

ONBOARD TRAINING GUIDANCE (OTG) FOR BSMT STUDENTS

Name of Student	Name of MHEI		
Name of Vessel	Vessel 1	Vessel 2:	Vessel 3:
Type of Vessel			
Shipping Company			
Flag Nationality			

Instructions:

1. Upon joining the ship, familiarization of duties and all ship arrangements, installation, equipment, procedures, and ship characteristics that are relevant to the routine or emergency duties are required to be undertaken by the student based on the SMS of the ship and recorded in TRB.
2. In the preparation of this Onboard Training Guidance (OTG) for each student, the Onboard Training Supervisor shall coordinate with the shipping/manning company where the student will be deployed to gather information such as: the particular type of vessel and the available machineries, equipment, and instruments onboard. The corresponding Objective Evidence (column 2) shall also be identified. The Task Schedules (from Month 1 to Month 12) shall be accomplished during monitoring activity of the OTS at the specific month when the student actually carried out the duties/tasks onboard.
3. The indicated objective evidence in column 2 are **sample only**. The OTS must be able to identify the actual objective evidence/s that can be practically produced onboard in consideration of the type of vessel and the available machineries, equipment, and instrument onboard.
4. The duties and tasks listed below are based from the approved TRB and are classified into:
 - 4.1 **Sea projects** – are duties/tasks (shaded in yellow) that can be performed by the cadets on their own time without interfering with ship's operations. The sea projects are required to be 100% completed during the onboard training.
 - 4.2 **Operational tasks** – are duties/tasks (shaded in blue) wherein performance is dependent on actual ship operation or in accordance with ship's Planned Maintenance System. During onboard training, at least 70% of the operational tasks are expected to have been completed.
5. **Project Works** are assignments to ensure gaining progressively knowledge of the ships and equipment and life-saving appliance carried onboard that is required to be accomplished aside from sea projects and operational tasks. Project Works are required to be completed at least 70% during the student's onboard training.
6. The report on sea projects and operational tasks. Project Works shall be prepared by the students for the final evaluation of the assigned Shipboard Training Officer onboard. This shall contain any of the following: (a) detailed information; (b) photos; and (d) description of activities in narrative form.
7. For the Task Schedule (months 1 to 12) the students are expected to distribute the tasks over a period of 12 months. Accomplishment of these tasks shall be reported to the Shipboard Training Supervisor during their monthly monitoring together with entries in the TRB and corresponding objective evidence/s.
8. This OTG shall be used in monitoring the progress of students' onboard training by the Onboard Training Supervisor, Monitoring Team of the Commission and the Maritime Administration, and the Shipboard Training Supervisor.

Approved by:

Name and Signature of Onboard Training Supervisor/Date



Ref. No.	Duty/Task	Objective Evidence (Pictures, Videos, Documents, Drawings, Calculations and etc as per specific task/duty as stated with the attestation, actual date and signature of the OOW)	Task Schedule											
			Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
1	Competence: Plan and conduct a passage and determine position													
1.1	Consult navigational publications													
.1	Demonstrate an understanding of the chart folio system and assist in correcting charts and other publications	Narrative supported with pictures												
.2	Demonstrate an understanding of contents and the use of: Notices to mariners													
.3	Sailing directions and ship's routing information													
.4	List of lights and fog signals													
.5	Tide tables, tidal stream and current atlases													
.6	Pilot books													
.7	Radio navigational warnings													
1.2	Select charts of adequate scale													
.1	Assist deck officers in preparing navigational passages and in voyage planning													
.2	Select appropriate scale charts from paper chart portfolio. Electronic Chart System (ECS) or Electronic Chart Display and Information System (ECDIS)													
1.3	Set course													

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.1	Demonstrate the use of the compass when setting courses													
.2	Set up: Course recorder													
.3	Course alarm													
.4	Estimate and make allowance for leeway and tidal currents													
.5	Practise tidal calculations													
1.4	Calculate Estimated Time of Arrival (ETA)													
.1	Practise calculations for distance, average speed course made good, set and drift, ETA													
1.5	Determine and apply compass error for courses and compass bearings													
.1	Apply magnetic variation and deviation													
.2	Practise use of the azimuth mirror													
.3	Practise: Azimuths													
.4	Amplitudes													
.5	Understand the use of and make entries in the compass error book and interpret information recorded													
1.6	Recognise conspicuous objects and other terrestrial/celestial aids to navigation in daylight and at night													
.1	Perform look-out duties and report objects in degrees or points													
.2	Identify aids to navigation including lighthouse, beacons and buoys													

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.3	Identify star constellation and stars of first magnitude and learn to use star chart and star finder													
.4	Practise compass bearings and visual fixes													
.5	Demonstrate a knowledge of the IALA system of buoyage													
1.7	Use azimuth mirror and sextant to fix ship's position by celestial and terrestrial observation													
.1	Use azimuth mirror to fix ship's position													
.2	Use a sextant and demonstrate how to identify and remove errors													
.3	Practise vertical and horizontal sextant angles													
.4	Make noon calculations e.g distance, average speed, course made good, set and drift and ETA													
1.8	State ship's position by dead reckoning													
.1	Estimate and make allowance for leeway and tidal currents													
.2	Practise tidal calculations													
1.9	Operate all electronic navigational equipment required to be carried on the ship and apply the information obtained to ascertain the ship's position													
.1	Practise: Radar switch on and set up procedure													
.2	Radar plotting													

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.3	Position fixes by radar													
.4	Parallel indexing													
.5	Practise using ARPA													
.6	Demonstrate an understanding of the limitations of radar													
.7	Under supervision demonstrate set up of AIS and input ship's data. Read static (ships type, dimension etc.) and dynamic data (course, speed etc.) of other vessels													
.8	Understand other uses and capabilities of AIS													
.9	Operate distance/speed recorders													
.10	Practise: Satellite navigation set up procedure													
.11	Use of any correction tables													
.12	Fixes by satellite navigation (GPS) applying applicable corrections													
.13	Compare a manually developed passage plan with a plan generated by use of electronic systems													
.14	Set up and use ECDIS or ECS as an aid to navigation													
1.10	Determine the most probable position of the ship by observing the sun, stars or planets													
.1	Identify stars of first magnitude													
.2	Demonstrate use of the chronometer													
.3	Understand use of chronometer rate book													

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.4	Practise sus sights													
.5	Practise noon calculations e.g., distance, average speed, course made good, set and drift and ETA													
2.	Competence: Maintain a safe navigational watch													
2.1	On preparing for sea, check ship's draught, and the necessary bridge equipment is operational and that proper sailing information is available													
.1	Make entries in the bridge movement book, and understand the importance of it. Synchronise bridge and engine-room clocks	Photocopy of logbook and bell book entry during testing of engine including date and voyage number												
.2	Use internal communication and test alarm systems	Short video recording/clip												
.3	Read the draught and check freeboard on arrival and departure	Photocopy/picture of departure and arrival draught												
.4	Check and calibrate draught gauges, when fitted	Picture of monitoring draught gauge												
.5	Take dock water density and calculate dock water allowance	Picture of hydrometer and its readings and electronic or manual Dock Water Allowance (DWA) calculation												

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		handing over a bridge watch from company SMS attestation from the OOW of TRB and daily journal.												
2.3	At the commencement of the watch ascertain ship's position, course and speed and appraise the traffic situation and any hazards to navigation (continued)													
.1	Understudy an officer on rounds: At sea	Attached reporting proof documents properly conducted safety rounds at sea, SMS form in checklist of Taking over the watch at sea												
.2	At anchor	Attached reporting proof documents properly conducted safety rounds at sea, photocopy of logbooks, safety rounds carried out and pages of logbooks SMS form in checklist of Taking over the watch at anchor												

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.3	In port	Attached reporting proof documents properly conducted safety rounds at sea, SMS form in checklist of Taking over the watch at In port												
2.4	At sea prioritise the look-out, fix the ship's position regularly, assess risk of collision and/or grounding and take appropriate action													
.1	Demonstrate an understanding of the principles of safe watchkeeping as detailed in the ICS Bridge Procedures Guide	Books of ICS Bridge procedure guide showing the ships stamp with date of receives Video Clips of actual performance of safe watchkeeping												
.2	Perform look-out duties and report objects in degrees or points	Video Clips of actual Reporting of cited object by degrees or points Explain briefly how did you perform proper look-out during your duty in column 5												
.3	Understand the need to maintain a visual look-out for small ships and other floating objects that may not be visible by radar	Assist the OOW to accomplished SMS form in checklist												

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		Explain briefly how did you perform proper lookout during your duty in column 5												
		Video clip/photo of the AIS unit.												
.4	Recognise the limitations of AIS as an aid to identification and understand that it is not a collision avoidance system	Explain briefly the limitation of AIS as an aid to identification and understand that it is not a collision avoidance system												
		Video clip/photo demonstrating automatic steering to hand steering when encountering traffic.												
.5	Understand the need to engage hand steering at an early stage when encountering traffic or hazards to navigation	Explain briefly when to engage hand steering at an early stage when encountering traffic or hazards to navigation												
.6	Understand the need for taking early action to avoid close quarters situations	Explain briefly the early action to avoid close quarters situations												

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3.	Competence: Use of radar and ARPA maintain safety of navigation													
3.1	Carry out operational checks and adjust the equipment to proper performance													
.1	Practise radar set-up procedure and system tests													
.2	Practise set-up procedure for true motion display													
.3	Understand the limitations of radar													
.4	Demonstrate an understanding of the information provided from: Relative motion display													
.5	True motions display													
3.2	Use the equipment to fix the ship's position													
.1	Practise fixes by radar													
.2	Cross-check fixes by radar with visual fixes													
.3	Demonstrate an understanding of factors affecting performance and accuracy													
3.3	Operate radar and ARPA to detect any hazards for grounding, close quarters situation or collision with other ships or objects and determine appropriate avoiding action													
.1	Practise determining CPA and TCPA													
.2	Practise parallel index techniques													

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.4	Explain how ENCs and RNCs are kept up to date													
.5	Understand that an electronic chart system is another tool or aid to navigation													
.6	Explain the factors in determining a safety contour and demonstrate how it is set													
.7	Explain the factors in determining a safe passing distance of charted hazards and demonstrate how it is set													
.8	Explain factors affecting the quality of chart and survey data													
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 error and anomalies requiring remedial measures													
.2	Understand that the voyage plan should include information on equipment status and backup procedures													
.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 use on ECDIS													

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.4	Understand the need to check validity of data by regularly checking data sources and visually cross-checking													
.5	Understand that the use of ECDIS does not release the navigator from proper watchkeeping, managing and monitoring all data sources													
.6	Understand that situational awareness demands having sufficient relevant information for decision making													
.7	Understand that the watchkeeper's situational awareness may be impaired by information overload													
.8	Demonstrate an understanding of the need for situational awareness in responding to changing traffic hazards													
.9	Explain actions to take in event of failure of main navigational systems													
4.3	Knowledge of the capability and limitations of ECDIS operations including: Familiarity with the function 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													

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.1	Participate in a response exercise for an unspecified emergency situation													
.2	Change over the normal steering control on the bridge to the emergency steering position													
.3	Assist with the changeover from the bridge emergency steering position to the emergency system in the steering flat and steer from this position													
5.3	Demonstrate ability to act correctly when emergencies arise in port													
.1	Prepare a contract list of shore side emergency organisations such as: Port control, fire, police, ambulance and tugs													
.2	Participate in an emergency response exercise in port for: Fire													
.3	Pollution incident													
.4	Demonstrate the procedure for alerting port emergency services													
.5	Demonstrate a knowledge of vessel's shipboard oil pollution emergency plan and shipboard marine pollution emergency plan													
6.	Competence: Respond to a distress signal at sea													

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6.1	Establish position of own ship and the unit in distress													
.1	Meet the requirement of competence 1.9													
.2	Plot the position given for a vessel in distress and calculate course distance and ETA													
.3	Understand the duties and responsibilities of the designated radio operator in times of distress													
.4	Operate GMDSS equipment on test													
.5	Practise the use of VHF and MF radio telephone equipment using the standard Marine Communication Phrases													
6.2	Make a preliminary assessment of the situation, suggest actions and inform the master													
.1	Recognise distress and urgency signals													
.2	Record distress signal sighted or received in log book													
.3	Consult vessel's contingency plans and instructions													
.4	Assist in preparing a response or contingency plan													
6.3	Record all incidents and actions taken and the master's decision													
.1	Record information in the deck log book													

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.2	Maintain records of communications and actions taken													
7.	Competence: Use the IMO Standard Marine Communication Phrases and use English in written and oral form													
7.1	Use the IMO Standard Marine Communication Phrases													
.1	Use the IMO Standard Marine Communication Phrases with: Other ships													
.2	Coast stations													
7.2	Use English nautical publications and manuals													
.1	Demonstrate understanding of contents and use of: Notices to mariners													
.2	Sailing directions and pilot books													
.3	List of lights and for signals													
.4	Tide tables, tidal stream and current atlases													
.5	Meteorological and marine safety messages													
.6	Ships' routing information													
7.3	Fill in standard English nautical report and forms													
.1	Keep a port log in English													
.2	Complete watch entries in English and understand purpose of the deck log book													
7.4	Communicate with members of the watch in safety related duties													
.1	Demonstrate an ability to communicate instructions to a multinational crew													

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.2	Show an ability to supervise ratings during mooring operations													
.3	Spend one week keeping engine-room watches with each of the engineering watchkeeping officers, i.e., two days on each of the three watches													
.4	Use hand held transceivers (portable radios)													
.5	Observe a Master-Pilot information exchange concerning pilot's intentions, ship's characteristics and operational parameters													
7.5	Communicate with shore stations													
.1	Understand the purpose of IMO ships routing measure and separation schemes													
.2	Under supervision, make reports to comply with ship reporting requirements													
.3	Understand purpose of vessel traffic services and where to find reporting requirements													
8.	Competence: Transmit and receive information by visual signalling													
8.1	Transmit and receive Morse signals													
.1	Send and receive Morse code for letters, numbers and group													
.2	'SOS'													
.2	Understand, maintain and use Aldis lamp and battery													

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.14	As a team member assist with: Preparation of anchors prior to letting go													
.15	Weighing and securing anchors for sea													
.16	Under supervision: Inspect chain locker, peak tanks and other forward compartments													
.17	Prepare an anchor and let go													
.18	Weigh an anchor, inspect for damage and fouling and secure													
.19	Supervise the stowage of ropes used in mooring operations													
.20	Secure rat guards													
9.3	Manoeuvre to rescue a person overboard													
.1	As a team member participate in a person overboard exercise													
.2	Demonstrate an understanding of the ship manoeuvre turns in IAMSAR Manual Vol III for positioning the vessel to recover a person overboard													
10.	Competence: Monitor the loading, stowage, securing, care during the voyage and the unloading of cargoes													
10.1	Supervise the preparation of holds and deep tanks for loading													
.1	Demonstrate an understanding of the safe handling of hatch covers, including mechanical hatch covers													

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.2	Assist in general preparation of holds, including the laying of dunnage for cargo													
.3	Calculate the capacity of spaces available for cargo													
.4	Clean and prepare bilges, wells and strum boxes													
.5	Test hold scuppers													
.6	Test bilge suction													
.7	Assist with opening up, overhaul and testing a non-return valve													
.8	Understudy the deck officer in supervising a tank cleaning operation													
.9	Use a check list for entry into an enclosed space													
.10	Inspect fresh water tanks													
10.2	Supervise the operation of the ship's cargo gear													
.1	Practise knots, bends, hitches and whippings													
.2	Practise splices in ropes and wire													
.3	Identify types of ropes and wire and know their uses													
.4	Break out new coils of ropes and wire													
.5	Stow wire and ropes with due regard to their preservation													
.6	As a team member assist with the rigging of heavy lift derricks													

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.7	Inspect holds for safety, with special regard to hatch boards, ladders, guard wires and stanchions, permanent dunnage, beams and beam bolts, lightning and accesses													
.8	Assist with rigging clusters and portable lights													
.9	With due regard to safety, start, operate and assist with routine inspection and maintenance of: Winches													
.10	Derrick/cranes													
.11	Assist with topping and lowering cranes and derricks													
10.3	Supervise the loading													
.1	Assist in the supervision of loading of cargo													
.2	Assist in cargo documentation													
.3	Check that dangerous goods are being stowed in accordance with the IMDG Code													
.4	Assist the chief officer with testing and verification of bulk cargo moisture content and report findings to the master													
.5	Inspect cargo gear during operation													
.6	Assist with separation of cargo													
.7	Prepare and interpret cargo plans													
.8	Locate and consult Cargo Securing Manual													
.9	Calculate cargo loaded, stability and loading stresses using stress diagrams, stress indicators or loading computers													

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.10	Understudy a deck officer during loading of bulk cargoes to ensure correct cargo distribution and prevent excessive point loadings													
.11	Sketch and interpret the markings on four different types of containers													
.12	Explain the:													
.13	Different classes of containers													
.14	Correct methods of handling containers													
	Identify the markings of containers and container stowage positions													
.15	Assist in receiving, checking and stowing ship's stores													
.16	Assist in taking on fresh water													
	Understand the importance of monitoring moisture content and correct loading of													
.17	fine bulk cargoes with respect to cargo liquefaction													
	Assist the chief officer in calculating and confirming cargo loaded against the total given by the terminal and report any discrepancies to the master													
.18														
10.4	Ensure a solid stow and securing of all cargoes in packaged form													
.1	As a team member assist in securing cargo:													
.2	Stowed below deck													
.3	Stowed on deck													
	Assist with securing containers													

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.4	Assist in checking lashings on deck containers													
.5	Assist in checking the lashings on break bulk cargo stowed on open flats													
10.5	Ensure separation between bulk cargoes or packaged goods if required													
.1	Assist with separation of cargo													
.2	Understand reasons for separation of cargo parcels													
10.6	Supervise to ensure that adequate precautions are taken to ensure ventilations and facilitate inspection during the voyage													
.1	Assist in the control of cargo ventilation and temperature													
.2	Trim ventilators													
.3	Operate ventilator fans													
10.7	Use the International Maritime Dangerous Goods (IMDG) Code													
.1	Recognise markings and labels that indicate stores or cargoes are classified as dangerous goods													
.2	Compile a list of all dangerous goods containers with their IMO classification and storage position													
.3	Demonstrate how to identify a product and handling procedures from the IMDG Code													

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.4	Describe procedure to follow in event of leakage of dangerous, hazardous or harmful stores or cargoes													
.5	Understand the reasons and need for separation of dangerous, hazardous and harmful stores or cargoes													
.6	Understand need to secure dangerous goods and to secure adjacent cargoes													
.7	Check container security seals are intact not tampered with													
10.8	Inspect the cargo at regular intervals													
.1	Check connection of refrigerated containers to ship's													
.2	Understudy an officer of the watch on rounds													
10.9	Record all inspections and the conditions found													
.1	Take ullages and temperature, where applicable, of liquid cargo													
.2	Take and record hold air temperatures													
.3	Identify the dew point temperature from data collected													
10.10	Take actions to avoid damage to the ship or cargo													
.1	Tend mooring lines, wires and gangway while vessel is alongside													

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.2	As a team member assist with battening down and securing hatches and/or cargo tank lids													
.3	Keep a security deck watch													
10.11	Inspect hatch covers, gear and cargoes before and during discharging													
.1	Under supervision: Rig and use sages and bosun's chair													
.2	Overhaul running rigging													
.3	Overhaul blocks and shackles (have knowledge of markings to be found on them)													
.4	Make a survey with the chief officer of all cargo handling gear and demonstrate an understanding of the test certificates and other documents involved													
.5	Where applicable, assist with the opening, closing and securing hatch covers, insulated plugs and slabs													
.6	As a team member assist with handling and securing hatch beams													
.7	Assist with the inspection of cargo hooks, chains, swivels and other gear													
.8	Assist in checking the safety of walkways, ladders, handrails, containers stools and other container fittings													
.9	Demonstrate an understanding of precautions to be taken when opening and													

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	closing hydraulic and mechanical hatch covers													
10.12	Ensure that all cargoes are discharged in good condition and at the right destination													
.1	As a team member, assist in the supervision of loading and discharging of cargo													
.2	Document and report cargo damage caused by stevedores													
.3	Assist in the preparation of cargo documentation													
.4	Inspect holds for completion of cargo discharge prior to sailing													
10.3	Ensure satisfactory trim, stability, hogging and sagging at all times													
.1	Practise the use of: Stability computer													
.2	Computer/calculators for trim and stress													
.3	Understudy the deck officer in supervising a ballasting operation													
.4	Under supervision, use heeling tanks to maintain the vessel in an upright condition during loading/discharging													
.5	Take readings of draught and calculate hog or sag													
.6	Use draught to calculate quantity of cargo loaded													
10.4	Identify any damage to ship or cargo after discharging and establish possible causes													

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			Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
.1	Conduct an inspection of cargo spaces on completion of discharge and report defects or damages													
11.	Competence: Monitor the loading of cargoes (tankers)													
11.1	Supervise the preparation of cargo tanks for loading													
.1	Read and understand ship's safety manual													
.2	Read and understand the international Safety Guide for Oil Tankers and Terminals (ISGOTT)													
.3	Complete a Safety Check list prior to loading													
.4	Understudy a deck officer in supervising the following tanker operations: Deballasting Purging Inerting													
.5														
.6														
.7	Positioning of pollution control equipment in accordance with company and terminal regulations													
.8	Testing of documented emergency shut down procedures													
.9	Demonstrate a knowledge of pump room/cargo control room, pipeline systems, cargo pump operations and layout/operation of deck valves													
11.2	Supervise the loading													

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.1	Understudy a deck officer in supervising loading													
.2	Assist with the operation of the inert gas plant													
.3	Calculate hourly loading/discharging rates and check back pressures													
.4	Assist with topping of tanks													
.5	Assist with the operation of the ullage gauges (fixed and portable)													
.6	Keep a record of loading and deballasting operations													
.7	Assist with the operation of the gas venting system and pressure/vacuum valves													
12.	Competence: Monitor discharging of cargoes (tankers)													
12.1	Inspect pumps, lines and valves before and during discharge													
.1	Complete a Safety Check list prior to: Discharging													
.2	Crude oil washing													
.3	Understudy a deck officer in supervising tanker discharging operation													
.4	Understudy a deck officer in supervising pump room/cargo control room checks													
.5	Understudy a deck officer in supervising ballasting operations													
.6	Assist with the operation of the following tanker equipment:													

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			Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
	Set up and start cargo pumps, stripping pumps and associated systems													
.7	Inert gas plant													
.8	Assist with stripping tanks													
.9	Keep a record of discharging and deballasting operations													
12.2	Assist in tank cleaning													
.1	Complete a Safety Check List prior to tank cleaning													
.2	Understudy a deck officer in supervising the following operations: Tank cleaning													
.3	Gas freeing													
.4	Tank entry													
.5	Assist with the operation of the following equipment: Oily water separator and monitoring system													
.6	Thermometers, hydrometers, sounding rods													
.7	Interface detectors													
.8	Portable tank washing machines													
.9	Fixed tank washing machines													
.10	Programmable washing units													
.11	Gas freeing fans													
.12	Ullage gauges (fixed and portable)													
.13	Oxygen analyser													
.14	Explosimeter													



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			Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
.15	Multi-gas detector													
.16	Chemical reagent tubes													
.17	Keep a record of tank cleaning operations													
.18	Test portable winches, portable pumps and eductors													
13.	Competence: Maintain and overhaul cargo systems and associated equipment (tankers)													
13.1	Inspect cargo pumps and equipment and assist with maintenance work													
.1	Test emergency shutdown of cargo pumps and associated valves													
.2	Take inventory of pollution control equipment at designated locations(s) and assess condition													
.3	Assist with the overhaul of: Tank washing machines													
.4	Gas freeing fans													
.5	Ullage gauges													
.6	Assist with the overhaul of: Pressure Vacuum valve													
.7	Valve gland													
.8	Mud box													
.9	Tank lids													
.10	Air hoist													
.11	Eductor													
12	Cleaning of manifold save-alls													

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			Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
.13	Assist with maintenance of: Inert gas plant and pipelines													
.14	Oily water separator													
.15	Closed circuit loading arrangements													
.16	Pipelines and valves													
14.	Competence: Ensure compliance with pollution-prevention requirements													
14.1	Implement proactive measures to protect the marine environment													
.1	Understand that environmental protection includes both sea and air which are protected by detailed MARPOL regulations													
.2	Name at least two Particularly Sensitive Sea Areas (PSSAs)													
.3	Demonstrate by example preparedness to take personal responsibility for actions to protect the marine environment													
.4	Understand that marine pollution must be landed ashore for safe disposal in compliance with MARPOL													
.5	Understand that there are strict rules covering disposal at sea of oil water mixtures applicable to all ships													
.6	Understand the safe correct operation of the oily water separator, including requirement for accurate record keeping													

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			Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
.7	Understand that there are strict rules covering disposal of noxious liquid substances applicable to all ships													
.8	Understand that there are strict rules covering disposal of harmful substances carried in package form applicable to ships													
.9	Understand that there are strict rules covering pollution prevention b sewage applicable to all ships													
.10	Understand that there are strict rules for prevention of pollution by garbage from ships, applicable to all ships													
.11	Understand that there are strict rules covering air pollution from ships which will progressively apply to all ships													
.12	Understand the impact of 50x, NOx and atmospheric pollution													
.13	Understand that there are strict rules covering the management and treatment of ballast water													
.14	Understand the requirements under the ISM Code regarding environmental protection													
14.2	Ensure that procedures are agreed and properly planned and all scuppers are blocked before bunkering													
.1	Plug deck scuppers													

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			Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
.2	Demonstrate knowledge of ship's bunkering procedures													
.3	Participate in bunkering operations													
.4	Demonstrate the emergency shutdown procedure													
14.3	Initiate immediate investigation to detect the source on discovering any pollution around the ship													
.1	Participate in an emergency response exercise for controlling spillage of oil or other noxious or toxic substances on board													
14.4	Stop or prevent leakages and spills of harmful liquids and solid substances													
.1	Demonstrate use of Material Safety Data Sheets and the IMDG Code for Obtaining information on cargo hazards													
.2	Participate in drill for clean-up of hazardous cargo spillage													
14.5	Sound all tanks and compartments if any damage is suspected													
.1	Participate in an emergency response exercise for stranding													
.2	Perform soundings of bilges, peak tanks, double bottom and other tanks and record information													
14.6	Carry out bilge, ballast and bunkering operations													

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.1	Locate the ship's ballast water management plan and demonstrate an understanding of its content													
.2	Understudy the deck officer in supervising: A ballasting operation													
.3	A tank cleaning operation													
15.	Competence: Maintain seaworthiness of the ship													
15.1	Inspect hull and hull opening, compartments, hatch covers and equipment, and take action where defects are detected													
.1	Demonstrate an understanding of: The precautions required for entry into enclosed spaces													
.2	Working aloft													
.3	Working over side													
.4	Using power tools													
.5	Manual lifting and carrying													
.6	Where applicable, assist with the opening, closing and securing of hatches Steel and single pull types													
.7	Hydraulic hatches													
.8	Assist with maintenance of watertight doors, ports and hatches													
.9	Assist with the maintenance of fairleads, tumblers, goosenecks, etc.													
.10	Inspect and lubricate roller beams													

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			Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
.11	Carry out a full inventory check of the deck stores													
.12	Prepare steel plates and other surfaces for protective coating													
.13	Apply protective coats to appropriate surfaces													
15.2	Ensure that all loose objects are securely fastened to avoid damage													
	Ensure that all gear, tool, spares etc. are properly stowed and secured													
.2	Assist with the rigging of safety lines and guard rails													
.3	Participate in lashing deck cargo													
15.3	Arrange for regular control measures to ensure watertight integrity													
.1	Take and record the daily sounding of tanks, bilges and other spaces													
	By manual means													
.2	By use of gauges													
.3	Check and report watertight doors, ports and hatches for weather tightness													
16.	Competence: Prevent, control and fight fire on board													
16.1	Operate fire and smoke detecting equipment													
.1	Understand the use and assist in the maintenance of Portable CO ₂ extinguisher													

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			Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
.2	Portable dry powder extinguisher													
.3	Portable water extinguisher													
.4	Maintain hoses, nozzles and couplings													
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													
.2	Re-stow gear and secure after maintenance work													
16.3	Locate the fire fighting application, emergency escape routes and sound alarm													
.1	Carry out a full inspection of fire fighting equipment and report to the chief officer													
.2	Participate in an emergency response exercise for the fire at the sea and fire in port													
.3	Demonstrate how to raise the alarm													
16.4	Locate fire stations and demonstrate proper use of fixed installation and other fire fighting appliances and agents													
.1	Assist with the testing of the following system, where fitted: Fire detection and alarm systems													
.2	Fixed alarms													
.3	Fixed automatic sprinklers													
.4	Fixed steam systems													
.5	Fixed foam extinguishers													

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			Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
.6	Fixed CO ₂ systems													
.7	Fire flaps and dampers													
.8	Automatic and manual fire doors													
.9	Emergency shut off valves, pumps stops and main engine stops													
.10	Describe the operation of the fixed fire extinguishing system													
.11	State the safety precautions required prior to operating the systems													
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													
.2	Recognise the difference between a Self-Contained Breathing Apparatus (SCBA) set and an Emergency Escape Breathing Device													
.3	Demonstrate donning and use of SCBA sets													
.4	Demonstrate donning and use of a fire-fighter's outfit													
.5	Demonstrate donning and use of a fire-fighter outfit with a SCBA set													
.6	Demonstrate the use of a SCBA record/control board													
16.6	Demonstrate ability to act in accordance with the fire fighting plan during fire drills													

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			Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
.1	Take charge of a fire party during an exercise													
.2	Demonstrate the use and location of all engine-room safety appliances and escape routes													
17.	Competence: Operate life-saving appliances													
17.1	Organise abandon ship drills													
.1	Understand the hazards to seafarers of manning lifeboats for drills and exercises													
.2	Understand the need to be familiar with the operations of on-load release mechanism													
.3	Recognise that fall prevention devices (FPDs) where fitted, should be used in drills (to prevent premature detachment)													
.4	Recognise the need for meticulous inspection and maintenance of on-load release mechanism													
.5	Understand the maintenance requirements by shipboard personnel and by the manufacturer or manufacturer approved agents													
.6	Under supervision demonstrate familiarity with the lifeboat manufacturer operating instruction for the use and operation of the davits, winches, brakes, lifeboats, release and operating mechanism (including FPD													

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	where fitted) and the correct resetting and testing of such devices and controls													
.7	Identify the permanent marking on survival craft with regard to the number of occupants													
.8	Locate and test the operations of radio devices including EPIRBs and SARTS													
.9	Locate and inspect pyrotechnic distress signals													
.10	State precautions for disposal of out of date pyrotechnics													
.11	Prepare a boat and fire muster list													
.12	Understudy an officer in charge of an abandon ship drill													
17.2	Launch, handle and recover a lifeboat													
.1	Assist with preparation and swinging out lifeboats and be aware of attendant dangers													
.2	Assist with the preparation and boarding of free fall lifeboat and be aware of attendant dangers													
.3	Assist with lowering a lifeboat to clear the ship and ride to a sea anchor													
.4	Start and operate a lifeboat engine													
.5	Understand principles of lifeboat sailing													
.6	Crew a boat under: Oars [] Power []													
.7	Cox a boat under:													

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			Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
	Oars [] Power []													
.8	Assist with recovery and securing of a lifeboat													
.9	Assist with recovery and securing of a free fall lifeboat													
17.3	Launch or throw overboard a life raft, and manoeuvre it clear of ship's side													
.1	Demonstrate an understanding of the procedure for launching and inflating life rafts, if the opportunity arises													
17.4	Operate radio life-saving appliances													
.1	Rig and operate the portable lifeboat radio under supervision													
17.5	Ensure that all required equipment on board a rescue craft is functioning and maintained as specified in the SOLAS Training Manual													
.1	Demonstrate an understanding of statutory equipment required in survival craft and its correct use													
.2	State minimum food and water requirements for occupants of survival craft													
.3	Locate, explain and understand the operation of distress rockets, flares and other pyrotechnics including precautions for their disposal													
.4	Explain the operation of rocket line throwing apparatus													

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.5	Assist with the maintenance of: Lifeboats and rescue boats													
.6	Lifeboat equipment and provisions													
.7	Launching davits and gear													
.8	Buoyant apparatus, e.g. lifebuoys, lifejackets and attachments													
.9	Immersion suit and TPAs													
.10	Other survival craft, specify type _____													
.11	Assist with the routine maintenance of lifeboat engine													
18	Competence: Apply medical first aid on board ship													
18.1	Stop excessive bleeding, ensure breathing and put casualties in proper recovery position													
.1	Participate in an emergency first aid drill at sea													
.2	Demonstrate a basic understanding of first aid principles:													
.3	Stopping bleeding													
.4	Treatment of suffocation/drowning													
18.2	Detect signs of shock and heat stroke and act accordingly													
.1	Demonstrate of suffocation/drowning													
.2	Demonstrate procedure for dealing with heat stroke													

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18.3	Treat burns, scolds, fractures and hypothermia													
.1	State procedure for dealing with a casualty of electric shock													
.2	Demonstrate procedure for treating burns													
.3	Demonstrate procedure for treating minor fractures													
.4	State procedures for avoiding hypothermia													
.5	Demonstrate procedure for treating casualty with hypothermia													
19.	Competence: Monitor compliance with legislative requirement													
19.1	State where laws, rules and regulations concerning ship operation and pollution prevention are available													
.1	Locate on board copies of: SOLAS													
.2	MARPOL													
.3	Garbage Record Book													
.4	Locate copies of certificates issued under SOLAS, MARPOL, Load Line, STCW and ILO Convention, and other regulations													
19.2	Use legislation to ascertain due approach to solve questions encountered during on board operations													
.1	Participate in bilge pumping in compliance with MARPOL													

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			Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
.2	Dispose of garbage at sea/on shore in compliance with MARPOL and ship's Garbage Management Plan													
.3	Assist in checking life-saving equipment prior Safety Equipment Survey													
.4	Participate in shipboard inspection prior to survey for Load Line Certificate													
19.3	Searching for stowaways													
.1	Carry out a stowaway search													
20.	Competence: Application of leadership and teamworking skills													
20.1	Play a team role													
.1	Understand that as a team member everyone has different experience and has a role in any task													
.2	Participate actively in task planning meetings involving different ranks													
.3	Understand that communication is a two-way exchange and demonstrate this in practice both on the bridge and on deck													
.4	Maintain awareness of changing situations													
.5	Accept authority while questioning instructions if in doubt													
.6	Check own understanding of situation is shared by other team members													
.7	Participate actively in task review and evaluation meeting involving different ranks													
20.2	Demonstrate leadership ability													

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.1	Think ahead and plan tasks that will follow the immediate task or manoeuvre													
.2	Set priorities correctly when observing conflict between immediate needs and tasks that may be held back													
.3	Allocate resources effectively to achieve desired outcomes													
.4	Check results and take corrective actions as needed/instructed													
.5	Demonstrate the confidence and maturity to refer to senior officer if in doubt													

