

Crewing

The module Crewing is used to keep track of all crew data. It can be used to make schedules, keep track of work and rest hours, ensure safe manning practices, and more.

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Crewing Basic vs Standard

	Basic	Standard
General crew details	✓	✓
Work- rest hour registration	✓	✓
Next of kin registration	✓	✓
IMO crew list	✓	✓
Show all completed safety drills per crew member	✓	✓
Crew cash advances	✗	✓
Safe manning Checks	✗	✓
Planning	✗	✓
Crew history	✗	✓

How do I add a new employee?

1. Click on **New...**
2. Complete all required fields

Employee basic details

First name:

Prefix:

Last name:

Date of birth:

day-month-year

Gender:

Nationality:

Rank:

Save & close

Close

3. Click on **Save & close**
4. The employee has now been added, but you probably still need to enter additional information in the additional tabs
5. Click on **Save**

What is the use of the field email for expiry?

In the tab General you can enter an email address for expiry.

E-mail for expiry:

When an education, document or medical is about to expire, MXSuite will automatically send a notification email to the specified email address. The email will contain an overview of all available data that has expired or is about to expire.

In the configuration of the crewing module, also an office email address can be given. A copy of the notification email will be sent also to this email address.

How do I know which of my employee's documents are about to expire?

Warnings not only give you an overview of the documents that are about to expire but also provide additional information, such as birthdays and a list of people for whom the known qualifications do not correspond to the rank entered.

Warnings

Employee expiryBirthdaysOnboard expiriesRanksPlanning

PrintE-mail

Default viewSearch...

Employee name

Employee name	Item type	Description	Reason	Due date
Grzybowski, krystian 09				
Grzybowski, krystian 09	Document	Passport	Expired	13-4-2018
Janssen, Jan				
Janssen, Jan	Document	Drivers license	Expired	2-10-2024
Malot, Carla				
Malot, Carla	Document	Passport	Expired	3-10-2024

Tabs:

Employee expiry: This provides an overview of the employee's expired documents.

Birthdays: This view provides an overview of the employees born on this day. In the Crewing module, you can specify a certain period to create a list of all birthdays, such as the past seven days, today, and the next seven days.

Onboard expiries: This shows the expired documents of employees who are currently planned to be on board.

Ranks: This shows the employees whose rank as listed in the General tab does not correspond to their known qualifications and educations.

Planning: This shows the planning warnings, such as failure to meet the safe manning requirements.

How do I create an appraisal?

- 1. Select the employee
- 2. Click on the tab **Appraisal**
- 3. Click on **New...**
- 4. Select the type of appraisal you want to complete from the available templates

Available templates

Evaluation templ... ▼ Search... 🔍

↑ rankGroup ⋮ ✕

	Description	🔼 🔽
▼ Master all ships		
	Evaluation Engineers	
▼ Other ranks		
	Simple evaluation	

- 5. Click on **Save & close**
- 6. Complete the form
- 7. Click on **Save & close**

How do I fill the work- and rest hours?

The tab **Work/rest hours** displays a monthly overview of the work and rest hours of the relevant person.

Default Work/Rest hours...Print Month: Nov Year: 2024Approve ⓘ

Hours	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Hours of rest in 24-hour period	Worked hours	Overtime	Location	Active regime	Comment
01/11/2024																								13	11	3	Mastex Trader	ILO Rest (flex) ⓘ	
02/11/2024																								7	17	17	Mastex Trader	ILO Rest (flex) ⓘ	
03/11/2024																								7	17	17	Mastex Trader	ILO Rest (flex) ⓘ	
04/11/2024																								13	11	3	Mastex Trader	ILO Rest (flex) ⓘ	
05/11/2024																								13	11	3	Mastex Trader	ILO Rest (flex) ⓘ	
06/11/2024																								13	11	3	Mastex Trader	ILO Rest (flex) ⓘ	
07/11/2024																								13	11	3	Mastex Trader	ILO Rest (flex) ⓘ	
08/11/2024																								24					
09/11/2024																								24					
10/11/2024																								24					
11/11/2024																								24					
12/11/2024																								24					
13/11/2024																								24					
14/11/2024																								24					
15/11/2024																								24					

When a box (half-hour) is selected, this is considered as time worked. All empty boxes are therefore rest hours. The values in the fields work/rest hours and overtime hours are calculated automatically but can be edited by someone with sufficient user rights. The value will be recalculated once the number of hours worked is changed.

The overtime hours are calculated as follows:

- Working more than X hours per day
- Working on a weekend
- Working on a holiday

When the hours are entered in the office version, it is assumed that the hours were worked on the ship selected at the top of MXSuite.

The work and rest hours will be checked against the actual work regime. If these do not meet the legal requirements, the corresponding period will be marked in orange. If you hover over the circle with the exclamation mark on an orange line, a notification will appear explaining why this line is orange.

How do I accept the filled work- and rest hours?

The work- and rest hour sheet can be approved by someone who has the proper user rights.

To approve the work- rest hour sheet for the month:

- 1. Select the employee and correct month you want to approve
- 2. Click on **Approve**
- 3. A message appears on top of the work- rest hour sheet:

Approved by Administrator at 03/12/2024 ⓘ [Reset approval](#)

- 4. The work- rest hour sheet is approved and cannot be edited by the employee

When you click at the blue i-icon, you get an overview of the approvals and reset approvals:

Location	User	Operation	Performed by office	Date
Mastex Trader	Administrator	Approved	✓	03/12/2024 11:16
Mastex Trader	Administrator	Approval reset	✓	18/11/2024 14:30
Mastex Trader	Administrator	Approved	✓	18/11/2024 14:30

To re-open an approved work- rest hour sheet:

- 1. Select the employee and correct month you want to re-open
- 2. Click on **Reset approval**
- 3. The work- rest hour sheet can be edited again now by the employee

What do the colours in the work-rest hours mean?

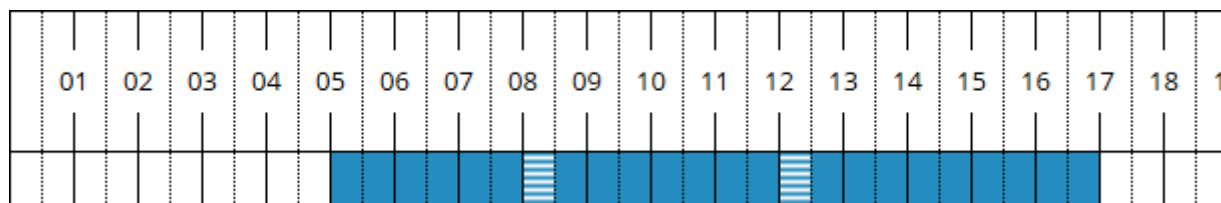
MXSuite distinguishes between rest hours and short breaks.

According to MLC 2006 short work breaks are not considered as rest hours. Depending on the settings in MXSuite, a working interruption of a maximum of 2 hours may or may not be counted as rest hours.

 Rest hours are indicated with a white background color.

 Work hours are indicated with a dark blue background.

 Short work interruptions that are not viewed as rest hours are indicated with shading.





How do I add a comment to work- and rest hours?

1. Right-click on a date and select **Comment...**

Comment

Add a comment for the current work day: 01/12/2024

Enter here your comment



Save & close

Close

2. Enter the comment and click on **Save & close**

Another option is to enter the comment in the last column of the work- and rest hour page.

Location	Active regime	Comment
Mastex Trader	ILO Rest (flex) ⓘ	Enter here your comment
Mastex Trader	ILO Rest (flex) ⓘ	

How do I make a planning?

The Planning section has an overview of the ships with the scheduled crew members listed by rank.

New...

Employees

Crew changes

Print graphic

Month: 8

Year: 2024

Interval: 2

Interval type: Quarters

Show only current vessel

	Aug					Sep					Oct					Nov					Dec					20242025					Jan						
	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	1	2	3	4	5										
▼ Mastex Trader																																					
Master all ships (1)	Pepijn J					del Carmen M															unplanned																
											Pepijn J																										

1. Right-click on a non-scheduled part of a rank and click on **New...**
2. Complete all required fields

Planning details

GeneralOtherEmployment

Vessel:

Mastex Trader

Rank:

Employee:

Signed on

Crew change:

Sign on date:

day/month/year hour:minute

Travel days:

0

Country:

Port:

Note:

Signed off

Crew change:

Signed off date:

day/month/year hour:minute

Travel days:

0

Country:

Port:

Note:

Save



Save & close

Save & Recurring

Clos

3. Click on **Save & close** or Save & Recurring

With the function **Save & Recurring** it is possible to create a recurring schedule

Planning details  

Repeat each:

▲▼


▼

Repeat this planning item untill the selected end:

☒ End after

▲▼

☐ End at

day/month/year hour:minute 

Save & close

Close

















4. Enter the fields for recurring schedules and click on **Save & close**

If an employee cannot be scheduled on a specific ship, make sure the ship has been listed as one of the employee's preferred ships.

What do the colours mean in the planning?

When safe manning does not require a certain rank to be scheduled, this rank will be displayed as a white line.

A red line indicates that this rank is required according to the safe manning, but has not yet been scheduled.

		2024 2025																																	
		Aug					Sep					Oct					Nov					Dec					Jan								
		31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	1	2	3	4	5							
▼ Mastex Trader 																																			
Master all ships (1)		Pepijn J 					del Carmen M 															unplanned													
Chief Mate <500GT (1)		Bakker A 															Pepijn J 																		
Nav. watch officer (2)			Dupre M 										van Driel P 					van Driel P 										Brown M.L. 							
Nav. watch officer (1)		van Driel P 					unplanned																												
A/B (1)																																			
Chief engineer (1)		Hofman J 					Valentin J 					unplanned					Hofman J 					Valentin J 					unplanned								

How do I register that an employee is not available?

An employee can be registered as unavailable for planning using a note.

- 1. Select the employee
- 2. Click on the tab **Activities**
- 3. Click on **New** and select **New note**

Note details

Subject:

Date: 03/12/2024 16:41

Due date:

day/month/year

Warning period:

Number of days

Unavailable from:

day/month/year

Unavailable to:

day/month/year

Reason:

Status:

Digital copy:

Remarks:

Save

Save & close

Close

- 4. Complete all required fields
- 5. Enter the date from when the employee is unavailable for planning
- 6. Enter the date until the employee is unavailable for planning
- 7. Select a **reason**

8. Click on **Save & close**

How do I add a note for an employee?

- 1. Select the employee
- 2. Click on the tab **Activities**
- 3. Click on **New** and select **New note**

Note details

Subject:

Date: 03/12/2024 16:41

Due date:

day/month/year

Warning period:

Number of days

Unavailable from:

day/month/year

Unavailable to:

day/month/year

Reason:

Status:

Digital copy:

Remarks:

Save

Save & close

Close

- 4. Complete all required fields
- 5. Click on **Save & close**

When and how do I add a historical planning?

To get an idea of someone's experience level, it can be useful to add the accumulated sailing history. To do so, use the option of historical planning. Follow the steps to add a historical planning:

1. Select the crew member
2. Click on the tab Activities
3. Click on **New** and select **New archive**

Archive details

General

Vessel:

Rank:

Signed on

Crew change:

Sign on date:

day/month/year hour:minute

Travel days:

0

Country:

Port:

Note:

Signed off

Crew change:

Signed off date:

day/month/year hour:minute

Travel days:

0

Country:

Port:

Note:

Save

Save & close

Clos

4. Complete all required fields
5. Unlike normal planning, which involves selecting a ship from the available ships in the license, this option allows you to enter the name of any ship
6. Click on **Save & close**

How do I create a crew list?

- 1. Click on **Crew list**
- 2. Select the crew to display on the Crew list

Select crew members

Other crew members

Default view

Search...

Drag a column header and drop it here to group by that column

		Last name	First name	Rank
<input checked="" type="checkbox"/>	▲	Bakker	Amber	Chief Mate
<input type="checkbox"/>	●	Brown	Michael	Master all
<input type="checkbox"/>	●	del Carmen	Maria	Master all
<input type="checkbox"/>	◆	Dupre	Marc	Master all
<input type="checkbox"/>	●	Friedman	Susan	Guest
<input type="checkbox"/>	●	Hofman	John	Chief engi
<input type="checkbox"/>	●	Opsala	Iulia	A/B Motor
<input type="checkbox"/>	●	Pepijn	Jack	Master all
<input type="checkbox"/>	●	Plezier	Piet	Master <3
<input type="checkbox"/>	◆	Salmon	Jonathan	Chief engi
<input type="checkbox"/>	▲	test	test	Master all
<input type="checkbox"/>	●	van Driel	Peter	Nav. watch
<input type="checkbox"/>	●	van Driel	Richard	Master all

1

50 items per page

1 - 13 of 13 items

Crew members on the crew list

Clear

Add current crew

		Last name	First name	Rank
<input type="checkbox"/>	▲	Anderson	Brian	Master all
<input type="checkbox"/>	●	Valentin	Jon	Chief engi
<input checked="" type="checkbox"/>	◆	DuCloud	Jean	Deck mate

1

50 items per page

1 - 3 of 3 items

Print

Clo

- 3. Click on **Print**

4. Select the necessary data in the right-hand column

Report viewer

Page 1 of 1

100%

IMO CREW LIST

(IMO FAL Form 5)

X

Arrival

Departure

Page

1.1 Name of ship				1.2 IMO Number				1.3 Call sign		1.4 Voyage number	
Mastex Trader				IMO 12345678				ABCD			
2. Port of arrival/departure				3. Date of arrival/departure				4. Flag state of ship		5. Last port of call	
Algeria - Arzew				03/12/2024				Netherlands		Algeria - Alger	
6. No	7. Family name	8. Given names	9. Rank or rating	10. Nationality	11. Date of birth	12. Place of birth	13. Gender	14. Nature of identity document	15. Number of identity document	16. Issuing State of identity document	17. of i doc
1	Anderson	Brian	Master all ships	Dutch	31/05/1969	Amsterdam	Male				
2	Valentin	Jon	Chief engineer	Dutch	01/05/1970	Rotterdam	Male				
3	DuCloud	Jean	Deck mate	Dutch	06/03/1960	Alblasserdam	Male	Passport	gtrete		
18. Date and signature by master, authorized agent or officer											
03/12/2024 Administrator											

Arrival/Departure

Arrival

Last port of call

Algeria - Alger

Port of arrival/departure

Algeria - Arzew

Date of arrival/departure

12/3/2024

Date

12/3/2024

Current user name

Administrator

Clo