



سازمان بنادر و دریانوردی

ON BOARD TRAINING RECORD BOOK

FOR

OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH
(DECK CADETS)

On ships of 500 gross tonnage or more

Based on the competence requirements of the 2010 amendments to the STCW Convention

کد مدرک : P6-W27/01

شماره بارنگی	تاریخ بارنگی	شرح تفصیلات (محل و مهلت)	تیمه کننده	ناظر کننده	تصویب کننده
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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، 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 نگهداری دریانوردان (STCW-78 as amended) مصوب مرداد ماه ۱۳۷۵ مجلس شورای اسلامی ایران و با عنایت به مقرر ۱/۱ II و بخش A-II/1 آئین نامه کنوانسیون مذکور این دفترچه را به منظور نحوه کار آموزی "دانشجوی عرشه" در دریا تدوین نموده و پس از تصویب هیأت عامل سازمان قابل اجرایی 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.

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's 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 revised International Convention on Standards of Training , Certification And Watch Keeping For Seafarers (STCW-78 as amended) adopted by the Islamic Consultative Assembly in 1996 and taking in to account Regulation II/1 and section A-II/1 of the STCW code develops this record book for conducting on board training of "Deck Cadet" which is applicable from Deputy Minister & managing director of P.M.O approval.

NOTE: The title of Ports and Shipping Organization changed to Ports and Maritime Organization dated 2008/04/29 through parliamentary act and approved by Islamic council assembly.



ON BOARD TRAINING

RECORD BOOK

FOR

OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On ships of 500 gross tonnage or more

Based on the competence requirements of the 2010 amendments to the STCW Convention

Name

Home Address.....

.....

.....

.....

Date Training Started



ON BOARD TRAINING RECORD BOOK FOR OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

INTRODUCTION

In 2010, the IMO Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) was revised and updated. This Training Record Book takes full account of the new requirements for deck cadets, including new competences for ECDIS (Electronic Chart Display and Information Systems), Leadership and teamworking, and proactive measures to protect the marine environment.

The revised STCW convention continues to place emphasis on assessment of the outcome of training, i.e. the ability of seafarers to perform their duties competently. In particular, the 2010 convention requires that a cadet's seagoing service must be properly structured and recorded in a training record book approved by the maritime administration responsible for issuing certificates of competence. The footnotes to the amended STCW text specifically refer to training record books as an example of such documentation.

The STCW Code, which contains the detailed requirements of the revised STCW convention, sets out uniform standards for the attainment of these competences should be assessed by designated on board training officers.

The tasks contained in this Record Book have been carefully designed to help ensure the trainees meet the requirements for certification stipulated by the STCW competences and that as far as possible the officers supervising their training use evaluation based on Table A-II/1 of the STCW Code. However, the tasks have been arranged with on board training in mind. The training tasks and associated criteria are, in many instances, presented in more detail than in the text of the Convention. This is to help ensure the trainees make the best use of their seagoing service and to help officers supervising trainees make an objective evaluation of whether they are indeed competent.

Normally completion of this Book will not itself constitute an official assessment of competence. This is the task of government appointed examiners. However, completion of the On Board Training Record Book should provide sufficient documentary evidence that a trainee has completed a properly structured on board training programme and demonstrated competence in the skills required by the amended STCW Convention in order to be certificated as an officer in charge of a navigational watch on ships of 500 gross tonnage or more.



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On receipt of this Book

- The trainee should complete the information required on the following pages including details of Basic Training (page 9) received in accordance with the STCW Convention. The trainee will then be personally responsible for the safe keeping of this Book throughout training.
- Section 3, concerning details of mandatory Safety Familiarisation (page 18) and mandatory Shipboard Familiarisation (page 19), should be completed immediately after the trainee joins each ship. An officer should sign to signify that mandatory familiarization as required by the STCW Convention has been undertaken.

As soon as possible after joining each ship:

- The trainee should complete Section 4 (page 21) concerning the technical details of the vessel. The master and the designated training officer on board each ship should provide an opportunity for this exercise to be undertaken.
- The designated on board training officer appointed by the master should inspect this Book to check progress already made. A plan should be made to tackle the competences that still need to be demonstrated. A Task Summary Chart can be found in Section 10 (page 92).

Important note

The STCW Convention requires that any person conducting on board training shall do so only when it will not adversely affect the normal operation of the ship and time can be dedicated to the training and evaluation competence.

Throughout the cadet's seagoing service:

- Section 7, which contains a list of on board training tasks, should be progressively completed. Additional guidance on recording progress is given at the start of Section 6 (page 35).
- The Task Summary Chart in Section 10 (page 92) should also be progressively completed.
- The Book should be submitted to the master for inspection every month and the end of each voyage. The master's comments should be recorded, dated and stamped on page 14. Comments should only relate to the cadet's competence and practical progress.
- The Book should be submitted to the designated on board training officer on joining each vessel – and then, so far as the voyage pattern allows, every week. Comments should be recorded on page 12.
- The Book should also be inspected by the shipping company. Comments should be recorded on page 16.
- A precise record should be kept of the trainee's seagoing service including time spent on bridge watchkeeping duties (page 11). In addition to practical training, throughout seagoing service cadets should practise their knowledge of the International Regulations for Preventing Collisions at Sea (page 33).
- Cadets are also expected to complete a number of written projects, some examples of which are set out on page 90.



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OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK OFFICERS)

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TRAINING PROGRAMME as applicable

COLLECT PHASES:

From:	To:
From:	To:
From:	To:
From:	To:

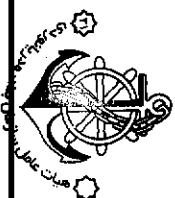
SEA PHASES:

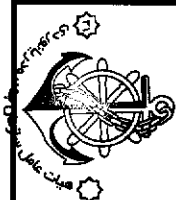
From:	To:
From:	To:
From:	To:
From:	To:

BASIC TRAINING as required by Section A-VI/1 paragraph 2 of the STCW Code

As part of your pre-sea training you should have completed Basic Training or instruction as listed: Enter details of this training or instruction below.

	Date	Location	Document Number
Personal Survival Techniques			
Fire Prevention and Fire Fighting			
Elementary First Aid			
Personal Safety and Social Responsibilities			



[illegible]

9Y 311) = number of Latin

On ships of 500 gross tonnage or more

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[illegible]

This table should be completed at least once a week or at such intervals as the trading of the vessel allows.

Comments should only relate to the cadet's practical progress and competence and should NOT refer to character.

[illegible]

$\text{qV} \rightarrow \text{T}^{\text{H}}$ reactions of both

On steps of 500 gross tonnage or more

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Ship

Comments

**Name in
BLOCK CAPITALS**

Initials

Date _____





Comments should only relate to the cadet's practical progress and competence and should NOT refer to character.

[illegible]

Comments should only relate to the cadet's practical progress and competence and should NOT refer to character.

[illegible]

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Officer's Initials

[illegible]

OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

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SECTION 3 MANDATORY SAFETY AND SHIPBOARD FAMILIARISATION

SAFETY FAMILIARISATION as required by Section A-VI/1 paragraph 1 of the STCW Code

Before being assigned to shipboard duties all seafarers must receive basic safety familiarisation to know what to do in an emergency. The master or responsible officer on each ship should sign and date below to signify that you have received training or instruction to be able to carry out the following tasks or duties.

Ship's Name	Officer's Initials/ Date	Officer's Initials/ Date	Officer's Initials/ Date	Officer's Initials/ Date	Officer's Initials/ Date
Task/Duty					
Be able to:					
Communicate with other persons on board on elementary safety matters					
Know what to do if:					
A person falls overboard					
Fire or smoke is detected					
The fire or abandon ship alarm is sounded					
Be able to:					
Identify muster and embarkation stations and emergency escape routes					
Locate and don life jackets and survival suits					
Raise the alarm and have a basic knowledge of the use of portable fire extinguishers					
Take immediate action upon encountering an accident or other medical emergency before seeking further medical assistance on board					
Close and open the fire, watertight and watertight doors fitted in the particular ship, other than those for hull openings					



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SHIPBOARD FAMILIARISATION as required by Regulation I/14 of the STCW Convention (continued overleaf)

You will be given a period of time during which you will have an opportunity to become acquainted with the equipment you will be using, and specific watchkeeping, safety, environmental and emergency procedures and arrangements required to perform your duties. The location of safety and emergency equipment varies from ship to ship. To be sure that you are familiar with your duties and all ship arrangements, installations, equipment procedures and ship characteristics that are relevant to your routine or emergency duties, you must complete the following tasks or duties as soon as possible on joining your ship.

Ship's Name	Officer's Initials/Date	Officer's Initials/Date	Officer's Initials/Date	Officer's Initials/Date	Officer's Initials/Date	Officer's Initials/Date
Watchkeeping procedures and arrangements:						
Visit bridge, look-out post, forecabin, poopdeck, main deck and other work areas						
Get acquainted with steering controls, telephones, telegraphs and other bridge equipment and displays						
Active, under supervision, equipment to be used in routine duties						
Safety and emergency procedures:						
Read and demonstrate an understanding of your Company's Fire and Safety Regulations						
Demonstrate recognition of the alarm signals for:						
FIRE						
EMERGENCY						
ABANDON SHIP						
Locate medical and first aid equipment						
Locate fire fighting equipment: alarm activation points, alarm bells, extinguishers, hydrants, fire axes and hoses						
Locate rocket line throwing apparatus						
Locate distress rockets, flares and other pyrotechnics						
Locate breathing apparatus and firefighter's outfits etc.						
Locate EPIRB, SART, AIS, VDR and portable VHF radios						
Locate Emergency Escape Breathing Devices (EEBDs)						
Locate CO2 bottle room, and control valves for smothering apparatus in machinery spaces, pump rooms, cargo tanks and holds						
Locate and understand the operation of the emergency fire pump						



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SHIPBOARD FAMILIARISATION as required by Regulation I/14 of the STCW Convention (continued)

Ship's Name	Officer's Initials/ Date	Officer's Initials/ Date	Officer's Initials/ Date	Officer's Initials/ Date	Officer's Initials/ Date	Officer's Initials/ Date
Task/Duty						
Environmental protection: Get acquainted with:						
The procedure for handling garbage, rubbish and other wastes						
The use of garbage compactor or other equipment as appropriate						

BOAT AND MUSTER STATIONS

Insert Boat and Fire Muster Stations and other details in the appropriate space. Ask the master to sign in the space provided.

Ship's Name						
Boat Muster Station						
Fire Muster Station						
Master's Name						
BLOCK CAPITALS						
Master's signature						
Date						



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It is an essential feature of your training that you obtain knowledge of the ships on which you serve. To assist you in meeting this important requirement the following particulars are to be recorded during the time spent on each ship. Questions on this subject, with particular reference to your last ship, are likely to be put to you during an oral examination and assessment for your certificate of competency.

FIRST SHIP

MV/ss.....	IMO Number.....	Call Sign.....
Dimensions and Capacities	Lifesaving Equipment	Cargo Handling Gear
Length overall.....m	Lifeboats (no.).....	Derricks/cranes (no. and SWL).....tonnes
Breadth.....m	Life rafts (no.).....	Winches (types).....tonnes
Depth.....m	Capacity per boat.....(persons)	Other cargo equipment
Summer draught.....m	Capacity per life raft
Summer freeboard.....m	Lifebuoys (no.).....	Ballast tanks (no.).....
Gross tonnage.....tonnes	Survival Suits (no. /type).....	Cargo tanks (no.).....
Deadweight.....tonnes	Fire Fighting Equipment	Cargo pumps (no.).....
Light displacement.....tonnes	Fire extinguishers (number and capacity)	Pipelines (sizes).....
Fresh water allowance.....mm	Types: Water.....litres	(types and rating).....tonnes/hour
Immersion at load draught.....TPC	Foam.....litres	Anchor
Trimming moment.....MCTC	Dry powder.....kg	Port.....tonnes
Grain/liquid capacity.....m ³	CO ₂kg	Starboard.....tonnes
Moorings Ropes (number/diameter)	Fire hoses (no. and size).....mm	Spare.....tonnes
Synthetic fibre.....mm	Breathing apparatus (no. /make).....	Cable (diameter).....mm
Wires.....mm	Fire-fighter's outfit (no.).....	Length.....shackles
Towing spring.....mm		
Wire.....mm		



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Log.....(make/ type)

EPIRB.....(no.)

Magnetic compass.....(no./type)

Gyro compass.....(no./type)

Autopilot(type)

Radar.....(no/type)

ECDIS.....(no./type)

Echo sounder.....(no./type)

GPS.....(no./types)

If applicable:

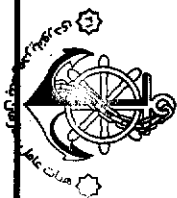
Integrated navigation system.....(type)

DP system.....(type)

SATCOM.....(no./type)

GMDSS.....(type)

List here other navigational and communications equipment fitted on the ship



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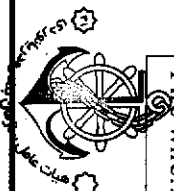
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SECOND SHIP

MV/SS.....	IMO Number.....	Call Sign.....
Dimensions and Capacities Length overall.....m Breadth.....m Depth.....m Summer draught.....m Summer freeboard.....m Gross tonnage.....tonnes Deadweight.....tonnes Light displacement.....tonnes Fresh water allowance.....mm Immersion at load draught.....TPC Trimming moment.....MCTC Grain/liquid capacity.....m ³ Mooring Ropes (number/diameter) Synthetic fibre.....mm Wires.....mm Towing spring.....mm Fire wire.....mm	Lifesaving Equipment Lifeboats (no.)..... Life rafts (no.)..... Capacity per boat.....(persons) Capacity per life raft.....(persons) Lifebuoys (no.)..... Survival Suits (no./type)..... Fire Fighting Equipment Fire extinguishers (number and capacity) Types: Water.....litres Foam.....litres Dry powder.....kg CO ₂kg Fire hoses (no. and size).....mm Breathing apparatus (no./make)..... Fire-fighter's outfit (no.).....	Cargo Handling Gear Derricks/cranes (no. and SWL).....tonnes Winches (types).....tonnes Other cargo equipment..... Ballast tanks (no.)..... Cargo tanks (no.)..... Cargo pumps (no.)..... Pipelines (sizes)..... (types and rating).....tonnes/hour Anchors Port.....tonnes Starboard.....tonnes Spare.....tonnes Cable (diameter).....mm Length.....shackles



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Navigation and Communications Equipment	List here other navigational and communications equipment fitted on the ship	
Log.....(make/ type)
EPIRB.....(no.)
Magnetic compass.....(no./type)
Gyro compass.....(no./type)
Autopilot(type)
Radar.....(no./type)
ECDIS.....(no./type)
Echo sounder.....(no./type)
GPS.....(no./types)
If applicable:
Integrated navigation system.....(type)
DP system.....(type)
SATCOM.....(no./type)
GMDSS.....(type)



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OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

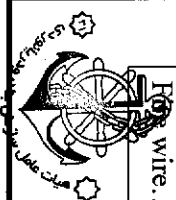
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THIRD SHIP

MV/ss.....	IMO Number	Call Sign.....
Dimensions and Capacities	Lifesaving Equipment	Cargo Handling Gear
Length overall.....m	Lifeboats (no.).....	Derricks/cranes (no. and SWL).....tonnes
Breadth.....m	Life rafts (no.).....	Winches (types).....tonnes
Depth.....m	Capacity per boat.....(persons)	Other cargo equipment
Summer draught.....m	Capacity per life raft
Summer freeboard.....m	Lifebuoys (no.).....	Ballast tanks (no.).....
Gross tonnage.....tonnes	Survival Suits (no. /type).....	Cargo tanks (no.).....
Deadweight.....tonnes	Fire Fighting Equipment	Cargo pumps (no.).....
Light displacement.....tonnes	Fire extinguishers (number and capacity)	Pipelines (sizes).....
Fresh water allowance.....mm	Types: Water.....litres	(types and rating).....tonnes/hour
Immersion at load draught.....TPC	Foam.....litres	Anchor
Trimming moment.....MCTC	Dry powder.....kg	Port.....tonnes
Grain/liquid capacity.....m ³	CO ₂kg	Starboard.....tonnes
Mooring Ropes (number/diameter)	Fire hoses (no. and size).....mm	Spare.....tonnes
Synthetic fibre.....mm	Breathing apparatus (no. /make).....	Cable (diameter).....mm
Wires.....mm	Fire-fighter's outfit (no.).....	Length.....shackles
Towing spring.....mm		
Rig wire.....mm		



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On ships of 500 gross tonnage or more



الوزارة

Navigation and Communications Equipment	List here other navigational and communications equipment fitted on the ship	
Log.....(make/ type)
EPIRB.....(no.)
Magnetic compass.....(no./type)
Gyro compass.....(no./type)
Autopilot(type)
Radar.....(no./type)
ECDIS.....(no./type)
Echo sounder.....(no./type)
GPS.....(no./types)
If applicable:
Integrated navigation system.....(type)
DP system.....(type)
SATCOM.....(no./type)
GMDSS.....(type)



الوزارة

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FOURTH SHIP

Mv/ss.....	IMO Number.....	Call Sign.....
Dimensions and Capacities Length overall.....m Breadth.....m Depth.....m Summer draught.....m Summer freeboard.....m Gross tonnage.....tonnes Deadweight.....tonnes Light displacement.....tonnes Fresh water allowance.....mm Immersion at load draught.....TPC Trimming moment.....MCTC Grain/liquid capacity.....m ³ Mooring Ropes (number/diameter) Synthetic fibre.....mm Wires.....mm Towing spring.....mm Fire wire.....mm	Lifesaving Equipment Lifeboats (no.)..... Life rafts (no.)..... Capacity per boat.....(persons) Capacity per life raft.....(persons) Lifebuoys (no.)..... Survival Suits (no./type)..... Fire Fighting Equipment Fire extinguishers (number and capacity) Types: Water.....litres Foam.....litres Dry powder.....kg CO ₂kg Fire hoses (no. and size).....mm Breathing apparatus (no./make)..... Fire-fighter's outfit (no.).....	Cargo Handling Gear Derricks/cranes (no. and SWL).....tonnes Winches (types).....tonnes Other cargo equipment..... Ballast tanks (no.)..... Cargo tanks (no.)..... Cargo pumps (no.)..... Pipelines (sizes)..... (types and rating).....tonnes/hour Anchors Port.....tonnes Starboard.....tonnes Spare.....tonnes Cable (diameter).....mm Length.....shackles



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Navigation and Communications Equipment	List here other navigational and communications equipment fitted on the ship	
Log.....(make/ type)
EPIRB.....(no.)
Magnetic compass.....(no./type)
Gyro compass.....(no./type)
Autopilot(type)
Radar.....(no./type)
ECDIS.....(no./type)
Echo sounder.....(no./type)
GPS.....(no./types)
If applicable:
Integrated navigation system.....(type)
DP system.....(type)
SATCOM.....(no./type)
GMDS.....(type)



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FIFTH SHIP

Mv/ss.....	IMO Number.....	Call Sign.....
Dimensions and Capacities	Lifesaving Equipment	Cargo Handling Gear
Length overall.....m	Lifeboats (no.).....	Derricks/cranes (no. and SWL).....tonnes
Breadth.....m	Life rafts (no.).....	Winches (types).....tonnes
Depth.....m	Capacity per boat.....(persons)	Other cargo equipment
Summer draught.....m	Capacity per life raft	(persons)
Summer freeboard.....m	Lifebuoys (no.).....	Ballast tanks (no.).....
Gross tonnage.....tonnes	Survival Suits (no./type).....	Cargo tanks (no.).....
Deadweight.....tonnes	Fire Fighting Equipment	Cargo pumps (no.).....
Light displacement.....tonnes	Fire extinguishers (number and capacity)	Pipelines (sizes).....
Fresh water allowance.....mm	Types: Water.....litres	(types and rating).....tonnes/hour
Immersion at load draught.....TPC	Foam.....litres	Anchors
Trimming moment.....MCTC	Dry powder.....kg	Port.....tonnes
Grain/liquid capacity.....m ³	CO ₂kg	Starboard.....tonnes
Moorings Ropes (number/diameter)	Fire hoses (no. and size).....mm	Spare.....tonnes
Synthetic fibre.....mm	Breathing apparatus (no./make).....	Cable (diameter).....mm
Wires.....mm	Fire-fighter's outfit (no.).....	Length.....shackles
Towing spring.....mm		
Rope wire.....mm		



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Navigation and Communications Equipment	List here other navigational and communications equipment fitted on the ship	
Log.....(make/ type)
EPIRB.....(no.)
Magnetic compass.....(no./type)
Gyro compass.....(no./type)
Autopilot.....(type)
Radar.....(no./type)
ECDIS.....(no./type)
Echo sounder.....(no./type)
GPS.....(no./types)
If applicable:
Integrated navigation system.....(type)
DP system.....(type)
SATCOM.....(no./type)
GMDSS.....(type)



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OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On ships of 500 gross tonnage or more
Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



SIXTH SHIP

Mv/ss.....	IMO Number.....	Call Sign.....
Dimensions and Capacities	Lifesaving Equipment	Cargo Handling Gear
Length overall.....m	Lifeboats (no.).....	Derricks/cranes (no. and SWL).....tonnes
Breadth.....m	Life rafts (no.).....	Winches (types).....tonnes
Depth.....m	Capacity per boat.....(persons)	Other cargo equipment
Summer draught.....m	Capacity per life raft
Summer freeboard.....m	Lifebuoys (no.).....	Ballast tanks (no.).....
Gross tonnage.....tonnes	Survival Suits (no./type).....	Cargo tanks (no.).....
Deadweight.....tonnes	Fire Fighting Equipment	Cargo pumps (no.).....
Light displacement.....tonnes	Fire extinguishers (number and capacity)	Pipelines (sizes).....
Fresh water allowance.....mm	Types: Water.....litres	(types and rating).....tonnes/hour
Immersion at load draught.....TPC	Foam.....litres	Anchor
Trimming moment.....MCTC	Dry powder.....kg	Port.....tonnes
Grain/liquid capacity.....m ³	CO ₂kg	Starboard.....tonnes
Mooring Ropes (number/diameter)	Fire hoses (no. and size).....mm	Spare.....tonnes
Synthetic fibre.....mm	Breathing apparatus (no./make).....	Cable (diameter).....mm
Wires.....mm	Fire-fighter's outfit (no.).....	Length.....shackles
Towing spring.....mm		
Fire wire.....mm		



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Navigation and Communications Equipment	List here other navigational and communications equipment fitted on the ship	
Log.....(make/ type)
EPIRB.....(no.)
Magnetic compass.....(no./type)
Gyro compass.....(no./type)
Autopilot.....(type)
Radar.....(no./type)
ECDIS.....(no./type)
Echo sounder.....(no./type)
GPS.....(no./types)
If applicable:
Integrated navigation system.....(type)
DP system.....(type)
SATCOM.....(no./type)
GMDSS.....(type)



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SECTION 5 INTERNATIONAL REGULATIONS FOR PREVENTING COLLISIONS SEA

When cadets are examined for certificates of competency they will be required to demonstrate a thorough knowledge of the Rules and their application.

Parts A, B, C, D and E

A thorough knowledge of the rules in required. When the cadet can demonstrate that each rule has been committed to memory and is also able to demonstrate a clear understanding of their use and application, the appropriate box should be initialed and dated by an officer.

Annex I

An outline knowledge is required, however the provisions of Section 9a should be fully understood.

Annexes II and III

A general knowledge of these annexes is required.

Annex IV

A full and comprehensive knowledge of distress signals is required.

Note: Whilst an outline knowledge of each rule and the Annex is required, a thorough knowledge is required of the rules shaded in blue.

PART A General Rules						PART B Steering and Sailing Rules					
			Section 1			Section 2			Section 3		
Rule	Initials	Date	Rule	Initials	Date	Rule	Initials	Date	Rule	Initials	Date
1			4			11			19		
2			5			12					
3			6			13					
			7			14					
			8			15					
			9			16					
			10			17					
						18					



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PART C Lights and Shapes						PART D Sound and Light Signals						PART E Exemptions			
Rule	Initials	Date	Rule	Initials	Date	Rule	Initials	Date	Rule	Initials	Date	Rule	Initials	Date	Date
20			26			32			38						
21			27			33									
22			28			34									
23			29			35									
24			30			36									
25			31			37									

ANNEX I Positioning and Technical Details Of Lights and Shapes						ANNEX II Additional Signals for Fishing Vessels Fishing in Close Proximity					
Section	Initials	Date	Section	Initials	Date	Section	Initials	Date			
1			9a			All					
2			9b			ANNEX III Technical Details of Sound Signal Appliances					
3			10								
4			11								
5			12			Section	Initials	Date			
6			13			ANNEX IV Distress Signals					
7			14								
8											





SECTION 6 INFORMATION ON TRAINING TASKS AND COMPETENCES TO BE ACHIEVED

This section of your Record Book gives details of the training tasks that you should follow to make best use of your time at sea. You will see that each page lists the tasks or duties that you should undertake. Completion of these will lead to meeting the competences.

A senior officer should review your progress and indicate, with initials and date in the **blue** box on the right hand side of the page, that your performance in considered to meet the *Criteria for Evaluation* and that competence has been demonstrated in that element. The officer may offer advice on areas in which improvement is necessary. The competences required by a watchkeeping officer as tabulated in the STCW Code are listed below. This Section is organised as follows:

COMPETENCES FOR OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (STCW CODE TABLE A-II/1):

Navigation at the operational Level

1. Plan and conduct a passage and determine position (page 38)
2. Maintain a safe navigational watch (page 42)
3. Use of radar and ARPA to maintain safety of navigation (page 46)
4. Use of ECDIS to maintain the safety of navigation (page 48)
5. Respond to emergencies (page 50)
6. Respond to distress signal at sea (page 52)
7. Use the IMO Standard Marine Communication phrases and use English in written and oral form (page 53)
8. Transmit and receive information by visual signaling (page 55)
9. Manoeuvre the ship (page 56)

Controlling the Operation of the Ship and Care for Persons On Board at the Operational Level

14. Ensure compliance with pollution-prevention requirements (page 71)
15. Maintain seaworthiness of the ship (page 74)
16. Prevent, control and fight fires on board (page 76)
17. Operate life-saving appliances (page 79)
18. Apply medical first aid on board ship (page 82)
19. Monitor compliance with legislative requirements (page 83)
20. Application of leadership and team working skills (page 84)

Cargo Handling and Stowage at the Operational Level

10. Monitor the loading, stowage, securing, care during the voyage and the unloading of cargoes (page 58)

This book covers extra tasks for cadets (not mentioned in STCW Code Table A-II/1) whose training at sea includes experience on tankers.

Cargo Handling and Stowage – Additional Tasks for Tankers

11. Monitor loading of cargoes (page 65)
12. Monitor discharging of cargoes (page 67)
13. Maintain and overhaul cargo systems and associated equipment (page 69)



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EXAMPLE OF HOW TO COMPLETE THE LIST OF TRAINING TASKS AND COMPETENCES ACHIEVED

Ref Training No	Task/Duty	Task completed Supervising Officer/ Instructor (Initials/Date)	Advice on Areas for Improvement	Competence demonstrated Designated Training Officer/In Service Assessor (Initial/Date)
1	Competence Plan and conduct a passage and determine position		Criteria for Evaluation	
1.6	Recognise conspicuous objects and other terrestrial celestial aids to navigation in daylight and at night		When visibility allows, sufficient objects or aids are identified to determine the position of the ship safely	CM 20/11/11
1	Perform look-out duties and report objects in degrees or points on the bow	AB 9/9/11	More practice in star Recognition needed	Supervising Officer/ Instructor (Initials/Date)
2	Identify aids to navigation including lighthouses, beacons and buoys	CM 10/10/11		CM 16/9/11
3	Identify star constellations and stars of first magnitude and learn to use star chart and star finder	CM 20/9/11		CM 16/11/11

- The competence shaded blue (in this case 'plan and conduct a passage' etc.) is directly taken from the text of the STCW Code. By the end of the period of seagoing service the cadet should be recorded as being considered competent in as many of these competences as possible.
- The primary tasks (in this case 1.6 'Recognise conspicuous objects' etc.) is sub-divided into training tasks or duties on the left hand side of the page. The cadet should complete as many of these training tasks as possible. However, in view of the likely equipment, cargo or voyage pattern of the ship, it is **not expected that all these tasks will be completed before the cadet is considered competent in the primary task**. It should be noted that some of the skills and knowledge that underpin the competences may well have been obtained during shore based training.
- Space is provided to record completion of each training task twice by the supervising officer. This does not mean that each task must be completed twice if, in the opinion of the officer, once is considered sufficient.
- The officer supervising the cadet does not necessarily have to be the designated training officer.
- Before 'Competence Demonstrated' is recorded (in the light blue box), the master or designated officer on board training officer may record any appropriate advice about areas for improvement. A large blank space for this purpose is provided beneath the criteria for evaluation. As competence in these primary tasks is demonstrated, the appropriate light blue box next to the criteria for evaluation, on the far right hand side of the page, should be signed and dated (day, month and year) by the master or designated training officer on board the ship to attest that competence has been demonstrated.
- A cadet's attainment of the competence should only be recorded as 'Competence Demonstrated' when the master or designated training officer is satisfied that the cadet can perform the duty without supervision or, where appropriate, that the cadet is able to supervise others in the performance of the duty.
- When recording 'Competence Demonstrated', careful account should be taken of the criteria for evaluation contained on the right hand side of the page, as well as the practices of seafarers and good safe working practices.



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SECTION 7 TASKS FOR OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH

The training in this section of this Record Book covers the requirements for the certification of officers in charge of a navigational watch.

The requirements for certification are as follows:

Regulation II/I

Mandatory minimum requirements for certification of officers in charge of a navigational watch on ships of 500 gross tonnage or more

1. Every officer in charge of a navigational watch serving on a seagoing ship of 500 gross tonnage or more shall hold a certificate of competency.
2. Have approved seagoing service of not less than 12 months as part of an approved training programme which includes onboard training that meets the requirements of section A-II/I of the STCW Code and is documented in an approved training record book, or otherwise have approved seagoing service of not less than 36 months;
3. have performed, during the required seagoing service, bridge watchkeeping duties under the supervision of the master or a qualified officer for a period of not less than six months;
4. meet the applicable requirements of the regulations in Chapter IV, as appropriate, for performing designated radio duties in accordance with the Radio Regulations;
5. have completed approved education and training and meet the standard of competence specified in section A-II/I of the STCW Code; and
6. meet the standard of competence specified in section A-VI/1, paragraph 2, section A-VI/2, paragraphs 1 to 4, section A-VI/3, paragraphs 1 to 4 and section A-VI/4, paragraphs 1 to 3 of the STCW Code.

Completion of the Training Record Book for Deck Cadets should ensure a structured approach is undertaken so that trainees can make best use of their time at sea.

A Task Summary Chart, which trainees can tick off as they complete their on board training tasks, can be found in Section 10 (page 97).



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FUNCTION: NAVIGATION AT THE OPERATIONAL LEVEL

Ref No	Training	Task completed Supervising Officer/ Instructor (Initials/Date)	Task Completed Supervising Officer/ Instructor (Initials/Date)
1.	Competence: Plan and conduct a passage and determine position	Criteria for Evaluation	Competence demonstrated Designated Training Officer/In Service Assessor (Initial/Date)
1.1	Consult navigational publications	<i>The planned voyage is in compliance with guidance in relevant nautical publications</i>	
	Task/Duty	Task completed Supervising Officer/ Instructor (Initials/Date)	Task Completed Supervising Officer/ Instructor (Initials/Date)
1.	Demonstrate an understanding of the chart folio system and assist in correcting charts and other publications		
2.	Demonstrate an understanding of contents and the use of: Notices to mariners		
3.	Sailing directions and ship's routing information		
4.	List of lights and fog signals		
5.	Tide tables, tidal stream and current atlases		
6.	Pilot books		
7.	Radio navigational warnings		
5.2	Select charts of adequate scale	<i>The charts selected are the largest scale suitable for the area of navigation and are corrected in accordance with the latest information available</i>	
1.	Assist deck officer in preparing navigational passages and in voyage planning		
2.	Select appropriate scale chart from paper chart Portfolio, Electronic Chart System (ECS) or Electronic Chart Display and Information Systems (ECDIS)		



OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

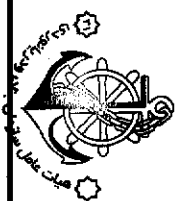
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1.3 Set courses					The courses are suitably set in respect of the ship's size, draught and manoeuvrability, and set with sufficient distance off shallow waters, banks and other dangers to navigation. Due consideration is taken of currents, ice and prevailing weather conditions	
1	Demonstrate the use of the compass when setting course					
2	Set up: Course recorder					
3	Off course alarm					
4	Estimate and make allowance for leeway and tidal currents					
5	Practise tidal calculations					
1.4 Calculate Estimated Time of Arrival (ETA)					The total distance is correctly stated and ETA given within acceptable time limits	
1	Practise calculations for distance, average speed, course made good, set and drift, ETA					
1.5 Determine and apply compass error for courses and compass bearings					Errors in magnetic and gyro compasses are determined and correctly applied to courses and bearings	
1	Apply magnetic variation and deviation					
2	Practise use of the azimuth mirror					
3	Practise: Azimuths					
4	Amplitudes					
5	Understand the use of and make entries in the compass error book and interpret information recorded					



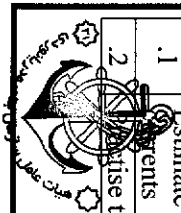
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Ref No	Training	Competence demonstrated
1.	Competence: Plan and conduct a passage and determine position	Criteria for Evaluation
1.6	Recognise conspicuous objects and other terrestrial/celestial aids to navigation in daylight and at night	When visibility allows, sufficient objects or aids are identified to determine the position of the ship safely
	Task/Duty	Task Completed Supervising Officer/ Instructor (Initials/Date)
1.	Perform look-out duties and report objects in degree or points	
2.	Identify aids to navigation including lighthouses, beacons and buoys	
3.	Identify star constellations and stars of first magnitude and learn to use star chart and star finder	
4.	Practise compass bearings and visual fixes	
5.	Demonstrate a knowledge of the IALA system of buoyage	
1.7	Use azimuth mirror and sextant to fix ship's position by celestial and terrestrial observations	The instruments are properly checked and applied and the fix given is the most probable position
1.	Use azimuth mirror to fix ship's position	
2.	Use a sextant and demonstrate how to identify and remove errors	
3.	Practise vertical and horizontal sextant angles	
4.	Make noon calculations e.g. distance, average speed, course made good, set and drift and ETA	
1.8	State ship's position by dead reckoning	Calculations are correctly carried out and adequate judgement demonstrated when applying the effect of winds, tides, currents and the ship's estimated speed
1.	Estimate and make allowance for leeway and tidal currents	
2.	Practise tidal calculations	



Operate all electronic navigational equipment required to be carried on the ship and apply the information obtained to ascertain the ship's position

Performance checks and testing of the equipment are satisfactorily executed. The most relevant equipment is used to obtain a reliable fix. The position is stated with due precaution and the accuracy of the fix is within the limits given by the manufacturers

1	Practise: Radar switch on and set up procedure			
2	Radar plotting			
3	Position fixes by radar			
4	Parallel indexing			
5	Practise using ARPA			
6	Demonstrate an understanding of the limitations of radar			
7	Under supervision demonstrate set up of AIS and input ship's data. Read static (ship type, dimensions etc.) and dynamic data (course, speed etc.) of other vessels, Loran-C and e-Loran			
8	Understand other uses and capabilities of AIS, LRIT			
9	Operate distance/speed recorders			
10	Practise: Satellite navigation set up procedure, GNSS			
11	Use of any correction tables			
12	Fixes by satellite navigation (GPS , DGPS) Applying applicable corrections, Galileo, Glonass			
13	Compare a manually developed passage plan with a plan generated by use of electronic systems			
14	Set up and use ECDIS or ECS as an aid to navigation			



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Ref No	Training	Task completed Supervising Officer/ Instructor (Initials/Date)	Criteria for Evaluation	Competence demonstrated Designated Training Officer/In Service Assessor (Initial/Date)
1.	Competence: Plan and conduct a passage and determine position			
1.10	Determine the most probable position of the ship by observing the sun, stars or planets		<i>The fix is within acceptable accuracy, and the regard is taken of possible errors of the position lines and the meteorological conditions</i>	
	Task/Duty	Task completed Supervising Officer/ Instructor (Initials/Date)	Advice on Areas for Improvement	Task Completed Supervising Officer/ Instructor (Initials/Date)
1.	Identify stars of first magnitude			
2.	Semonstrate use of the chronometer			
3.	Understand use of chronometer rate book			
4.	Practise sun sights , stars and planet			
5.	Practise noon calculations e.g. distance, average speed, course made good, set and drift and ETA			

Ref No	Training	Task completed Supervising Officer/ Instructor (Initials/Date)	Criteria for Evaluation	Competence demonstrated Designated Training Officer/In Service Assessor (Initial/Date)
2.	Competence: Maintain a safe navigational watch			
2.1	On preparing for sea, check ship's draught, and that the necessary bridge equipment is operational and that proper sailing information is available		<i>All navigational and communication equipment is operational and all appropriate charts, tidal and weather information are available</i>	
	Task/Duty	Task completed Supervising Officer/ Instructor (Initials/Date)	Advice on Areas for Improvement	Task Completed Supervising Officer/ Instructor (Initials/Date)
1.	Make entries in the bridge movement book, and understand the importance of it. Synchronise bridge and engine-room clocks			
	Use internal communication and test alarm systems			



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3.	Read the draught and check freeboard on arrival and departure				
4.	Check and calibrate draught gauges, when fitted				
5.	Take dock water density and calculate dock water allowance				
6.	Assist in checking bridge steering control equipment, communication systems and all other navigational aids before departure				
7.	Inspect the ship prior to sailing to ensure that the ship is all secure to proceed to sea				
2.2	On leaving or entering port notify the master/engine-room as appropriate and assist in carrying out the master's/pilot's orders/directions while monitoring the course, speed and position	Correct lights, flags, shapes and sound signals are displayed/sounded. The pilot's safety is ensured when boarding and disembarking. Pilot's instructions are verified and essential information recorded and relevant information given to those concerned. Ship's safety is constantly monitored and the cadet shown to be particularly vigilant and alert in confined waters. The crew is available for handling moorings/anchors when required			
1.	Under the supervision of an officer rig pilot ladders, including pilot hoists or similar (if fitted)				
2.	Operate bridge controls, e.g. telegraph, whistles, telephones				
3.	Understand flag etiquette				
4.	Understand an officer in the bridge when vessel is entering and leaving port				
5.	Spend at least two periods in the engine-room (observing/assisting) when vessel is entering and leaving port				
2.3	At the commencement of the watch ascertain ship's position, course and speed and appraise the traffic situation and any hazards to navigation	All checks are promptly and correctly carried out. A clear statement is given that the situation is under full control when the watch is formally taken over			
1.	Know what constitutes the safe keeping of a navigational watch				
2.	Demonstrate the correct procedure for handing over a bridge watch				



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Ref No	Training	Competence demonstrated	Designated Training Officer/In Service Assessor (Initial/Date)
2.	Competence: Maintain a safe navigational watch	Criteria for Evaluation	
2.3	At the commencement of the watch ascertain ship's position, course and speed and appraise the traffic situation and any hazards to navigation (continued)	All checks are promptly and correctly carried out A clear statement is given that the situation is under full control when the watch is formally taken over	
Task/Duty	Task completed Supervising Officer/ Instructor (Initials/Date)	Advice on Areas for Improvement	Task Completed Supervising Officer/ Instructor (Initials/Date)
3	Understudy an officer on rounds: At sea		
4	At anchor and piracy		
5	In port		
2.4	At sea prioritise the look-out, fix the ship's position regularly, assess risks of collision and/or grounding and take appropriate action	All actions are in compliance with the basic principles to be observed in keeping a navigational watch and any potentially dangerous situation is not allowed to become critical. At an early stage the engine is prepared for use, assistance is called from master, look-out or helmsman. Suitable teamwork is exercised and the ship is never put into a situation of uncontrollable risk	
1	Demonstrate an understanding of the principles of safe watchkeeping as detailed in the ICS Bridge Procedures Guide		
2	Perform look-out duties and report objects in degrees or points		
3	Understand the need to maintain a visual look-out for small ships and other floating objects that may not be visible by radar		
4	Recognize the limitations of AIS as an aid to identification and understand that it is not a collision avoidance system		
5	Understand the need to engage hand steering at an early stage when encountering traffic or hazards to navigation		
6	Understand the need for taking early action to avoid close quarters situations		



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7	Understand the need to analyse and consider 'what if?' scenarios before taking collision avoidance action				
8	Show an ability to supervise ratings in watchkeeping duties				
9	Assist officer of the watch in anchor watch duties				
10.	Read and understand the purpose and contents of the Night Orders book				
2.5	Adjust the ship's course and speed to the traffic, the waters and the meteorological conditions	Meteorological information is acquired correctly interpreted and proper actions taken. The speed and mode of steering is suitable for the prevailing conditions			
1	Read barometer and derive corrected barometric pressure				
2	Read barograph and obtain the barometric tendency				
3	Read hygrometer and calculate dew point				
4	Obtain sea and air temperature				
5	Estimate wind force, direction and sea state				
6	Identify main cloud types				
7	Recognise the need to adjust course and/or speed in heavy seas				
2.6	Monitor and control navigational instruments and record relevant activities and incidents	Compass errors and other instrument errors are regularly checked and correctly applied. All movements and activities related the navigation of the ship are properly recorded			
1	Complete watch entries in the deck log book				
2	Operate echo sounder and analyse information obtained				
3	Set echo sounder alarm appropriate to passage				
4	Operate passive radio equipment where fitted, including: Navtex				
5	Weather fax, SART, EPIRB, LRIT				



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Ref Training No	Competence demonstrated	Competence demonstrated
3	Competence: Use of radar and ARPA to maintain safety of navigation	Designated Training Officer/in Service Assessor (Initial/Date)
3.1	Carry out operational checks and adjust the equipment to proper performance	The equipment is functioning properly and in accordance with the manufacturer's specifications
Task/Duty	Task completed Supervising Officer/ Instructor (Initials/Date)	Task Completed Supervising Officer/ Instructor (Initials/Date)
1	Practise radar set-up procedure and system tests	
2	Practise set-up procedures for true motion display	
3	Understand the limitations of radar	
4	Demonstrate an understanding of the information provided from: Relative motion display	
5	The motion display	
3.2	Use the equipment to fix the ship's position	The information obtained from the equipment is correctly interpreted and applied with due regard to the limitations of the equipment. The fix is correct and properly set out on the chart
1	Practise fixes by radar	
2	Cross-check fixes by radar with visual fixes	
3	Demonstrate an understanding of factors affecting performance and accuracy	
3.3	Operate radar and ARPA to detect any hazards for groundings, close quarters situations or collision with other ships or objects and determine appropriate avoiding action	The course and speed of other ships, as well as time and distance of assumed closest approach to other ships, are ascertained with sufficient accuracy to take appropriate action
1	Practise determining CPA and TCPA	
2	Practise parallel index techniques	
3	Demonstrate knowledge and understanding of the differences between ground and sea stabilization for ARPA	



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4	Under supervision, demonstrate blind pilotage techniques				
3.4	Take appropriate action to avoid accidents				
1	Practise plotting of radar targets				
2	Recommend appropriate avoiding action (using true motion and relative motion displays)				
3	Understand rate of turn information				
4	Understand Principles of bridge resource management.				
5	Understand How responsibility for the safety is clearly defined at all times, including periods when the master is on the bridge and while under pilotage.				
6	Understand importance of ensuring the effectiveness of information exchange with pilot.				
7	Understand relationship between assertiveness and leadership.				
8	Understand importance of challenge and response.				
9	Understand importance of obtaining and maintaining situational awareness.				
10	Clear, concise communications and acknowledgements (at all times) in a seaman-like manner.				
11	Allocation, assignment and prioritisation of resources.				
12	Understand importance of ensuring the effectiveness of communication between bridge team members.				
13	Understand Effective information exchange.				
14	The ability to maintain situational awareness in complex.				
15	Understand "Situational leadership".				
		All manoeuvres carried out to maintain safe navigation are properly announced by signals, timely and decisively executed in accordance with the international Regulations for Preventing Collisions at Sea			



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Ref No	Training	Competence demonstrated
4	Competence: Use of ECDIS to maintain the safety of navigation	Competence demonstrated Designated Training Officer/In Service Assessor (Initial/Date)
4.1	Knowledge of the capability and limitations of ECDIS operations including: A thorough understanding of Electronic Navigational Chart (ENC) data, data accuracy, presentation rules, display options and other chart data formats	Monitors information on ECDIS in a manner that contributes to safe navigation
Task/Duty	Task completed Supervising Officer/ Instructor (Initials/Date)	Task Completed Supervising Officer/ Instructor (Initials/Date)
1	Explain the difference between a raster chart and a vector chart	
2	Demonstrate how to use ECDIS to interrogate the chart display and obtain chart details e.g. information on originator, edition number and update status	
3	Explain the difference between official ENCs and unofficial ENCs	
4	Explain how ENCs and RNCs are kept up to date	
5	Understand that an electronic chart system is another tool or aid to navigation	
6	Explain the factors in determining a safe passing distance of charted hazards and demonstrate how it is set	
7	Explain the factors in determining a safe passing distance or charted hazards and demonstrate how it is set	
8	Explain factors affecting the quality of chart and survey data	
4.2	Knowledge of the capability and limitations of ECDIS operations including: The dangers of over-reliance	Information obtained from ECDIS (including radar overlay and/or radar tracking functions, when fitted) is correctly interpreted and analysed, taking into account the limitations of the equipment, all connected sensors (including radar and AIS where interfaced), and prevailing circumstances and conditions
1	Demonstrate an understanding that in comparison to the errors that may affect paper charts ECDIS may be subject to a different range of errors and anomalies requiring remedial measures	
2	Understand that the voyage plan should include information on equipment status and backup procedures	



OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On ships of 300 gross tonnage or more

Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



3	Under supervision, demonstrate that in accepting the watch, the officer reviews the voyage plan and agrees the selected pre-settings of functions, alarms and indicators to be used on ECDIS			
4	Understand the need to check validity of data by regularly checking data sources and visually cross-checking			
5	Understand that the use of ECDIS does not release the navigator from proper watchkeeping, managing and monitoring all data sources			
6	Understand that situational awareness demands having sufficient relevant information for decision making			
7	Understand that the watchkeeper's situational awareness may be impaired by information overload			
8	Demonstrate an understanding of the need for situational awareness in responding to changing traffic hazards			
9	Explain actions to take in event of failure of main navigational systems			
Knowledge of the capability and limitations of ECDIS operations including:				
4.3 Familiarity with the functions of ECDIS required by performance standards in force				
1	Understand the danger in the tendency to put too much trust in computer-based systems and believe whatever is on the display			
2	Understand the need to cross-check ECDIS information by all other means available, especially by visual means and use of the radar			
3	Understand the difference between primary position and secondary position source and how it is activated			
4	Understand the process for updating base charts and the display of update history			
<i>Information obtained from ECDIS (including radar overlay and/or radar tracking functions, when fitted) is correctly interpreted and analysed, taking into account the limitations of the equipment, all connected sensors (including radar and AIS where interfaced), and prevailing circumstances and conditions</i>				



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OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On-ships of 500 gross tonnage or more
Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



Ref Training No	Task/Duty	Task completed Supervising Officer/ Instructor (Initials/Date)	Criteria for Evaluation	Competence demonstrated Designated Training Officer/in Service Assessor (Initial/Date)
5.1	Describe assigned duties laid down in the ship's contingency plans for emergencies		Statements of assigned duties are correct and include actions in the event of fire, heavy weather damage, collision, stranding, rescue of survivors, shipboard oil pollution and abandon ship	
	Task/Duty	Task completed Supervising Officer/ Instructor (Initials/Date)	Advice on Areas for Improvement	Task Completed Supervising Officer/ Instructor (Initials/Date)
.1	Participate in a fire drill at sea		The type and scale of the simulated emergency is promptly identified. Actions taken are in accordance with contingency plans	
.2	Participate in an emergency response exercise for: Heavy weather damage			
.3	Collision			
.4	Rescue or recovery of in water survivors/casualties			
.5	Person over board			
.6	Shipboard oil pollution incident			
.7	Steering failure			
.8	Main engine failure			
.9	Power failure			
.10	Security alert/piracy and Armed Robbery			
.11	Participate in a lifeboat drill for abandon ship			
5.2	Demonstrate ability to take initial actions in the event of an emergency			
.1	Participate in a response exercise for an unspecified emergency situation			
.2	Change over the normal steering control on the bridge the emergency steering position			



On ships of 500 gross tonnage or more

Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



3	Assist with the changeover from the bridge emergency steering position to the emergency system in the steering flat and steer from this position		
<p>5.3 Demonstrate ability to act correctly when emergencies arise in port</p>			
1	Prepare a contact list of shore side emergency organizations such as: Port control, fire, police, ambulance and tugs		
2	Participate in an emergency response exercise in port for: Fire		
3	Pollution incident		
4	Demonstrate the procedure for alerting port emergency services		
5	Demonstrate a knowledge of vessel's shipboard oil pollution emergency plan and shipboard marine pollution emergency plan		



Based on the competence requirements of the 2010 Manila amendments to the STCW Convention
On ships of 500 gross tonnage or more



Philippine Coast Guard

Ref No	Training	Criteria for Evaluation	Competence demonstrated Designated Training Officer/in Service Assessor (Initial/Date)
6.1	Establish position of own ship and the unit in distress	The positions are correctly plotted on suitable charts	
	Task/Duty	Advice on Areas for Improvement	Task Completed Supervising Officer/ Instructor (Initials/Date)
1	Meet the requirements of Competence 1.9 (see page 43)		
2	Plot the position given for a vessel in distress and calculate course distance and ETA		
3	Understand the duties and responsibilities of the designated radio operator in times of distress		
4	Operate GMDSS equipment on test		
5	Practise the use of VHF and MF radio telephone equipment using the Standard Marine Communication Phrases		
6.2	Make a preliminary assessment of the situation, suggest actions and inform the master	Actions planned are in compliance with the IAMSAR Manual, and based on an assessment of the total situation including the type of emergency, distance to the unit in distress, other ships in the area, meteorological conditions and the possibilities for rendering the assistance needed	
1	Recognise distress and urgency signals		
2	Record distress signal sighted or received in log book		
3	Consult vessel's contingency plans and instructions		
4	Assist in preparing a response or contingency plan		
6.3	Record all incidents and actions taken and the master's decision	All vital information is properly recorded to support and subsequent debriefing	
1	Record information in the deck log book		
2	Maintain records of communications and actions taken		



Philippine Coast Guard

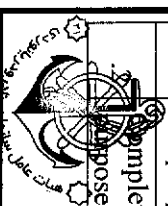
OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On ships of 500 gross tonnage or more

Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



Ref No	Training	Task completed Supervising Officer/ Instructor (Initials/Date)	Criteria for Evaluation	Competence demonstrated Designated Training Officer/In Service Assessor (Initial/Date)
7.	Competence: Use the IMO Standard Marine Communication Phrases and use English in written and oral form		<i>Navigation and safety communications are clear and understood</i>	
7.1	Use the IMO Standard Marine Communication Phrases			
	Task/Duty	Task completed Supervising Officer/ Instructor (Initials/Date)	Advice on Areas for Improvement	Task Completed Supervising Officer/ Instructor (Initials/Date)
.1	Use the IMO Standard Marine Communication Phrases (SMCP) with: Other ships			
.2	Coast stations			
7.2	Use English nautical publications and manuals		<i>The English language nautical publications and manuals relevant to the navigation, watchkeeping and safety of the are correctly interpreted</i>	
.1	Demonstrate understanding of contents and use of: Notices to mariners			
.2	Sailing directions and pilot books			
.3	List of lights and fog signals			
.4	Tide tables, tidal stream and current atlases			
.5	Meteorological and marine safety messages			
.6	Ships' routing information			
7.3	Fill in standard English nautical reports and forms		<i>All reports and forms relevant to the duties of an officer in charge of a navigational watch are correctly completed</i>	
.1	Keep a port log in English			
	Complete watch entries in English and understand purpose of the deck log book			



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OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CABETS)

On ships of 500 gross tonnage or more

Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



Department of Transportation

Ref No	Training	Task completed Supervising Officer/ Instructor (Initials/Date)	Advice on Areas for Improvement	Competence demonstrated Designated Training Officer/In Service Assessor (Initial/Date)
7.	Competence: Use the IMO Standard Marine Communication Phrases and use English in written and oral form		Criteria for Evaluation <i>All orders and information related to operations are correctly understood and acted upon by those concerned</i>	
7.4	Communicate with members of the watch in safety related duties			
	Task/Duty	Task completed Supervising Officer/ Instructor (Initials/Date)	Advice on Areas for Improvement	Task Completed Supervising Officer/ Instructor (Initials/Date)
1.	Demonstrate an ability to communicate instructions to a multinational crew			
2.	Show an ability to supervise ratings during mooring operations			
3.	Spend one week keeping engine-room watches with each of the engineering watchkeeping officers, i.e. two days on each of the three watches			
4.	Use hand held transceivers (portable radios)			
5.	Observe a Master-Pilot information exchange concerning pilot's intentions, ship's characteristics and operational parameters			
7.5	Communicate with shore stations		<i>Reporting is in accordance with the general principles for Ship Routing Systems and with VTS procedures</i>	
1.	Understand the purpose of IMO ships routing measures and separation schemes			
2.	Under supervision, make reports to comply with ship reporting requirements			
3.	Understand purpose of vessel traffic services and where and reporting requirements, VTS procedures			



Department of Transportation

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OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On ships of 500 gross tonnage or more

Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



Maritime Authority

Ref Training No	Task/Duty	Task completed Supervising Officer/ Instructor (Initials/Date)	Criteria for Evaluation	Competence demonstrated Designated Training Officer/In Service Assessor (Initial/Date)
8.	Competence: Transmit and receive information by visual signalling			
8.1	Transmit and receive Morse signals		Single letter signals are correctly transmitted and received	
	Task/Duty	Task completed Supervising Officer/ Instructor (Initials/Date)	Advice on Areas for Improvement	Task Completed Supervising Officer/ Instructor (Initials/Date)
1.	Send and receive Morse code for letters, numbers and groups 'SOS'			
2.	Understand, maintain and use Aldis lamp and battery			
8.2	Use the International Code of Signals to interpret messages given by flags and pennants		A message given by maximum three flags and/or pennants is correctly interpreted	
1.	Identify International Code of Signals flags and principal national flags			
2.	Learn the meaning of single of letter flag hoists: A, B, G, H, O, P, Q			
3.	Practise coding and decoding using the International Code of Signals			



Maritime Authority

OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On ship of 500 gross tonnage or more
Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



Ref Training No

9. Competence: manoeuvre the ship

9.1 Use available information as to the ship's turning circles and stopping distances when manoeuvring

Criteria for Evaluation

The information is adequately used during normal situations while taking due regard to draught, trim, wind and current. All manoeuvres are safely carried out and any recommendation for tug assistance is backed by valid arguments.

Competence demonstrated
Designated Training Officer/In Service Assessor (Initials/Date)

Task/Duty

Task completed
Supervising Officer/
Instructor (Initials/Date)

Advice on Areas for Improvement

Task Completed
Supervising Officer/
Instructor (Initials/Date)

1. Demonstrate an understanding of the operation of the steering gear and associated alarms

2. Observe any steering or other system limitations during normal manoeuvres

3. Demonstrate where to find manoeuvring information

4. Demonstrate understanding of squat, shallow water and similar effects

5. Under supervision, using the manoeuvring board information, practise, manoeuvring the vessel

6. Observe rate of turn at different speeds and water depths

9.2 Demonstrate proper berthing and anchoring procedures

1. As a team member assist in preparing for mooring: Heaving lines, ropes, wires, stoppers, communications, Lights, fenders, etc.

2. Run off ropes slowed on reels and flake out for use

3. Understand cold weather precautions

4. Under supervision:

5. Start/operate winches and windlass
6. Turn, heave, stopper and turn up mooring lines

Anchors are lowered and moorings and manpower ready. Anchor, head ropes, stern ropes, breast ropes and springs are made fast or taken in board as ordered. Ship is safely berthed and unberthed without undue delay.



OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On ships of 500 gross tonnage or more

Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



6	Demonstrate safe handling of moorings, with particular reference to synthetic fibre ropes and self-tensioning winches						
7	Under the supervision of an officer, rig accommodation ladders and gangways						
8	Check and calibrate draught gauges, when fitted						
9	Understudy an officer during mooring operations: On the bridge						
10	At mooring stations						
11	Anchoring						
12	Securing tugs						
13	Explain the shackle markings on anchor cables						
14	As a team member assist with: Preparation of anchors prior to letting go						
15	Weighing and securing anchors for sea						
16	Under supervision: Inspect chain locker, peak tanks and other forward compartments						
17	Prepare an anchor and let go						
18	Weigh an anchor, inspect for damage and fouling and secure						
19	Supervise the stowage of ropes used in mooring operations						
20	Secure rat guards						
9.3	<i>The actions taken are as generally recommended and the manoeuvre brings the ship into its wake</i>						
1	As a team member participation in a person overboard exercise						
2	Demonstrate an understanding of the ship manoeuvre turns in the IAMSAR Manual Vol. III for positioning a vessel to recover a person overboard						



OFFICERS IN CHARGE OF A NAVAL/ATIONAL WATCH (DECK CADETS)

On ships of 500 gross tonnage or more

Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



FUNCTION: CARGO HANDLING AND STOWAGE AT THE OPERATIONAL LEVEL

Ref No	Training	Task completed Supervising Officer/ Instructor (Initials/Date)	Advice on Areas for Improvement	Task Completed Supervising Officer/ Instructor (Initials/Date)	Competence demonstrated Designated Training Officer/in Service Assessor (Initial/Date)
10	Competence: monitor the loading, stowage, securing, care during the voyage and the unloading of cargo				
10.1	Supervise the preparation of holds and deep tanks for loading		Precautions are taken before entering holds or confined spaces to ensure safe atmosphere. The holds and deep tanks are in good order and condition, sufficiently cleaned, and adequately damaged for the new cargo. Any heating arrangements are functioning. The bilges are dry and there is free drainage to the suction.		
1	Demonstrate an understanding of the safe handling of hatch covers, including mechanical hatch covers				
2	Assist in general preparation of holds, including the laying of dunnage for cargo				
3	Calculate the capacity of spaces available for cargo				
4	Clean and prepare bilges, wells and strum boxes				
5	Test hold scuppers				
6	Test bilge suction				
7	Assist with opening up, overhaul and testing a non-return valve				
8	Understudy the deck officer in supervising a tank cleaning operation				
9	Use a check list for entry into an enclosed space				
10	Inspect fresh water tanks				
10.2	Supervise the operation of the ship's cargo gear		The gear is safely operated and the safe working load never exceeded. Damaged or worn out ropes, wire or parts of the gear are detected and replaced.		
	Practice knots, bends, hitches and whippings				
	Practice splices in ropes and wire				



OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CABEES)

On ships of 500 gross tonnage or more

Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



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3.	Identify types of ropes and wire and know their uses				
4.	Break out new coils of rope and wire				
5.	Stow wire and ropes with due regard to their preservation				
6.	As a team member assist with the rigging of heavy lift derricks				
7.	Inspect holds for safety, with special regard to hatch boards, ladders, guard wires and stanchions, permanent dunnage, beams and beam bolts, lighting and accesses				
8.	Assist with rigging clusters and portable lights				
9.	With due regard to safety, start, operate and assist with routine inspection and maintenance of: Winches				
10.	Derricks/cranes				
11.	Assist with topping and lowering cranes and derricks				
10.3	Supervise the loading	<p><i>The cargo is loaded in accordance with the cargo plan while maintaining proper trim and stability at all times. Dangerous goods are detected and treated in accordance with international rules and available guidance. Any incidents or accidents during loading are reported immediately and proper actions taken</i></p>			
1.	Assist in the supervision of loading of cargo				
2.	Assist in cargo documentation				
3.	Check that dangerous goods are being stowed in accordance with the IMDG Code				
4.	Assist the chief officer with testing and verification of bulk cargo moisture content and report findings to the master				
5.	Inspect cargo gear during operation				
6.	Assist with separation of cargo				
7.	Prepare and interpret cargo plans				



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On ships of 500 gross tonnage or more

Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



OFFICERS IN CHARGE OF AN NAVIGATIONAL WATCH (DECK CADETS)

On ships of 500 gross tonnage or more
Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



Ministry of Maritime Affairs

10.4		Ensure a solid stow and securing of all cargoes in packaged form	Cargoes liable to slide during rolling or pitching are adequately stowed and secured to avoid damage to ship and cargo. Special attention is paid to dangerous goods, heavy loads and vehicles			
1	As a team member assist in securing cargo: Stowed below deck					
2	Stowed on deck					
3	Assist with securing containers					
4	Assist in checking lashing on deck containers					
5	Assist in checking the lashing on break bulk cargo stowed on open flats					
10.5		Ensure separation between bulk cargoes or packaged goods if required	The cargoes are not mixed or contaminated and all cargoes are delivered at the due port			
1	Assist with separation of cargo					
2	Understand reasons for separation of cargo parcels					
10.6		Supervise to ensure that adequate precautions are taken to ensure ventilation and facilitate inspections during the voyage	The ventilation is sufficient to avoid sweat from cargo and ship and harmful gases are let out			
1	Assist in the control of cargo ventilation and temperature					
2	Trim ventilators					
3	Operate ventilator fans					
10.7		Use the International Maritime Dangerous Goods (IMDG) Code	The handling of dangerous, hazardous and harmful cargoes complies with international regulations and recognised standards and codes of safe practice			
1	Recognise markings and labels that indicate stores or cargoes are classified as dangerous goods					
2	Compile a list of all dangerous goods containers with their IMO classification and storage position					
3	Demonstrate how to identify a product and handling procedures from the IMDG Code					
4	Describe procedure to follow in event of leakage of dangerous, hazardous or harmful stores or cargoes					



Ministry of Maritime Affairs
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OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On ships of 500 gross tonnage or more

Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



Ministry of Maritime Affairs and Fisheries

Ref No	Training	Task completed Supervising Officer/ Instructor (Initials/Date)	Advice on Areas for Improvement	Competence demonstrated Designated Training Officer/in Service Assessor (Initial/Date)
10	Competence: monitor the loading, stowage, securing, care during the voyage and the unloading of cargoes		Criteria for Evaluation	
10.7	Use the International Maritime Dangerous Goods (IMDG) Code (continued)		The handling of dangerous, hazardous and harmful cargoes complies with international regulations and recognised standards and codes of safe practice	
	Task/Duty	Task completed Supervising Officer/ Instructor (Initials/Date)	Advice on Areas for Improvement	Task Completed Supervising Officer/ Instructor (Initials/Date)
5	Understand the reasons and need for separation of dangerous, hazardous and harmful stores or cargoes			
6	Understand need to secure dangerous goods and to secure adjacent cargoes			
7	Check container security seals are intact and not tampered with			
10.8	Inspect the cargo at regular intervals		The inspections are carried out in accordance with company's standing orders and procedures	
1	Check connection of refrigerated containers to ship's support systems and make a record of daily readings			
2	Understudy an officer of the watch on rounds			
10.9	Record all inspections and the conditions found		The results of the inspections are properly recorded and any requirement for action promptly reported	
1	Take all ullages and temperatures, where applicable, of liquid cargo			
2	Take and record hold air temperatures			
3	Identify the dew point temperature from data collected			
10.10	Take actions to avoid damage to the ship or cargo		Correct actions are taken to adjust ventilation or temperature or to carry out any other operation to avoid damage to ship or cargo	
1	Tend mooring lines, wires and gangway while vessel is alongside			
2	As a team member assist with battening down and securing hatches and/or cargo tank lids			


 مملكة العربية السعودية
 وزارة الشؤون البحرية
 ٢٧ / ٢٢ - مايو ٢٠١٥

OFFICERS IN CHARGE OF ANNA MAGAZINE WATCH (DECK CADETS)

On ships of 500 gross tonnage or more
Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



3	Keep a security deck watch				
10.11	Inspect hatch covers, gear and cargoes before and during discharging				Any damage is immediately reported and properly recorded. Appropriate actions are taken to avoid accidents or further damage.
Task/Duty	Task completed Supervising Officer/ Instructor (Initials/Date)	Advice on Areas for Improvement	Task Completed Supervising Officer/ Instructor (Initials/Date)		
1	Under supervision: Rig and use stages and bosun's chair				
2	Overhaul running rigging				
3	Overhaul blocks and shackles (have knowledge of markings to be found on them)				
4	Make a survey with the chief officer of all cargo handling gear and demonstrate an understanding of the test certificates and other documents involved				
5	Where applicable, assist with the opening, closing and securing hatch covers, insulated plugs and slabs				
6	As a team member assist with handling and securing hatch beams				
7	Assist with the inspection of cargo hooks, chains, swivels and other gear				
8	Assist in checking the safety of walkways, ladders, handrails, container stools and other container fittings				
9	Demonstrate an understanding of precautions to be taken when opening and closing hydraulic and mechanical hatch covers				
10.12	Ensure that all cargoes are discharged in good condition and at the right destination	Improper handling of gear or cargoes immediately stopped or reported. All cargoes are discharged in the port of destination and nothing is left on board when leaving port.			
1	As a team member, assist in the supervision of loading and discharging of cargo				
2	Document and report cargo damage caused by stevedores				
3	Assist in the preparation of cargo documentation				
4	Inspect holds for completion of cargo discharge prior to sailing				



OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On ships of 500 gross tonnage or more

Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



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Ref No	Training	Task completed Supervising Officer/ Instructor (Initials/Date)	Advice on Areas for Improvement	Task Completed Supervising Officer/ Instructor (Initials/Date)
10	Competence: Monitor the loading, stowage, securing, care during the voyage and the unloading of cargoes		Criteria for Evaluation Factors in influencing the safety of the ship are constantly monitored and kept within stated acceptable limits	Competence demonstrated Designated Training Officer/In-Service Assessor (Initial/Date)
10.13	Ensure satisfactory trim, stability, hogging and sagging at all times			
	Task/Duty	Task completed Supervising Officer/ Instructor (Initials/Date)	Advice on Areas for Improvement	Task Completed Supervising Officer/ Instructor (Initials/Date)
1	Practice the use of: Stability computer			
2	Computers/calculators for trim and stress			
3	Understudy the deck officer in supervising a ballasting operation			
4	Under supervision, use heeling tanks to maintain the vessel in an upright condition during loading/discharging			
5	Take reading of draught and calculate quantity of cargo loaded			
6	Use draughts to calculate quantity of cargo loaded			
10.14	Identify any damage to ship or cargo after discharging and establish possible causes		Any damage is detected, immediately reported and causes established or suggested depending on the circumstances	
1	Conduct an inspection of cargo spaces on completion of discharge and report defects or damages			



Ref No	Training
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Supervise the preparation of cargo tanks for loading

Precautions are taken before entering tanks or confined spaces to ensure safe atmospheric. The cargo tanks are in good order and condition and are sufficiently cleaned. Any heating arrangements are functioning.

Competence demonstrated
Designated Training
Officer/In-Service
Assessor (Initial/Draft)

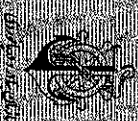
Task/Duty	Task completed Supervising Officer/ Instructor (Initials/Date)	Advice on Areas for Improvement	Task Completed Supervising Officer/ Instructor (Initials/Date)
1. Read and understand ship's safety manual			
2. Read and understand the <i>International Safety Guide for Oil Tankers and Terminals</i> (ISGOTT)			
3. Complete a Safety Check List prior to loading			
4. Understudy a deck officer in supervising the following tanker operations: Deballasting			
5. Purging			
6. Inerting			
7. Positioning of pollution control equipment in accordance with company and terminal regulations			
8. Testing of documented emergency shut-down procedures			
9. Demonstrate a knowledge of pump room/cargo control room, pipeline systems, cargo pump operations and layout/operation of deck valves			



OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On ships of 500 gross tonnage or more.

Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



Ref No	Training	Task completed Supervising Officer/ Instructor (Initials/Date)	Criteria for Evaluation	Task Completed Supervising Officer/ Instructor (Initials/Date)
11.	Competence: Monitor loading of cargoes (tankers)			
11.2	Supervise the loading		The cargo is loaded in accordance with the cargo plan while maintaining proper trim and stability at all times. Any incidents or accidents during loading are reported immediately and proper actions taken.	
	Task/Duty	Task completed Supervising Officer/ Instructor (Initials/Date)	Advice on Areas for Improvement	Task Completed Supervising Officer/ Instructor (Initials/Date)
1.	Understudy a deck officer in supervising loading			
2.	Assist with the operation of the inert gas plant			
3.	Calculate hourly loading/discharging rates and check back pressures			
4.	Assist with topping-off tanks			
5.	Assist with the operation of the ullage gauges (fixed and portable)			
6.	Keep a record of loading and deballasting operations			
7.	Assist with the operation of the gas venting system and pressure/vacuum valves			



On ships of 500 gross tonnage or more

Based on the competence requirements of the 2010 Maunula amendments to the STEWC convention



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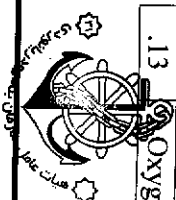
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OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On ships of 500 gross tonnage or more
Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



Ref No	Training			Criteria for Evaluation	Competence demonstrated Designated Training Officer/In-Service Assessor (Initial/Date)
12.	Competence: Monitor discharging of cargoes (tankers)			<i>MARPOL appropriate industry codes of practice and guidelines, company's documented requirements and those of terminals are followed. Appropriate records are maintained.</i>	
12.2	Assist in tank cleaning				
Task/Duty	Task completed Supervising Officer/ Instructor (Initials/Date)	Advice on Areas for Improvement		Task Completed Supervising Officer/ Instructor (Initials/Date)	
1. Complete a Safety Check List prior to tank cleaning					
2. Understudy a deck officer in supervising the following operations: Tanks cleaning					
3. Gas freeing					
4. Tank entry					
5. Assist with the operation of the following equipment: Oily water separator and monitoring system					
6. Thermometers, hydrometers, sounding rods					
7. Interface detectors					
8. Portable tank washing machines					
9. Fixed tank washing machines					
10. Programmable washing units					
11. Gas freeing fans					
12. Ullage gauges (fixed and portable)					
13. Oxygen analyser					



On ships of 500 gross tonnage or more

Based on the competence requirements of the 2010 Manila amendments to the SFCW Convention



.14	Explosimeter						
.15	Multi-gas detector						
.16	Chemical reagent tubes						
.17	Keep a record of tank cleaning operations						
.18	Test portable winches, portable pumps and eductors						

Ref No	Training	Competence demonstrated
B.1	<p>Training</p> <p>Competence: Maintain and overhaul cargo systems and associated equipment (tankers)</p> <p>B.1 Inspect cargo pump and equipment and assist with maintenance work</p>	<p>Criteria for Evaluation</p> <p><i>Valves, pumps, gauges, etc. are maintained in accordance with manufacturer's recommendations. Any defects are reported and appropriate actions taken</i></p>
Task/Duty	Task completed Supervising Officer/ Instructor (Initials/Date)	Task Completed Supervising Officer/ Instructor (Initials/Date)
1. Test emergency shutdown of cargo pumps and associated valves		
2. Take inventory of pollution control equipment at designated location(s) and assess condition		
3. Assist with the overhaul of: Tank washing machines		
4. Gas freeing fans		
5. Ullage gauges		



OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On ships of 500 gross tonnage or more

Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



Ref No	Training	Task completed	Supervising Officer/ Instructor (Initials/Date)	Task Completed	Supervising Officer/ Instructor (Initials/Date)
13.	Competence: Maintain and overhaul cargo system and associated equipment (tanks)	Criteria for Evaluation			
13.1	Inspect cargo pumps and equipment and assist with maintenance work (continued)	Valves, pumps, gauges, etc. are maintained in accordance with manufacturer's recommendations. Any defects are reported and appropriate actions taken			
	Task/Duty	Advice on Areas for Improvement			
.6	Assist with the overhaul of: Pressure Vacuum valve				
.7	Valve gland				
.8	Mud box				
.9	Tank lids				
.10	Air hoist				
.11	Eductor				
.12	Cleaning of manifold save-alls				
.13	Assist with maintenance of: Inert gas plant and pipelines				
.14	Oily water separator				
.15	Closed circuit loading arrangements				
.16	Pipelines and valves				



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OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On ships of 500 gross tonnage or more
Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



FUNCTION: CONTROLLING THE OPERATION OF THE SHIP AND CARE FOR PERSONS ON BOARD AT THE OPERATIONAL LEVEL

Ref No	Training	Criteria for Evaluation		Competence demonstrated
14.	Competence: Ensure compliance with pollution-prevention requirements			Designated Training Officer/In Service Assessor (Initial/Date)
14.1	Implement proactive measures to protect the marine environment	The operations are properly planned and comply with international regulation in spirit as well as in word		
	Task/Duty	Task completed Supervising Officer/ Instructor (Initials/Date)	Advice on Areas for Improvement	Task Completed Supervising Officer/ Instructor (Initials/Date)
.1	Understand that environmental protection includes both sea and air which are protected by detailed MARPOL regulations			
.2	Name at least two Particularly Sensitive Sea Areas (PSSAs)			
.3	Demonstrate by example preparedness to take personal responsibility for actions to protect the marine environment			
.4	Understand that marine pollutants must be landed ashore for safe disposal in compliance with MARPOL			
.5	Understand that there are strict rules covering disposal at sea of oily water mixtures applicable to all ships			
.6	Understand the safe and correct operation of the oily water separator, including requirement for accurate record keeping			
.7	Understand that there are strict rules covering disposal of noxious liquid substances applicable to all ships			
.8	Understand that there are strict rules covering disposal of harmful substances carried in packaged form applicable to ships			
.9	Understand that there are strict rules covering pollution prevention by sewage applicable to all ships			
.10	Understand that there are strict rules for prevention of pollution by garbage from ships, applicable to all ships			
15.	Understand that there are strict rules covering air pollution from ships which will progressively apply to all ships			



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OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (BRGK CANDIDATES)

On ships of 500 gross tonnage or more
Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



Ref No	Training	Task completed Supervising Officer/ Instructor (Initials/Date)	Criteria for Evaluation	Competence demonstrated Designated Training Officer/In-Service Assessor (Initial/Date)
14	Competence: Ensure compliance with pollution-prevention requirements			
14.1	Implement proactive measures to protect the marine environment (continued)		<i>The operations are properly planned and comply with international regulation in spirit as well as in word</i>	
	Task/Duty		Advice on Areas for Improvement	Task Completed Supervising Officer/ Instructor (Initials/Date)
.12	Understand the impact of SOx, NOx and why efforts are needed to reduce atmospheric pollution			
.13	Understand that there are strict rules covering the management and treatment of ballast water			
.14	Understand the requirements under the ISM Code regarding environmental protection			
14.2	Ensure that procedures are agreed and properly planned and all scuppers are blocked before bunkering		<i>The operations are properly planned, all scuppers are blocked and pipes and hoses inspected before bunkering takes place</i>	
.1	Plug deck scuppers			
.2	Demonstrate knowledge of ship's bunkering procedures			
.3	Participate in bunkering operations			
.4	Demonstrate the emergency shutdown procedure			
14.3	Initiate immediate investigation to detect the source on discovering any pollution around the ship		<i>All available resources are utilized to detect the source and the master or authorities are informed as appropriate</i>	
.1	Participation in an emergency response exercise for controlling spillage or oil or other noxious or toxic substances on board			



OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On ships of 500 gross tonnage or more
Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



14.4 Stop or prevent leakages and spills of harmful liquids and solid substances		The situation is thoroughly assessed. Actions taken are well organised and exercised. Due consideration is taken of the extent of the pollution	
1	Demonstrate use Material Safety Data Sheets and the IMDG Code for obtaining information on cargo hazards and handling instructions		
2	Participate in drill for clean-up of hazardous cargo spillage		
14.5	Sound all tanks and compartments if any damage is suspected	The soundings are readily available and the results immediately reported to the master	
1	Participate in an emergency response exercise for stranding		
2	Perform soundings of bilges, peak tanks, double bottom and other tanks and record information		
14.6	Carry out bilge, ballast and bunkering operations	All operations are carried out in accordance with MARPOL and due regard paid to the Shipboard Oil Pollution Emergency Plan (SOPEP)	
1	Locate the ship's ballast water management plan and demonstrate an understanding of its content		
2	Understand the deck officer in supervising: A ballasting operation		
3	A tank cleaning operation		



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OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On ships of 500 gross tonnage or more
Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



Ref No	Training	Competence demonstrated Designated Training Officer/in Service Assessor (Initials/Date)
15.	Competence: Maintain seaworthiness of the ship	
15.1	Inspect hull and hull openings, compartments, hatch covers and equipment, and take action where defects are detected	<p>Criteria for Evaluation</p> <p>The inspection is properly carried out, due regard paid to the prevailing circumstances and areas where defects are most likely to occur. Any defects is immediately reported and recorded and the suggested or executed action adequate for the situation.</p>
Task/Duty	Task completed Supervising Officer/ Instructor (Initials/Date)	Task Completed Supervising Officer/ Instructor (Initials/Date)
1. Demonstrate an understanding of:		
2. The perfections required for entry into enclosed spaces		
3. Working aloft		
4. Working over side		
5. Using power tools		
6. Manual lifting and carrying		
7. Where applicable, assist with the opening, closing and securing of hatches:		
8. Steel and single pull types		
9. Hydraulic hatches		
10. Assist with the maintenance of watertight doors, ports and hatches		
11. Assist with the maintenance of watertight doors, tumblers, goosenecks etc.		
12. Inspect and lubricate roller beams		
13. Carry out a full inventory check of the deck stores		
14. Prepare steel plates and other surfaces for protective coating		
15. Apply protective coats to appropriate surfaces		



On ships of 500 gross tonnage or more

Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



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Inspection is carried out at regular intervals and more frequently in heavy weather or if other incidents occur. Heavy or otherwise dangerous objects are given the highest priority and good seamanship exercised.

			Seamanship exercised			
1.	Ensure that gear, tools, spares etc. are properly stowed and secured					
2.	Assist with the rigging of safety lines and guard rails					
3.	Participate in lashing deck cargo					
15.3 Arranging for regular control measures to ensure watertight integrity						
1.	Take and record the daily soundings of tanks, bilges, and other spaces: By manual means			Pecds, bilges, tanks and other compartments are sounded regularly, the results recorded and any irregularities reported and examined further		
2.	By use of gauges					
3.	Check and report watertight doors, ports and hatches for weather tightness					



On ships of 500 gross tonnage or more

Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



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Ref No	Training	Competence demonstrated
16	Competence: Prevent, control and fight fires on board	Designated Training Officer/In Service Assessor (Initial/Date)
16.1	Operate fire and smoke detecting equipment	
	Task/Duty	Task Completed Supervising Officer/ Instructor (Initials/Date)
1	Understand the use and assist in the maintenance of: Portable foam extinguisher	
2	Portable CO ₂ extinguisher	
3	Portable dry powder extinguisher	
4	Portable water extinguisher	
5	Maintain hoses, nozzles and couplings	
16.2	Ensure that all persons on watch are able to detect and correct hazardous situations and actions and keep the ship clean and tidy	
1	Perform fire patrol duties	
2	Re-stow gear and secure after maintenance work	
16.3	Locate fire fighting appliances, emergency escape routes and sound alarm	
1	Carry out a full inspection of fire fighting equipment and report to the chief officer	
2	Participate in an emergency response exercise for fire at sea and fire in port	
3	Demonstrate how to raise the alarm	



OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On ships of 500 gross tonnage or more
Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



Ministry of Maritime Affairs and Fisheries

16.4 Locate fire stations and demonstrate proper use of fixed installations and other fire fighting appliances and agents

All stations are located and the most suitable one selected in the event of a fire. Proper equipment and extinguishing agents for the various materials on fire are selected

Task/Duty	Task completed Supervising Officer/ Instructor (Initials/Date)	Advice on Areas for Improvement	Task Completed Supervising Officer/ Instructor (Initials/Date)
1. Assist with the testing of the following systems, where fitted: Fire detection and alarm systems			
2. Fire alarms			
3. Fixed automatic sprinklers			
4. Fixed steam systems			
5. Fixed foam extinguishers			
6. Fixed CO ₂ systems			
7. Fire flaps and dampers			
8. Automatic and manual fire doors			
9. Emergency shut off valves, pump stops and main engine stops			
10. Describe the operation of the fixed fire extinguishing system			
11. State the safety precautions required prior to operating the system			
16.5 Locate and use fire protective equipment (fire-fighter's outfit, including breathing apparatus)		<i>The equipment is quickly donned and used in such a way that no accidents are likely to occur</i>	
1. Demonstrate the procedures and precautions required for entry into an enclosed space			
2. Recognise the different between a Self Contained Breathing Apparatus (SCBA) set and an Emergency Escape Breathing Device (EEBD)			
3. Demonstrate donning and use of SCBA sets			
4. Demonstrate donning and use of a fire-fighter's outfit			



Ministry of Maritime Affairs and Fisheries

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OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On ships of 300 gross tonnage or more

Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



Maritime Training Center

Ref No	Training	Task completed Supervising Officer/ Instructor (Initials/Date)	Criteria for Evaluation	Competence demonstrated Designated Training Officer/In Service Assessor (Initial/Date)
16.	Competence: Prevent, control and fight fires on board			
16.5	Locate and use fire protective equipment (fire-fighter's outfit, including breathing apparatus) (continued)		<i>The equipment is quickly donned and used in such a way that no accidents are likely to occur</i>	
	Task/Duty	Task completed Supervising Officer/ Instructor (Initials/Date)	Advice on Areas for Improvement	Task Completed Supervising Officer/ Instructor (Initials/Date)
5	Demonstrate donning and use of a fire-fighter's outfit with a SCBA set			
6	Demonstrate the use of a SCBA record/control board			
16.6	Demonstrate ability to act in accordance with the fire fighting plan during fire drills		<i>During debriefing after an exercise or a real fire extinguishing incident, the reasons for each action taken, including the priority they were given, are explained and accepted as the most appropriate</i>	
1	Take charge of a fire party during an exercise			
2	Demonstrate the use and location of all engine-room safety appliances and escape routes			



Maritime Training Center

On ships of 500 gross tonnage or more

Based on the competence requirements of the 2010 Manila amendments to the SGCW Convention



Ref No	Training
17.	Competence: Operate life-saving appliances
17.1	Organise abandon ship drills
	Task/Duty
1.	Understand the hazards to seafarers of manning lifeboats for drills and exercises
2.	Understand the need to be familiar with the operation of on-load release mechanisms
3.	Recognise that fall prevention devices (FPDs) where fitted, should be used in drills (to prevent premature detachment)
4.	Recognise the need for meticulous inspection and maintenance of on-load release mechanisms
5.	Understand the maintenance requirements by shipboard personnel and by the manufacturer approved agents
6.	Under supervision demonstrate familiarity with the lifeboat manufacturers operating instructions for the use and operation of the davits, winches, brakes, lifeboats, release and operating mechanisms (including FPD where fitted) and the correct resetting and testing of such devices and controls
7.	Identify the permanent markings on survival craft with regard to the number of occupants
8.	Locate and test the operation of radio devices including EPIRBs and SARTs
9.	Locate and inspect pyrotechnic distress signals
10.	State precautions for disposal of out of date pyrotechnics
11.	Prepare a boat and fire muster list
12.	Understand an officer in charge of an abandon ship drill



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OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECKCADDIES)

On ships of 500 gross tonnage or more
Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



Ref
Training
No

17. Competence: Operate life-saving appliances

17.2 Launch, handle and recover a lifeboat

Criteria for Evaluation

Correct orders for embarkation, launching and immediately clearing the ship's side are given. The boat is safely handled under motor, oars or sail as appropriate. The boat is safely recovered and ready.

Competence demonstrated
Designated Training Officer/In Service Assessor (Initials/Date)

Task/Duty

Task completed
Supervising Officer/
Instructor (Initials/Date)

Advice on Areas for Improvement

Task Completed
Supervising Officer/
Instructor (Initials/Date)

1. Assist with preparation and swinging out of lifeboats and be aware of attendant dangers
2. Assist with preparation and boarding of free fall lifeboat and be aware of attendant dangers
3. Assist with lowering a lifeboat to clear the ship and ride to a sea anchor
4. Start and operate a lifeboat engine
5. Understand principles of lifeboat sailing
6. Crew a boat under:
Oars ☐ Power ☐
7. Cox a boat under:
Oars ☐ Power ☐
8. Assist with recovery and securing of a lifeboat
9. Assist with recovery and securing of a free fall lifeboat

17.3 Launch or throw overboard a life raft, and manoeuvre it clear of ship's side

1. Demonstrate an understanding of the procedure for launching and inflating life rafts, if the opportunity arises

The duties for the person designated for raft are clearly allocated, orders efficiently executed, the raft is quickly righted if inverted, and all persons boarded before the raft moves away from the ship



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OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On ships of 500 gross tonnage or more
Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



15/02/15

17.4 Operate radio life-saving appliances			Radio contact is established without alerting anybody by transmitting false signals			
1	Operate lifeboat GMDSS radio under supervision					
17.5	Ensure that all required equipment on board a rescue craft is functioning and maintained as specified in the SOLAS Training Manual		Proper use of pyrotechnics, food, water and signalling equipment is satisfactorily demonstrated			
1	Demonstrate an understanding of statutory equipment required in survival craft and its correct use					
2	State minimum food and water requirements for occupants of survival craft					
3	Locate, explain and understand the operation of distress rockets, flares and other pyrotechnics including precautions for their disposal					
4	Explain the operation of rocket line throwing apparatus					
5	Assist with the maintenance of:					
5	Lifeboats and rescue boats					
6	Lifeboat equipment and provisions					
7	Launching davits and gear					
8	Buoyant apparatus, e.g. lifebuoys, lifejackets and attachments					
9	Immersion suits and TPAs					
10	Other survival craft, specify type					
11	Assist with the routine maintenance of a lifeboat engine					



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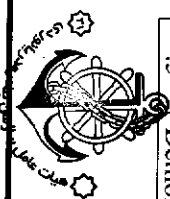
OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On ships of 500 gross tonnage or more
Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



01/Jan/2014

Ref No	Training	Task completed	Supervising Officer/ Instructor (Initials/Date)	Task Completed	Supervising Officer/ Instructor (Initials/Date)	Competence demonstrated	Designated Training Officer/In Service Assessor (Initial/Date)
18.	Competence: Apply medical first aid on board ship						
18.1	Stop excessive bleeding, ensure breathing and put casualties in proper recovery position					<i>The actions demonstrated are in compliance with accepted recommendations given in international medical first aid guidance</i>	
	Task/Duty	Task completed	Supervising Officer/ Instructor (Initials/Date)	Advice on Areas for Improvement	Task Completed	Supervising Officer/ Instructor (Initials/Date)	Competence demonstrated
1.	Participate in an emergency first aid drill at sea						
2.	Demonstrate a basic understanding of first aid principles: Stopping bleeding						
3.	Treatment of suffocating/drowning						
4.	Placing casualty in the recovery position						
18.2	Detect signs of shock and heat stroke and act accordingly					<i>The treatment recommended or given is adequate Ability to request Radio Medical for advice is demonstrated</i>	
1.	Demonstrate how to handle a casualty in shock						
2.	Demonstrate procedure for dealing with heat stroke						
18.3	Treat burns, scalds, fractures and hypothermia					<i>The treatment recommended or given is adequate Ability to request Radio Medical for advice is demonstrated</i>	
1.	State procedure for dealing with a casualty of electric shock						
2.	Demonstrate procedure for treating burns						
3.	Demonstrate procedure for treating minor fractures						
4.	State procedure for avoiding hypothermia						
5.	Demonstrate procedure for treating casualty with hypothermia						



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OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On ships of 500 gross tonnage or more

Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



Center Manila

Ref No	Training	Task completed Supervising Officer/ Instructor (Initials/Date)	Criteria for Evaluation	Competence demonstrated Designated Training Officer/In Service Assessor (Initials/Date)
19	Competence: Monitor compliance with legislative requirements		The statement given is correct and includes relevant bodies or organisations which may be contacted to obtain special information or guidance which is not easily accessible	
19.1	State where laws, rules and regulations concerning ship operation and pollution-prevention are available			
	Task/Duty		Advice on Areas for Improvement	Task Completed Supervising Officer/ Instructor (Initials/Date)
1	Locate on board copies of: SOLAS			
2	MARPOL			
3	Garbage Record Book			
4	Locate copies of certificates issued under SOLAS, MARPOL, Load Lines, STCW and ILO Conventions, and other regulations			
19.2	Use legislation to ascertain due approach to solve questions encountered during on board operations		A correct response is established within an acceptable period of time and consequential actions executed	
1	Participate in bilge pumping in compliance with MARPOL			
2	Dispose of garbage at sea/on shore in compliance with MARPOL and ship's Garbage Management Plan			
3	Assist in checking life-saving equipment prior to safety Equipment Survey			
4	Participate in shipboard inspection prior to survey for Load Line Certificate			
19.3	Searching for stowaways		A comprehensive and thorough search is conducted and findings reported to the responsible officer	
	Carry out a stowaway search			



Center Manila

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OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On ships of 500 gross tonnage or more

Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



Ref
No Training

20. Competence: Application of leadership and teamworking skills

20.1 Play a team role

Criteria for Evaluation

Awareness is shown of others working nearby and in common goods. Instructions are clear and concise using unambiguous language. Questionable decisions are challenged in a seamanlike manner. Information concerning the manoeuvre or task in hand is freely shared.

Competence demonstrated
Designated Training Officer/in Service Assessor (Initials/Date)

Task completed
Supervising Officer/
Instructor (Initials/Date)

Advice on Areas for Improvement

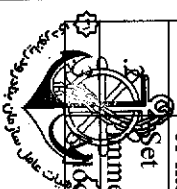
Task Completed
Supervising Officer/
Instructor (Initials/Date)

1. Understand that as a team member everyone has different experience and has a role to play in any task
2. Participate actively in task planning meetings involving different ranks
3. Understand that communication is a two-way exchange and demonstrate this in practice both on the bridge and on deck
4. Maintain awareness of changing situations
5. Accept authority while questioning instructions if in doubt
6. Check own understanding of situation is shared by other team members
7. Participate actively in task review and evaluation meetings involving different ranks

20.2 Demonstrate leadership and teamworking skills

Initiative is taken and others are co-ordinated alongside to ensure that what needs to be done is carried out in a timely way

1. Think ahead and plan tasks that will follow the immediate task or manoeuvre
- Set priorities correctly when observing conflict between immediate needs and tasks that may be held back
- Allocate resources effectively to achieve desired outcomes



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OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On ships of 500 gross tonnage or more
Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



4	Check results and take corrective actions as needed/instructed					
5	Demonstrate the confidence and maturity to refer to senior officer if in doubt					



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OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On ships of 500 gross tonnage or more

Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



SECTION 8 STEERING CERTIFICATE

It is important that you learn to steer the ship at sea and understand how to execute helm orders correctly. You should take turns at the wheel by day, by night and when entering and leaving port. Ensure that you keep a proper record of your steering experience by asking the officer in charge to complete the steering record on page 87. When you have completed the turns at the wheel for at least the periods shown on page 89, ask the master to sign the Cadet's Steering Certificate.

Training

Competence: Steering the ship

Criteria for Evaluation

Steering is efficient in narrow and coastal waters and under pilotage. All orders are acknowledged and complied with in a seamanlike manner. Changeover to manual steering and vice-versa is executed unaided

Competence

demonstrated
Designated Training
Officer-in-Service
Assessor (Initial/Date)

Task/Duty

Task completed
Supervising Officer/
Instructor (Initials/Date)

Advice on Areas for Improvement

Task Completed
Supervising Officer/ Instructor
(Initials/Date)

Execute helm orders correctly

Demonstrate procedure for handing over the wheel

Understand operation of the main steering system and auto pilot

Demonstrate correct procedure for changing over from manual steering to auto helm and vice-versa

Steer by magnetic compass

Steer by gyro compass

Take turns at the wheel in steering the ship for periods totaling at least 10 hours, excluding periods of instruction

Take the wheel:

Entering/leaving port

In canal/river transit



OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)
On ships of 500 gross tonnage or more



Steering	Voyage		Steered		Remarks	Signature of Officer in Charge of the Watch
	From	To	Date	Duration From To		
By compass -By day						

**By compass
-By day**

-By night



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OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On ships of 500 gross tonnage or more

Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



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Steering	Voyage		Steered		Remarks	Signature of Officer in Charge of the Watch
	From	To	Date	Duration From To		
By sight (without aid or compass)						
Entering or leaving port						
TOTAL DURATION						



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OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On ships of 500 gross tonnage or more

Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



STEERING CERTIFICATE

Surname

Other Name

Seafarer's Book No.

Usual Signature

THIS IS TO CERTIFY THAT THE ABOVE NAMED HAS BEEN UNDER TRAINING ON

mv/ss

From

To

During this period the trainee took turns at the steering wheel. From the records and during training on this ship it is confirmed that the trainee has taken turns at the wheel in steering the ship (apart from periods of instruction) for the duration as detailed below:

Has been found to be proficient hand for steering the ship.

Master

Date

mv/ss

A. Steering by compass by day

hours

hours

B. Steering by compass by night

hours

hours

C. Steering by sight

hours

hours

D. Steering while entering and leaving port

hours

hours

NB It is recommended that the trainee should have turns at the wheel for at least the following minimum periods:

A. Steering by compass by day:

10 hours

C. Steering by sight (without the aid of compass):

5 hours

B. Steering by compass by night:

10 hours

D. steering while entering and leaving port:

5 hours



SECTION 9 PROJECT WORK

INTRODUCTION

The purpose of carrying out projects during sea service is to ensure that you gain a knowledge progressively of the ships in which you serve and the equipment and life-saving appliances carried on board.

To achieve this objective successively will require intelligent observation, initiative and reference, where appropriate, to ships' plans and other data, besides manufactures' instructions and operational manuals. It will, moreover, be essential in a number of cases to seek the help and guidance of your officers in order to obtain the information required.

The majority of the projects deal with obtaining factual details which concern such matters as the ship's structural features and equipment including carious supply systems-bunker fuel, fresh and salt water, etc.

The technical accuracy of each project will be checked by the master and will be evaluated by your company and/or by your nautical college. The evaluation will look for:

- (a) Accuracy of information in written text, illustrations or calculations;
- (b) Coverage of subject showing depth of research and logical presentation of facts;
- (c) Neatness of writing, diagrams/labels; and
- (d) Spelling and grammar.

INSTRUCTIONS

1. Before commenting each project determine the type of information required, i.e. written, written with illustration, or an illustration.
2. Begin each project on a separate page and state the Name of Ship, Project Title, Date Commenced and Date Completed.
3. If not using a computer, use pen for written text and calculations and pencil for illustrations, which are to be drawn roughly to scale. Colours should be used whenever possible.
4. Your project work should be handed to the master for inspection at the same time as you present this Training Record Book. Completed project work should be submitted either to the company or to your college. You will be advised accordingly.



OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

On ships of 500 gross tonnage or more

Based on the competence requirements of the 2010 Manila amendments to the STCW Convention



PROJECTS

1. Scale Drawings

Draw approximately to scale:

- A longitudinal section through the center line of your ship showing and naming cargo holds (tanks), bunker, ballast and all other compartments/spaces;
- A plan of the navigation bridge showing the position and the name of equipment; and
- A plan of each of two other decks showing and naming accommodation, store rooms, fire fighting equipment etc.

2. Navigation

Write a short report describing the different aids to navigation carried on your ship. Explain the role that ECDIS has and what plans are in place in the event that it fails.

3. Safety

On the deck plans drawn for 1 (c) above:

- Show the position by key letters of each type of life-saving and fire fighting equipment; and
- List the above key letters used in (a) and alongside each one give a brief description of each item.

4. Pipeline Systems

For cadets serving in ships other than tankers:

Draw a diagram of the bilge, double bottom, fore and after peak, and other water ballast pipeline systems, indicating the positions of all valves. Briefly describe the pump(s) used.

For cadets serving in tankers:

Draw a diagram of the cargo pipeline system (excluding the pumproom), indicating the position of all valves by colour code or other means to indicate their function. Briefly describe one of the cargo pumps.

5. Cargo Work

Give and account of a cargo loading operation in which you have taken part.

6. Mooring

- Draw, approximately to scale, a deck plan of your ship showing the position of fairleads, winches/capstans, windlass and highlights the particularly hazardous areas. On this plan show the leads of mooring ropes and wires at a port you have visited; and
- Give a brief description of a berthing OR unberthing operation involving your ship.



SECTION 10 TASK SUMMARY CHART-OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH

The purpose of the summary chart is to provide you, your company and your ships' masters and officers with a guide and continuous check on the numbers of tasks or duties listed in Section 7 that you have completed, and those that remain outstanding. Tick off only those tasks which you have completed. In the charts below the tinted boxes simply indicate the start of a new group of tasks or duties.

FUNCTION-Navigation at the Operational Level

1. COMPETENCE - Plan and conduct a passage and determine position

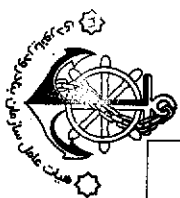
1.1.2	1.1.3	1.1.4	1.1.5	1.1.6	1.1.7	1.2.2	1.3.2	1.3.3	1.3.4	1.3.5		
1.5.2	1.5.3	1.5.4	1.5.5	1.6.2	1.6.3	1.6.4	1.6.5	1.7.2	1.7.3	1.7.4	1.8.2	
1.9.2	1.9.3	1.9.4	1.9.5	1.9.6	1.9.7	1.9.8	1.9.9	1.9.10	1.9.11	1.9.12	1.9.13	1.9.14
1.10.4	1.10.5										1.10.2	1.10.3

2. COMPETENCE - Maintain a safe navigational watch

2.1.2	2.1.3	2.1.4	2.1.5	2.1.6	2.1.7	2.2.2	2.2.3	2.2.4	2.2.5	2.3.2	2.3.3	2.3.4
2.3.5	2.4.2	2.4.3	2.4.4	2.4.5	2.4.6	2.4.7	2.4.8	2.4.9	2.4.10	2.5.2	2.5.3	2.5.4
2.5.6	2.5.7	2.6.2	2.6.3	2.6.4	2.6.5							

3. COMPETENCE - Use of radar and ARPA to maintain safety of navigation

3.1.2	3.1.3	3.1.4	3.1.5	3.2.2	3.2.3	3.3.2	3.3.3	3.3.4	3.4.2	3.4.3
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On ships of 500 gross tonnage or more

[illegible][illegible][illegible][illegible]

	8.1.2		82.2	8.2.3	



OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

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9. COMPETENCE – Manoeuvre the ship

9.1.1	9.1.2	9.1.3	9.1.4	9.1.5	9.1.6	9.2.1	9.2.2	9.2.3	9.2.4	9.2.5	9.2.6	9.2.7	9.2.8	9.2.9	9.2.10
9.2.11	9.2.12	9.2.13	9.2.14	9.2.15	9.2.16	9.2.17	9.2.18	9.2.19	9.2.20	9.3.1	9.3.2				

FUNCTION - Cargo Handling and Stowage at the Operational Level

10. COMPETENCE – Monitor the loading, stowage, securing, care during the voyage and the unloading of cargoes

10.1.1	10.1.2	10.1.3	10.1.4	10.1.5	10.1.6	10.1.7	10.1.8	10.1.9	10.1.10	10.2.1	10.2.2	10.2.3	10.2.4	10.2.5	10.2.6
10.2.7	10.2.8	10.2.9	10.2.10	10.2.11	10.3.1	10.3.2	10.3.3	10.3.4	10.3.5	10.3.6	10.3.7	10.3.8	10.3.9	10.3.10	10.3.11
10.3.12	10.3.13	10.3.14	10.3.15	10.3.16	10.3.17	10.3.18	10.4.1	10.4.2	10.4.3	10.4.4	10.4.5	10.5.1	10.5.2	10.6.1	10.6.2
10.6.3	10.7.1	10.7.2	10.7.3	10.7.4	10.7.5	10.7.6	10.7.7	10.8.1	10.8.2	10.9.1	10.9.2	10.9.3	10.10.1	10.10.2	10.10.3
10.11.1	10.11.2	10.11.3	10.11.4	10.11.5	10.11.6	10.11.7	10.11.8	10.11.9	10.12.1	10.12.2	10.12.3	10.12.4	10.13.1	10.13.2	10.13.3
10.13.4	10.13.5	10.13.6													

FUNCTION - Cargo Handling and Stowage-Additional Tasks for Tankers

11. COMPETENCE – Monitor loading of cargoes

11.1.1	11.1.2	11.1.3	11.1.4	11.1.5	11.1.6	11.1.7	11.1.8	11.1.9	11.2.1	11.2.2	11.2.3	11.2.4	11.2.5	11.2.6	11.2.7



12. COMPETENCE – Monitor discharging of cargoes

[illegible]

13. COMPETENCE – Maintain and overhaul cargo system and associated equipment

[illegible]

FUNCTION - Controlling the Operation of the Ship and Care for Persons On Board at the Operational Level

14. COMPETENCE – Ensure compliance with pollution-prevention requirements

[illegible]

15. COMPETENCE – Maintain seaworthiness of the ship

[illegible]

OFFICERS IN CHARGE OF A NAVIGATIONAL WATCHDECK (CAPTAINS)

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16. COMPETENCE – Prevent, control and fight fires on board

16.1.2	16.1.3	16.1.4	16.1.5	16.2.2	16.3.2	16.3.3	16.4.2	16.4.3	16.4.4	16.4.5	16.4.6
16.4.7	16.4.8	16.4.9	16.4.10	16.4.11	16.5.2	16.5.3	16.5.4	16.5.5	16.5.6	16.6.2	

17. COMPETENCE – Operate life-saving appliances

17.1.2	17.1.3	17.1.4	17.1.5	17.1.6	17.1.7	17.1.8	17.1.9	17.1.10	17.1.11	17.1.12	17.2.2	17.2.3	17.2.4
17.2.5	17.2.6	17.2.7	17.2.8	17.2.9	17.5.2	17.5.3	17.5.4	17.5.5	17.5.6	17.5.7	17.5.8	17.5.9	
17.5.10	17.5.11												

18. COMPETENCE – Apply medical first aid on board ship

18.1.2	18.1.3	18.1.4	18.2.2	18.3.2	18.3.3	18.3.4	18.3.5
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19. COMPETENCE – Monitor compliance with legislative requirements

19.1.2	19.1.3	19.1.4	19.2.2	19.2.3	19.2.4
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20. COMPETENCE – Application of leadership and team working skills

20.1.2	20.1.3	20.1.4	20.1.5	20.1.6	20.1.7	20.2.2	20.2.3	20.2.4	20.2.5
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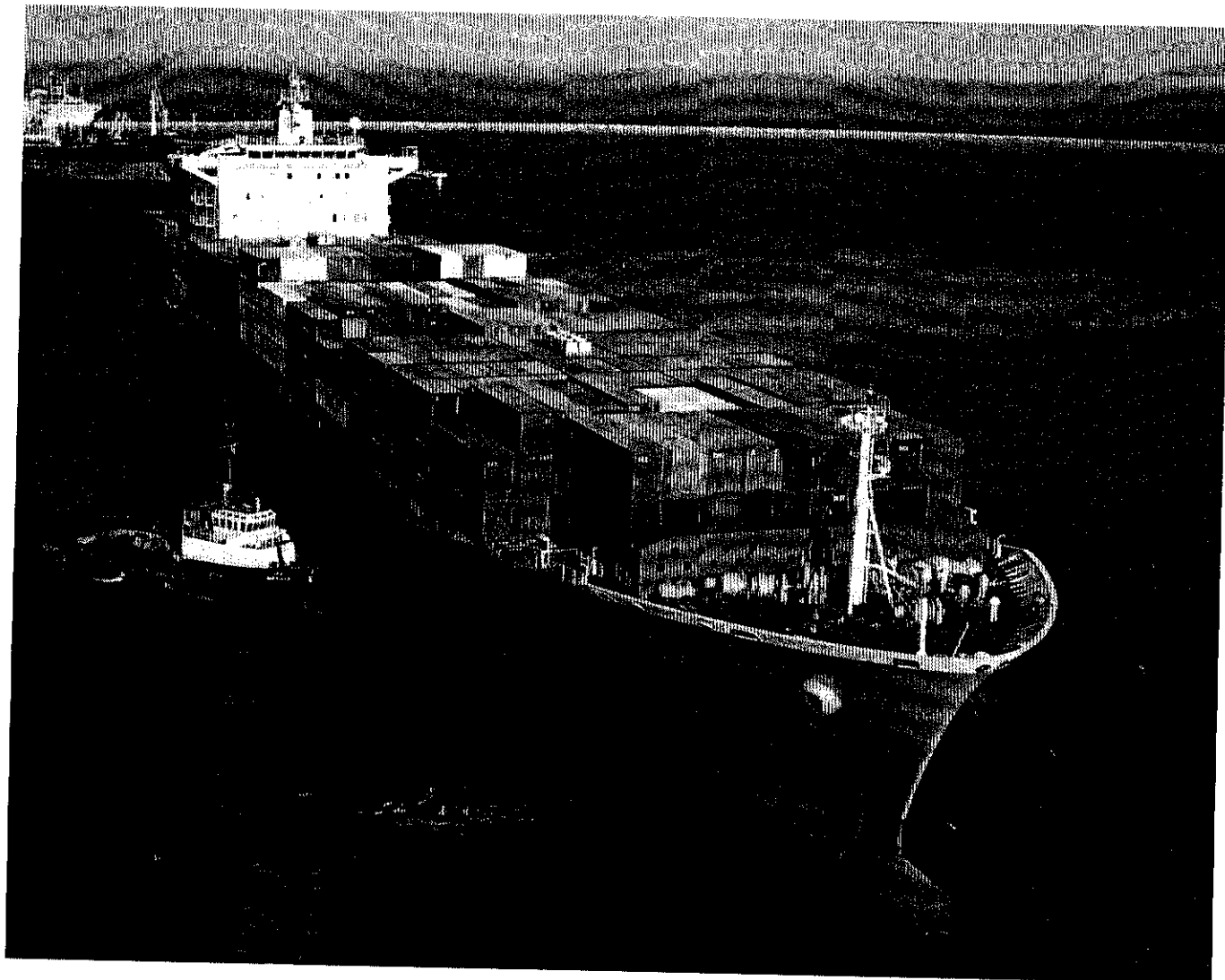


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OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH
(DECK CADETS)

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ON BOARD TRAINING RECORD BOOK

FOR

OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH
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