AD NO.: 04x-00

Initial Issue Date: 09-14-2023

Revision Date: 00

**REPUBLIC OF THE PHILIPPINES**

**DEPARTMENT OF TRANSPORTATION**

**MARITIME INDUSTRY AUTHORITY**

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| **INVENTORY OF TEACHING AIDS AND REFERENCES** |

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| **Training Course:** | Safety Training for Personnel Providing Direct Service to Passenger Spaces |
| **Name of Maritime Training Institution:** |  |

| *Note: Substitute textbooks and videos can be used provided they contain the same content of the required.* | **Self-Assessment** | **Tabletop Evaluation** | **Inspection** | **Remarks** |
| --- | --- | --- | --- | --- |
| **To be accomplished by applicant MTI** | **To be accomplished by designated Tabletop Evaluator** | **To be accomplished by designated Evaluation and Inspection Team (EIT)** |
| **Items** | **Hardcopy** | **Electronic Copy** | **Complied** | **Not Complied** | **Complied** | **Not Complied** |  |
| **Teaching Aids (A):** |
| 1. Visual Presentations
 |  |  |  |  |  |  |  |
| 1. IMO approved safety signs and symbols
 |  |  |  |  |  |  |  |
| 1. Related accident on board passenger ship (accident reports with pictures or video clips) such as:
* M/S Herald of Free Enterprise
* M/S Scandinavian Star
* M/S Estonia
 |  |  |  |  |  |  |  |
| 1. Charts/Diagrams for Passenger Ship
* Muster List and Emergency Instructions
* Fire Control Plan
* Life Saving Appliances and Escape Route/Evacuation Plan
* Damage Control Plan
* General Arrangement Plan
 |  |  |  |  |  |  |  |
| 1. Sample Crew Muster Card
 |  |  |  |  |  |  |  |
| 1. Posters:
* Life boat launching procedure
* Life jacket donning instructions
 |  |  |  |  |  |  |  |
| 1. Exercise Sheets
2. Communicating using language appropriate to the principal nationalities of the passengers
3. Using Elementary English in communicating basic instructions to passenger and crew
4. Broadcasting emergency announcement
5. Demonstrating the use of personal life-saving appliances to passengers
 |  |  |  |  |  |  |  |
| **IMO References (R):***MTIs may use additional references as deemed necessary to meet the intended learning outcomes of this training course.* |
| 1. International Convention on Standards of Training, Certification and Watchkeeping (STCW), 1978, as amended
 |  |  |  |  |  |  |  |
| 1. International Convention for the Safety of Life at Sea (SOLAS), 1974, as amended.
 |  |  |  |  |  |  |  |
| 1. Recommendation on the design and operation of passenger ships to respond to elderly and disabled person's needs (MSC/Circ. 735)
 |  |  |  |  |  |  |  |
| 1. International Safety Management Code (ISM Code) with guidelines for its implementation (latest edition)
 |  |  |  |  |  |  |  |
| 1. IMO Life-Saving Appliance including LSA Code (latest edition)
 |  |  |  |  |  |  |  |
| **Website References (W):** |
| 1. <https://blink.ucsd.edu/safety/emergencies/preparedness/get-ready/disabilities.html#Know-what-to-do-during-an-evacu>
 |  |  |  |  |  |  |  |
| 1. <http://www.marineinsight.com/marine-safety/your-guide-to-tackle-emergency-situations-on-board-ships/>
 |  |  |  |  |  |  |  |
| 1. [http://www.marineinsight.com/maritime-law/important-features-of- muster- list-on-ship/](http://www.marineinsight.com/maritime-law/important-features-of-%09muster-%20%20list-on-ship/)
 |  |  |  |  |  |  |  |
| 1. <https://puc.overheid.nl/nsi/doc/PUC_2593_14/1/>
 |  |  |  |  |  |  |  |
| 1. <http://www.marineinsight.com/marine-safety/different-types-of-marine-evacuation-systems/>
 |  |  |  |  |  |  |  |
| 1. Guidelines for Accessible Maritime Passenger Transport. Retrieved from [http://nda.ie/Publications/Transport/Transport- Publications/Guidelines-for-Accessible-Maritime-Passenger- Transport.html\](http://nda.ie/Publications/Transport/Transport-%20%09Publications/Guidelines-for-Accessible-Maritime-Passenger-%20%09Transport.html%5C)
 |  |  |  |  |  |  |  |
| 1. Plain English in a glance. Retrieved from [https://www.nala.ie/ sites/default/files/publications/Plain%20English%20guidelines% 20at%20a%20glance\_1.pdf](https://www.nala.ie/%20%09sites/default/files/publications/Plain%20English%09%20guidelines%25%20%0920at%20a%20glance_1.pdf)
 |  |  |  |  |  |  |  |
| 1. Writing and design tips. Retrieved from: [https://www.nala.ie/ sites/default/files/publications/Writing%20and%20Design%20Tips% 202011\_1.pdf](https://www.nala.ie/%20%09sites/default/files/publications/Writing%20and%20Design%20Tips%25%09202011_1.pdf)
 |  |  |  |  |  |  |  |
| *Note: The above websites are recommended references only.* |

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| **Accomplished by** | **:** |  |  | **Date** | **:** |  |
|  |  | Name and Signature ofMTI’s Authorized Representative |  |  |  |  |

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| **Table Top Evaluator’s Comments:** |
|  |  |  | **Date of Evaluation** |  |  |  |
|  | **Table Top Evaluator’s Name & Signature** |  |  |  |  |  |
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| **Inspector’s Comments:** |
|  |  |  | **Date of Inspection** |  |  |  |
|  | **Inspector’s Name & Signature** |  |  |  |  |  |
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