

Certificate No.

Registration No.

# CERTIFICATE OF COMPLETION

*This certificate is issued to*

*for having successfully completed the training in*

## ***SMS Familiarization Training Course***

*Summary of Contents:*

- *Introduction to the Company*
- *Company's Policies, Vision and Mission*
- *Introduction to ISM Code, ISPS and NYK Line's NAV 9000 Regime*
- *Safety Management System*
  - *Overview of Manuals, Procedures, Forms & Checklists*
  - *Responsibilities and Duties*
  - *Critical Machinery*
  - *Planned Maintenance System*
  - *Audit Procedure & P-D-C-A Cycle*
  - *Other Major SMS related Activities*
  - *Drills and Trainings*
  - *Work Permits, Work Instructions and Job Cards*
  - *Company's Circulars- The "GI" and "ST" Letters*
- *Vessel's Inspection and Audit Findings*
- *Accidents, Incidents and Case Histories; Near Misses and LTIF Issues*
- *Communication Skills - Inter-cultural and Language Issues*
- *MARPOL, SOLAS, and STCW Matters - Issues, Latest Developments and Operational Concerns*
- *Ship Security System and Security Awareness*
- *Safety Officer's Role and Responsibility Onboard Ships*
- *Other emergence matters, Open house discussion and Course feedback*

**CAPT. ELISEO Z. CLEMENTE, JR.**

General Manager