

GUIDELINES FOR SEAFARERS

Introduction

These guidelines are addressed to all Seafarers, in order to assist and guide them through the functions offered in DYNAMARINE's OnlineSTS Platform. The step by step procedure, introduces the users to the main core of the platform and all its applications.

Further assistance and training will be provided by qualified DYNAMARINE personnel upon request.



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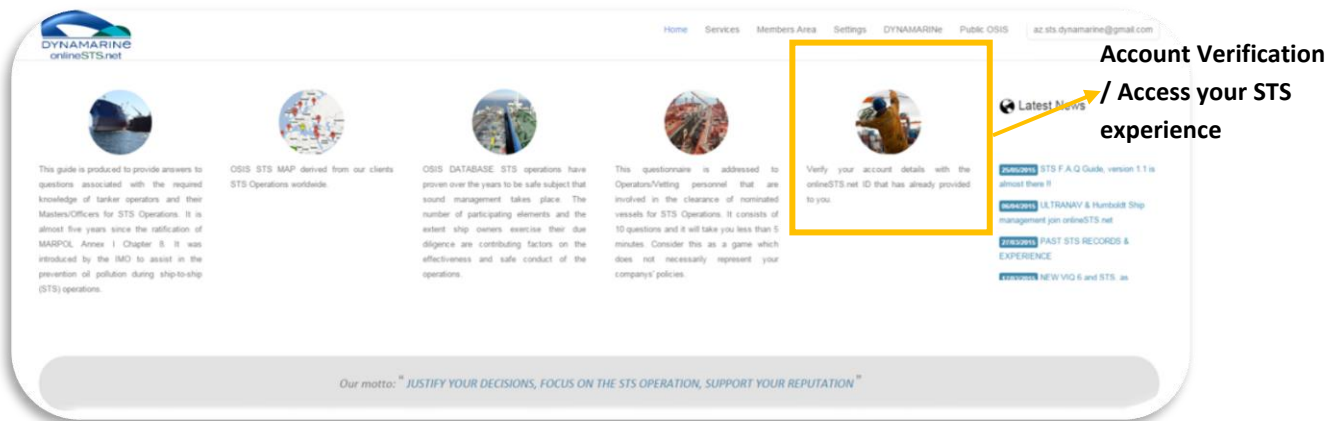
www.dynamarine.com

STEP 1 – Registration

The screenshot shows the homepage of onlineSTS.net. At the top left is the DYNAMARINE onlineSTS.net logo. At the top right are navigation links for Home, Services, DYNAMARINE, and Log. The main heading is "Welcome at onlinests.net!". Below this, a paragraph states: "onlineSTS.net is a platform service of DYNAMARINE. The information contained in this platform is addressed to STS Stakeholders whose vessels are engaged in STS Operations". Below the text are two buttons: "Login" and "Register". The "Register" button is highlighted with a yellow circle. Below the buttons are five circular icons with corresponding text blocks: 1. A guide for tanker operators and Masters/Officers. 2. OSIS STS MAP derived from clients worldwide. 3. OSIS DATABASE STS operations proven over years. 4. A questionnaire for Operators/Vetting personnel. 5. A verification step for account details. To the right of these icons is a "Latest News" section with three news items: "STIS F.A.Q Guide, version 1.1 is almost there!", "ULTRANAV & Humboldt Ship management join onlineSTS.net", and "PAST STS RECORDS & EXPERIENCE". At the bottom right of the page is a "Create an account" button.

The first step of the procedure is to create an account. In order to create an account you will need a **personal email**. The personal email should be an email for which you have full responsibility and access. This is not the mail of the ship or a general company email, in which several people have access. Go to our site (www.onlinests.net), press the “**Register**” button and follow the user registration process.

STEP 2 – Account Verification / Access your STS Experience



In the 2nd step of the procedure you have to complete a form with your personal details. Click on the **“Access your STS Experience”** icon, as shown in the above image, and you will be directed in the form as shown in the below image.

Dear Seafarer,
Please complete the form below in order to verify your account details with the onlineSTS.net ID that has already provided to you.
Once this verification is completed you will be informed by email in order to access your records online.
Should you experience any difficulties please contact us at info@onlinests.net

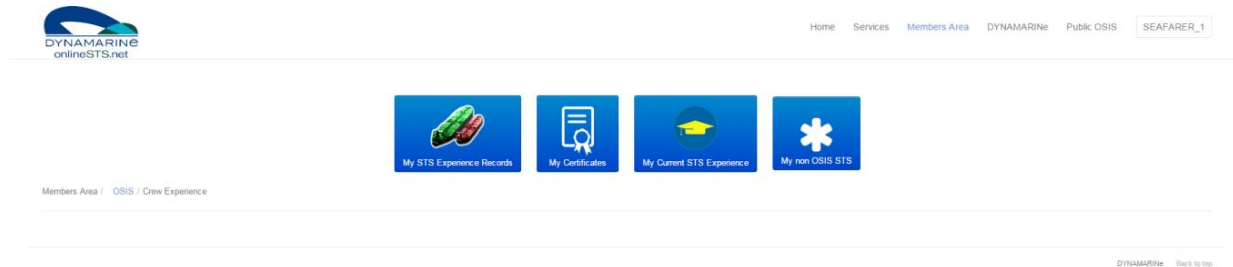
Name:	<input type="text"/>
Surname:	<input type="text"/>
e-mail of the Seafarer:	<input type="text"/>
onlineSTS.net ID:	<input type="text"/>
Name of Vessel where the onlineSTS.net ID provided:	<input type="text"/>
Name of Operator of the above vessel:	<input type="text"/>
Date of birth:	<input type="text" value="DD-MM-YYYY"/>
Nationality:	<input type="text" value="Select country"/>
Attach your passport:	<input type="button" value="Browse..."/> No file selected.
Verification procedure: 10 plus 0 equals	<input type="text"/>
<input type="button" value="SUBMIT"/>	

All the requested fields are mandatory in order to proceed with the registration. In order to verify your identity, we need a photo of your passport or another acceptable ID document. This document is not stored online and it will be strictly used only for the mention purpose.

Once you finish with the completion of the form, click on the **“Submit”** button and you will be redirected in the **“Home”** page of our website. In a few minutes you will receive a verification email for your account.

STEP 3 – Crew Experience

Once you receive the verification email you can login with your credentials in our website. Go to **“Member’s Area”** tab→**“OSIS”** tab→**“Crew Experience”** tab.



In this section you have the following four options:

- a. To view your STS Experience records
- b. To view your issued certificates
- c. To view your current STS Experience, as recorded in OSIS Database
- d. To update your STS Experience with data not recorded in OSIS Database

Please see below information regarding each one of the above options.


STEP 3a – My STS Experience records

The STS experience records are consisted of all the Assessments received in OSIS Database, in which your OnlineSTS ID was included in the crew matrix. The records are presented in a table as shown in the below picture.

The screenshot shows a window titled 'STS Experience List'. At the top left, there is a 'Show' dropdown menu set to '10' and the text 'sts operations'. To the right is a search box. Below this is a table with the following columns: Date, Rank, Vessel 1, Vessel 2, Location, Reverse, Samesize, and Heavy weather. The table contains two rows of data. Below the table, it says 'Showing 1 to 2 of 2 sts operations'. At the bottom right of the table area, there are 'Previous', '1', and 'Next' buttons. A 'Close' button is located at the bottom right of the window.


Date	Rank	Vessel 1	Vessel 2	Location	Reverse	Samesize	Heavy weather
25-11-2014	Master	VESSEL A	VESSEL B	MALTA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09-11-2014	Master	VESSEL A	VESSEL C	KAVKAZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STEP 3b – My Certificates

By clicking on the **“My Certificates”** icon you can view your issued certificates. If you click on the .pdf icon  you can view the certificate as was issued the first time.

My STS Experience Certificates

Show **10** certificates Search:

Certificate Number	Issue Date	Expiry Date	Pdf
SC171182165796	11-11-2014	11-05-2015	

Showing 1 to 1 of 1 certificates Previous **1** Next

Close

Please note that the Certificate is issued only the first time we receive an Assessment including your name in the crew matrix and your OnlineSTS ID is created.



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STEP 3c – My Current STS Experience

Your current STS Experience shows the updated number of the operation in which you have participated in, as recorded in the OSIS Database.

My Current Certificate
✕

General STS Experience				
Period	Total	Reverse	Same Size	≥4 Sea State
Last year	2	1	0	0
Last 3 years	2	1	0	0

Regional STS Experience		
Regions	Last year	Last 3 Years
Black Sea	1	1
Mediterranean	1	1

Ranks		
Rank	Last year	Last 3 Years
Master	2	2

Vessels		
Type	Last year	Last 3 Years
Suezmax	2	2

Note: *The numbers in the table represent the number of STS operations recorder at OSIS for which the subject officer was on-board

Total: The total number of STS operations involved as an officer for the last 12 months.

Rank: The total number of STS operations involved as an officer in the current rank

Region: The total number of STS operations involved as an officer in the current region
The world is divided in about 20 regions, according to the STS activity recorded in OSIS

Type: The total number of STS operations involved as an officer, where one of the participating vessel was of similar size with the current vessel
The vessels are categorized in the following types: ULCC, VLCC, SUEZMAX, AFRAMAX, PANAMAX, HANDYSIZE, COASTAL, BARGE, LPG(all sizes), LNG(all sizes)

Reverse: The total number of "Reverse Lightering's" involved as an officer

Same Size: The total number of STS operations involved as an officer, where both the participating vessels were of similar in size

≥4 Sea State: The total number of STS operations involved as an officer, where weather condition was 4 Sea State or more

Request certificate
Close

You can request your current certificate in .pdf format by clicking on the **“Request certificate”** icon.

You may view the updated certificate in the **“My certificates”** section of our website



STEP 3d – Non OSIS STS Experience

If you have participated in more STS operations in the last 12 months than the ones recorded in OSIS Database you can update your STS Experience by clicking on the “**My non OSIS STS**” icon.

Two separate windows will open. In the first one chose the “**Change**” button. The second window will open. Write the number of the operations you have participated in for the last 12 months and press the “**Set**” button.

1st Window * My non OSIS recorded STS

Current non OSIS recorded STS: 0

Change Close

2nd Window Change number of non OSIS recorded STS

Enter number of non OSIS recorded STS operations:

Write the number of the STS operations for the last 12 months

Set Cancel

Once you set the number of the non OSIS operations your **current STS Experience (STEP 3c)** will be updated. In case you request a new Certificate the non OSIS STS operations number will be shown in the updated Certificate.