Module

12.3 C&C ONLY: VIEW SELF-APPRAISAL CONTENT

When filling the appraisal form of an officer, you can view the content of the self-appraisal. Click on the blue banner “Self-appraisal” for each section of the appraisal form

Stage of the Appraisal: Signoff - Final appraisal

C/OFF N... (Malaysia)

Current Vessel
SUNNANVIK

Fleet
CSL Canada

Assessed By
Smith John

Assessor Position
MAST

Date of Appraisal
27/Jan/2025

Key Performance Indicators

Signoff - Final appraisal

Category	Sub-category	Ratings	Appraisal	Comments
ABILITY TO PERFORM TASKS ASSOCIATED WITH RANK	Ability to perform tasks associated with rank	Select an option below		
PROBLEM SOLVING ABILITIES	Problem solving skills	Select an option below		
SAFETY	Safety Behaviour	Select an option below		
BEHAVIORS & ATTITUDE ALIGNED WITH CSL VALUES	Behaviors and Attitude	Solid Performance		comments
TEAMWORK AND COLLABORATION	Collaboration	Select an option below		
LEADERSHIP	Leadership skills	Below Expectation		
ADMINISTRATION AND ONBOARD MANAGEMENT	Administration & Management	Building Performance		
		Solid Performance		
		Strong Performance		
		Leading Performance		

Self-appraisal Click here to review the criteria established during the Self-appraisal 27/Jan/2025-28/Jan/2025

Section 2: Appraisee's Training Needs

Requesting a training does not mean it is approved. If an officer includes it in their self-appraisal, the appraiser (C&C) must re-enter it to validate the need.

Appraiser's Training Needs

Signoff - Final appraisal

COMPAS ONBOARD | Add Request - Google Chrome

cslstaging.compas.cloud/CompasOnboard/Training/TrgReqAdd.aspx?code=17...

Add training request

Course:

Suggested Event:

Source:

Type:

Remarks:

Save



12.3 IN PERSON MEETING

The in-person meeting is the most critical step of the appraisal process. You will find below some « Do's and Don'ts related to this step

DO

- **Be Prepared and Specific:** Focus on specific examples of successes and areas for improvement.
- **Maintain a Two-Way Dialogue:** Encourage the employee to share their thoughts and feedback. Listen actively to their perspective.
- **Take into consideration the overall performance:** Your appraisal must consider the entirety of the time spent together onboard, and not only the most recent or specific moments.
- **Highlight Strengths, Contributions as well as Improvement areas:** Make sure to acknowledge the employee's achievements and strengths, as this builds trust and motivates continued success. However, ensure to also cover areas where improvement is required.
- **Document the Discussion:** Take notes during the meeting to document both feedback and agreed-upon next steps.

DON'T

- **Don't Include Any Surprises:** A performance appraisal should NOT include any surprises. Performance management and feedback should be ongoing and provided on a day-to-day basis.
- **Don't Make it a One-Sided Conversation:** Avoid dominating the conversation. A performance review should be a discussion, not a lecture.
- **Don't Make it Personal:** Avoid making the feedback about the individual's personality. Focus on the performance, behavior, and outcomes, not on the person.
- **Don't Rush Through the Meeting:** Avoid hurrying through the discussion. Give ample time for both sides to speak and ensure all relevant topics are covered thoughtfully.
- **Don't confuse this with a disciplinary meeting:** A Performance Appraisal Meeting is not the place to give official disciplinary measures. These must be conducted separately.



COMPAS ONBOARD MODULE

Onboard Module

12.4 ACKNOWLEDGEMENT (All Crew)

Crew members who need to acknowledge their appraisals will see an icon with a number next to their name.

- Click on the number then click on the “Book icon”

The screenshot shows the COMPAS Onboard Module interface. At the top, there is a blue header bar with a red square icon containing the number 1. Below the header, the text "For My Attention" is displayed. In the center, there is a blue box with the number 1 and the word "Appraisal". Below this, there is a table with the following columns: CID, Rank, Name, Nationality, Company, Manning office, Owner pool, Current stage, and Stage started on. The table contains one row of data.

CID	Rank	Name	Nationality	Company	Manning office	Owner pool	Current stage	Stage started on
1775	C/OFF	Novosyolov Maksym	UKR	CSL Canada	CSL Canada	CSL Canada	Appraisee Acknowledgement	28/Jan/2025 16:45

- Click on the blue banners to see the final appraisal including the comments
- Click on “Acknowledge” then click on OK

The screenshot shows the COMPAS Onboard Module interface for the appraisal of C/OFF Novosyolov Maksym. The page displays the appraisal details, including the assessed by (Smith John), assessed position (MAST), and the date of appraisal (27/Jan/2025). Below the appraisal details, there are sections for Key Performance Indicators, Signoff - Final appraisal, Self-appraisal, and Appraiser's Training Needs. A modal window titled "Appraisee Acknowledgement for C/O Novosyolov Maksym on SUNNANVIK (16/Apr/2024 - present)" is open, asking the user to "Submit Appraisee Acknowledgement stage?". The modal has "OK" and "Cancel" buttons. At the bottom of the page, there is a "Cancel" button and an "Acknowledge" button.

- Once an appraisal is acknowledged, it will be Completed.
- A completed appraisal can only be seen by the appraisee from the Self-Service only and the Office employees

Note: If you didn't have the opportunity to acknowledge your appraisal before disembarking the vessel, it can also be done through the crew self-service.

ANNEX

There are several ways to lower the resolution of your photos. Here are three methods you can use.

HOW TO LOWER THE PHOTO SIZE WITH iPhone, SAMSUNG OR ON YOUR COMPUTER

1. iPHONE - HOW TO REDUCE THE PHOTO SIZE

Instruction for Samsung on page 53

* Each attachment must **not exceed 5 MB**

There are 2 options to reduce the size of your photo on your iPhone:

- a) Reduce the photo size directly on your iPhone
- b) When you send the photo from your iPhone to your mailbox

Option 1: Reduce the photo size on your iPhone

Step 1: Go to the iPhone home screen and open **Settings**. In the options that open up, scroll downwards to **Camera** and select it.

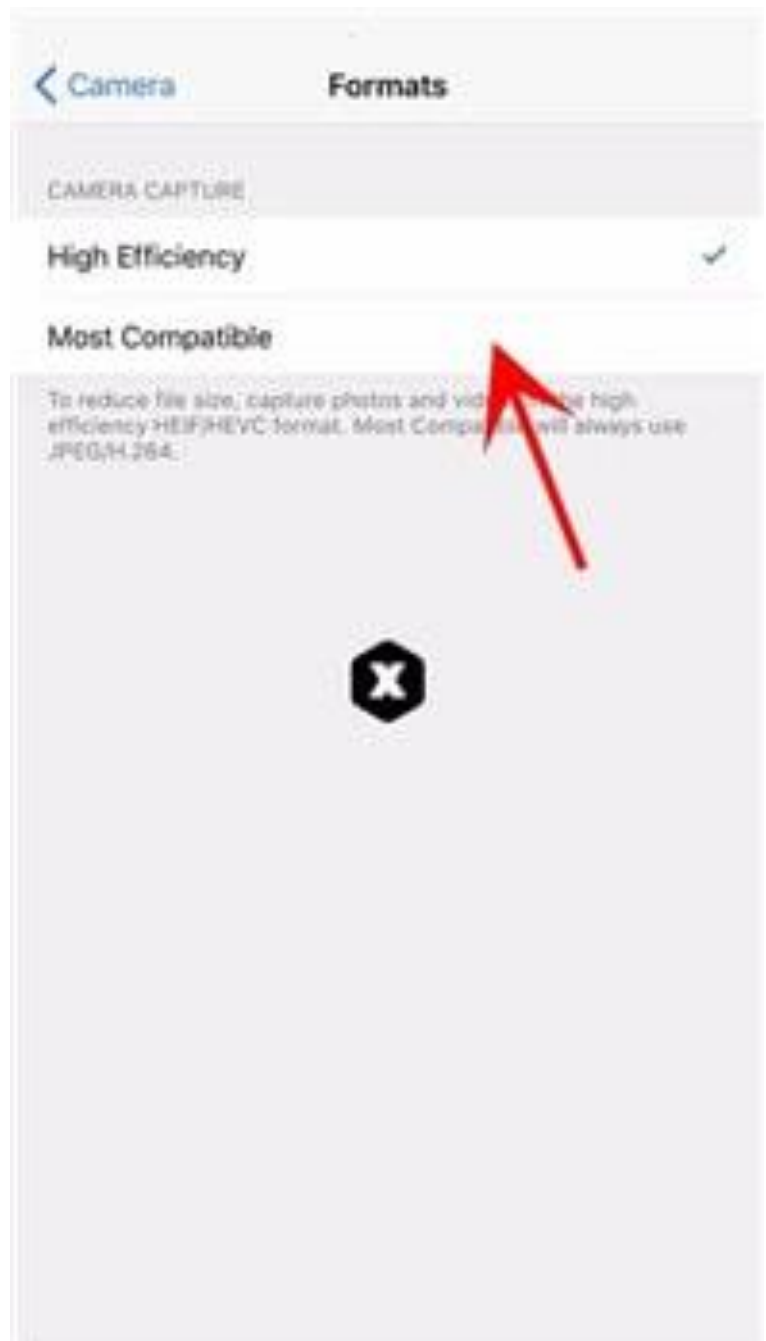


1. IPHONE - HOW TO REDUCE THE PHOTO SIZE

Step 2: Choose **Formats**



Step 3: Choose **High Efficiency**



1. iPHONE - HOW TO REDUCE THE PHOTO SIZE

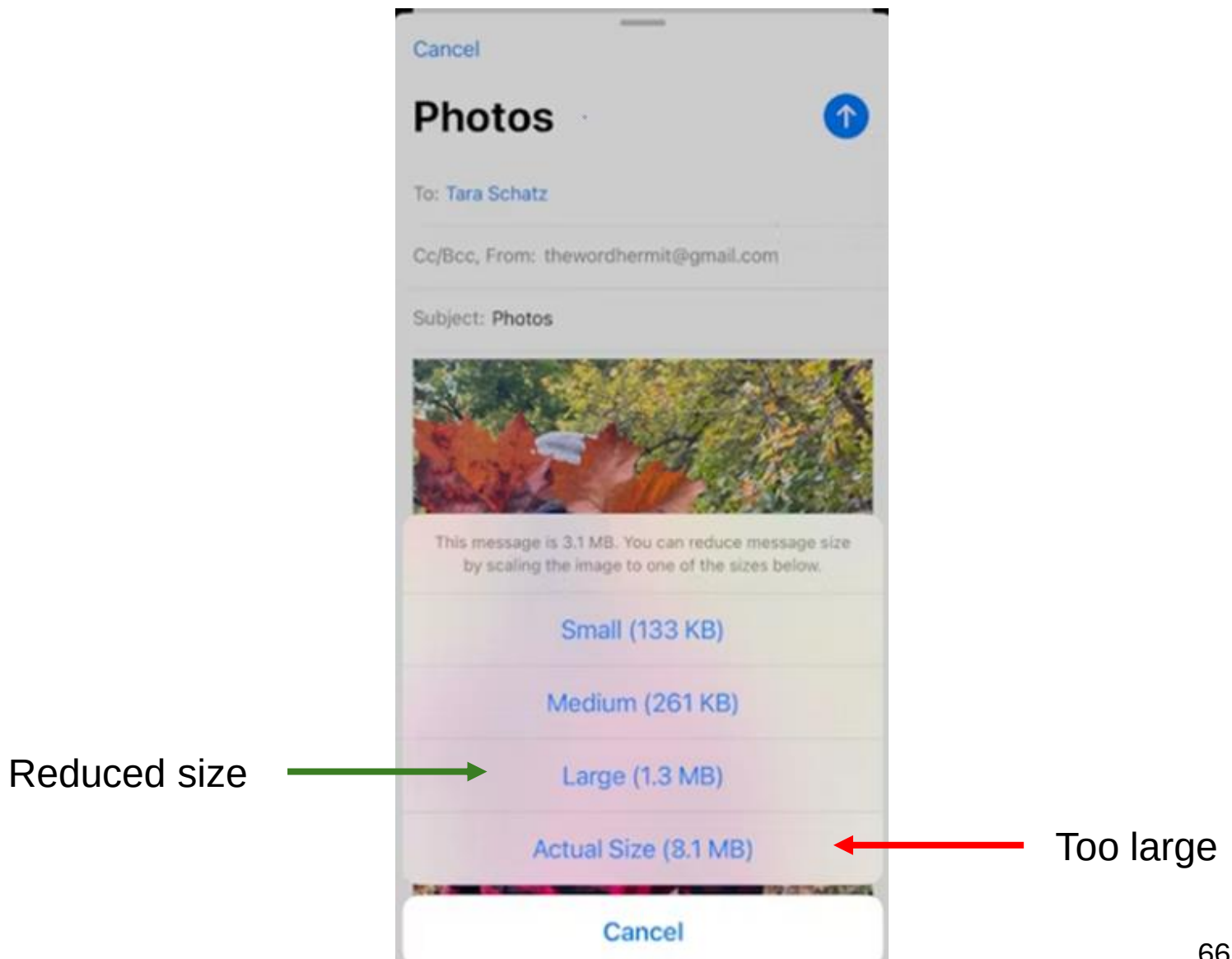
Option 2: Reduce the photo size on iPhone by Mail

Step 1: Go to the Photos app and choose the photo that requires to be resized. Tap on the arrow icon known as Share.

Step 2: Select **Mail** and identify the recipient of the photo. If you simply want to make iPhone photo file size reduction only, use your email as recipient.

Step 3: Select **Send** to have access to the resizing options available.

Step 4: Change the photo resolution

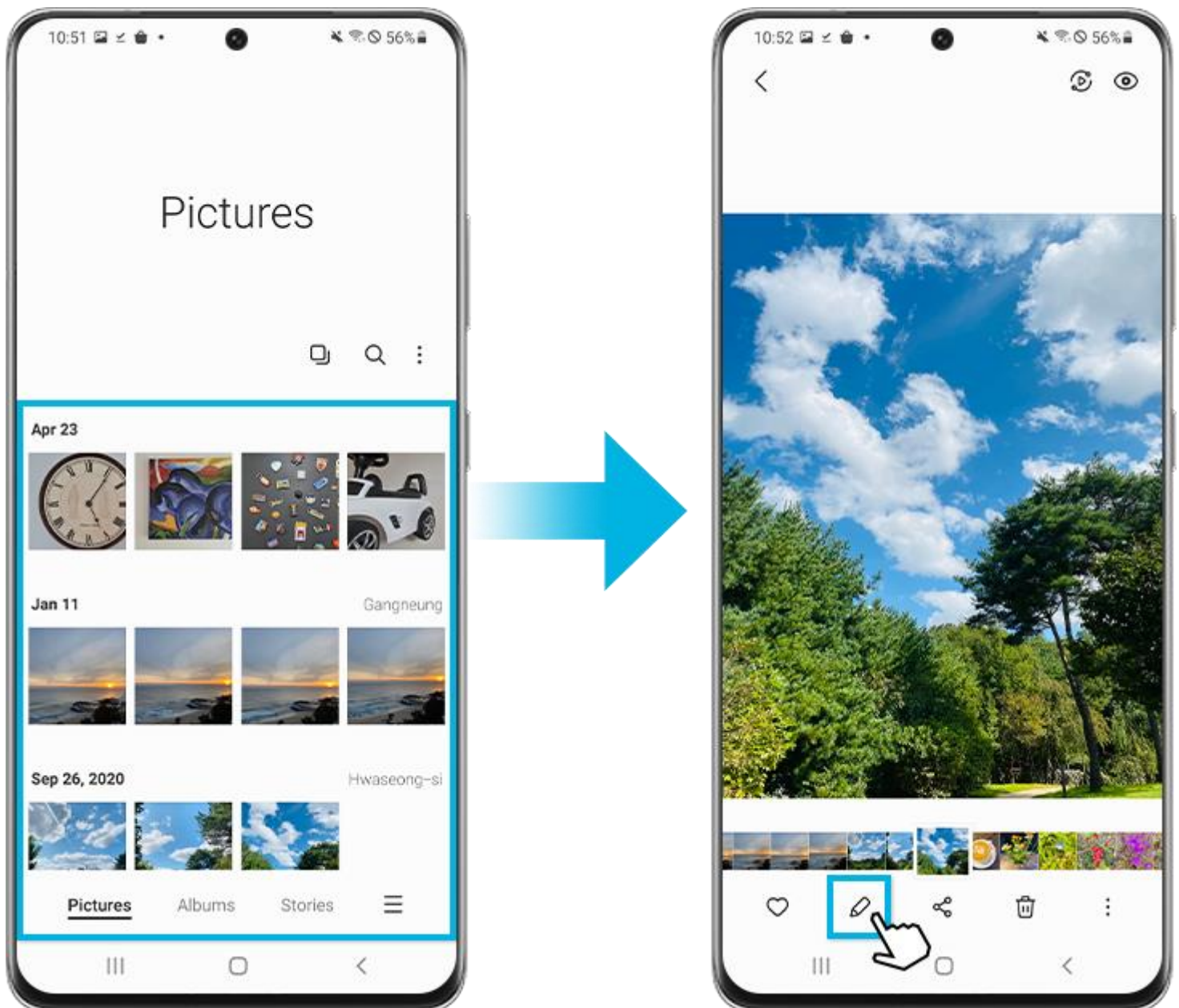


2. SAMSUNG - HOW TO REDUCE THE PHOTO SIZE

* Each attachment must **not exceed 5 MB**

Step 1: Open the **Gallery** app and select the photo you want to resize

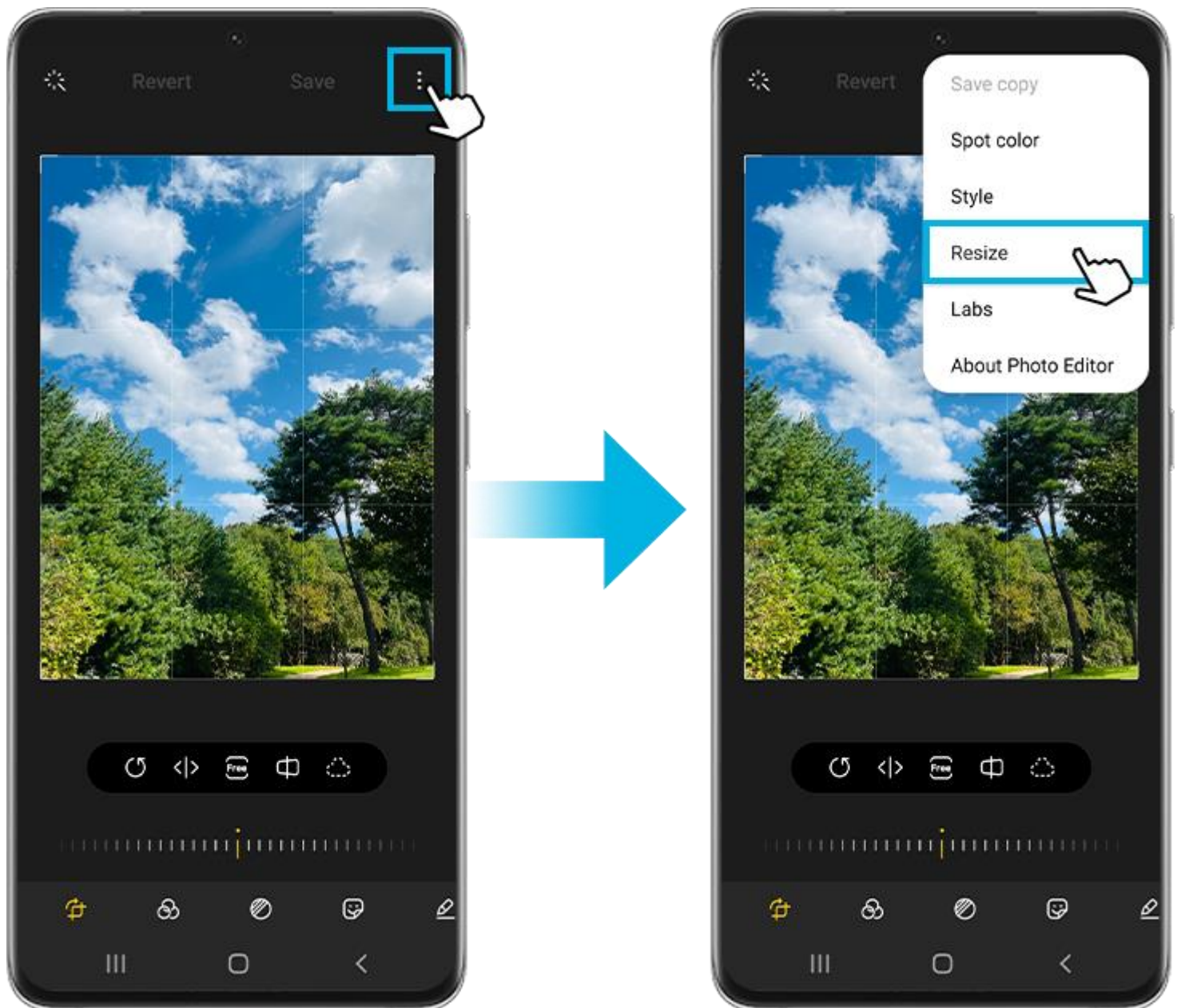
Step 2: Tap the **Edit** icon at the bottom of the screen.



2. SAMSUNG - HOW TO REDUCE THE PHOTO SIZE

Step 3: Tap **More options** (the three vertical dots) at the top right.

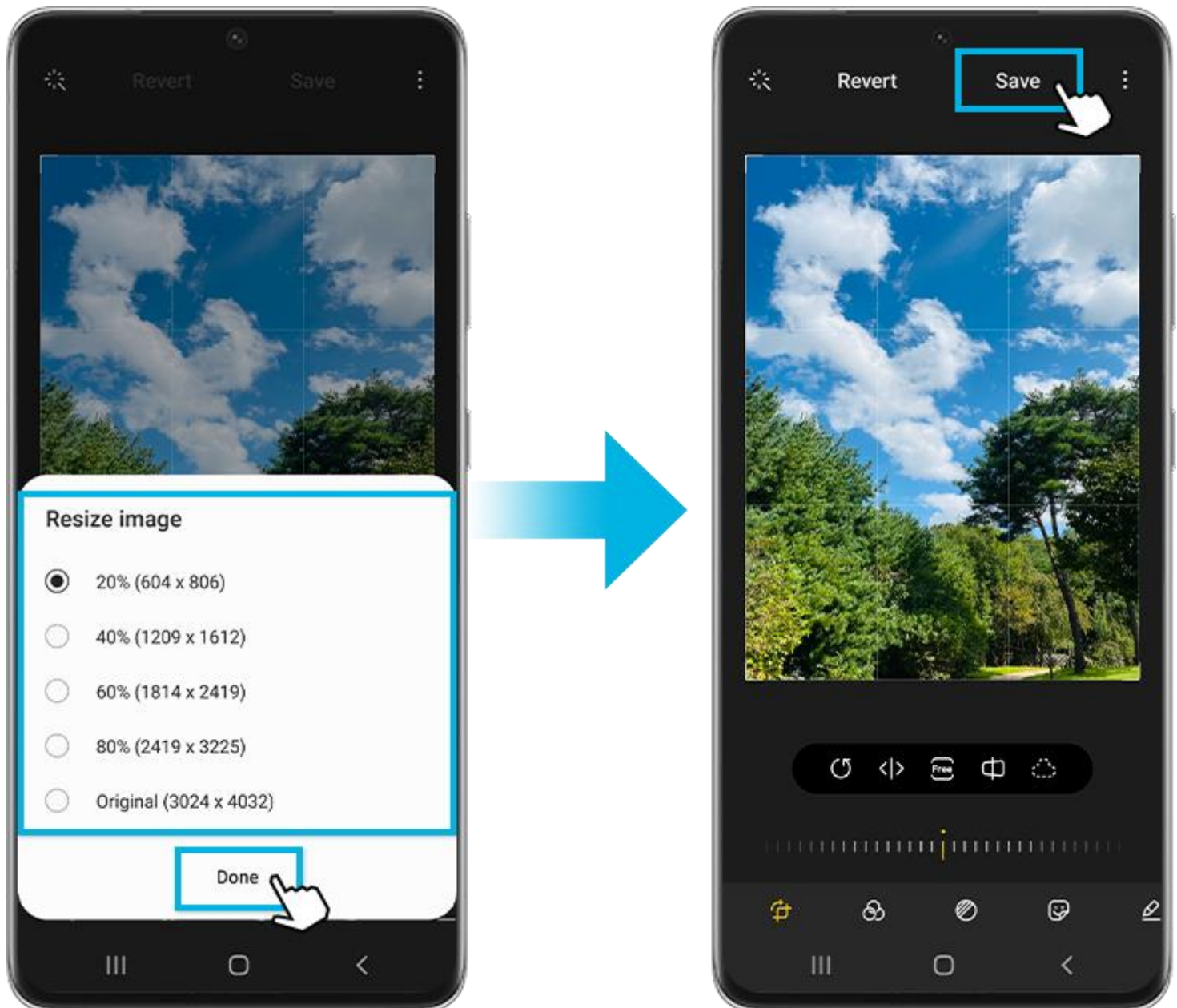
Step 4: Select **Resize**.



2. SAMSUNG - HOW TO REDUCE THE PHOTO SIZE

Step 5: Choose **20 percentage** from the Resize image options, and then tap on **Done** to apply changes.

Step 6: When you're done editing, tap **Save**

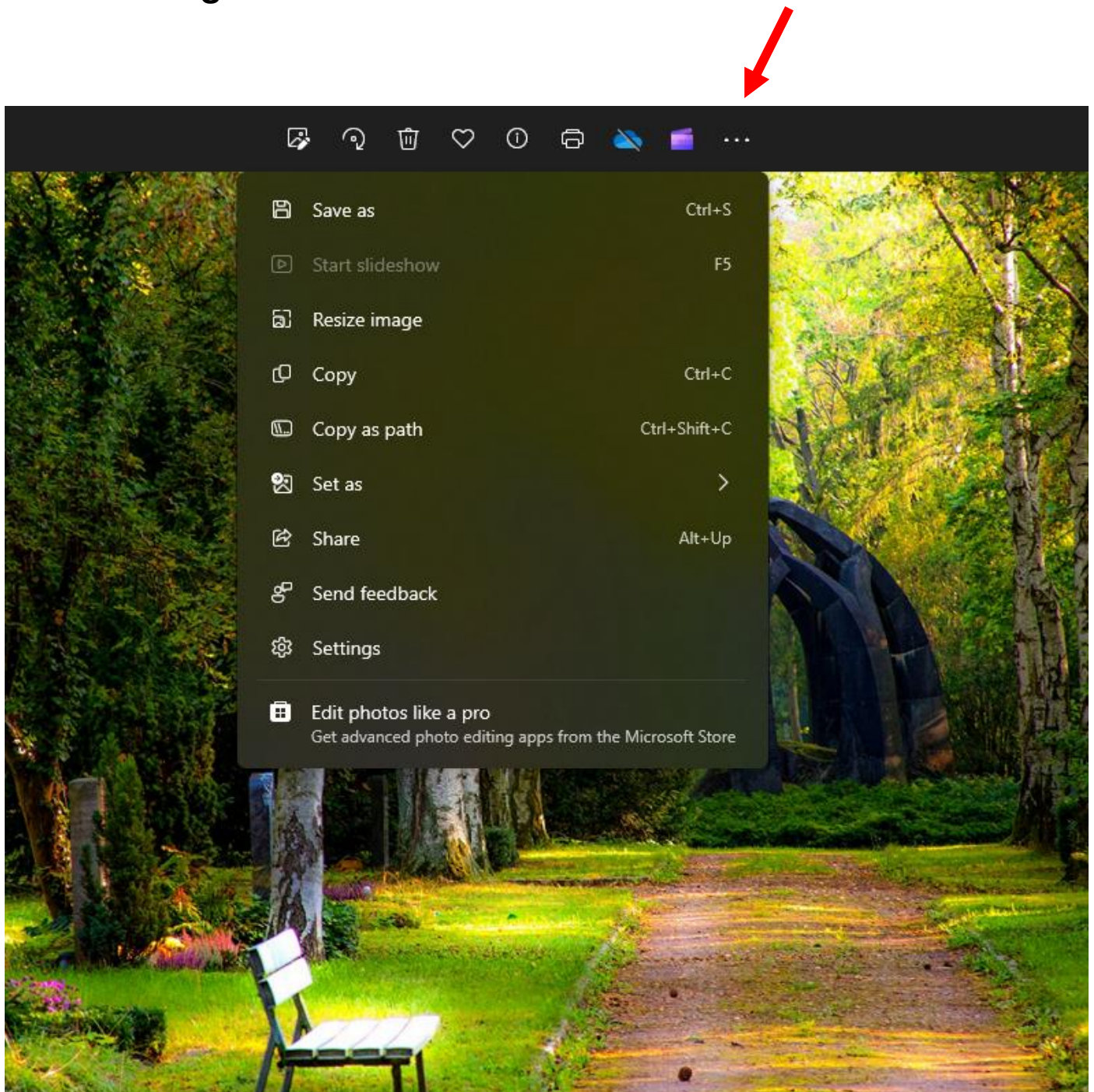


3. COMPUTER - HOW TO REDUCE THE PHOTO SIZE

* Each attachment must **not exceed 5 MB**

Step 1: Open the photo on your computer

Step 2: Click the **three dots** in the top right corner and select **Resize image**



3. COMPUTER - HOW TO REDUCE THE PHOTO SIZE

Step 3: Reduce the **quality** (%) until under 5 MB and Save.

