



CADET JOINING INSTRUCTIONS

Cadet Program

Al Fadilah Ship Management and Operation LLC (AFSO)

IMPORTANT: Read these Joining Instructions carefully and **acknowledge that you have read and understood them before your travel**. Keep a copy readily accessible on your mobile phone throughout your travel and joining process. These instructions will also remain available at any time through the [Cadet Training Program Portal](#) for your reference.

1. PURPOSE OF ASSIGNMENT

You have been assigned to undertake supervised shipboard training as part of the Cadet Program.

The purpose of your assignment is to provide practical exposure to vessel operations and enable you to develop the knowledge, skills, discipline and professional behaviour expected of a future maritime officer.

Your assignment is a **training opportunity**. You are expected to actively participate, learn, observe, ask appropriate questions and complete all required training records and assignments.

2. BEFORE DEPARTURE

Before travelling, confirm that you have received and understood:

- Travel Instructions
- Vessel assignment details
- Joining date and location
- Accommodation arrangements (if required)
- Airport transfer arrangements
- Joining/port transfer arrangements
- Contact details of the local key contact
- Required travel and joining documents
- Required clothing and PPE
- Emergency contact details
- Flight itinerary
- Training requirements
- Any special joining instructions

If any information is missing or unclear, contact the Cadet Program Coordinator **before departure**.

3. REQUIRED DOCUMENTS

Cadets must carry the original documents applicable to their assignment.



These may include:

- Valid passport
- Valid visa / entry permit
- Flight itinerary
- Seaman's Book / Seafarer's Record Book
- Seafarer's medical certificate
- Standards of Training, Certification and Watchkeeping for Seafarers (STCW) certificates
- Basic Safety Training certificates
- Academy ID
- Cadet Program identification
- Assignment / joining letter
- Training agreement
- Training Record Book (TRB)
- Vaccination records, where required
- Passport photographs

Save digital copies of important travel and joining information, including emergency contact numbers, flight details, and local port agent details, directly to your phone's local storage or photo gallery. Internet access may be unavailable or unreliable upon arrival at foreign ports or vessels.

Keep original documents in your **hand-carry baggage**.

Do not place your passport, Seaman's Book, certificates or other essential joining documents in checked baggage.

4. TRAVEL AND ARRIVAL

Follow the separate **Cadet Travel Instructions** provided to you.

Upon arrival at your destination:

1. Complete immigration formalities.
2. Collect your baggage.
3. Complete customs requirements.
4. Contact the designated receiving coordinator.
5. Proceed only with the authorised transport or representative.
6. Confirm your safe arrival to the Cadet Program Coordinator.
7. Follow instructions regarding accommodation and vessel joining.

Do not make independent changes to your travel, accommodation or joining arrangements without informing the designated coordinator.

5. ACCOMMODATION BEFORE JOINING

Where temporary accommodation is arranged before vessel joining, cadets must:

- Maintain appropriate behaviour.
- Observe accommodation rules.



- Respect other guests and staff.
- Keep rooms and common areas clean.
- Protect personal belongings and documents.
- Remain contactable.
- Observe any curfew or reporting requirements.
- Be ready at the instructed time for transfer.

6. REPORTING FOR VESSEL JOINING

Cadets must be **fully prepared and ready before the designated reporting time.**

Do not be late.

Ensure that you have:

- Passport
- Seaman's Book
- Required certificates
- Joining letter
- Training Record Book
- Personal baggage
- Required PPE
- Mobile phone
- Contact details

7. TRANSFER TO THE VESSEL

Cadets must follow the instructions of the authorised coordinator, agent or vessel representative during transfer.

Depending on the vessel's location, transfer may involve:

- Road transport
- Port transport
- Ferry
- Launch boat
- Gangway access
- Other authorised transfer arrangements

Always follow applicable safety instructions.

Never attempt to board a vessel without authorisation.

8. UPON BOARDING THE VESSEL

Upon arrival onboard:

1. Report to the designated vessel officer/Ship Training Officer (STO).
2. Introduce yourself professionally.
3. Present your joining documents when requested.
4. Complete vessel sign-on procedures.



5. Follow instructions regarding your cabin and personal belongings.
6. Attend the vessel's safety familiarisation.
7. Attend induction/orientation.
8. Familiarise yourself with emergency procedures.
9. Confirm your successful joining with the Cadet Program Coordinator when permitted.

9. SAFETY FAMILIARISATION

Safety takes priority over all other activities onboard.

Detailed information about this topic is in the Cadet Safety and Security Instructions document.

10. TRAINING RECORD BOOK

It is the cadet's responsibility to maintain their Training Record Book properly.

Cadets must:

- Keep the TRB safe and in good condition.
- Review required tasks with the designated training officer.
- Complete tasks progressively throughout the assignment.
- Obtain appropriate signatures after completing required activities.
- Never falsify signatures, dates, tasks or training records.
- Periodically review progress with the supervising officer.
- Present the TRB when requested by the Academy, AFSO, Virtue or authorised training representative.

Do not wait until the end of the assignment to complete your TRB.

11. WORKING AND TRAINING ONBOARD

Cadets are expected to:

- Report on time.
- Follow the vessel's work and training schedule.
- Follow lawful and safe instructions from authorised officers.
- Wear the required uniform and PPE.
- Maintain professional behaviour.
- Participate actively in training.
- Ask questions when clarification is required.
- Maintain good personal hygiene.
- Keep accommodation areas clean.
- Respect the vessel's officers and crew.
- Respect cultural and individual differences.
- Protect vessel and company property.
- Observe confidentiality regarding vessel operations and information.



Remember:

You are onboard to learn.

Take every reasonable opportunity to observe operations, understand procedures and develop your practical maritime skills.

12. PROFESSIONAL CONDUCT

Cadets are representatives of their Academy, the Cadet Program and the organisations supporting their training.

The following are expected at all times:

1. **Professionalism** – Remember that you represent your Academy, the Cadet Program and the organisations supporting your training
2. **Respect**
Treat officers, crew members, fellow cadets, port personnel and others professionally.
3. **Discipline**
Follow vessel rules, schedules and instructions.
4. **Responsibility** – Take care of your passport, documents and personal belongings.
5. **Integrity**
Be truthful in your work, reports and training records.
6. **Safety Awareness**
Never compromise safety to complete a task quickly.
7. **Initiative**
Show willingness to learn and assist within the limits of your training and authority.
8. **Teamwork**
Work respectfully with officers, crew and fellow cadets.

13. PROHIBITED CONDUCT

The following may result in disciplinary action and/or removal from the Cadet Program, subject to applicable rules and agreements:

- Possession or use of illegal drugs
- Reporting for duty under the influence of alcohol or prohibited substances
- Fighting, violence or threats
- Harassment or bullying
- Theft
- Deliberate damage to vessel or company property
- Falsification of documents or training records
- Serious or repeated insubordination



- Serious violation of safety procedures
- Unauthorised absence
- Leaving the vessel without permission
- Unauthorised disclosure of confidential information
- Taking or posting inappropriate vessel photographs/videos
- Conduct that may endanger yourself or others

14. SOCIAL MEDIA AND PHOTOGRAPHY

Do not assume that photography or social media posting is permitted onboard.

Cadets must follow vessel/company rules regarding:

- Photography
- Video recording
- Vessel location
- Crew information
- Cargo information
- Operational activities
- Machinery/equipment
- Documents
- Security arrangements
- Social media posts

When in doubt, **ask for permission before taking or posting photographs or videos.**

15. SHORE LEAVE

Shore leave is subject to:

- Master's/vessel approval
- Operational requirements
- Port regulations
- Immigration requirements
- Local laws
- Cadet Program requirements

Cadets must not leave the vessel without proper permission.

Cadets must inform the program coordinator and STO of any planned shore leave.

More details about Shore Leave safety are in the Cadet Safety and Security Instructions document.

16. ILLNESS, INJURY OR SAFETY CONCERN

If you become ill or injured onboard, immediately inform the appropriate vessel officer/STO and Program Coordinator.

Do not hide an injury or illness because you are concerned that it may affect your training.



If you believe a task is unsafe or you do not understand the instructions given, inform your STO before proceeding.

17. PROBLEMS OR CONCERNS ONBOARD

Most routine training and operational matters should initially be discussed with your designated STO.

However, cadets should contact the Cadet Program Coordinator if there is a serious concern involving:

- Safety
- Harassment or bullying
- Discrimination
- Threats or violence
- Serious welfare concerns
- Training not being provided
- Serious conflict
- Requests to perform clearly unsafe activities
- Passport/document problems
- Medical concerns requiring assistance
- Any situation where the cadet feels unsafe or requires external support

Cadets should not fear reporting genuine safety or welfare concerns.

18. COMMUNICATION AND REPORTING

Cadets must comply with the reporting requirements of the Cadet Program.

Required Status Updates

- **Departure:** Confirm when checked in / departing.
- **Arrival:** Confirm safe arrival at destination.
- **Joining:** Confirm successful boarding of assigned vessel.
- **Initial Update:** Confirm completion of vessel familiarisation.
- **Periodic Update:** Submit required progress reports.
- **Incident:** Immediately report serious incidents or concerns.
- **Pre-Disembarkation:** Confirm expected sign-off arrangements.
- **Disembarkation:** Confirm safe sign-off from vessel.
- **Return:** Confirm safe arrival home/final destination.

19. FIRST 24 HOURS ONBOARD CHECKLIST

Within your first 24 hours onboard, ensure that you have:

- Reported to the STO
- Completed sign-on requirements
- Submitted/presented required documents
- Been assigned accommodation



- Completed safety familiarisation
- Located your muster station
- Identified emergency escape routes
- Located your lifejacket
- Understood emergency alarms
- Received PPE requirements
- Understood your duty/training schedule
- Discussed your Training Record Book
- Understood meal arrangements
- Understood laundry/accommodation arrangements
- Understood shore-leave requirements
- Confirmed successful joining with the Cadet Program Coordinator