



سازمان بنادر و دریانوردی

دستورالعمل اجرایی برگزاری دوره آموزشی و آزمون های شایستگی دریانوردی سمت

فرمانده بر روی کشتیهای با ظرفیت ناخالص ۳۰۰۰ یا بیشتر - سفرهای نامحدود

The code of practice for conducting Master on ships of Gross Tonnage GT ≥ 3000 engaged on Unlimited Voyages Training Course and Competency Assessments

کد مدرک: P6-W121

شماره بازنگری	تاریخ بازنگری	شرح تغییرات (علت و ممل)	تهیه کننده	تأیید کننده	تصویب کننده
۰۲	۹۳/۰۵/۲۰	بر اساس بازنگری کلی کنوانسیون STCW 78, As Amended	رئیس اداره استانداردهای دریانوردان نصرت اله علی پور	مدیر کل امور دریانوردان حسین میرزایی	معاون امور دریایی سید علی استیری



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مقدمه

سازمان بنادر و دریانوردی در راستای اجرای وظایف و اختیارات قانونی ناشی از ماده ۱۹۲ قانون دریایی جمهوری اسلامی ایران مصوب شهریور ماه ۱۳۴۳ و بند ۱۰ ماده ۳ آئین نامه تشکیل سازمان بنادر و دریانوردی مصوب بهمن ماه ۱۳۴۸ کمیسیون های خاص دو مجلس که صدور هر گونه سند یا گواهینامه و پروانه مربوط به کشتی ، فرماندهان ، افسران و کارکنان کشتیها را در صلاحیت این سازمان قرار داده و در راستای رعایت مفاد کنوانسیون بین المللی استانداردهای آموزش، صدور گواهینامه و نگرهبانی دریانوردان (STCW- as amended) مصوب مرداد ماه ۱۳۷۵ مجلس شورای اسلامی ایران و با عنایت به مقرر ۱۱/۲ کنوانسیون و بخش ۱۱/۲ - الف آیین نامه مربوطه ، این "دستورالعمل اجرایی برگزاری دوره آموزشی و آزمونهای شایستگی دریانوردی سمت فرمانده بر روی کشتیهای با ظرفیت ناخالص ۳۰۰۰ یا بیشتر (GT≥3000) - سفرهای نامحدود " را تدوین نموده و پس از تصویب هیأت عامل سازمان قابل اجرا می باشد.

یادداشت: قانون تغییر نام سازمان بنادر و کشتیرانی به سازمان بنادر و دریانوردی در تاریخ ۱۳۸۷/۰۲/۱۰ به تصویب مجلس شورای اسلامی رسید.





۱- هدف از تدوین

هدف از تدوین این دستورالعمل ارائه حداقل نیازمندیهای برگزاری دوره آموزشی و آزمونهای شایستگی دریانوردی سمت فرمانده بر روی کشتیهای با ظرفیت ناخالص ۳۰۰۰ یا بیشتر (GT≥3000) - سفرهای نامحدود می باشد.

۲- دامنه کاربرد

این دستورالعمل برای کلیه مراکز آموزشی مورد تایید سازمان و مجری برگزاری دوره آموزش سمت فرمانده بر روی کشتیهای با ظرفیت ناخالص ۳۰۰۰ یا بیشتر (GT≥3000) - سفرهای نامحدود می باشند، کاربرد دارد.

۳- تعاریف

اصطلاحات استفاده شده در راستای اهداف این دستورالعمل دارای معانی ذیل می باشند.

۱-۳ دستگاه نظارت مرکز (Central Monitoring Office):

به معنای اداره یا بخشی که وظیفه صدور مجوز فعالیت آموزش دریانوردی و نظارت بر مراکز آموزشی را بر عهده دارد. دستگاه نظارت در ستاد سازمان، اداره استانداردهای دریانوردان می باشد. مدیر کل امور دریانوردان نیز جزء دستگاه نظارت مرکز بوده و می تواند صدور مجوز فعالیت آموزش دریانوردی و نظارت بر مراکز آموزش دریانوردان را تایید نماید.

۲-۳ گواهینامه شایستگی دریانوردی (Certificate of Competency):

به معنای گواهینامه صادره طبق مفاد بند ۵,۴ این دستورالعمل برای فرماندهان، افسران و کاربران مخابرات می باشد و دارندهی قانونی آن محق به خدمت در سمت و عمل به وظایف مربوطه در سطح مسئولیت مشخص شده در آن است.

۳-۳ دستورالعمل (Code of Practice):

به معنای مجموعه قوانین، مقررات ملی و الزامات مندرج در این دستورالعمل است که توسط اداره کل امور دریانوردان تدوین و به تصویب هیات عامل سازمان رسیده است.

۴-۳ شرکت کشتیرانی (Company):

به معنای مالک کشتی، هر شخصی مانند مدیر، یا اجاره کننده در بست کشتی است، که مسئولیت عملیات کشتی از طرف مالک کشتی بر وی فرض شده است، و با قبول چنین مسئولیتی، کلیه وظایف و مسئولیت‌های محول شده بر شرکت توسط این دستورالعملها را بر عهده گرفته است.



۳-۵ کنوانسیون (Convention):

به معنای کنوانسیون اصلاح شده بین المللی استانداردهای آموزشی، صدور گواهینامه و نگهداری دریانوردان (STCW-78 as amended) می باشد.

۳-۶ گواهی طی دوره (Course Completion Certificate or Documentary Evidence):

به معنای گواهی است که مرکز آموزشی مورد تایید سازمان به فراگیر پس از گذراندن موفقیت آمیز دوره مربوطه ارائه می دهد.

۳-۷ ظرفیت ناخالص کشتی (Gross Tonnage):

به معنای ظرفیت ناخالص حجمی محاسبه شده شناور بر اساس مقررات مربوطه می باشد.

۳-۸ آئین نامه ی امنیت کشتی ها (ISPS Code):

به معنای آئین نامه بین المللی امنیت کشتی ها و تسهیلات بندری است که در تاریخ ۲۰۰۲ میلادی طی قطعنامه شماره ۲ کنفرانس دولتهای متعاقد به کنوانسیون بین المللی ایمنی جان اشخاص در دریا ۱۹۷۴ (SOLAS) به تصویب رسیده و ممکن است توسط سازمان بین المللی دریانوردی براساس اصلاحیه های بعدی تغییر یابد.

۳-۹ سطح مدیریتی (Management Level):

به معنای سطحی از مسئولیت اطلاق می گردد که مرتبط با وظایف مدیریتی فرمانده، افسر اول، افسر سرمهندس و افسر مهندس دوم در کشتیها می باشد و همچنین آنها را ملزم به حصول اطمینان از انجام مطلوب وظایف محوله بر روی کشتی در حیطه مسئولیت هایشان می نماید.

۳-۱۰ فرمانده (Master):

به معنای شخصی است که عهده دار فرماندهی کشتی می باشد.

۳-۱۱ گواهینامه سلامت پزشکی (Medical Fitness Certificate):

به معنای گواهینامه ای است که توسط پزشک معتمد سازمان طبق دستورالعمل مربوطه و جهت متقاضیانی که از نظر پزشکی از سلامت برخوردار باشند، صادر می گردد.

۳-۱۲ کشتی تجاری (Merchant Ship):

به معنای هر نوع شناوری است (به استثنای شناورهای خدماتی، سکوهای متحرک فراساحلی، صیادی و یا نظامی) که در امر جابجایی کالاهای تجاری، مسافر و بار تسهیلات مربوط به کالاهای تجاری بکار گرفته می شود.



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دستورالعمل اجرایی برگزاری دوره آموزشی و آزمون های کشتی دریانوردی ست فرزند و بروردی کشتیهای با ظرفیت نامحلس ۳۰۰۰ پرتز - سزای نامحدود
The code of practice for conducting Master on ships of Gross Tonnage GT ≥ 3000 engaged on Unlimited Voyages Training Course and Competency Assessments

کد مدرک : P6-W121/2

شماره صفحه : ۶ از ۱۲

۳-۱۳ گواهینامه حداقل پرسنل ایمن (Minimum Safe Manning Certificate):

به معنای گواهینامه ای است که در آن حداقل پرسنل ایمن یک شناور تعیین و توسط سازمان تأیید می گردد.

۳-۱۴ ماه (Month):

جهت محاسبه خدمت دریایی هر ماه متشکل از ۳۰ روز می باشد.

۳-۱۵ سفرهای نزدیک به ساحل (Near Coastal Voyages / NCV):

به معنای سفر هایی است که در آبهای خلیج فارس، دریای خزر و محدوده تعریف شده در دریای عمان (آبهای واقع در غرب خطی که نقطه جغرافیایی با مشخصات ۲۲ درجه و ۳۲ دقیقه شمال و ۵۹ درجه و ۴۸ دقیقه شرق « راس الحد- عمان» را به نقطه جغرافیایی دارای مشخصات ۲۵ درجه و ۴ دقیقه شمال و ۶۱ درجه و ۲۲ دقیقه شرق «گواتر- ایران» وصل می نماید) انجام می شود.

۳-۱۶ سازمان (Ports & Maritime Organization):

به معنای سازمان بنادر و دریانوردی جمهوری اسلامی ایران می باشد.

۳-۱۷ مقررات (Regulations):

به معنای مجموعه مقررات مندرج در کنوانسیون و آئین نامه می باشد.

۳-۱۸ خدمت دریایی (Seagoing Service):

به معنای مدت زمان دریانوردی بر روی کشتی است که می بایست مرتبط با صدور و یا تجدید گواهینامه های شایستگی و یا مهارت در یانوردان می باشد.

۳-۱۹ گواهی خدمت دریایی (Seagoing Service/ Documentary Evidence):

به معنای تأییدیه خدمت دریایی دریانوردان جهت شرکت در دوره های آموزشی، آزمونهای دریانوردی و صدور گواهینامه های دریانوردی می باشد که علاوه بر ثبت در شناسنامه دریانوردی، توسط شرکت کشتیرانی / مالک کشتی و یا اتحادیه مالکان کشتیها به صورت فرم کامپیوتری (computer sheet)، نامه اداری شماره شده و یا فرم تعریف شده (به ضمیمه این دستورالعمل) قابل ارائه می باشد.

۳-۲۰ کشتی دریا پیمای (Seagoing Ship):

به معنای کشتی است که غیر از آنهاییکه منحصرأ در آبهای سرزمینی، نزدیک یا مجاور آبهای پناه گاهی و یا مناطق مشمول مقررات بندری، تردد میکنند.



سازمان بنادر و دریانوردی



سازمان بازرسی دریانوردی

دستورالعمل اجرایی برگزاری دوره آموزشی و آزمون های صلاحیت دریانوردی ست فرزندبرداری کشتیهای با ظرفیت نامعین ۳۰۰۰ یا بیشتر - برای محدود
The code of practice for conducting Master on ships of Gross Tonnage GT ≥ 3000
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کد مدرک : P6-W121/2

شماره صفحه : ۷ از ۱۲

۲۱-۳ آئین نامه ی کنوانسیون (STCW Code):

به معنای آئین نامه ی استانداردهای آموزش، صدور گواهینامه و نگهداری دریانوردان که طی قطعنامه ی شماره ۲ کنفرانس سال ۱۹۹۵ میلادی تصویب و ممکن است توسط سازمان بین المللی دریانوردی بر اساس اصلاحیه های بعدی تغییر یابد، می باشد.

۲۲-۳ مرکز آموزشی (Training Center):

به معنای دانشگاه، شرکت، موسسه یا هر ارگانی که بر اساس مجوز اخذ شده از سازمان در زمینه آموزشهای دریانوردی فعالیت می کند.

۲۳-۳ سفرهای نامحدود (Unlimited Voyages):

به معنای سفرهای بین المللی که محدود به سفرهای نزدیک به ساحل نباشد.

۴- مسئولیت ها

۴-۱ مسئولیت بازنگری این دستورالعمل بر عهده دستگاه نظارت مرکز می باشد.

۴-۲ مسئولیت تایید اصلاحیه ها به این دستورالعمل بر عهده اداره کل امور دریانوردان می باشد.

۴-۳ مسئولیت تصویب اصلاحیه ها به این دستورالعمل بر عهده معاون امور دریایی به نیابت از هیات عامل سازمان می باشد.

۴-۴ مسئولیت اجرای کامل دوره آموزشی بر اساس عناوین اعلام شده بر عهده مرکز آموزشی می باشد.

۴-۵ مسئولیت نظارت بر حسن اجرای این دستورالعمل در مراکز آموزشی دریانوردی بر عهده دستگاه نظارت مرکز می باشد.

۵- روش اجرا:

۵-۱ هدف از برگزاری دوره آموزشی

هدف از برگزاری این دوره آموزشی ، آماده نمودن فراگیران برای کسب توانمندی های مندرج در بند ۲-۶-۵ این دستورالعمل می باشد.

۵-۲ طول دوره

۵-۲-۱ طول دوره حداقل ۱۸۰ ساعت و بر اساس ۱۶۸ ساعت نظری (تئوری) و ۱۲ ساعت عملی می باشد.

۵-۲-۲ حداکثر مدت زمان آموزش روزانه برای هر فراگیر ۸ ساعت می باشد.



هیات عامل سازمان بازرسی دریانوردی

۳-۵ تعداد شرکت کنندگان در دوره

۳-۵-۱ حداکثر فراگیران شرکت کننده در هر دوره ۲۰ نفر می باشد.

۳-۵-۲ در صورت افزایش حداقل فضا، تجهیزات و امکانات کمک آموزشی مرتبط بر اساس دستورالعمل صدور مجوز و نظارت بر اجرای دوره ها در مراکز آموزشی دریانوردی و پس از اخذ تاییدیه از دستگاه نظارت ذیربط، تعداد شرکت کنندگان در دوره می تواند حداکثر تا ۳۰ نفر افزایش یابد.

۴-۵ شرایط ورود به دوره

۴-۵-۱ دارا بودن حداقل سن ۲۵ سال

۴-۵-۲ دارا بودن گواهینامه سلامت پزشکی معتبر بر اساس دستورالعمل مصوب سازمان

۴-۵-۳ دارا بودن گواهینامه شایستگی افسر اول بر روی کشتیهای با ظرفیت ناخالص ۳۰۰۰ یا بیشتر (GT≥3000) - سفرهای نامحدود

۴-۵-۴ دارا بودن حداقل ۳۶ ماه خدمت دریایی پس از اخذ اولین گواهینامه شایستگی دریانوردی که از این مدت حداقل ۶ ماه می بایست در سمت افسر اول بر روی کشتیهای با ظرفیت ناخالص ۳۰۰۰ یا بیشتر سفرهای نامحدود باشد.

۵-۵ دانش، درک و مهارت مورد انتظار

۵-۵-۱ توانایی برنامه ریزی سفر دریایی، هدایت و راهبری کشتی

۵-۵-۲ توانایی عکس العمل و پاسخ به علائم اضطراری در دریا

۵-۵-۳ توانایی عملیات و مانور با کشتی در کلیه شرایط

۵-۵-۴ توانایی در بایش و کنترل انطباق با قوانین ومقررات جهت اطمینان از:

- ایمنی جان افراد در دریا
- حفاظت از محیط زیست دریایی

۵-۵-۵ توانایی در حفظ ایمنی و امنیت خدمه و مسافران

۵-۵-۶ توانایی در تهیه طرح های اضطراری و کنترل خسارت وارده بر کشتی

۵-۵-۷ توانایی در سازماندهی و مدیریت خدمه

۵-۵-۸ توانایی در سازماندهی و ارائه مراقبتهای پزشکی بر روی کشتی

۵-۵-۹ توانایی حفظ و نگهداری قابلیت دریانوردی شناور





۵-۶ عناوین دروس ، ریز مواد درسی و آزمون

عناوین دروس و جدول نمایانگر تعداد سؤالات، مدت، نوع، حدنصاب قبولی و مواد امتحانی آزمونهای شایستگی دریانوردی برای داوطلبین سمت " فرمانده بر روی کشتیهای با ظرفیت ناخالص ۳۰۰۰ یا بیشتر (GT≥3000) - سفرهای نامحدود " به شرح ذیل می باشد.





مركز آموزش دریایی

دانشگاه ابراهیم کلازی - مرکز آموزش دریایی کشتی رانان - ۳۳۰۰۰ - بندر ماهشهر - مازندران

The code of practice for conducting Master on ships of Gross Tonnage GT ≥ 3000 engaged on Unlimited Voyages Training Course and Competency Assessments

کد مدرک : P6-W121/2
شماره صفحه : ۱۰ از ۱۲

۶-۵ جدول نمایانگر تعداد سؤالات، مدت، نوع، حد نصاب قبولی و مواد درسی آزمونهای شایستگی سمت فرمانده بر روی کشتیهای با ظرفیت ناخالصی ۳۰۰۰ یا بیشتر (GT≥3000) - سفرهای نامحدود

ملاحظات	مواد درسی (ماده ۲-۶-۵)	حدنصاب قبولی (درصد)	نوع آزمون	مدت (ساعت)	تعداد سؤالات	نام آزمون	ردیف
در زمان آزمون شفاهی به همراه داشتن شناسنامه دریانوردی الزامی می باشد	3.1.1 1.1.1-1.1.2-1.2.1-1- 1.3.1-1.3.2-1.3.3- 1.3.4-1.3.5-1.3.6- 1.3.7-3.2.1-3.2.2- 3.3.1-3.3.2-3.3.3- 3.4.1-3.4.2-3.4.3- 3.4.4-3.4.5-3.4.6- 3.5.1	%۵۵	کتبی	۲/۵	۵	تجارت و حقوق دریایی	۱
		-	شفاهی / عملی / شبیه ساز	-	-	شفاهی / عملی / شبیه ساز	۲

در آزمون شفاهی / عملی / شبیه ساز علاوه بر مواد درسی مربوطه، ممکن است برحسب مورد سؤالاتی از سایر مواد درسی پرسیده شود.





۲-۶-۵ حداقل مواد درسی دوره آموزش سمت فرمانده بر روی کشتیهای با ظرفیت ناخالص ۳۰۰۰ یا بیشتر -

(GT≥3000) - سفرهای نامحدود در بخش انگلیسی این دستورالعمل می باشد.

۷-۵ امکانات مورد نیاز جهت برگزاری دوره:

جهت برگزاری دوره آموزشی علاوه بر فضای آموزشی قید شده در " دستورالعمل صدور مجوز و نظارت بر اجرای دوره ها در مراکز آموزشی دریانوردی "مصوب سازمان ، تجهیزات کمک آموزشی مشروحه زیر نیز مورد نیاز می باشد:

۱-۷-۵ سالن / کلاسها می بایست مجهز به سیستم تهویه و نور کافی و وسایل سمعی و بصری و امکانات مورد نیاز برای تدریس باشد (وسایل کمک آموزشی شامل: وایت بورد/ تخته سفید، کامپیوتر و دستگاه ویدئو پروژکتور چند رسانه ای، پرده ویدئو پروژکتور)

۲-۷-۵ کتابخانه مجهز به کتب تخصصی مورد نیاز تدریس و اطلاعات جامع دیگر در خصوص دوره

۳-۷-۵ فیلم های آموزشی و جزوات درسی مورد نیاز و مرتبط در خصوص دوره.

۴-۷-۵ مدلهای مختلف بویه های دریایی ، ماکت و مدلهای مختلف شناورها با علائم شناسایی شناورها در روز و شب، ماکت و مدلهای اسکله و حوضچه برای تمرین قوانین راه و پهلو گیری و جدا سازی از اسکله.

۸-۵ شرایط مدرسین و مربیان دوره

۱-۸-۵ مدرسین و مربیان دوره های آموزشی مندرج در این دستورالعمل می بایست علاوه بر گذراندن دوره مدرسی مورد تأیید سازمان دارای حداقل مدارک و تجارب مشروحه زیر باشند:

۱-۸-۱-۱ مدرسین:

۱-۸-۱-۱-۱ دارای حداقل گواهینامه شایستگی معتبر فرماندهی بر روی کشتیهای با ظرفیت ناخالص

GT≥3000 سفرهای نامحدود با حداقل ۱۲ ماه خدمت دریایی در این سمت و همچنین ۱۲ ماه

سابقه تدریس مرتبط در مراکز آموزش دریانوردی باشند.

۲-۸-۱-۱-۲ مربیان:

۱-۸-۱-۲-۱ دارای حداقل مدرک تحصیلی فوق دیپلم دریایی (ناوبری) با حداقل ۲ سال خدمت دریایی

باشند.





۹-۵ ارزیابی و صدور گواهینامه

۹-۵-۱ در صورت موفقیت فراگیران در ارزیابی های حین و یا پایان دوره، گواهی طی موفقیت آمیز دوره مربوطه توسط مرکز آموزشی مورد تایید و مجری برگزاری دوره صادر می گردد.

۹-۵-۲ سپس فراگیران می توانند درخواست حضور در آزمون های شایستگی و مهارت دریانوردی سازمان را بر اساس مفاد بند ۱-۶-۵ این دستورالعمل ارائه نمایند؛ و

۹-۵-۳ نهایتاً اداره امتحانات و اسناد دریانوردان سازمان برای آن دسته از شرکت کنندگان که آزمون های مربوطه را با موفقیت طی نموده باشند و حائز دیگر شرایط لازم باشند، گواهینامه مرتبط بر اساس دستورالعمل صدور، تمدید و تجدید گواهینامه های دریانوردان صادر می نماید.

۱۰-۵ شرایط تمدید / تجدید گواهینامه

گواهینامه های شایستگی و مهارت دریانوردی بر اساس مفاد دستورالعمل صدور، تمدید و تجدید گواهینامه های دریانوردان تمدید و یا تجدید می گردد.

۱۱-۵ روش تأیید دوره

تأیید دوره بر اساس مفاد مندرج در دستورالعمل صدور مجوز و نظارت بر اجرای دوره ها در مراکز آموزش دریانوردی صورت می پذیرد.

۶-سوابق

کلیه سوابقی که نشان دهنده رعایت موارد مندرج در این دستورالعمل باشد.

۷-مراجع

۷-۱ کنوانسیون اصلاح شده STCW و آیین نامه مربوطه

۷-۲ مدل کورس سازمان بین المللی دریانوردی (IMO) شماره ۱/۰۷

۷-۳ دستورالعمل صدور، تمدید و تجدید گواهینامه های دریانوردان

۷-۴ دستورالعمل صدور مجوز و نظارت بر اجرای دوره ها در مراکز آموزشی دریانوردی

۸- ضمیمه

ندارد.


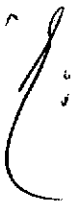
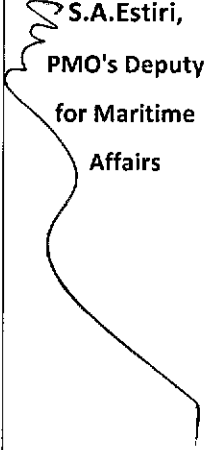




PMO

***The code of practice for conducting Master on ships of Gross Tonnage
(GT ≥ 3000) engaged on Unlimited Voyages Training Course and
Competency Assessments***

P6-W121

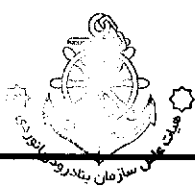
Revision No.	Date of revision	Comment on revision	provider	approving amendments authority	endorsing amendments authority
02	11.AUG.2014	STCW Convention, as amended	N. Alipour, Head of Seafarers' Standards' Directorate 	H. Mirzaei, Director General of Seafarers' Affairs 	S.A.Estiri, PMO's Deputy for Maritime Affairs 

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Introduction

Ports and Maritime organization (P.M.O) of the Islamic republic of Iran in performing its duty and in exercising its prerogative resulting from article 192 of the Islamic republic of Iran maritime code, 1964 and paragraph 10 of article 3 of P.M.O manifesto, 1970 enabling it to issue any document, certificate or license for ships, masters, officers and other ship personnel and also in accordance with the provisions of the international convention on standards of training, certification and watch keeping for seafarers (STCW), 1978, as amended adopted by the Islamic consultative assembly in 1996 and taking into account regulations II/2 of the mentioned Convention and section A-II/2 of the STCW Code, develops this "code of practice for conducting Master on ships of Gross Tonnage ($GT \geq 3000$) engaged on unlimited voyages training course and competency assessments" which is applicable after endorsement by the board of executives of Ports & Maritime Organization.

NOTE: The title of Ports and Shipping Organization changed to Ports and Maritime Organization dated 29.04.2008 through parliamentary act and approved by Islamic council assembly.



1-Objective

The objective of this code of practice is to specify the minimum requirements for conducting Master on Ships of Gross Tonnage GT≥3000 engaged on Unlimited Voyages training course and competency assessments.

2-Scope of application

This code of practice is applicable to all approved training centers that conduct Master on Ships of Gross Tonnage GT≥3000 engaged on Unlimited Voyages training course.

3-Definition

For the purpose of this code of Practice, unless expressly provided otherwise:

3-1 Central Monitoring Office

Central monitoring office which is responsible for approving and monitoring training courses is the Seafarer's standard directorate of the PMO.

3-2 Certificate of Competency (COC)

Means a certificate issued and endorsed for masters, officers and GMDSS radio operators in accordance with the provisions of chapters II, III, IV or VII of the STCW Convention and entitling the lawful holder thereof to serve in the capacity and perform the functions involved at the level of responsibility specified therein.

3-3 Code of Practice

Means all national rules, regulations and requirements specified in this document which have been drafted by the PMO's General Directorate of Maritime affairs and endorsed by the PMO's board of executive

3-4 Company

Means the owner of the ship or any other organization or person such as the manager, or the bareboat charterer, who has assumed the responsibility for operation of the ship from the ship owner and who, on assuming such responsibility, has agreed to take over all the duties and responsibilities imposed on the company by these Codes of practices.

3-5 Convention

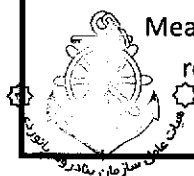
Means international convention on standards of training, certification and watch keeping for Seafarers, 1978, as amended.

3-6 Course Completion Certificate or Documentary Evidence

Means a certificate issued through the training center, after successfully completion of training program by the applicants

3-7 Gross Tonnage

Means the volume of all enclosed spaces of a vessel calculated in accordance with relevant regulations.





3-8 ISPS Code

Means the International Ship and Port Facility Security (ISPS) Code adopted on 12 December 2002, by resolution 2 of the Conference of Contracting Governments to the International Convention for the Safety of Life at Sea (SOLAS), 1974, as may be amended by the Organization.

3-9 Management Level

Means the level of responsibility associated with serving as master, chief mate, chief engineer officer and second engineer officer on board a seagoing ship, and also ensuring that all functions within the designated area of responsibility are properly performed.

3-10 Master

Means the person having command of a ship

3-11 Medical Fitness Certificate

Means a certificate issued by the PMO's recognized medical practitioner to the candidates who found to be medically fit.

3-12 Merchant Ship

Means any ship (other than servicing vessel, mobile offshore platform, fishing and naval ships) used for carriage of cargoes, passenger and/or provisions

3-13 Minimum Safe Manning Certificate

Means a certificate in which the minimum safe manning of a vessel being determined by shipping companies & approved by PMO.

3-14 Month

Means a calendar month or 30 days made up of periods of less than one month.

3-15 Near-Coastal Voyages (NCV)

Means voyages between ports situated in the Persian Gulf and Gulf of Oman (positions from LAT 22 0 32' N 059 0 48' E to 25 0 04' N 061 0 22' E) or between Caspian Sea ports.

3-16 PMO

Means Ports & Maritime Organization (PMO) of the Islamic Republic of Iran

3-17 Regulations

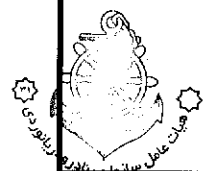
Means regulations contained in the annex to the STCW Convention

3-18 Seagoing service

Means service on board a ship relevant to the issue or revalidation of a certificate or other qualification.

3-19 Seagoing Service / Documentary Evidence

Means approved sea going service required to be presented for participating in a training course, maritime examination and issuance of certificate. These documentary evidence should be inserted in CDC and authenticated by company or ship owner or ship owner's associations and in addition





be presentable in a form of computer sheet, official letter or other forms as defined in the annex to this code of practice.

3-20 Seagoing Ship

Means a ship other than those which navigate exclusively in inland waters or in waters Within, or closely adjacent to, sheltered waters or areas where port regulations apply.

3-21 STCW Code

Means the seafarers' training, certification and watch keeping (STCW) code as adopted by the 1995 conference resolution 2, as it may be amended by the international maritime organization.

3-22 Training center

Means maritime university/center/ directorate/ department/company and/or any organization conducting maritime training course approved by PMO

3-23 Unlimited Voyages

Means voyages not limited to the near coastal voyages.

4- Responsibilities:

4-1 Central monitoring office is responsible for revising this code of practice.

4-2 General Director of Seafarers' Affairs is responsible for approving amendments to this code of practice.

4-3 Deputy of maritime affairs is responsible to endorse amendments to this code of practice on behalf of PMO's board of executive.

4-4 Training centers are to conduct training course in accordance with this Code of practice.

4-5 Central monitoring office is responsible for supervising the implementation of this code of practice in training centers.

5 Procedure:

5-1 course objective

The objective of this Training Course is to prepare trainees to achieve competencies required to perform as Master on ships of Gross Tonnage GT ≥ 3000 engaged on Unlimited Voyages.

5-2 course duration

5-2-1 A minimum of 168 hours theoretical and 12 hours practical for each trainee (total of 180 hours).

5-2-2 Maximum daily contact hours for each trainee are 8 hours.

5-3 number of trainees

5-3-1 the maximum number of trainees in each course is 20.





5-3-2 the number of trainees may be increased to 30 when the relevant facilities, teaching aids and class-room space are increased as per criteria set out in the code of practice for approving and monitoring training courses and is approved by the relevant monitoring office.

5-4 Course entry requirement

The course trainees should, at least;

5-4-1 be not less than 25 years of age

5-4-2 holding valid medical fitness certificate, issued in accordance with the provisions of the relevant code of practice

5-4-3 Holding chief mate certificate of competency for merchant vessel on seagoing ships with $GT \geq 3000$, unlimited voyages and;

5-4-4 Having at least 36 months seagoing service from the date on which first certificate of competency has been obtained, out of this 36 months, at least 6 months should have been served as chief mate on merchant ships with $GT \geq 3000$, unlimited voyages .

5-5 Expected Knowledge, Understanding and Proficiency

5-5-1 Knowledge of planning a voyage and conducting navigation, determining position and maneuvering;

5-5-2 Knowledge of responding to emergencies and responding to a distress signal at sea;

5-5-3 Proficiency in maneuvering and handling a ship in all conditions;

5-5-4 Proficiency in monitoring and controlling compliance with legislation to ensure;

- Safety of life at sea
- Protection of the marine environment

5-5-5 Proficiency in maintaining safety and security of crew and passengers;

5-5-6 Proficiency in developing emergency and damage control plans;

5-5-7 Proficiency in organizing and managing the crew;

5-5-8 Proficiency in organizing and providing medical care on board;

5-5-9 Proficiency in maintaining the sea-worthiness of the ship;





5-6 Course syllabi and competency assessment:

5-6-1 Competency assessment details;

No.	Title	Number of Question	Time (hours)	Type	Pass mark	Subjects (5-6-2)	Remarks (if any)
1	Business & Law	5	Maximum 2.5 hours	Written	55%	3.1.1	
2	Oral	-	-	Oral/practical/simulator or	To the discretion of assessor	1.1.1-1.1.2-1.2.1-1.3.1-1.3.2-1.3.3-1.3.4-1.3.5-1.3.6-1.3.7-3.2.1-3.2.2-3.3.1-3.3.2-3.3.3-3.4.1-3.4.2-3.4.3-3.4.4-3.4.5-3.4.6-3.5.1	At the time of oral examination seaman book must be presented

In Oral/practical/simulator assessment question from written assessments may also be asked.

5-6-2 Course minimum syllabi

Function: 1. Navigation at the management level (Advanced ship management and handling)

Competence: 1.1 Plan a voyage and conduct navigation

1.1.1 Routeing in according with general provisions on ship's routeing

.1 Routeing 4hrs (T) + 0hrs (P) + 0hrs (E).

Ability to;

- Select ocean and coastal routes that appropriately consider:
 - mandatory or recommended requirements including the IMO Routeing Guide
 - distance
 - average passage speed and fuel consumption
 - availability of position monitoring
 - safety of life, property and the environment
- Select appropriate routes using:
 - weather routeing information received from shore based providers
 - weather routeing techniques using synoptic and prognosis information observed and received from ashore

1.1.2 Reporting in accordance with the general principles for ship reporting systems and with VTS procedures

.1 Ship reporting systems 2hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- The general principles for various ship reporting systems
- The general principles for reporting as per VTS procedures
- The reporting requirements for particular reporting and VTS systems
- Make reports in accordance with published procedures and criteria





Competence: 1.2 Establish watch keeping arrangements and procedures

1.2.1 Thorough knowledge of content, application and intent of the International Regulations for Preventing Collisions at Sea, 1972, as amended.

.1 The International Regulations for Preventing Collisions at Sea, 1972, as amended including annexes.

12hrs (T) + 12hrs (P) + 0hrs (E).

Demonstrates

- A thorough knowledge of the content, application and intent of the International Regulations for Preventing Collisions at Sea, 1972, as amended and The principles and rules of the international association of lighthouse authorities (IALA) maritime buoy age system, system 'A' and 'B'.
- The lights, shapes and sound signals that should be shown or made by own ship in any situation
- The ability to determine risk of collision and to take appropriate action when encountering all types of vessel when in sight of one another by day or night.
- The ability to how to determine the risk of collision and the proper action to take to avoid collision in restricted visibility.
- A safe speed for any situation.
- The ability to take appropriate actions when maneuvering in narrow channels and traffic separation schemes including encounters with other vessels.
- The ability to maintain situational awareness, determine risk of collision and to take appropriate action in situations of high traffic density both when vessels are in sight and when in restricted visibility.
- The ability to take appropriate action when another vessel is believed not to be taking the action required under the Regulations or where a collision cannot be avoided by the action of this vessel alone.

Competence: 1.3 Respond to navigational emergencies

1.3.1 Precautions when beaching a ship

.1 Precautions When Beaching a Ship

2hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- The circumstances in which a vessel may be beached.
- Measures, which can be taken to prevent the ship driving further ashore and to assist with subsequent refloating.
- That a gently shelving beach of mud, sand or gravel should be chosen if possible.
- That beaching should be at slow speed.
- That, when trimmed heavily by the head, beaching stern first may be advantageous.
- Compares the relative advantages of beaching broadside-on and at right-angles to the beach.
- That wind or tide along the shore will quickly swing the ship broadside-on to the beach.
- That ballast should be added or transferred to counteract a tendency to bump on the bottom.
- That all tanks and compartments should be sounded and an assessment made of damage to the ship.
- That sounding should be taken to establish the depth of water round the ship and the nature of the bottom.

1.3.2 Actions to be taken if grounding is imminent and after grounding

.1 Grounding

2hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- That, on stranding, the engines should be stopped, watertight doors closed, the general alarm sounded and, if on a falling tide, the engines should be put full astern to see if the ship will immediately refloat.
- That the engineers should be warned to change to high-level water intakes.





- That a distress or urgency signal should be transmitted and survival craft prepared if necessary.
- That all tanks and compartments should be sounded and the ship should be inspected for damage.
- That any discharge or probable discharge of harmful substances should be reported to the nearest coast radio station.
- That sounding should be taken to establish the depth of water round the ship and the nature of the bottom.

1.3.3 Refloating a grounded ship with and without assistance

.1 Refloating 2hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- Measures, which can be taken to prevent further damage to the ship and to assist with subsequent refloating.
- How ballast or other weights may be moved, taken on or discharged to assist refloating.
- The use of ground tackle for hauling off.
- Ways in which tugs may be used to assist in refloating.
- The use of the main engine in attempting to refloat and the danger of building up silt from its use.

1.3.4 Action to be taken if collision is imminent, after a collision or impairment of the watertight integrity of the hull by any cause

.1 Action to be taken if collision is imminent and following a collision or impairment of the watertight integrity of the hull by any cause 2hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- The duties of the master following a collision.
- That after impact the engines should be stopped, all watertight doors closed, the general alarm sounded and the crew informed of the situation.
- That in calm weather the colliding ship should generally remain embedded to allow the other ship time to assess the damage or prepare to abandon ship.
- That survival craft should be made ready for abandoning ship or assisting the crew of the other ship.
- That a distress or urgency signal should be made, as appropriate.
- That requests for information may be received from coastal States.
- That, if not in danger, own ship should stand by to render assistance to the other for as long as necessary.
- That any discharge or portable discharge of harmful substances should be reported to the nearest coast radio station.
- That the owners should be informed and all details of the collision and subsequent actions entered in the log-book.

1.3.5 Assessment of damage control

.1 Assessment of Damage Control 2hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- Measures to attempt to limit damage and save own ship.
- That damage to own ship should be determined.

1.3.6 Emergency steering

.1 Emergency Steering 2hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

Typical arrangements of auxiliary steering gear.





- How the auxiliary steering gear is brought into action.
- How to change from bridge control to local control in the steering gear compartment.
- That, when appropriate, a disabled ship should report to a coastal State that it is a potential hazard to other ships or to the environment.
- Possible course of action which may be taken by a disabled ship.
- The navigational safety message to broadcast and signals to be displayed by a disabled vessel.

1.3.7 Emergency towing arrangements and towing procedures

.1 Emergency Towing Arrangements

4hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- How to approach a disabled vessel and pass the first connection by line-throwing apparatus or other methods.
- How to pay out the towing wire under control.
- Methods of securing the towing wire at the towing ship.
- Why the wire is usually shackled to the anchor cable of the tow.
- The preparations made by the disabled ship.
- How to take the weight of the tow.
- How the towing speed should be decided.
- How to disconnect the tow on arrival at the destination.
- The emergency towing arrangements for all tankers of not less than 20,000dwt.
- That permission from the owners or charterers is usually required before towing, except for the purpose of saving life.
- That a coastal State may intervene when a disabled ship presents a potential risk to the environment.
- That early communication should be established between the vessels to agree on the method of connecting the tow.
- That both vessels should have everything prepared and have agreed on communication before the arrival of the towing ship.
- That the tow normally passes a messenger followed by a wire messenger to the towing vessel to haul across the towing line.
- That the towing wire should be protected from chafing at fairleads.
- That wire and cables should be inspected frequently and the nip freshened if any sign of wear or chafe is found.

Function: 3 controlling the operation of the ship and care for persons on board at the management level

Competence: 3.1 Monitor and control compliance with legislative requirements and measures to ensure safety of life at sea and the protection of the marine environment

3.1.1 International maritime law embodied in various conventions

.1 Certificates and Other Documents required to be carried on Board Ships by International Conventions

3hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- How each of the certificates and documents required to be carried on board ships are obtained.
- The proof of validity that may be required by authorities for the certificates and documents above.
- That IMO publishes a list of certificates and documents required to be carried on board ship.
- How a current version of the IMO list of certificates and documents required to be carried on board ship may be obtained.

The certificates and documents that are required to be carried on board a ship of any type using the IMO information.





- The period of validity for each of the above certificates and explains the requirements for renewing or maintaining the validity of each.

.2 Responsibilities under the Relevant Requirements of the International Convention on Load Lines

2hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- The general requirements of the Conditions of Assignment to be met before any vessel can be assigned a loadline.
- The factors that determine the freeboards assigned to a vessel.
- The requirements and coverage of initial, renewal and annual surveys.
- The contents of the record of particulars which should be supplied to the ship.
- The documentation and records that must be maintained on the ship in terms of
 - certificates
 - record of particulars
 - record of freeboards
 - information relating to the stability and loading of the ship
- The preparation required for renewal and annual loadline surveys.
- The treatment of a port lying on the boundary between two zones or areas.
- The circumstances in which an International Load Line Certificate (1966) would be cancelled by the Administration.
- That a ship to which the Convention applies must comply with the requirements for that ship.
- That after any survey has been completed no change should be made in the structure, equipment or other matters covered by the survey without the sanction of the Administration.
- That, after repairs or alterations, a ship should comply with at least the requirements previously applicable and that, after major repairs or alterations, ships should comply with the requirements for a new ship in so far as the Administration deems reasonable and practicable.
- That the appropriate load lines on the sides of the ship corresponding to the season and to the zone or area in which the ship may be must not be submerged at any time when the ship puts to sea, during the voyage or on arrival.
- That when a ship is in fresh water of unit density the appropriate load line may be submerged by the amount of the fresh water allowance shown on the International Load Line Certificate (1966).
- That when a ship departs from port situated on a river or inland waters, deeper loading is permitted corresponding to the weight of fuel and all other materials required for consumption between the point of departure and the sea.

.3 Responsibilities under the Relevant Requirements of the International Convention for the Safety of Life at Sea

4hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- The rights of the master of a ship in distress to requisition one or more ships which have answered his call for assistance.
- When the master of a ship is released from the obligation to render assistance.
- The requirements for the carriage of navigational equipment.
- The procedure for the testing of the ship's steering gear before departure.
- The requirements for the display of operating instructions and change-over procedures for remote steering gear control and steering gear power units.
- The requirements for emergency steering drills.
- The obligations of the master concerning the sending of danger messages relating to dangerous ice, a dangerous derelict, other dangers to navigation, tropical storms, sub-freezing air temperature with gale force winds causing severe ice accretion or winds of force 10 or above for which no storm warning has been received.





- The information required in danger messages.
- That when ice is reported near his course, the master of every ship at night is bound to proceed at a moderate speed or to alter his course so as to go well clear of the danger zone.
- That the use of an international distress signal, except for the purpose of indicating that a ship or aircraft is in distress, and the use of any signal which may be confused with an international distress signal are prohibited.
- The obligations of the master of a ship at sea on receiving a signal from any source that a ship or aircraft or a survival craft thereof is in distress.
- That all equipment fitted in compliance with Reg V/12 must be of a type approved by the Administration.
- That all ships should be sufficiently and efficiently manned.
- That manning is subject to Port State Control inspection.
- The contents of the minimum safe manning document referred to in Assembly resolution A481 (XII), Principles of Safe Manning.
- That in areas where navigation demands special caution, ships should have more than one steering gear power unit in operation when such units are capable of simultaneous operation
- The entries which should be made in the log-book regarding the checks and tests of the steering gear and the holding of emergency drills .
- That all ships should carry adequate and up-to date charts, sailing directions, lists of lights, notices to mariners, tide tables and other nautical publications necessary for the voyage.
- Which ships should carry the International Code of Signals.

.4 Responsibilities under the international convention for the prevention of pollution from ships, 1973, and the protocol of 1978 relating thereto (MARPOL 73/78)

8hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- Who may cause proceedings to be taken when a violation occurs within the jurisdiction of a Party to the Convention.
- The Parties to the Convention must apply the requirements of the Convention to ships of non-Parties to ensure that no more favourable treatment is given to such ships.

i. Annex I — Oil

Knowledge of;

- That, after survey has been completed, no change should be made in the structure, equipment, fittings, arrangements or materials without the sanction of the Administration, except the direct replacement of equipment and fittings.
 - The masters duty to report when an accident occurs or a defect is discovered which substantially affects the integrity of the ship or the efficiency or completeness of its equipment covered by this Annex.
 - That the dates of intermediate and annual surveys are endorsed on the IOPP Certificate.
 - That a record of construction and equipment is attached as a supplement to the IOPP Certificate.
 - The duration of validity of the IOPP Certificate and the circumstances in which the IOPP Certificate will cease to be valid.
 - That all new crude oil tankers of 20,000 tonnes deadweight and above must be fitted with a crude oil washing system.
 - That the competent authority of the Government of a Party to the Convention may inspect the Oil Record Book while the ship is in its port or offshore terminals and may make a copy of any entry and may require the master to certify that the copy is a true copy of such entry.
- That a copy certified by the master is admissible in any judicial proceedings as evidence of the facts stated in the entry.





- That the master should be provided with information relative to loading and distribution of cargo necessary to ensure compliance with the regulation on subdivision and stability and the ability of the ship to comply with the damage stability criteria.
- That all ships of 400gt or more must carry an approved shipboard oil pollution emergency plan (SOPEP).

ii. Annex II — Noxious Liquid Substances in Bulk

Knowledge of;

- The duration of validity of the certificate.
- That ships which have been surveyed and certified in accordance with the International Bulk Chemical Code (IBC Code) or the Bulk Chemical Code (BCH Code), as applicable, are deemed to have complied with the regulations regarding survey and certification and do not require to have an International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk.

iii. Annex III — Harmful Substances Carried by Sea in Packaged Forms, or in Freight Containers, Portable Tanks or Tank Wagons

Knowledge of;

- That the master of the ship, or his representative, should notify the appropriate port authority of the intention to load or unload certain harmful substances at least 24 hours in advance.

iv. Annex IV — Sewage

Knowledge of;

- For the purposes of Annex IV:
 - holding tank, sewage and nearest land
- The ships to which the provisions apply.
- That ships to which the regulations apply are subject to surveys for the issue of an International Sewage Pollution Prevention Certificate (1973).
- The duration of validity of the certificate.

v. Annex V — Garbage

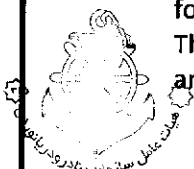
Knowledge of;

- That when garbage is mixed with other discharges having different disposal requirements, the more stringent requirements apply.
- The provisions for disposal of garbage from off-shore platforms and from ships alongside or within 500 metres from them.
- The special areas for the purposes of this annex.
- The requirements for disposal of garbage within special areas.
- The exceptions to regulations 3, 4 and 5.
- The form of record keeping required.
- Records are subject to scrutiny by port state control officers.

vi. Annex VI — (Regulations for the Prevention of Air Pollution from Ships) of the MARPOL Convention.

Knowledge of;

- That MARPOL 73/78 Annex VI Regulations for the prevention of Air Pollution from ships entered into force on 19 May 2005
- That MARPOL Annex VI sets limits on sulphur oxide and nitrogen oxide emissions from ship exhausts and prohibits deliberate emissions of ozone depleting substances





- That Annex VI emission control requirements are in accordance with the 1987 Montreal Protocol (a UN international environmental treaty), as amended in London in 1990
- That MARPOL ANNEX VI applies to all ships, fixed and floating drilling rigs and other platforms, but the certification requirements are depending on size of the vessel and when it is constructed
- That Regulation 16 sets out requirements for shipboard incineration and as per 16(4) bans the incineration of:
 - MARPOL Annex I, II and III cargo residues and related contaminated packing materials;
 - polychlorinated biphenyls (PCBs);
 - garbage, as defined in MARPOL Annex V, containing more than traces of heavy metals; and
 - refined petroleum products containing halogen compounds
- That under regulation 16(5) incineration of sewage sludge and sludge oil generated during the normal operation of a ship may take place in the main or auxiliary power plant or boilers (as well as in an incinerator), but in those cases, must not take place inside ports, harbours and estuaries
- That Regulation 16(6) prohibits the shipboard incineration of polyvinyl chlorides (PVCs), except in incinerators for which IMO Type Approval Certificates have been issued
- That under regulation 16(7) all ships with incinerators subject to regulation 16 must possess a manufacturer's operating manual which must specify how to operate the incinerator within the limits described in paragraph 2 of appendix IV to Annex VI
- That under regulation 16(8) personnel responsible for operation of any incinerator must be trained and capable of implementing the guidance in the manufacturer's operating manual
- That Regulation 3 provides that the regulations of Annex VI will not apply to any emission necessary for the purpose of securing the safety of a ship or saving life at sea, or any emission resulting from damage to a ship or its equipment, subject to certain conditions
- That Regulation 15 provides that in ports or terminals in Party States any regulation of emissions of Volatile Organic Compounds (VOCs) from tankers must be in accordance with Annex VI
- That as per Regulation 15 a tanker carrying crude oil is required to have a "VOC Management Plan" approved by the Administration onboard
- That ships of 400 gross tons and above engaged in international voyages involving countries that have ratified the conventions, or ships flying the flag of those countries, are required to have an International Air Pollution Prevention Certificate (IAPP Certificate)
- That the IAPP certificate will be issued following an initial survey carried out by the Flag Administration or by a recognised organization on behalf of the Flag Administration, confirming compliance with MARPOL Annex VI. For ships with the flag of an Administration that have not yet ratified Annex VI, a Certificate of Compliance with Annex VI may be issued
- That Annex VI also requires diesel engines with a power output of more than 130 kW which is installed on a ship constructed on or after 1 January 2000 or with a power output of more than 130 kW which undergoes a major conversion on or after 1 January 2000 or with a power output of more than 5000 kW and a per cylinder displacement at or above 90 litres which is installed on a ship constructed on or after 1 January 1990 but prior to 1 January 2000, to carry individual certificates with regard to NOx emissions, named Engine International Air Pollution Prevention (EIAPP) Certificates
- That Annex VI requires that every ship of 400 gross tonnage or above and every fixed and floating drilling rig and other platforms shall be subject to a schedule of surveys that occur throughout the life of a vessel

vii. The schedule of surveys:

Knowledge of;

- Initial survey: This survey occurs before the ship is put into service or before a vessel certificate is issued for the first time. This survey ensures that the equipment, systems, fitting, arrangements and material used onboard fully comply with the requirements of Annex VI. The vessel's International Air





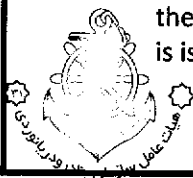
Pollution Prevention certificate (IAPP) will be issued to the vessel by an organization authorized to act on behalf of the state, after this survey.

- Periodic surveys: These surveys occur at least every five years after the initial survey. These surveys confirm that nothing has been done to the ship's equipment that would take it out of compliance. The vessel's IAPP certificate will be re-issued by an organization authorized to act on behalf of the state, after this survey.
- Intermediate surveys: These surveys occur at least once during the period between issuance of an IAPP and the periodic surveys. They also confirm that all of the ship's equipment remains in compliance.
- That Chapter III of Annex VI (regulations 12 to 19) contains requirements for control of emissions from ships, but the following regulations directly impact Vessel operation:
 - Regulation 12 – Ozone Depleting Substances
 - Regulation 13 – NOx emissions
 - Regulation 14 – Sulphur Oxide emissions
 - Regulation 15 – VOC emissions
 - Regulation 16 – Shipboard Incinerators
 - Regulation 18 – Fuel Oil Quality control
- That Regulation 12(1) prohibits deliberate emissions of ozone-depleting substances, except where necessary for the purpose of securing the safety of a ship or saving life, as provided in regulation 3.
- That Regulation 12(2) prohibits, on all ships, new installations containing ozone-depleting substances, except that new installations containing hydrochlorofluorocarbons (HCFCs) are permitted until 1 January 2020.
- That all the ships subject to the requirements of Annex VI, are required to maintain a list of equipment containing ozone depleting substances and in case a ship which has rechargeable systems containing ozone depleting substances, an Ozone depleting Substances Record Book is to be maintained on board.
- That Regulation 13 sets NOx emission limits for diesel engines with a power output of more than 130kW installed on ships built on or after 1 January 2000, and diesel engines of similar power undergoing a major conversion on or after 1 January 2000.
- That Regulation 13 does not apply to emergency diesel engines, engines installed in lifeboats and any device or equipment intended to be used solely in case of emergency, or engines installed on ships solely engaged in voyages within waters subject to the sovereignty or jurisdiction of the flag State, provided that such engines are subject to an alternative NOx control measure established by the Administration.
- That Regulation 13 further contains a 3-Tier approach;
 - Tier I (current limits)
 - For diesel engines installed on ships constructed from 1 January 2000 to 1 January 2011
 - Tier II
 - For diesel engines installed on ships constructed on or after 1 January 2011
 - Tier III
 - Ships constructed on or after 1 January 2016
- That Engine surveys are described in Chapter 2 of the NOx Technical Code, a supporting document to Annex VI.

viii. Kinds of engine surveys:

Knowledge of;

- Pre-certification survey: This survey occurs before an engine is installed onboard a vessel, to ensure the engine meets the NOx limits. The Engine International Air Pollution Prevention certificate (EIAPP) is issued after this survey for each applicable engine, engine family, or engine group.





- Initial certification survey: This survey occurs after the engine is installed onboard the ship, but before the ship is placed into service. It ensures that the engine meets the NOx limits as installed. If an engine has an EIAPP, the initial certification survey will primarily ensure that any modifications to the engine's settings are within the allowable adjustment limits specified in the EIAPP.
- Periodic and intermediate surveys: These surveys occur as part of the ship's surveys described above. They ensure that the engine continues to comply fully with the NOx limits.
- Modification survey: This survey occurs when an engine overhaul meets the criteria for a major conversion. It ensures that the modified engine complies with the NOx limits.
- That there are three documents that are essential for completing the engine and vessel surveys. These are the EIAPP or Statement of Compliance, the Technical File, and the Record Book of Engine Parameters.
- That Regulation 14 provides for adoption of "SOx Emission Control Areas"- "SECA" where the adoption of special mandatory measures for SOx emissions from ships is required to prevent, reduce and control air pollution from SOx and its attendant adverse impacts on land and sea areas with more stringent control on sulphur emissions.

ix. Emission Control Areas (ECA):

Knowledge of;

- The Baltic Sea area as defined in regulation 1.11.2 of Annex I, the North Sea as defined in regulation 5(1)(f) of Annex V.
- That in these areas the sulphur content of fuel oil used on ships must not exceed 1.5% m/m. Alternatively, ships in these areas must fit an exhaust gas cleaning system or use any other technological method to limit SOx emissions.
- That Regulation 15 provides that in ports or terminals in Party States any regulation of emissions of Volatile Organic Compounds (VOCs) from tankers must be in accordance with Annex VI.
- That Regulation 16 sets out requirements for shipboard incineration and as per 16(4) bans the incineration of:
 - MARPOL Annex I, II and III cargo residues and related contaminated packing materials;
 - polychlorinated biphenyls (PCBs);
 - garbage, as defined in MARPOL Annex V, containing more than traces of heavy metals; and
 - refined petroleum products containing halogen compounds
- That under regulation 16(5) incineration of sewage sludge and sludge oil generated during the normal operation of a ship may take place in the main or auxiliary power plant or boilers (as well as in an incinerator), but in those cases, must not take place inside ports, harbours and estuaries.
- That Regulation 16(6) prohibits the shipboard incineration of polyvinyl chlorides (PVCs), except in incinerators for which IMO Type Approval Certificates have been issued.
- That under regulation 16(7) all ships with incinerators subject to regulation 16 must possess a manufacturer's operating manual which must specify how to operate the incinerator within the limits described in paragraph 2 of appendix IV to Annex VI
- That under regulation 16(8) personnel responsible for operation of any incinerator must be trained and capable of implementing the guidance in the manufacturer's operating manual.
- That as per Regulation 15 a tanker carrying crude oil is required to have a "VOC Management Plan" approved by the Administration onboard.
- That Regulation 3 provides that the regulations of Annex VI will not apply to any emission necessary for the purpose of securing the safety of a ship or saving life at sea, or any emission resulting from damage to a ship or its equipment, subject to certain conditions.





.5 Maritime Declarations of Health and the Requirements of the International Health Regulations, Arrival Documents and Procedures 4hrs (T) + 0hrs (P) + 0hrs (E).

i. International Health Regulations (1969) as amended

Knowledge of;

- For the purposes of these regulations:
 - arrival of a ship
 - baggage
 - container or freight container
 - crew
 - diseases subject to the Regulations
 - disinsecting
 - epidemic
 - free pratique
 - health administration
 - health authority
 - infected person
 - in quarantine
 - international voyage
 - isolation
 - medical examination
 - ship
 - suspect
 - valid certificate
 - That a health authority should, if requested, issue, free of charge to the carrier, a certificate specifying the measures applied to a ship or container, the parts treated, methods used and the reasons why they have been applied.
 - That, except in an emergency constituting a grave danger to public health, a ship which is not infected or suspected of being infected with a disease subject to the Regulations should not be refused free pratique on account of any other epidemic disease and should not be prevented from discharging or loading cargo or stores, or taking on fuel or water.
 - That a health authority may take all practicable measures to control the discharge from any ship of sewage and refuse which might contaminate the waters of a port, river or canal.
 - The measures which the health authority of a port may take with respect to departing travelers.
 - That no health measures should be applied by a State to any ship which passes through waters within its jurisdiction without calling at a port or on the coast.
 - The measures which may be applied to a ship which passes through a canal or waterway in a territory of a State on its way to a port in the territory of another State.
 - That, whenever possible, States should authorize granting of free pratique by radio.
 - That the master should make known to port authorities, as long as possible before arrival, any case of illness on board, in the interests of the patient and the health authorities and to facilitate clearance of the ship.
 - That, on arrival of a ship, an infected person may be removed and isolated and that such removal should be compulsory if required by the master.
 - That a ship should not be prevented for health reasons from calling at any port, but if the port is not equipped for applying the health measures which in the opinion of the health authority of the port are required, the ship may be ordered to proceed at its own risk to the nearest suitable port convenient to it.
- The actions open to a ship which is unwilling to submit to the measures required by the health authority of a port.
- The measures concerning cargo and goods.





- The measures concerning baggage.

ii. Plague

Knowledge of;

- That, for the purposes of the Regulations, the incubation period of plague is six days.
- That vaccination against plague should not be required as a condition of admission of any person to a territory.
- That during the stay of a ship in a port infected by plague, special care should be taken to prevent the introduction of rodents on board.
- That ships should be permanently kept free of rodents and the plague vector or be periodically derailed.
- The requirements for the issue of a Ship Sanitation Control Certificate or a Ship Sanitation Control Exemption Certificate and states their periods of validity.
- The conditions in which a ship on arrival is to be regarded as infected, suspected or healthy.
- The measures which may be applied by a health authority on the arrival of an infected or suspected ship.

iii. Cholera

Knowledge of;

- The measures which may be applied by a health authority on the arrival of a healthy ship from an infected area states that, for the purposes of the Regulations, the incubation period of cholera is five days.
- The measures to be taken by the health authority if a case of cholera is discovered upon arrival or a case has occurred on board.

iv. Yellow Fever

Knowledge of;

- That, for the purposes of the Regulations, the incubation period of yellow fever is six days.
- That vaccination against yellow fever may be required of any person leaving an infected area on an international voyage.
- That every member of the crew of a ship using a port in an infected area must be in possession of a valid certificate of vaccination against yellow fever.
- The conditions in which a ship on arrival is to be regarded as infected, suspected or healthy.
- The measures which may be applied by a health authority on the arrival of an infected or suspected ship.

v. Documents

Knowledge of;

- That bills of health or any other certificates concerning health conditions of a port are not required from any ship.
- The master's obligations concerning a Maritime Declaration of Health.
- That the master and the ship's surgeon, if one is carried, must supply any information required by the health authority as to health conditions on board during the voyage.
- That no health document, other than those provided for in the Regulations, should be required in international traffic.





.6 Responsibilities under other international maritime law embodied in international agreements and conventions that impact on the role of management level deck officers

i. Convention on Facilitation of International Maritime Traffic, 1965, as amended (FAL 1965)

2hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- That the Convention lays down 'standards' and 'recommended practices' regarding documentation and procedures for facilitating international maritime traffic
- That the provisions do not preclude the requirement for the presentation for inspection by the appropriate authorities of certificates and other papers concerned with registry, measurement, safety, manning and other related matters
- That the Convention lays down 'standards' and 'recommended practices' regarding documentation and procedures for facilitating international maritime traffic
- That the provisions do not preclude the requirement for the presentation for inspection by the appropriate authorities of certificates and other papers concerned with registry, measurement, safety, manning and other related matters
- That arrival procedures may be expedited by:
 - providing the public authorities concerned with an advance message giving the best ETA, followed by any information as to change of time, and stating the itinerary of the voyage
 - having ship's documents ready for prompt review
 - rigging a means of boarding while the ship is en route to the berth or anchorage
 - providing for prompt, orderly assembling and presentation of persons on board, with necessary documents for inspection, including arrangements for relieving crew members from essential duties
- That the purpose of the Convention is to facilitate maritime transport by simplifying and reducing to a minimum the formalities, documentary requirements and procedures on the arrival, stay and departure of ships engaged in international voyages.
- The documents which should be the only ones required by public authorities for their retention on arrival, or departure of ships to which the Convention applies.
- The documents which should be the only ones required by public authorities for their retention on arrival, or departure of ships to which the Convention applies.
- That IMO has produced standard forms for:
 - general declaration
 - cargo declaration
 - ship's effects declaration
 - crew's effects declaration
 - crew list
 - passenger list
 - dangerous goods manifest

ii. United Nations Convention on the Law of the Sea (UNCLOS)

4hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- That the outcome of UNCLOS III conference convened at Geneva in 1974 was the United Nations Convention on the Law of the Sea commonly known as "UNCLOS".
- That UNCLOS attempts to codify the international law of the sea.
- That it defines the continental shelf and extends jurisdiction over the resources of the shelf beyond 200 miles where appropriate.





- That states in dispute about their interpretation of UNCLOS may submit their disagreements to competent courts such as the International Court of Justice (in The Hague), or the Law of the Sea Tribunal (in Hamburg).
- When a vessel is voluntarily within a port or at an offshore terminal, the port State may, where the evidence warrants, begin proceedings in respect of discharges in violation of international rules (i.e. regulations in MARPOL 73/78).
- That as per UNCLOS, States must agree international rules and standards to prevent pollution from vessels (Article 211). (This obligation is currently met by MARPOL 73/78).
- That Coastal States may also promulgate and enforce pollution regulations in their own EEZs which may, in some circumstances, include imposition of routing restrictions.
- That Coastal States and ports may make entry to internal waters and harbours conditional on meeting additional pollution regulations.
- That UNCLOS defines the legal status of the high seas and establishes regulations for the control of marine pollution.
- That UNCLOS is a treaty document of 320 articles and 9 annexes, governing all aspects of ocean space, such as delimitation, environmental control, marine scientific research, economic and commercial activities, transfer of technology and the settlement of disputes relating to ocean matters.
- That UNCLOS came into force internationally on 16 November 1994.
- That UNCLOS sets the width of the territorial sea at 12 nautical miles, with a contiguous zone at 24 nautical miles from the baseline.
- That UNCLOS defines innocent passage through the territorial sea and defines transit passage through international straits.
- That UNCLOS defines archipelagic States and allows for passage through archipelagic waters
- That UNCLOS establishes exclusive economic zones (EEZs) extending to 200 nautical miles from baselines
- That the responsibility for enforcement of regulations rests mainly with flag States, but as vessels enter zones closer to the coast the influence of coastal State jurisdiction and, ultimately, port State jurisdiction, gradually increases.
- That Article 94 of the UNCLOS deals with duties of the flag State, while Article 217 deals with enforcement by flag States.
- That Article 218 of the UNCLOS deals with port State jurisdiction.
- That another State in which a discharge violation has occurred, or the flag State, may request the port State to investigate the violation.
- That Article 200 of the UNCLOS deals with coastal State jurisdiction as applied in relation to pollution provisions.
- That where there are clear grounds for believing that a vessel navigating in the territorial sea of a State has violated laws and regulations of the coastal State adopted in accordance with UNCLOS or applicable international pollution regulations, the coastal State may inspect the vessel and, where evidence warrants, institute proceedings including detention of the vessel.
- That vessels believed to have violated pollution laws in an EEZ may be required to give identification and voyage information to the coastal State.
- That in the territorial sea additional navigational restraints (e.g. traffic separation schemes and sealanes) may be imposed on vessels with dangerous and hazardous cargoes.





iii. Maritime Labour Convention (MLC 2006)

6hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- That the Maritime Labour Convention, 2006 is an important new international labour Convention that was adopted by the International Labour Conference of the International Labour Organization (ILO), under article 19 of its Constitution at a maritime session in February 2006 in Geneva, Switzerland.
- That it sets out seafarers' rights to decent conditions of work and helps to create conditions of fair competition for shipowners.
- That it is intended to be globally applicable, easily understandable, readily updatable and uniformly enforced.
- That the MLC, 2006, complementing other major international conventions, reflects international agreement on the minimum requirements for working and living conditions for seafarers.
- That the Maritime Labour Convention, 2006 has two primary purposes:
 - to bring the system of protection contained in existing labour standards closer to the workers concerned, in a form consistent with the rapidly developing, globalized sector (ensuring "decent work");
 - to improve the applicability of the system so that shipowners and governments interested in providing decent conditions of work do not have to bear an unequal burden in ensuring protection ("level playing field" fair competition)
- That the Maritime Labour Convention, 2006 has been designed to become a global legal instrument that, once it enters into force, will be the "fourth pillar" of the international regulatory regime for quality shipping, complementing the key Conventions of the International Maritime Organization (IMO) such as the International Convention for the Safety of Life at Sea, 1974, as amended (SOLAS), the International Convention on Standards of Training, Certification and Watchkeeping, 1978, as amended (STCW) and the International Convention for the Prevention of Pollution from Ships, 73/78 (MARPOL).
- That the Convention "consolidates" the existing international law on all these matters.
- That the existing ILO maritime labour Conventions will be gradually phased out as ILO Member States that have ratified those Conventions ratify the new Convention, but there will be a transitional period when some parallel Conventions will be in force.
- That countries that ratify the Maritime Labour Convention, 2006 will no longer be bound by the existing Conventions when the new Convention comes into force for them.
- That countries that do not ratify the new Convention will remain bound by the existing Conventions they have ratified, but those Conventions will be closed to further ratification.
- That the Convention is organized into three main parts: the Articles coming first set out the broad principles and obligations which is followed by the more detailed Regulations and Code (with two parts: Parts A and B) provisions.
- That it occasionally contains new subjects in comparison to the existing ILO Maritime labour conventions, particularly in the area of occupational safety and health to meet current health concerns, such as the effects of noise and vibration on workers or other workplace risks.
- That the standards in the new Convention are not lower than existing maritime labour standards as the aim is to maintain the standards in the current maritime labour Conventions at their present level, while leaving each country greater discretion in the formulation of their national laws establishing that level of protection.
- That the advantages for ships of ratifying countries that provide decent conditions of work for their seafarers will have protection against unfair competition from substandard ships and will benefit from a system of certification, avoiding or reducing the likelihood of lengthy delays related to inspections in foreign ports.

That the Maritime Labour Convention, 2006 aims to establish a continuous "compliance awareness" at every stage, from the national systems of protection up to the international system and it will improve compliance and enforcement;





- Starting with the individual seafarers, who – under the Convention – have to be properly informed of their rights and of the remedies available in case of alleged non-compliance with the requirements of the Convention and whose right to make complaints, both on board ship and ashore, is recognized in the Convention.
 - It continues with the shipowners. Those that own or operate ships of 500 gross tonnage and above, engaged in international voyages or voyages between foreign ports, are required to develop and carry out plans for ensuring that the applicable national laws, regulations or other measures to implement the Convention are actually being complied with.
 - The masters of these ships are then responsible for carrying out the shipowners' stated plans, and for keeping proper records to evidence implementation of the requirements of the Convention.
 - As part of its updated responsibilities for the labour inspections for ships above 500 gross tonnage that are engaged in international voyages or voyages between foreign ports, the flag State (or recognized organization on its behalf) will review the shipowners' plans and verify and certify that they are actually in place and being implemented.
 - Ships will then be required to carry a maritime labour certificate and a declaration of maritime labour compliance on board.
 - Flag States will also be expected to ensure that national laws and regulations implementing the Convention's standards are respected on smaller ships that are not covered by the certification system.
 - Flag States will carry out periodic quality assessments of the effectiveness of their national systems of compliance, and their reports to the ILO under article 22 of the Constitution will need to provide information on their inspection and certification systems, including on their methods of quality assessment.
 - This general inspection system in the flag State (which is founded on ILO Convention No. 178) is complemented by procedures to be followed in countries that are also or even primarily the source of the world's supply of seafarers, which will similarly be reporting under article 22 of the ILO Constitution.
 - The system is further reinforced by voluntary measures for inspections in foreign ports (port State control)
- That the Maritime Labour Certificate would be issued by the flag State to a ship that flies its flag, once the State (or a recognized organization that has been authorized to carry out the inspections), has verified that the labour conditions on the ship comply with national laws and regulations implementing the Convention.
 - That the declaration of maritime labour compliance is attached to the certificate and summarizes the national laws or regulations implementing an agreed-upon list of 14 areas of the maritime standards and setting out the shipowner's or operator's plan for ensuring that the national requirements implementing the Convention will be maintained on the ship between inspections.
 - That it is sometimes called the consolidated Maritime Labour Convention, 2006 as it contains a comprehensive set of global standards, based on those that are already found in 68 maritime labour instruments (Conventions and Recommendations), adopted by the ILO since 1920.
 - That the new Convention brings almost all of the existing maritime labour instruments together in a single new Convention that uses a new format with some updating, where necessary, to reflect modern conditions and language.
 - That the MLC, 2006 applies to all ships engaged in commercial activities (except fishing vessels, ships of traditional build and warships or naval auxiliaries).
 - That ships of 500 GT or over are required to be certified: they must carry a Maritime Labour Certificate as well as a Declaration of Maritime Labour Compliance.
 - That ships below 500 GT are subject to inspection at intervals not exceeding three years.
 - That the Regulations and the Standards (Part A) and Guidelines (Part B) in the Code are integrated and organized into general areas of concern under five Titles:





- Title 1: Minimum requirements for seafarers to work on a ship: minimum age, medical certificates, training and qualification, recruitment and placement.
 - Title 2: Conditions of employment: Seafarers Employment Agreements, Wages, Hours of Work and Hours of Rest, Entitlement to Leave, Repatriation, Seafarer compensation for the ship's Loss or Foundering, Manning Levels, Career and Skill Development and Opportunities for Seafarers' Employment
 - Title 3: Accommodation, recreational facilities, food and catering
 - Title 4: Health protection, medical care, welfare and social security protection: Medical Care on-board ship and Ashore, Ship-owners' Liability, Health & Safety Protection and Accident Prevention, Access to Shore-based Welfare Facilities, Social Security
 - Title 5: Compliance and enforcement: Flag State Responsibilities: General Principles, Authorization of Organizations, Maritime Labour Certificate and Declaration of Maritime Labour Compliance, Inspection and Enforcement, On-board Complaint Procedures, Marine Casualties
 - Port State Responsibilities: Inspections in Port, Detailed Inspection, Detentions, On-shore Seafarer Complaint Handling Procedures
 - Labour-supplying Responsibilities: Recruitment and Placement services, Social security provisions These five Titles essentially cover the same subject matter as the existing 68 maritime labour instruments, updating them where necessary
- That the appendices to the Convention contain key model documents: a maritime labour certificate and a declaration of maritime labour compliance.
 - That the certificate would be valid for five years subject to periodic inspections by the flag State.
 - That the lists of the 14 areas that must be certified by the flag State and that may be inspected, if an inspection occurs, in a foreign port are also set out in the Appendices to the Convention.

iv. Collision

4hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- International Convention for the Unification of Certain Rules of Law with Respect to Collision between Vessels (Collision, 1910).
- The apportionment of liability when two or more vessels are in fault.
- That liability attaches where the collision is caused by the fault of a pilot even when the pilot is carried by compulsion of law.
- The duties of the master after a collision.
- That the Convention extends to the making good of damages which a vessel has caused to another vessel or to goods or persons on board either vessel, either by the execution or non-execution of a manoeuvre or by the nonobservance of regulations ,even if no collision has actually taken place.
- That when collision is accidental, is caused by 'force majeure' or if the cause is left in doubt, the damages are borne by those who have suffered them.
- That if collision is caused by the fault of one of the vessels, liability to make good the damage attaches to the one which committed the fault.
- That in the event of a collision or any other incident of navigation concerning a sea-going ship and involving the penal or disciplinary responsibility of the master or any other person in the service of the ship, criminal or disciplinary proceedings may be instituted only before the judicial or administrative authorities of the State of which the ship was flying the flag at the time of the collision or other incident of navigation.
- That no arrest or detention of the vessel should be ordered, even as a measure of investigation, by any authorities other than those whose flag the ship is flying.

That nothing in the present Convention is to prevent any State from permitting its own authorities ,in case of collision or other incidents of navigation, to take any action in respect of certificates of





competence or licences issued by that State or to prosecute its own nationals for offences committed while on board a ship flying the flag of another State.

- That the Convention does not apply to collisions or other incidents of navigation occurring within the limits of a port or in inland waters and that the High Contracting Parties are at liberty to reserve to themselves the right to take proceedings in respect of offences committed within their own territorial waters.

v. Assistance and Salvage, International Convention on Salvage, 1989 (The London Salvage Convention)

4hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- The 'no cure — no pay' principle.
- The application of the Convention.
- The duties of the salvor, of the owner and of the master.
- The rights of salvors.
- That the apportionment of the remuneration amongst the owners, master and other persons in the service of each salving vessel is to be determined by the law of the vessel's flag.
- That every agreement as to assistance or salvage entered into at the moment and under the influence of danger may, at the request of either party, be annulled, or modified by the court, if it considers that the conditions agreed upon are not equitable.
- The reasons for the court to set aside the agreed remuneration in whole or in part (salvor's fault, neglect, fraud or dishonesty) states that no remuneration is due from persons whose lives are saved except as provided in national law.
- The rights of salvors of human life who have taken part in the salvage operations.
- That the convention also applies to assistance or salvage services rendered by or to a ship of war or any other ship owned, operated or chartered by a State or Public Authority.
- The provision of security by the owner and the application of the salvor's maritime lien.
- 'Salvage operation', 'vessel' and 'property'.
- The criteria for assessing a reward as:
 - salvaged value of property (ship, cargo and bunkers)
 - skill and efforts of salvor
 - Measure of success.
 - Nature and degree of danger.
 - Expenses of salvor.
 - Equipment used.
 - Vessel's equipment used.
 - Time taken to complete the salvage operation.
 - Preventing or minimising the damage to environment.
- The criteria for assessing Special Compensation.
- That every master is bound, so far as he can do so without serious danger to his vessel, her crew and her passengers, to render assistance to everybody, even though an enemy, found at sea in danger of being lost.

vi. Lloyd's Standard Form of Salvage Agreement (LOF, 2000)

2hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- The Contractor's agreed endeavours to save the ship and/or cargo, bunkers and stores and while performing the salvage services to prevent or minimize damage to the environment.
- That the LOF 2000 form does not need to be on board; the masters of the vessels involved simply need to expressly agree to its terms before the salvage services commence.
- The exception to the 'no cure — no pay' principle.
- That LOF 2000 superseded LOF 95 and where a salvor offers services on LOF 95 or some other terms, the master of the vessel in difficulties should attempt to get agreement to LOF 2000 terms.





- That LOF 2000 is regarded by the International Salvage Union as a major advance, with clear, user-friendly language and many innovations.
- The obligation of the owners, their servants and agents to co-operate with the salvors.
- The Contractor's duty immediately after the termination of the services to notify the Council of Lloyd's and where practicable the owners of the amount for which he requires security.
- That the owners of the vessel, their servants and their agents should use their best endeavours to ensure that cargo owners provide their proportion of security before the cargo is released.
- That, pending the completion of the security, the Contractor has a maritime lien on the property salvaged for his remuneration.
- How claims for arbitration are decided.
- The provisions for special compensation set out in Convention Article.
- That Personnel effects of Master, crew and passengers including any car accompanying a passenger are excluded from reward for salvage as per the LOF 2000.
- That as compared to the old LOF 1995, the duty to co-operate as per the new LOF 2000 is extended to provide information about nature of cargo, plans, stability data etc.
- That LOF 2000 defines the conditions under which a casualty is in a safe condition for redelivery to the owner (which can be of crucial importance in the closing stages of a salvage operation).
- That LOF 2000 should be used where the ship or marine environment are at risk and the master has insufficient time to request the owner to arrange salvage services on a basis of a pre-agreed rate or sum.
- That LOF 2000 is a single sheet (2-page) document (whereas LOF 95 consists of 6 pages) in a simplified format.
- That the Contractor's remuneration is to be fixed by arbitration in London and any differences arising out of the Agreement are to be dealt with in the same way.
- That the provisions of the Agreement apply to salvage services, or any part of such services, referred to in the Agreement which have been already rendered by the Contractor at the date of the Agreement.
- That English Law is the governing law of the Agreement and of arbitration under it.
- That the master or other person signing LOF on behalf of the property to be salvaged enters into the agreement as agent for the vessel her cargo, freight, bunkers, stores and any other property thereon and the respective owners thereof and binds each to the due performance thereof.
- That when there is no longer any reasonable prospect of a useful result leading to a salvage reward in accordance with Convention Article 13 the owners of the vessel shall be entitled to terminate the services of the Contractor by giving notice to the Contractor in writing.
- That the currency of award as per the LOF 2000 is USA \$.
- That as per LOF 2000, the salvors have right to terminate when "no longer any reasonable prospects of useful result".
- That in the LOF 2000, SCOPIC clause is introduced as an alternative to Art 14 set out in the convention.
- That that as per LOF 2000, the Master is authorized to sign on behalf of cargo.

vii. Special Compensation P and I Club (SCOPIC) Clause

2hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- That SCOPIC clause is supplementary to any Lloyd's Form Salvage Agreement "No Cure - No Pay" ("Main Agreement") which incorporates the provisions of Article 14 of the International Convention on Salvage 1989 ("Article 14").
 - That the Contractor have the option to invoke by written notice to the owners of the vessel the SCOPIC clause at any time of his choosing regardless of the circumstances and, in particular, regardless of whether or not there is a "threat of damage to the environment".
- That SCOPIC Clause determines the method of assessing special compensation where payable under Article 14(1) to 14(4) of the Convention.





- That special compensation assessed in accordance with the SCOPIC Clause is called "SCOPIC remuneration".
- That the SCOPIC remuneration is payable only by the owners of the vessel (and not by the cargo owners) and is only payable to the extent that it exceeds the total Article 13 award (the salvage award) or, if none, any potential Article 13 award.
- That where the owner of the vessel is a member of a P&I club the club is normally required to pay the special compensation hence interest and involvement of the P&I clubs in drafting the SCOPIC Clause.
- That the assessment of SCOPIC remuneration commences from the time the written notice is given to the owners of the vessel and services rendered before the said written notice will not be remunerated under this SCOPIC clause at all but in accordance with Convention Article 13 as incorporated into the Main Agreement ("Article 13").
- That the owners of the vessel have to provide the Contractor within 2 working days (excluding Saturdays and Sundays and holidays usually observed at Lloyd's) after receiving written notice from the contractor invoking the SCOPIC clause, a bank guarantee or P&I Club letter (called "the Initial Security") in a form reasonably satisfactory to the Contractor providing security for his claim for SCOPIC remuneration in the sum of US\$3 million, inclusive of interest and costs.
- That the rates are based on time and materials plus an uplift of 25% in all cases.
- That in the absence of agreement, any dispute concerning the proposed Guarantor, the form of the security or the amount of any reduction or increase in the security in place shall be resolved by the Arbitrator.
- That if the owners of the vessel do not provide the Initial Security within the said 2 working days, the Contractor, at his option, and on giving notice to the owners of the vessel, shall be entitled to withdraw from all the provisions of the SCOPIC clause and revert to his rights under the Main Agreement including Article 14 which shall apply as if the SCOPIC clause had not existed.
- That the Owner and Contractor both have option to terminate SCOPIC under certain agreed circumstances.
- That even when the SCOPIC clause is invoked, the duties and liabilities of the Contractor remains the same as under the Main Agreement, namely to use his best endeavours to save the vessel and property thereon and in so doing to prevent or minimise damage to the environment.
- That the assessment of SCOPIC remuneration includes the prevention of pollution as well as the removal of pollution in the immediate vicinity of the vessel insofar as this is necessary for the proper execution of the salvage.
- That the owner has the right to send on-board a casualty Representative (SCR).
- That Underwriters have the right to send one special hull representative and one special cargo representative collectively called the "Special Representatives".
- That the salvage masters are required to send daily reports to Lloyds and the owner until SCR arrives and thereafter to SCR.
- That the SCOPIC remuneration is not a General Average expense to the extent that it exceeds the Article 13 Award; any liability to pay such SCOPIC remuneration is that of the Shipowner alone and no claim whether direct, indirect, by way of indemnity or recourse or otherwise relating to SCOPIC remuneration in excess of the Article 13 Award is to be made in General Average or under the vessel's Hull and Machinery Policy by the owners of the vessel.
- That any dispute arising out of this SCOPIC clause or the operations is to be referred to Arbitration as provided for under the Main Agreement.
- That a non binding code of practice has been agreed between the International Salvage Union (ISU) and the International Group of Clubs.

viii. Convention on Limitation of Liability for Maritime Claims, 1976 (LLMC 1976) 2hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

The circumstances in which limitation would be barred.





- That, except for claims in respect of death or injury of passengers, the calculation of limits of liability is based on the ship's gross tonnage.
- That the limit for claims in respect of death or injury of passengers is based on the number of passengers the ship is authorized to carry, subject to a maximum sum.
- The constitution of a limitation fund.
- The persons entitled to limit liability.
- The claims subject to limitation of liability.
- The claims exempted from limitation.
- The scope of application of the Convention.

ix. Classification Societies 2hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- The reasons for having a ship classed with a classification society.
- That the classification society approves plans, examines the manufacture of parts and tests materials during the building of hull, machinery, equipment and, where appropriate, refrigerating machinery explains that equipment refers to anchors, chain cables, mooring ropes and wires, mooring arrangements, windlasses and mooring winches.
- The special survey requirements may be met by a system of continuous survey such that the interval between successive surveys on any given item does not exceed 5 years.
- That, when convenient, the loading port survey may be combined with a periodical survey for classification.
- That the majority of ships are built under survey.
- That, if requested, the classification societies will also survey and certificate cargo-handling equipment.
- That on satisfactory completion of surveys and sea trials the society issues certificates of class, which are kept aboard ship, and enters the particulars of the ship in its register.
- That a classification society will also survey an existing ship providing it meets the society's rules regarding scantlings, materials, workmanship and condition, assign a class to it.
- That to retain its class a ship must undergo periodical surveys as laid down in the society's rules .
- That periodical surveys are:
 - annual survey
 - docking survey at approximately 2-yearly intervals
 - intermediate survey
 - special survey every 4 years, which may be extended to five years
- That an occasional survey, additional to the regular surveys, must be conducted after any damage to the hull, machinery or equipment which may affect the ship's seaworthiness.
- That repairs or alterations must be carried out under survey and to the satisfaction of the society's surveyors.
- That classification societies carry out surveys for the issue of statutory certification on behalf of many governments.
- That a classification society may be asked to conduct the loading port survey on its classed refrigerating machinery.

x. Cargo 6hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- International Convention for the Unification of Certain Rules of Law Relating to Bills of Lading, as Amended by the Protocol of 1968 (Hague-Visby Rules).
- The carrier's duty to care for the cargo.
- The duty of the carder, master or agent of the carrier to issue a bill of lading.





- That a bill of lading is prima facie evidence of the receipt by the carrier of the goods as described in it and proof to the contrary is not admissible when the bill of lading has been transferred to a third party acting in good faith.
- That the shipper is deemed to have guaranteed the accuracy of marks, number, quantity and weight as furnished by him, and that the shipper is to indemnify the carrier against loss arising from inaccuracies in such particulars
- The duty of the carrier, master or agent to issue a 'shipped' bill of lading after the goods are loaded, provided the shipper surrenders any previously taken up document of title.
- The mandatory domain of the Hague-Visby rules.
- The carrier's liability for loss or damage arising or resulting from un-seaworthiness.
- The shippers responsibility for loss or damage sustained by the carrier or ship.
- The limitation of liability for loss or damage and the circumstances in which benefit of limitation is lost.
- The provisions regarding goods of an inflammable, explosive or dangerous nature.
- The liability of the carrier's servants (Himalaya clause) explains that this Convention does not apply to charter-parties, but, if bills of lading are issued under a charter party, they must comply with the terms of this Convention.
- That, in certain circumstances, goods may be carried under an agreement between the carrier and shipper in any contractual terms not contrary to public policy, provided that no bill or lading is issued and that the terms agreed are embodied in a non-negotiable receipt, marked as such.
- That the Rules do not prevent a carrier or shipper entering into any agreement regarding loss of damage to goods prior to the loading on, and subsequent to, the discharge from the ship on which the goods are carried by sea.
- The scope of application of the provisions of this Convention.
- Briefly the system of documentary credit in the sale of goods during shipment.

- defines:
 - carrier
 - contract of carriage -goods
 - ship
 - carriage of goods
- Lists the duties of the carrier to make the ship seaworthy and fit for the carriage of cargo.
- Lists the information which should be shown in a bill of lading.
- That whenever loss of damage has resulted from unseaworthiness, the burden of proving due diligence is on the carrier.
- The exceptions to the carrier's responsibility for loss or damage.
- The right to deviate for the purpose of saving life or property.
- That any lawful provisions regarding general average may be inserted in a bill of lading.
- That the Convention does not affect the rights and obligations of the carrier under any statute relating to the limitation of the liability of owners of sea-going ships.

a. Charter Parties

Knowledge of;

- That a voyage charter-party is a contract to carry a specified, normally full, cargo between named ports at an agreed freight rate explains that the shipowner remains responsible for the operation of the ship and the costs involved, but the charterer sometimes pays the stevedoring charges
- The tendering of notice of readiness at the loading port.
- That if the ship is not ready to receive cargo, whether alongside or not, by the cancellation date the charterer may cancel the charter.





- What is meant by laytime and the terms 'running days/hours', 'Sundays and holidays excepted' and 'weather working days'.
 - That if cargo work is not completed within the permitted laytime, the charterer is liable to pay demurrage at the agreed rate per day or hour until it is completed.
 - That time lost due to defects of the ship or its equipment is not counted in the laytime.
 - That in the event of cargo work being completed before the expiration of laytime, dispatch is usually payable by the shipowner to the charterer.
 - That the bills of lading may incorporate the terms of the charter-party which, in any case, takes precedence over the bills of lading as between shipowner and charterer.
 - That when bills of lading have been transferred to a third party they constitute the contract between the shipowner and that party.
 - That the charterer may use the vessel for any voyage he wants within the trading area agreed in the charter-party.
 - That the charterer pays for bunkers and for cargo loading and discharging, port dues, canal dues and pilotage.
 - That inability to maintain the warranted speed or consumption as a result of heavy weather or other cause should be substantiated by entries in the logbook.
 - That the off-hire clause states the circumstances in which payment of hire ceases during time lost to the charterer.
 - That off - hire deductions may be made for time lost due to reduced- speed resulting from defects of ship or machinery, for the cost of additional fuel and for extra expenses.
 - The master's actions regarding damage done by stevedores to the ship or cargo.
 - That demise or bareboat charter-party is a leasing arrangement in which the charterer operates the ship as if it were his own.
 - That a tonnage contract or contract of affreightment may be used where a shipper needs to transport large quantities over a long period.
 - That the contract does not name particular ships and the shipowner is free to use any suitable ship, his own or chartered, for each shipment.
 - That a charter-party is a contract between the ship-owner and the charterer for the use of a ship or her cargo space.
 - That contracts are normally drawn up using standard charter-party forms amended as required by alterations and additional clauses.
 - That the laytime for loading and discharging may be stated separately or as a total.
 - That all times relevant to cargo working should be recorded in the logbook and time sheets for the calculations of laytime completed as a check on the charterer's laytime statement.
 - That bills of lading are normally issued under a voyage charter-party and signed by the master or on his behalf.
 - That a voyage charter may be arranged to cover a stated number of successive voyages or an unspecified number of voyages to be performed in a given time.
 - That in a time charter-party the charterer agrees to hire the ship for a specified period of time.
 - That owners pay crew costs and for provisions, necessary stores, insurance of the ship and the costs of maintaining the ship in class and keeping it in an efficient condition to carry out the charterer's wishes.
 - That the charter-party contains a description of the ship, including its speed and fuel consumption.
 - That crew overtime in connection with the cargo is usually for the account of the charterer, and separate time sheets should be kept.
 - That the master is usually required to sign bills of lading as presented to him by the charterer or the charter-party may give the charterer the right to sign them on his behalf.
- That a time charter-party may be used for a single round voyage.
- That the master and crew are employed by the charterer, to whom they are responsible as if he were the owner.





- That the loading dates are specified and that punctual performance is essential.
- That each individual shipment is normally subject to the terms of a conventional voyage charter-party.

b. Hamburg Rules' Maritime Legislation

Knowledge of;

- The effect of charges where goods are carried under Hamburg Rules.
- Carrier's extended liability for loss or damage to the goods.
- Reductions to exception to liability, inward and outward bills of lading, live animals and deck cargo.
- The need to inform P & I Club where goods are carried under Hamburg Rules.

xi. General Average and Marine Insurance, The York-Antwerp Rules, 1974 2hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- That only such losses, damages or expenses which are the direct consequence of the general average act are allowed as general average and that no indirect loss whatsoever will be admitted.
- That rights to contribution in general average when the event which gave rise to the sacrifice was due to the fault of one of the parties to the adventure.
- That general average is to be adjusted, as regards both loss and contribution, on the basis of values at the time and place when and where the adventure ends.
- The duty of the master to see to it that general average contributions (average bonds) are collected for the benefit of those entitled to them, whether they are cargo owners or shipowners, exercising the ship owner's lien on the cargo, where necessary, until they are paid.
- That where the York-Antwerp Rules apply, general average should be adjusted according to the Rules to the exclusion of any law or practice inconsistent with them.
- General average act.
- That general average sacrifices and expenses are to be borne by the different contributing interests on the basis of these Rules.
- That the onus of proof is upon the party claiming in general average to show that the loss or expense claimed is properly allowable as general average.
- That any extra expense incurred in place of another expense which would have been allowable as general average is deemed to be general average, but only up to the amount of the general average expense avoided.
- That the general principles contained in Rules A to G are amplified by numbered rules I to XXII, dealing with specific points of practice.
- That the master should make a declaration of general average, as is required by the law and custom of the port, at a port of refuge and at a discharging port when general average damage to the cargo is suspected.

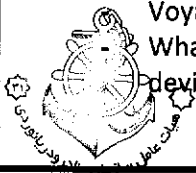
xii. Marine Insurance and liability 4hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- In general terms the purpose of marine insurance.
- What is meant by an insurable interest.
- How insurance is arranged through brokers.
- The principle of 'utmost good faith'.
- The effect of misrepresentation or non-disclosure of material circumstances known to the assured.
- 'Warranty' and the effect on a marine insurance policy of breach of warranty.

Voyage policies, time policies and floating policies.

What is meant by deviation and how the insurer is discharged from liability from the moment a ship deviates under a voyage policy.





- Permitted deviations.
- that a deviation clause will often permit the assured to extend his cover at a premium to be arranged, provided the insurer is given prompt notice of the deviation ('held covered' clause).
- The perils usually covered in a marine insurance policy.
- The use of 'Institute Clauses'.
- The 'duty of assured' clause ('Sue and Labour' clause).
- Partial loss, total loss and constructive total loss.
- What is meant by 'particular average'.
- The doctrine of subrogation.
- The function of Protection and Indemnity Associations (P and I clubs).
- Risks, liabilities and expenses covered by P and I clubs.

a. Noting and Extending Protests

Knowledge of;

- That a 'note of protest' is a declaration by the master of circumstances beyond his control which may give, or may have given, rise to loss or damage.
- That, although there is no requirement to use a special form, it is usual to do so.
- That statements under oath are taken from the master and other members of the crew and that such statements must be supported by appropriate entries in the log-book, which must be produced.
- Why protest should be noted at each discharging port and not just at the first port of call.
- That protests are made before a notary public, magistrate, consular officer or other authority.
- That protests should be noted as soon as possible, and in any case, within 24 hours of arrival in port.
- That, at the time of noting protest, the master should reserve the right to extend it.
- That protests concerning cargo damage should be made before starting to unload.
- That certified copies of the note of protest should be forwarded to the owners and one copy retained on board.
- That a note of protest is advisable when:
 - during the voyage the ship has experienced weather conditions which may result in damage to cargo the ship is in any way damaged, or there is reason to suspect that damage may have occurred
 - normal ventilation of perishable cargo has not been practicable on account of weather
 - cargo is shipped in such a condition that it is likely to deteriorate during the voyage (bills of lading must be appropriately endorsed)
 - the charterer or his agent commits any serious breach of the terms of the charter party
 - consignees fail to discharge cargo, take delivery or pay freight in accordance with the terms of a charter party or bill of lading any general average act has occurred
 - that, in cases where damage is found to have occurred, it is necessary to extend protest to support claims
 - that the master should consult his owner's agent about the local requirement and practice for extending a protest.
 - That the master must normally appear in person accompanied by a number, depending upon local custom, of crew members as witnesses.

b. Letter of Protest

Knowledge of;

- That a letter of protest, which may also be simply called a "protest", is a written communication intended to convey and record dissatisfaction on the part of the protester (the sender) concerning some matter over which the recipient has control, and holding the recipient responsible for any (legal or financial) consequences of the matter being complained of.





- That a letter of protest may help to substantiate a claim by the owner, or refute a claim by a charterer, harbour authority, etc., and may prove useful, if properly filed, in the resolution of a dispute long after the related event.
- That a letter of protest should not to be confused with a protest noted or lodged before a notary public or consul.
- That a letters of protest may be sent, in appropriate circumstances, by the master of any ship, large or small, in any trade, and can be expected to be received by the master of any ship. They are especially common (in both directions) in the tanker trades, where a variety of reasons give occasion for their sending.
- That letters of protest are in most cases in connection with cargo operations, although they may be written about almost any matter where there may be legal liability, whether there is a contractual arrangement between the employers of the sender and recipient (as in the case of cargo-related protests) or not (as in the case of a protest sent to the master of a closely berthed ship that is causing damage to the sender's ship).
- That some companies, especially those in the oil, gas or chemical trades, supply their masters with a stock of printed proforma protest forms phrased in the company's "house" style, while others expect their masters to compose suitable protest letters when required.

xiii. Stowaways 2hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- That as per IMO Guidelines -a "stowaway" is defined as "a person who is secreted on a ship, or in a cargo which is subsequently loaded on the ship, without the consent of the shipowner or the master or any other responsible person, and who is detected on board after the ship has departed from a port and is reported as a stowaway by the master to the appropriate authorities".
- That an international convention relating to stowaways was adopted in Brussels in 1957, but it has not yet entered into force.
- That according to the P&I clubs (who deal with many stowaway incidents), certain parts of the world are high-risk areas for stowaways.
- That since the P&I clubs invariably have the latest intelligence on stowaway risks, masters should endeavour to obtain their latest club bulletins and information.
- That at any port in a high-risk area, great care should be taken to ensure that stowaways do not board, and the following safeguards should be observed:
 - A watch should be kept on the accommodation ladder or gangway.
 - Stevedores should only be allowed to work in restricted areas and a watch should be kept on them.
 - Open spaces should be closed as far as possible.
 - A search of the ship should be carried out before the ship sails.
 - All open-top containers on the quay should be checked. All containers on the quay should be stacked door-to-door, if possible.
- IMO has introduced various guidelines on stowaway matters, the latest being in Resolution A.871(20), adopted on 27 November 1997, and its Annex, "Guidelines on the Allocation of Responsibilities to seek the Successful Resolution of Stowaway Cases".
- That the guidelines in the resolution state that the resolution of stowaway cases is difficult because of different national legislation in the various countries involved, nevertheless, some basic principles can be applied generally.
- That as per the IMO guideline there are nine basic principles which can be applied generally with respect to stowaway cases, the second of these is that stowaway/asylum-seekers should be treated in compliance with international protection principles as set out in international instruments (including the UN Convention relating to the Status of Refugees of 28 July 1951 and the UN Protocol relating to the Status of Refugees of 31 January 1967) and relevant national legislation, the ninth is that





stowaway incidents should be dealt with humanely by all parties involved. Due consideration should always be given to the operational safety of the ship and to the well-being of the stowaway.

- That Paragraph 5.1 of the IMO Guidelines lists responsibilities of the master in stowaway cases, which are as follows:
 - to make every effort to determine immediately the port of embarkation of the stowaway;
 - to make every effort to establish the identity, including the nationality/citizenship of the stowaway;
 - to prepare a statement containing all information relevant to the stowaway, in accordance with information specified in the standard document annexed to these Guidelines, for presentation to the appropriate authorities;
 - to notify the existence of a stowaway and any relevant details to his shipowner and appropriate authorities at the port of embarkation, the next port of call and the flag State;
 - not to depart from his planned voyage to seek the disembarkation of a stowaway to any country unless repatriation has been arranged with sufficient documentation and permission for disembarkation, or unless there are extenuating security or compassionate reasons;
 - to ensure that the stowaway is presented to appropriate authorities at the next port of call in accordance with their requirements;
 - to take appropriate measures to ensure the security, general health, welfare and safety of the stowaway until disembarkation.
 - The procedure to be adopted, in general, on the discovery at sea of stowaways, which is:
 - The owner or manager, as appropriate, should be contacted. The owner will normally contact the P&I club's managers to decide on a course of action. The P&I club's correspondent serving the next port of call will normally be contacted by the club managers. The correspondent should be able to advise what information will be required by port State and other officials.
 - An entry should be made in the Official Log Book recording the discovery of the stowaways.
 - The compartment or area in which the stowaways were found should be searched. Any documents or articles of clothing, etc. may give an indication of their place of origin. (Most countries only allow a stowaway to be landed if he has the necessary travel documents to return to his own country. Stowaways rarely have any documentation, however, and some will try to destroy all clues as to their identity.)
 - The clothing of the stowaways should be searched for indications as to their origin.
 - The agent at the next port of call should be contacted and instructed to advise the appropriate authorities of the port State of the presence of stowaways on board.
 - Each stowaway found should be individually interviewed in order to establish the following details:
 - name of stowaway;
 - stowaway's date and place of birth;
 - nationality of stowaway;
 - name, date and place of birth of either or both of the stowaway's parents;
 - postal and residential address of the stowaway and either parent;
 - stowaway's passport or seaman's book number, together with date and place of issue; and
 - stowaway's next of kin, if different from above.
 - The Stowaway Details Form contained in MGN 70 should be completed. The completed form should be copied by fax or e-mail to the agent and the P&I club correspondent at the next port of call.
 - Photographs of each stowaway should be taken and, where digital camera facilities are available, transmitted to the P&I club correspondent; these may enable travel documents to be obtained more quickly on the ship's arrival.
- All stowaways should be housed in some part of the crew accommodation which can be locked when necessary.





- The stowaways should not be locked in their accommodation when the vessel is at sea and well clear of land unless they are considered a threat to the safety of the ship or personnel on board. Consideration should be given, however, to the possibility of unguarded stowaways launching a liferaft or boat in an attempt to reach land.
 - The stowaways should be locked securely in their accommodation when the vessel approaches any port or nears any land. (Consideration should be given to the possibility of the stowaways' escape through open scuttles.)
 - The stowaways should be provided with adequate food, water, sanitary facilities, etc.
 - The stowaways should be treated in a humane manner.
 - The stowaways should not be made to work for their keep.
 - The stowaways should not be signed on the Crew Agreement and should not be entered on any List of Crew. A "Stowaway List" should be made recording any known particulars, ready for production to port officials.
 - Evidence of costs relating to the stowaway case, such as fuel, insurance, wages, stores, provisions and port charges, should be gathered to support the owner's claim on his P&I policy. (The owner's costs associated with the landing of stowaways are usually recoverable from his P&I club.)
 - Full details of all events and particulars relating to the stowaway incident should be recorded in the Official Log Book, if necessary in an annexed document. (This may be used as part of any report required by owners, the club, etc.)
- That arriving with stowaways on board can have complications.
 - That the IMO Guidelines on the Allocation of Responsibilities to seek the Successful Resolution of Stowaway Cases state (in paragraph 3) that the resolution of stowaway cases is difficult because of different national legislation in each of the potentially several countries involved: the country of embarkation, the country of disembarkation, the flag State of the vessel, the country of apparent, claimed or actual nationality/citizenship of the stowaway, and countries of transit during repatriation.
 - That the IMO Guidelines on the Allocation of Responsibilities to seek the Successful Resolution of Stowaway Cases contain (in paragraph 4) certain basic principles which can be applied generally, the first of these is that there is recognition that stowaways arriving at or entering a country without the required documents are, in general, illegal entrants. Decisions on dealing with such situations are the prerogative of the countries where such arrival or entry occurs, the third is that the shipowner and his representatives on the spot, the master, as well as the port authorities and national Administrations, should co-operate as far as possible in dealing with stowaway cases.
 - That in every case the agent should be notified of the presence of stowaways in advance of arrival .
 - That under the U.S. Refugee Act 1980 a stowaway who arrives in the USA can request political asylum.
 - That the Immigration and Naturalization Service (INS) has taken the position that shipowners are required to provide 24-hour armed guards during the entire asylum process which can take months.
 - That there have been cases where the owner has incurred costs in excess of \$1m for such detention.
 - That many countries impose very heavy penalties (in some cases of over US\$200,000) on masters who fail to ensure that stowaways are kept securely on board in port.

xiv. Ship's Agents and Agency 2hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- That as per United Nations Conference on Trade and Development, UNCTAD MINIMUM STANDARDS FOR SHIPPING AGENTS, " Shipping agent" means any person (natural or legal) engaged on behalf of the owner, charterer or operator of a ship, or of the owner of cargo, in providing shipping services including;
 - Negotiating and accomplishing the sale or purchase of a ship;
 - Negotiating and supervising the charter of a ship;
 - Collection of freight and/or charter hire where appropriate and all related financial matters;
 - Arrangements for Customs and cargo documentation and forwarding of cargo;





- Arrangements for procuring, processing the documentation and performing all activities required related to dispatch of cargo;
- Organizing arrival or departure arrangements for the ship;
- Arranging for the supply of services to a ship while in port
- The authority of the agency and where it may be actual authority or apparent authority (also called ostensible authority).
- That actual authority may be express or implied.
- That an exception to this would be where the principal has expressly placed a restriction on the implied authority of the agent, e.g. where the master is expressly prohibited from signing bills of lading.
- The different types of agent and agency.
- That agents are normally either general agents or special agents.
- That a general agent is an agent who has authority to act for his principal in all matters concerning a particular trade or business, or of a particular nature, many liner agents, for example, act as general agent in a particular city or country for one or more carriers.
- That a special agent is an agent appointed for the carrying out of particular duties which are not part of his normal business activities.
- That a special agent's authority is therefore limited by his actual instructions, most port agents are special agents since their authority does not extend beyond their actual instructions.
- That shipmasters are similarly special agents for purposes of engaging and discharging crew, purchasing ships' stores and bunkers, and making salvage agreements in certain cases.
- That under the terms of voyage charters port agents are normally appointed, and therefore paid for, by the shipowner. However, many voyage charterers insist on nominating port agents, and are entitled to do so if the charter party is suitably claused to that effect.
- Where a charter party provides that "the vessel shall be consigned to Charterers' agents....", it means that the charterer will nominate agents.
- That when on a time charter, most of the "voyage costs" associated with earning the freight or other revenue are normally for the time charterer's account, and it can be expected that port agents will be appointed by the charterer in order to look after his commercial interests.
- That the charterer's obligation to provide and pay for agents may be in a "Charterers to provide" clause, or a separate Agency Clause or Consignment Clause.
- That any "protecting" or "husbandry agent" used will be nominated and appointed by the shipowner.
- that the shipping agents have to adhere to a Code of professional conduct given in United Nations Conference on Trade and Development, UNCTAD Minimum Standards For Shipping Agents, which states that the shipping agent shall:
 - discharge his duties to his principal(s) with honesty, integrity and impartiality;
 - apply a standard of competence in order to perform in a conscientious, diligent and efficient manner all services undertaken as shipping agent;
 - observe all national laws and other regulations relevant to the duties he undertakes;
 - exercise due diligence to guard against fraudulent practices;
 - exercise due care when handling monies on behalf of his principal(s)
- that express authority is given by words (spoken or written) such as when an officer is appointed by letter to command of a ship and authority is implied when it is inferred by the conduct of the parties and the circumstances of the case, such as when a shipmaster is appointed to command by a shipowner, who thereby impliedly authorises him to carry out, on the owner's behalf, all the usual things that fall within the scope of a master's position, e.g. engagement and discharge of crew, signing of bills of lading, and purchasing of provisions.
- that an agent's duties to his principal are:
 - to perform his duties in person, using ordinary skill and diligence, and if he purports to have special skills, to use his special skills also;





- to obey lawful instructions of his principal, and when he is not instructed on a particular matter, to act in his principal's best interests;
- to disclose all information relevant to the agency to the principal, avoiding any conflict of interest;
- to maintain confidentiality about matters communicated to him as agent, and not to disclose them to prospective third parties;
- to keep proper accounts of all transactions and render them to his principal on request;
- not to make extra profits from the agency without disclosing them to his principal

xv. Port of refuge procedures 4hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- That a "port of refuge" is a port or place that a vessel diverts to when her master considers it unsafe to continue the voyage due to a peril that threatens the "common safety", e.g. when there is a dangerous ingress of water into the vessel, a dangerous shift of cargo, the vessel adopts an angle of loll, there is a serious fire on board, etc.
- That where such a deviation is for the preservation from peril of property involved in a common maritime adventure, it will usually constitute a general average act and the costs of the deviation to and stay at the port of refuge will be allowed in general average.
- That where the shipowner or carrier is a party to a contract of carriage, discontinuation of the voyage is a deviation from the contract.
- That a deviation to a port of refuge will be regarded as a justifiable deviation if the reason can be shown to be a valid one within the terms of the contract. All contractual rights would, in that case, be unaffected.
- that if the reason for deviating could not be shown to be valid, the deviation would be considered unjustifiable and the consequences could be severe for the shipowner or carrier, in that it would probably constitute a repudiatory breach of the contract, making the owner/carrier liable for all costs of any accident to ship or cargo sustained during the deviation.
- that Valid reasons for deviating to a port of refuge usually include:
 - weather, collision or grounding damage affecting seaworthiness of the ship;
 - serious fire;
 - dangerous shift of cargo;
 - serious machinery breakdown;
 - any other accident causing some serious threat to the vessel and cargo;
 - shortage of bunkers (if it can be proved that the vessel left port with adequate bunkers for the foreseeable voyage, and ran short as a consequence of weathering exceptionally severe weather, contamination, etc.)
- That a "Port of refuge" is a term usually associated with a general average act since, under the York-Antwerp Rules, certain costs and expenses incurred in making for, entering, staying at and leaving a port or place of refuge, even where the ship returns to her port or place of loading, are admitted as general average.
- Describes the explanation given in Rule X for expenses at port of refuge provided in the York-Antwerp Rules.
- That a port or place where a vessel seeks temporary shelter from adverse weather is not a port of refuge, since running for shelter is "ordinary" practice and not "extraordinary" in the context of Rule A of the York-Antwerp Rules.
- That a "common maritime adventure" is said to be terminated on completion of discharge of cargo (or disembarkation of passengers) at the port of destination following a general average act. If the voyage is abandoned at an intermediate port (e.g. a port of refuge), then the adventure terminates at that port.

That a declaration of general average should be formally made in compliance with local law and custom before delivery of cargo at the termination of the voyage, in order to initiate an adjustment.





- That the declaration is usually made by the shipowner or the master, but in some countries any one of the interested parties may make it. The owners or agent should be able to advise on local requirements.
- The procedure for any particular port or place of refuge in general, the following basic steps should be followed.
 - As soon as the decision is taken to discontinue the voyage and make for a port or place of refuge, (whether under tow or otherwise) inform the owner and charterer (if any), stating the reason for the deviation.
 - Record the ship's position. Sound tanks for quantity of bunkers on board. From this point until departure from the port or place of refuge, keep accurate records of events and expenditure, etc., for eventual delivery to the owner and average adjuster.
 - Request the owner to arrange the appointment of an agent at the port of refuge to handle the vessel's visit.
 - If the cause of the deviation is an "accident" inform MAIB.
 - Call the agent as soon as his identity is known. Pass ETA and information necessary for making preparations for the vessel's arrival, including tonnage, length, flag, P&I club, classification society, etc. Request the agent to notify:
 - port State Administration if vessel is damaged or seaworthiness is affected;
 - harbour master or port authority. Inform port authority of the full facts, as the authority may want to keep vessel outside port until cargo discharged, etc. Give details of the nature and severity of damage, mentioning any disabled nav aids, steering gear, machinery, etc. State any pollution hazard.
 - Pilot station, linesmen, boatman, customs, port health, immigration, etc.
 - Local correspondent of the owner's P&I club. (See club handbook for name and address, or ask owners.) A representative from the correspondent firm, or a surveyor appointed by the correspondent, should attend on arrival.
 - On arrival at the port or place of refuge, the salvor (if any) will require salvage security, which should be arranged by the owner and cargo owners. Failing this, the salvor may have vessel arrested pending satisfaction of his claim.
 - Obtain health clearance in accordance with local regulations (as advised by the agent).
 - Enter vessel in with customs "under average".
 - Inform the owner (and charterer, if any) of vessel's safe arrival.
 - Owners will declare general average. (Any of the parties involved may declare general average, but the owners will normally do this since they are closest to "the action".)
 - Note protest as soon as possible but in any case within 24 hours, in compliance with local custom (ask the agent about this), reserving the right "to extend at a time and place convenient".
 - Where there is hull or machinery damage, the agent should be requested to notify local Lloyd's Agent (a requirement of the Notice of Claim and Tenders Clause in Institute Time Clauses - Hulls 1.10.83).
 - Hull and machinery underwriters normally instruct a surveyor, in major cases from the Salvage Association
 - Where there is hull or machinery damage, a class surveyor, if available at the port, will inspect and report on the damage, stipulating repairs necessary for the vessel to maintain class. Temporary repairs may be acceptable.
 - If no class surveyor is available, the class society should be contacted, and will advise the appropriate steps to take in order for class to be maintained until a port can be reached for survey, the old practice of requesting two independent masters or engineers to inspect temporary repairs and issue a Certificate of Seaworthiness should no longer be necessary. Even where a class surveyor cannot reach a damaged ship, the classification society can usually be notified of the damage and asked for instructions.





- If cargo damage is probable, or cargo discharge is necessary before repairs can be made, call a hatch survey before commencing discharge. Employ only registered and unbiased surveyors recommended by the P&I club correspondent. Cargo interests should be notified so that they can appoint their own surveyors. Remember that cargo surveyors are appointed by cargo interests and may criticise the master's actions or allege that the vessel was unseaworthy. Be guided by the P&I club correspondent as to who to allow on board and about making statements which may adversely affect the owner's legal position.
 - If the voyage is being terminated and cargo owners are taking delivery of their consignments, General Average Bond and General Average Guarantee forms will first have to be signed. The owner's lien on cargo should be exercised if necessary; this should be discussed with the owner and agent.
 - Arrange cargo discharge (under survey) and either trans-shipment or warehousing of cargo during the repairs, if necessary. (This will depend on the length of time in port, nature of cargo, etc.)
 - On receipt of class surveyor's report re-hull/machinery damage, the owner will advertise for tenders. (Superintendents and the Salvage Association surveyor will jointly attend to this, bearing in mind the Notice of Claim and Tenders Clause and underwriters' power of veto. Tenders should only be accepted with guidance from Salvage Association surveyor and Lloyd's or IUA Agent.)
 - Carry out repairs under class and Salvage Association surveyors' guidance.
 - On completion of repairs, class surveyor will carry out another survey. If, in his opinion, the vessel is seaworthy he will issue an Interim Certificate of Class, and will send his report to the classification society. If acceptable to the society's committee, the vessel will retain class. If the class surveyor is employed by an authorised society, he may also issue provisional statutory certificates on behalf of MCA (or other flag State Administration) to enable the vessel to continue her voyage.
 - Reload cargo (under survey) if voyage being continued.
 - Extend Protest to include all details of the damage and repairs. Obtain copies for owners.
 - Port agent will pay repairers. (If unpaid, repairers will have a maritime lien on the vessel.) Allow general average and Salvage Association surveyors (representing H&M insurers) to see the agent's account before paying.
 - Send all relevant documents to the owner for onwards delivery to the average adjuster.
 - Enter vessel outwards with Customs (in accordance with local regulations, as advised by the agent). Obtain outwards clearance.
 - Continue the voyage.
- that in most general average cases the main evidence required for the adjustment comes from the various survey reports, supported by statements by witnesses and ship's records
- the evidence required at port of refuge as listed below:
- full and accurate records should be kept of the general average incident and the call at the port of refuge, including details of all the various parties involved and their actions
 - photographs and video footage may be useful; the general average statement may take more than a year to produce
 - where salvage services are engaged, a full record should be kept of the salvor's actions and of the equipment used by both parties
 - in order to assess the various contributory values, the average adjuster will require the following documents:
 - all general average security documents including signed average bonds, average guarantees, counterfoils of average deposit receipts and cancelled deposit receipts;
 - casualty reports from the master;
 - certified extracts from deck and engine room logs;
 - copies of extended protests;





- survey reports on hull and machinery damage;
- survey reports on cargo lost or damaged by general average sacrifice;
- account sales of any cargo sold;
- copies of any shipping invoices;
- copies of telexes;
- accounts for disbursements incurred together with all supporting vouchers;
- cargo valuation forms;
- manifest of cargo onboard at time of the general average act;
- copies of bills of lading;
- portage account for the voyage, and an account of stores consumed;
- Any other evidence relating to the casualty.

xvi. The master / pilot relationship

2hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- That the law in most countries regards a ship's pilot as being merely an advisor to the master, without having command, navigational control or charge of the vessel.
- That in almost every country (with the notable exception of Panama, where Panama Canal pilots have extraordinary responsibility and powers, the master has full responsibility for the navigation and manoeuvring of his ship during all acts of pilotage.
- That the master should generally:
 - follow the pilot's advice unless he has good reason to believe that following it will endanger the ship;
 - see that the ship's navigation is monitored (including plotting fixes/positions on charts) as if there were no pilot on board;
 - insist that the pilot takes all reasonable precautions;
 - ensure that officers, helmsmen, etc. attend to the pilot's requests with efficiency and courtesy;
 - instruct the officer-of-the-watch that he has charge of the vessel whilst under pilotage, unless specifically informed otherwise by the master;
 - Always state his opinion to the pilot on important matters of navigation and manoeuvring.
 - warn the pilot if it appears that the pilot is taking or proposing to take any action of which the master disapproves
- That the pilot's duty is restricted to advising the master of local conditions affecting safe navigation.
- That Paragraph II.6 of Memorandum of Understanding Between the National Response Team and the Panama Canal Commission, dated December 12, 1997, the Pilotage in the Panama Canal provides: "Ships operating in the Panama Canal come under the direction of a Panama Canal Pilot who assumes operational control of the ship when it enters the Canal, unlike pilots in other locales who act as advisors to the Master of the ship. The Panama Canal Pilots are employees, or agents, of the PCC making the PCC effectively the ship operator for the time the ship is under the control of a Panama Canal Pilot".
- That examples of cases where the master should interfere are:
 - where the pilot is incapable through apparent illness, drink or drugs;
 - where the pilot gives orders to the helmsman which will, if carried out, result in a breach of the law
- That the shipowner is generally liable for the consequences of negligent navigation whilst the ship is under pilotage.





**.7 Responsibilities under International Instruments affecting the Safety of the Ship, Passengers,
Crew and Cargo**

4hrs (T) + 0hrs (P) + 0hrs (E).

i. Ballast Water Convention 2004

Knowledge of;

- The application of this convention.
- The conditions where the application of this convention may be exempted.
- The management and control requirement based on Section B Regulation B1 to B6.
- The Annex – Section A, B, C, D and E briefly.
- The standards that need to be observed in ballast water exchange.
- That in accordance with SOLAS Chapter V, Regulation 28 – Records of navigational activities and daily reporting, the commencement and termination of the operation should be recorded.
- That the navigational records generated during ballast water exchange may be reviewed during ISM Audits and port state control inspections.
- The following:
 - ballast water
 - ballast water management
 - sediments
- Under Regulation B-4 Ballast Water Exchange, all ships using ballast water exchange should:
 - Whenever possible, conduct ballast water exchange at least 200 nautical miles from the nearest land and in water at least 200 metres in depth, taking into account Guidelines developed by IMO;
 - In cases where the ship is unable to conduct ballast water exchange as above, this should be as far from the nearest land as possible, and in all cases at least 50 nautical miles from the nearest land and in water at least 200 metres in depth
- As per Annex – Section B Management and Control Requirements for Ships:
 - Ships are required to have on board and implement a Ballast Water Management Plan approved by the Administration (Regulation B-1). The Ballast Water Management Plan is specific to each ship and includes a detailed description of the actions to be taken to implement the Ballast Water Management requirements and supplemental Ballast Water Management practices.
- That a new paragraph, 4, has been added with effect from July 1, 2010 to SOLAS Chapter V, Regulation 22 – Navigation bridge visibility. Some changes are operational and others introduce new requirements applicable to navigation records.
- That as a consequence of this amendment, any increase in blind sectors or reduction in horizontal fields of vision resulting from ballast water exchange operations is to be taken into account by the Master before determining that it is safe to proceed with the exchange.
- That as an additional measure, to compensate for possible increased blind sectors or reduced horizontal fields of vision, the Master must ensure that a proper lookout is maintained at all times during the exchange. Ballast water exchange must be conducted in accordance with the ship's ballast water management plan, taking into account the recommendations adopted by the IMO.

ii. Port and Flag State Control

Knowledge of;

- That "Port State control" is the inspection of foreign ships present in a nation's ports for the purpose of verifying that the condition of the ships and their equipment comply with the provisions of international conventions and codes, and that the ships are manned and operated in compliance with those provisions.
- That the primary responsibility for maintaining ships' standards rests with their flag States, as well as their owners and masters. However, many flag States do not, for various reasons, fulfill their





obligations under international maritime conventions, and port State control provides a useful “safety net” to catch substandard ships.

- that a “Port State Control regime”, where set up under a “memorandum of understanding” (“MOU”) or similar accord between neighbouring port States, is a system of harmonised inspection procedures designed to target substandard ships with the main objective being their eventual elimination from the region covered by the MOU’s participating States.
- That there are eight international PSC agreements currently in force world-wide.
- How to ascertain which port state agreement a particular port state might be party to and any areas of particular focus that may currently be in place.
- That the US Coast Guard operates a national Port State Control Initiative.
- That the list of certificates and documents which are checked during the inspection are:
 - International Tonnage Certificate (1969);
 - Passenger Ship Safety Certificate;
 - Cargo Ship Safety Construction Certificate;
 - Cargo Ship Safety Equipment Certificate;
 - Cargo Ship Safety Radio Certificate;
 - Exemption Certificate;
 - Cargo Ship Safety Certificate;
 - Document of Compliance (SOLAS 74, regulation II-2/54);
 - Dangerous Goods Special List or Manifest, or Detailed Stowage Plan;
 - International Certificate of Fitness for the Carriage of Liquefied Gases in Bulk, or the Certificate of Fitness for the Carriage of Liquefied Gases in Bulk, whichever is appropriate;
 - International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk, or the Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk, whichever is appropriate;
 - International Oil Pollution Prevention Certificate;
 - International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk;
 - International Load Line Certificate (1966);
 - International Load Line Exemption Certificate;
 - Oil Record Book, parts I and II;
 - Shipboard Oil Pollution Emergency Plan;
 - Cargo Record Book;
 - Minimum Safe Manning Document;
 - Certificates of Competency;
 - Medical certificates (see ILO Convention No. 73);
 - Stability information;
 - Safety Management Certificate and copy of Document of Compliance (SOLAS chapter IX);
 - Certificates as to the ship’s hull strength and machinery installations issued by the classification society in question (only to be required if the ship maintains its class with a classification society);
 - Survey Report Files (in case of bulk carriers or oil tankers in accordance with resolution A.744(18));
 - For ro-ro passenger ships, information on the A/A max ratio;
 - Document of authorization for the carriage of grain;
 - Special Purpose Ship Safety Certificate;
 - High-Speed Craft Safety Certificate and Permit to Operate High-Speed Craft;
 - Mobile Offshore Drilling Unit Safety Certificate;
 - For oil tankers, the record of oil discharge monitoring and control system for the last ballast voyage;
- The muster list, fire control plan and damage control plan;





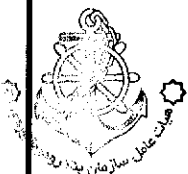
- Ship's log-book with respect to the records of tests and drills and the log for records of inspection and maintenance of life-saving appliances and arrangements;
 - Procedures and Arrangements Manual (chemical tankers);
 - Cargo Securing Manual;
 - Certificate of Registry or other document of nationality;
 - Garbage Management Plan;
 - Garbage Record Book;
 - Bulk carrier booklet (SOLAS chapter VI regulation 7); and
 - Reports of previous port State control inspections
- That in addition to the general control of above listed certificate and documents, examinations / inspections of the following are generally given priority by Port State Control Officer (PSCO):
- Nautical publication (SOLAS 74 R V/20)
 - Navigational equipment (SOLAS 74 R V/12 and 19)
 - Emergency starting and running tests (SOLAS 74 R II-2 - 4.3)
 - Lifesaving equipment. Rafts FF (SOLAS 74 R III/20, 23, 26 and 29)
 - Emergency Generator (start/stop only) (SOLAS 74 R II-1/42&43)Hull corrosion and damages (Load Lines) (SOLAS 74 R I/11)
 - Main engine & aux. engines (SOLAS 74 R II/26, 27 &28)
 - Oily water separator 15 ppm alarm (MARPOL Annex I/16(1))
 - Oil discharge monitor (ODM) (MARPOL Annex I/16)
 - Charts corrected and proper scale (SOLAS 74 R V/20)
 - Fire safety Control plan (SOLAS 74 R II-2/20)
 - Ventilation inlets/outlets (SOLAS 74 R II-2/16.9 & 48)
 - Emergency training and drills (Log book rec. SOLAS 74 R III/18)
 - Emergency lighting/batteries (SOLAS 74 R II/42 &43)
 - Deck- and hatches corrosion and damages (LL 1966)
 - Steering gear – incl. auxiliary & emergency (Bridge inspection only – SOLAS 74 R V/19)
 - Cleanliness in engine room (SOLAS 74 R II-1/26 and ILO 134)
 - Cleanliness in accommodation (ILO 92 & 133)
- That the Port State Control Inspections may be conducted on the following basis:
- initiative of the Port State Administration;
 - the request of, or on the basis of, information regarding a ship provided by another Administration
 - information regarding a ship provided by a member of the crew, a professional body, an association, a trade union or any other individual with an interest in the safety of the ship, its crew and passengers, or the protection of the marine environment.
- That the PSC inspections may be on random, targeted or periodical basis. The following types of PSC inspections are used in PSC:
- Initial Inspection (random)
 - More detailed inspection (escalated)
 - Expanded inspection (targeted/periodical)
- That the definition of Inspection is: "A visit on board a ship to check both the validity of the relevant certificates and other documents, and the overall condition of the ship, its equipment, and its crew".
- That the certificates and documents listed above should therefore be readily available and presented to the PSCO at his request during the PSC inspection.
- That the definition of more detailed inspection is: "An inspection conducted when there are clear grounds for believing that the condition of the ship, its equipment, or its crew does not correspond substantially with the particulars of the certificates".
- That the definition of Clear grounds is: "Evidence that the ship, its equipment, or its crew does not correspond substantially with the requirements of the relevant conventions or that the master or





crew members are not familiar with essential shipboard procedures relating to the safety of ships or the prevention of pollution”.

- That “Clear grounds” to conduct a more detailed inspection include:
 - the absence of principal equipment or arrangements required by the conventions;
 - evidence from a review of the ship’s certificates that a certificate or certificates are clearly invalid;
 - evidence that documentation required by the conventions are not on board, incomplete, are not maintained or are falsely maintained;
 - evidence from the PSCO’s general impressions and observations that serious hull or structural deterioration or deficiencies exist that may place at risk the structural, watertight or weathertight integrity of the ship;
 - evidence from the PSCO’s general impressions or observations that serious deficiencies exist in the safety, pollution prevention or navigational equipment;
 - information or evidence that the master or crew is not familiar with essential shipboard operations relating to the safety of ships or the prevention of pollution, or that such operations have not been carried out;
 - indications that key crew members may not be able to communicate with each other or with other persons on board;
 - the emission of false distress alerts not followed by proper cancellation procedures;
 - receipt of a report or complaint containing
 - information that a ship appears to be substandard.
- That the PSCO during a more detailed inspection generally take the following into account:
 - structure;
 - machinery spaces;
 - conditions of assignment of load lines;
 - life-saving appliances;
 - fire safety;
 - regulations for preventing collisions at sea;
 - Cargo Ship Safety Construction Certificate;
 - Cargo Ship Safety Radio Certificates;
 - equipment in excess of convention or flag State requirements;
 - guidelines for discharge requirements under Annexes I and III of MARPOL 73/78 which includes:
 - inspection of crude oil washing (COW) operations;
 - inspection of unloading, stripping and prewash operations;
 - guidelines for control of operational requirements – which include:
 - muster list;
 - communication;
 - fire drills;
 - abandon ship drills;
 - damage control plan and Shipboard Oil Pollution Emergency Plan;
 - fire control plan;
 - bridge operation;
 - cargo operation;
 - operation of the machinery;
 - manuals, instructions etc.;
 - oil and oily mixtures from machinery spaces;
 - loading, unloading and cleaning procedures for cargo spaces of tankers;
 - dangerous goods and harmful substances in packaged form;
 - garbage;
 - minimum manning standards and certification;





- STCW 78;
- ISM; and
- ISPS Code.
- That expanded inspection is an inspection conducted according to non-mandatory guidelines only once during 12 months period for certain types of ships and certain categories of age and size.
- That Oil tankers, bulk carriers, gas and chemical carriers and passenger ships are subject to expanded inspections once during a period of 12 months.
- The IMO RESOLUTIONS pertaining to Port State Controls are as follows:
 - A.9/Res.321 Procedures for the control of ships 12/11/1975
 - A.12/Res.466 Procedures of port state control 19/11/1981
 - A.15/Res.597 Amendments to the procedures for the control of ships 19/11/1987
 - A.19/Res.787 Procedures for port state control 23/11/1995
 - A 21/Res.882 Amendments to the procedures for port state control (Resolution A.787(19) 25/11/1999
- That the publication by IMO which gives the General Procedural Guidelines for Port State Control Officers are also of particular relevance to shipmaster.
- That a record of port State control inspections including safety-related details of many ships is available on the internet from the Equasis database and may be viewed by any member of the public.
- That Equasis forms part of the Quality Shipping campaign launched by the EU in 1997 which is formally supported by signatories from marine Administrations, classification societies, P&I clubs and the ITF.
- That more than 40 organisations provide information to Equasis and is used heavily by charterers and insurers as well as marine Administrations with port State control functions.

.8 Methods and Aids to Prevent Pollution of the Marine Environment by Ships 3hrs (T) + 0hrs (P) + 0hrs (E).

**i. Convention of the Prevention of Marine Pollution by Dumping of Wastes and Other Matter
(London Dumping Convention) (LDC)**

Knowledge of;

- The aims of the Convention.
 - That the provisions of Article IV do not apply when it is necessary to secure the safety of human life or of vessels in cases of 'force majeure' caused by stress of weather, or in any case which constitutes a danger to human life or a real threat to vessels.
 - That the appropriate authority of a Contracting Party should issue prior special or general permits in respect of matter intended for dumping:
 - loaded in its territory
 - loaded by a vessel flying its flag when the loading occurs in the territory of a State not party to the Convention
 - For the purpose of the Convention:
 - dumping
 - wastes or other matter
 - special permit
 - general permit
 - That the dumping of wastes or other matter in whatever form or condition, as listed in annex I, is prohibited.
 - That the dumping of wastes or other matter listed in annex II requires a prior special permit.
 - That the dumping of all other wastes or matter requires a prior general permit.
 - That such dumping should be done so as to minimize the likelihood of damage to human or marine life and must be reported immediately.
- That the Addendum to Annex I contains regulations on the incineration of wastes at sea.





ii. International Convention Relating to Intervention on the high Seas in Cases of Oil Pollution Casualties, 1969

Knowledge of;

- The rights of Parties to the Convention to intervene on the high seas following a maritime casualty.
- The provisions which a coastal State should apply when exercising the right to take measures in accordance with Article I.
- For the purposes of the Convention:
 - maritime casualty
 - ship
 - oil
 - related interests

iii. Protocol relating to Intervention on the High Seas in Cases of Pollution by Substances other than Oil, 1973

Knowledge of;

- The rights of Parties to the Protocol to intervene on the high seas following a maritime casualty.
- That the Protocol extends the rights and obligations of coastal States to cases involving imminent threat of pollution by substances other than oil.
- 'Substances other than oil'.

iv. International Convention on Civil Liability for Oil Pollution Damage, 1969 (CLC 1969)

Knowledge of;

- That, with certain exceptions, the owner may limit his liability by constituting a fund for the sum representing the limit of his liability with the Court of a Contracting States where the action is brought.
- That where a fund has been constituted and the owner is entitled to limit his liability, no person having a claim for pollution damage resulting from that incident is entitled to exercise any rights over other assets of the owner and that the ship or any other property belonging to the owner should be released.
- That no claim for compensation may be made against the servants or agents of the owner.
- That claims in respect of expenses reasonably incurred by the owner voluntarily to prevent or minimize pollution damage rank equally with other claims against the fund.
- That the owner of a ship registered in a Contracting State and carrying more than 2,000 tons of oil in bulk as cargo is required to maintain insurance in the sum of his limit of liability.
- That the appropriate authority of a Contracting State, after determining that the requirements have been, complied with, should issue a certificate attesting that insurance or other financial security is in force.
- That the certificate should be carried on board ship and a copy deposited with the relevant authorities.
- That a contracting state must not permit a ship under its flag to which this article applies to trade without a certificate.
- That contracting states must ensure under their national legislation, that insurance or other security is in force in respect of any ship, whenever registered, entering or leaving their ports of offshore terminals if the ship actually carries more than 2,000 tons of oil in bulk as cargo.





.9 National legislation for implementing international agreements and conventions 2hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- The process by which international agreements and conventions are ratified and implemented into national legislation.

COMPETENCE 3.2 Maintain Safety and Security of Crew and Passengers and the Operational Condition of all Safety Equipment

3.2.1 Actions to be taken to Protect and Safeguard all Persons on Board in Emergencies

.1 Actions to be taken to Protect and Safeguard all Persons on Board in Emergencies 4hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- That some crew members will be assigned specific duties for mustering and control of passengers
- Those duties as:
 - warning the passengers
 - ensuring that all passenger spaces are evacuated
 - guiding passengers to muster stations
 - maintaining discipline in passageways, stairs and doorways
 - checking that passengers are suitably clothed and that life jackets are correctly donned
 - taking a roll-call of passengers
 - instructing passengers on procedure for boarding survival craft or jumping into the sea
 - directing passengers to embarkation stations
 - instructing passengers during drills
 - ensuring that a supply of blankets is taken to the survival craft

i. Rescue of Persons from a Vessel in Distress or from a Wreck

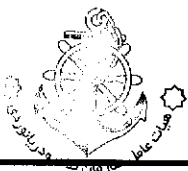
Knowledge of;

- How both ships can spread oil in rough weather.
- The preparations for taking survivors on board from the boats.
- How to provide a lee and launch boats.
- How boats should approach the wreck and pick up survivors.
- The recovery of boats and survivors.
- The methods of rescue which may be used when sea conditions are too dangerous to use boats.
- Why it is preferable to wait for daylight when no immediate danger exists.
- That communications should be established between the ships and the method of rescue agreed upon when time permits.
- That rescue boats or motor-lifeboats would be used if conditions permitted.
- That unnecessary equipment should be removed from the boats and replaced by lifejackets, if buoys, blankets and a portable VHF radio.
- That the rescue vessel should reconnoitre the area to see if there is any wreckage which could be a danger to boats.

ii. Man-overboard Procedure

Knowledge of;

- Methods of recovering a person from the sea when heavy weather prevents the use of the normal manoeuvres and boats.
- The actions to take when a person is reported missing at sea.





3.2.2 Actions to Limit Damage and Salvage the Ship following a Fire, Explosion, Collision or Grounding

.1 Means of limiting damage and salvaging the ship following a fire or explosion 2hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- The use and limitations of standard procedures and prepared contingency plans in emergency situations.
- Methods of fighting fires.
- The dangers of accumulated water from fire fighting and describes how to deal with it.
- The precautions to take before entry to a compartment where a fire has been extinguished.
- The inspection for damage.
- Measures which may be taken to plug holes, shore-up damaged or stressed structure, blank broken piping, make safe damaged electrical cables and limit ingress of water through a damaged deck or superstructure.
- That cooling of compartment boundaries where fire has occurred should be continued until ambient temperature is approached.
- That watch for re-ignition should be maintained until the area is cold.
- The measures to be taken when the inert-gas main and gas lines to a mast riser are fractured.
- That continuous watch should be kept on the damaged area and temporary repairs.
- That course and speed should be adjusted to minimise stresses and the shipping of water.

.2 Procedure for Abandoning Ship 2hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- That a ship should only be abandoned when imminent danger of sinking, breaking up, fire or explosion exists or other circumstances make remaining on board impossible.
- That a distress call should be transmitted by all available means until acknowledged.
- The information to include in the distress message.
- Other distress signals which may be used to attract attention.
- The launching of boats and liferafts when the ship is listing heavily.
- The launching of boats and liferafts in heavy weather conditions.
- The use of oil to calm the sea surface and explains why fuel oil is not suitable.

Competence: 3.3 Develop emergency and damage control plans and handle emergency situations

3.3.1 The preparation of contingency plans for response to emergencies

.1 Contingency plans for response to emergencies 6hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- Options for the division of the crew, e.g., into a command team, an emergency team, a back-up emergency team and an engine-room emergency team.
- The composition of the emergency teams in the above objective.
- How drills and practices should be organized.
- The role of a shipboard safety committee in contingency planning.
- That crew members not assigned to emergency teams would prepare survival craft, render first aid, assemble passengers and generally assist the emergency parties as directed.
- That the engine-room emergency team would take control of engine-room emergencies and keep the command team informed.

That good communications between the command team and the emergency teams are essential.





Ability to;

- Draws up a muster list and emergency instructions for a given crew and type of ship.
- assigns duties for the operation of remote controls such as:
 - main engine stop
 - ventilation stops
 - lubricating and fuel oil transfer pump stops
 - dump valves
 - CO2 discharge
 - watertight doors
 - and for the operation of essential services such as:
 - emergency generator and switchboard
 - emergency fire and bilge pumps
- Designates muster positions for the command team, both at sea and in port.
- Designates muster positions for the emergency teams.
- prepare contingency plans to deal with:
 - fire in specific areas, such as galley, accommodation, container stows on or under deck, engine-room or cargo space, including co-ordination with shore facilities in port, taking account of the ship's fire-control plan
 - rescue of victims of a gassing accident in an enclosed space
 - water ingress into the ship
 - serious shift of cargo
 - piracy attack
 - being towed by another ship or tug
 - heavy-weather damage, with particular reference to hatches, ventilators and the security of deck cargo
 - rescue of survivors from another ship or from the sea
 - leakages and spills of dangerous cargo stranding
 - abandoning ship

i. Actions to be taken when Emergencies Arise in Port

Knowledge of;

- Actions to take in the event of fire on own ship, with particular reference to co-operation and communication with shore facilities.
- Action which should be taken when fire occurs on a nearby ship or an adjacent port facility.
- The circumstances in which a ship should put to sea for reasons of safety.
- The actions to be taken when own ship is dragging anchor towards dangers in port.
- The actions which can be taken to avoid a ship dragging anchor towards own ship in an anchorage.
- The actions and precautions to take when a submarine cable is lifted by the anchor.
- How to buoy and slip an anchor.
- How an anchor may be recovered when no power is available at the windlass.

3.3.2 Ship construction including damage control

.1 Flooding of compartments

4hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- What is meant by 'floodable length'?
- What is meant by 'permissible length of compartments' in passenger ships?
- The significance of the factor of subdivision.
- The assumed extent of damage used in assessing the stability of passenger ships in damaged condition.

With reference to the factor of subdivision, the extent of damage which a passenger ship should withstand.

The provisions for dealing with asymmetrical flooding.





- The possible effects of sustaining damage when in a less favourable condition.
- Ships of Type 'A' and Type 'B' for the purposes of computation of freeboard.
- The extent of damage which a Type 'A' ship of over 150 metres length should withstand.
- That a Type 'A' ship of over 150 metres length is described as a 'one - compartment ship.
- The requirements for survivability of Type 'B' ships with reduced freeboard assigned.
- The equilibrium conditions regarded as satisfactory after flooding.
- followings:
 - Margin line.
 - Permeability of a space.
- The final conditions of the ship after assumed damage and, where applicable, equalization of flooding.
- That the master is supplied with data necessary to maintain sufficient intact stability to withstand the critical damage.
- that damage to compartments may cause a ship to sink as a result of:
 - insufficient reserve buoyancy, leading to progressive flooding
 - progressive flooding due to excessive list or trim
 - capsizing due to loss of stability structural failure

3.3.3 Methods and aids for fire prevention, detection and extinction

.1 Methods and aids for fire prevention, detection and extinction 2hrs (T) + 0hrs (P) + 0hrs (E).

Review of;

- Different types of fire, international shore connection, emergency fire pump, different types and usage of fire extinguishers, breathing apparatus, smoke helmet or mask type, fixed fire extinguishing installations, fire detection system and fire preventive measures.

Competence: 3.4 Use of leadership and managerial skill

3.4.1 Shipboard Personnel Management and training

.1 Shipboard Personnel Management 6hrs (T) + 0hrs (P) + 0hrs (E).

i. Principles of Controlling Subordinates and Maintaining Good Relationships

Review of;

- Theories in cultural awareness and cross cultural communication.
- Theories in human error, situational awareness, automation awareness, complacency and boredom.
- Theories in leadership and teamwork.

Knowledge of;

- theories on how effective authority and power may be enhanced or diminished by management level officers on ships.
- Strategies that management level officers could adopt to enhance their effectiveness in managing crews of different cultures.
- strategies that management level officers can adopt to optimise situational awareness and to minimise human error and complacency of individuals and teams
- Strategies that management level officers can adopt to enhance leadership and teamwork.
- Theories of personnel motivation and relates these to shipboard situations encountered by management level officers.
- That an individual's motivation and well being may be effected by both real and perceived influences on board ship and at home.
- Strategies that management levels officers could adopt to optimise the motivation of individuals and teams.





- Theories on coaching individuals and teams to improve performance.
- Approaches to managing and improving the performance of oneself, individuals and teams.
- Strategies that can be adopted when a crew member is believed to be physically or mentally unwell or badly demotivated.
- Strategies that management level officers can take to ensure that crew remains physically well and are encouraged to remain physically active.

Ability to;

- Identify sources of authority and power.
- Prepare for and conducts a simulated formal performance review.
- Identify the impact of repeated harassment including bullying on individuals.
- Recognise indications that crew members may be physically or mentally unwell or badly demotivated.

ii. Crew Employment

Knowledge of;

- The need for management level officers to be fully familiar with the requirements of national law relating to crew employment and of all crew agreements in place on the ship.
- The process for signing on and discharging crew under national law.
- The need to ensure that new crew are appropriately certificated, competent and familiarised with the safety management system, working procedures and equipment of the ship.
- Those procedures for conducting investigations and applying consequences in disciplinary situations are governed by national law, codes of conduct, employment agreements and company procedures.
- The process for investigating and applying consequences in disciplinary situations under relevant national law and procedures.
- The formal process for addressing continuing levels of unacceptable performance by a crew member under national law.
- The process for investigating and responding to incidents of harassment or bullying of crew members under national law.
- Requirements for handling crew wages, advances and allotments when this is done by management level officers on board ship.

.2 Training

2hrs (T) + 0hrs (P) + 0hrs (E).

i. Training Methods

Review

- Theories on training on board ship.

Knowledge of;

- The effectiveness of training methods that can be adopted for training.
 - in attitude
 - in skills
 - in knowledge
 - The preparation needed before the start of a training session.
 - Methods for ensuring that crew are motivated to participate fully in training.
 - The resources that may be available on board ship that can be used for training.
 - The areas in which training is required by regulation including the requirements of SOLAS.
- Other topics where training might be desirable.





Ability to;

- Delivers a training session to other members of the class.

Demonstrate

- How to conduct a training session for a given topic.

3.4.2 Related international conventions and recommendations, and national legislation

.1 Related International Maritime Conventions and National Legislation 4hrs (T) + 0hrs (P) + 0hrs (E).

i. The ISM and ISPS Code

Knowledge of;

- The principles underlying the ISM and ISPS Code.
- The content and application of the ISM and ISPS Code.

ii. STCW Convention

Knowledge of;

- The principles underlying the STCW Convention.
- The content and application of the STCW Convention.
- How to implement the regulations for controlling and monitoring to minimum hours of rest for watchkeepers.
- What shipboard familiarization may involve for watchkeeping officers.
- What tasks or duties elementary basic safety familiarization involves for a watchkeeping officer.
- How to organize shipboard training and how to maintain records.
- That seafarers new to a particular type of vessel require ship specific shipboard familiarization.
- That penalties are prescribed for breaches of STCW 95 requirements and that these are determined by the flag state.
- That national legislation is required to implement the provisions of an international convention.
- That for STCW 1978, as amended, national legislation is subject to scrutiny and checking by IMO appointed persons.
- That National legislation may differ from one flag to another.

iii. Maritime Labour Convention (MLC)

Demonstrate

- a working knowledge of the Maritime Labour Convention provisions relating to the management of personnel on board ship, with particular reference to;
 - engagement of crew
 - employment conditions
 - crew entitlements and repatriation

3.4.3 Application of task and workload management

.1 task and workload management 4hrs (T) + 0hrs (P) + 0hrs (E).

Review

- Theories on applying task and workload management on Leadership and Teamwork.

Knowledge of;

- The scope of activity and conflict between activities managed by management level officers is broader than for operational level officers and requires greater task and workload management ability.





- The task and workload allocation for significant shipboard activities so that the following are considered:
 - human limitations
 - personal abilities
 - time and resource constraints
 - prioritisation
 - workload, rest and fatigue

Discuss

- Strategies to monitor the effectiveness of task and workload management during an activity and to adjust the plan as necessary.
- strategies to ensure that all personnel understand the activity to be undertaken and their tasks in this.
- Whether the encouragement of a challenge and response environment is appropriate to the task and workload management of particular shipboard tasks.
- The importance of debriefs and reflection after activities have been conducted to identify opportunities for improving task and workload management.

3.4.4 Effective Resource Management

.1 Application of effective resource management at a management level 4hrs (T) + 0hrs (P) + 0hrs (E).

Review

- Theories on effective communication.
- Theories on effective resource allocation, assignment and prioritisation.
- Theories on decision making that considers team experience.
- Theories on assertiveness and leadership.
- Theories on obtaining and maintaining situational awareness.
- Theories on the use of short and long term strategies.

Discuss

- How management level officers can encourage other personnel to use effective communications.
- Appropriate leadership styles and levels of assertiveness for management level officers in a range of shipboard activities.

Demonstrate

- The effective communication in simulated or real situations involving communications on board ship and between ship and shore.
- The effective allocation, assignment and prioritisation of resources when managing simulated or real shipboard activities.
- The ability to involve team member effectively in decision making when managing simulated or real shipboard activities.
- The ability to apply appropriate leadership styles and levels of assertiveness when managing simulated or real shipboard activities.
- The ability to obtain and maintain situational awareness when managing complex simulated or real shipboard activities.
- The ability to apply short and long term strategies when managing simulated or real shipboard activities.





3.4.5 Decision Making Techniques

.1 Situation and risk assessment

2hrs (T) + 0hrs (P) + 0hrs (E).

Review

- Theories of situation and risk assessment.

Knowledge of;

- Formal and informal approaches to risk assessment.
- Typical risks that management level officers may have to assess.

Demonstrate

- The ability to effectively assess risk in the planning and conduct of simulated or real shipboard activities.

.2 Identify and Generate Options

2hrs (T) + 0hrs (P) + 0hrs (E).

Review

- Theories on identifying and generating options.

Demonstrate

- The ability to identify and generate options when making decisions as a management level officer in simulated or real shipboard activity.

.3 Selecting Course of Action

2hrs (T) + 0hrs (P) + 0hrs (E).

Review

- Theories on selecting the course of action in making decisions.

Demonstrate

- The ability to select appropriate courses of action when making decisions as a management level officer in simulated or real shipboard activity.

.4 Evaluation of outcome effectiveness

2hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- How to carry out the evaluation of outcome effectiveness and the importance of doing it.

3.4.6 Development, Implementation and Oversight of Standard Operating Procedures

.1 Development, implementation and oversight of standard operating procedures

2hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- Approaches to developing standard operating procedures (SOP's).
- The methods to implement the SOP's.
- Why it may be desirable for there to be oversight and approval of many SOPs and explains the dangers associated with it.





Competence: 3.5 organize and manage the provision of medical care on board

3.5.1 International medical guide for ships medical section of international code of signals

.1 International Medical Guide for Ships 2hrs (T) + 0hrs (P) + 0hrs (E).

Thorough Knowledge of;

- The content and application of the above publication.

Ability to;

- Extracts and applies information for given situations.

.2 International Code of Signals (Medical Section) 1hrs (T) + 0hrs (P) + 0hrs (E).

Thorough Knowledge of;

- The content and application of the above publication constructs and interprets messages.

.3 Medical First Aid Guide for Use in Accidents Involving Dangerous Goods 1hrs (T) + 0hrs (P) + 0hrs (E).

Thorough Knowledge of;

- The content and application of the above publication.

Ability to;

- Extracts and applies information for given situations.

5-7 facilities and equipment required for conducting the course

Apart from those facilities, equipments and or requirements mentioned in Code of practice for approval and monitoring of maritime training courses followings have to be provided:

5-7-1 Classroom with air conditioning facilities, sufficient lighting and other facilities, suitable for delivering theoretical subjects (such as: white board, computer, multimedia projector and its curtain)

5-7-2 library with related technical books and references

5-7-3 relevant educational and training films

5-7-4 Different buoys, ships model in day and night and relevant facilities for exercising rule of the road and ColReg in channels / rivers and lake or sea and berthing/unberthing exercises.

5-8 Lecturers and instructors minimum qualifications

5-8-1 Lecturers and instructors shall have completed a course in instructional techniques (TFT) in one of the training centers approved by the PMO, and:

5-8-1-1 for lecturing in theoretical subjects should;

5-8-1-1-1 Possess valid Master certificate of competency for ships of GT≥3000 engaged on unlimited voyages as well as having 12 months of seagoing service in that rank and also 12 months of teaching experience in maritime institute

5-8-1-2 for delivering practical training should;





5-8-1-2-1 Possess minimum nautical higher diploma as well as having two years of seagoing service.

5-9 Assessment and Certification

5-9-1 upon successful completion of the examination which is carried out during and at the end of the course, the trainee will be awarded relevant course completion certificate issued by the approved training center;

5-9-2 then after trainee applies for the PMO competency assessments specified in above paragraph 5-6-1; and

5-9-3 finally, Seafarers' Examination and Documents Directorate of the PMO will issue a CoC for those candidates who have passed above mentioned PMO competency assessments and fulfill other relevant certification requirements set out in the "Codes of practices for issuing, revalidation and renewing certificates for seafarers".

5-10 revalidation/renewal of certificates

5-10-1 CoPs and CoCs will be revalidated and renewed in accordance with provisions of the Codes of practices for issuing, revalidation and renewing certificates for seafarers.

5-11 course approval

5-11-1 It will be carried out as per code of practice for approval and monitoring of maritime training courses.

6-Records

6-1 All records which present the implementation of the content of this code of practice.

7- References

7-1 STCW Convention and STCW Code;

7-2 IMO Model course number 7.01

7-3 Codes of practices for issuing, revalidation and renewing certificates for seafarers; and

7-4 Code of practice for approval and monitoring of maritime training courses.

8- Appendixes

Nil

