



COMPAS Onboard Management (Top 4)

**User Guide for
CANADA (V.2)**



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?](#)

Login

If you arrive on this page:

CSL

Username:

Password:

Login

[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, there 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 "...". Below the password field is a red arrow pointing to the text "Forgot password?". A blue "Login" button is on the right. At the bottom 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@cslships.com". A red box highlights these two fields. Below the email field is a blue "Reset Password" button. At the bottom left is a blue "Back to Login" link.



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 Type

Bulk Carrier, Self-discharging

Vessel Size

34490 DWT

Joining Date

26/Dec/2023

Assignment

Port of Joining

St Lawrence Seaway (CAN)

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 Type

Bulk Carrier, Self-discharging

Vessel Size

34490 DWT

Joining Date

26/Dec/2023

Assignment

Port of Joining

St Lawrence Seaway (CAN)

Country

Canada

You have 0 document(s) that expire this month, and 1 unread notification(s)

You are missing feedback for 0 training courses

Notifications (1)

Unread Read

USER GUIDE TEST

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

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

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

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

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

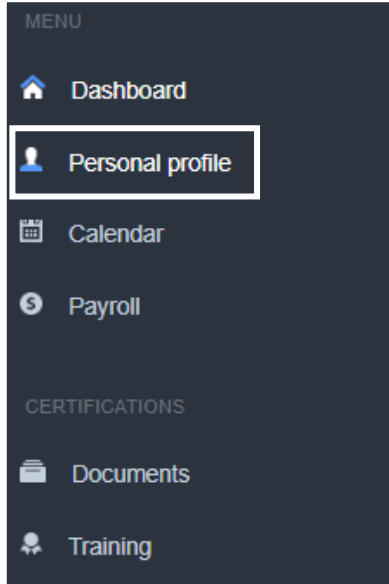
12 Months

Document

TC Medical Fitness Certificate

Expiry date

19/May/2024





MST Master

707

 Place of birth: Port Colbourne, Ontario, Canada | Canadian

 Joining Status:

 Owner pool: CSL Canada

 Date of birth: 06/01/1999 (20 years old)

 Next Vessel: BAIE ST. PAUL (26/Dec/2023)

 Employment time: 13 Years 3 Months

 Company: CSL Canada

 Manning office: CSL Canada

 Licence : MST Master Near Coastal (STCW II/2)

Address

Addresses		Contacts	
 Address type Home address	Country Canada	MOBILE NUMBER 123-456-7890	Edit Delete
States	E-MAIL ADDRESS emailaddress@gmail.com	Edit Delete	
Municipality	HOME NUMBER 0987-654-321	Edit Delete	
Province	Province abbreviation		

- 4



COMPAS SELF-SERVICE

Self-Service

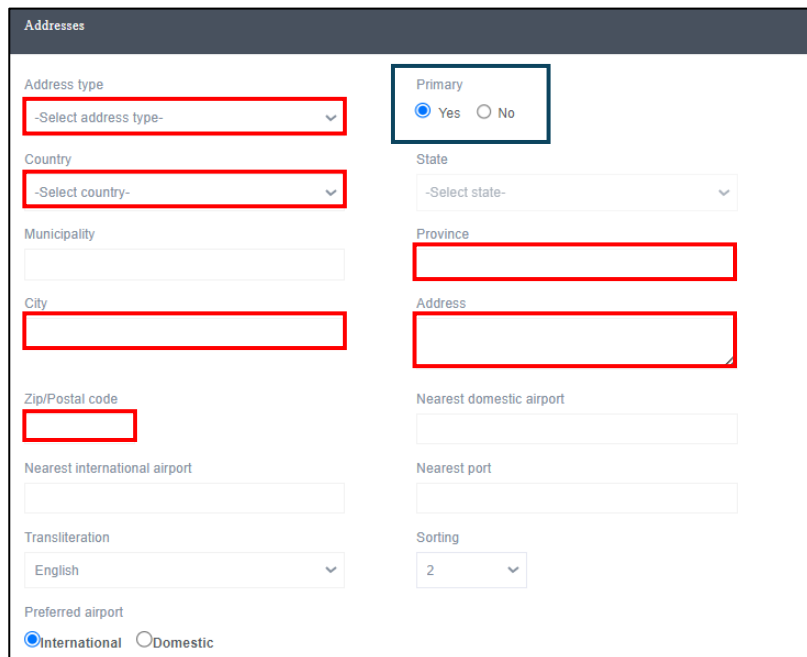
3.1 ADDRESS & CONTACTS

 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
- Province: type the province name (**abbreviation**)
- Address

Province Name	Abbreviation
Alberta	AB
British Columbia	BC
Manitoba	MB
New Brunswick	NB
Newfoundland & Labrador	NL
Northwest Territories	NT
Nova Scotia	NS
Nunavut	NU
Ontario	ON
Prince Edward Island	PE
Quebec	QC
Saskatchewan	SK
Yukon	YT



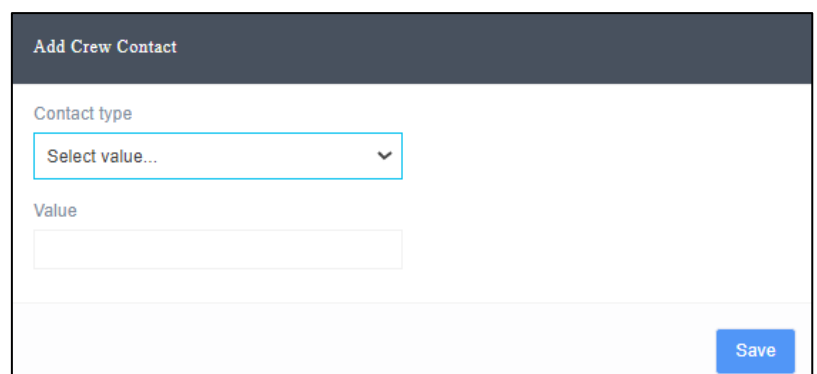
Specify if your home/mailing address is primary or not.

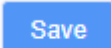
If you only have one address, make sure it is marked as **PRIMARY**

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



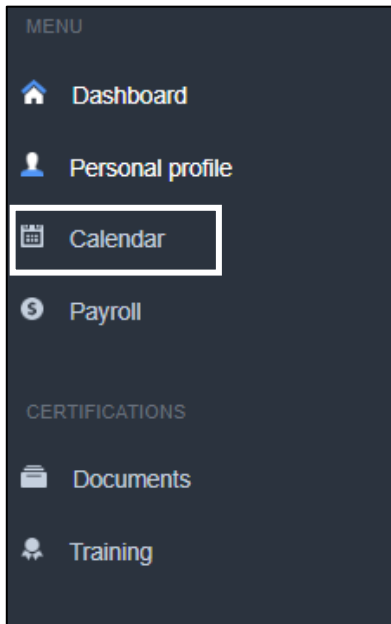
When both fields are filled, click on 



COMPAS SELF-SERVICE

Self-Service

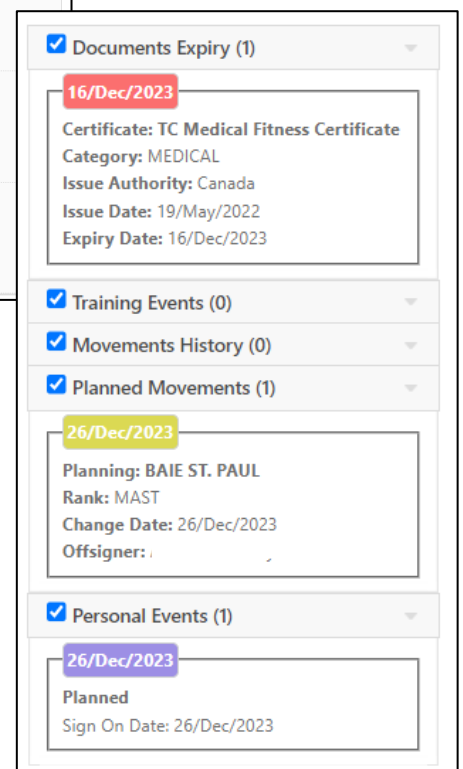
4.1 CALENDAR



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 ▼ Dec, 2023							Day	Week	Month	Timeline
Mon	Tue	Wed	Thu	Fri	Sat	Sun				
27	28	29	30	1 Dec	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	31				

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

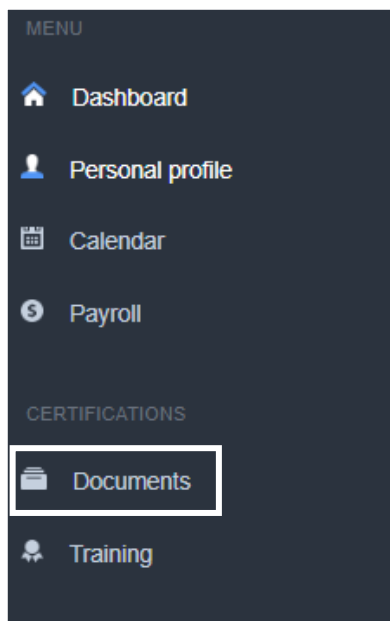




COMPAS SELF-SERVICE

Self-Service

5.1 DOCUMENTS



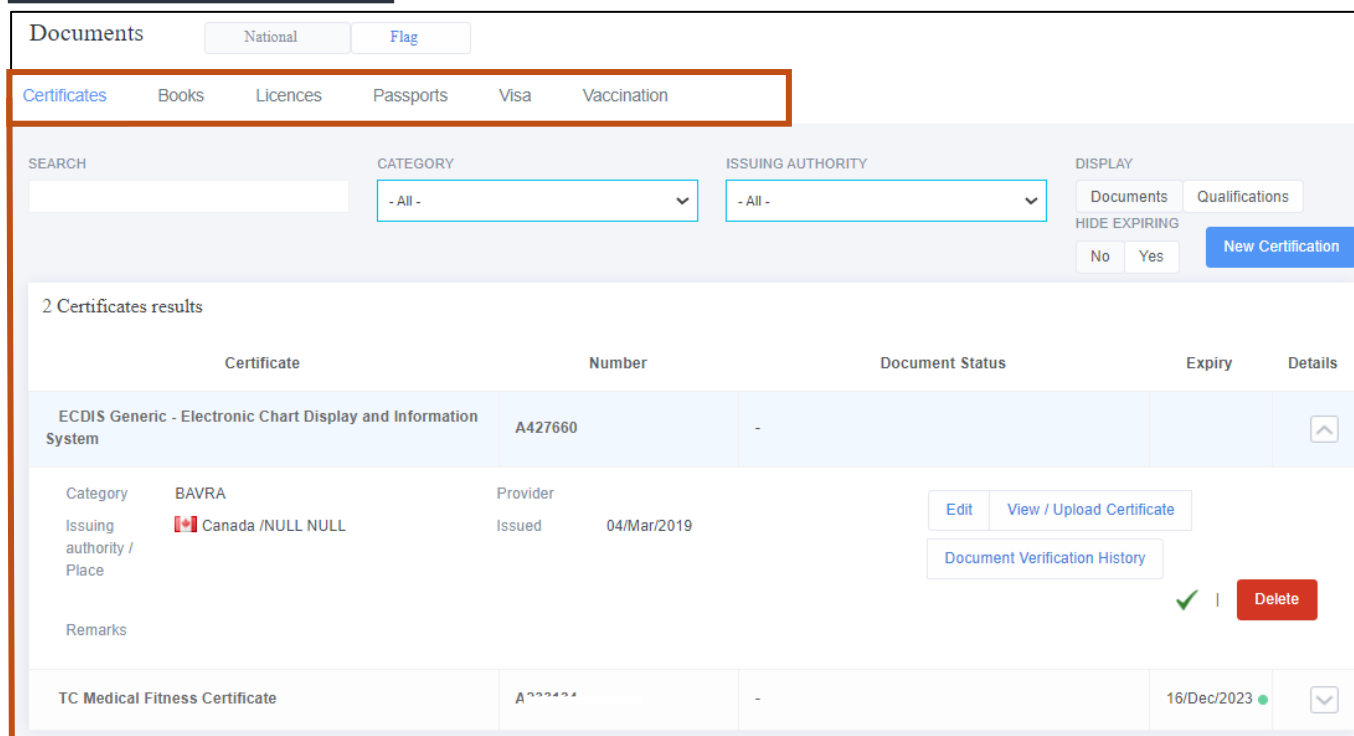
To access all your documents, click on **Documents** in the left-side menu.

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

TC Medical Fitness Certificate

Number

123456789

Issuing authority

Canada

Issue/Revalidation

19/May/2022

Expiry

16/Dec/2023

Place of issue

NULL NULL

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) Leanne 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 65.**
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



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 two dropdown menus for 'CATEGORY' and 'ISSUING AUTHORITY'. To the right, there are buttons for 'Documents', 'Qualifications', and 'HIDE EXPIRING' (with 'No' and 'Yes' options). A 'New Certification' button is highlighted in blue. Below the search filters, it says '2 Certificates results'. A table lists the certificates:

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. The fields are as follows:

- Certificate:** A text input field with a red border.
- Number:** A text input field with a red border.
- Issuing authority:** A dropdown menu with a red border and the text '- Select value -'.
- Issue/Revalidation:** A date input field with a calendar icon and a red border.
- Original issue:** A date input field with a calendar icon and a red border.
- Expiry:** A date input field with a calendar icon and a red border.
- Place of issue:** A text input field.
- Is flag document:** A checkbox.
- Provider:** A dropdown menu with a red border and the text '- Select value -'.
- Remarks:** A text area.

At the bottom, there is a 'Close' button and an 'Insert' button.



5.5 ADD A PASSPORT

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

Add

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

Passport

Add

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

Insert

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

- Select value -

Primary

☒ No ☐ Yes

Remarks

Close

Insert

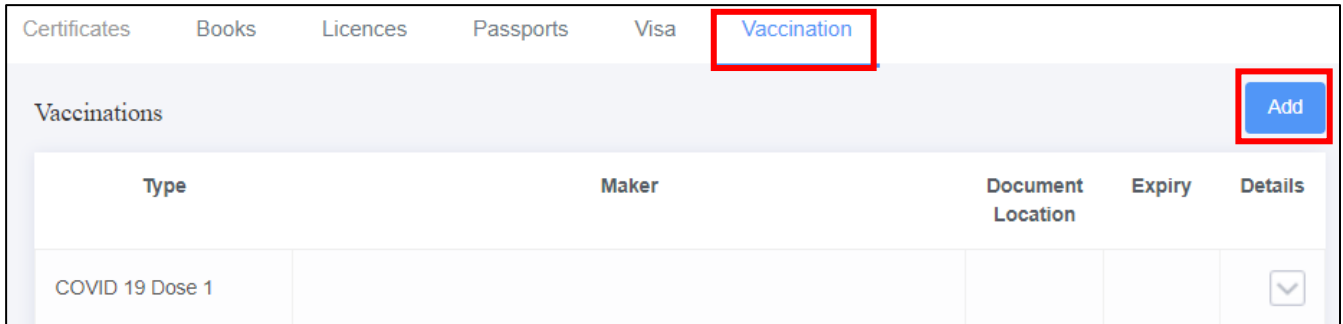


COMPAS SELF-SERVICE

Self-Service

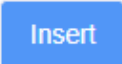
5.6 ADD A PROOF OF VACCINATION

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

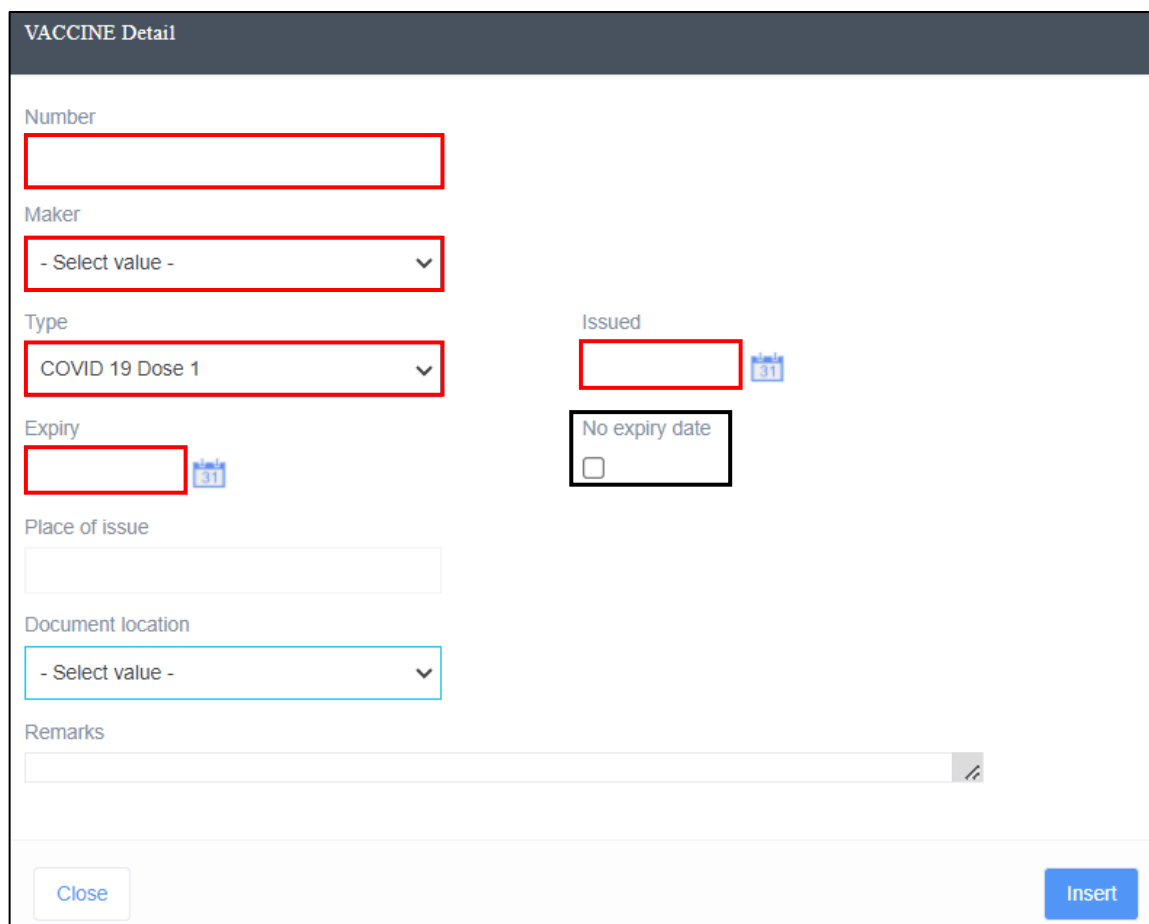


Type	Maker	Document Location	Expiry	Details
COVID 19 Dose 1				

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

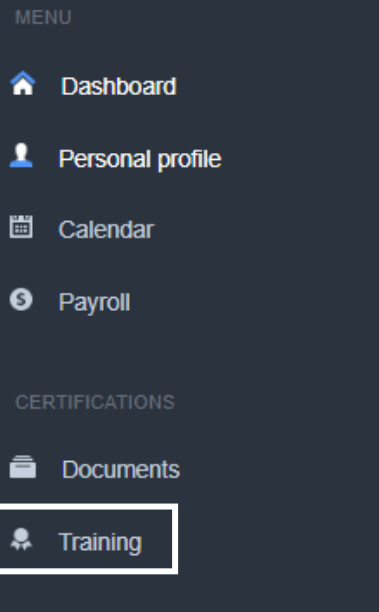
 



COMPAS SELF-SERVICE

Self-Service

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	Training Requests	Courses	Courses Recommended	Ocean Learning CBT	Ocean Learning Lookup
Requirements					
Planned (MST - BAIE ST. PAUL - Canada flag) as of 12/Feb/2024 - Compliance 21% on Mandatory requirements					
Mandatory Requirements				Comply	Dispensation
				Remarks	
+ Licenses (CAN)				Flag	×
+ TC Medical Fitness Certificate				Owner Specific	×
#	Type	Number	Issue	Validity Months	Expiry
+	1 TC Medical Fitness Certificate		19/May/2022		16/Dec/2023
				Comply	×
+ Main Documents CAN				Main Documents	×
+ STCW CAN				STCW	×
+ ECDIS Sperry				Vessel Specific	×
+ Navigation Aids / Radio CAN				Vessel Specific	×
Non-Mandatory Requirements				Comply	Dispensation
				Remarks	
+ E-Learning / CBT CAN				E-learning	×

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 Advanced First Aid A-VI/4-1						0
3		Restricted Operator's Certificate (ROC-MC)						0
4		ECDIS Specific - Transas						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 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.



7.1 CREATE AN EXPENSE REPORT (Other than MILEAGE)

MENU

- Dashboard
- Personal profile
- Calendar
- Payroll**

CERTIFICATIONS

- Documents
- Training

To access the expense reports, 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 the **reason** of expense (refer to annex-page 23)
- **Subcategory**: select the **type** of expense
- **Location**: Select the province where the expense occurred from the drop-down menu
- **To be paid in**: Canadian dollars
- Click on **Save**

Add Claim

Crew
[Crew Name]

Date
21/Aug/2024 **1**

Vessel
CSL TADOUSSAC (CSLC) **2**

Category
Crew Change **3**

Subcategory
Hotel **4**

To be paid in
Canadian Dollar **6**

Location
Quebec **5**

Link to
Select link ...

Remarks
[Text Area]

DO NOT SELECT

Close 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.

	Description	Date	Claimed	To be paid
+				

Close 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 CAD
- Click on **Save**

Claim Details

Description *

1

Date

2

Claimed amount

3

Currency

Canadian Dollar

Save Cancel

NOTE: You can add multiple claims if they are incurred for the same category & sub-category. If your expense falls under a different category or sub-category, you need to create a new claim for it.



COMPAS SELF-SERVICE

Self-Service

7.3 ATTACH RECEIPTS



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

1. Click on [Upload Documents](#)

Claims											Add Claims
Category	Subcategory	Date	Currency	Claimed Amount	App Amount	Processed For	Vessel	Cost center	Link	Remarks	Details
Crew Change	Meals	18/Dec/2023	CAD	35.00			SPRUCEGLEN				Edit Upload Documents Delete
No.	Description	Date	Claimed	To be Paid	Approved Amount	Processed Date	Approved				
1	mcd	06/Dec/2023	35.00 CAD	35.00 CAD			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

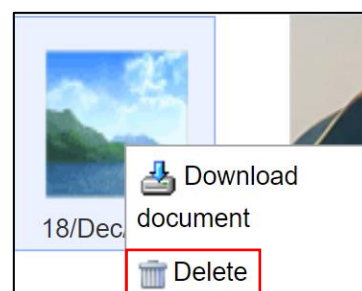
[Upload](#)

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 65.

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 the province where the expense occurred
- **To be paid in:** Canadian dollars
- **Remarks:** Type the date of the trip
- Click on **Save**

Add Claim

Crew
(SUP) John Doe

Date
06/Sep/2024 1

Vessel
ATLANTIC HURON (CSLC) 2

Category
Kilometer Allowance 3

Subcategory
Kilometer Allowance 4

To be paid in
Canadian Dollar 6

Location
Quebec 5

Link to
Select link ...

Remarks

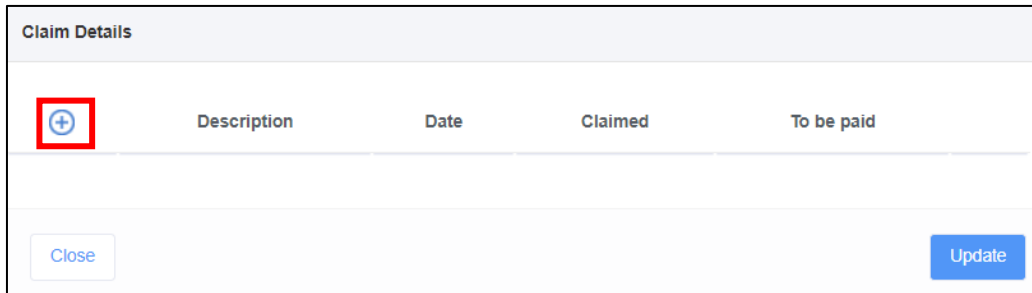
Close Save

DO NOT SELECT



7.4 ADD A MILEAGE EXPENSE

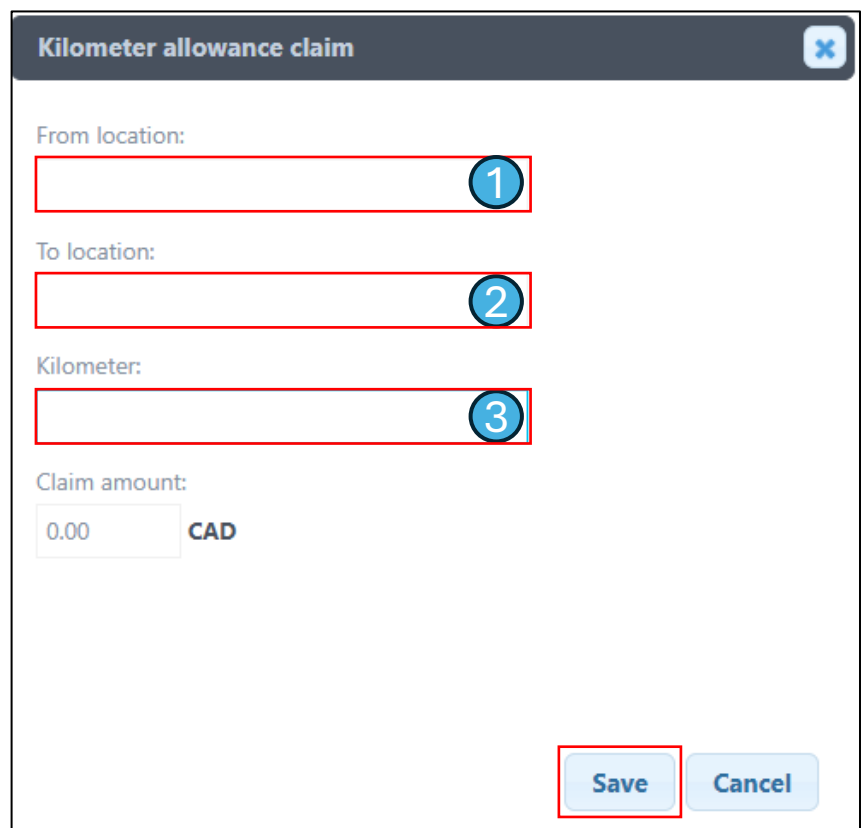
Once you click on **Save**, a new menu “**Claim Details**” will appear at the bottom of the page,
Click on the  icon.



The 'Claim Details' modal form contains a table with the following 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 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:' (1), 'To location:' (2), 'Kilometer:' (3), and 'Claim amount:' (0.00 CAD). A red box highlights the 'Save' button at the bottom right.

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.

Claims

Add Claims

Category	Subcategory	Date	Currency	Claimed Amount	App Amount	Processed For	Vessel	Cost center	Link	Remarks	Details
Crew Change	Hotel	23/Aug/2024	CAD	500.00			CSL TADOUSSAC		0		Edit View Documents

No.	Description	Date	Claimed	To be Paid	Approved Amount	Processed Date	Approved
1	Hotel	10/Aug/2024	500.00 CAD	500.00 CAD			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
Crew Change	Meals	23/Aug/2024	CAD	85.00	40.00	August 2024	CSL TADOUSSAC			1	
No.	Description	Date	Claimed	To be Paid	Approved Amount	Processed Date	Approved				
1	tim hortons	10/Aug/2024	20.00 CAD	20.00 CAD	20.00 CAD	23/Aug/2024 13:38:07	✓				
2	Dinner	17/Aug/2024	40.00 CAD	40.00 CAD	20.00 CAD	23/Aug/2024 13:38:07	✓				
3	Burger King	11/Aug/2024	25.00 CAD	25.00 CAD		23/Aug/2024 13:38:07	✗				

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



ANNEX

Find below the definitions for categories:

CATEGORIES	DEFINITION
Crew Change	ETO- Vacation - Transfers - Lay-up - Fit-Out
Medical	Any illness/injuries (Onboard & On leave)
Personal Protective Equipment	Safety Boots - Cook's uniform
Shipkeeper	Shipkeeper allowance
Training	any expenses while on training
Winter Conference	As required by CSL
Winter Work	Expenses during Lay-up
Mileage	As per CBA entitlements (use of personal vehicle only)



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	29	30	1 Dec	2	3	4
			DISCHARGING	LOADING		
5	6	7	8	9	10	11
DISCHARGING			LOADING		(CDT/D)	Certificate: MEDICAL
12	13	14	15	16	17	18
LOADING			Certificate: MEDICAL		more...	
19	20	21	22	23	24	25
DISCHARGING						
26	27	28	29	30	31	1 Jan
			Certificate: MEDICAL			

✓ 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



9.2 PERSONAL INFORMATION

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.

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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 On-Board module. Refer the to user guide “Crew Self-Service” to know which fields to fill in.

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	ECDIS Generic - Electronic Chart Display and Information System			Canada	14/Mar/2021		Ottawa NULL	-	-	
	BAVRA	General Operator Certificate (GOC)			Canada	31/May/2023	30/May/2028	NULL NULL	-	-	
	MEDICAL	TC Medical Fitness Certificate			Canada	08/Jun/2023	17/Feb/2025	Ottawa Transport Canada	-	-	
	PILOT	TC Pilotage Certificate TC-GLPA			Canada	15/Aug/2019		Cornwall GLPA	-	-	
	PILOT	Train the Trainer			Canada	01/Mar/2020		NULL NULL	-	-	
	STCW	Advanced Fire Fighting - STCW VI/3			Canada	19/Apr/2013		St. John's, NL NULL	-	-	
	STCW	Bridge Resource Management - A-II/1			Canada	21/Oct/2019		NULL NULL	-	-	
	STCW	Marine Advanced First Aid A-VI/4-1			Canada	24/Jan/2019		Ottawa, ON NULL	-	-	
	STCW	STCW Basic Safety			Canada	16/May/2010		St. John's, NL NULL	-	-	
	STCW	Survival Craft and Rescue Boats other than Fast Rescue Boats - STCW VI/2			Canada	20/May/2010		St. John's, NL NULL	-	-	
	BAVRA	ECDIS Specific - Northrop Grumman Sperry Marine			V8 Germany	02/Apr/2021		Germany Safebridge	-	-	
	BAVRA	ECDIS Specific - Transas			1 Germany	26/Mar/2021	25/Mar/2026	Germany Safebridge	-	-	

- 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 **reason** of expense
- **Subcategory:** select the **type** of expense
- **Location:** Select the province where the expense occurred from the drop-down menu
- **To be paid in:** Canadian dollars
- **Link to:** **DO NOT SELECT**
- Click on 

Add claim

Crew: (MAST)

Date:  1

Category: 2

Subcategory: 3

To be paid in: 4

Location: 5

Link to: 

Remarks:

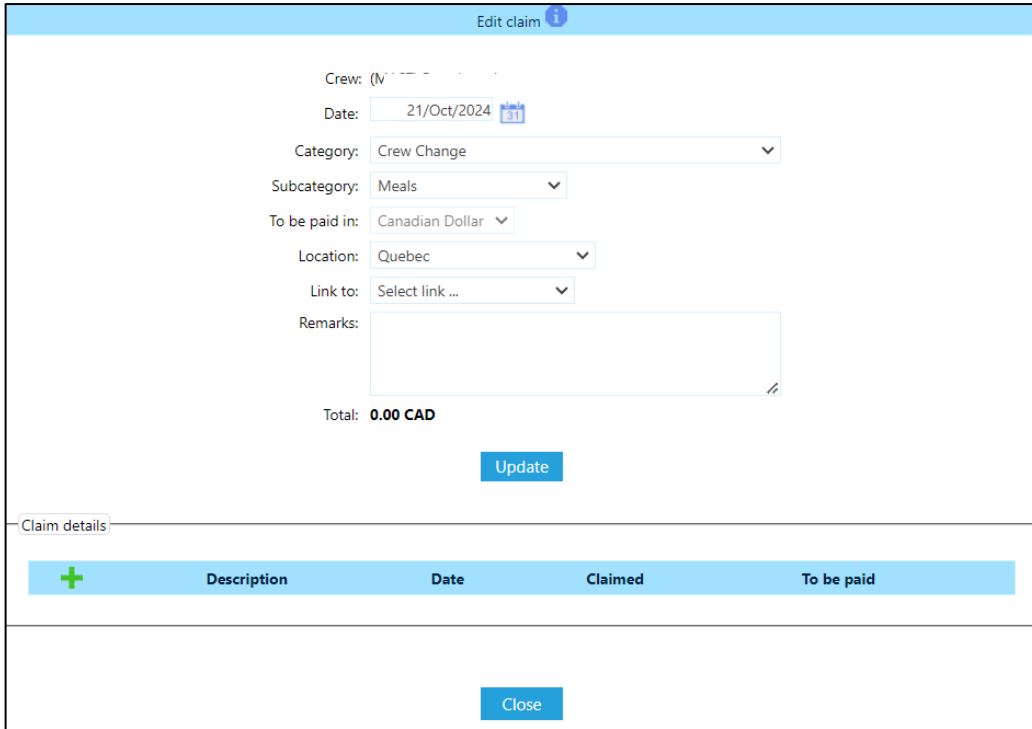


COMPAS ONBOARD MODULE

Onboard Module

9.5 CREATE CLAIM

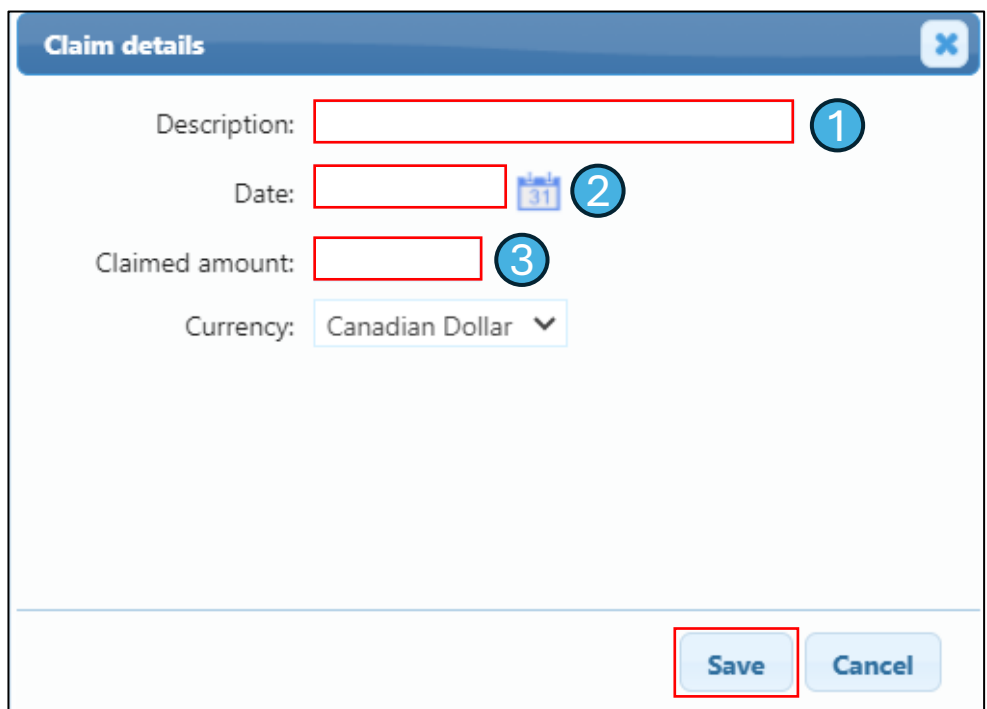
Once you click on **Save**, a new menu “**Claim Details**” will appear at the bottom of the page. Click on the  icon.



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 CAD
- 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

Claims											
	Category	Subcategory	Date	Currency	Claimed amount	App amount	Processed for	Vessel	Cost center	Link	Remarks
	Crew Change	Meals	21/Oct/2024	CAD	20.00						0
No	Description	Date	Claimed	To be paid	Approved amount	Processed date	Approved				
1	BK	04/Oct/2024	20.00 CAD	20.00 CAD			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:

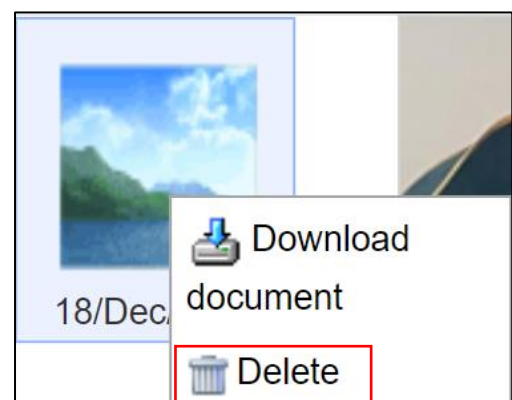
Note: You can upload more than 1 receipt. Follow the steps above to do so.

The size limit is 5Mb - follow the steps on page 65 to reduce the photo size.

If you have uploaded the wrong receipts,

Click on

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 the province where the expense occurred from the drop-down menu
- **To be paid in:** Canadian dollars
- **Link to:** **DO NOT SELECT**
- Click on 

Add claim

Crew: (MACT) ...

Date:  1

Category: 2

Subcategory: 3

To be paid in: 4

Location: 5

Link to:  **DO NOT SELECT**

Remarks:



COMPAS ONBOARD MODULE

Onboard Module

9.7 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 **Save**

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	Toronto	LOADING			C R		Canada	27/Jan/2023 12:45			28/Jan/2023 22:10			1	1	N	Y	125
2	Welland Canal	PASSING			2 7		Canada	26/Jan/2023 04:30			26/Jan/2023 07:10			1	1	N	Y	124
3	St Lawrence Seaway	PASSING			C N		Canada	22/Jan/2023 18:20			22/Jan/2023 23:48			1	1	N	Y	
4	Montreal	DISCHARGING			C FR		Canada	17/Jan/2023 12:41			18/Jan/2023 13:45			1	1	N	Y	
5	Sault Ste Marie	PASSING			C M		Canada	15/Jan/2023 14:47			15/Jan/2023 18:48			1	1	N	Y	
6	Thunder Bay	LOADING			C U		Canada	13/Jan/2023 12:28			14/Jan/2023 23:11			1	1	N	Y	
7	Sault Ste Marie	PASSING			C M		Canada	12/Jan/2023 02:45			12/Jan/2023 23:45			1	1	N	Y	
8	Windsor	LOADING			C VD		Canada	07/Jan/2023 21:01			09/Jan/2023 13:20			1	1	N	Y	
9	Hamilton	DISCHARGING			C IM		Canada	05/Jan/2023 20:01			07/Jan/2023 23:02			1	1	N	Y	
10	Quebec	LOADING			C JE		Canada	02/Jan/2023 03:11			04/Jan/2023 18:12			1	1	N	Y	
11	Quebec	DISCHARGING			C JE		Canada	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:	BAIE ST. PAUL	Code:	0095	Accounting code:	BSTP
Category:	Self Discharging Bulk Dry	Type:	Bulk Carrier, Self-discharging	Flag:	Canada
Company:	CSL Canada	Fleet:	CSL Canada	Registered owner:	CSL Canada
Principal:		Owner pool:	CSL Canada	Manager:	
Active:	Yes	IMO Number:	9601027	Official No:	836647
GT (Gross Tonnage):	24430	NT (Net Tonnage):	8101	DWT:	34490
Engine Type:	MAN B&W Diesel A/S 6S50ME-B	Horse Power:	11734	Overriding CBA (officers):	
Vessel P&I Club:	The Britannia Steam Ship Insurance Association Limited	Build Date:	01/Jan/2012	Age:	12 years

Info

Port calls

Status

Remarks

Vessel Settings

Vessel Log

Lifeboats

Persons in charge

Contact Type

Value

Captain Email

BSTP.Captain@cslships.com

Chief Engineer Email

BSTP.ChiefEngineer@cslships.com

Captain Cell

+1 514 973 2787

Chief Engineer Cell

+1 514 755 2788

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"
- "US Crew List (CBP I-418 form)"

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	753	MAST			M	11/07	Canadian		07/07/20	07/07/20	02/Sep/2023	
2	1577	C/OFF			M	18/05	Canadian		05/05/21	05/05/21	05/Sep/2023	
3	667	2/OFF			M	04/03	Canadian		01/05/21	01/05/21	17/Aug/2023	
4	797	2/ENG			M	09/09	Canadian		02/03/21	02/03/21	31/Jul/2023	St Lawrence Seaway (CAN)
5	1162	2/ENG			M	04/04	Canadian		04/04/20	04/04/20	02/Sep/2023	
6	1313	4/ENG			M	02/07	Canadian		07/07/21	07/07/21	04/Aug/2023	
7	689	AB			M	25/04	Canadian		02/05/21	02/05/21	05/Nov/2023	
8	660	AB			M	03/05	Canadian		05/05/20	05/05/20	07/Nov/2023	Hamilton
9	720	AB			M	01/06	Canadian		05/06/20	05/06/20	20/Dec/2023	Buffalo (USA)
10	733	AB			M	07/07	Canadian		02/03/21	02/03/21	20/Dec/2023	Buffalo (USA)
11	1069	OS			M	12/09	Canadian		02/07/21	02/07/21	19/Jun/2023	
12	849	OS			M	20/02	Canadian		02/04/21	02/04/21	11/Jun/2024	Montreal
13	2191	MA			M	08/08	Canadian		03/03/20	03/03/20	01/Sep/2023	
14	920	CCK			F	01/03	Canadian		02/03/21	02/03/21	02/Oct/2023	
15	772	ELT			M	10/08	Canadian		02/07/21	02/07/21	02/Sep/2023	
16	814	ELT			M	11/09	Canadian		03/05/21	03/05/21	08/Nov/2023	Sault Ste Marie
17	1027	MUC			M	07/07	Canadian		02/05/21	02/05/21	08/Nov/2023	Yule Island (Papua New Guinea)
18	911	MUC			M	27/02	Canadian		02/03/21	02/03/21	17/Nov/2023	Windsor

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	753	MAST			M	1	7 Canadian			7	0	7	02/Sep/2023
2	1577	C/OFF			M	18	5 Canadian			0	0	0	05/Sep/2023
3	667	2/OFF			M	04	3 Canadian			5	1	5	17/Aug/2023
4	797	2/ENG			M	0	9 Canadian			8	2	3	31/Jul/2023 St Lawrence Seaway (CAN)
5	1162	2/ENG			M	0	4 Canadian			4	0	4	02/Sep/2023
6	1313	4/ENG			M		2 Canadian			7		7	04/Aug/2023
7	689	AB			M	2	4 Canadian			6	2	5	05/Nov/2023
8	660	AB			M	0	3 Canadian			5	0	5	07/Nov/2023 Hamilton
9	720	AB			M	1	6 Canadian			5		5	20/Dec/2023 Buffalo (USA)
10	733	AB			M	0	7 Canadian			8	2	3	20/Dec/2023 Buffalo (USA)
11	1069	OS			M	1	9 Canadian			7	2	7	19/Jun/2023
12	849	OS			M	2	0 Canadian			4	2	4	11/Jan/2024 Montreal
13	2191	MA			M	0	8 Canadian			8	0	3	01/Sep/2023
14	920	CCK			F	1	3 Canadian			8		3	02/Oct/2023
15	772	ELT			M	1	8 Canadian			7	2	7	02/Sep/2023
16	814	ELT			M	1	9 Canadian			6		5	08/Nov/2023 Sault Ste Marie
17	1027	MUC			M	0	7 Canadian			5	2	5	08/Nov/2023 Yule Island (Papua New Guinea)
18	911	MUC			M	2	2 Canadian			9	2	9	17/Nov/2023 Windsor

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.

SURNAME	XXXXXXXXXX	NAME	XXXXXXXXXX	MIDDLE/OTHER NAME							
CREW ID	1313	STATUS	ACTIVE (Active: YES)	RANK	4th Engineer						
BIRTH DATE	16/Jan/1988 (36 years old)	PLACE OF BIRTH	NULL (CAN)	MANNING OFFICE	CSL Canada						
READY TO JOIN	ON BOARD	NEXT VESSEL	CSL LAURENTIEN	LICENCE							
NATIONALITY	Canadian	FLEET	CSL Canada	CREW TYPE							
EMPLOYMENT TIME	6 Years 2 Months	OWNER POOL	CSL Canada	COMPANY	CSL Canada						
PASSPORT	XXXXXXXXXX	ISSUED	12/Jan/2017	EXPIRY	12/Jan/2027						
 SEAMAN BOOK	XXXXXXXXXX	ISSUED	12/Sep/2014	EXPIRY							
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	TC Medical Fitness Certificate	7	Canada	04/Apr/2023	28/Feb/2028	Ottawa Transport Canada	-			
     	STCW	Advanced Fire Fighting - STCW VI/3	8	Canada	03/Oct/2016		Ottawa NULL	-			
     	STCW	Marine Advanced First Aid A-VI/4-1	2	Canada	07/Dec/2012		Ottawa NULL	-			
     	STCW	STCW Basic Safety	9	Canada	02/Oct/2016		Ottawa NULL	-			
     	STCW	Survival Craft and Rescue Boats other than Fast Rescue Boats - STCW VI/2	0	Canada	03/Oct/2016		Ottawa NULL	-			



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  

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	Middleton (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	Middleton (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	1689	STATUS ACTIVE (Active: YES)
BIRTH DATE	22/06/1995 (29 years old)	PLACE OF BIRTH (Country)
READY TO JOIN		NEXT VESSEL CSL NIAGARA (27/10/2024)
NATIONALITY	Canadian	FLEET CSL Canada
EMPLOYMENT TIME	2 Years 11 Months	OWNER POOL CSL Canada
PASSPORT	HL	ISSUED 2022/10/19
SEAMAN BOOK	1822222	ISSUED 10/10/2022

Personal	Payroll	Documents	Training
		Certificates Books Licences Passports Visa Vaccination	
Number	Issued	Expiry	Country
1	2022/10/19	2024/10/19	Canada
		Place of Issue	Primary
		GATINEAU	Y
		Document status	Remarks
		-	



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:	CSL LAURENTIEN	Status:	OPEN	Port:	Montreal	Event ID:	90
Starting:	11/Jan/2024	ETA:	11/Jan/2024 00:00	ETB:	--	Agent:	
Ending:	12/Jan/2024	ETD:	12/Jan/2024 00:00	ETC:	--	Sub-Agent:	
Voyage Code:		Cost:	0.00 USD	Quotations:	0	Remarks:	
Messages (0)				Agent's persons in charge details			
OFFSIGNERS				ONSIGNERS			
☐ Select/Unselect all offsigners				☐ Select/Unselect all onsigners			
☐ 1577 ✓ CAN C/OFF				☐ 667 ✓ CAN C/OFF promoted from 2/OFF to C/OFF			
PROMOTIONS							
667 CAN 2/OFF promoted from 2/OFF to C/OFF							
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	ONSIGNERS
☐ Select/Unselect all offsigners	☐ Select/Unselect all onsigners
☐ 1577 ✓ CAN C/OFF	☐ 667 ✓ CAN C/OFF promoted from 2/OFF to C/OFF
Warnings	Warnings
Non-compliances:	Non-compliances:
Actual - CSL LAURENTIEN	Actual - CSL LAURENTIEN
Mandatory Requirements	Mandatory Requirements
Licenses (CAN)	Licenses (CAN)
Licence	Licence
Main Documents CAN	Main Documents CAN
Licence (COC)	Licence (COC)
Navigation Aids / Radio CAN	STCW CAN
Restricted Operator's Certificate (ROC-MC)	Advanced Fire Fighting - STCW VI/3
	Marine Advanced First Aid A-VI/4-1



COMPAS ONBOARD MODULE

Onboard Module

10.6 CREW MANAGEMENT - SIGN-ON/OFF CREW MEMBERS

1 Click on the checkbox next to the crew or use “select all on-signers/off-signers” if needed then click on **Confirm**

OFFSIGNERS						
☒	Select/Unselect all offsigners					
☒	1577	✓	CAN	C/OFF	Diamond Jahn	

2 A new page will open. Confirm that the date, the time and port location are accurate then click on **Save**

Crew change confirmation

Port: Montreal (CAN)

Remarks:

Off-signers

On-signers

Confirmation Date/Time: 11/Jan/2024 22:09 (HH:mm)
Sign Off Reason: STO- VACATION

Confirmation Date/Time: 11/Jan/2024 22:09 (HH:mm)
Is Transfer/Promotion:

#	Code	Rank	Name	Cabin	Lifeboat	Confirmed
1	1577	C/OFF	Diamond Jahn			

#	Code	Rank	Name	Cabin	Lifeboat	Confirmed
1	667	C/OFF	Dagmar Peter	Please sel... X	Please sel...	

Save

3 You will see a lock and a thumbs-up icon which means that the sign-on/off has been **successful**.

The crew list will be updated accordingly.

☐	500		PHL	ENGW	
☐	268		UKR	MHP	

4 If you see a warning, click on **Yes, align date and port** and contact the crewing team to inform them.

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



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' at '09:22' (HH:mm). Below it, the 'Is Transfer/Promotion' checkbox is checked. The table below has columns: #, Code, Rank, Name, Cabin, Lifeboat, and Confirmed. The first row shows a crew member with ID 1, Code 2190, Rank AB, and Name 'Macdonald Paul'. The 'Cabin' and 'Lifeboat' fields are set to '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' at '15:43' (HH:mm). Below it, the 'Is Transfer/Promotion' checkbox is checked. The table below has columns: #, Code, Rank, Name, Cabin, Lifeboat, and Confirmed. The first row shows a crew member with ID 1, Code 2203, Rank OS, and Name '.....'. The 'Cabin' and 'Lifeboat' fields are set to '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.

BAIE COMEAU - 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	STCW Basic Safety	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 Specific - 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**”

Ensure that **ONLY** “Canadian Labor Code (Rest period)” is selected.

NOTE: DO NOT SELECT “Canadian Maritime Regulations (Minimum and Maximum Periods)”

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 B-VIII/1.

☒ Canadian Labour Code (Rest period)

169.2 (1) Every employee is entitled to and shall be granted a rest period of at least eight hours, with at least six of those hours being consecutive, during each 24-hour period in which they work a work period or shift.

☐ Canadian Marine 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.

- Work & Rest

Records
Summary
Schedules
Timezone
Convention

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

NOTE: In the case of daylight saving, you will need to adjust the hour to +/- 1 then click on Save

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:

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

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



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	Arshad Ali	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 Camille 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 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)



11.4 WORK & REST HOURS - OVERVIEW

Convention

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
- : used to run the Non-conformance check.
- : used to look at the records for all crew on board on a specific day of the month
- : used to add WRH for multiple days at the same time
- : used to print in ILO or in Compas format
- : used to look at the NC breach report for all crew on board
- : used to look at the NC report per crew member for the month



COMPAS ONBOARD MODULE

Onboard Module

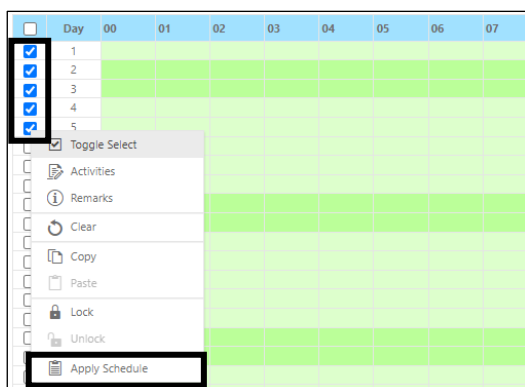
11.5 ADD WORK & REST HOURS

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

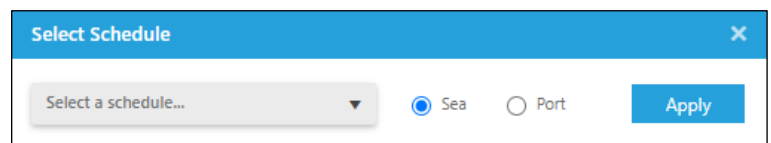
- ❖ Using the pre-defined schedules
- ❖ Manually

❖ 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

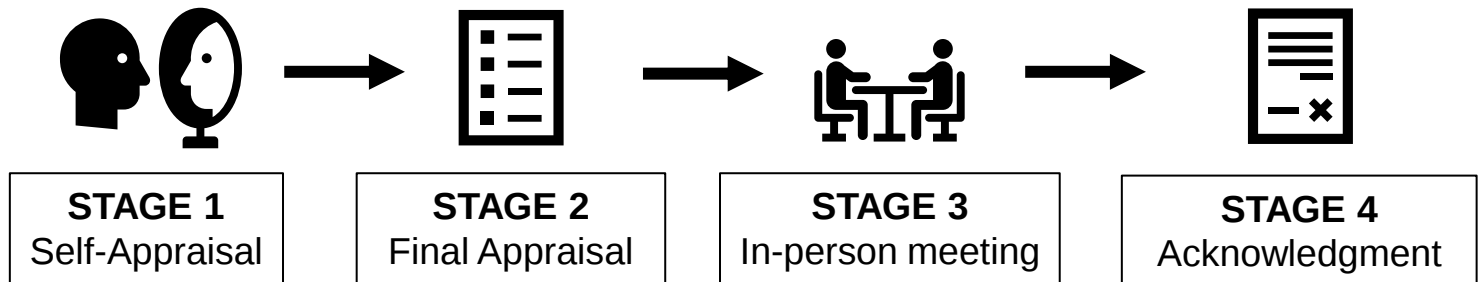
View Warnings

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**.

STAGE 2: APPRAISAL COMPLETION

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

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 60](#) the key Do's and Don'ts to consider during this step.

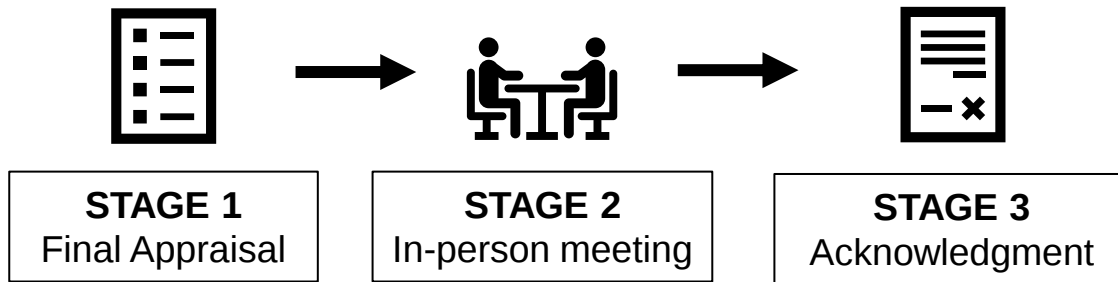
STAGE 4: ACKNOWLEDGEMENT

- 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 60](#) the key Do's and Don'ts to consider during this step.

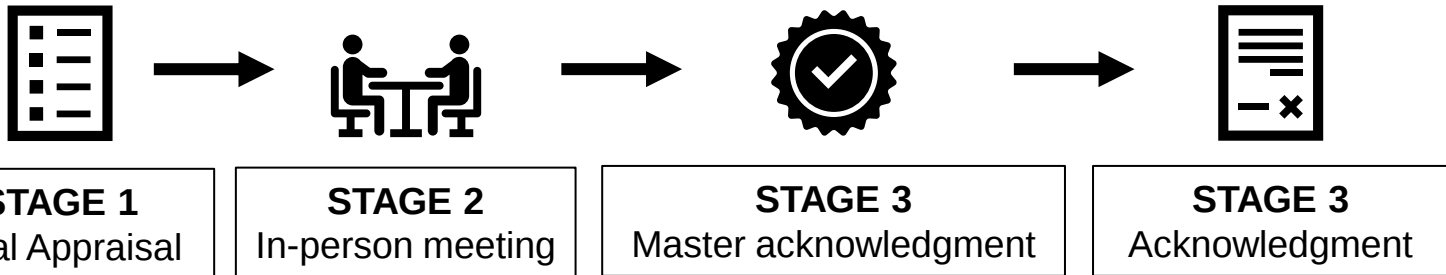
STAGE 3: ACKNOWLEDGEMENT

- 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**.

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 60](#) the key Do's and Don'ts to consider during this step.

STAGE 3: MASTER ACKNOWLEDGEMENT

- 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.

STAGE 4: APPRAISEE ACKNOWLEDGEMENT

- 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.



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 GARCIA (2707)	Evaluation Type: Performance Appraisal		
CID	Name	Movement Type	Rank
+	1111	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	Novembre	Chief Officer	27/Jan/2025 18:12:47	JOHN SMITH	Self-appraisal	
2	+	4556	Toussaint	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

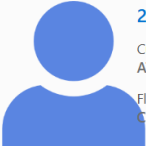
The appraisal form is divided into 4 sections

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

Assessor Position
C/ENG

Date of Appraisal
28/Feb/2025

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
24/Mar/2025	Simulate for	Training Requests
24/Mar/2025	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?	Yes	
	No	



COMPAS ONBOARD MODULE

Onboard Module

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 Navy (John Malaga)

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



12.4 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

12.5 ACKNOWLEDGEMENT (All Crew)

Any crew member who needs 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 banner with a red box around a notification icon containing the number 1. Below the banner, 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 first row of the table is highlighted with a red box around the "Book icon" in the first column.

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	Appraiser 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 stage. At the top, there is a blue banner with the text "Appraiser Acknowledgement for C/O Novosyolov Maksym on SUNNANVIK (16/Apr/2024 - present)". Below the banner, there is a section titled "Key Performance Indicators" with a red box around the "Signoff - Final appraisal" link. Below this, there is a section titled "Self-appraisal" with a red box around the "Self-appraisal" link. Below this, there is a section titled "Appraiser's Training Needs". Below this, there is a section titled "Stage Comments" with a red box around the "OK" button. Below this, there is a section titled "Crew Comments" with a red box around the "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.

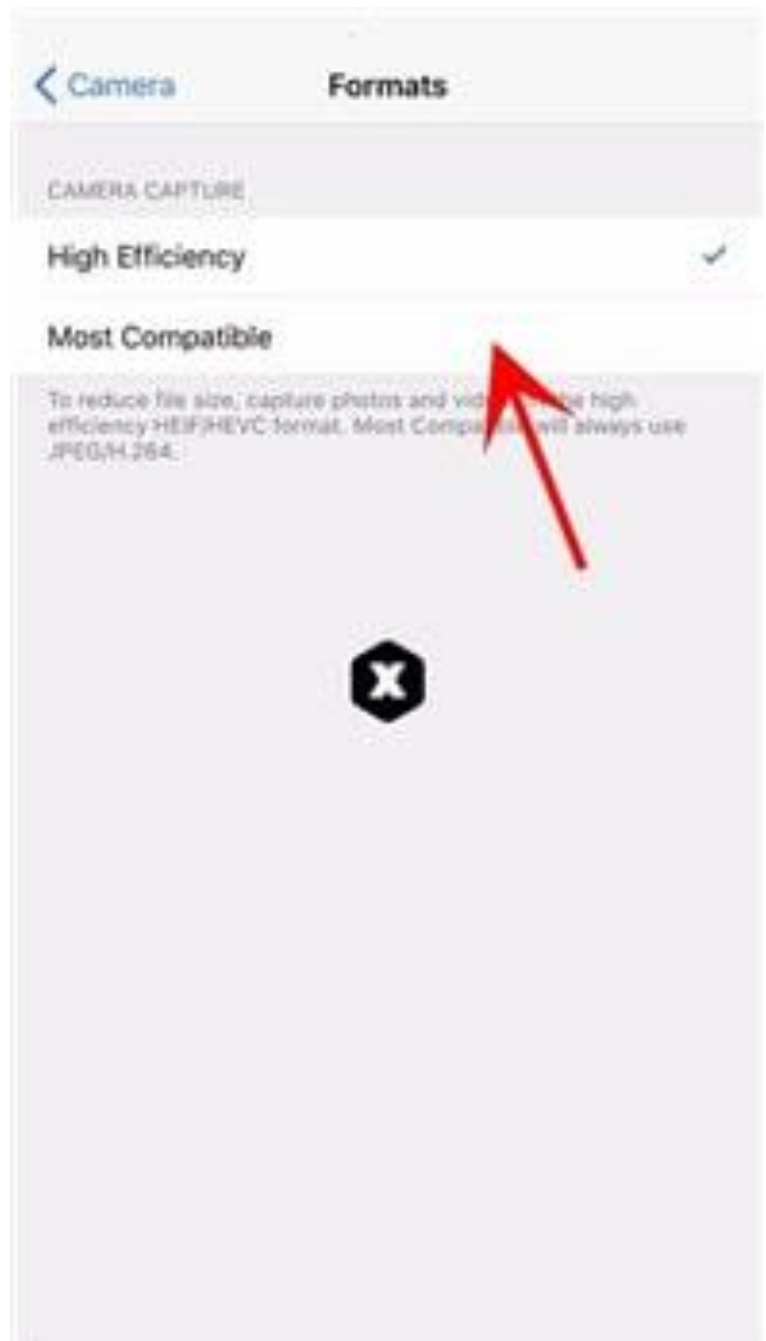


1. IPHONE - HOW TO REDUCE THE PHOTO SIZE

Step 2: Choose **Formats**



Step 3: Choose **High Efficiency**



1. iPhone - HOW TO REDUCE THE PHOTO SIZE

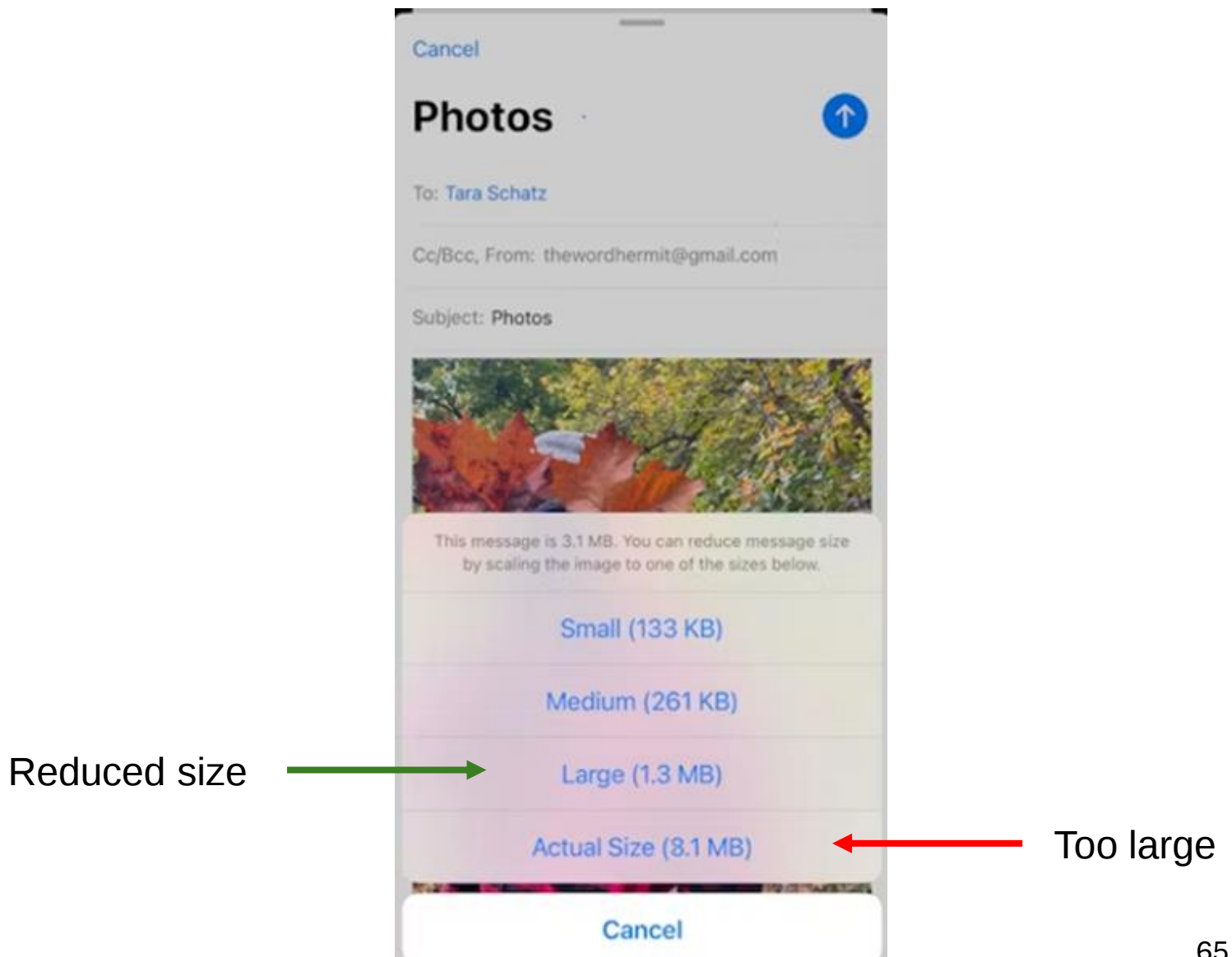
Option 2: Reduce the photo size on iPhone by Mail

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

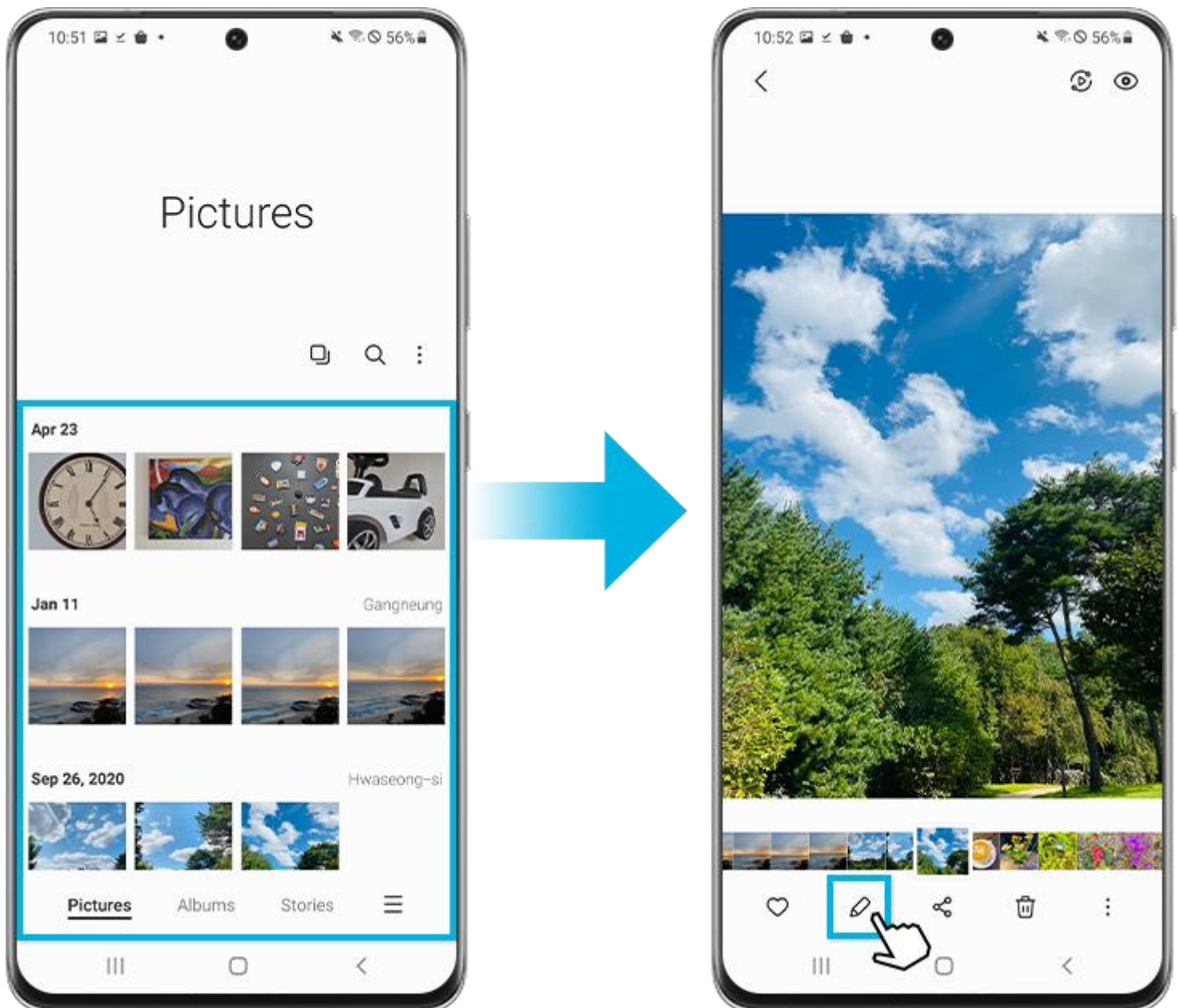


2. SAMSUNG - HOW TO REDUCE THE PHOTO SIZE

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

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

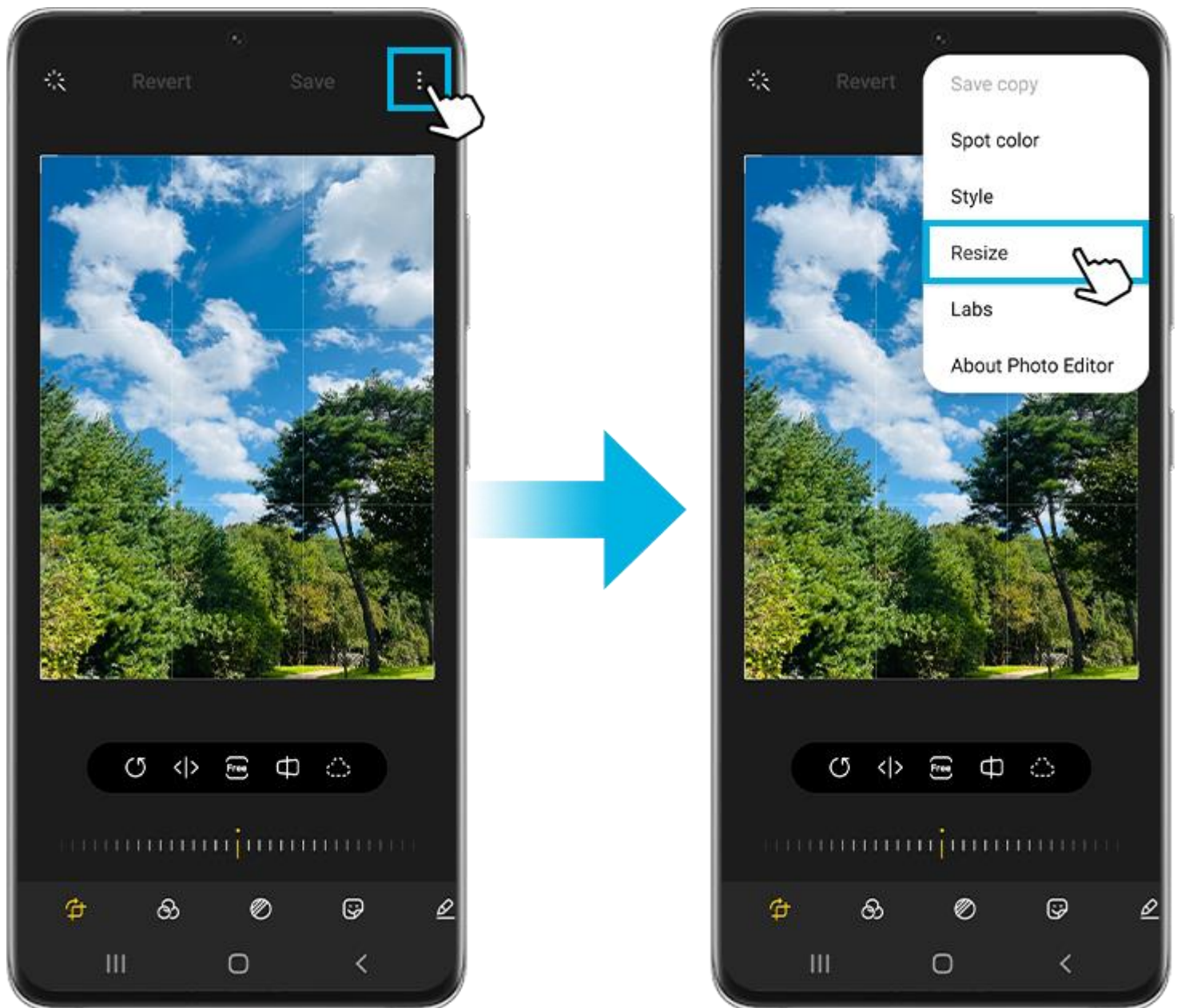
Step 2: Tap the **Edit** icon at the bottom of the screen.



2. SAMSUNG - HOW TO REDUCE THE PHOTO SIZE

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

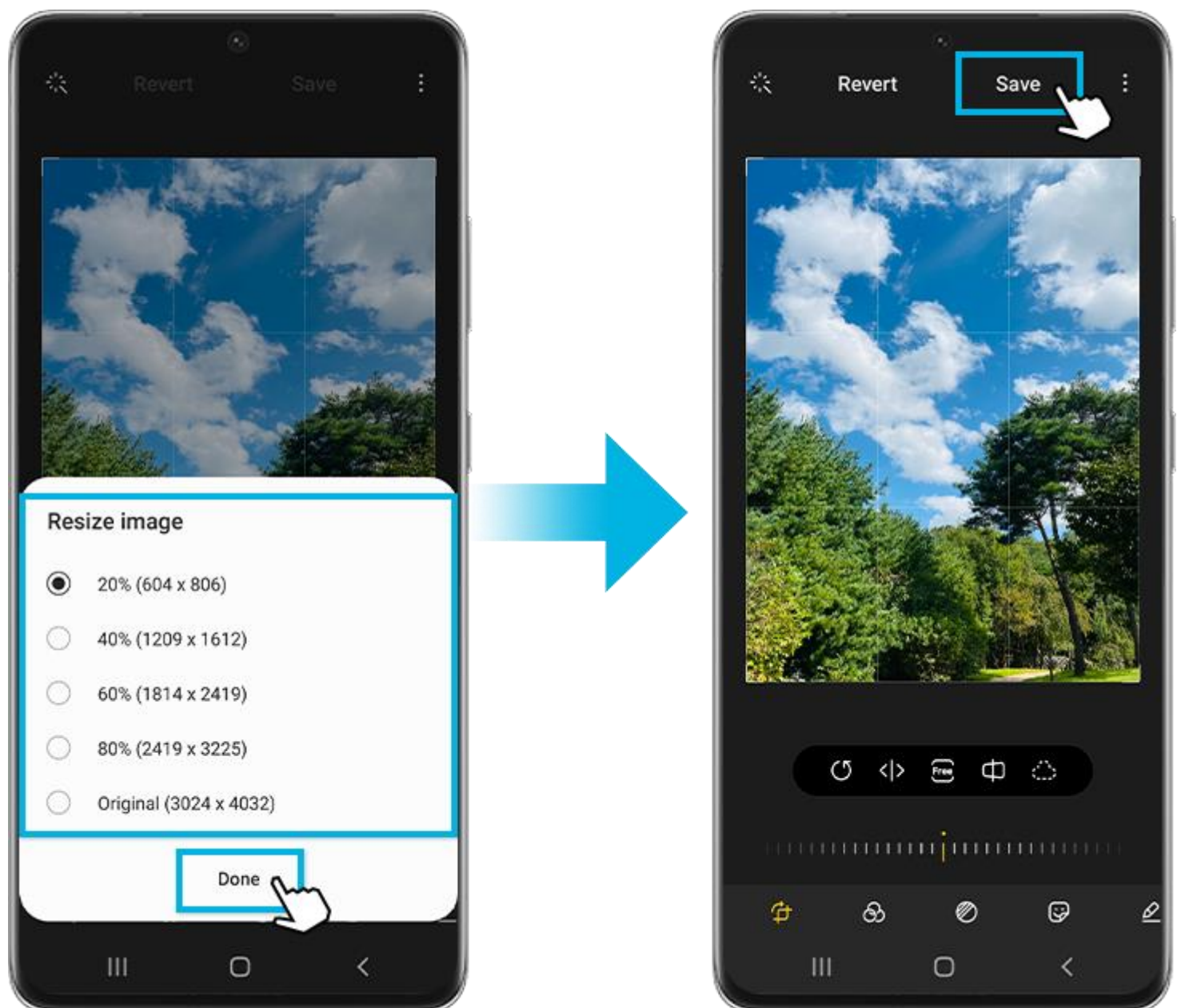
Step 4: Select **Resize**.



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**

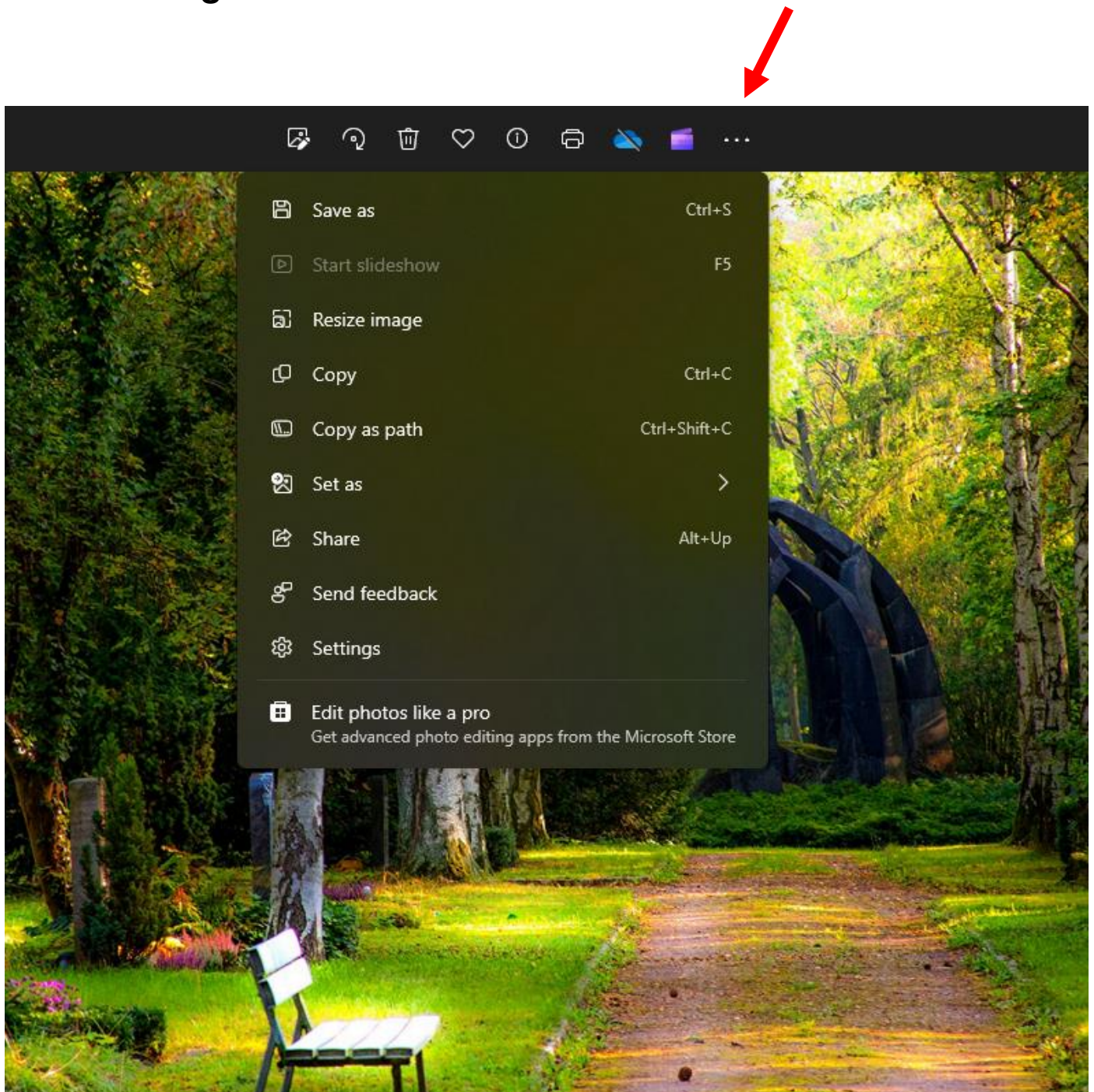


3. COMPUTER - HOW TO REDUCE THE PHOTO SIZE

* 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.

