

سازمان بنادر و دریانوردی

دستور العمل اجرایی برگزاری دوره آموزشی تطبیقی سمت

افسر دوم بر روی کشتیهای با ظرفیت ناخالص ۵۰۰ یا بیشتر و کمتر از ۳۰۰۰ - سفرهای نزدیک به ساحل

The Code of Practice for Conducting Second Officer on ships of Gross Tonnage (500≤GT<3000) engaged on Near Coastal Voyages upgrading Training Course

کد مدرک: P6-W96

شماره بازنگری	تاریخ بازنگری	شرح تغییرات (علت و ممل)	تهیه کننده	تأیید کننده	تصویب کننده
۰۳	۱۳۹۳/۰۵/۱۳	بر اساس بازنگری کلی کنوانسیون STCW 78, As Amended	رئیس اداره استانداردهای دریانوردان نصرت الله علی پور	مدیر کل امور دریانوردان حسین میرزایی	معاون امور دریایی سید علی استیری

صفحه ۱ از ۱۲



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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 نگهبانی دریانوردان (STCW- as amended) مصوب مرداد ماه ۱۳۷۵ مجلس شورای اسلامی ایران و با عنایت به بند ۴ از مقرر ۱/۱۱ کنوانسیون مذکور ، این "دستورالعمل اجرایی برگزاری دوره آموزشی تطبیقی سمت افسر دوم بر روی کشتیهای با ظرفیت نا خالص ۵۰۰ یا بیشتر و کمتر از ۳۰۰۰ (500≤GT<3000) - سفرهای نزدیک به ساحل" را تدوین نموده و پس از تصویب هیأت عامل 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 تطبیقی سمت افسر دوم بر روی کشتیهای با ظرفیت ناخالص ۵۰۰ یا بیشتر و کمتر از ۳۰۰۰ (500≤GT<3000) - سفرهای نزدیک به ساحل می باشد.

۲- دامنه کاربرد

این دستورالعمل برای کلیه مراکز آموزشی مورد تایید سازمان و مجری برگزاری دوره آموزشی تطبیقی سمت افسر دوم بر روی کشتیهای با ظرفیت ناخالص ۵۰۰ یا بیشتر و کمتر از ۳۰۰۰ (500≤GT<3000) - سفرهای نزدیک به ساحل ، کاربرد دارد.

۳- تعاریف

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

۱-۳ گواهی خدمت دریایی مورد تایید (Approved Seagoing Service/ Documentary Evidence)

به معنای تاییدیه خدمت دریایی دریانوردان جهت شرکت در دوره های آموزشی /آزمونهای دریانوردی و صدور گواهینامه های دریانوردی می باشد که می بایست علاوه بر ثبت در شناسنامه دریانوردی ، تاییدیه 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 است.

۲-۳ گواهینامه شایستگی (Certificate of Competency)

به معنای گواهینامه صادره و یا شناسایی شده ای است که مطابق الزامات فصلهای ۲، ۳، ۴، و ۷ کنوانسیون برای فرماندهان، افسران و افسران مهندس الکترونیک صادر و یا تایید می شود و دارندهی قانونی آن محق به خدمت در مقام و عمل به وظایف مربوطه در سطح مسئولیت مشخص شده در آن است.

۳-۳ گواهینامه مهارت (Certificate of Proficiency)

به معنای گواهینامه ای به غیر از گواهینامه شایستگی صادر شده برای دریانورد است که الزامات فصلهای مرتبط با کنوانسیون را نشان می دهد و الزامات آموزشی، شایستگیها یا خدمت دریایی مندرج در کنوانسیون را برآورده می نماید.

۴-۳ 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.

۳-۵ کشتی حمل مواد شیمیایی (Chemical Tanker)

به معنای کشتی است که برای حمل فلهی هر گونه فرآورده مایع فهرست شده در فصل ۱۷ آیین نامه بین المللی مواد شیمیایی فله ساخته یا سازگار می شود، و یا مورد استفاده قرار می گیرد.

۳-۶ افسر اول (Chief Mate)

به معنای افسری است که جانشین فرمانده کشتی می باشد و بر اساس مقرره ۱۱/۲ و مفاد مربوطه این دستورالعمل واجد شرایط بوده و در مواقع عدم توانایی فرمانده، مسئولیت فرماندهی کشتی را نیز بر عهده می گیرد.

۳-۷ 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.

۳-۸ 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 مسئولیت های محول شده بر شرکت توسط این دستورالعملها را بر عهده گرفته است.

۳-۹ 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.

۳-۱۰ افسر عرشه (Deck Officer)

به معنای افسری است که مطابق مفاد فصل دوم کنوانسیون صلاحیت دارد.

۳-۱۱ کارکرد (Function)

به معنای مجموعه ای از امور، وظایف و مسئولیت ها جهت انجام عملیات در کشتی، ایمنی جان اشخاص در دریا و حفاظت از محیط زیست که در آیین نامه STCW درج شده است می باشد.

۳-۱۲ گواهینامه عمومی اپراتور سیستم جهانی اضطرار و ایمنی دریانوردی

GMDSS General Operator Certificate (GMDSS GOC)

به معنای شخصی است که مطابق با الزامات مقرره ۴/۲ (۱۷/۲) کنوانسیون STCW و بخش ب - ۴/۲ (B- ۱۷/۲) بندهای ۲۹ الی ۳۶ آیین نامه STCW دارای صلاحیت است.



۱۳-۳ کاربرد مخابرات (GMDSS Radio Operator)

به معنای فردی است که بر اساس فصل IV کنوانسیون و مفاد دستورالعمل نحوه صدور، تمدید و تجدید گواهینامه های شایستگی و مهارت دریانوردان واجد شرایط باشد.

۱۴-۳ گواهینامه محدود اپراتور سیستم جهانی اضطرار و ایمنی دریانوردی

GMDSS Restricted Operator Certificate (GMDSS ROC)

به معنای شخصی است که مطابق با الزامات مقرر ۴/۲ (IV/2) کنوانسیون STCW و بخش ب - ۴/۲ (B-4/2) بندهای ۳۷ الی ۴۴ آئین نامه STCW دارای صلاحیت است.

۱۵-۳ ظرفیت ناخالص کشتی (Gross Tonnage)

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

۱۶-۳ آئین نامه ی امنیت کشتی ها (ISPS Code)

به معنای آئین نامه بین المللی امنیت کشتی ها و تسهیلات بندری (کد ISPS) که از ۱۲ دسامبر ۲۰۰۲ طی قطعنامه شماره ۲ کنفرانس دولهای متعاقد به کنوانسیون بین المللی جان اشخاص در دریا ۱۹۷۴ (SOLAS) به تصویب رسیده و ممکن است توسط سازمان بین المللی دریانوردی براساس اصلاحیه های بعدی تغییر یابد.

۱۷-۳ کشتی حمل گاز مایع (Liquefied Gas Tanker)

به معنای کشتی است که برای حمل فلهی هرگونه گاز مایع یا سایر فرآورده های فهرست شده در فصل ۱۹ آیین نامه بین المللی کشتی های حمل گاز ساخته یا سازگار می شود، و یا مورد استفاده قرار می گیرد.

۱۸-۳ فرمانده (Master)

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

۱۹-۳ گواهینامه سلامت پزشکی (Medical Fitness Certificate)

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

۲۰-۳ کشتی تجاری (Merchant Ship)

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

۲۱-۳ سفرهای نزدیک به ساحل (Near Coastal Voyages / NCV)



به معنای سفر هایی است که در نزدیکی سواحل هر کشور متعاهد، مطابق با مقرره ی I/3 کنوانسیون STCW و تعریف ارائه شده آن متعاهد انجام می شود. در ایران سفرهای نزدیک به ساحل 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) می باشد.

۲-۲۲ افسر (Officer)

به معنای عضوی از خدمه ی شناور به غیر از فرمانده است که بر اساس قوانین و مقررات ملی و یا بین المللی انتخاب شده باشد.

۳-۲۳ کشتی حمل مواد نفتی (Oil Tanker)

به معنای کشتی است که برای حمل فله ی نفت و فرآورده های نفتی ساخته می شود و مورد استفاده قرار می گیرد.

۳-۲۴ دفترچه کارورزی در کشتی (On Board Training Record Book)

به معنای دفترچه کارورزی مورد تایید سازمان می باشد که آموزشهای عملی و تئوری دریانورد می بایست بر اساس مفاد مندرج در آن تکمیل گردد.

۳-۲۵ سطح عملیاتی (Operational Level)

به معنای سطحی از مسئولیت اطلاق می گردد که بعنوان افسر دوم (افسر ناوبر مسئول نگهداری)، افسر مهندس سوم (افسر مهندس مسئول نگهداری) و افسر مهندس الکترونیک یا به عنوان افسر مهندسی که وظیفه معینی در موتورخانه بدون خدمه به او محول گشته، یا بعنوان اپراتور رادیو و GMDSS، در کشتی ها خدمت می کند و همچنین در حیظه وظایف محوله و تحت نظر سطح مدیریت مربوطه، مراقبت، انجام و کنترل مستقیم تمام کارها را با روش مطلوب دارا می باشد.

۳-۲۶ کشتی مسافربری (Passenger Ship)

به معنای کشتی است که بر اساس مقرره ۲ کنوانسیون اصلاح شده سولاس بیش از ۱۲ مسافر حمل کند.

۳-۲۷ سازمان (Ports & Maritime Organization of Iran (Islamic Republic)

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

۳-۲۸ مقررات (Regulations)

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

۳-۲۹ منطقه دریایی A1 (Sea Area A1)

به معنای محدوده ای از دریا است که تحت پوشش حداقل یک ایستگاه ساحلی VHF با قابلیت هشدار دائم DSC باشد.



۳-۳۰ منطقه دریایی A2 (Sea Area A2)

به معنای محدوده ای خارج از منطقه A1 است که تحت پوشش حداقل یک ایستگاه ساحلی رادیو تلفنی MF بوده و همچنین قابلیت هشدار دائمی DSC در باند مربوطه را نیز دارا باشد.

۳-۳۱ منطقه دریایی A3 (Sea Area A3)

به معنای محدوده ای خارج از مناطق A1 و A2 می باشد و همچنین منطقه تحت پوشش ماهورهای اینمارست قرار داشته و قابلیت هشدار دائم در آن وجود داشته باشد.

۳-۳۲ منطقه دریایی A4 (Sea Area A4)

به معنای محدوده ای است که خارج از مناطق دریایی A1 ، A2 و A3 باشد.

۳-۳۳ 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.

۳-۳۴ افسر دوم GT≥500 سفرهای نامحدود

به معنای افسر عرشه ای است که مسئولیت ناوبری و نگهداری (O.O.W) بر عملکرد ایمن کشتی را در زمان معینی بر عهده دارد و بر اساس مقرره II/1 کنوانسیون و مفاد مربوطه در دستورالعمل نحوه صدور، تمدید و تجدید گواهینامه های شایستگی و مهارت دریانوردان واجد شرایط باشد.

۳-۳۵ وظایف امنیتی (Security Duties)

به معنای تمامی مسئولیتها و وظایف امنیتی روی کشتی ها مطابق با تعریف مندرج در کنوانسیون بین المللی جان اشخاص در دریا ، ۱۹۷۴ (اصلاح شده) و آیین نامه بین المللی امنیت کشتی و تسهیلات بندری (ISPS) می باشد.

۳-۳۶ افسر امنیتی کشتی (Ship Security Officer)

به معنای افسری است بر روی کشتی که در برابر فرمانده پاسخگو می باشد و توسط شرکت کشتیرانی به عنوان مسئول امنیتی کشتی انتخاب می گردد و وظایف وی شامل اجرا ، حفظ و نگهداری طرح امنیتی کشتی جهت ارتباط با افسر امنیتی شرکت کشتیرانی و افسر امنیتی تسهیلات بندری تعیین شده است

۳-۳۷ کنوانسیون (STCW Convention)

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

۳-۳۸ آئین نامه ی کنوانسیون (STCW Code)

به معنای آئین نامه ی آموزش، صدور گواهینامه ها و نگهداری دریانوردان (STCW) که طی قطعنامه ی شماره ۲ کنفرانس 1995 تصویب که ممکن است توسط سازمان بین المللی دریانوردی بر اساس اصلاحیه های بعدی تغییر یابد.

۳-۳۹ 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

۳-۴۰ سفرهای نامحدود (Unlimited Voyages)

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

۴- مسئولیتها

۴-۱ مسئولیت بازرگری 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، تطبیق فراگیران با توانمندی های مندرج در بند ۲-۶-۵ دستورالعمل اجرایی برگزاری دوره آموزشی و آزمونهای شایستگی دریانوردی سمت افسر دوم بر روی کشتیهای با ظرفیت ناخالص ۵۰۰ یا بیشتر و کمتر از ۳۰۰۰ (500≤GT<3000) - سفرهای نزدیک به ساحل، می باشد.

۵-۲ طول دوره

۵-۲-۱ طول دوره حداقل ۷۵ ساعت شامل ۶۵ ساعت نظری (تئوری) و ۱۰ ساعت عملی می باشد.

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

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 نحوه 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 گواهینامه سلامت پزشکی معتبر بر اساس دستورالعمل مصوب سازمان

۴-۵-۲ دارا بودن گواهینامه افسر دوم (۱۹۹۵) بر روی کشتیهای با ظرفیت ناخالص ۵۰۰ یا بیشتر و کمتر از ۳۰۰۰ (500GT<3000) - سفرهای نزدیک به ساحل و یا گواهی طی موفقیت آمیز دوره مذکور.

۵-۵ دانش، درک و مهارت مورد انتظار

۵-۵-۱ توانایی برقراری ناوبری ایمن با بکارگیری از تجهیزات کمک ناوبری AIS و VDR و LRIT ،

۵-۵-۲ توانایی بررسی و گزارش نقایص و صدمات وارده به انبار کالا ، درب انبارها و مخازن آب شور

۵-۵-۳ توانایی نظارت و جلوگیری از آلودگی محیط زیست دریایی

۵-۵-۴ آشنایی با قوانین دریایی

۵-۵-۵ مهارت در راهبری و کار گروهی

۵-۵-۶ توانایی مشارکت در حفظ ایمنی کارکنان و شناور

۶-۵ عناوین دروس و ریز مواد درسی

عناوین دروس و ریز مواد درسی برای داوطلبین دوره آموزش تطبیقی سمت " افسر دوم بر روی کشتیهای با ظرفیت ناخالص ۵۰۰ یا بیشتر و کمتر از ۳۰۰۰ (500GT<3000) - سفرهای نزدیک به ساحل " به شرح ذیل می باشد.

۶-۵-۱ حداقل مواد درسی دوره آموزش تطبیقی سمت افسر دوم بر روی کشتیهای با ظرفیت ناخالص ۵۰۰

یا بیشتر و کمتر از ۳۰۰۰ (500GT<3000) - سفرهای نزدیک به ساحل در بخش انگلیسی این دستورالعمل می باشد.

۷-۵ امکانات مورد نیاز جهت برگزاری دوره



جهت برگزاری دوره های آموزشی علاوه بر فضای آموزشی قید شده در "دستورالعمل نحوه صدور مجوز و نظارت بر 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 دستگاه AIS, SVDR, VDR, LRIT و دیگر تجهیزات مورد نیاز آموزش عملی (جایگزین نمودن نرم افزار مناسب برای شبیه سازی دستگاههای مندرج در این بند و یا بازدید از شناور، و با اخذ تأییدیه از دستگاه نظارت صادر کننده مجوز برگزاری دوره مورد قبول می باشد).

۸-۵ شرایط مدرسین و مربیان دوره:

۱-۸-۵ مدرسین و مربیان دوره آموزشی مندرج در این دستورالعمل می بایست، علاوه بر گذراندن دوره مدرسگی و آشنایی با اصلاحیه ۲۰۱۰ مانیل به کنوانسیون و مورد تأیید سازمان، دارای حداقل مدارک و تجارب مشروحه زیر باشند:

۱-۸-۱-۵ مدرسین

۱-۱-۸-۱-۵ دارای حداقل گواهینامه شایستگی معتبر فرماندهی بر روی کشتیهای با ظرفیت ناخالص $500 \leq GT < 3000$ سفرهای نزدیک به ساحل با ۲۴ ماه خدمت دریایی در آن سمت و دارای حداقل مدرک تحصیلی فوق دیپلم دریایی (ناوبری) و یک سال سابقه تدریس مرتبط (در مراکز آموزش دریانوردی) و یا؛

۲-۱-۸-۱-۵ دارای حداقل گواهینامه شایستگی معتبر افسر دومی بر روی کشتیهای با ظرفیت ناخالص $GT \geq 500$ سفرهای نامحدود با ۱۲ ماه خدمت دریایی در آن سمت و یک سال سابقه تدریس مرتبط (در مراکز آموزش دریانوردی) و یا؛

۳-۱-۸-۱-۵ دارای مدرک تحصیلی لیسانس علوم دریایی با حداقل ۱۲ ماه خدمت دریایی (کارورزی) بر روی کشتیهای تجاری و ۲۴ ماه سابقه تدریس مرتبط (در مراکز آموزش دریانوردی) باشند.

۲-۸-۱-۵ مربیان

۱-۲-۸-۱-۵ دارای حداقل مدرک تحصیلی فوق دیپلم دریایی (ناوبری) با حداقل ۲ سال خدمت دریایی و یا دارای گواهینامه معتبر ملوان عرشه با حداقل ۵ سال خدمت دریایی در آن سمت و بر روی کشتیهای تجاری 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 ؛ و

۹-۵-۲ متعاقبا اداره امتحانات و اسناد دریانوردان سازمان بر اساس مفاد دستورالعمل صدور ، تمدید و تجدید گواهینامه های دریانوردان و رعایت دیگر شرایط لازم ، گواهینامه شایستگی و یا مهارت دریانوردی مرتبط 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 دستورالعمل صدور ، تمدید و تجدید گواهینامه های دریانوردان

۷-۲ دستورالعمل اجرایی برگزاری دوره آموزشی و آزمونهای شایستگی دریانوردی سمت افسر دوم بر روی کشتیهای با ظرفیت ناخالص ۵۰۰ یا بیشتر و کمتر از ۳۰۰۰- سفرهای نزدیک به ساحل (P6-W91) ؛ و

۷-۳ دستورالعمل صدور مجوز و نظارت بر اجرای دوره ها در مراکز آموزشی دریانوردی

۸-ضمائم

ندارد.





PMO

The Code of Practice for Conducting Second Officer on ships of Gross Tonnage (500≤GT<3000) engaged on Near Coastal Voyages Upgrading Training Course

P6-W96

Revision No.	Date of revision	Comment on revision	provider	approving amendments authority	endorsing amendments authority
03	04/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 I/11 , paragraph 4 of the mentioned Convention, develops this " The Code of Practice for Conducting Second Officer on ships of Gross Tonnage (500≤GT<3000) engaged on Near Coastal Voyages Upgrading Training Course " 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 Second Officer on ships of Gross Tonnage (500≤GT<3000) engaged on Near Coastal Voyages Upgrading Training Course.

2-Scope of application

This code of practice is applicable to all approved training centers that conduct Second Officer on ships of Gross Tonnage (500≤GT<3000) engaged on Near Coastal Voyages Upgrading Training Course.

3-Definition

3-1 Approved 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.

3-2 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 Certificate of Proficiency (COP)

Means a certificate, other than a certificate of competency issued to a seafarer, stating that the relevant requirements of training, competencies or seagoing service in the STCW Convention have been met.

3-4 Central Monitoring Office

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

3-5 Chemical Tanker

Means a ship constructed or adapted and used for the carriage in bulk of any liquid product listed in chapter 17 of the International Bulk Chemical Code.

3-6 Chief Mate

Means the officer next in rank to the master and upon whom the command of the ship will fall in the event of the incapacity of the master.

3-7 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





3-8 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.

3-9 Course Completion Certificate or Documentary Evidence

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

3-10 Deck Officer

Means an officer qualified in accordance with the provisions of chapter II of the STCW Convention.

3-11 Function

Means a group of tasks, duties and responsibilities, as specified in the STCW Code, necessary for ship operation, safety of life at sea or protection of the marine environment.

3-12 GMDSS General Operator Certificate (GMDSS GOC)

Means a person who is qualified in accordance with the provisions of regulation IV/2 of the STCW Convention and section B-IV/2, paragraphs 29 to 36 of the STCW Code

3-13 GMDSS Radio Operator

Means a person who is qualified in accordance with the provisions of chapter IV of the STCW Convention.

3-14 GMDSS Restricted Operator Certificate (GMDSS ROC)

Means a person who is qualified in accordance with the provisions of regulation IV/2 of the STCW Convention and section B-IV/2, paragraphs 37 to 44 of the STCW Code

3-15 Gross Tonnage

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

3-16 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.

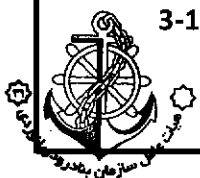
3-17 Liquefied Gas Tanker

Means a ship constructed or adapted and used for the carriage in bulk of any liquefied gas or other product listed in chapter 19 of the International Gas Carrier Code.

3-18 Master

Means the person having command of a ship

3-19 Medical Fitness Certificate





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

3-20 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

3-21 Near-Coastal Voyages (NCV)

Means voyages between ports situated in the Persian Gulf and Gulf of Oman (positions from LAT 22 0 32' N 0590 48' E to 25 0 04' N 061 0 22' E) or between Caspian Sea ports.

3-22 Officer

Means a member of the crew, other than the master, designated as such by national law or regulations or, in the absence of such designation, by collective agreement or custom.

3-23 Oil Tanker

Means a ship constructed and used for the carriage of petroleum and petroleum products in bulk.

3-24 On Board Training Record Book

Means on board training record book approved by Port and Maritime Organization in which practical and theoretical training of seafarer shall be fulfilled according to its content.

3-25 Operational Level

Means the level of responsibility associated with serving as second officer (officer in charge of navigational watch), third engineer officer (officer in charge of engineering watch) and electro technical officer or as designated duty engineer for periodically unmanned machinery spaces or radio operator and GMDSS, on board a seagoing ship, and also maintaining direct control over the performance of all functions within the designated area of responsibility in accordance with proper procedures and under the direction of an individual serving in the management level for that area of responsibility.

3-26 Passenger Ship

Means a ship as defined in the International Convention for the Safety of Life at Sea, 1974, as amended.

3-27 PMO

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

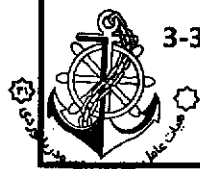
3-28 Regulations

Means regulations contained in the annex to the STCW Convention

3-29 Sea Area A1

Means an area within the radiotelephone coverage of at least one VHF coast station in which continuous DSC alerting is available, as may be defined by a Contracting Government;

3-30 Sea Area A2





Means an area, excluding sea area A1, within the radiotelephone coverage of at least one MF coast station in which continuous DSC alerting is available, as may be defined by a contracting government;

3-31 Sea Area A3

Means an area, excluding sea areas A1 and A2, within the coverage of an INMARSAT geostationary satellite in which continuous alerting is available;

3-32 Sea Area A4

Means an area outside sea areas A1, A2 and A3;

3-33 Seagoing service

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

3-34 Second Officer

Means officer in charge of a navigational watch qualified in accordance with the relevant provisions of the Code of practice for issuing, revalidation, renewal certificates of competency and proficiency for seafarers.

3-35 Security duties

Include all security tasks and duties on board ships as defined by chapter XI-2 of the International Convention for the Safety of Life at Sea (SOLAS 1974, as amended) and the International Ship and Port Facility Security (ISPS) Code

3-36 Ship Security Officer

Means the person on board the ship, accountable to the master, designated by the Company as responsible for the security of the ship, including implementation and maintenance of the ship security plan and for liaison with the company security officer and port facility security officers.

3-37 STCW Convention

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

3-38 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.

3-39 Training center

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

3-40 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 upgrade the competencies of trainees to those set out in paragraph 5-6-2 of the "code of practice for conducting Second Officer on Ships of Gross Tonnage (500≤GT<3000) engaged on Near Coastal Voyages training course and competency assessments".

5-2 course duration:

- 5-2-1 A minimum of 65 hours theoretical, 10 hours practical for each trainee (total of 75 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 central monitoring office.

5-4 Course entry requirement:

The course trainees should, at least;

- 5-4-1 hold valid medical fitness certificate issued by a medical practitioner recognized by the PMO; and;
- 5-4-2 hold certificate of competency as Second Officer on Ships of Gross Tonnage (500≤GT<3000) engaged on Near Coastal Voyages or course completion certificate of mentioned capacity.





5-5 Expected Knowledge, Understanding and Proficiency:

- 5-5-1 Proficiency in maintaining a safe navigational watch by use of AIS, VDR, LRIT;
- 5-5-2 Knowledge of inspecting and reporting defects and damage to cargo spaces, hatch covers and ballast tanks;
- 5-5-3 Knowledge of compliance with pollution-prevention requirements;
- 5-5-4 Proficiency in monitoring compliance with legislative requirements;
- 5-5-5 Proficiency in leadership and team working skills;
- 5-5-6 Proficiency in contribution to safety of personnel and ship;

5-6 Course minimum syllabi:

5-6-1 Mandatory minimum syllabi requirements for Second Officer on Ships of Gross Tonnage (500≤GT<3000) engaged on Near Coastal Voyages

.1 Long Range Identification and Tracking (LRIT) Receiver, Voyage Data Recorder (VDR) and Simplified Voyage Data Recorder (S-VDR) and Automatic Identification System (AIS).

4hrs (T) + 2hrs (P) + 0hrs (E).

Knowledge of;

- The basic principles, objectives, function and operation of Long Range Identification and Tracking (LRIT) Receiver, Voyage Data Recorder (VDR) and Simplified Voyage Data Recorder (S-VDR).
- The objectives of Automatic Identification System (AIS).
- The system concepts of AIS.
- The self organising time division multiple access concept of AIS. The modes of operation.
- The principles of regional operating settings. The major constituents of an AIS shipborne system.
- AIS Class B systems. The propagation characteristics of AIS transmissions and compare with radar.
- The facility for long-range communication.
- The IMO requirements and guidelines for AIS.
- The data transmitted and received by AIS.
- The information included in static data and the associated transmission intervals.
- The information included in dynamic data and the associated transmission intervals.
- The information included in voyage related data and the associated transmission intervals.
- The functionality of safety and security related messages.
- The functionality of AIS aids to navigation.
- The purpose of AIS Binary Messages.
- AIS ship installation options and the common operational problems that can arise from poor installation.
- The carriage requirements.
- Typical MKD installation. Typical ARPA/ECDIS installation.
- Common detrimental effects given by poor installation or the retrofitting of interfering systems.
- The safe use of AIS at sea.
- The need and use of bridge procedures for AIS.
- What static data needs to be entered.
- What voyage related data needs to be entered, including the use of UN/LOCODES.
- The need to check dynamic data.





- The need to enter the navigational status of the ship as part of the dynamic data.
- The use of safety and security related messages.
- The use of AIS binary messages.
- The use of AIS in areas that may have security or piracy implications.
- The special precautions on using AIS in oil terminals. AIS alarm conditions.
- The cautions that should be used when using AIS.
- How to enhance situational awareness on an MKD based system.
- The Organization's mandated AIS symbology for use on radar and other navigational displays and how to enhance situational awareness on ARPA/ECDIS based system.
- The application of the COLREGS when using AIS data.
- The display of AIS aids-to-navigation on shipborne AIS equipment.
- The manual entering of regional operating settings.
- The familiarization responsibilities in the use of AIS in order to operate a specific installation.

.2 Bridge resource management 4hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of bridge resource management principles, including:

- .i allocation, assignment, and prioritization of resources**
- .ii effective communications**
- .iii assertiveness and leadership**
- .iv obtaining and maintaining situational awareness**
- .v consideration of team experience**

Bridge Resource Management Teamwork Procedures

Knowledge of;

- The basic principles of bridge resource management.
- How responsibility for the safety is clearly defined at all times, including periods when the master is on the bridge and while under pilotage.
- The importance of ensuring the effectiveness of information exchange with pilot.
- The relationship between assertiveness and leadership.
- The importance of challenge and response.
- The importance of obtaining and maintaining situational awareness.

Demonstrate;

- Clear, concise communications and acknowledgements (at all times) in a seaman-like manner.
- The allocation, assignment and prioritisation of resources.
- The importance of ensuring the effectiveness of communication between bridge team members.
- Effective information exchange.
- Appropriate challenges and responses.
- The ability to maintain situational awareness in complex.

Understanding of;

- "Situational leadership".

.3 Cargo Space Inspections

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

Familiarity with;





- The possible causes of damage to the cargo space during cargo operation.
- The general layout of a cargo space for a bulk carrier.
- The general layout of the cargo space for an oil tanker.
- The general layout of the cargo space for a container vessel.
- The general layout of a general cargo ship.
- The defects that could arise due to the nature of cargo carried.
- The corrosion effect that could arise due to structural stress, uneven distribution of cargo, chemical reactions on the ship structure.
- The damage to cargo space due to severe weather condition.
- The safety procedures before entry into the cargo tank for inspection.
- Structural or parts to be inspected each time in order to cover all parts within a given period of time.
- The methods in use to prevent the occurrence of corrosion in cargo spaces.

.4 Hatch covers inspection 1hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;

- The working principles of a hatch cover.
- The construction of a hatch cover.
- The testing methods for a hatch cover.
- The difference between watertight and weather tight.
- The critical components of the hatch cover that contribute to weather tightness.
- The critical components of the hatch cover that contribute to water tightness.
- The structural components of a hatch cover which are most likely to experience corrosion.

.5 Ballast tanks inspection 1hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;

- The purpose of ballast tanks.
- The corrosion prevention methods for ballast tanks.
- The parts in the ballast tanks which are most likely to experience corrosion.
- The period of interval for the inspection of ballast tanks.

.6 Damage report 1hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;

- The items that need to be taken into account where preparing a damage report.
- The evidence that needs to be collected in assisting the preparation of a damage report.

.7 Enhanced Survey Programme 1hrs (T) + 0hrs (P) + 0hrs (E).

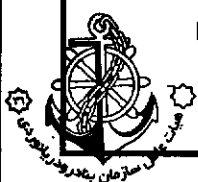
Familiarity with;

- The guidelines on the Enhanced Programme of Inspections during surveys of Bulk Carriers and Oil Tankers.

**.8 International Convention for Prevention of Pollution from Ships, 1973, And Protocol of 1978
Relating there To (MARPOL 73/78), recent amendment in last five years** 1hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;

- The inspections which may be made by port State authorities and actions which they may take.





- The provisions for the detection of violations and enforcement of the Convention.
- For the purpose of MARPOL 73/78:
 - harmful substance
 - discharge
 - ship
 - incident
- That violations of the Convention are prohibited and that sanctions should be established for violations, wherever they occur, by the Administration of the ship concerned.
- That reports on incidents involving harmful substances must be made without delay.

.8.1 Annex 1 – Oil

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

Familiarity with;

- The surveys and inspections required under the provisions of MARPOL 73/78.
- The steps which may be taken if a surveyor finds that the condition of the ship or its equipment is unsatisfactory.
- Conditions in which processed bilge water from machinery spaces may be discharged in a special area.
- The exceptional circumstances in which the regulations on the discharge of oil or oily mixtures do not apply.
- The requirements for the provision of oil record books
- The entries required for accidental or other exceptional discharge of oil.
- For the purposes of annex 1:
 - Oil
 - Oily mixture
 - Oil fuel
 - Oil tanker
 - Combination carrier
 - Nearest land
 - Special area
 - Instantaneous rate of discharge of oil content
 - Wing tank
 - Centre tank
 - Slop tank
 - Clean ballast
 - Segregated ballast
- That the condition of the ship and its equipment should be maintained to conform with the provisions of the convention.
- That the certificate issued after survey is the international oil pollution prevention (IOPP).
- That the IOPP certificate should be available on board the ship at all times.
- That the provisions do not apply to the discharge of clean or segregated ballast.
- That residues which cannot be discharged into the sea in compliance with the regulations must be retained on board or discharged to reception facilities.





- Special areas for the purposes of annex - I as the - Antarctic area, the Baltic sea area, Mediterranean sea area, Black sea area, the Gulf area(Persian Gulf), Gulf of Aden area, Red sea area and North-West European waters.
- That any discharge into the sea of oil or oily mixtures from an oil tanker or other ships of 400 tons gross tonnage and above is prohibited while in a special area.
- That the oil record book should be kept on board readily available for inspection and should be preserved for a period of three years after the last entry has been made.

.8.2 Annex II - Noxious Liquid Substances In Bulk

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

Familiarity with;

- That the requirements of annex II apply to all ships carrying noxious liquid substances in bulk
- The surveys required for ships carrying noxious liquid substances in bulk.
- That noxious liquid chemicals are divided into four categories X, Y, Z and OS Such that substances in category X pose the greatest threat to the marine environment and those in category Z the least.
- That more stringent requirements apply in special areas, which for the purposes of Annex II are the Baltic Sea area and the Black Sea area.
- That pumping and piping arrangements are to be such that, after unloading, the tanks designated for the carriage of liquids of categories Z do not retain more than certain stipulated quantities of residue.
- That the discharge operations of certain cargo residues and certain tank cleaning and ventilation, operations may only be carried out in accordance with approved procedures and arrangements based on standards developed by IMO.
- That each ship which is certified for the carriage of noxious liquid substances in bulk should be provided with a procedures and arrangements manual.
- That the Manual identifies the arrangements and equipment needed to comply with Annex II and specifies the operational procedures with respect to cargo handling, tank cleaning, slops handling, residue discharging, ballasting and deballasting which must be followed in order to comply with the requirements of Annex II.
- That each ship should be provided with a cargo record book which should be completed, on a tank-by-tank basis, whenever any operations with respect to a noxious liquid substance take place.

.8.3 Annex III – Harmful Substances Carried By Sea In Packaged Forms, Or In Freight Containers, Portable Tanks Or Road And Rail Tank Wagons

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

Familiarity with;

- The requirements for marking and labeling packages, freight containers, tanks and wagons.
- The documentation relating to the carriage of harmful substances by sea.
- That for the purpose of this annex, empty receptacles, freight containers and portable road and rail tank wagons which have been used previously for the carriage of harmful substances are treated as harmful substances themselves unless precautions





have been taken to ensure that they contain no residue that is hazardous to the marine environment.

- That packaging, containers and tanks should be adequate to minimize hazard to marine environment.
- That certain harmful substances may be prohibited for carriage or limited as to the quantity which may be carried aboard any one ship.
- That jettisoning of harmful substances is prohibited except for the purpose of securing the safety of the ship or saving life at sea.

.8.4 Annex IV - Sewage 1hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;

- The provisions regarding the discharge of sewage into the sea.

.8.5 Annex V – Garbage 1hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;

- For the purposes of annex V:
 - Garbage
 - Nearest land
 - Special area
- That the provisions of annex V apply to all ships
- That the disposal into the sea of all plastics is prohibited.
- The regulations concerning the disposal of other garbage.

.8.6 Annex VI – Air Pollution 1hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;

- The provision for the issuance of International Air Pollution Prevention certificate.
- The duration of validity of the certificate.
- The regulation regarding NOX in Regulation 13 of Annex VI.
- The requirement for SOX emission control area.
- The requirement for fuel oil quality in Regulation 18 of Annex VI.
- For the purposes of Annex VI:
 - describes the types of inspection required under Annex VI
 - continuous feeding
 - emission
 - new installations
 - NOX technical code
 - Ozone depleting substances
 - sludge oil
 - shipboard incineration
 - shipboard incinerator
 - SOX emission control area



**Familiarity with;**

- Regulation 26 Annex 1 MARPOL 73/78.
- Typical shipboard oil pollution emergency plan (SOPEP Plan).
- Antipollution equipment required by national legislation, for example, Oil Pollution Act of Islamic Republic of Iran 1389(Latest Edition).
- Special areas, oil record book, garbage record book, cargo record book, control of discharge of oil and oily water procedures, methods for the prevention of oil pollution from ships while operating in special areas and outside special areas, crude oil washing, Ship Board Oil Pollution Emergency Plan (SOPEP), garbage disposal, garbage management plan, discharge of sewage, discharged of oil or other harmful substances into sea, accidental oil spillage, bunker checklist, reports on incidents involving oil or harmful substances .

.10 Introduction to Maritime Law

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

Familiarity with;

- Followings:
 - flag State jurisdiction
 - coastal State jurisdiction
 - port State jurisdiction
- Main elements of relevant IMO Conventions, e.g. SOLAS, MARPOL and STCW.
- The significance of the 'no more favourable treatment' clause in the SOLAS, MARPOL, STCW and ILO Minimum Standards in Merchant Ships Conventions.
- That public maritime law is enforced through:
 - surveys, inspection and certification
 - penal sanctions (fines, imprisonment)
 - administrative procedures (inspection of certificates and records, detention)
- That differences of detail usually exist in the national laws of different states implementing the same convention.
- The importance of keeping up to date with developments in new and amended legislation
- That the main sources of maritime law are international conventions.
- The main originators of international conventions concerned with maritime law as are:
 - International Maritime Organisation (IMO)
 - International Labour Organisation (ILO)
 - Committee Maritime International (CMI)
 - United Nations
- That the operation of a ship is governed by the national laws and regulations of the flag State, including those laws and regulations giving effect to international conventions.
- That, when in port, a ship must also comply with the appropriate laws and regulations of the port State.

.11 Law of the Sea**.11.1 Conventions on the Law of the Sea**

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;



- That the law of the sea is embodied in the Geneva Conventions of 1958 and the United Nations Convention on the Law of the Sea, 1982 (UNCLOS).
- The legal status of UNCLOS.

.11.2 Territorial Sea and the Contiguous Zone

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;

- The legal status of the territorial sea and its breadth.
- 'Internal waters'.
- The legal status of roadsteads.
- The right of innocent passage.
- 'Passage'.
- Matters on which coastal State laws or regulations may affect innocent passage.
- The obligations during innocent passage in a territorial sea.
- The use of sea lanes and traffic separation schemes (TSS) in the territorial sea.
- That a coastal state may take any steps authorized by its laws for the purpose of an arrest or investigation on board a foreign ship passing through the territorial sea after leaving internal waters.
- The extent of the contiguous zone and the control a coastal State may exercise therein.

.11.3 International Straits

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;

- The legal status of waters forming straits used for international navigation.
- The right of transit passage.
- The duties of ships in transit passage.
- The meaning of 'generally accepted international regulations, procedures and practices'.
- The duty of ships in transit passage regarding sea lanes and TSS.
- Matters on which coastal State laws or regulations may affect transit passage.
- 'Archipelago'.
- 'Archipelagic state'.
- The right of innocent passage through archipelagic waters.
- That an archipelagic State may designate sea lanes through its waters.
- How sea lanes should be defined and how ships should follow them.
- That an archipelagic State may designate TSS for any sea lanes.
- That ships must respect established sea lanes and TSS.

.11.4 Exclusive Economic Zone and Continental Shelf

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;

- The exclusive economic zone and states its breadth.
- The continental shelf.
- The coastal State's jurisdiction over artificial islands, installations and structures within its exclusive economic zone.





- The establishment of safety zones around artificial islands, installations and structures and states the breadth of those zones.
- The obligations of ships regarding safety zones.

.11.5 High Seas 0.5hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;

- The freedom of the high seas.
- The nationality of ships.
- That each State must issue to ships to which it has granted the right to fly its flag documents to that effect.
- That, except in exceptional circumstances, ships must sail under the flag of one State only and be subject to its exclusive jurisdiction.
- That a ship may not change its flag during a voyage or while in a port of call, save in case of real transfer of ownership or change of registry.
- The status of ships regarding nationality.
- The duties of the flag State with respect to ships flying its flag.
- That in taking such measures each State is required to conform to generally accepted international standards.
- That in the event of a collision or of any other incident of navigation no penal or disciplinary proceedings may be instituted except before the judicial authorities either of the flag State or of the State of which such a person is a national.
- Who may withdraw a master's certificate or a certificate of competence or a license.
- That no arrest or detention of a ship, even as a measure of investigation, may be ordered by any authorities other than those of the flag State.

.11.6 Protection and Preservation of the Marine Environment 0.5hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;

- The rights of coastal states to adopt laws and regulations for the prevention, reduction and control of pollution in respect of their exclusive economic zones.
- The enforcement by flag States of measures for the prevention, reduction and control of pollution from ships.
- The enforcement by port States of measures for the prevention, reduction and control of pollution from ships.
- The measures relating to seaworthiness of vessels to avoid pollution.
- The enforcements by coastal States of measures for the prevention, reduction and control of pollution from ships.
- The rights of States to take and enforce measures beyond their territorial seas to avoid pollution arising from maritime casualties.

.12 Safety

.12.1 International Convention on Load Lines, 1966 (LL 1966), as amended , recent amendment in last five years 0.5hrs (T) + 0hrs (P) + 0hrs (E).





Familiarity with;

- That no ship to which the Convention applies may proceed to sea on an international voyage unless it has been surveyed, marked and provided with an International Load Line Certificate (1966) or an International Load Line Exemption Certificate, if appropriate.
- To which ships the Convention applies.
- The duration of validity of an International Load Line Certificate (1966).
- The circumstances in which an International Load Line Certificate (1966) would be cancelled by the Administration.
- The control to which ships holding an International Load Line Certificate (1966) are subject when in the ports of other Contracting Governments.
- For the purposes of the Regulations:
 - freeboard
 - freeboard deck
 - superstructure
- The position, dimensions and marking of:
 - the deck line
 - the load Line Mark
 - lines to be used with the load Line Mark
- The provisions for the protection of the crew.
- That deck cargo should be so stowed as to allow for the closing of openings giving access to crew's quarters, machinery space and other parts used in the necessary work of the ship.

**.12.2 International Convention for the Safety of Life at Sea, 1974 as amended (SOLAS) –
General Provisions, recent amendment in last five years** 0.5hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;

- That unless expressly provided otherwise, the regulations apply only to ships engaged on international voyages.
- 'International voyage'.
- followings:
 - passenger
 - passenger ship
 - cargo ship
 - tanker
 - age of a ship
- Who may carry out surveys for the enforcement of the provisions of SOLAS.
- The period of validity of each of the certificates.
- That an Exemption Certificate is not valid for longer than the period of validity of the certificate to which it refers.
- That no extension of the five-year period of validity of the Cargo Ship Safety Construction Certificate is permitted.
- The circumstances under which other certificates may be extended and states the maximum extension permitted.
- The circumstances in which certificates cease to be valid.
- That all certificates or certified copies of them should be posted up in a prominent and accessible place in the ship.





- That certificates issued under the authority of a contracting Government should be accepted by other contracting Governments.

.12.3 SOLAS - Subdivision and Stability, Machinery and Electrical Installation

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;

- Following, with reference to chapter 11-1:
 - subdivision load line
 - deepest subdivision load line
 - length
 - breadth
 - draught
 - bulkhead deck
 - margin line
 - permeability of a space
 - machinery space
 - passenger spaces
 - weathertight
- 'Floodable length'.
- 'Factor of subdivision'.
- That a ship should not be loaded so as to submerge the load line mark appropriate to the season and locality, as determined in accordance with the International Convention on load Lines, whatever the position of the subdivision load line marks may be.
- That a ship should not be loaded so as to submerge the subdivision load line mark appropriate to the particular voyage and condition of service.
- Classification of watertight doors as:
 - class 1 - hinged doors
 - class 2 - hand-operated sliding doors
 - class 3 - sliding doors which are power-operated as well as hand-operated
- That watertight doors in bulkheads dividing cargo between deck spaces must be closed before the voyage commences and must be kept closed during navigation.
- That the time of opening tween-deck doors in port and the time of closing them before leaving port should be entered in the log-book.
- That all watertight doors should be kept closed during navigation except when necessarily opened for the working of the ship, in which case they should always be ready to be immediately closed.
- The recommendations on damage control for dry cargo ships.
- The indicator system which must be provided on the navigating bridge of passenger ro-ro ships to show if shell doors, loading doors and other closing appliances are not fully closed or not secured.
- The requirements for the detection of water leakage through shell doors or vehicle loading doors which could lead to major flooding of special category spaces or ro-ro cargo spaces. The requirements for ro-ro cargo spaces to be monitored whilst the ship is under way.



.12.4 SOLAS - Fire Protection, Fire Detection and Fire Extinction

0.5hrs (T) + 0hrs (P) + 0hrs (E).



Familiarity with;

- The basic principles of the regulations on fire protection.
- The properties of class 'A' and class 'B' divisions.
- defines:
 - main vertical zones
 - accommodation spaces
 - public spaces
 - service spaces
 - cargo spaces
 - ro-ro cargo spaces, open and closed
 - special category spaces
 - machinery spaces of category A
 - control stations
- That fire hoses should be used only for the purposes of extinguishing fires or testing the apparatus at fire drills and surveys.
- The information included in fire control plans or booklets.
- That instruction concerning the maintenance and operation of all fire- fighting equipment and installations on board should be kept under one cover in an accessible position.
- That a duplicate set of fire control plans or booklet should be permanently stored in a prominently marked weathertight enclosure outside the deckhouse for the assistance of shore side fire-fighting personnel.
- That all fire-extinguishing appliances must be kept in good order and available for immediate use at all times during the voyage.
- That passenger ships must at all time when at sea, or in port, be so manned or equipped that any initial fire alarm is immediately received by a responsible member of the crew.
- That a special alarm, operated from the navigating bridge or from the fire control station, should be fitted to summon the crew and should be capable of being sounded independently of the alarm to the passenger spaces.
- That an efficient patrol system must be maintained for ships carrying more than 36 passengers.
- The training required by the fire patrol.
- That there are special requirements for ships carrying dangerous goods.
- That a ship should have a document provided by the Administration as evidence of compliance of construction and equipment with the requirements for the carriage of dangerous goods.

.12.5 SOLAS - Life-Saving Appliances and Arrangements

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;

- Followings, with reference to chapter III of SOLAS:
 - certificated person
 - float-free launching
 - inflatable appliance
 - inflated appliance
 - launching appliance or arrangement
 - rescue boat





- survival craft
- That life-saving appliances and arrangements required by chapter III of SOLAS must be approved by the Administration.
- The requirements for exhibiting muster lists.
- The illustrations and instructions to be displayed in passenger cabins and other spaces.
- The items to be included in muster lists and emergency instructions.
- The provision of operating instructions for life-saving appliances.
- How the crew should be assigned to survival craft to ensure satisfactory manning and supervision of survival craft.
- That the person in charge of a survival craft should have a list of its crew and should see that they are acquainted with their duties.
- The requirement for the provision of training manuals.
- The items which should be contained in the training manuals.
- The frequency of abandon ship drills and fire drills and how they should be conducted.
- The guidelines for training crews for the purpose of launching lifeboats and rescue boats from ships making headway through the water.
- The on-board training which should be given in the use of life-saving appliances and in survival at sea.
- The records which should be made of abandon ship drills and fire drills, other drills of life-saving appliances and on-board training.
- That before leaving port and at all times during the voyage, all life-saving appliances must be in working order and ready for immediate use.
- The instructions for on-board maintenance of life-saving appliances which should be carried.
- The regulation regarding the maintenance of falls.
- The weekly and monthly tests and inspections required and the entries which should be made in the log-book.
- The requirements regarding the periodic servicing of inflatable liferafts, inflatable lifejackets, inflated rescue boats and hydrostatic release gear.
- The requirements for passenger muster stations.
- That, on passenger ships, an abandon ship drill and a fire drill must take place weekly.

.12.6 SOLAS-Radio communications (amended chapter IV)

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;

- That the 1988 amendments to the 1974 SOLAS Convention replace the existing Chapter IV with a new Chapter IV covering the global maritime distress and safety system (GMDSS).
- That the amended Chapter IV applies to passenger ships, irrespective of size, and cargo ships of 300 tons gross tonnage and upwards engaged on international voyages.
- That every ship must comply with the regulations concerning NAVTEX and satellite EPIRB.
- Followings, for the purpose of the amended Chapter IV, of:
 - bridge to bridge communications
 - continuous watch
 - digital selective calling (DSC)
 - direct-printing telegraphy
 - general radio communications
 - international NAVTEX service





- locating
- maritime safety information
- polar orbiting satellite service
- sea area A1
- sea area A2
- That every ship, while at sea, must be capable of:
 - transmitting ship-to-shore distress alerts by at least two separate and independent means
 - receiving shore-to-ship distress alerts
 - transmitting and receiving ship-to-ship distress alerts
 - transmitting and receiving search and rescue co-ordinating communications
 - transmitting and receiving on-scene communications
 - transmitting and receiving signals for locating
 - transmitting and receiving maritime safety information
 - transmitting and receiving general radio-communications
 - transmitting and receiving bridge-to-bridge communications
- The radio equipment to be carried by all ships.
- The requirements regarding the installation and operation of the satellite EPIRB.
- The additional equipment required by ships engaged on voyages exclusively within sea area A1.
- The additional equipment required by ships engaged on voyages within sea areas A1 and A2.
- The requirements for maintaining watch on distress frequencies.
- That every ship must carry personnel qualified for distress and safety radio communications purposes who hold certificates specified in the Radio Regulations.
- That one person is designated to have primary responsibility for radio communications during distress incidents.
- That a record must be kept of all incidents connected with the radio communication service which appears to be of importance to the safety of life at sea.

.12.7 SOLAS- Chapter V (Safety of Navigation) recent amendments in last five years

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;

- Long Range Identification and Tracking (LRIT),
- Ship Reporting Systems,
- Vessel Traffic Services (VTS) procedures,
- Bridge Navigation Watch Alarm System (BNWAS) and Ship's Manning. including ;
 - International Aeronautical and Maritime Search and Rescue (IAMSAR)
 - Amendments to Ship Security Officer (SSO) course in Piracy and Armed Robbery, Gulf of Aden- Patrolling by Naval ships

.12.8 SOLAS - Carriage of Grain

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;

- The intact stability requirements for a ship carrying bulk.
The contents of the grain loading information referred to in the document of authorization.





.12.9 SOLAS - Carriage of Dangerous Goods

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;

- That the regulations concerning the carriage of dangerous goods in packaged form or in solid bulk form apply to all ships to which the SOLAS regulations apply and to cargo ships of less than 500 gross tons.
- That the provisions do not apply to ships' stores and equipment.
- That the carriage of dangerous goods is prohibited except in accordance with the provisions of the regulations.
- That the provisions should be supplemented by detailed instructions on safe packaging and stowage, which should include the precautions necessary in relations to other cargo, issued by each Contracting Government.
- Classification of dangerous goods according to the IMDG code.
- That the correct technical name of goods, and not trade names, should be used in all documents relating to the carriage of dangerous goods.
- That the documents prepared by the shipper should include or be accompanied by a signed certificate or declaration that the shipment offered for carriage is properly packaged and marked and in proper condition for carriage.
- The requirements for a special list or manifest of dangerous goods on board and their location or a detailed stowage plan showing the same information.
- The stowage requirements for dangerous goods.
- That substances which are liable to spontaneous heating or combustion should not be carried unless adequate precautions have been taken to minimise the likelihood of the outbreak of fire.
- The explosives which may be carried in a passenger ship.
- That the regulations apply to chemical tankers constructed on or after 1 July 1986, including those of less than 500 gross tons.

.12.10 The International Safety Management (ISM) Code and ISPS Code 0.5hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;

- That a Safety Management System in compliance with the ISM Code must be in place on board all passenger ships, tankers and bulk carriers of 500gt and upwards.
- That a Safety Management System in compliance with the ISM Code must be in place on board all vessels of 500gt and upwards from 1 July 2002.
- That the details of the ship's system may be found in the ship's Safety Management Manual.

.12.11 International Convention on Standards of Training, Certification and Watch keeping for Seafarers, 1995 (STCW) including 2010 Manila Amendment

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

Familiarity with;

- The general obligations under the Convention.
- Followings, for the purpose of the Convention:
- Certificate of Competency
 - Certificate of Proficiency





- certificated
- seagoing ship
- Radio Regulations
- The application of the Convention.
- The issue of certificates and their endorsement by the issuing Administration.
- The conditions under which dispensations may be granted.
- That ships, when in a port of a party to the Convention, are subject to control to verify that all seafarers serving on board who are required to be certificated are so certificated or hold a valid dispensation.
- That a ship which extends its voyage beyond what is defined as a near-coastal voyage by a Party must fulfill the requirements of the Convention without the relaxation allowed for near-coastal voyages.
- The control which may be exercised by a duly authorized control officer.
- The circumstances in which the control officer should supply written information to the master regarding deficiencies and the grounds under which the ship may be detained.
- That the regulations contain:
 - mandatory minimum requirements for the certification of masters, officers, radiotelephone operators, able seafarers deck or engine and ratings forming part of a navigational watch or an engineering watch
 - mandatory minimum requirements for the training and qualifications of masters, officers and ratings of oil, chemical and gas tankers
 - mandatory minimum requirements to ensure the continued proficiency and updating of masters and deck, engineer, and radio officers and ratings
 - basic principles to be observed in keeping navigational and engineering watches
 - mandatory minimum requirements for the issue of a Certificate of Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats

.12.12 Special Trade Passenger Ships Agreement, 1971, and Rules, 1971 (STP 1971)

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;

- The application of the agreement.
- Followings, for the purpose of the rules:
 - Convention
 - special trades
 - weather deck
 - upper deck
 - special trade passenger
 - special trade passenger ship
- The issue of certificates.
- That certificates or certified copies issued under this agreement should be posted in a prominent and accessible place in the ship.

.12.13 Protocol and Rules on Space Requirements for Special Trade Passenger Ships, 1973 (SPACE STP 1973)

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;





- The application of the Protocol.
- That a certificate called a Special Trade Passenger Ship Space Certificate is to be issued after inspection and survey of a special trade passenger ship which complies with the applicable requirements of these rules.
- That the Certificate or a certified copy of it should be posted up in a prominent and accessible place in the ship.
- The spaces not suitable for the carriage of passengers.
- That spaces, including airing spaces, allotted for the accommodation or use of special trade passengers must be kept free of cargo.
- That ships to which the rules apply should comply with the International Health Regulations, having regard to the circumstances and nature of the voyage.

**.12.14 Athens Convention relating to the Carriage of Passengers and their Luggage
by Sea (PAL 1974)** 0.5hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;

- Followings, for the purposes of the Convention:
 - carrier
 - performing carrier
 - ship
 - passenger
 - luggage
 - cabin luggage
 - carriage
 - international carriage
- The application of the Convention.
- That when the carrier is liable for the damage suffered as a result of the death of or personal injury to a passenger and the loss of or damage to luggage.
- The presumption of fault or neglect of the carrier, unless the contrary is proved.
- The carrier's liability in respect of monies and valuables.

.12.15 International Convention on Tonnage Measurement of Ships, 1969

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;

- Followings, for the purposes of the Convention:
 - international voyage
 - gross tonnage
 - net tonnage
 - new ship
 - existing ship
- The applications of the Convention to new and existing ships.
- That an International Tonnage Certificate (1969) will be issued to every ship, the gross and net tonnages of which have been determined in accordance with the Convention.





- The alterations in construction or use of spaces which would lead to the cancellations of the International Tonnage Certificate.
- That a ship flying the flag of a State the Government of which is a Contracting Government is subject to inspection, when in the ports of other Contracting Governments, for the purpose of verifying that the ship is provided with a valid International Tonnage Certificate and that the main characteristics of the ship correspond to the data given in the certificate.
- That certain ships, required to be measured under the 1969.

.12.16 International Convention for the Control and Management of Ship's Ballast Water and Sediments, 2004

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;

- Followings the following:
 - ballast water
 - ballast water management
 - sediments
- The conditions where the application of this convention may be exempted.
- The application of this convention.
- The management and control requirement from Section B Regulation B1-B6.
- The standards that need to be observed in ballast water exchange.

.12.17 International Convention on the Control of Harmful Anti-fouling Systems on Ships, 2001

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;

- Anti-fouling system.
- The control of waste material in Annex 1 of the Convention.

.12.18 Guidelines on the Enhanced Programme of Inspections during Surveys of Bulk Carriers and Oil Tankers

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Familiarity with;

- The application of the guidelines.
- The following:
 - overall survey
 - close-up Survey
 - substantial corrosion
 - corrosion prevention system
 - critical structure areas
 - intermediate enhanced survey
- The requirement for enhanced survey carried out during periodical survey.
- The requirement for enhanced survey carried out during annual survey.
- The intermediate enhanced survey.
- The preparation for survey.

.12.19 Smuggling , piracy and territorial waters.

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





Familiarity with;

- Smuggling and its origin.
- Varieties of smuggling.
- Effects of smuggling on national security and investments.
- National rules and regulations on smuggling.
- Methods of communications with coast guard and reporting.
- Marine piracy.
- Preventive measures to reduce effect of piracy.
- Rules and regulation on territorial waters, other states water, territory of oil rigs, and penalties due to non observance.

.13 application of leadership and teamworking skills 16.5hrs (T) + 0hrs (P) + 0hrs (E).

13.1. Working knowledge of shipboard personnel management and training

.1 Organization of crew, authority structure, responsibilities 0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- Typical shipboard organization.
- Management level, states positions and describes roles.
- Operational level, states positions and describes roles.
- Support level, states positions and describes roles.
- Chain of command.
- Awareness, inherent traits, attitudes and behaviours, cross-cultural communication.

.2 cultural awareness 0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- Inherent cultural traits.
- Association between inherent traits, attitudes and behaviours.
- Special care needed in cross-cultural communication, especially on board ship.

.3 Shipboard situation, informal social structures on board 0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- Common informal structures with multi-cultural crews.
- Why informal social structures need to be recognized and allowed for.
- Actions to improve cross-cultural relationships.

.4 Human error, situation awareness, automation awareness, complacency, boredom
0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- Terms "active failures" and "latent conditions".
- Errors of omission and errors of commission.





- A typical error chain.
- Situation awareness and gives a shipboard example.
- Actions subsequent to a near miss.
- Linkage between automation, complacency and boredom.
- Actions to address complacency and boredom.

.5 Leadership and teamworking

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- Functional and designated leadership.
- Leadership qualities including self-awareness, situation awareness, interpersonal skills, motivation, respect.
- Leadership characteristics, including persona, assertiveness, decisiveness, applying emotional intelligence.
- Leadership techniques, including, leading by example, setting expectations, providing oversight, delegating.
- The differences between team and group behavior.
- The advantages of a team approach in shipboard operations.
- The difference between a "standing team" and a "mission" or "task" team.
- "team-of-one" and why it is common on board.
- The features of good team communications.

.6 Training, structured shipboard training programme

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- Importance of structured shipboard training.
- Effective implementation of structured shipboard training.
- Responsibility of officers to provide structured shipboard training.
- Mentoring and coaching.
- How trainee progress through shipboard training programmes is assessed.
- Recording and reporting of trainee progress.
- Company involvement in structured shipboard training programmes.
- That training programmes have to be adjusted to suit ship's operational needs.

13.2. A knowledge of related international maritime conventions and recommendations, and national legislation

.1 International maritime conventions

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- Intent, history and application of SOLAS convention, including the ISM and ISPS Codes.
- Intent, history and application of MARPOL Convention.
- Intent, history and application of STCW Convention and role of STW Sub-Committee.
- Intent, history and application of Maritime Labour Convention.
- The role of IMO with respect to maritime conventions.
- The role of ILO with respect to maritime conventions.





- How IMO and ILO collaborate with respect to maritime conventions.
- How convention provisions are implemented.
- Role of flag state in implementing provisions of maritime conventions.
- Role of port state in implementing provisions of maritime conventions.

.2 Recommendations and state legislation

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- How recommendations differ from regulations.
- The IMO guidelines on the mitigation of fatigue.
- The IMO principles of safe manning and the guidelines for their implementation, gives examples of recommendations.
- Legislation dealing with human factors.

13.3. Ability to apply task and workload management, including:

.1 planning and co-ordination

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- What planning means with respect to individuals and groups.
- How planning outcomes are measured.
- The role of feedback with respect to planning outcomes.
- Coordination, gives examples of shipboard coordination.

.2 personnel assignment

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- What personnel assignment means, gives examples of personnel assignment on board.

.3 Human limitations

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- Common human limitations such as fatigue, misunderstanding, complacency.
- Onboard activities that test human limitations, including use of technology.
- Indicators that human limitations are being exceeded.
- Steps taken to avoid pushing crew members beyond personal limitations.
- How hidden pressures can cause personal limitations to be exceeded.
- The consequences of pushing a person beyond their personal limitations.
- STCW "Fitness for Duty" requirements.

.4 Personal abilities

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- Personal characteristics essential to effective leadership and teamwork on board.
- Own abilities contributing to leadership and teamwork on board.
- How personal characteristics are managed and strengthened.





- How to personally contribute to leadership and teamwork on board.

.5 time and resource constraints

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- And examples of time constraints.
- Factors that cause time constraints.
- How time constraints are usually addressed on board.
- And examples of resource constraints.
- Factors that cause resource constraints.
- How resource constraints are usually addressed on board.

.6 prioritization

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- And examples of prioritization.
- Why prioritization is necessary.

.7 Workloads, rest and fatigue

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- Own shipboard workload.
- The dangers of high workload.
- The disadvantages of low workload.
- How workload can be assessed.
- How to ensure an appropriate workload.
- The provisions for seafarers to get adequate rest.
- Recording of hours of rest.
- Signs of fatigue.
- How fatigue can result in very serious consequences.
- And gives examples of fatigue management guidelines and regulations.

.8 Management (leadership) styles

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- How leadership and management differ.
- And gives examples of designated and functional leadership.
- Leadership qualities.
- Leadership techniques.
- Development of an effective leadership persona.
- The need for a leader to "have an honest look at himself or herself".

.9 Challenges and responses

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

What is meant by a "challenge and response" environment.





- Why a challenge and response environment is not always appropriate.
- When an authoritarian approach is justified.
- "Chain of command".

13.4. Knowledge and ability to apply effective resource management:

.1 effective communication onboard and ashore 0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- The essence of effective communication.
- The main components of a communication system.
- The barriers to effective communication.
- Four lines of communication.
- Effective communication techniques..
- Why closed loop communication is used when manoeuvring the ship.
- Communication protocols commonly used at sea.
- And gives examples of internal and external communication.
- How communication with people ashore may differ from communication on board.
- What needs to be done to create a good communication climate.

.2 allocation, assignment, and prioritization of resources 0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- The resources to be managed aboard a ship at sea.
- How use of resources is managed.
- And gives examples of shipboard resource allocation, assignment and prioritization.

.3 decisions reflect consideration of team experiences 0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- How to get the best out of a team.
- Allocation of work based on competence.
- That good teamwork and leadership are indivisible.
- How a good leader can exploit a team dynamic.

.4 assertiveness and leadership, including motivation 0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- The leadership required of a junior watchkeeper.
- Why assertive leadership may not be effective.
- How an individual or a team may be motivated and de-motivated.

.5 obtaining and maintaining situational awareness 0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;





- And gives examples of situation awareness while watchkeeping.
- And gives examples of lack of situation awareness while watchkeeping.
- How modern electronic aids can lead to lack of situation awareness.
- The dangerous link between fatigue and situation awareness.

.6 Appraisal of work performance 0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- How work performance can be appraised.
- The benefits of effective work performance appraisal.

.7 Short and long term strategies 0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- Strategy.
- The role of short term strategies in effective onboard resource management.
- When the use of short term strategy is necessary.
- The role of long term strategies in effective onboard resource management.

13.5. Knowledge and ability to apply decision-making techniques:

.1 situation and risk assessment 0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- How a situation is assessed and gives an example.
- Key characteristics of situation assessment.
- How situation awareness may be weakened.
- Risk.
- The relationship between situation assessment and risk.
- How risk may be assessed.
- How risk may be managed.
- The role of risk assessment in risk management.
- The role of situation and risk assessment in decision making.

.2 identify and consider generated options 0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- And gives examples of consideration of options available.
- How an option may be created.
- The role of leadership in creating options.

.3 selecting course of action 0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

Obligation to identify most appropriate course of action.





- Considerations in identifying most appropriate course of action.

.4 evaluation of outcome effectiveness

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- And gives examples of outcomes of shipboard courses of action.
- How the outcome of a course of action can be assessed.
- Possible follow-up actions once outcome is assessed.

.5 Decision making and problem solving techniques

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- And gives examples and explains problem solving techniques.

.6 Authority and assertiveness

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- The various forms of authority.
- The form of authority found on board a ship.
- And gives meaning of assertiveness.
- Shipboard situations justifying greater assertiveness.

.7 Judgement

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- And give meaning of judgement.
- Difference between "reality judgement" and "value judgement".
- And give example of use of judgement on board.

.8 Emergencies and crowd management

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- The most common shipboard emergencies
- Leadership requirements when dealing with a shipboard emergency
- The preparations for dealing with a shipboard emergency
- The preparatory steps taken for crowd management on board a passenger ship
- Roles of master and management personnel in dealing with an emergency
- Own role in dealing with an emergency

.9 Opportunities and availability

0.5hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- The opportunities available for personnel development.
- How to benefit from these opportunities.





- Own intentions with respect to professional development .

.14 Personal Safety and Social Responsibility (PSSR) Course 2hrs (T) + 0hrs (P) + 0hrs (E).

Knowledge of;

- Pollution
- Communication
- Fatigue

.15 Personal Survival Techniques (PST) 2hrs (T) + 2hrs (P) + 0hrs (E).

Ability in;

- Survive at sea in the event of ship abandonment:
 - don and use an immersion suit
 - safely jump from a height into the water (while wearing a lifejacket)
 - right an inverted liferaft while wearing a lifejacket
 - swim while wearing a lifejacket
 - keep afloat without a lifejacket

.16 Fire Prevention and Fire Fighting (FPFF) 2hrs (T) + 2hrs (P) + 0hrs (E).

Ability in;

- Fight and extinguish fires:
 - use various types of portable fire extinguisher
 - extinguish smaller fires, e.g., electrical fires, oil fires, propane fires
 - extinguish extensive fires with water, using jet and spray nozzles
 - extinguish fires with foam, powder or any other suitable chemical agent
 - enter and pass through, with lifeline but without breathing apparatus, a compartment into which high-expansion foam has been injected
 - fight fire in smoke-filled enclosed spaces wearing self-contained breathing apparatus
 - extinguish fire with water or any other suitable fire-fighting agent in an accommodation room or simulated engine-room with fire and heavy smoke
 - extinguish oil fire with fog applicator and spray nozzles, dry chemical powder or foam applicators
 - effect a rescue in a smoke-filled space wearing breathing apparatus

.17 Proficiency in Survival Craft and Rescue Boat other than Fast Rescue Boats (PSCRB)

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

Ability in;

- Take charge of a survival craft or rescue boat during and after launch:
 - right an inverted liferaft while wearing a lifejacket
 - operated off-load and on-load release devices
 - proper resetting of both off-load and on-load release devices
- Operate a survival craft engine:
 - ability to start and operate an inboard engine fitted in an open or enclosed lifeboat
- Use locating devices, including communication and signaling apparatus and pyrotechnics:
 - use signalling equipment, including pyrotechnics

.18 Advanced Fire Fighting (AFF) 2hrs (T) + 2hrs (P) + 0hrs (E).



**Ability in;**

- Control fire-fighting operations aboard ships:
 - use of water for fire-extinguishing, the effect on ship stability, precautions and corrective procedures
 - fire fighting involving dangerous goods
- Organize and train fire parties:
 - preparation of contingency plans
 - composition and allocation of personnel to fire parties
 - strategies and tactics for control of fires in various parts of the ship
- Inspect and service fire-detection and fire-extinguishing systems and equipment:
 - fire-detection systems; fixed fire-extinguishing systems; portable and mobile fire-extinguishing equipment, including appliances, pumps and rescue, salvage, life-support, personal protective and communication equipment
 - requirements for statutory and classification surveys
- Investigate and compile reports on incidents involving fire:
 - assessment of cause of incidents involving fire

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 navigational aids such as: AIS, VDR, SVDR, LRIT and other relevant aids necessary for the training (replacing such equipments with approved simulation system or carry out ship visit to carry out relevant training may be accepted upon consultation and seeking approval of central monitoring office).

5-8 Lecturers and instructors minimum qualifications:

5-8-1 Lecturers and instructors shall have completed a course in instructional techniques (TFT) and familiarization training on 2010 Manila amendment 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 on ships of 500<GT<3000 engaged on Near Coastal voyages as well as having 24 months of seagoing service in that rank, and higher diploma in nautical science one year teaching experience in maritime institutes ; or

5-8-1-1-2 Possess valid Second Officer certificate of competency on ships of GT>500 engaged on Unlimited voyages as well as having 12 months of seagoing service in that rank, and one year teaching experience in maritime institutes ; or





5-8-1-1-3 Possess of B.Sc degree in maritime science as well as having 12 months of seagoing service and 2 years of teaching experience in maritime institutes.

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, or possess valid deck rating certificate of proficiency and 5 years of experience on that rank on merchant ships.

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; and

5-9-2 subsequently, in accordance with provisions of the "Codes of practices for issuing, revalidating and renewing certificates for seafarers " and upon completion of application form and payment of relevant fee, a certificate of competency will be issued by the Seafarers' Examination and Documents Directorate of the PMO.

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, revalidating 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 Codes of practices for issuing, revalidating and renewing certificates for seafarers.

7-2 The Code of Practice for Conducting Second Officer on ships of Gross Tonnage (500≤GT<3000) engaged on Near Coastal Voyages Training Course and Competency Assessments (P6-W91); and

7-3 Code of practice for approval and monitoring of maritime training courses.

8- Appendixes

Nil

