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A G E N T

Yacht Management Brochure



Services



Crew
Management
and Recruitment



SYA will relieve the owner from liabilities of crew employment and provide a robust MLC compliant crew employment structure.



Technical
Management



SYA will oversee the classification requirements, monitor the Planned Maintenance System and arrange technical advice.



Yacht
Accounting



SYA will prepare yacht bank accounts, develop budget, and produce accounting reports.



Safety
Management



SYA will support the Captain and crew in the safety requirements of a Mini/Full ISM through a Safety Management System and provide 24hr Emergency Response



Crew Recruitment

- SYA will work alongside a bespoke recruitment agency with a team of expert recruiters who are Maritime Labour Convention Certified
- Support the whole recruitment process of crew members
- Assist the Captain in producing crew vacancy job descriptions
- Support the Captain in selecting the best candidates
- Support the interview process and job offers
- Complete pre-employment checks, references, certification and documentation.
- Support the probation period of 3 months

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Crew Management

SYA will relieve the owner from liabilities of crew employment and provide a robust MLC compliant crew employment structure.

- Crew employment can be set through a recommended 3rd party employer in Jersey
- Seafarer Employment Agreements, termination agreements and addendums (SEA)
- Payroll, managing and processing
- Seafarer Certification verification and monitoring
- World-check all seafarers
- Communications with authorities (flag, Class) on behalf of the yacht as required
- Support with sourcing crew travel and accommodation

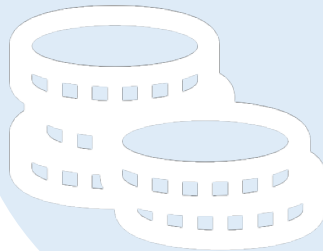


Accounting

SYA will prepare yacht bank accounts, develop budget, and produce accounting reports. SYA recommends an online platform to support the transparency of accounting, budget and money management.

- Preparation of annual budgets in consultation with owner and captain
- Annual budget reviews
- Compiling monthly yacht reports
- Support the implementation and monitoring of accounting software
- Submitting fund requests in line with agreed budget
- Opening and running yacht bank account/s (multicurrency if required)
- Issue of pre-paid credit cards and cash to the yacht
- Review invoices and arrange payment
- Appoint tax and VAT representatives if needed

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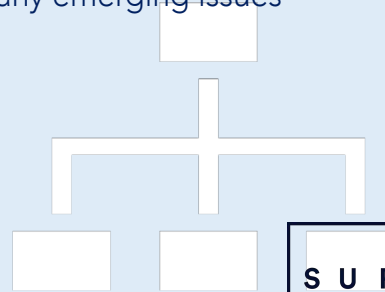




Technical

SYA will oversee the classification requirements, monitor the Planned Maintenance System and arrange technical advice

- Advising on the maintenance of the yacht certificates, licences, Classification Society and flag requirements.
- Support the development, implementation and monitoring of a Planned Maintenance System
- Arranging any specialised technical advice or consultation as necessary (surveyors & technical consultants)
- Arrange fluid sampling programmes (fuel and oil analysis)
- Assist with the sourcing of spares, supplies or services
- Reviewing planned maintenance reports and assisting with any emerging issues
- Inspection of the Yacht on a periodic basis



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Safety Management

We offer a tailored Mini and full SMS (Safety Management System), which is a structured and documented system enabling the Master and Crew to implement the Yacht's Safety, maintenance, and Environmental Protection Policy, through the online management system.

- Provides the Master with familiarisation forms and a system to identify crew training needs
- Provides the crew with procedures for responding to emergency situations
- To assist the Master in the development and implementation of a MARPOL, SOLAS, MLC and flag state requirements
- Tracks all Crew documents, training and emergency drills to ensure they are suitably qualified.
- The vessel is provided with Fleet Circulars, Flag State bulletins and assistance to keep all statutory Certificates in date and valid
- Access is provided to Management Software sharing system to convey and exchange all relevant data and information for the mini-ISM/Full ISM compliance between the vessel and SYA.
- Carry out on board an informal review of the safety management system at least once every three years, or as required by Flag State
- Access to Emergency Response 24/7 (medical assistance)

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Proposals

A detailed management proposal will be devised based on the owners requirements and yacht specifications, together with a Quotation of services.

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info@s-y-a.com

www.s-y-a.com

+44 203 007 6677

