



PCASP RECRUITMENT AND SCREENING

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INTRODUCTION

Seagull Maritime recruit and deploy suitably qualified and trained personnel as Privately Contracted Armed Security Personnel (PCASP) on board commercial vessels.

This procedure identifies the necessary actions and responsibilities required to establish individual suitability for the role and maintain appropriate records throughout the recruitment and screening process.

SCOPE

All recruitment of prospective PCASP seeking employment as PCASP with the intention of providing privately contracted armed security on board commercial vessels.

For recruitment of PCASP that have additional requirements, e.g. oil majors, appropriate reference should be made to the relevant Annex.

RESPONSIBILITIES

Departments, staff and personnel have designated specific responsibilities as stated within the Procedure.

OUTSOURCED MANNING AGENCIES

Due to the continually changing environment within maritime security and logistical difficulties encountered in recruiting personnel from various geographical locations, Seagull Maritime outsource the identification and sourcing of potential candidates to 3rd party manpower providers.

These providers are identified by the Human Resources and Training Team and are required to undergo the Seagull Maritime supplier approval process.

3rd party providers are responsible for:

- The identification of potential candidates for recruitment as Maritime Security Operatives
- The collation and supply of candidate documentation for review by the Human Resources and Training Department
- Logistical support in the arrangements of training and acquisition of certification by candidates prior to deployment
- The provision of facilities for training operations by Seagull Maritime training staff
- Verification of documentation
- Ensuring all renewable documentation is kept up to date by the candidate

Once operatives are selected and recruited, the 3rd party provider only provides logistical services and support to facilitate deployment.

CANDIDATE REQUIREMENTS

Minimum training, employment and certification requirements have been identified for prospective candidates to be selected and deployed as PCASP.

These requirements have been developed and identified with consideration to the relevant maritime and industry specific requirements including but not limited to ISO 28007, SOLAS, the ISM Code, STCW, BMP-MS, and the International Code of Conduct for Private Security Service Providers (ICoC).

Note: These are minimum mandatory requirements, some clients or oil majors may have additional requirements or specific criteria that must be met. Please refer to the relevant Annex.

The minimum age requirement for Operatives must not include any person under the age of 21 in line with our commitment not to employ anyone under the legal age for carrying firearms.

The maximum age requirement should not exceed 65 years of age.

The Group Compliance Director is responsible for the review of all applicable legislation and is responsible for ensuring Recruitment Procedures meet the requirements of these standards.

Minimum Requirements

A minimum of 4 years' military and/or Law Enforcement experience. Priority given to those with 6 years military service or more. Preference to be given for: a minimum of 2 years hostile environment experience, 2 Operational Tours in a hostile environment, or 2 Years of Maritime Security Experience.

Excellent Physical Condition

Operatives must be able to demonstrate good health and fitness via medical documentation.

Medical Trauma Qualification

A national or internationally recognized medical trauma qualification. Due to the geographical locations in which operatives are recruited, Seagull Maritime approve medical trauma qualifications issued by a competent authority under the supervision of a medically qualified instructor.

Firearms Proficiency Certification

Candidates must be qualified in weapons systems used by the Company and in the caliber required. Further information on specific requirements can be found in the Firearms Competency Procedure.

Ship Security Officer/PDSD Qualification

Ship Security Officer or Proficiency in Designated Security Duties Qualification.

STCW Basic Safety Training

The qualification/certificate is to be issued via an approved National Maritime Administration training center and/or a training center approved by an appropriate Flag State body covering: Elementary First Aid, Personal Safety and Social Responsibilities, Personal Survival Techniques, and Fire Prevention and Firefighting.

Seaman's Book and Discharge Book

Must be issued via the Maritime Administration of the country of recruitment or an appropriate Flag State and entitles the holder to serve on board merchant vessels.

ENG 1 Medical Certificate or National Equivalent

Must have a minimum of 6 months validity and be issued in accordance with the provisions of I/9 of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW).

Yellow Fever Inoculation Card

Must have a minimum of 6 months validity.

Confirmation of Sound Mental Health

A letter provided by the candidate's GP confirming no documented history of mental illness.

Criminal Background Disclosure Check

All Operatives recruited or deployed are required to provide a criminal background disclosure. The disclosure must:

- Be dated within 6 months of the prospective deployment date
- Be translated into English if original official copy is not in English

In addition to the above requirements, operatives of Indian nationality must provide a letter issued by their regional police station confirming no criminal activity.

Only operatives with NO criminal convictions are suitable for deployment. There are no exceptions to this rule.

All operatives are required to renew their Criminal Disclosure every 6 months.

Passport

Valid for travel for next 12 months.

Drug and Alcohol Screening

Proof of Negative Screening for Prohibited Narcotic Substances in accordance with Drug and Alcohol Testing Procedure.

Military Discharge Certificate

Must demonstrate honorable discharge from military or law enforcement service and time served.

Talent Pooling and Employment

To cater for the constantly changing deployment requirements determined by fluid client requirements, the manning agency shall maintain a pool of pre-screened and available candidates.

IDENTIFICATION OF REQUIREMENTS

The Company keeps under continual review its manpower resource allocation which may lead to a requirement for additional or replacement personnel.

RECRUITMENT PROCEDURE

The recruitment of PCASP suitable for deployment is initially outsourced to the 3rd party providers. The 3rd party providers are responsible for identifying, screening and presenting eligible candidates.

Document Review

Before a candidate can be classed as available for deployment, the 3rd party provider is required to send all requested documentation for review by the Human Resources and Training Department.

Certification and documentation should be reviewed against the criteria specified in this procedure.

Interview

A face-to-face interview with the candidate will be conducted by a member of the Human Resources and Training department.

The interview must establish:

- English speaking competency
- The requirements of the role and the candidate's full understanding of the role
- The responsibilities of working for Seagull Maritime and within our policies and procedures

Personnel File Creation

Upon successful document review and interview, the Human Resources and Training Department will create on the Company's 1Clearview platform a personnel file for the candidate.

Induction and Deployment

Please refer to the PCASP Induction and Deployment Procedure (SM/INT/PRO/007).

Unsuccessful Candidates

Those candidates whose documentation or personal characteristics on interview are deemed not appropriate for deployment will be classified as ineligible.

The Human Resources & Training department will notify the 3rd party provider of the reasons for ineligibility.

EQUAL OPPORTUNITIES

Due to the specific nature of the role and its requirements, there are some restrictions on eligibility for the role however Seagull Maritime are committed to the principles of equal opportunity in employment.

HUMAN RIGHTS

Personnel deploying as PCASP are to be granted the same rights as permanent staff or personnel under the company Human Rights Policy.

Seagull Maritime is committed to the Voluntary Principles on Security and Human Rights (VPSHR) and the International Code of Conduct for Private Security Service Providers (ICoC). All recruitment and screening practices are conducted in accordance with these frameworks.

REVIEW

This procedure shall be reviewed at the frequency defined in the Document Register (SM/INT/REG/001), or earlier if a significant change occurs that affects PCASP recruitment and screening practices within Seagull Maritime.