

Employment, Training & Services Record Book



**Supplemented by Emergency Drills
and Exercises**

**(Deck, Engine, Catering)
In Compliance with STCW95 (As Amended)
and ISM-Code**



Employment, Training & Services Record Book

Enter name in box

Including Emergency Drills
and Exercises

ADventure Offshore

Book No: _____

Date of issue: _____

**In compliance with
STCW95 (As Amended) AND ISM-Code**

Introduction

The purpose of this book is to guide manning agents, shipping companies, masters, and chief engineers, allowing them to review the competency of crew members over a certain period/ amount of time.

It helps the crew member to evaluate his own level of knowledge and seek improvement in certain areas of competency in order to be granted promotion.

It enables port state controls and other controlling organizations (insurers/classifications societies etc.) to review training competency and crew development, both specific to the vessel and the company's standards in general.

ADventure Offshore
PEOPLE - PROJECTS - CLIENT SATISFACTION

THIS BOOK CONTAINS

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Guidance Notes:

To be completed neatly by manning agent or master, using crew members discharge book and certificate as reference.

To be completed by master; entries to be done neatly. The box for “ON BOARD

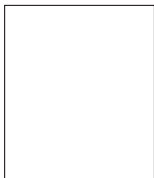
“– Familiarization training received is to be ticked and endorsed by master after the crew member has completed familiarization as per STCW95(As Amended) and company regulations.

At the end of crew member’s contract, the master has to complete the competency evaluation base on crew member’s present rank. If required by master, the chief engineer has to assist the evaluation of the engine crew. Should further training be necessary, as per rank competency requirements, this should be indicated by marking (x).

Provided the crew member is fully competent in his present rank and qualified for promotion the “promotion evaluation” must be completed based on the “Rank competency requirements” of the higher rank.

Provide the crew member does not qualify for promotion, the “promotion evaluation” must be crossed out completely. Adventure offshore on board auditors & crewing officers should figure out if the crew members show the assumed competencies.

Personal Details



Date of Issue: _____

Crew ID: _____

Family Name: _____

Date of Birth: _____

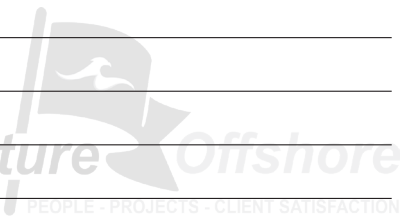
Place of Birth: _____

Address: Street: _____

City: _____

Country: _____

Telephone: _____



Rank Competency Requirements

DECK

Steward	Page 14
Cook	Page 15
Ordinary seaman	page 16
Able Bodied Seaman (ABS)	Page 17
Bosun	Page 18
Pumpman	Page 19
Deck/Engine Cadet	Page 20
Third Officer	Page 21
Second Officer	Page 22
Chief Officer	Page 23
Master	Page 24

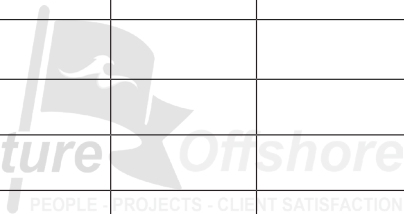
ENGINE

Wiper	Page 25
Oiler/Motorman	Page 26
Fitter	Page 27
Electrician.....	Page 28
Fourth/Third	Page 29
Second Engineer	Page 30
Chief Engineer	Page 31

Any crew member, prior to promotion to the next higher rank, must not only be competent in the task described, but must also obtain or hold the relevant qualifications certificates in accordance with the STCW95 (As Amended) and the company's regulations and should have completed the required navigation time.

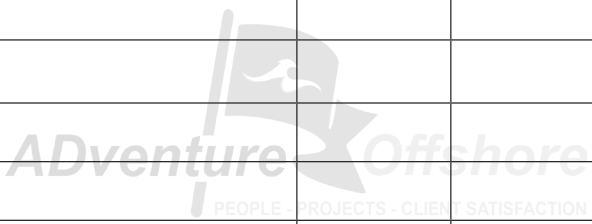
Job History

VESSEL NAME & CALL SIGN	RANK	TYPE



Job History

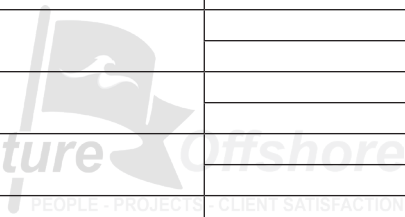
VESSEL NAME & CALL SIGN	RANK	TYPE



Certificate of Competency & Special Qualification

COURSE	CERTIFICATE #
Basic Training	
Proficiency in survival craft & Rescue boats	
Proficiency in fast Rescue boats	
Advance Fire Fighting	
Medical Aid - STCW Section A-VI/4-1	
Medical Care - STCW Section A-VI/4-2	
Dangerous and Hazardous cargo handling course	
Tanker Familiarization course	
Oil tanker advance course	
Chemical tanker advance course	
Gas tanker advance course	
Ship safety officer - IMO Resolution A.471(18)	
Ship Security Officer – ISPS Code	
Ship Security Awareness	
Bridge Team Management	

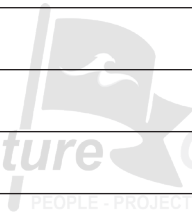
ISSUED BY	ISSUED DATE
	VALIDITY/EXTENDED UNTIL



Certificate of Competency & Special Qualification

COURSE	CERTIFICATE #
Electronic chart display & information system	
ARPA; radar navigation and radar plotting	
Proficiency in fast Rescue boats	
GMDSS general operator License	
Ship Handling Course	

ISSUED BY	ISSUED DATE
	VALIDITY/EXTENDED UNTIL



On Board Familiarization

Familiarization training must be given within a reasonable period after the crew member has signed on, however shipboard duties must not be taken over before crew member is familiarized with the following:

1. Quality and safety Management system (QSMS) of the company
2. Location and handling of all life saving and firefighting equipment.
3. Muster list, Emergency instructions and damage control plan.
4. Training manual and safe working procedures
5. Basic SOLAS, MARPOL and STCW95(As Amended) Regulations
6. International safety Guide for tankers (for tankers only)
7. Identification of ship parts and equipment (English)
8. Oil pollution emergency plan (SOPEP)
9. Operation on-board safety devices/equipment including pyrotechnics, line throwing apparatus, EPIRB, SART, etc.
10. Information relevant to crew member's duties (familiarization checklist and / or handover forms)

Familiarization to be carried out in compliance with STCW95 and the company's Familiarization checklist.

STEWARD

Rank Competency Requirements

A STEWARD, must be competent in the following (Competency evaluation):

1. Maintaining personal hygiene and neatness
2. Reporting damages and deficiencies observed in mess hall, pantries, food, rooms, equipment, etc.
3. Assisting cook in receiving, checking and stowing provisions
4. Setting dining table and serving meals, coffee or drinks
5. Assisting cook in food preparation
6. Identification of dining, galley wares and cleaning equipment and materials
7. Operation of cleaning, laundry and cooking equipment
8. Secure stowage of all catering wares, food items, stores and equipment, preparation of the galley/mess room for encountering of bad weather.
9. Disposal of garbage and food waste according to international/company regulations
10. Assisting in cleaning provision rooms and checking inventory
11. Assisting Master in distribution and stock control of slop chest
12. Washing and pressing linens (table cloths, towels, bed sheet/covers), etc.
13. Maintaining officers cabins in good order
14. Cleaning passage ways, toilets, mess rooms, cabins, etc. and supplying necessary items
15. Observing safety, quality and maintaining cost effectiveness
16. Knowledge of the Safety Management System (Near miss identification & reporting, Risk assessment, work permits & hazardous atmospheres etc.)
17. Safety precautions during mooring & towing operations; Assisting in the mooring / towing procedures.
18. Safety precautions on oil, chemical tankers or on vessels operating within or in vicinity of an oil field area.
19. Safe working practices & personal protective aids
20. Knowledge of basic duties in emergency situations

A STEWARD/Trainee, in order to be promoted to STEWARD must show competence in the above (Promotion evaluation).

COOK Rank Competency Requirements

***A COOK, must be competent in the following
(Competency evaluation):***

1. Understanding food groups and concept of nutrition
2. Care and storage of food
3. Handling of food and good house keeping
4. Preparation of European menus
5. Preparation of menus according to nationality of crew
6. Identification of dining and galley wares
7. Classifying all kinds of meat
8. Operation of all galley equipment
9. Disposal of garbage and food waste according to international/
company regulations
10. Budgeting provision consumption
11. Calculation of meal accounts
12. Preparation of provision inventory
13. Requisition of provision, galley items, cleaning materials, etc.
Baking
14. Observing safety, quality and maintaining cost effectiveness
15. Knowledge of the Safety Management System (Near miss
identification & reporting, Risk assessment, work permits &
hazardous atmospheres etc.)
16. Safety precautions during mooring & towing operations; Assisting
in the mooring / towing procedures.
17. Safety precautions on oil, chemical tankers or on vessels operating
18. within or in vicinity of an oil field area.
19. Safe working practices & personal protective aids
20. Knowledge of basic duties in emergency situations

***A STEWARD or COOK/Trainee, in order to be promoted to COOK must
show competence in the above (Promotion Evaluation).***

ORDINARY SEAMAN

Rank Competency Requirements

AN ORDINARY SEAMAN, must be competent in the following (Competency evaluation):

1. Steering certificate as per company regulations; able of understanding & properly performing the IMO standard wheel orders
2. Rope knots, bends
3. Assist in splicing manila rope, polypropylene rope and wire rope
4. Assist in maintenance work on cargo gear and hatch covers/tanks
5. Assist in safe preparation of pilot ladder and gangway
6. Assist in bridge lookout duties
7. Assist in hold/tank preparation and cargo handling/care
8. Reporting unsafe conditions and damages to vessel, equipment, and cargo
9. Assist in Watch keeping duties in port
10. Handling of maintenance tools, equipment, and chemicals
11. Assist in preparing vessel for sea (securing hatch covers/tanks, gangway, cargo gear, cargo lashing, etc.)
12. Assist in operating of hatch covers/tanks (closing, opening, securing)
13. Mooring and unmooring duties
14. Understanding of paint system used on board
15. Basic communication (English)
16. Knowledge of the Safety Management System (Near miss identification & reporting, Risk assessment, permits & hazardous atmospheres etc.)
17. Safety precautions during mooring & towing operations; Assisting in the mooring / towing procedures.
18. Safety precautions on oil, chemical tankers or on vessels operating within or in vicinity of an oil field area.
19. Safe working practices & personal protective aids
20. Knowledge of duties in emergency situations

A CADET, in order to be promoted to ORDINARY SEAMAN must show competence in the above (Promotion evaluation) and have completed his theoretical training exercises as per company regulations, and be appropriately certificated according STCW95(As Amended) Conv. Reg. A-II/4 VII/2 and flag state regulation.

ABLE BODIED SEAMAN (ABS) Rank Competency Requirements

An ABLE BODIED SEAMAN, must be competent in the following (Competency evaluation):

1. Rope knots, bends, hitches, and rigging bosun's chair and stages
2. Splicing manila rope, polypropylene rope and wire rope
3. Maintenance work of cargo gear and hatch covers/tanks
4. Oiling and greasing deck equipment and riggings
5. Sound knowledge of paint systems and use of chemicals as per company regulations
6. Preparation of surface and effective painting
7. Basic knowledge of the Colreg; inclusive the recognition of vessels by shapes, signals & lights.
8. Preparing pilot ladder and gangway
9. Reporting unsafe conditions and damages to vessel, equipment and cargo
10. Working at ship's sides and masts with safety belt, bosun's chair or stage
11. Bilge and tank sounding and assisting in ballast operation
12. Operating and securing hatch covers, cargo pumps cranes and cargo gear
13. Operating mooring winches, windlass and correct handling of mooring lines
14. Handling and securing of cargo and tank preparation
15. Performing of deck watch duties at sea and in port.
16. Knowledge of the Safety Management System (Near miss identification & reporting, Risk assessment, work permits & hazardous atmospheres etc.)
17. Steering the vessel with clear understanding of the IMO standard wheel orders; comprehension of the vessels' response to course change in various areas & weather conditions.
18. Safety precautions on oil, chemical tankers or on vessels operating within or in vicinity of an oil field area.
19. Safe working practices & personal protective aids
20. Knowledge of duties in emergency situations

AN ORDINARY SEAMAN, in order to be promoted to ABLE BODIED SEAMAN must show competence in the above (Promotion evaluation), and be appropriately certificated according STCW95(As Amended) Conv. Reg. A-II/4 VII/2 and flag state regulation.

BOSUN

Rank Competency Requirements

A BOSUN, must be competent in the following (Competency evaluation):

1. Responsibility for efficient deck operations and maintenance
2. Operation and maintenance of paint airless sprayer, pneumatic and electric tools
3. Inventory of deck stores, paint, anti-pollution material and requisitioning
4. Supervision in preparing cargo holds/tanks for loading and cleaning hold bilges
5. Supervision in taking fresh water, stores, provision
6. Supervision in opening, closing and securing hatch covers/tanks
7. Inspection of all cargo gear, cargo pumps, checking with drawings and reporting to Chief Officer
8. Renewing wire or other ropes for cargo gear, safety equipment and pilot ladder
9. Preparation of vessel for sea, heavy weather and port
10. Anchor handling
11. Supervision in crane operation, handling and securing cargo
12. Controlling ratings with regard to safe working procedures and punctuality
13. Preparing tools and equipment in advance and supervising work
14. Reporting problems related to work and his crew to the Chief Officer
15. Handling of chemicals & dangerous goods; clear understanding of the precautions as per MSDS
16. Knowledge of the Safety Management System (Near miss identification & reporting, Risk assessment, work permits & hazardous atmospheres etc.)
17. Steering the vessel with clear understanding of the IMO standard wheel orders; comprehension of the vessels' response to course change in various areas & weather conditions.
18. Safety precautions on oil, chemical tankers or on vessels operating within or in vicinity of an oil field area.
19. Safe working practices & personal protective aids
20. Knowledge of duties in emergency situations

AN ABLE BODIED SEAMAN, in order to be promoted to BOSUN must show competency in the above (Promotion evaluation), and be appropriately certificated according STCW95(As Amended) Conv.Reg. A-11/4 VII/2 and flag state regulation.

PUMPMAN

Rank Competency Requirements

A Pumpman must be competent in the following (Competency evaluation):

1. The operation of cargo & ballast pumps
2. The maintenance and repair of cargo ballast pumps, valves
3. The operation of cargo / ballast systems
4. The operation of hydraulic / pneumatic valve remote control
5. The operation of cargo heating system
6. Tank washing
7. Tank cleaning procedures & precautions
8. The operation of ODME system
9. Prevention of oil / chemical spillage
10. The operation of the inert gas system plant
11. The operation of mooring / lifting equipment
12. Basic knowledge of stability principles
13. Knowledge of technical vocabulary
14. Handling of chemicals & dangerous goods; clear understanding of the precautions as per MSDS
15. Knowledge of the Safety Management System (Near miss identification & reporting, Risk assessment, work permits & hazardous atmospheres etc.)
16. Knowledge of gas detection equipment (oxygen, explosive, toxic): Operation & calibration.
17. Enhanced knowledge of safety precautions on oil, chemical tankers or on vessels operating within or in vicinity of an oil field area.
18. Safe working practices & personal protective aids
19. Knowledge of duties in emergency situations
20. Controlling ratings with regard to safe working procedures and punctuality

DECK / ENGINE CADET

Rank Competency Requirements

A DECK/ENGINE CADET, must be competent in the following (Competency evaluation):

1. Maintaining personal hygiene and neatness; keeping his cabin tidy a all times
2. Reporting any kind of damage, deficiencies & non-conformities observed onboard
3. Knowledge of basic duties in emergency situations
4. Safe working practices & personal protective aids
5. Safety precautions on oil, chemical tankers or on vessels operating within or in vicinity of an oil field area
6. Safety precautions during mooring & towing operations; Assisting in the mooring / towing operations
7. Able of understanding & properly performing the IMO standard wheel orders; understanding of the factors influencing the vessel's motion.
8. Assist in preparing the vessel for sea (securing hatch covers/ tanks, gangway, cargo gear, cargo lashing, etc.)
9. Assist in Tank / Cargo hold / Accommodation / Deck / Engine Room washing / cleaning
10. Assist in watch keeping duties in the port or during anchorage
11. Assist in preparation of pilot ladder & gangway
12. Knowledge of the Safety Management System (Near miss identification & reporting, Risk assessment, work permits & hazardous atmospheres etc.)
13. Knowledge (in English) of the vessel's areas, structural arrangements, machinery, cargo system etc...
14. Training Book / Program available
15. Onboard training book / Program followed, daily activity report made etc.
16. Knowledge of ratings' work and ability to perform Ordinary Seaman's or Wiper's duties
17. Assist the deck officers (Bridge Watch, Cargo Watch...etc.) or engineers (ECR Watch, ER inspection etc...) in their duties.
18. Assist the Master / Chief Engineer and / or deck officers / engineers in clerical works
19. Knowledge in Word, Excel & basic IT functions
20. Familiar with Company Manuals, Procedures & Requirements

THIRD OFFICER

Rank Competency Requirements

A THIRD OFFICER, must be competent in the following (Competency evaluation):

1. International Regulations for Preventing Collisions at Sea, basics of Marpol and STCW
2. Understanding & following the Company Standing Orders
3. Calculations of position, distances, speed, courses and time
4. Coastal, celestial and electronic navigation
5. Bridge preparations prior to sailing
6. Proper completion of pre-arrival, pre-departure as well as routine & emergency checklists
7. Using charts and nautical publications and making corrections
8. Using nautical instruments, determining errors and applying corrections
9. Meteorology
10. Making correct entries in logbook and other record books
11. Cargo work and vessel operations while in port
12. Maintenance and inventory of all lifesaving and firefighting equipment; proper completion of the SEPMP. Extensive knowledge of safety equipment.
13. Radio telephony using standard marine vocabulary
14. Knowledge of operation of GMDSS equipment
15. Safety checks and completion of safety reports
16. Enhanced knowledge of the SMS i.e. Safety Management System (Near miss identification & reporting, Risk assessment, work permits & hazardous atmospheres etc.) with capability of making reports, performing safety checks & supervise the crew for compliance with the SMS.
17. Knowledge of gas detection equipment (oxygen, explosive, toxic): Operation & calibration.
18. Preparation of documents for inward & outward formalities before arrival / departure. Knowledge of ship's certificates.
19. Knowledge of ship construction basics & stability principles
20. Knowledge of the principles of Bridge Team Management and their correct application

AN ABLE-BODIED SEAMAN/BOSUN, in order to be promoted to THIRD OFFICER, must show competence in the above (Promotion evaluation), and be appropriately certificated according STCW95(As Amended) Conv. Reg. A-II/1 VII/2 and flag state regulation.

SECOND OFFICER

Rank Competency Requirements

A SECOND OFFICER, must be competent in the following (Competency evaluation):

1. Operation/care of gyro compass, repeaters, and magnetic compass
2. Operation/care of radars, GMDSS, ECDIS, AIS, echo sounder, GPS, weather fax, etc.
3. Care of sextant, azimuth circles, chronometer and other bridge instruments
4. Updating charts, all nautical & reference publications; Organizing & maintaining the board library.
5. Mercator and great circle sailing calculations by tables and computer
6. Coastal, celestial and electronic navigation
7. Distance, time, speed and ETA quick calculations
8. First aid, list of medicines and medical equipment on board
9. Determination of compass errors by all methods and computing correction table
10. Preparing requisitions relating to the navigation & communication Equipment when appropriate.
11. Preparation of sea log abstract
12. Operation & Calibration of heat, smoke and gas detection unit
13. Cargo work and vessel operations while in port
14. Trim stability & stress calculations
15. Ship maneuvering, handling and understanding / application of the Company Standing Orders
16. Enhanced knowledge of the SMS i.e. Safety Management System (Near miss identification & reporting, Risk assessment, work permits & hazardous atmospheres etc.) with capability of making reports, performing safety checks & supervise the crew for compliance with the SMS.
17. Use & purpose of the oil record book, cargo record book, critical equipment book, garbage Record book etc.
18. Knowledge of cargo related equipment's, their operation & the required safety precautions.
19. Tank washing planning
20. Knowledge of the principles of Bridge Team Management and their correct application.

A THIRD OFFICER, in order to be promoted to SECOND OFFICER must show competence in the above (Promotion evaluation), and be appropriately certificated according STCW95(As Amended) Conv. Reg. A-II/1 VII/2 and flag state regulation.

CHIEF OFFICER

Rank Competency Requirements

A CHIEF OFFICER, must be competent in the following (Competency evaluation):

1. Preparation of the crew & vessel for external audits (SIRE, IMCA, OVID etc)
2. Cargo handling, stowage, cargo planning, securing, ventilation and care
3. Advanced stability, trim and stress calculation; with proper use of stability software - if available as well as hand calculation.
4. Cargo calculations
5. Draft survey, displacement and dead weight calculation
6. Charter party terms and conditions; knowledge about
7. Operations and maintenance of cargo gear, hatch covers, all deck machinery, hull and super structure
8. Procedures on working hours and overtimes as per company's regulations
9. Preparation of inventory, requisition, store and lash material; enhanced Knowledge of the PMP software.
10. Preparation of company records in accordance with company regulations
11. Good conduct with charterer, authorities, agents and stevedores
12. Work and drill planning, accident investigation and personnel supervision
13. Compliance with national and international legislative requirements (IMO, Marpol, STCW, Solas, ISPS etc.)
14. Responsibility for vessel's deck operations at sea and in port
15. Ship's business and insurance, observing safety, quality and maintaining cost effectiveness
16. Enhanced knowledge of the SMS i.e. Safety Management System (Near miss identification & reporting, Risk assessment, work permits & hazardous atmospheres etc.) with capability of making reports, performing safety checks & supervise the crew for compliance with the SMS.
17. Supervision of log entries & stowaway search
18. Preparation for dry docking & expected operations during / after docking
19. Disciplinary procedures onboard
20. Enhanced knowledge of Bridge Team Management and demonstrating leadership capability

A SECOND OFFICER, in order to be promoted to CHIEF OFFICER must show competence in the above (Promotion evaluation), and be appropriately certificated according STCW95(As Amended) Conv. Reg. A-II/1 VII/2 and flag state regulation.

MASTER

Rank Competency Requirements

A CHIEF OFFICER, in order to be promoted to MASTER must show competence in the following (Promotion evaluation):

1. Issuing appropriate orders & instructions in a clear & simple manner
2. Charter parties - interpretation and terms
3. Calculation of stability, trim, stress, deadweight, bunkers, ETA and voyage planning; ability to assess the cargo, stability & passage planning.
4. Ship documents issued by authorities, classification society, etc.
5. Knowledge of documentation and procedures required for port of call
6. Knowledge of ship's hull insurance and P & I
7. Reporting procedures in case of damages, accidents, collision, oil pollution, stowaways, and other emergencies as per QMS
8. Maneuvering and ship handling with and without pilot in restricted waters
9. Operation of communication equipment (satcoms, HF/MF, fax etc.) as well as SSAS
10. Communication procedures for owners, charterers, authorities, etc.
11. Compliance with national and international legislative requirements (IMO, Marpol, STCW, Solas, etc.) as well as compliance with OCIMPF, IMCA requirements.
12. Meteorology and weather routing
13. Pollution regulations and emergency procedures
14. Reports for all departments as per company regulations
15. Observing safety, quality and maintaining cost effectiveness
16. Enhanced knowledge of the SMS i.e. Safety Management System (Near miss identification & reporting, Risk assessment, work permits & hazardous atmospheres etc.) with capability of making reports, performing safety checks & supervise the crew for compliance with the SMS.
17. Keeping of the vessel monthly budget; taking care to ensure good quality of provisions and vessel supplies supervision
18. Identifying key shipboard operations, defining various tasks for them & assigning the tasks to qualified personnel
19. Motivating the crew in the observation of the Company SMS policies & in the daily work routine; verifying that specific requirements are observed.
20. Leadership & management skills.

WIPER

Rank Competency Requirements

A WIPER, must be competent in the following (Competency evaluation):

1. Basic knowledge and familiarity of engine parts and functions
2. Basic knowledge in marine engineering terms
3. Handling and care of engine room tools
4. Handling chemicals on board and their safe application
5. Stowing and securing of engine room stores and spares
6. Cleaning procedures of machineries and engine spaces
7. Identification of pumps, valves and pipings of all systems
8. Knowledge of waste and garbage disposal
9. Preparation prior to bunkering and receiving lubrications
10. Procedure of cleaning tanks
11. Procedure of handling pressurized bottles/cylinders
12. Knowledge of grease/lubricants and their applications
13. Assist working with different machineries
14. Safety precautions prior to and during overhauling jobs
15. Good communication (English)
16. Knowledge of the Safety Management System (Near miss identification & reporting, Risk assessment, work permits & hazardous atmospheres etc.)
17. Location & use of emergency equipment; especially the ones equipment; especially the ones located in the Engine Room and linked to the machinery
18. Safety precautions on oil, chemical tankers or on vessels operating within or in vicinity of an oil field area.
19. Safe working practices & personal protective aids
20. Knowledge of duties in emergency situations

A CADET, in order to be promoted to WIPER must show competence in the above (Promotion evaluation) and have completed his theoretical training exercises as per company regulations, and be appropriately certificated according STCW95(As Amended) Conv. Reg. A-II/4 VII/2 and flag state regulation.

OILER/MOTORMAN

Rank Competency Requirements

AN OILER/MOTORMAN, must be competent in the following (Competency evaluation):

1. Ability to use tools, portable power tools, drilling machine and lathe machine
2. Performing engine watch duties at sea and in port, M.E. preparation & start with the precaution to be taken.
3. Knowledge of the principles of marine engineering
4. Identifying different application of lubricants and chemicals
5. Observation on performance and condition of machinery
6. Basic welding, gas and electric
7. Knowledge of duties in emergency situations
8. Pumps and pipings incl. diagrams of all systems
9. Understanding of fuel and lube oil filling and overflow prevention
10. Bilge and tank pumping emergency provision
11. Location & use of emergency equipment; especially the one located in the Engine Room and linked to the machinery
12. Securing and stowage of ME gears, tools and spares
13. Reporting unsafe conditions and damages to engine, equipment and tools
14. Obtaining sample and checking for water and sludge in fuel
15. Layout of engine machineries
16. Knowledge of the Safety Management System (Near miss identification & reporting, Risk assessment, work permits & hazardous atmospheres etc.)
17. Location & use of emergency equipments; especially the ones located in the Engine Room and linked to the machinery
18. Safety precautions on oil, chemical tankers or on vessels operating within or in vicinity of an oil field area.
19. Safe working practices & personal protective aids
20. Safety precautions during mooring & towing operations; Assisting in the mooring / towing procedures.

A WIPER, in order to be promoted to OILER/MOTORMAN must show competence in the above (Promotion evaluation), and be appropriately certificated according STCW95(As Amended) Conv. Reg. A-II/4 VII/2 and flag state regulation.

FITTER

Rank Competency Requirements

A FITTER, must be competent in the following (Competency evaluation):

1. Welding, cutting, machining and repair jobs on deck and in the engine room
2. Lubrication of all greasing points on deck according to greasing plan
3. Maintenance of anchor windlass, cargo winches, cargo cranes, mooring winches and hatch covers under engineer's directives and supervision
4. Maintenance of sanitary and FW systems and other piping installations
5. Preparation of gears and anti-pollution materials for bunkering/cargo
6. Basics of hydraulic systems
7. Housekeeping, maintenance and safe stowage of welding materials and equipment, maintenance of engine/deck workshop and tools
8. Observing safety, quality and maintaining cost effectiveness
9. Reporting damages or deficiencies
10. Training junior engine/deck personnel
11. Assisting in monthly and annual inventory of engine tools and welding equipment and gases
12. Keeping inventory of steel materials and consumable welding materials
13. Sounding tanks during bunkering - only if requested by Master or Chief Engineer
14. Knowledge of the Safety Management System (Near miss identification & reporting, Risk assessment, work permits & hazardous atmospheres etc.)
15. Location & use of emergency equipments; especially the ones located in the Engine Room and linked to the machinery
16. Safety precautions on oil, chemical tankers or on vessels operating within or in vicinity of an oil field area.
17. Safe working practices & personal protective aids
18. Safety precautions during mooring & towing operations; Assisting in the mooring / towing procedures.
19. Watch keeping at sea and in port - if certification (III/4 COC) available and duty required by Master or Chief engineer
20. Mooring and unmooring duties - if required by Master

ELECTRICIAN

Rank Competency Requirements

AN ELECTRICIAN, must be competent in the following (Competency evaluation):

1. Maintenance of main generators, main switchboards and its components, all electrical motors and electrical cables
2. Maintenance of general service and emergency batteries, including charging
3. Assisting 2/E in maintenance of deck cranes/cargo winches, hatch cover motors, windlass and mooring winches
4. Assisting 2/E in maintenance of steering gear
5. Assisting 2/E in maintenance of refrigerating machines and accommodation air conditioning units, including refrigerated cargo containers
6. Preparing communication equipment and lighting accessories during bunkering procedures
7. Understanding of bunkering procedures
8. Assisting in the control room during arrival and departures maneuvers
9. Maintenance of all electrical appliances
10. Maintenance of navigational and radio equipment
11. Maintenance of public address & Talk Back communications equipment
12. UMS test schedules, alarm tests & others tests as per SEPMP / PMP.
13. Training junior engine/deck personnel parts of well as the
14. Preparing annual inventory of electrical spare parts
15. The general supervision of the TV-sets, video-players as well as the video tapes and securing the equipment for sea
16. Preparing requisitions relating to equipment under his care, when appropriate
17. Observing safety, quality and maintaining cost effectiveness
18. Enhanced knowledge of the SMS i.e. Safety Management System (Near miss identification & reporting, Risk assessment, work permits & hazardous atmospheres etc.) with capability of making reports, performing safety checks & supervise the crew for compliance with the SMS
19. Safe working practices & personal protective aids- especially linked with electrocution danger.
20. Safety precautions on oil, chemical tankers or on vessel operating within or in vicinity of an oil field area.

4th/3rd ENGINEER

Rank Competency Requirements

A 4th/3rd ENGINEER, must be competent in the following (Competency evaluation):

1. Preparation/operation of Main engine, auxiliary and associated control systems
2. Electrical Equipment and Distribution system, AC and DC
3. Workshop skills. Tools and materials
4. Operation and maintenance of lube oil and fuel purifiers, sewage system, pumps and piping system, incinerator, auxiliary boiler, steering gear, air compressor, refrigeration plant and desalinator
5. Operation and maintenance of auxiliary diesel engine and associated control systems
6. Operation and maintenance of oily water separator
7. Taking power indicator diagrams of ME
8. Testing M.E. engine cooling water, lubricating oil and fuel oil
9. Checking level of hydraulic fluid and purging air from system
10. Maintenance of anchor windlass, cargo winches, cargo cranes, mooring winches and hatch covers
11. Reading manuals for operation and spare parts for requisition
12. Reporting of machinery repairs and maintenance. E.R. filing system, PMP filing, inventory.
13. Ability to read engine room and electrical diagrams
14. Safety checks and completion of safety reports
15. Maintaining safe engineering watch. Competent in watch keeping Procedures
16. Enhanced knowledge of the MARPOL regulations and their application onboard
17. Operation and setting up of the UMS arrangement
18. Enhanced knowledge of the SMS i.e. Safety Management System (Near miss identification & reporting, Risk assessment, work permits & hazardous atmospheres etc.) with capability of making reports, performing safety checks & supervise the crew for compliance with the SMS
19. Operation and Maintenance of all Engine Room fire fighting systems and safety equipment.
20. Safety precautions on oil, chemical tankers or on vessel operating within or in vicinity of an oil field area.

AN OILER/MOTORMAN, in order to be promoted to 4th/3rd ENGINEER must show competence in the above (Promotion evaluation), and be appropriately certificated according STCW95(As Amended) Conv. Reg. A-II/4 VII/2 and flag state regulation.

SECOND ENGINEER

Rank Competency Requirements

A SECOND ENGINEER, must be competent in the following (Competency evaluation):

1. Main engine systems and general maintenance of all engine equipment
2. Determination of bunker quantity received. Fuel and combustion efficiency
3. Preparation and bunkering, tank calculations and oil-transfer checklist
4. Sludge disposals
5. Inventory of spare parts; enhanced knowledge of the PMP software, E.R. filing system.
6. Ability to control subordinates, to be punctual, to work effectively, to wear protective clothing and use protective equipment
7. Checking the correct functioning of all automatic control, electrical and monitoring systems
8. Adjusting, reporting and recording of abnormal ME condition
9. Loading bunkers, observing all precautions relating to safety and pollution prevention
10. Maintenance and making report of main engine turning gear, crankcase, crankcase deflection
11. Maintenance of reefer and air conditioning system
12. Measuring engine performance by indicator diagram
13. Operation and maintenance of safety and firefighting systems
14. Training procedures on board
15. Observing safety, quality and maintaining cost effectiveness
16. Control and evidence of rest hours of all engine staff
17. The organization and supervision of works in engine room as well as organizing the engine room watch keeping /UMS duty engineers
18. Enhanced knowledge of the SMS i.e. Safety Management System (Near miss identification & reporting, Risk assessment, work permits & hazardous atmospheres etc.) with capability of making reports, performing safety checks & supervise the crew for compliance with the SMS
19. Maintenance of electrical equipment - if electrician unavailable.
20. Demonstrate leadership & management skills

A THIRD ENGINEER, in order to be promoted to SECOND ENGINEER must show competence in the above (Promotion evaluation), and be appropriately certificated according STCW95(As Amended) Conv. Reg. A-II/4 VII/2 and flag state regulation.

CHIEF ENGINEER

Rank Competency Requirements

A SECOND ENGINEER, in order to be promoted to CHIEF ENGINEER must show competence in the following (Promotion evaluation):

1. The discipline and appraisal of all Engine department officers & ratings.
2. Plan and schedule operations. Operate, monitor and maintain main engine and auxiliaries
3. Supervise and operate lifesaving, fire fighting and other safety systems
4. Testing of fuel and lube oil. Calculation of bunker requirements
5. Compliance with national and international legislative requirements (IMO, Marpol, STCW, Solas etc.)
6. Manage operations of fuel, ballast and all engine operations
7. Maintain engine room safety. Ability to organize emergency teams
8. Computation of slip, rpm, loads and consumptions
9. Preparation of spare parts, inventory, stores and requisition
10. Organize safe maintenance and repair procedures and delegate crew
11. Boiler valve re-setting, lifting pressure and compression ring adjustment
12. Ship construction, stability, trim, stress and dry docking procedure
13. Classification societies and survey procedures
14. Record keeping, preparing reports and documentation
15. Observing safety, quality and maintaining cost effectiveness
16. Enhanced knowledge of the SMS i.e. Safety Management System (Near miss identification & reporting, Risk assessment, work permits & hazardous atmospheres etc.) with capability of making reports, performing safety checks & supervise the crew for compliance with the SMS
17. Demonstrate leadership & management skills
18. Enhanced knowledge of the PMP software
19. Control and evidence of rest hours of all engine staff
20. The organization and supervision of works in engine room as well as organizing the engine room watch keeping 7 UMS duty engineers

Employment Records

DOE	Date of Embarkation
POE	Port of Embarkation
DOD	Date of Discharge
POD	Port of Discharge

At the end of crew member's contract the Master has to complete the "Competency evaluation" based on the crew member's present rank. Should further training be necessary as per the 20 points of the "Rank Competency Requirements", this should be indicated by marking (x) in the evaluation scale.

If the crew member is fully competent in his present rank and qualified for promotion the "Promotion evaluation" must be completed, based on the "Rank Competency Requirements" of the higher rank.

If the crew member does not qualify for promotion the "Promotion evaluation" scale must be completely crossed out.

ABC Maritime audits on board & the debriefings done the crewing officers & managers have to figure out if the crew members fulfill the competencies to promote or to stay in rank.

Being a Company Record Book, these entries do not replace the entries in the seaman's discharge/seaman's book, but must correspond with these.

Employment Record

VESSEL _____

TYPE _____

RANK _____ NAME _____

DOE. _____ POE. _____

 ON BOARD Familiarization Training received _____

MASTER NAME. _____

SIGNATURE _____

DOD _____ POD _____

Competency evaluation

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
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Where the crew member needs further training, in order to meet the **competency requirements for his present rank** (see pages 14-30), the number should be crossed. If applicable, the "Promotion evaluation" should be referred to.

Competency evaluation:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

Where the crew member needs further training, in order to qualify for **promotion to higher rank** (see pages 14-30), the number should be crossed.

 Crew is competent

 Competent and can be promoted

 Not applicable

MASTER NAME. _____

SIGNATURE _____

C/O or C/E NAME. _____

(Depending if engine dept. or not)

SIGNATURE _____

Employment Record

VESSEL _____

TYPE _____

RANK _____ NAME _____

DOE. _____ POE. _____

 ON BOARD Familiarization Training received _____

MASTER NAME. _____

SIGNATURE _____

DOD _____ POD _____

Competency evaluation

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

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Competency evaluation:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

Where the crew member needs further training, in order to qualify for **promotion to higher rank** (see pages 14-30), the number should be crossed.

 Crew is competent Competent and can be promoted Not applicable

MASTER NAME. _____

SIGNATURE _____

C/O or C/E NAME. _____

(Depending if engine dept. or not)

SIGNATURE _____

Employment Record

VESSEL _____

TYPE _____

RANK _____ NAME _____

DOE. _____ POE. _____

 ON BOARD Familiarization Training received _____

MASTER NAME. _____

SIGNATURE _____

DOD _____ POD _____

Competency evaluation

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
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 Crew is competent

 Competent and can be promoted

 Not applicable

MASTER NAME. _____

SIGNATURE _____

C/O or C/E NAME. _____

(Depending if engine dept. or not)

SIGNATURE _____

Employment Record

VESSEL _____

TYPE _____

RANK _____ NAME _____

DOE. _____ POE. _____

 ON BOARD Familiarization Training received _____

MASTER NAME. _____

SIGNATURE _____

DOD _____ POD _____

Competency evaluation

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 Crew is competent

 Competent and can be promoted

 Not applicable

MASTER NAME. _____

SIGNATURE _____

C/O or C/E NAME. _____

(Depending if engine dept. or not)

SIGNATURE _____

Employment Record

VESSEL _____

TYPE _____

RANK _____ NAME _____

DOE. _____ POE. _____

 ON BOARD Familiarization Training received _____

MASTER NAME. _____

SIGNATURE _____

DOD _____ POD _____

Competency evaluation

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---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

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Competency evaluation:

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 Crew is competent

 Competent and can be promoted

 Not applicable

MASTER NAME. _____

SIGNATURE _____

C/O or C/E NAME. _____

(Depending if engine dept. or not)

SIGNATURE _____

Employment Record

VESSEL _____

TYPE _____

RANK _____ NAME _____

DOE. _____ POE. _____

 ON BOARD Familiarization Training received _____

MASTER NAME. _____

SIGNATURE _____

DOD _____ POD _____

Competency evaluation

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
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Competency evaluation:

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 Competent and can be promoted

 Not applicable

MASTER NAME. _____

SIGNATURE _____

C/O or C/E NAME. _____

(Depending if engine dept. or not)

SIGNATURE _____

Employment Record

VESSEL _____

TYPE _____

RANK _____ NAME _____

DOE. _____ POE. _____

 ON BOARD Familiarization Training received _____

MASTER NAME. _____

SIGNATURE _____

DOD _____ POD _____

Competency evaluation

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
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Competency evaluation:

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---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

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 Competent and can be promoted

 Not applicable

MASTER NAME. _____

SIGNATURE _____

C/O or C/E NAME. _____

(Depending if engine dept. or not)

SIGNATURE _____

Employment Record

VESSEL _____

TYPE _____

RANK _____ NAME _____

DOE. _____ POE. _____

 ON BOARD Familiarization Training received _____

MASTER NAME. _____

SIGNATURE _____

DOD _____ POD _____

Competency evaluation

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

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Competency evaluation:

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---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

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 Crew is competent

 Competent and can be promoted

 Not applicable

MASTER NAME. _____

SIGNATURE _____

C/O or C/E NAME. _____

(Depending if engine dept. or not)

SIGNATURE _____

Employment Record

VESSEL _____

TYPE _____

RANK _____ NAME _____

DOE. _____ POE. _____

 ON BOARD Familiarization Training received _____

MASTER NAME. _____

SIGNATURE _____

DOD _____ POD _____

Competency evaluation

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

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Competency evaluation:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

Where the crew member needs further training, in order to qualify for **promotion to higher rank** (see pages 14-30), the number should be crossed.

 Crew is competent

 Competent and can be promoted

 Not applicable

MASTER NAME. _____

SIGNATURE _____

C/O or C/E NAME. _____

(Depending if engine dept. or not)

SIGNATURE _____

Employment Record

VESSEL _____

TYPE _____

RANK _____ NAME _____

DOE. _____ POE. _____

 ON BOARD Familiarization Training received _____

MASTER NAME. _____

SIGNATURE _____

DOD _____ POD _____

Competency evaluation

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

Where the crew member needs further training, in order to meet the **competency requirements for his present rank** (see pages 14-30), the number should be crossed. If applicable, the "Promotion evaluation" should be referred to.

Competency evaluation:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

Where the crew member needs further training, in order to qualify for **promotion to higher rank** (see pages 14-30), the number should be crossed.

 Crew is competent

 Competent and can be promoted

 Not applicable

MASTER NAME. _____

SIGNATURE _____

C/O or C/E NAME. _____

(Depending if engine dept. or not)

SIGNATURE _____

Employment Record

VESSEL _____

TYPE _____

RANK _____ NAME _____

DOE. _____ POE. _____

 ON BOARD Familiarization Training received _____

MASTER NAME. _____

SIGNATURE _____

DOD _____ POD _____

Competency evaluation

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

Where the crew member needs further training, in order to meet the **competency requirements for his present rank** (see pages 14-30), the number should be crossed. If applicable, the "Promotion evaluation" should be referred to.

Competency evaluation:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

Where the crew member needs further training, in order to qualify for **promotion to higher rank** (see pages 14-30), the number should be crossed.

 Crew is competent

 Competent and can be promoted

 Not applicable

MASTER NAME. _____

SIGNATURE _____

C/O or C/E NAME. _____

(Depending if engine dept. or not)

SIGNATURE _____

Employment Record

VESSEL _____

TYPE _____

RANK _____ NAME _____

DOE. _____ POE. _____

 ON BOARD Familiarization Training received _____

MASTER NAME. _____

SIGNATURE _____

DOD _____ POD _____

Competency evaluation

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

Where the crew member needs further training, in order to meet the **competency requirements for his present rank** (see pages 14-30), the number should be crossed. If applicable, the "Promotion evaluation" should be referred to.

Competency evaluation:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

Where the crew member needs further training, in order to qualify for **promotion to higher rank** (see pages 14-30), the number should be crossed.

 Crew is competent

 Competent and can be promoted

 Not applicable

MASTER NAME. _____

SIGNATURE _____

C/O or C/E NAME. _____

(Depending if engine dept. or not)

SIGNATURE _____

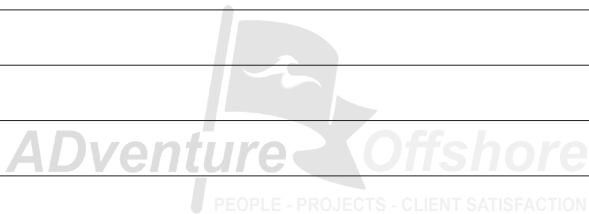
Global Company Remarks

(Only Adventure Offshore Personnel)

ADventure Offshore
PEOPLE - PROJECTS - CLIENT SATISFACTION

Global Company Remarks

(Only Adventure Offshore Personnel)



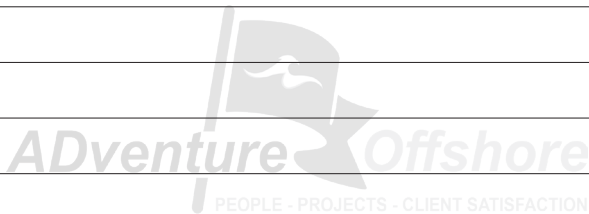
Global Company Remarks

(Only Adventure Offshore Personnel)



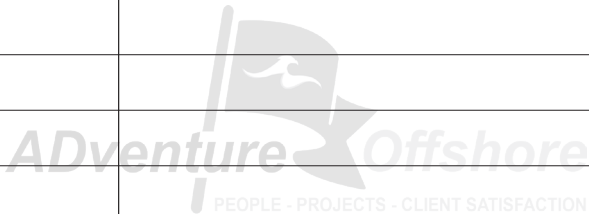
Global Company Remarks

(Only Adventure Offshore Personnel)



Company In-House-Training

DATE	REMARKS



OCEANS LEARNING TRAINING COURSES

Product Numbers

ALL RANKS

0001	0002	0022	0226	0089	0115	0378	0380
0387	0392	0393	0520	0596	2684		

MARITIME ENGLISH

0350.01	0350.02	0350.03	0350.04	0350.05	0350.06	0350.07	0350.08
0350.09	0350.10	0350.11	0350.12	0350.13	0350.14	0350.15	0350.16
0350.17	0350.18	0350.19	0350.20	0350.21	0350.22	0350.23	0350.24
0350.25	0350.26	0350.27	0350.28	0350.29	0350.30	0350.31	0350.32

SECURITY AWARENESS

0642.01	0642.02	0642.03	0642.04	0642.05	0642.06		
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COOKS - CATERING DEPARTMENT

0220	0221	0222	0223				
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DEPARTMENT - DECK, ENGINE AND ELECTRIC

ADVANCED OIL TANKER

0473.01	0473.02	0473.03	0473.04	0473.05	0473.06	0473.07	0473.08
0473.09	0473.10	0473.11					

ADVANCED CHEMICAL TANKER

0474.01	0474.02	0474.03	0474.04	0474.05	0474.06	0474.07	0474.08
0474.09	0474.10	0474.11					

ADVANCE GAS TANKER

0475.01	0475.02	0475.03	0475.04	0475.05	0475.06	0475.07	0475.08
0475.09	0475.10	0475.11	0475.12				

BASIC OIL and CHEMICAL TANKER

0476.01	0476.02	0476.03	0476.04	0476.05	0476.06	0476.07	0476.08
0476.09							

BASIC GAS TANKER

0477.01	0477.02	0477.03	0477.04	0477.05	0477.06	0477.07	0477.08
0477.09	0477.10						

DECK, ENGINE and OTHERS

0259	0273	0306	0420	0121	0316	0337	0338
0340							

BALLAST WATER MANAGEMENT							
0457.01	0457.02	0457.03	0457.04	0457.05	0457.06	0457.07	
ONBOARD PAINT MAINTENANCE							
0510	0511	0512	0513	0514	0516		
SAFETY OFFICER							
0646.01	0646.02	0646.03	0646.04	0646.05	0646.06	0646.07	0646.08
0646.09	0646.10	0646.11	0646.12	0646.13	0646.14	0646.15	
ENVIRONMENTAL OFFICER							
0647.01	0647.02	0647.03	0647.04	0647.05	0647.06	0647.07	0647.08
0647.09	0647.10	0647.11	2507				
DECK DEPARTMENT							
0021	0049	0050	0211	0212	0303	0304	0334
0335	0342	0343	0344	0346	0347	0348	0349
0501							
DESIGNATED SECURITY DUTIES							
0643.01	0643.02	0643.03	0643.04	0643.05	0643.06		
SHIPBOARD SECURITY OFFICER							
0644.01	0644.02	0644.03	0644.04	0644.05	0644.06	0644.07	
WORKING WITH TUGS							
0645.01	0645.02	0645.03	0645.04	0645.05			
ENGINE DEPARTMENT							
ENGLISH FOR MARINE ENGINEERS							
0808.01	0808.02	0808.03	0808.04	0808.05		0462	0482
2723		2604	2605				

Each time a CBT module is passed (completed & minimum of correct answers percentage reached), the trainee has to mark the number corresponding to the module - depending how often he passed the training- as follows

1st Time : 2nd Time : 3rd Time :

Onboard Training

Subject	Description	Approved by (Rank & Initials)



Onboard Training

Subject	Description	Approved by (Rank & Initials)



Onboard Training

Subject	Description	Approved by (Rank & Initials)



Emergency Drills and Exercises Supplement

This supplement provides a personal record of the emergency drills and exercises in which participated while serving on board ship.

This supplement may therefore be helpful with regard to:

- demonstrating compliance with relevant requirements of the IMO SOLAS Convention, which states that seafarers must participate in abandon ship and fire drills at least once every month (and at least once a week on board passenger ships);
- plan testing of Shipboard Oil Pollution Emergency Plans, as recommended by IMO; and
- demonstrating compliance with the International Safety Management (ISM) Code, particularly Section 8 concerning emergency preparedness.

This supplement may also be of use to seafarers wishing to provide evidence of continuing proficiency when seeking to have their STCW certificates of competence revalidated and to provide evidence of having maintained standards of competence to carry out various emergency, medical care and survival functions.

This book lists a number of drills and exercises which companies are likely to require their crews to undertake. In practice, however, different companies will follow different procedures and space has therefore been provided so that the names of drills can be described using the words actually written in the company's procedures.

A page has also been included so that the Master can make any comments regarding participation in drills and exercises.

Please note that this supplement should only be used in accordance with company instructions.

Safety Drill Program*

	TYPE OF DRILL OR EXERCISE	ALTERNATIVE NAME OF DRILL if written different in Company Procedures
1	Abandon ship	
2	Rescue Boat, launching	
3	Fire drill	
4	Oil spill drill	
5	Life saving appliance instruction	
6	Launching of lifeboats	
7	Emergency steering gear	
8	Davit launched life raft training	
9	Free fall lifeboat launching	

Abandon ship and fire drills are mandatory under the SOLAS Convention and must be completed at least **once a month**

**If applicable

Please continue page 54

Safety Drill Program*

	DATE OF DRILL	DATE OF DRILL	DATE OF DRILL	DATE OF DRILL	DATE OF DRILL
1*					
1*					
2					
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* In order to save space, drills 1 & 3 points were duplicated

Safety Drill Program*

	DATE OF DRILL	DATE OF DRILL	DATE OF DRILL	DATE OF DRILL	DATE OF DRILL
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* In order to save space, drills 1 & 3 points were duplicated

Safety Drill Program*

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* In order to save space, drills 1 & 3 points were duplicated

Safety Drill Program*

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* In order to save space, drills 1 & 3 points were duplicated

Safety Drill Program*

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* In order to save space, drills 1 & 3 points were duplicated

Emergency Drills

	TYPE OF DRILL OR EXERCISE	ALTERNATIVE NAME OF DRILL if written different in Company Procedures
1	Main Engine Failure	
2	Steering Gear Failure	
3	Collision	
4	Stranding	
5	Fire	
6	Flooding of Components	
7	Enclosed Space Rescue	
8	Man Overboard	
9	Search and Rescue	
10	Excessive List of the ship	
11	Medical Emergency	
12	Stowaways	
13	oil spill	
14	Break away from jetty	
15	Pirate Attack	
16	Helicopter Operation	
17	Heavy Weather Damage	
18	Break of Mooring Line/ Anchor Chain	
19		
20		

Emergency Drills

	DATE OF DRILL	DATE OF DRILL	DATE OF DRILL	DATE OF DRILL	DATE OF DRILL	DATE OF DRILL
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Emergency Drills

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Emergency Drills

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Code of Conduct - General

The Company expects following virtues from its Crew members as well as from the Captain:

PUNCTUALITY: e.g. when joining the vessel, returning from shoreleave, reporting for watchkeeping duty and all other work.

HONESTY: We trust in each of our Employees and expect them to be honest.

Any misuse of client's property as well as the misuse of Company property, any kind of misappropriation of funds or money, any attempt to obscure or conceal the truth as well as any false statement won't be tolerated.

CONSCIOUSNESS: Each employee should do his best to fulfil his duty in a professional manner- no matter his rank or salary.

CLEANNESS: The accommodations have to be kept tidy and clean this concerns as well the cabins as also the common rooms.

RESPECT: The behaviour towards others is a major factor for the good communal life and- thus- for the fine cooperation between the Crew Members. Therefore anti-social behaviour such as causing excessive noise, abusive language, aggressive attitudes and offensive personal habits are to be banned from onboard.

LOYALTY: The employee should be dedicated in first place to the Company.

OBEDIENCE: Each crew members should be obedient to the Master as well as to his superiors (e.g. ABS should follow orders from Bosun & Officers- no matter if Chief Mate or 3rd Mate); unless same does not come in clear contradiction with company's QSMS & Code of Conduct as found here above.

On Board Inspection of Book

The Master should inspect this Emergency Drills and Exercise supplement at the beginning and at the end of each assignment, or at six month intervals if the seafarer is engaged on short assignment

NAME OF VESSEL	TYPE OF VESSEL

