



# **On Board Training Record Book For Officers in Charge of a Navigational Watch (Deck Cadets)**





### Particulars of Cadet:

Name, Surname: \_\_\_\_\_

Personal ID: \_\_\_\_\_

Seafarer's ID: \_\_\_\_\_ / Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Particulars of Maritime University

Name of University: \_\_\_\_\_

Registration N of TRB \_\_\_\_\_

Date of registration \_\_\_\_\_

Stamp

### Training Supervisor from Maritime University:

Name, Surname: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone No: \_\_\_\_\_ E-mail: \_\_\_\_\_



## Contents

Preamble

Abbreviations

- PART 1 On Board Training requirements
- 1.1 Arrangement of On Board training
  - 1.2 Procedures for completion, submission and evaluation of the Training Record Book
- PART 2 On Board Service Records
- 2.1 Cadet's signing on / signing off details
  - 2.2 Ships Particulars
- PART 3 Review of On Board service records
- PART 4 Summary of training records
- 4.1 Records of basic training and
  - 4.2 Record of other trainings
- PART 5 Record of cadet's shipboard Familiarization
- 5.1 Safety Familiarization
  - 5.2 Security Familiarization
  - 5.3 Shipboard Equipment Familiarization
  - 5.4 Bridge Equipment Familiarization



**PART 6 Emergency Preparedness**

- 6.1 Familiarization with On Board trainings and Drills programme
- 6.2 Familiarization with shipboard Emergency Alarm Signals
- 6.3 Familiarization with duties and responsibilities as per vessel's Muster List

**PART 7 Safe Working Practices On Board**

**PART 8 COLREG**

**PART 9 Ship Steering**

- 9.1 Record of ship steering trainings
- 9.2 Steering Certificate

**PART 10 Training Tasks**

- 10.1 Function: Navigation at the Operation Level
- 10.2 Function: Cargo handling and stowage at the Operation Level
- 10.3 Additional tasks on cargo handling for tankers
- 10.4 Function: Controlling the Operation of the Ship and Care for Persons On Board at the Operational level

**PART 11 Cadet's Performance Evaluation**

**PART 12 Project Work**

- 11.1 Instructions for completion
- 11.2 Projects



## Preamble

According to STCW Convention cadet's seagoing service shall be documented by relevant records in a training record book (TRB), which shall be approved by the maritime administration responsible for issuing Seafarers certificates of competence.

This Training Record Book is developed and approved by the Maritime Transport Agency of Georgia (MTA). It is created in accordance with the functions and standards of competence described in the standard A-II/1 of the STCW Code. The tasks included in the TRB cover all areas of knowledge and proficiency described in the standard mentioned above.

Deck Cadet is responsible for full and accurate records in all parts of this TRB. Completed TRB provides the documentary evidence that a cadet has successfully completed on board training programme and demonstrated adequate competence as required by the STCW Convention for the purpose of certification as an Officer on Watch on ships of 500 GT or more.

## Abbreviations

Following abbreviations are used in this Training Record Book:

TRB – On board Training Record Book

MTA – Maritime Transport Agency of Georgia

METI – Maritime Educational and Training Institution

STCW Convention – International convention for Standards of Training, Certification and Watch keeping of Seafarers (as amended)



# 1 Part 1 – On Board Training requirements

## 1.1 Arrangement of On Board training

The STCW Convention lays great emphasis on practical competence. Therefore, an important part of the STCW training programme is to put into the practice what the cadet has learned during educational process in the Maritime University. The best way is to practice them On Board the sea going ship under the supervision of a person with appropriate training and experience.

On-board, as part of an approved training programme, must be recorded in a training record book. The tasks assigned in this book should be completed by the Deck Cadet under the supervision of a training supervisor on board. This will normally be a designated officer. The training supervisor will inspect the progress made by the student and sign the book accordingly. Training record book should also be checked regularly by the Master. On completion of all the tasks the TRB is submitted to training supervisor in the Maritime University for review and finally to be presented to the Seafarers Department of Maritime Transport Agency. Completed records will be thoroughly inspected to demonstrate that the cadet has achieved the standards of competence in order to qualify for certification as deck officer.

Training and assessment, both on-board and ashore, should always be conducted by the qualified persons/assessors. It is the responsibility of the METI to elaborate and approve the Training program, which should be in compliance with the national standards. METI also appoints a person responsible for the supervision of the cadets training program. Following **shall be done by the training supervisor**:

- Familiarize the cadet with the rules of the completion of the Book;
- Provide necessary support and guidance during the cadetship program for completion of the tasks;
- Monitor the cadets training progress and completion of the Tasks. Make an additional training task together with the On Board training officer if it is necessary depending on a ship's specific type, purpose or characteristics in order to achieve the best training objectives.
- At the end of training program, evaluate if the training tasks are fully and correctly completed by the cadet.



Cadet's On Board training can't be effectively completed without supervision of shipboard Management. Ship's Master shall appoint the Deck Officer who is responsible for the practical training of the Cadet (Training Officer).

Master shall ensure, that upon arrival on board the Cadet completes the Mandatory Safety, Security and Shipboard Familiarization as well as instruction on Safe operations on board. Familiarization shall be done by the Safety Officer or by his deputy.

STCW convention doesn't allow the Master/company to assign the specific duties and functions to the cadet other than duties, which help him to complete the training tasks described by this TRB and cadet's training program.

Master to provide the Cadet with sufficient time and shall grant an access to the necessary shipboard documentation for completion the Training Tasks.

Master to ensure that cadet's training is successfully progressing under supervision of training officer and shall evaluate the completion of On Board Training, as well as cadet's knowledge and practical skills.

Training Officer shall familiarize himself with the purpose and content of the TRB taking into an account Guidance given and training objectives. If the vessel's specific type, function or characteristics require so, the training officer shall assign an additional training tasks to the Cadet. Training officer to establish the communication with the training supervisor from METI obtain necessary guidance and consultation as required.

Completion of training tasks shall be periodically reviewed by the Training officer. If the training progress found satisfactory and compliant to the training plan, the Training Officer shall confirm his approval by means of signing the relevant section of this TRB.



## **1.2 Procedures for completion, submission and evaluation of the Training Record Book**

The TRB is elaborated and approved by the MTA. Before commencement of On Board training, the cadet may obtain the blank form of TRB form either on the web page of MTA or at Educational Institution at no expense to Cadet. TRB form shall be registered in the appropriate registry of Educational Institution. TRB shall be assigned unique number and shall be stamped by the main stamp of Educational Institution. . Upon obtaining the book, the cadet shall familiarize himself with the purpose and content of the TRB Taking into an account the Tasks and Criteria for evaluation as well as Training outcomes laid out in a relevant Sections.

Upon joining the vessel the Cadet should complete the information required in the relevant sections under supervision of Training Officer. The cadet is responsible for the correct record keeping of this TRB throughout the training program. Detailed records should be kept of the cadet's seagoing service including time spent on bridge during watch keeping duties. In addition to practical training, the cadet should practice his knowledge in the COLREG and vessel's steering.

Completion of TRB should be carried out in each occasion, when the cadet joins the Training vessel or any other type of merchant vessel during his/her cadetship program, until the 12 months On Board training period is achieved and training tasks given in this TRB are fully completed.

There is no necessity to complete the separate TRB for training occasions on different vessel.

The Book should be submitted to the Training officer and Master for inspection every two weeks. Any comments or recommendations for improvement should be recorded. Comments should only relate to the cadet's competence and practical progress.

Upon completion of training program the TRB to be inspected by the Training supervisor in the METI to verify the full and correct completion.

Completed TRB should be presented to the Seafarers Department of MTA as a documentary evidence of completion cadet's seagoing practice in order to obtain the Certificate of Competency of Officer in charge of a navigational watch.







## 2.2 Ships Particulars

Ship's main particulars to be attached here.



### 3 PART 3 – Shipboard Review of On Board service records

In order to assess the training progress, Records of TRB shall be monthly reviewed by the Master or designated Training officer and appropriate comments shall be inserted in the table below.

Ship's Name	Date of review	Reviewed by (Name, Surname)	Position / signature	Comments



## 4 PART 4 Summary of Training Records

### 4.1 Records of basic safety trainings

Training Description	Date completed	Name of Maritime Training Centre
Personal survival techniques		
Fire prevention and fire fighting		
Elementary first aid		
Personal safety and social responsibilities		



4.2 Record of other trainings (indicate if you hold any STCW certificate additionally)

Training Description	Date completed	Name of Maritime Training Centre
Proficiency in Survival Craft and Rescue Boats		
Proficiency in Fast Rescue Boats		
Security Awareness Training		
Security training for Seafarers with Designated Security Duties		



## 5 PART 5 - Records of cadet's shipboard familiarization

### 5.1 Shipboard Safety Familiarization

STCW Code Section A-VI/1 Chapter VI (STCW 2010 Resolution 2)

#### MANDATORY MINIMUM REQUIREMENTS FOR SAFETY FAMILIARIZATION, BASIC TRAINING AND INSTRUCTION FOR ALL SEAFARERS

Before being assigned to shipboard duties, all persons employed or engaged on a seagoing ship, other than passengers, shall receive approved familiarization training in personal survival techniques or receive sufficient information and instruction, taking account of the guidance given in part B.

Responsible officer on each ship should sign below to confirm, that cadet has received training or instruction to be able to carry out the following tasks or duties.

Tasks Cadet should be able to:	Ship's Name					
Communicate with other persons on board on elementary safety matters, Understand safety information symbols, signs and alarm signals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Know what to do if:</b> A person falls overboard Fire or smoke is detected The fire or abandon ship alarm is sounded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify muster and embarkation stations and emergency escape routes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



locate and don life jackets and survival suits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
raise the alarm and have a basic knowledge of the use of portable fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take immediate action upon encountering an accident or other medical emergency before seeking further medical assistance on board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Close and open the fire, weathertight and watertight doors fitted in the particular ship, other than those for hull openings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Location of Emergency Muster Station:</b>						
<b>Date of Familiarization:</b>						
<b>Signature of responsible Officer:</b>						



## 5.2 Shipboard Security Familiarization

Cadet should familiarize with the vessel's specific security details. Responsible officer on each ship should sign below to confirm, that cadet has received training or instruction to be able to carry out the following tasks or duties.

Tasks Cadet should be able to:	Ship's Name					
Know the ship's specific security alarm signal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Know the ship's specific security muster station	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Know the procedures to follow the security threats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand security look out and reporting procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Know the location of the ship's citadel and mustering procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
understand ships security hardening procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take part in security-related training/drill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Date of Familiarization:</b>						
<b>Signature of responsible Officer:</b>						





5.3 Shipboard Equipment Familiarization  
As required by Regulation I/14 of the Convention.

Cadet should be familiarized with the duties and all ship arrangements, installations, equipment procedures and ship characteristics that are relevant to routine or emergency duties. Following table should be completed as soon as the cadet joins the ship.

Tasks Cadet should be able to:	Ship's Name					
<b>Watch keeping procedures and arrangements:</b>						
Visit bridge, look-out post, forecastle, poopdeck, main deck and other work areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Get acquainted with steering controls, telephones, telegraphs and other bridge equipment and displays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activate, under supervision, equipment to be used in routine duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Safety and emergency procedures:</b>						
Read and demonstrate an understanding of your Company's Fire and Safety Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locate medical and first aid equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locate firefighting equipment: alarm activation points, alarm bells, extinguishers, hydrants, fire axes and hoses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locate rocket line throwing apparatus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locate distress rockets, flares and other pyrotechnics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locate breathing apparatus and firefighter's outfits etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locate EPIRB, SART and portable VHF radios	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Locate Emergency Escape Breathing Devices (EEBDs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locate CO <sub>2</sub> bottle room, and control valves for smothering apparatus in machinery spaces, pump rooms, cargo tanks and holds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locate and understand the operation of the emergency fire pump	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Environmental protection:</b>						
Get acquainted with: The procedure for handling garbage, rubbish and other wastes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The use of garbage compactor or other equipment as appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Date of Familiarization:</b>						
<b>Signature of responsible Officer:</b>						



#### 5.4 Bridge Equipment Familiarization

Description of Bridge Equipment:	Ship's Name					
Speed Log - (maker/type)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EPIRB - (no./type)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Magnetic compass - (no./type)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gyro compass - (no./type)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Autopilot - (type)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radar - (no./type)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ECDIS - (no./type)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Echo sounder - (no./type)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GPS - (no./type)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrated navigation system - (type) If applicable:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VDR- (type)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BNWAS- (type)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SATCOM - (type)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GMDSS - (type)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Other Equipment (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Equipment (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Date of Familiarization:</b>						
<b>Signature of responsible Officer:</b>						



## 6 PART 6 Emergency Preparedness

### 6.1 Familiarization with On Board trainings and Drills programme

The cadet has to familiarize himself with the vessel's On Board trainings and drills programme, which is established by the operator company according to SOLAS convention and Vessel's Flag State requirements.

Vessel's Training and Drills programme to be attached here.



## 6.2 Familiarization with shipboard Emergency Alarm Signals

Responsible officer on each ship should sign below to confirm, that cadet has received training or instruction to be able to identify an emergency alarm signals.

Description of Alarm Signals	Ship's Name					
	Alarm Signal codes: (example: 7 short, 1 long)					
General Emergency alarm						
Fire alarm (If different from General Emergency alarm signal)						
Lifeboat Alarm (If different from General Emergency alarm signal)						
Man Over Board						
Security Alarm						
Other Alarm (specify)						
Other Alarm (specify)						
<b>Date of Familiarization:</b>						
<b>Signature of responsible Officer:</b>						



6.3 Familiarization with duties and responsibilities as per vessel's Muster List

**Copy of Vessel's Muster List to be attached here.**



## 7 PART 7 Safe Working Practices On Board

Ships are dangerous places, and even the most harmless areas can be hazardous. The most basic building blocks of personal safety on board ships is to follow the correct safety procedures On Board established by the international regulations and company SMS.

Ships are strictly governed, and there are many rules in place. In addition, each ship and shipping company has its own set of procedures laid down within its SMS.

Cadet should learn the main principles of safe working practices On Board. Completion of tasks should reflected in the below table.

Tasks Cadet should acquire an adequately knowledge in the following subjects:	Ship's Name					
Risk Assessment and mitigation Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Permit procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Types of work permits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hot work procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe an enclosed spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enclosed Space Entry Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enclosed Space rescue Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of Gas detection and measuring equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Ballast tanks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Void spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electric shock rescue procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Precautions during Mooring and anchoring operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Precautions during cargo operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Precautions during Bunkering operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incident/near miss reporting procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Date of Familiarization:</b>						
<b>Signature of responsible Officer:</b>						



## 8 PART 8 International Regulations For Preventing Collisions at sea (COLREG 72)

Deck cadets are required to demonstrate a thorough knowledge of the Collision Regulations. They shall have a clear understanding how to use the relevant rules in a practical cases during navigation.

When the cadet demonstrates a clear understanding of each regulation, an appropriate box should be marked and dated by the training supervisor On Board.

Part A General Rules			Part B Steering and sailing Rules								
			Section 1			Section 2			Section 3		
Rules	Initials of Officer	Date	Rules	Initials of Officer	Date	Rules	Initials of Officer	Date	Rules	Initials of Officer	Date
Rule 1			Rule 4			Rule 11			Rule 19		
Rule 2			Rule 5			Rule 12					
Rule 3			Rule 6			Rule 13					
			Rule 7			Rule 14					
			Rule 8			Rule 15					
			Rule 9			Rule 16					
			Rule 10			Rule 17					
						Rule 18					



Part C Lights and Shapes						Part D Sound and Light Signals			Part E Exemptions		
Rules	Initials of Officer	Date	Rules	Initials of Officer	Date	Rules	Initials of Officer	Date	Rules	Initials of Officer	Date
Rule 20			Rule 26			Rule 32			Rule 38		
Rule 21			Rule 27			Rule 33					
Rule 22			Rule 28			Rule 34					
Rule 23			Rule 29			Rule 35					
Rule 24			Rule 30			Rule 36					
Rule 25			Rule 31			Rule 37					



## 9 PART 9 SHIP STEERING

The cadet should learn to steer the ship at sea and understand how to execute helm orders correctly. Steering trainings should be conducted in various circumstances (e.g. by day, by night, anchoring, entering and leaving port). Proper records shall be kept in the following table.

It is recommended that the cadet should have taken turns at the wheel for at least the following minimum periods: A. Steering by day: 10 hrs; B. Steering by night: 10 hours; C. Steering while entering and leaving port: 5 hours

When adequate steering skills are demonstrated by the cadet, Master has to sign the Cadet's Steering Certificate.



9.1 Record of ship steering trainings

Steering	Voyage		Steered		Remarks (satisfactory/Not satisfactory)	Signature of Supervising Officer	
	From	To	Date	Duration			
				From			To
Day Time Steering							
<b>Total Hrs:</b>							
Night Time Steering							
<b>Total Hrs:</b>							



Steering	Voyage		Steered		Remarks (satisfactory/Not satisfactory)	Signature of OOW	
	From	To	Date	Duration			
				From			To
Entering or leaving the port							
<b>Total Hrs:</b>							



## 9.2 Steering Certificate

# Cadet's Steering Certificate

Vessel's Name \_\_\_\_\_

Cadet's Name / Surname \_\_\_\_\_

This is to certify that above mentioned cadet has done the ship's steering trainings as detailed below and found to be a proficient for Steering.

A. Steering by day \_\_\_\_\_ hours

B. Steering by night \_\_\_\_\_ hours

C. Steering while entering and leaving port \_\_\_\_\_ hours

Master's Name: \_\_\_\_\_

Master's Signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_



## PART 10 Training Tasks

COMPETENCES FOR OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (STCW CODE TABLE A-II/1):

<p><b>Navigation at the operational Level</b></p> <ol style="list-style-type: none"><li>1. Plan and conduct a passage and determine position</li><li>2. Maintain a safe navigational watch</li><li>3. Use of radar and ARPA to maintain safety of navigation</li><li>4. Use of ECDIS to maintain the safety of navigation</li><li>5. Respond to a distress signal at sea</li><li>7. Use the IMO Standard Marine Communication Phrases and use English in written and oral form</li><li>8. Transmit and receive information by visual signalling</li><li>9. Manoeuvre the ship</li></ol> <p><b>Cargo Handling and Stowage at the Operational Level</b></p> <ol style="list-style-type: none"><li>10. Monitor the loading, stowage, securing, care during the voyage and the unloading of cargoes</li></ol>	<p><b>Cargo Handling and Stowage – Additional Tasks for Tankers</b></p> <ol style="list-style-type: none"><li>11. Monitor loading of cargoes</li><li>12. Monitor discharging of cargoes</li><li>13. Maintain and overhaul cargo systems and associated equipment</li></ol> <p><b>Controlling the Operation of the Ship and Care for Persons On Board at the Operational Level</b></p> <ol style="list-style-type: none"><li>14. Ensure compliance with pollution-prevention requirements</li><li>15. Maintain seaworthiness of the ship</li><li>16. Prevent, control and fight fires on board</li><li>17. Operate life-saving appliances</li><li>18. Apply medical first aid on board ship</li><li>19. Monitor compliance with legislative requirements</li><li>20. Application of leadership and team working skills</li></ol>
---	---





### 9.3 Function: Navigation at the Operation Level

1. Competence: Plan and conduct a passage and determine position					
1.1	Task: Charts and publications	Task Completed	Assigned N of Ship	Date	Initials
1.	Demonstrate an understanding of the chart folio system	<input type="checkbox"/>			
2.	Assist to Navigational Officer in correcting charts and publications	<input type="checkbox"/>			
3.	Identify the Pilot books for intended voyage	<input type="checkbox"/>			
4.	Identify the routeing information and weather charts for intended voyage	<input type="checkbox"/>			
5.	Demonstrate an understanding of Notices to mariners	<input type="checkbox"/>			
6.	Demonstrate an understanding of Admiralty list of Radio Signals	<input type="checkbox"/>			
7.	Demonstrate an understanding of Temporary and preliminary notices	<input type="checkbox"/>			
8.	Identify the List of lights and fog signals	<input type="checkbox"/>			
9.	Select the Tide tables for the voyage area	<input type="checkbox"/>			
10.	Demonstrate an understanding of NAVAREAs	<input type="checkbox"/>			
11.	Demonstrate understanding of digital publications	<input type="checkbox"/>			
<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>		<b>Competence Achieved: YES      NO</b>			
		<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>			



1.2	Task: Passage Planning	Task Completed	Assigned N of Ship	Date	Initials
1.	Demonstrate understanding of the main steps of the Passage Planning: 1. Appraisal / 2. Planning / 3. Execution /4. Monitoring	<input type="checkbox"/>			
1.3	Task: Select the relevant charts of adequate scale				
1.	Participate in preparing navigational passages and in voyage planning	<input type="checkbox"/>			
2.	Demonstrate understanding how to order the missing charts	<input type="checkbox"/>			
3.	Select appropriate scale paper charts or Electronic charts (as appropriate)	<input type="checkbox"/>			
1.4	Task: Calculate Estimated Time of Arrival (ETA) to the destination port				
1.	Demonstrate understanding how to calculate the ETA to next port, taking into an account the distance, average speed and weather drift factors	<input type="checkbox"/>			
2.	Calculate the course to be made good between the waypoints	<input type="checkbox"/>			
<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>		<b>Competence Achieved: YES                      NO</b>			
		<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>			
1.5	Task: Set courses	Task Completed	Assigned N of Ship	Date	Initials
1.	Demonstrate how to use the Gyro compass when setting the course	<input type="checkbox"/>			
2.	Demonstrate how to use the Magnetic compass when setting the course	<input type="checkbox"/>			
3.	Demonstrate how to set the course on Autopilot	<input type="checkbox"/>			
4.	Demonstrate how to make allowance for drift caused by the wind and currents	<input type="checkbox"/>			



5.	Demonstrate understanding the Off course alarm, Off heading alarm and Magnetic off course alarm	<input type="checkbox"/>			
6.	Demonstrate how to Set up the Course recorder	<input type="checkbox"/>			
<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>		<b>Competence Achieved: YES                  NO</b>			
		<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>			
<b>1.6</b>	<b>Task: Determine the compass error</b>	<b>Task Completed</b>	<b>Assigned N of Ship</b>	<b>Date</b>	<b>Initials</b>
1.	Demonstrate how to determine the gyro compass error using various methods	<input type="checkbox"/>			
2.	Demonstrate how to determine the Magnetic compass error taking into an account the variation and deviation	<input type="checkbox"/>			
3.	Demonstrate how to complete the compass error book	<input type="checkbox"/>			
<b>1.7</b>	<b>Task: Determine the ship's position using the celestial bodies</b>				
1.	Identify the celestial bodies	<input type="checkbox"/>			
2.	Demonstrate how to use the sextant, how to apply the corrections	<input type="checkbox"/>			
3.	Demonstrate how to use the nautical almanac	<input type="checkbox"/>			
4.	Demonstrate how to measure the vertical and horizontal angles by the sextant	<input type="checkbox"/>			
5.	Demonstrate how to determine the ship's position using the celestial bodies	<input type="checkbox"/>			
6.	Determine the ship's position by use of celestial body	<input type="checkbox"/>			



On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):		Competence Achieved: YES NO			
		Verified by On Board Training supervisor or Responsible person. Full name: Signature: Date:			
1.8	Task: Determine the vessel's position by use of aids to navigation	Task Completed	Assigned N of Ship	Date	Initials
1.	Identify navigation aids on charts including lighthouses, beacons and buoys	<input type="checkbox"/>			
2.	Demonstrate how to obtain the compass bearings to fixed objects	<input type="checkbox"/>			
3.	Demonstrate how to identify the land objects on the radar	<input type="checkbox"/>			
4.	Perform look-out duties and report objects in degrees	<input type="checkbox"/>			
5.	Demonstrate a knowledge of the IALA system of buoyage	<input type="checkbox"/>			
6.	Practice how to determine the vessel's position using the fixed objects	<input type="checkbox"/>			



<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>		<b>Competence Achieved: YES      NO</b>			
		<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>			
<b>1.9</b>	<b>Task: Determine the ship's position by dead reckoning</b>	<b>Task Completed</b>	<b>Assigned N of Ship</b>	<b>Date</b>	<b>Initials</b>
1.	Demonstrate understanding of dead reckoning	<input type="checkbox"/>			
2.	Practise tidal calculations	<input type="checkbox"/>			
3.	Practice true wind calculations	<input type="checkbox"/>			
4.	Estimate and make allowance for leeway and currents	<input type="checkbox"/>			
5.	Plot a dead reckoning position on the chart and make accordingly	<input type="checkbox"/>			
6.	Calculate the course to steer taking into an account the leeway and current	<input type="checkbox"/>			



On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):		Competence Achieved: YES NO			
		Verified by On Board Training supervisor or Responsible person. Full name: Signature: Date:			
<b>1.10</b>	<b>Task: Determine the ship's position by satellite navigation system</b>	<b>Task Completed</b>	<b>Assigned N of Ship</b>	<b>Date</b>	<b>Initials</b>
1.	Demonstrate use of GNSS (e.g GPS, GLONASS)	<input type="checkbox"/>			
2.	Demonstrate understanding of GPS Datum	<input type="checkbox"/>			
3.	Demonstrate position fixing by use of GNSS	<input type="checkbox"/>			
4.	Demonstrate understanding of GMS / DGPS accuracy	<input type="checkbox"/>			
5.	Compare a manually developed passage plan with a plan generated by use of electronic systems	<input type="checkbox"/>			
6.	Perform the checks and tests of bridge navigation system	<input type="checkbox"/>			
<b>1.11</b>	<b>Task: Monitoring the vessel's movement using the Radar</b>				
1.	Demonstrate how to identify land objects by the radar	<input type="checkbox"/>			
2.	Practise in Radar plotting	<input type="checkbox"/>			
3.	Demonstrate Position fixing by use the radar	<input type="checkbox"/>			
4.	Demonstrate Parallel indexing	<input type="checkbox"/>			



<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>	<b>Competence Achieved: YES      NO</b>
	<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>

2. Competence: Maintain a safe navigational watch					
2.1	Task: vessel's preparation for arrival or departure	Task Completed	Assigned N of Ship	Date	Initials
1.	Demonstrate understanding of bridge pre-arrival / pre-departure tests and checks	<input type="checkbox"/>			
2.	Demonstrate how to make entries in the log book / bell book	<input type="checkbox"/>			
3.	Use internal communications and test alarm systems	<input type="checkbox"/>			
4.	Read the draught and check freeboard on arrival and departure	<input type="checkbox"/>			
5.	Demonstrate understanding how to verify the dock water density	<input type="checkbox"/>			
6.	Assist in checking bridge steering control equipment, communication systems and all other navigational aids before departure	<input type="checkbox"/>			
7.	Demonstrate understanding of steering gear tests as per SOLAS requirements	<input type="checkbox"/>			
8.	Demonstrate understanding of vessel's pre-departure inspection	<input type="checkbox"/>			



2.2 Task: participate on bridge activities when entering or leaving the port					
1.	Observe how to rig the pilot boarding arrangements (pilot ladder, accommodation ladder or combination)	<input type="checkbox"/>			
2.	observe the master's/pilot's orders/directions while monitoring the course, speed and position	<input type="checkbox"/>			
3.	Demonstrate understanding of Helmsman orders, Engine telegraph orders	<input type="checkbox"/>			
4.	Operate bridge controls, e.g. telegraph, whistles, telephones	<input type="checkbox"/>			
5.	Attend an ECR when vessel is entering or leaving the port	<input type="checkbox"/>			
On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):		Competence Achieved: YES NO			
		Verified by On Board Training supervisor or Responsible person. Full name: Signature: Date:			
2.3	Task: Maintain the Bridge Watch	Task Completed	Assigned N of Ship	Date	Initials
1.	Demonstrate understanding of the bridge watch keeping procedures as outlined in the ICS bridge procedures guide	<input type="checkbox"/>			
2.	Demonstrate understanding how to take over and hand over the watch	<input type="checkbox"/>			
3.	Demonstrate understanding how to conduct the Fire Safety and Security rounds	<input type="checkbox"/>			
4.	Understand importance to maintain a visual look-out for small ships and other objects that may not be visible by radar	<input type="checkbox"/>			
5.	Demonstrate understanding of look-out duties	<input type="checkbox"/>			
6.	Demonstrate understanding of the Master's standing orders and night orders book	<input type="checkbox"/>			





7.	Recognise the limitations of AIS as an aid to identification and understand that it is not a collision avoidance system	<input type="checkbox"/>			
8.	Understand importance to engage hand steering at an early stage when encountering traffic or hazards to navigation	<input type="checkbox"/>			
9.	Demonstrate Understanding of correct action to avoid close quarters situations	<input type="checkbox"/>			
10.	Show an ability to supervise ratings in watch keeping duties	<input type="checkbox"/>			
11.	Assist officer of the watch in anchor watch duties	<input type="checkbox"/>			
<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>		<b>Competence Achieved: YES                  NO</b>			
		<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>			
<b>2.4</b>	<b>Task: Bridge equipment monitoring and recording of events</b>	<b>Task Completed</b>	<b>Assigned N of Ship</b>	<b>Date</b>	<b>Initials</b>
1.	Practise how to make watch entries in the deck log book and bridge manoeuvring book	<input type="checkbox"/>			
2.	Understand vessel's operator policy and rules for events recordkeeping	<input type="checkbox"/>			
3.	Operate echo sounder and analyse information obtained	<input type="checkbox"/>			
4.	Understand how to display or print out an Echo sounder history	<input type="checkbox"/>			
5.	Understand how to set an echo sounder alarm appropriate to passage	<input type="checkbox"/>			
6.	Understand how to operate bridge radio equipment: Navtex, weather fax	<input type="checkbox"/>			
7.	Understand how to obtain the Maritime Safety information from the Inmarsat	<input type="checkbox"/>			
8.	Understand principle of LRIT transmission	<input type="checkbox"/>			



9.	Demonstrate understanding of BNWAS operation	<input type="checkbox"/>			
10.	Demonstrate understanding of VDR operation	<input type="checkbox"/>			
11.	Demonstrate understanding of VDR data back up	<input type="checkbox"/>			
<b>2.4</b>	<b>Task: monitoring the vessel's movement and meteorological conditions</b>				
1.	Demonstrate understanding of Beaufort wind scale	<input type="checkbox"/>			
2.	Demonstrate understanding of Douglas sea and swell scale	<input type="checkbox"/>			
3.	Estimate wind force, direction and sea state	<input type="checkbox"/>			
4.	Obtain sea and air temperature	<input type="checkbox"/>			
5.	Understand how to read the atmospheric pressure by use of Barometer	<input type="checkbox"/>			
6.	Read barograph and obtain the barometric tendency	<input type="checkbox"/>			
8.	Understand importance to adjust course and/or speed in heavy seas	<input type="checkbox"/>			
9.	Understand the weather route support service arranged by the ship-owner	<input type="checkbox"/>			
<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>		<b>Competence Achieved: YES          NO</b>			
		<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>			



3. Competence: Use of radar and ARPA to maintain safety of navigation					
3.1	Task: Operation of the Radar	Task Completed	Assigned N of Ship	Date	Initials
1.	Understand the radar switch on / off procedures	<input type="checkbox"/>			
2.	Understand adjustment of sea/rain clutter, gain	<input type="checkbox"/>			
3.	Understand use of radar functions (trails, guards, range rings, parallel indexing EBL, ERL etc)	<input type="checkbox"/>			
4.	Practise set-up procedures for true motion display, Relative motion display	<input type="checkbox"/>			
5.	Understand how to switch from/to north up/head up/course up	<input type="checkbox"/>			
6.	Understand how to switch on the true vector/relative vector, how to adjust the vector length	<input type="checkbox"/>			
7.	Understand manufacturer's/vessel's operator policy for magnetron change (max. number of operation hrs)	<input type="checkbox"/>			
8.	Understand difference between S band and X band radar	<input type="checkbox"/>			
3.2 Detection of hazards and collision avoidance					
1.	Demonstrate understanding of target acquire / cancel target	<input type="checkbox"/>			
2.	Demonstrate understanding of target CPA / TCPA	<input type="checkbox"/>			
3.	Demonstrate understanding of log speed / ground speed for radar input	<input type="checkbox"/>			
4.	Understand importance of use log speed for collision avoidance	<input type="checkbox"/>			
5.	Demonstrate use of parallel indexing to monitor the vessels movement	<input type="checkbox"/>			
6.	Understand maximum number of target plot	<input type="checkbox"/>			
7.	Understand blind zone of radar antenna	<input type="checkbox"/>			
8.	Demonstrate performance of radar Performance Monitoring test (PM test)	<input type="checkbox"/>			



<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>	<b>Competence Achieved: YES      NO</b>
	<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>

4. Competence: Use of ECDIS to maintain the safety of navigation					
4.1	Task: Knowledge of the capability and limitations of ECDIS operations including: A thorough understanding of Electronic Navigational Chart (ENC) data, data accuracy, presentation rules, display options and other chart data formats	Task Completed	Assigned N of Ship	Date	Initials
1.	Explain the difference between a raster chart and vector chart	<input type="checkbox"/>			
2.	Demonstrate how to use ECDIS to interrogate the chart display and obtain chart details e.g. information on originator, edition number and update status	<input type="checkbox"/>			
3.	Explain the difference between official ENCs and unofficial ENCs	<input type="checkbox"/>			
4.	Explain how ENCs and RNCs are kept up to date	<input type="checkbox"/>			
5.	Understand that an electronic chart system is another tool or aid to navigation	<input type="checkbox"/>			
6.	Explain the factors in determining a safety contour and demonstrate how it is set	<input type="checkbox"/>			
7.	Explain the factors in determining a safe passing distance of charted hazards and demonstrate how it is set	<input type="checkbox"/>			
8.	Explain factors affecting the quality of chart and survey data	<input type="checkbox"/>			



4.2	Knowledge of the capability and limitations of ECDIS operations including:	The dangers of over-reliance			
1.	Demonstrate an understanding that in comparison to the errors that may affect paper charts ECDIS may be subject to a different range of errors and anomalies requiring remedial measures	<input type="checkbox"/>			
2.	Understand that the voyage plan should include information on equipment status and backup procedures	<input type="checkbox"/>			
3.	Under supervision, demonstrate that in accepting the watch, the officer reviews the voyage plan and agrees the selected pre-settings of functions, alarms and indicators to be used on ECDIS	<input type="checkbox"/>			
4.	Understand the need to check validity of data by regularly checking data sources and visually cross-checking	<input type="checkbox"/>			
5.	Understand that the use of ECDIS does not release the navigator from proper watch keeping, managing and monitoring all data sources	<input type="checkbox"/>			
6.	Understand that situational awareness demands having sufficient relevant information for decision making	<input type="checkbox"/>			
7.	Understand that the watchkeepers's situational awareness may be impaired by information overload	<input type="checkbox"/>			
8.	Demonstrate an understanding of the need for situational awareness in responding to changing traffic hazards	<input type="checkbox"/>			
9.	Explain actions to take in event of failure of main navigational systems	<input type="checkbox"/>			
4.3	Knowledge of the capability and limitations of ECDIS operations including: Familiarity with the functions of ECDIS required by performance standards in force				
1.	Understand the danger in the tendency to put too much trust in computer-based systems and believe whatever is on the display	<input type="checkbox"/>			
2.	Understand the need to cross-check ECDIS information by all other means available, especially by visual means and use of the radar	<input type="checkbox"/>			
3.	Understand the difference between primary position and secondary position source and how it is activated	<input type="checkbox"/>			
4.	Understand the process for updating base charts and the display of update history	<input type="checkbox"/>			



<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>	<b>Competence Achieved: YES          NO</b>
	<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>

5. Competence: Respond to emergencies					
5.1	Task: Describe assigned duties laid down in the ship's contingency plans for emergencies	Task Completed	Assigned N of Ship	Date	Initials
1.	Participate in a fire drill at sea	<input type="checkbox"/>			
	Participate in an emergency response exercise for:	<input type="checkbox"/>			
2.	Heavy weather damage	<input type="checkbox"/>			
3.	Collision	<input type="checkbox"/>			
4.	Rescue or recovery of in water survivors/casualties	<input type="checkbox"/>			
5.	Person over board	<input type="checkbox"/>			
6.	Shipboard oil pollution incident	<input type="checkbox"/>			
7.	Steering failure	<input type="checkbox"/>			
8.	Main engine failure	<input type="checkbox"/>			
9.	Power failure	<input type="checkbox"/>			
10.	Security alert	<input type="checkbox"/>			
11.	Participate in a lifeboat drill for abandon ship	<input type="checkbox"/>			



On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):		Competence Achieved: YES NO			
		Verified by On Board Training supervisor or Responsible person. Full name: Signature: Date:			
<b>5.2</b>	<b>Demonstrate ability to take initial actions in the event of an emergency</b>	<b>Task Completed</b>	<b>Assigned N of Ship</b>	<b>Date</b>	<b>Initials</b>
1.	Participate in a response exercise for an unspecified emergency situation	<input type="checkbox"/>			
2.	Change over the normal steering control on the bridge to the emergency steering position	<input type="checkbox"/>			
3.	Assist with the changeover from the bridge emergency steering position to the emergency system in the steering flat and steer from this position	<input type="checkbox"/>			
<b>5.3</b>	<b>Demonstrate ability to act correctly when emergencies arise in port</b>				
1.	Prepare a contact list of shore side emergency organisations such as: Port control, fire, police, ambulance and tugs	<input type="checkbox"/>			
2.	Participate in an emergency response exercise in port for: Fire	<input type="checkbox"/>			
3.	Pollution incident	<input type="checkbox"/>			
4.	Demonstrate the procedure for alerting port emergency services	<input type="checkbox"/>			
5.	Demonstrate a knowledge of vessel's shipboard oil pollution emergency plan and shipboard marine pollution emergency plan	<input type="checkbox"/>			



<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>		<b>Competence Achieved: YES      NO</b>			
		<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>			
<b>6. Competence: Respond to a distress signal at sea</b>					
<b>6.1</b>	<b>Task: Establish position of own ship and the unit in distress</b>	<b>Task Completed</b>	<b>Assigned N of Ship</b>	<b>Date</b>	<b>Initials</b>
1.	Meet the requirements of Competence 1.9	<input type="checkbox"/>			
2.	Plot the position given for a vessel in distress and calculate course distance and ETA	<input type="checkbox"/>			
3.	Understand the duties and responsibilities of the designated radio operator in times of distress	<input type="checkbox"/>			
4.	Operate GMDSS equipment on test	<input type="checkbox"/>			
5.	Practise the use of VHF and MF radio telephone equipment using the Standard Marine Communication Phrases	<input type="checkbox"/>			
<b>6.2</b>	<b>Make a preliminary assessment of the situation, suggest actions and inform the master</b>				
1.	Recognise distress and urgency signals	<input type="checkbox"/>			
2.	Record distress signal sighted or received in log book	<input type="checkbox"/>			
3.	Consult vessel's contingency plans and instructions	<input type="checkbox"/>			
4.	Assist in preparing a response or contingency plan	<input type="checkbox"/>			





6.3	Record all incidents and actions taken and the master's decision			
1.	Record information in the deck log book	<input type="checkbox"/>		
2.	Maintain records of communications and actions taken	<input type="checkbox"/>		
<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>		<b>Competence Achieved: YES                  NO</b>		
		<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>		



<b>7. Competence: Use the IMO Standard Marine Communication Phrases and use English in written and oral form</b>					
<b>7.1</b>	<b>Task: Use the IMO Standard Marine Communication Phrases</b>	<b>Task Completed</b>	<b>Assigned N of Ship</b>	<b>Date</b>	<b>Initials</b>
1.	Use the IMO Standard Marine Communication Phrases with: Other ships	<input type="checkbox"/>			
2.	Coast stations	<input type="checkbox"/>			
<b>7.2</b>	<b>Use English nautical publications and manuals</b>				
1.	Demonstrate understanding of contents and use of: Notices to mariners	<input type="checkbox"/>			
2.	Sailing directions and pilot book	<input type="checkbox"/>			
3.	List of light and fog signals	<input type="checkbox"/>			
4.	Tide tables, tidal stream and current atlases	<input type="checkbox"/>			
5.	Meteorological and marine safety messages	<input type="checkbox"/>			
6.	Ship's routeing information	<input type="checkbox"/>			
<b>7.3</b>	<b>Fill in standard English nautical reports and forms</b>				
1.	Keep a port log in English	<input type="checkbox"/>			
2.	Complete watch entries in English and understand purpose of the deck log book	<input type="checkbox"/>			



On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):		Competence Achieved: YES NO			
		Verified by On Board Training supervisor or Responsible person. Full name: Signature: Date:			
<b>7.4</b>	<b>Communicate with members of the watch in safety related duties</b>	<b>Task Completed</b>	<b>Assigned N of Ship</b>	<b>Date</b>	<b>Initials</b>
1.	Demonstrate an ability to communicate instructions to a multinational crew	<input type="checkbox"/>			
2.	Show an ability to supervise ratings during mooring operations	<input type="checkbox"/>			
3.	Spend one week keeping engine-room watches with each of the engineering watch keeping officers, i.e. two days on each of the three watches	<input type="checkbox"/>			
4.	Use hand held transceivers (portable radios)	<input type="checkbox"/>			
5.	Observe a Master-Pilot information exchange concerning pilot's intentions, ship's characteristic and operational parameters	<input type="checkbox"/>			
<b>7.5</b>	<b>Communicate with shore stations</b>				
1.	Understand the purpose of IMO ships routing measures and separation schemes	<input type="checkbox"/>			
2.	Under supervision, make reports to comply with ship reporting requirements	<input type="checkbox"/>			
3.	Understand purpose of vessel traffic service and where to find reporting requirements	<input type="checkbox"/>			



<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>	<b>Competence Achieved: YES      NO</b>
	<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>



8. Competence: Transmit and receive information by visual signaling					
8.1	Task: Transmit and receive Morse signals	Task Completed	Assigned N of Ship	Date	Initials
1.	Send and receive Morse code for single letters, single numbers and group 'SOS'	<input type="checkbox"/>			
2.	Understand, maintain and use Aldis lamp and battery	<input type="checkbox"/>			
8.2 Use the International Code of Signals to interpret messages given by flags and pennants					
1.	Identify International Code of Signals flags	<input type="checkbox"/>			
2.	Learn the meaning of single letter flag hoists and Morse codes: A, B, E, G, H, I, M, O, P, S, Q.	<input type="checkbox"/>			
3.	Practise coding and decoding visual signalling of single-letter signals using the International Code of Signals	<input type="checkbox"/>			
On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):		Competence Achieved: YES      NO			
		Verified by On Board Training supervisor or Responsible person. Full name: Signature: Date:			



9. Competence: Manoeuvre the ship					
9.1	Task: Use available information as to the ship's turning circles and stopping distances when maneuvering	Task Completed	Assigned N of Ship	Date	Initials
1.	Demonstrate an understanding of the operation of the steering gear and associated alarms; Demonstrate change-over procedures from manual to automatic control and vice versa	<input type="checkbox"/>			
2.	Observe any steering or other system limitations during normal manoeuvres	<input type="checkbox"/>			
3.	Demonstrate where to find manoeuvring information	<input type="checkbox"/>			
4.	Demonstrate understanding of squat, shallow water and similar effects	<input type="checkbox"/>			
5.	Demonstrate understanding of effects of deadweight, draught, trim, speed and under-keel clearance on turning circles and stopping distances	<input type="checkbox"/>			
6.	Under supervision, using the manoeuvring board information, practise manoeuvring the vessel	<input type="checkbox"/>			
7.	Demonstrate understanding of effects of wind and current on ship handling	<input type="checkbox"/>			
8.	Observe rate of turn at different speeds and water depths	<input type="checkbox"/>			
<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>		<b>Competence Achieved: YES          NO</b>			
		<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>			



9.2	Demonstrate proper berthing and anchoring procedures	Task Completed	Assigned N of Ship	Date	Initials
1.	As a team member assist in preparing for mooring: Heaving lines, ropes, wires, stoppers, communications, lights, fenders etc.	<input type="checkbox"/>			
2.	Run off ropes stowed on reels and flake out for use	<input type="checkbox"/>			
3.	Understand cold weather precautions	<input type="checkbox"/>			
4.	Under supervision: Start/operate winches and windlass	<input type="checkbox"/>			
5.	Run, heave, stopper and turn up mooring lines	<input type="checkbox"/>			
6.	Demonstrate safe handling of mooring, with particular reference to synthetic fibre ropes and self-tensioning winches	<input type="checkbox"/>			
7.	Under the supervision of an officer, rig accommodation ladders and gangways	<input type="checkbox"/>			
8.	check and calibrate draught gauges, when fitted	<input type="checkbox"/>			
9.	Understudy an officer during mooring operations: On the bridge	<input type="checkbox"/>			
10.	At mooring stations	<input type="checkbox"/>			
11.	Anchoring	<input type="checkbox"/>			
12.	Securing tugs	<input type="checkbox"/>			
13.	Explain the shackle markings on anchor cables	<input type="checkbox"/>			
14.	As a team member assist with: Preparation of anchors prior to letting go	<input type="checkbox"/>			
15.	Weighing and securing anchors for sea	<input type="checkbox"/>			
16.	Under supervision: Inspect chain locker, peak tanks and other forward compartments	<input type="checkbox"/>			
17.	Prepare an anchor and let go	<input type="checkbox"/>			
18.	Weigh an anchor, inspect for damage and fouling and secure	<input type="checkbox"/>			
19.	Supervise the stowage of ropes used in mooring operations	<input type="checkbox"/>			
20.	Secure rat guards	<input type="checkbox"/>			



9.3 Manoeuvre to rescue a person overboard				
1.	As a team member participate in a person overboard exercise	<input type="checkbox"/>		
2.	Demonstrate an understanding of the ship manoeuvre turns in the IAMSAR Manual Vol III for positioning the vessel to recover a person overboard	<input type="checkbox"/>		
<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>		<b>Competence Achieved: YES                      NO</b>		
		<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>		





#### 9.4 Function: Cargo handling and stowage at the Operation Level

10. Competence: Cargo Calculation, Preparation of Stowage Plan, Cargo Documents Arrangement					
10.1	Task: Cargo calculation and preparation of Stowage Plan within given criteria	Task Completed	Assigned N of Ship	Date	Initials
.1	Demonstrate understanding of reading the charter party and cargo nomination received from charterers	<input type="checkbox"/>			
.2	Demonstrate the method of calculation the capacity of spaces available for cargo	<input type="checkbox"/>			
.3	Demonstrate the use of Cargo Calculation Software	<input type="checkbox"/>			
.4	Demonstrate the calculation SF; BM; GM with modes of harbour and seagoing conditions	<input type="checkbox"/>			
.5	Demonstrate various method of cargo planning compare of Drafts Limitation	<input type="checkbox"/>			
.6	Demonstrate practical use of load line Zone Season Map	<input type="checkbox"/>			
.7	Demonstrate method of Calculation of fuel oil, fresh water, and other stores intake, for forthcoming voyage, in role of cargo planning	<input type="checkbox"/>			
.8	Demonstrate the segregation of cargo planning according to requirements of IMDG and HAZMAT	<input type="checkbox"/>			
.9	Demonstrate the calculation of cargo expansion due to change of temperature	<input type="checkbox"/>			
.10	Demonstrate the method of cargo planning in order to reduce Free Surface effect	<input type="checkbox"/>			
10.2 Task: Cargo Documents Arrangements					
.1	Assist to Chief Officer Cargo Documents arrangements	<input type="checkbox"/>			
.2	Demonstrate use of Material Safety Data Sheets and the IMDG Code for obtaining information on cargo hazards and handling instructions	<input type="checkbox"/>			
.3	Demonstrate knowledge of Ship Shore Check List filling	<input type="checkbox"/>			
.4	Demonstrate knowledge of Ship Shore Cargo Agreement	<input type="checkbox"/>			
.5	Demonstrate knowledge of Understanding the Company Procedure for Cargo Operation	<input type="checkbox"/>			
.6	Takes Part as a member of cargo operation team in pre arrival meeting	<input type="checkbox"/>			



.7	Assist to Chief Officer to perform inspection and complete the Check List of COW	<input type="checkbox"/>			
.8	Assist to Chief Officer to perform inspection and complete the Check List of Inert Gas System	<input type="checkbox"/>			
.9	Assist to Chief Officer to perform inspection and complete the Check List of Hi/HiHi level Alarms	<input type="checkbox"/>			
<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>		<b>Competence Achieved: YES NO</b>			
		<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>			
<b>11.</b>	<b>Competence: Monitor the Loading, Stowage, Securing, Care During the Voyage and Unloading Of Cargoes (Other than Tankers)</b>				
<b>11.1</b>	<b>Task: Supervise the preparation of holds and deep tanks for loading</b>	<b>Task Completed</b>	<b>Assigned N of Ship</b>	<b>Date</b>	<b>Initials</b>
.1	Demonstrate an understanding of the safe handling of hatch covers, including mechanical hatch covers	<input type="checkbox"/>			
.2	Outline the reasons for a general inspection of holds, assist in general preparation of holds, including the laying of dunnage for cargo, describes the reasons for using dunnage, describes the types and sizes of material used for dunnage	<input type="checkbox"/>			
.3	Demonstrate the method of calculation the capacity of spaces available for cargo	<input type="checkbox"/>			
.4	Explain how bilge suction should be checked for efficient working scuppers and sounding pipes, Clean and prepare bilges, wells and strum boxes	<input type="checkbox"/>			
.5	Explain the reason and importance of inspection the hold scuppers	<input type="checkbox"/>			



.6	Explain the reason and importance of inspection the bilge suction alarms,	<input type="checkbox"/>			
.7	Assist with opening up, overhaul and testing a non-return valve	<input type="checkbox"/>			
.8	Explain the reason and procedure of fresh water tanks inspection	<input type="checkbox"/>			
.9	Demonstrate method of calculation the deep tank capacity	<input type="checkbox"/>			
.10	Define on drawing deep tanks location and limits	<input type="checkbox"/>			
<b>11.2</b>	<b>Supervise the operation and inspection of the ship's cargo gear</b>				
.1	Demonstrates the knowledge of company procedure of safe use and topping and lowering cranes and derricks Derricks/Cranes	<input type="checkbox"/>			
.2	Identify types of ropes and wire and know their uses,	<input type="checkbox"/>			
.3	Explain scuff tug readings and inspection procedure of the coils of rope and wire	<input type="checkbox"/>			
.4	Assist with rigging clusters and portable lights	<input type="checkbox"/>			
.5	Stow wire and ropes with due regard to their preservation	<input type="checkbox"/>			
.6	As a team member assist with the rigging of heavy lift derricks	<input type="checkbox"/>			
.7	Inspect holds for safety, with special regard to hatch boards, ladders, guard wires and stanchions, permanent dunnage, beams and beam bolts, lighting and accesses	<input type="checkbox"/>			
.8	Describe the importance of having a safe Working Load (sWL) for the cargo gear	<input type="checkbox"/>			
.9	and assist with routine inspection and operation of:	<input type="checkbox"/>			
.10	With due regard to safety, operate mechanically or hydraulically operated hatches opened or close by the ship's crew under the supervision of a responsible person	<input type="checkbox"/>			
.11	Assist with the inspections of cargo hooks, chains, swivels and other gear	<input type="checkbox"/>			



On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):		Competence Achieved: YES NO			
		Verified by On Board Training supervisor or Responsible person. Full name: Signature: Date:			
11.3	Supervise the loading	Task Completed	Assigned N of Ship	Date	Initials
.1	Demonstrates the knowledge and arrangements of cargo documentation with terminal representatives	<input type="checkbox"/>			
.2	Demonstrates the knowledge of company procedures of loading of cargo	<input type="checkbox"/>			
.4	Assist the chief officer with testing and verification of bulk cargo moisture content and report findings to the master	<input type="checkbox"/>			
.5	Inspect cargo gear during operation	<input type="checkbox"/>			
.6	Assist with separation of cargo	<input type="checkbox"/>			
.7	Controls that Cargo is being loaded according to Cargo Plan	<input type="checkbox"/>			
.8	Locate and consult Cargo Securing Manual	<input type="checkbox"/>			
.9	Calculate cargo loaded, stability and loading stresses using stress diagrams, stress indicators or loading computers	<input type="checkbox"/>			
.10	Understudy a deck officer during loading of bulk cargoes to ensure correct cargo distribution and prevent excessive point loadings	<input type="checkbox"/>			
.11	Sketch and interpret the marking on four different types of container	<input type="checkbox"/>			
.12	Explain the: Different classes of containers	<input type="checkbox"/>			
.13	Correct methods of handling containers	<input type="checkbox"/>			



.14	Identify the marking of containers and container stowage positions	<input type="checkbox"/>			
.15	Assist in receiving, checking and stowing ship's stores	<input type="checkbox"/>			
.16	Describes the sequences and method of Ballasting operation	<input type="checkbox"/>			
.17	Assist the chief officer in calculating and confirming cargo loaded against the total given by the terminal and report any discrepancies to the master	<input type="checkbox"/>			
.18	Verify at regularly intervals tensions of mooring lines, wires and gangway while vessel is alongside	<input type="checkbox"/>			
<b>11.4</b>	<b>Ensure a Securing the containers</b>				
.1	As a team member assist in securing cargo containers stowed below deck	<input type="checkbox"/>			
.2	As a team member assist in securing cargo containers stowed on deck	<input type="checkbox"/>			
.3	Explains the reason and importance of lashing containers	<input type="checkbox"/>			
.4	Assist in checking lashing on deck containers	<input type="checkbox"/>			
.5	Assist in checking the lashing on break bulk cargo stowed on open flats	<input type="checkbox"/>			
<b>11.5</b>	<b>Ensure separation between bulk cargoes or packaged goods if required</b>				
.1	Assist with separation of cargo	<input type="checkbox"/>			
.2	Understand reasons for separation of cargo parcels	<input type="checkbox"/>			
<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>		<b>Competence Achieved: YES      NO</b>			
		<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>			



11.6	Supervise to ensure that adequate precautions are taken to ensure ventilation and facilitate inspections during the voyage	Task Completed	Assigned N of Ship	Date	Initials
.1	Assist in the control of cargo ventilation and temperature	<input type="checkbox"/>			
.2	Explains the reason and company procedures and requirements for ventilation	<input type="checkbox"/>			
.3	Operate ventilator fans	<input type="checkbox"/>			
11.7 Use the International Maritime Dangerous Goods (IMDG) Code					
.1	Recognize markings and labels that indicate stores or cargoes are classified as dangerous goods	<input type="checkbox"/>			
.2	Compile a list of all dangerous goods containers with their IMO classification and storage position	<input type="checkbox"/>			
.3	Demonstrate how to identify a product and handling procedures from the IMDG Code	<input type="checkbox"/>			
.4	Describe procedure to follow in event of leakage of dangerous, hazardous or harmful stores or cargoes	<input type="checkbox"/>			
.5	Understand the reasons and need for separation of dangerous, hazardous and harmful stores or cargoes	<input type="checkbox"/>			
.6	Understand need to secure dangerous goods and to secure adjacent cargoes	<input type="checkbox"/>			
.7	Check container security seals are intact and not tampered with	<input type="checkbox"/>			
11.8 Inspect the cargo at regular intervals					
.1	Check Connection of refrigerated containers to ship's support systems and make a record of daily readings	<input type="checkbox"/>			
.2	Understudy an officer of the watch on rounds	<input type="checkbox"/>			
11.9 Record all inspections and the conditions found					
.1	Take ullages and temperatures, where applicable, of liquid cargo	<input type="checkbox"/>			
.2	Take and record hold air temperatures	<input type="checkbox"/>			
.3	Identify the dew point temperature from data collected	<input type="checkbox"/>			



On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):		Competence Achieved: YES NO			
		Verified by On Board Training supervisor or Responsible person. Full name: Signature: Date:			
<b>11.10</b>	<b>Inspect hatch covers, gear and cargoes before and during discharging</b>	<b>Task Completed</b>	<b>Assigned N of Ship</b>	<b>Date</b>	<b>Initials</b>
.1	Make a survey with the chief officer of all cargo handling gear and demonstrate an understanding of the test certificates and other documents involved	<input type="checkbox"/>			
.2	Demonstrate an understanding of precautions to be taken when opening and closing hydraulic and mechanical hatch covers	<input type="checkbox"/>			
.3	Assist in checking the safety of walkways, ladders, handrails, container stools and other container fittings	<input type="checkbox"/>			
.4	As a team member assist with handling and securing hatch beams	<input type="checkbox"/>			
.5	Where applicable, assist with the opening, closing and securing hatch covers, insulated plugs and slabs	<input type="checkbox"/>			
<b>11.11</b>	<b>Cargo Discharge Monitoring</b>				
.1	Takes a part as a team member, assist in the supervision of discharging of cargo	<input type="checkbox"/>			
.2	Assist in preparation of Cargo Documents under cargo Officer's supervision	<input type="checkbox"/>			
.3	Keeps Monitoring and report cargo damage caused by stevedores	<input type="checkbox"/>			
.4	Inspect cargo compartments for completion of cargo discharge	<input type="checkbox"/>			



11.12 During Cargo Operation Ensure satisfactory trim, stability, hogging and sagging at all times					
.1	Practice the use of: Stability computer	<input type="checkbox"/>			
.2	Computers/calculators for trim and stress	<input type="checkbox"/>			
.3	Understudy the deck officer in supervising a ballasting operation	<input type="checkbox"/>			
.4	Under supervision, use heeling tanks to maintain the vessel in an upright condition during loading/discharging	<input type="checkbox"/>			
.5	Take visual reading of draught and calculate hog or sag	<input type="checkbox"/>			
.6	Use draughts to calculate quantity of cargo loaded	<input type="checkbox"/>			
.7					
11.13 Identify any damage to ship or cargo after discharging and establish possible causes					
.1	Conduct an inspection of cargo spaces on completion of discharge and report defects or damages	<input type="checkbox"/>			
<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>		<b>Competence Achieved: YES                  NO</b>			
		<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>			





## 9.5 Additional tasks on cargo handling for tankers

12. Competence: Competence: monitor loading of cargoes (tankers)					
12.1	Task: Preparation for Cargo Loading	Task Completed	Assigned N of Ship	Date	Initials
.1	Read and understand Company Cargo Operational manual (Tankers)	<input type="checkbox"/>			
.2	Read and understand the International Safety Guide for Oil Tankers and Terminals (ISGOTT)	<input type="checkbox"/>			
.3	Demonstrate the clearly reading the Stowage plan and Manifold Plan Arrangements	<input type="checkbox"/>			
.4	Understudy a deck officer in supervising the following tanker operations: Deballasting	<input type="checkbox"/>			
.5	Purging	<input type="checkbox"/>			
.6	Inerting	<input type="checkbox"/>			
.7	Arrangements and checking by inventory list of OPA90 of pollution control equipment in accordance with company and terminal regulations	<input type="checkbox"/>			
.8	Testing of emergency shut-down procedures	<input type="checkbox"/>			
.9	Demonstrate a knowledge of pump room/cargo control room, pipeline systems, cargo pump operations and layout/operation of deck valves	<input type="checkbox"/>			
12.2 Supervise the loading					
.1	Understudy a deck officer in supervising loading	<input type="checkbox"/>			
.2	Assist with the operation of the inert gas plant	<input type="checkbox"/>			
.3	Calculate hourly loading/discharging rates and check back pressures	<input type="checkbox"/>			
.4	Assist with topping-off tanks	<input type="checkbox"/>			
.5	Assist with the operation of the ullage gauges taken by tank radar and UTI	<input type="checkbox"/>			
.6	Keep a record of loading and deballasting operations	<input type="checkbox"/>			
.7	Assist with the operations of the gas venting system and pressure/vacuum valves	<input type="checkbox"/>			



<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>	<b>Competence Achieved: YES      NO</b>
	<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>

12.3	Task: Inspect pumps, Lines and valves before and during discharge	Task Completed	Assigned N of Ship	Date	Initials
.1	Complete a Safety Check prior to: Discharging	<input type="checkbox"/>			
.2	Crude oil washing	<input type="checkbox"/>			
.3	Understudy a deck officer in supervising tanker discharging operations	<input type="checkbox"/>			
.4	Understudy a deck officer in supervising pump room/cargo control room checks	<input type="checkbox"/>			
.5	Understudy a deck officer in supervising ballasting operations	<input type="checkbox"/>			
.6	Assist with the operation of the following tanker equipment: Set up and start cargo pumps, stripping pumps and associated systems	<input type="checkbox"/>			
.7	Inert gas plant	<input type="checkbox"/>			
.8	Assist with stripping tanks	<input type="checkbox"/>			
.9	Keep a record of discharging and deballasting operations	<input type="checkbox"/>			



12.4 Assist in tank cleaning					
.1	Complete a Safety Check List to tank cleaning	<input type="checkbox"/>			
.2	Understudy a deck officer in supervising the following operations: Tank cleaning	<input type="checkbox"/>			
.3	Gas freeing	<input type="checkbox"/>			
.4	Tank entry	<input type="checkbox"/>			
.5	Assist with the operation of the following equipment: ODME system	<input type="checkbox"/>			
.6	Thermometers, hydrometers, sounding rods	<input type="checkbox"/>			
.7	Interface detectors (UTI)	<input type="checkbox"/>			
.8	Portable tank washing machines	<input type="checkbox"/>			
.9	Fixed tank washing machines	<input type="checkbox"/>			
.10	Programmable washing units	<input type="checkbox"/>			
.11	Gas freeing fans	<input type="checkbox"/>			
.12	Ullage gauges (fixed and portable)	<input type="checkbox"/>			
.13	Oxygen analyser	<input type="checkbox"/>			
.14	Explosimeter	<input type="checkbox"/>			
.15	Multi-gas detector	<input type="checkbox"/>			
.16	Chemical reagent tubes	<input type="checkbox"/>			
.17	Keep a record of tank cleaning operations	<input type="checkbox"/>			
.18	Test portable winches, portable pumps and eductors	<input type="checkbox"/>			



<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>	<b>Competence Achieved: YES          NO</b>
	<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>

13.	Competence: Maintain and overhaul cargo systems and associated equipment (tankers)				
13.1	Task: Inspect cargo pumps and equipment and assist with maintenance work	Task Completed	Assigned N of Ship	Date	Initials
.1	Test emergency shutdown of cargo pumps and associated valves	<input type="checkbox"/>			
.2	Take inventory of pollution control equipment at designated location(s) and assess condition	<input type="checkbox"/>			
.3	Assist with the overhaul of: Tank washing machines	<input type="checkbox"/>			
.4	Gas freeing fans	<input type="checkbox"/>			
.5	Ullage gauges	<input type="checkbox"/>			
.6	Assist with the overhaul of: Pressure Vacuum valve	<input type="checkbox"/>			
.7	Valve gland	<input type="checkbox"/>			
.8	Mud box	<input type="checkbox"/>			
.9	Tank lids	<input type="checkbox"/>			



.10	Air hoist	<input type="checkbox"/>			
.11	Eductor	<input type="checkbox"/>			
.12	Cleaning of manifold save-alls	<input type="checkbox"/>			
.13	Assist with maintenance of: Inert gas plant and pipelines	<input type="checkbox"/>			
.14	Oily water separator	<input type="checkbox"/>			
.15	Closed circuit loading arrangements	<input type="checkbox"/>			
.16	Pipelines and valves	<input type="checkbox"/>			
<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>		<b>Competence Achieved: YES                      NO</b>			
		<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>			



## 9.6 Function: Controlling the Operation of the Ship and Care for Persons On Board at the Operational level

14.	Competence: Ensure compliance with pollution-prevention requirements				
14.1	Task: Implement proactive measures to protect the marine environment	Task Completed	Assigned N of Ship	Date	Initials
.1	Understand that environmental protection includes both sea and air which are protected by detailed MARPOL regulation	<input type="checkbox"/>			
.2	Name ALL Particularly Sensitive Sea Areas (PSSAs) According MARPOL Annexes	<input type="checkbox"/>			
.3	Demonstrate by example preparedness to take personal responsibility for actions to protect the marine environment	<input type="checkbox"/>			
.4	Understand that marine pollutant must be landed ashore for safe disposal in compliance with MARPOL	<input type="checkbox"/>			
.5	Understand that there are strict rules covering disposal at sea of oily water mixtures applicable to all ships	<input type="checkbox"/>			
.6	Understand the safe and correct operation of the oily water separator, including requirement for accurate record keeping	<input type="checkbox"/>			
.7	Understand that there are strict rules covering disposal of noxious liquid substances applicable to all	<input type="checkbox"/>			
.8	Understand that there are strict rules covering disposal of harmful substances carried in packaged form applicable to ships	<input type="checkbox"/>			
.9	Understand that there are strict rules covering pollution prevention by sewage applicable to all ships	<input type="checkbox"/>			
.10	Understand that there are strict rules for prevention of pollution by garbage from ships , applicable to all ships	<input type="checkbox"/>			
.11	Understand that there are strict rules covering air pollution from ships which will progressively apply to all ships	<input type="checkbox"/>			



.12	Understand the impact of Sox, NOx and why efforts are needed to reduce atmospheric pollution	<input type="checkbox"/>			
.13	Understand that there are strict rules covering the management and treatment of ballast water	<input type="checkbox"/>			
.14	Understand the requirements under the ISM Code regarding environmental protection	<input type="checkbox"/>			
<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>		<b>Competence Achieved: YES NO</b>			
		Verified by On Board Training supervisor or Responsible person. Full name: Signature: Date:			
<b>14.2</b>	<b>Ensure that procedures are agreed and properly planned and all scuppers are blocked before bunkering</b>	<b>Task Completed</b>	<b>Assigned N of Ship</b>	<b>Date</b>	<b>Initials</b>
.1	Plug deck scuppers	<input type="checkbox"/>			
.2	Demonstrate knowledge of ship's bunkering procedures	<input type="checkbox"/>			
.3	Participate in bunkering operations	<input type="checkbox"/>			
.4	Demonstrate the emergency shutdown procedure	<input type="checkbox"/>			
<b>14.3</b>	<b>Initiate immediate investigation to detect the source on discovering any pollution around the ship</b>				
.1	Participate in an emergency response exercise for controlling spillage of oil or other noxious or toxic substances on board	<input type="checkbox"/>			
<b>14.4</b>	<b>Training in prevention of pollution around the ship</b>				
.1	Demonstrate the knowledge of duties and responsibilities during Oil Pollution Drill	<input type="checkbox"/>			



.2	Participate in drill for clean-up of hazardous cargo spillage	<input type="checkbox"/>			
<b>14.5</b>	<b>Sound all tanks and compartments if any damage is suspected</b>				
.1	Participate in an emergency response exercise for stranding	<input type="checkbox"/>			
.2	Perform sounding of bilges, peak tanks, double bottom and other tanks and record information	<input type="checkbox"/>			
<b>14.6</b>	<b>Use of Ballast Monitoring Equipment</b>				
.1	Locate the ship's ballast water management plan and demonstrate an understanding of its content	<input type="checkbox"/>			
.2	Preparation of Ballast reporting form prior to ballast operation planning	<input type="checkbox"/>			
.3	Use of Ballast Treatment Plant	<input type="checkbox"/>			
<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>		<b>Competence Achieved: YES      NO</b>			
		<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>			





15. Competence: Competence: maintain seaworthiness of the ship					
15.1	Task: Inspect hull and hull openings, compartments, hatch covers and equipment, and take action where defects are detected	Task Completed	Assigned N of Ship	Date	Initials
.1	Demonstrate an understanding of: The precautions required for entry into enclosed spaces	<input type="checkbox"/>			
.2	Working aloft	<input type="checkbox"/>			
.3	Working over side	<input type="checkbox"/>			
.4	Using power tools	<input type="checkbox"/>			
.5	Manual lifting and carrying	<input type="checkbox"/>			
.6	Where applicable, assist with the opening, closing and securing of hatches: Steel and single pull types	<input type="checkbox"/>			
.7	Hydraulic hatches	<input type="checkbox"/>			
.8	Assist with the maintenance of watertight doors, ports and securing of hatches	<input type="checkbox"/>			
.9	Assist with the maintenance of fairleads, tumblers, goosenecks etc.	<input type="checkbox"/>			
.10	Inspect and lubricate roller beams	<input type="checkbox"/>			
.11	Carry out a full inventory check of the deck stores	<input type="checkbox"/>			
.12	Prepare steel plates and other surfaces for protective coating	<input type="checkbox"/>			
.13	Apply protective coats to appropriate surfaces	<input type="checkbox"/>			
15.2 Ensure that all loose objects are securely fastened to avoid damage					
.1	Ensure that all gear, tools spares etc. are properly stowed and secured	<input type="checkbox"/>			
.2	Assist with the rigging of safety lines and guard rails	<input type="checkbox"/>			
.3	Participate in lashing deck cargo	<input type="checkbox"/>			
15.3 Arrange for regular control measures to ensure watertight integrity					
.1	Take and record the daily soundings of tanks, bilges, and other spaces: By manual means	<input type="checkbox"/>			
.2	By use of gauges	<input type="checkbox"/>			
.3	Check and report watertight doors, ports and hatches for weather tightness	<input type="checkbox"/>			



**On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):**

**Competence Achieved: YES      NO**

**Verified by On Board Training supervisor or Responsible person.**

**Full name:**

**Signature:**

**Date:**



16. Competence: Prevent, control and fight fires on board					
16.1	Task: Operate fire and smoke detecting equipment	Task Completed	Assigned N of Ship	Date	Initials
.1	Understand the use and assist in the maintenance of: portable foam extinguisher	<input type="checkbox"/>			
.2	Portable CO2 extinguisher	<input type="checkbox"/>			
.3	Portable dry powder extinguisher	<input type="checkbox"/>			
.4	Portable water extinguisher	<input type="checkbox"/>			
.5	Maintain hoses, nozzle and couplings	<input type="checkbox"/>			
16.2 Ensure that all persons on watch are able to detect and correct hazardous situations and actions and keep the ship clean and tidy					
.1	Perform fire patrol duties	<input type="checkbox"/>			
.2	Re-stow gear and secure after maintenance work	<input type="checkbox"/>			
16.3 Locate fire fighting appliances, emergency escape routes and sound alarm					
.1	Carry out a full inspection of fire fighting equipment and report to the chief officer	<input type="checkbox"/>			
.2	Participate in an emergency response exercise for fire at sea and fire in port	<input type="checkbox"/>			
.3	Demonstrate how to raise the alarm	<input type="checkbox"/>			
On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):		Competence Achieved: YES                      NO			
		Verified by On Board Training supervisor or Responsible person.			
		Full name:			
		Signature:			
		Date:			



16.4	Locate fire stations and demonstrate proper use of fixed installations and other fire fighting appliances and agents	Task Completed	Assigned N of Ship	Date	Initials
.1	Assist with the testing of the following systems, where fitted: Fire detection and alarm systems	<input type="checkbox"/>			
.2	Fire alarms	<input type="checkbox"/>			
.3	Fixed automatic sprinklers	<input type="checkbox"/>			
.4	Fixed steam systems	<input type="checkbox"/>			
.5	Fixed foam extinguishers	<input type="checkbox"/>			
.6	Fixed CO2 systems	<input type="checkbox"/>			
.7	Fire flaps and dampers	<input type="checkbox"/>			
.8	Automatic and manual fire doors	<input type="checkbox"/>			
.9	Emergency shut off valves, pump stops and main engine stops	<input type="checkbox"/>			
.10	Describe the operation of the fixed fire extinguishing system	<input type="checkbox"/>			
.11	State the safety precautions required prior to operating the system	<input type="checkbox"/>			
16.5	Locate and use fire protective equipment (fire-fighter's outfit, including breathing apparatus)				
.1	Demonstrate the procedures and precautions required for entry into an enclosed space	<input type="checkbox"/>			
.2	Recognize the difference between a Self Contained Breathing Apparatus (SCBA) set and an Emergency Escape Breathing Device	<input type="checkbox"/>			
.3	Demonstrate donning and use of SCBA sets	<input type="checkbox"/>			
.4	Demonstrate donning and use of a fire-fighter's outfit	<input type="checkbox"/>			
.5	Demonstrate donning and use of a fire fighter's outfit with a SCBA set	<input type="checkbox"/>			
.6	Demonstrate the use of a SCBA record/control board	<input type="checkbox"/>			
16.6	Demonstrate ability to act in accordance with the fire fighting plan during fire drills				
.1	Take charge of a fire party during an exercise	<input type="checkbox"/>			
.2	Demonstrate the use and location of all engine-room safety appliances and escape routes	<input type="checkbox"/>			



<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>	<b>Competence Achieved: YES          NO</b>
	<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>

17.	Competence: Operate life-saving appliances				
17.1	Task: Organize abandon ship drills	Task Completed	Assigned N of Ship	Date	Initials
.1	Understand the hazards to seafarers of manning lifeboats for drills and exercises	<input type="checkbox"/>			
.2	Understand the need to be familiar with the operation of on-load release mechanisms	<input type="checkbox"/>			
.3	Recognize that fall prevention devices (FPDs) where fitted, should be used in drills (to prevent premature detachment	<input type="checkbox"/>			
.4	Recognize the need for meticulous inspection and maintenance of on-load release mechanisms	<input type="checkbox"/>			
.5	Understand the maintenance requirements by shipboard personnel and by the manufacturer or manufacturer approved agents	<input type="checkbox"/>			
.6	Under supervision demonstrate familiarity with the lifeboat manufacturers operating instructions for the use and operation of the davits, winches, brakes, lifeboats, release and operating mechanisms (including FPD where fitted) and the correct resetting and testing of such devices and controls	<input type="checkbox"/>			



.7	Identify the permanent markings on survival craft with regard to the number of occupants	<input type="checkbox"/>			
.8	Locate and test the operation of radio devices including EPIRBs and SARTs	<input type="checkbox"/>			
.9	Locate and inspect pyrotechnic distress signals	<input type="checkbox"/>			
.10	State precautions for disposal of out of date pyrotechnics	<input type="checkbox"/>			
.11	Prepare a boat and fire muster list	<input type="checkbox"/>			
.12	Understudy an officer in charge of an abandon ship drill	<input type="checkbox"/>			
<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>		<b>Competence Achieved: YES                  NO</b>			
		<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>			
<b>17.2</b>	<b>Launch, handle and recover a lifeboat</b>	<b>Task Completed</b>	<b>Assigned N of Ship</b>	<b>Date</b>	<b>Initials</b>
.1	Assist with preparation and swinging out of lifeboats and be aware of attendant dangers	<input type="checkbox"/>			
.2	Assist with preparation and boarding of free fall lifeboat and be aware of attendant dangers	<input type="checkbox"/>			
.3	Assist with lowering a lifeboat to clear the ship and ride to a sea anchor	<input type="checkbox"/>			
.4	Start and operate a lifeboat engine	<input type="checkbox"/>			
.5	Understand principles of lifeboat sailing	<input type="checkbox"/>			



.6	Crew a boat under: Oars [ ] Power [ ]	<input type="checkbox"/>			
.7	Cox a boat under: Oars [ ] Power [ ]	<input type="checkbox"/>			
.8	Assist with recovery and securing of a lifeboat	<input type="checkbox"/>			
.9	Assist with recovery and securing of a free fall lifeboat	<input type="checkbox"/>			
<b>17.3</b>	<b>Launch or throw overboard a life raft, and manoeuvre it clear of ship's side</b>				
.1	Demonstrate an understanding of the procedure for launching and inflating life rafts, if the opportunity arises	<input type="checkbox"/>			
<b>17.4</b>	<b>Operate radio life-saving appliances</b>				
.1	Rig and operate the portable lifeboat radio under supervision	<input type="checkbox"/>			
<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>		<b>Competence Achieved: YES NO</b>			
		<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>			
<b>17.5</b>	<b>Ensure that all required equipment on board a rescue craft is functioning and maintained as specified in the SOLAS Training Manual</b>	<b>Task Completed</b>	<b>Assigned N of Ship</b>	<b>Date</b>	<b>Initials</b>
.1	Demonstrate an understanding of statutory equipment required in survival craft and its correct use	<input type="checkbox"/>			
.2	State minimum food and water requirements for occupants of survival craft	<input type="checkbox"/>			
.3	Locate, explain and understand the operation of distress rockets, flares and other pyrotechnics including precautions for their disposal	<input type="checkbox"/>			



.4	Explain the operation of rocket line throwing apparatus	<input type="checkbox"/>			
.5	Assist with the maintenance of: Lifeboats and rescue boats	<input type="checkbox"/>			
.6	Lifeboat equipment and provisions	<input type="checkbox"/>			
.7	Launching davits and gear	<input type="checkbox"/>			
.8	Buoyant apparatus, e.g. lifebuoys, lifejackets and attachments	<input type="checkbox"/>			
.9	Immersion suits and TPAs	<input type="checkbox"/>			
.10	Other survival craft, specify type .....	<input type="checkbox"/>			
.11	Assist with the routine maintenance of a lifeboat engine	<input type="checkbox"/>			
<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>		<b>Competence Achieved: YES                  NO</b>			
		<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>			





18.	Competence: Apply medical first aid on board ship	Task Completed	Assigned N of Ship	Date	Initials
<b>18.1</b>	<b>Task: Stop excessive bleeding, ensure breathing and put casualties in proper recovery position</b>				
.1	Participate in an emergency first aid drill at sea	<input type="checkbox"/>			
.2	Demonstrate a basic understanding of first aid principles: Stopping bleeding	<input type="checkbox"/>			
.3	Treatment of suffocation/drowning	<input type="checkbox"/>			
.4	Placing casualty in the recovery position	<input type="checkbox"/>			
<b>18.2</b>	<b>Detect signs of shock and heat stroke and act accordingly</b>				
.1	Demonstrate how to handle a casualty in shock	<input type="checkbox"/>			
.2	Demonstrate procedure for dealing with heat stroke	<input type="checkbox"/>			
<b>18.3</b>	<b>Treat burns, scolds, fractures and hypothermia</b>				
.1	State procedure for dealing with a casualty of electric shock	<input type="checkbox"/>			
.2	Demonstrate procedure for treating burns	<input type="checkbox"/>			
.3	Demonstrate procedure for treating minor fractures	<input type="checkbox"/>			
.4	State procedure for avoiding hypothermia	<input type="checkbox"/>			
.5	Demonstrate procedure for treating casualty with hypothermia	<input type="checkbox"/>			
<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>		<b>Competence Achieved: YES          NO</b>			
		Verified by On Board Training supervisor or Responsible person. Full name: Signature: Date:			



19.	Competence: Monitor compliance with legislative requirements	Task Completed	Assigned N of Ship	Date	Initials
19.1	<b>Task: State where laws, rules and regulations concerning ship operation and pollution-prevention are available</b>				
.1	Locate on board copies of: SOLAS	<input type="checkbox"/>			
.2	MARPOL	<input type="checkbox"/>			
.3	Garbage Record Book	<input type="checkbox"/>			
.4	Locate copies of certificates issued under SOLAS, MARPOL, Load Line, STCW and ILO Conventions, and other regulations	<input type="checkbox"/>			
19.2	<b>Use legislation to ascertain due approach to solve questions encountered during on board operations</b>				
.1	Participate in bilge pumping in compliance with MARPOL	<input type="checkbox"/>			
.2	Dispose of garbage at sea/on shore in compliance with MARPOL and ship's Garbage Management Plan	<input type="checkbox"/>			
.3	Assist in checking life-saving equipment prior to Safety Equipment Survey	<input type="checkbox"/>			
.4	Participate in shipboard inspection prior to survey for Load Line Certificate	<input type="checkbox"/>			
19.3	<b>Searching for stowaways</b>				
.1	Carry out a stowaway search	<input type="checkbox"/>			
<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>		<b>Competence Achieved: YES                  NO</b>			
		<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>			



20.	Competence: Application of leadership and teamworking skills	Task Completed	Assigned N of Ship	Date	Initials
20.1	<b>Task: Play a team role</b>				
.1	Understand that as a team member everyone has different experience and has a role to play in any task	<input type="checkbox"/>			
.2	Participate actively in task planning meetings involving different ranks	<input type="checkbox"/>			
.3	Understand that communication is a two-way exchange and demonstrate this in practice both on the bridge and on deck	<input type="checkbox"/>			
.4	Maintain awareness of changing situations	<input type="checkbox"/>			
.5	Accept authority while questioning instructions if in doubt	<input type="checkbox"/>			
.6	Check own understanding of situation is shared by other team member	<input type="checkbox"/>			
.7	Participate actively in task review and evaluation meetings involving different ranks	<input type="checkbox"/>			
20.2	<b>Demonstrate leadership ability</b>				
.1	Think ahead and plan tasks that will follow the immediate task or manoeuvre	<input type="checkbox"/>			
.2	Set priorities correctly when observing conflict between immediate needs and tasks that may be held back	<input type="checkbox"/>			
.3	Allocate resources effectively to achieve desired outcomes	<input type="checkbox"/>			
.4	Check results and take corrective actions as needed/instructed	<input type="checkbox"/>			
.5	Demonstrate the confidence and maturity to refer to senior officer if in doubt	<input type="checkbox"/>			



<b>On Board Training Supervisors' General advices on areas of improvement (Please indicate Item Number and your recommendations):</b>	<b>Competence Achieved: YES      NO</b>
	<b>Verified by On Board Training supervisor or Responsible person.</b> <b>Full name:</b> <b>Signature:</b> <b>Date:</b>



## PART 12 Cadet's Performance Evaluation

Responsible training supervisor or the master shall evaluate the cadet's performance during the cadetship program On Board.

Following marks shall be used for evaluation: 1 – Excellent / 2 – Good / 3 – Satisfactory / 4 - Poor							
No	Cadet's Performance	Ship's Name					
1	<i>Safety – Security awareness</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<i>Discipline, Time Management</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<i>Responsibility, Integrity</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<i>Ability to work in a Team</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<i>Personal Cleanliness</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<i>Motivation</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<i>Completion of tasks / Cadet's Training Record Book</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<i>Practical Skills</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<i>Theoretical knowledge</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<i>English Knowledge</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Remarks:</b>		<b>Evaluation done by:</b>					
		<b>Officer's Name / Surname / Position</b>					
		<b>Signature:</b>	<b>Date:</b>				



## 12 Project Work

### INTRODUCTION

The purpose of carrying out projects during sea service is to ensure that you gain a knowledge progressively of the ships in accordance with requirements of STCW convention.

To achieve this objective successfully will require intelligent observation, initiative and reference, where appropriate, to ships' plans and other data, besides manufacturers' instructions and operational manuals. It will, moreover, be essential in a number of cases to seek the help and guidance of your officers in

The technical accuracy of each project will be checked by the master and will be evaluated by Training Supervisor or other responsible person of your Maritime Institution. The evaluation will look for:

- (a) Accuracy of information in written text, illustrations or calculations;
- (b) Coverage of subject showing depth of research and logical presentation of facts;
- (d) Spelling and grammar.

### INSTRUCTIONS:

1. Before commencing each project the topics shall be agreed with Training Supervisor or dedicated person of maritime University; the type of information required, i.e., written, written with illustration, or an illustration shall be determined in advance
2. Begin each project on a separate file and state the Name of Ship, Project Title, Date Commenced and Date Completed.
3. Project shall be completed in electronic form, using Microsoft Word or similar computer program that provides text editing. Use 11pt regular font size. Illustrations and drawings shall be scanned or electronically edited and attached to project in separate file. List of Attachment's shall be provided. Neatness of scanned materials is required. The amount of Each project work shall not be of less than 3 pages, not including graphics.
4. Your project work should be handed to the master for inspection at the same time as you present this Training Record Book.
5. Completed project work must be recorded on CD Disc or other portable device and submitted to Training Supervisor or dedicated person of maritime University for evaluation. Maritime university may require the cadet to represent and describe the project for proper assessment.



## CONTENT:

Student shall prepare comprehensive project work concerning one particular area of each Functions: Navigation, Cargo handling and stowage, Controlling the operation of a ship and care for persons on board, Radio communication. (i.e., totally four projects during whole seagoing practice. ne topic from each function)

Title, Contents, Summary and Outcome of Individual Project works shall be discussed with Training Supervisor before commencement of Seagoing practice and recorded in Training Record Book.

Particular topics (Titles) of Project works should be selected from following general areas of Competence:

### 1. Function: Navigation

- 1.1 Planning of passage and determining of position:
  - .1 *Celestial navigation*
  - .2 *Terrestrial and coastal navigation*
  - .3 *Electronic systems of position fixing and navigation*
  - .4 *Echo-sounders*
  - .5 *Compass – magnetic and gyro*
  - .6 *Steering control system*
  - .7 *Meteorology*
- 1.2 Maintaining a safe navigational watch
  - .1 *Watchkeeping*
  - .2 *Bridge resource management*
  - .3 *Use of radar and ARPA*
  - .4 *Navigation using ECDIS*
- 1.3 Respond to emergencies
  - .1 *Emergency procedures*
  - .2 *Search and rescue*
- 1.4 Transmitting and receiving information by visual signalling
  - .1 *Visual signalling*
- 1.5 Ship Manoeuvring
  - .1 *Ship manoeuvring and handling*



## **2. Function: *Cargo handling and stowage***

2.1 Loading, stowage, securing, care during the voyage and the unloading of cargoes

.1 *Cargo handling, stowage and securing*

2.2 Defects and damage to cargo spaces, hatch covers and ballast tanks

.1 *critical elements of the ship structure*

.2 *causes of corrosion in cargo spaces and ballast tanks*

.3 *procedures of inspections cargo spaces and ballast tanks*

2.3 Compliance with pollution-prevention requirements

.1 *Prevention of pollution of the marine environment and anti-pollution procedures*

2.4 Seaworthiness of the ship

.1 *Ship stability*

.2 *Ship construction*

## **3. Function: *Controlling the operation of the ship and care for persons on board at the operational level***

3.1 Prevent, control and fight fires on board

.1 *Fire prevention and fire-fighting appliances*

3.2 Operate life-saving appliances

.1 *Ability to organize abandon ship drills and knowledge of the operation of LSA, Including Radio LSA*

3.3 Medical first aid on board ship

.1 *Effective action in the case of accidents or illness, including application of medical guides and advice by radio*

3.4 Legislative requirements

.1 *IMO conventions concerning safety of life at sea, security and protection of the marine environment*

3.5 Leadership and team working skills

.1 *Effective resource management*

.2 *Shipboard personnel management and training*

3.6 Safety of personnel and ship

.1 *Personal survival Methods*

.2 *Methods of fight and extinguish the fires*

.3 *Methods of elementary first aid*

.4 *personal safety and social responsibilities*





#### **4. Function: *Radio communications***

##### 4.1 Transmit and receive information using GMDSS

- .1 Search and rescue radio communications, including IAMSAR procedures
- .2 Ship reporting systems
- .3 Transmission of distress alerts



## Evaluation of project work by Training Supervisor from METI

### Given Assignments on project work

Following marks shall be used for evaluation: **1 – Excellent / 2 – Good / 3 – Satisfactory / 4 - Poor**

No	Name Given Assignments on project work	Evaluation	Comments
1		<input type="text"/>	
2		<input type="text"/>	
3		<input type="text"/>	
4		<input type="text"/>	
5		<input type="text"/>	
6		<input type="text"/>	
7		<input type="text"/>	
8		<input type="text"/>	
9		<input type="text"/>	
10		<input type="text"/>	
11		<input type="text"/>	
12		<input type="text"/>	
13		<input type="text"/>	



14		<input type="checkbox"/>	
15		<input type="checkbox"/>	
16		<input type="checkbox"/>	
17		<input type="checkbox"/>	
<b>General Remarks/Comments:</b>		<b>Evaluation done by:</b>	
		<b>Name / Surname / Position</b>	
		<b>Signature:</b>	<b>Date:</b>