

# Ship Companion Request Process

## Frequently Asked Questions

### Q1. What is a Ship Companion request?

A Ship Companion request is a formal request to be on the same ship as one other seafarer, all requests must be mutual.

### Q2. Who can submit a request using the Ship Companion Request Form?

FTC seafarers, Annualised Officers, and Tour Paid Officers. Concessionaires are not eligible to submit Ship Companion requests.

### Q3. How many Ship Companion requests can a seafarer submit?

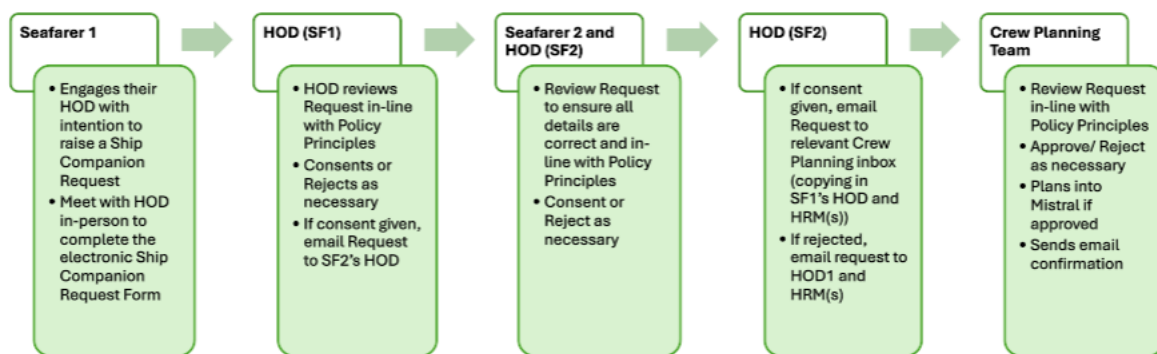
For FTC seafarers, a maximum of one Ship Companion request can be submitted per assignment. Annualised Officers can submit a Ship Companion request once per calendar year.

### Q4. How does a seafarer submit a Ship Companion request?

The Ship Companion Request form must be completed by the Head of Department upon request from one of the Ship Companions.

The Head of Department will then forward the completed form to the second seafarer's Head of Department to obtain their consent.

Once the form has been fully completed and consent has been received from both Ship Companions, it will be submitted to Crew Planning for review.



**Q5. When can a request be submitted?**

Requests can only be submitted whilst the seafarer and Ship Companion are onboard. This ensures that consent can be obtained from both individuals.

**Q6. When is the deadline to submit a request?**

Requests must be submitted at least 30 days before the end of the seafarer's current assignment.

**Q7. Can a specific ship be requested as part of a Ship Companion request?**

No, ship selection is not permitted via the Ship Companion request process.

**Q8. Can a seafarer request to sail with a Ship Companion from another brand?**

With the exception of our Maritime seafarers who work across both the P&O Cruises and Cunard brands, cross-brand requests cannot be accommodated.

**Q9. Can assignment start date and end dates be matched to a Ship Companion?**

We cannot guarantee a match of assignment start and end dates, but the Crew Planning team will strive to accommodate.

**Q10. Who approves Ship Companion requests?**

Requests must be agreed by both seafarers with consent confirmed by their Heads of Department. The Crew Planning Team will provide the final confirmation, if the request can be accommodated.

**Q11. How will seafarers be notified of the outcome of their request?**

All request decisions will be confirmed by email via the seafarer's Head of Department.

**Q12. Are there specific approval criteria that need to be met?**

Request approval is not guaranteed and factors influencing the decision, but not limited to, include:

- Operational needs
- Availability of cover or backfill
- Ship itinerary and blackout periods
- Compliance restrictions
- Peak operational periods
- Travel costs
- Cabin availability
- Team strength
- Gender balance
- Team For Ships requirements

**Q13. How long will it take for a Ship Companion request to be reviewed?**

Once a Ship Companion request has been submitted to the Crew Planning Team, the outcome will be issued within 2 weeks.

**Q14. Is there a requirement to supply any additional information to support a request?**

No further information is required.

**Q15- What happens if one of the Ship Companions no longer wants to be linked?**

If there is a change in circumstances and a seafarer no longer wants to be linked with their Ship Companion, they should let the crew planning team know as soon as possible. Once a request is approved and Joining Instructions have been issued, it may not be possible to make changes to a Seafarers assignment unless agreed otherwise by the business.

**Ship Companion Request Process**

Request Type	Description	Submission	Onboard Consent Confirmed Requirement
Ship Companion Request	Request to be on the same ship as another seafarer.	Ship Companion Request Form	Head of Department (for both seafarers)

This process applies to seafarers employed by Fleet Maritime Services (Bermuda) Limited and Fleet Maritime Services International Limited, employed to work onboard Cunard and P&O vessels.