BACKGROUND

To improve our safety and operational standards and reduce hazardous occurrences, all sea and shore staff must actively drive and support the use of the following training materials that are provided to all ships contributing to V.Ships Training Fund.

- V.Ships Leisure Training Materials Pack (**TMP**)
- Marlins eLearning Suite For Cruise Ship Staff (**MELS**)
- Access to MELS using the online V.Ships Learning Management System (**LMS**)

These are important for:

- Seafarer Continuous Professional Development (CPD)
- Delivery of our Performance Assured promise to clients
- Our management of risk
- Compliance with mandatory and company training requirements

The TMP and MELS aid compliance with mandatory and company training detailed in:

- C601D Certification, Appointment, Promotion & Training Guidelines (see Annex 5)
- SAF22 Monthly Drills & Training Return
- SAF16 Record of Crew Induction & WTD Training

TMP

The TMP contains:

- TMP USB 2017 v2.1 (see List of Contents in Annex 4)
- MELS 2017 Edition 1 (two installation files available from a drop box download or disc).
- Sexual Harassment - Is it or Isn't It? (Coastal Video & PPT and Notes)

Note: TMP PowerPoint slides and hand-outs may be customised to reflect ship specific elements, however, core content must be maintained and any customisation tracked in order to aid subsequent revision of generic content.

Note: MELS now includes the Safety Culture training series and old Safety Culture discs should be destroyed.

MELS

MELS interactive eLearning engages and enables trainees to study at their own pace. It is available to:

- all seafarers onboard, on PCs connected to the ship's computer network
- seafarers ashore employed through V.Ships, using the LMS and their PCN number

Note: To minimise satellite costs, only MELS is to be used onboard ship, not the LMS.

Consult MELS FAQs in Annex 1 for any queries. Contact support@marlins.co.uk (with copy to leisure.training@vships.com for any concerns or issues requiring further support.

LMS

The online LMS (see Annex 2) provides access to V.Ships eLearning and other materials, including MELS.

Note: Approved STCW training is available to all seafarers at www.marlins.co.uk, however, except where otherwise advised, these costs are ***not*** covered by the Training Fund.

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ACTIONS REQUIRED

Safety Officer:

1) Confirm the following to the leisure.training@vships.com.
   a) Safe receipt and control of:
      - MELS 2017 Edition 1
      - TMP USB 2017 v2.1
   b) TMP USB 2017 v2.1 is installed on the server and available to all trainers and crew.
   c) MELS 2017 Edition 1 is installed on the ship's server and networked PCs.
   d) Old TMP USB flash drive material has been removed from the server and PCs.
   e) Old TMP USB flash drives, MELS and Safety Culture discs have been destroyed.
   f) Officers, Supervisors and Crew have been briefed re new MELS courses and C601d training requirements.
2) Contact support@marlins.co.uk regarding MELS queries (copy to the leisure.training@vships.com).

Staff Captain:

1) As an urgent priority and working with the Chief Engineer, confirm to the ship's DPA that all deck and engine officers have completed MELS Ballast Water Management Course, as required and detailed in Form C601d.
   a) This course assists compliance with the BWM regulations entering force on 08SEP2017.

■■ Completed ■■

Attachments:

- Annex 1 MELS FAQs (Distribution: Master, officers and supervisors)
- Annex 2 MELS access using the LMS (Post on crew notice boards)
- Annex 3 MELS Network Installation (Restricted to Safety Officer and IT Officer)
- Annex 4 TMP VSL USB 2017 v2.1 List of Contents
- Annex 5 C601d Certification, Appointment, Promotion & Training Guidelines

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MELS FAQs (Marlins eLearning Suite for Cruise Ship Staff)

MELS provides a consistent message to empower and enable all staff to deliver our Performance Assured promise to clients.

MELS is tailored interactive eLearning for cruise ship staff that engages the learner and allows them to study at their own pace through more than 50 hours of material across 47 titles.

All courses are developed and aligned with Port State Control and V.Group safety campaigns.

How can I do a MELS course when I am onboard?

MELS courses are accessed onboard using a networked PC.

How can I do a MELS course when I am ashore?

Seafarers employed through V.Ships can do MELS courses online at any time using V.Ships Learning Management System (see https://learn.vships.com and Annex 2). Your PCN number must be used.

Onboard the ship, how do I use MELS for the first time?

Crewmembers employed through V.Ships must use their PCN and other details requested to register on first occasion they use MELS onboard each ship. Only the PCN is needed thereafter.

Note: Your Shipsure Training Record will not be updated if your PCN is not used.

What if I do not have a PCN number?

If you are employed through V.Ships Leisure, contact your Crew Manager for your PCN.

If you are not employed through V.Ships you will not have a PCN and you must register using your National Seafarer ID Card number.

In this case MELS can only be done onboard and your training record will not presently be transferred to another ship, so it is important to keep your certificates.

Note: All seafarers can do MELS and Marlins' approved STCW courses at www.marlins.co.uk , however, except where otherwise stated, these costs are not covered by the Training Fund.

How should MELS be installed onboard ship?

MELS administration tasks including the weekly export of "training completed" and setting the ship's name, IMO number and Flag are best done using a server install.

Learners access MELS courses using networked PCs, ideally from training PCs located in quiet areas.

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Minimum system requirements:

- Windows Vista or later
- An Intel Pentium 4 processor or later that's SSE2 capable
- 512 MB of RAM, 1GB recommended

The MELS package can be downloaded from a dropbox using the link provided in Annex 3. A MELS disc is also provided to the ship for back-up.

Do seafarers need to do all the MELS eLearning courses?

The MELS Training Matrix Requirements in V.Ships Leisure Form C601d details by rank and role the eLearning courses that a crewmember is required to do.

Is there an assessment for every course?

Most MELS eLearning courses contain a final assessment, however, MELS also contains some non-eLearning material.

What is the pass mark?

Pass marks are defined in Form C601d and recorded in Shipsure. A course is only recorded in Shipsure if the pass mark is achieved. Only Business Ethics shows a pass mark in MELS (80%).

Will the results be in Shipsure if I do a MELS course onboard?

Provided you have registered for the course using your PCN number and the course pass mark in Form C601d is achieved, the result will be stored in Shipsure.

Will the results be in Shipsure if I do a MELS course online using the LMS?

Provided you have registered for the course using your PCN number and the pass mark for the course in Form C601d is achieved, the result will be stored in Shipsure.

How can I get a course certificate?

An icon will appear to a user when a course is completed, indicating that a certificate of completion is available.

Note: The certificate will show the mark achieved but this will only be recorded in Shipsure if the pass mark in C601d is reached.

To get the certificate, click on the course and then click on the “Save Certificate” icon under Results and Certificates. The certificate should be printed and signed by the candidate and their supervisor.

Note: A certificate will be available for each attempt that was made at a course.

What if a MELS disc is lost or damaged?

The MELS disc is to be controlled in the V.Ships Leisure Training Materials Pack, to avoid loss or damage.

Will additional courses be provided?

Updates and new courses are planned for 2018 and beyond.

How will updates be received on board?

MELS course updates and new MELS courses will be available by download from a dropbox and an updated MELS disc will also be sent to the ship.

What happens if we need a course which is not in the eLearning Suite?

If a new training need is identified, please contact the leisure.training@vships.com.

Will there be additional costs for new courses?

No. The service includes updates and ensures up-to-date content is available on board.

How can the Master or Superintendent view certificates and results on board?

The Master or Superintendent can access certificates from the Administration page.

The Superintendent can also see a crewmember's results in Shipsure.

What do we do with previous Marlins discs currently held on board?

When a new MELS Edition is received and installed on board, all previous versions should be destroyed, to avoid confusion. There is no need to return previous discs.

Who do I contact if I have more queries?

Contact support@marlins.co.uk regarding problems with a MELS installation or accessing MELS courses, stating the name of the vessel and including a screenshot of the problem encountered.

Contact leisure.training@vships.com regarding MELS course content and V.Ships Leisure MELS Matrix in Form C601d.

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ONLINE ACCESS TO MELS USING THE LMS

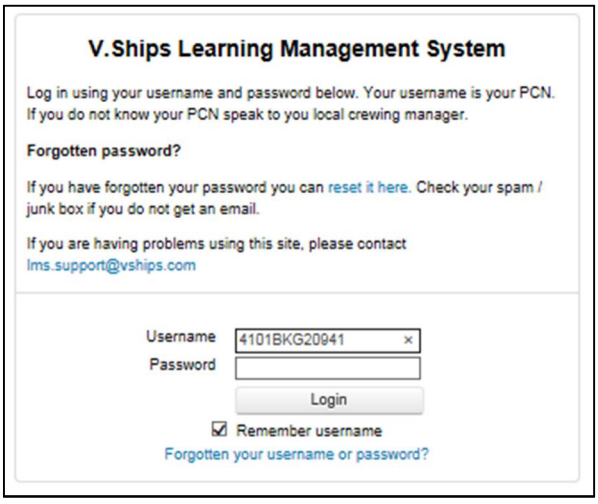
Seafarers employed through V.Ships have online access to the MELS through the V.Ships Learning Management System (LMS).

Note: Offline access to MELS Cruise is available onboard ship using networked PCs.

DETAILS

The step by step process to complete these courses through the LMS from any computer with a good and reliable internet connection is as follows.

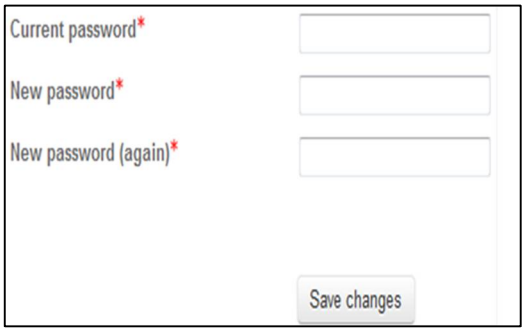
- Access the LMS website at: https://learn.vships.com/login/index.php



- Your user name is your V.Ships PCN number (see your joining email or ask your crew manager)
- Your initial password is: *changeme*

Note: You will not have a PCN number unless you are employed through V.Ships.

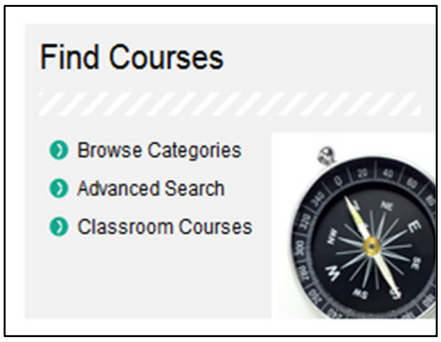
- Follow the instructions and change your password from *changeme*
- Create a new password that only you know
- Then click “save changes”.



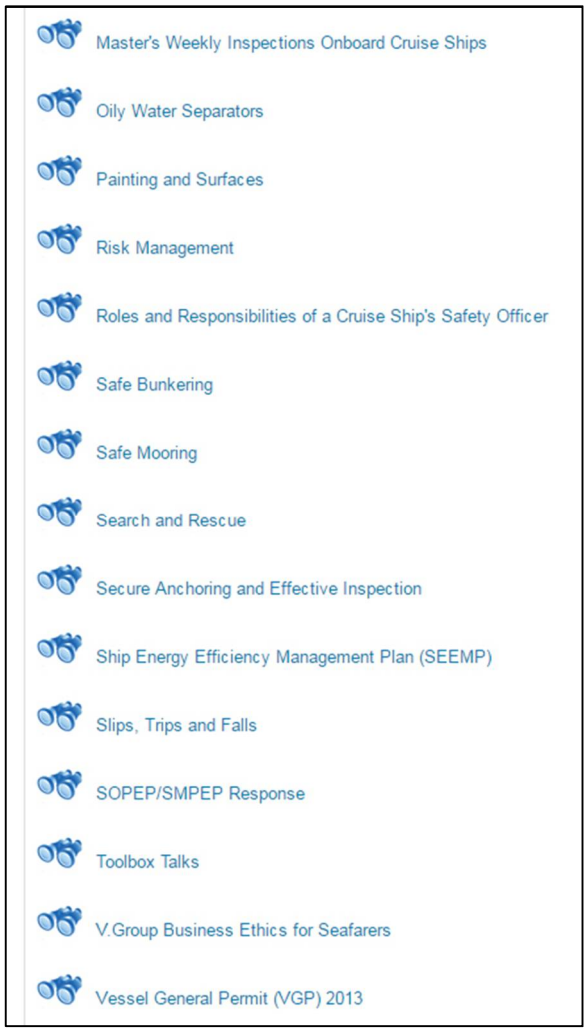
- Now "log out" using the icon in the upper-right corner of the screen.

- Log in again to the same website using your PCN and ***new*** password.

- Then click on "Browse Categories" to view the current list of “Seafarer Courses”.



- Select the course to be completed and proceed as instructed on the screen.



- Should you have any problems then please contact:
  - The Training Manager at your V.Ships Manning and Recruitment Office ***or***
  - leisure.training@vships.com

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02 VSL Bulletin 91 - Annex 1 - MELS Cruise FAQ.docx
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06 VSL Bulletin 91 - Annex 5 - C601d Certification Appt Promotion Training Guidelines.xls

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07 ACEP Sexual Assault Handbook.pdf
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FORM C601d

Certification, Appointment, Promotion & Training Guidelines

- See attached

CERTIFICATION, APPOINTMENT, PROMOTION & TRAINING GUIDELINES

MINIMUM STATUTORY (MANDATORY) & COMPANY REQUIREMENTS & RECOMMENDATIONS

Deck Dept Certification

Engine Dept Certification

Electrical Dept Certification

Hotel Dept Certification

Recruitment & Promotion Experience Requirements

Linked Position Experience Requirements

MELS Cruise Training Matrix Requirements

Familiarisation
Familiarisation

Induction
Induction 1
Induction 2
Induction 3
Induction 4
Induction 5

General Training
Business Principles
Sexual Harrassment Training - Is It or Isn't It

Safety Training
Occupational Health and Safety OHSAS18001
Fire Safety Video V.Group
Lifeboat Operation, Maintenance and Inspection
Tender boat operations Incl. Zodiacs
Crowd Management, Safety Training & Passenger Safety
Crisis Management and Human Behaviour
Risk Management and Incident Investigation
Enclosed Space Entry

Navigation Training
Navigational Safety Video

Security Training
Proficiency in Security Awareness
Proficiency in Designated Security Duties
Training in the use of X-ray Equipment

Public Health Training
VSP eLearning on AGE Outbreak Prevention and Response
2012 Vessel Sanitation Program Training

Environmental Training
V.Group Environmental Compliance
Tier 1 Environmental Training
Tier 2 Environmental Training (Basic)
Tier 2 Environmental Training (Advanced)
Oily Water Separator (OWS)
Environmental Record Keeping
Oil Record Book
Low Sulphur Fuel Change-Over
Marpol Annex VI
Ballast Water Management
Shipboard Energy Efficiency Management Plan (SEEMP)

ISO14001 Training
ISO 14001 Environmental Management Systems

ISO 50001 Training
ISO 50001 Energy Management Systems

Ro-Ro Operations Training
Ro-Ro Passenger Safety, Cargo Safety & Hull Integrity

USA Operations Training
Crime Scene Management
USA VGP (Vessel General Permit) & USA NPDES
VGP (Vessel General Permit) Awareness
VGP (Vessel General Permit) Advanced
Whale Strike avoidance

Polar Waters Operations Training
Induction & Preparation
Engineer Training & Preparation
Bridge Team Training & Preparation
Basic Ice Navigation Training
Advanced Ice Navigation Training

Training is identified as either:
- Mandatory
- Company Required
- Company Recommended
- Mandatory or Company Required for Specified Crew on Some Ships

Mandatory Training must be completed within time shown and recorded on the relevant training register.

For ships where a Staff Captain is not in the complement, assigned training duties apply to the head of the deck department.
For ships where a Staff Engineer is not in the complement, assigned training duties apply to the deputy of the Chief Engineer.

For any ranks or rates not listed in this document, common sense should be applied and the profile of the most similar rank or rate used.

Latest modifications are tracked in yellow cells.

Acronyms
SSC - ShipSure Crew
CoP - Certificate of Proficiency
VSL - V.Ships Leisure
PPT - Power Point Presentation
CBT - Computer Based Training
MELS - Marlins eLearning Suite for Cruise Ship Staff
LMS - V.Ships Learning Management System
UL - Unlimted

Vessels not supplied with the V.Ships Leisure Training Materials Pack (including the MELS Cruise eLearning disc and V.Ships Training Materials USB stick) are to advise V.Ships Leisure Head of Training.

DECK DEPARTMENT CERTIFICATION GUIDELINES

Return to Document Navigation

Ranks shown are guideline and are not standard across all ships as they are dependant on the number of officers being carried.

Please refer to notes for any additional information

M = Mandatory C = Company Required R = Company Recommended X = M or C for Specified Crew on Some Ships

Certificate	*Note*	CoC	PEC	Adv Polar Nav Training	Basic Polar Nav Training	USPH Miami	Medical Care	Medical First Aid	ECDIS Generic	ECDIS Type Specific Fam	GMDSS GOC	HELM BRM BTM	CRM	BWK	Pax Safety & Hull Integrity	Crisis Mgmt	Crowd Mgmt	Rating Nav Watch	Able Seafarer Deck	Tender Coxn Training	PSCRB	FRB	Adv Fire Fighting	SSO	DSD	Security Awareness	TTT	SAS	Anti Piracy	Basic Safety Training	STCW Onboard Fam & Ind Program	Medical Cert
Reference		A-II/1 & A-II/2	Greenland (DMA regs) Svalbard (Norway NMA)	A-V/4	A-V/4	CDC VSP	A-VI/ 4 - 2	A-VI/ 4 .1	A-II/1 IMO 1.27	ISM Code	A-IV/2	A-II/1 & A-II/2	V.Ships	V.Ships	RoRo V/2-7	V/2-6	V/2-4 V/2-5	A- II /4	A-II/5	CLIA	A-VI/2.1	A-VI/2.2	A- VI/3	A-VI/5	A-VI/6	A-VI/6	A-I/6	V.Ships	POEA Filipino Offs & Crew	A-VI/1	SAF58 Incorps A-VI/1	A-I/9
Revalidation		5 Years	N/A	5 Years	5 Years	N/A	5 Years	5 Years	N/A	N/A	5 Years	5 Years	5 Years	N/A	5 Years	5 Years	5 Years	5 Years	5 Years	N/A	5 Years	5 Years	5 Years	N/A	N/A	N/A	N/A	N/A	N/A	5 Years	See Guidelines	< 2 Years
Note		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Rank / Role																																
Master		M (A-II/2 UL)	X	X		R	M		M	M	M	M	C		M	M	M				M		M	R	M				M	M	M	M
Head of Deck Dept	A	C (A-II/2 UL)	X	X		C	M		M	M	M	M	C		M	M	M			C	M	X	M	M					M	M	M	M
Safety Officer		C (A-II/2)	X		X			M	M	M	M	M	C	C	M	M	M			C	M	X	M		M		C	R	M	M	M	M
Senior Watch Off	B	M (A-II/1)	X		X			M	M	M	M	M	C	C	M	M	M			C	M	X	M		M			R	M	M	M	M
Junior Watch Off		M (A-II/1)			X			M	M	M	M	M	C	C	R	R	M			C	M		M		M			R	M	M	M	M
Cadet Officer																	M									M			M	M	M	M
Computer Systems Off											C						M									M		R	M	M	M	M
Communications Off											C						M				R					M		R	M	M	M	M
Environmental Off						X											M									M		R	M	M	M	M
Bosun															M		M		M	C	M	X	R		R	M			M	M	M	M
AB															M		M		M	C	M	X	R		R	M			M	M	M	M
OS																	M	M			M				R	M			M	M	M	M
Carpenter																	M		M		M					M			M	M	M	M
Joiner																	M				M					M			M	M	M	M
Upholsterer																	M									M			M	M	M	M
Security Off																R	M				C		R	C				R	M	M	M	M
Security Guard																	M						R		M				M	M	M	M
IT Coordinator																	M									M			M	M	M	M
Doctor																	M									M			M	M	M	M
Nurse																	M									M			M	M	M	M

N.B. The information in this document is for guidance only. If in doubt, please refer to Flag State Policies, STCW, Muster List Requirements & Company Policies for the certification required on a specific vessel.

Note #	
A	Normally the Staff Captain.
B	Company preference is for Senior Watch Officers to hold a A-II/2 CoC
1	CoC (Certificate of Competency) - Please note requirements based on vessels with Master/Staff/Safety Officer/3 x 2nd Officers/1 x 3rd Officer - Deputy to the Staff Captain is to hold Chief Mate CoC.
2	A valid PEC (Pilot Exemption Certificate) must be held by least one deck officer who must be on the bridge and in charge of navigation and manoeuvring. PEC holders must respect minimum rest hours, as per MLC .
3	Polar Code Ch 12 (applies from 01JUL2018).
4	Polar Code Ch 12 (applies from 01JUL2018).
5	USPH course requirements apply to ships trading to the USA. USPH courses are run in Miami several times a year.
6	Medical Care - as part of a CoC. In addition to the Doctor, one officer must be available to watch and control the medical condition of a casualty.
7	Medical First Aid - as part of a CoC. Required by all personnel designated to provide medical first aid onboard.
8	ECDIS IMO Model Course 1.27: Mandatory for Master and ALL Deck officers.
9	Type Specific (as used onboard) ECDIS Familiarisation for Master and *ALL* Deck Officers. May be either manufacturer's (or manufacturer approved) training or CBT (e.g. Safebridge).
10	GMDSS GOC - In addition to the requirements of the vessel's SAFMAN, required by the person assigned GMDSS duties on the muster list (e.g. Computer System Operator/IT Officer onboard Silversea).
11	HELM, BRM or BTM required for CoC revalidation. Course name differs between administrations. See referenced STCW sections for details of the required training.
12	V.Ships CRM (Crew Resource Management): Company Required for ALL Deck and Engine Officers within 2 years of joining.
13	V.Ships BWK (Bridge Watchkeeper Course): Company Required for ALL safety and watch officers (within 2 year of joining).
14	Pax Safety, Cargo Safety & Hull Integrity: Ro-Ro Only: For Masters, Chief Mates, Chief Engineers, 2nd Engineers and persons assigned immediate responsibility for embarking, disembarking pax. Loading and securing cargo or for closing hull openings.
15	Crisis Management & Human Behaviour is required by those with responsibility for embarking/disembarking passengers.
16	Crowd Management & Passenger Safety Training: Mandatory for personnel designated to assist passengers in emergency situations and/or provide direct service to passengers (Company Required for ALL crew).
17	All deck crew working on deck (other than a deck rating under training) to hold a certificate as "Rating Forming Part of a Navigational Watch" until they obtain the superior certifcate of "Rating as Able Seaferer Deck".
18	"Certificate of Rating as Able Seafarers Deck" also meets the requirements for a "Rating Forming Part of a Navigational Watch".
19	Tender Coxn Training: - Company Required by all those assigned as Tender Boat Coxswain or Instructor.
20	PSCRB (other than FRB) is required by all 1st and 2nd in charge of lifeboats, 1st in charge of liferafts and survival craft lowerers.
21	FRB (Fast Rescue Boat): For vessels with FRBs, numbers as required by ship's SAFMAN, PSSC & Muster List (normally 2 crews of 3 persons = 6 persons). Recommended 1 per crew be from engine dept.
22	Advanced Fire Fighting: Personnel designated to control fire fighting operations. Revalidation varies between flag states.
23	STCW SSO (Ship Security Officer) Course is required by onboard SSO (Staff Captain) and Senior of the Security Officers. Recommended for the Master.
24	STCW DSD (Designated Security Duties): Additionally required by those assigned security duties.
25	STCW Security Awareness is required by all persons onboard unless they hold SSO or DSD certification.
26	TTT (Train the Trainer): Company Required for Safety Officers and persons delivering approved training.
27	SAS (Safety Ambassador's Seminar).
28	Anti Piracy Training: Mandatory POEA requirement for ALL Filipino Officers & Crew prior to embarking regardless of trading area.
29	STCW Basic Safety Training including PST (A-VI/1-1), FP&FF (A-VI/1-2), EFA (A-VI/1-3) & PSSR (A-VI/1-4). 5 year refresher training only requires confirmation that PST & FP&FF competencies are maintained.
30	STCW Onboard Familiarisation and V.Ships Onboard Training Program: To be completed by all crew as per SAF58. Includes Safety, Environmental, Security and MLC2006 Modules.
31	Medical Certificate, Fitness to Work: as per STCW Regulation I/9 and Company policy.

ENGINE DEPARTMENT CERTIFICATION GUIDELINES

Return to Document Navigation

Ranks shown are guideline and are not standard across all ships as they are dependant on number of officer being carried.

Please refer to notes for any additional information

N = See Note M = Mandatory C = Company Required R = Company Recommended X = M or C for Specified Crew on Some Ships

Certificate	*Note*	CoC Engine	Rating Engine Watch	Able Seafarer Engine	COC ET	Marine High Voltage	F-Gas or EPA ODS	Pax Safety & Hull Integrity	Crisis Mgmt	Crowd Mgmt	Basic Safety Training	PSCRB	FRB	Advanced Fire Fighting	Medical First Aid	Medical Care	USPH Miami	HELM ERM	CRM	DSD	Security Awareness	STCW Onboard Fam & Ind Program	SAS	Medical Certificate	Anti Piracy
Reference		A-III/1 & A-III/2	A-III/4	A-III/5	A-III/6 & A-III/7	A-III/2 HV & B-III/2	2014 EU F-Gas & EPA	RoRo V/2-7	V/2-6	V/2-4 V/2-5	A-VI/1	A-VI/2.1	A-VI/2.2	A-VI/3	A-VI/4.1	A-VI/4.2	CDC VSP	A-III/1 & A-III/2	V.Ships	A-VI/6	A-VI/6	SAF58 Incorps A-VI/1	V.Ships	A-I/9	POEA Filipino Offs & Crew
Revalidation		5 Years	5 Years	5 Years	5 Years	N/A	N/A	5 Years	5 Years	5 Years	5 Years	5 Years	5 Years	5 Years	5 Years	5 Years	N/A	5 Years	5 Years	N/A	N/A	See Guidelines	N/A	< 2 Years	N/A
Note #		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Rank / Role																									
Chief Engineer		M (A-III/2 UL)				C		M	M	M	M	M		M	M		R	M	C	C		M		M	M
Deputy of Chief Eng	A	C (A-III/2 UL)				C		M	M	M	M	M		M	M		R	M	C	M		M		M	M
Ship Services Eng								C	C	M	M	M		M	M		X				M	M	R	M	M
1st Engineer		C (A-III/2)				C		C	C	M	M	M		M	M			M	C		M	M	R	M	M
2nd Engineer	B	M (A-III/1)				C		C	C	M	M	M		M	M			M	C		M	M	R	M	M
3rd Engineer		M (A-III/1)				C		R	R	M	M	M		M	M			M	C		M	M	R	M	M
Cadet										M	M										M	M		M	M
Chief Electrician	C				M (A-III/6)	C			M	M	M			C					C		M	M	R	M	M
1st Electrician	C				M (A-III/6)	C			C	M	M			R					C		M	M	R	M	M
2nd Electrician	C				M (A-III/7)					M	M			R							M	M	R	M	M
Electrician	C				M (A-III/7)					M	M			R							M	M	R	M	M
Asst Electrician	C				M (A-III/7)					M	M			R							M	M	R	M	M
ESO	C									M	M										M	M	R	M	M
AC/Reefer Engineer							C			M	M										M	M		M	M
Assistant Reefer							R			M	M										M	M		M	M
Chief Repairman										M	M		X								M	M		M	M
Fitter / Repairman				M						M	M		X								M	M		M	M
Asst Repairman										M	M										M	M		M	M
Plumber										M	M			R							M	M		M	M
Eng Storekeeper										M	M									M		M		M	M
Motorman				M						M	M			R							M	M		M	M
Oiler				M						M	M										M	M		M	M
Wiper			M							M	M										M	M		M	M
Incinerator Op										M	M										M	M		M	M
Garbage Op										M	M										M	M		M	M
As Assigned										M	M										M	M		M	M

N.B. The information in this document is for guidance only. If in doubt, please refer to Flag State Policies, STCW, Muster List Requirements & Company Policies for the certification required on a specific vessel.

ENGINE DEPARTMENT CERTIFICATION GUIDELINES

Return to Document Navigation

Note #	*Note*
A	Normally the Staff Chief Engineer.
B	Company preference is for Senior Engine Watch Officers to hold a A-III/2 CoC.
C	**See Electrical Department Tab For Additional Electrical Officer Requirements.**
1	CoC (Certificate of Competency): Note requirements based on vessels with Chief Engineer/Staff/1st Engineer/3X2nd Engineers/1X 3rd Engineer) (1st Engineer to hold minimum 2nd Engineer COC). In principle all engineer CoCs should be without electrical limitation. Verify this on a case by case basis as PSC will scutinise (potentially on all vessels and at the very least on HV vessels) and the practice of training states differs.
2	All engine crew working in the engine room (other than an engine rating under training) to hold a certificate as "Rating Forming Part of a Engine Watch" until they obtain the superior certifcate of "Rating as Able Seaferer Engine".
3	"Certificate of Rating as Able Seafarers Engine" also meets the requirements for a "Rating Forming Part of an Engine Watch".
4	In principle all electrical personnel should hold ETO or ETR certification and this should be verified on a case by case basis as the practise of states differs and PSC may scrutinise, at the very least on HV vessels. If an ETO or ETR CoC is not held then the requirements of Additional Requirements for Electrical officers must be met. If Safe Manning Certificate states ETO or ETR (anticipate this for the CEI and 1EI on HV vessels and in any case as per flag direction), then the relevant positions are to be filled by person holding relevant CoC.
5	Minimum Marine High Voltage requirements are always as per the SAFMAN and additionally as above for High Voltage vessels. Note that most administrations will expect a valid engineer's license without limitation to include HV training.
6	Whilst there is no mandatory F-Gas training requirement for ships in either the EU or US, the company requires evidence of training for those handling F-Gas on vessels using F-Gas for Refrigeration & Air Conditioning. In the EU, evidence of compliance with the implied training requirements in 2014 EU F-Gas Reg Article 3 (that applies to all ships in EU ports) can be demonstrated by completion of the F-Gas iKnow Cat 1 CBT (or an equivalent or superior course/qualification).
7	Pax Safety, Cargo Safety & Hull Integrity: Ro-Ro Only: For Masters, Chief Mates, Chief Engineers, 2nd Engineers and persons assigned immediate responsibility for embarking, disembarking pax. Loading and securing cargo or for closing hull openings.
8	Crisis Management & Human Behaviour is required by those with responsibility for embarking/disembarking passengers.
9	Crowd Management & Passenger Safety Training: Mandatory for personnel designated to assist passengers in emergency situations and/or provide direct service to passengers (Company Required for ALL crew).
10	STCW Basic Safety Training including PST (A-VI/1-1), FP&FF (A-VI/1-2), EFA (A-VI/1-3) & PSSR (A-VI/1-4). 5 year refresher training only requires confirmation that PST & FP&FF competencies are maintained.
11	PSCRB (other than FRB) is required by all 1st and 2nd in charge of lifeboats, 1st in charge of liferafts and survival craft lowerers.
12	FRB (Fast Rescue Boat): For vessels with FRBs, numbers as required by ship's SAFMAN, PSSC & Muster List (normally 2 crews of 3 persons = 6 persons). Recommended 1 per crew be from engine dept.
13	Advanced Fire Fighting: Personnel designated to control fire fighting operations. Revalidation varies between flag states.
14	Medical First Aid: As part of COC: required by all personnel designated to provide medical first aid onboard.
15	Medical Care - as part of a CoC. In addition to the Doctor, one officer must be available to watch and control the medical condition of a casualty.
16	USPH course requirements apply to ships trading to the USA. USPH courses are run in Miami several times a year.
17	Required for CoC revalidation. Course name differs between administrations. See referenced STCW sections for details of the required training.
18	V.Ships CRM (Crew Resource Management): Company Required for ALL Deck and Engine Officers within 2 years of joining.
19	STCW DSD (Designated Security Duties): Additionally required by those assigned security duties.
20	STCW Security Awareness is required by all persons onboard unless they hold SSO or DSD certification.
21	STCW Onboard Familiarisation and V.Ships Onboard Training Program: To be completed by all crew as per SAF58. Includes Safety, Environmental, Security and MLC2006 Modules.
22	SAS (Safety Ambassador's Seminar)
23	Medical Certificate, Fitness to Work: as per STCW Regulation I/9.
24	Anti Piracy Training Mandatory POEA requirement: for ALL Filipino Officers & Crew prior to embarking regardless of trading area.

ELECTRICAL DEPARTMENT ADDITIONAL CERTIFICATION / EXPERIENCE / COMPETENCE GUIDELINES

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Ranks shown are guideline and are not standard across all ships as they are dependant on number of officer being carried.

Return to Engine Department Certification

Return to Promotion & Appointment Requirements

RANK / ROLE	*QUALIFICATIONS*	*EXPERIENCE FOR INTERNAL PROMOTION*	*REMARKS & GUIDANCE*
CHIEF ELECTRICIAN Senior Authorised Electrical Person (SAEP)	Recognised National Electrical Certificate (or an appropriate Advanced Electrical Qualification) And for HV Vessels (>1000V) - High Voltage Certification for a Ship	A minimum 24 months sea time as a 1st Electrician (Exceptional applicants may be promoted with less sea time after review and approval by Fleet Manager & Electrical Superintendent) And Evidence of applicable electrical competence (e.g. shipboard appraisal, relevant qualification, etc.)	Example of advanced electrical qualification: - Bachelor of Science in Electrical Engineering - HND in Electrical Engineering or ETO or similar
1ST ELECTRICIAN Authorised Electrical Person (AEP)	Recognised National Electrical Certificate (or an appropriate Advanced Electrical Qualification) And for HV Vessels (>1000V) - High Voltage Certification for a Ship	A minimum 24 months sea time as a 2nd Electrician (Exceptional applicants may be appointed with less sea time after review and approval by Fleet Manager & Electrical Superintendent) And Evidence of applicable electrical competence (e.g. shipboard appraisal, relevant qualification, etc.)	Example of advanced electrical qualification: - Bachelor of Science in Electrical Engineering or Similar - HND In Electrical Engineering or ETO or Similar Example of equivalent shore experience - 24 months in an equivalent supervisory role (e.g. at a shore power station).
2ND ELECTRICIAN Authorised Electrical Person (AEP)	Recognised Practical Basic Electrical Certification (or a Recognised Advanced Electrical Qualification)	Experience as an Assistant Electrician (or equivalent experience ashore as an electrical service technician for a minimum of 12 months & a minimum of one week familiarisation & handover) And Evidence of applicable electrical competence (e.g. shipboard appraisal, relevant qualification, etc.)	Evidence of applicable electrical competence should include competence to: - Safely work on and perform testing on LV & MV (i.e. voltages <1000V) using electrical measuring devices correctly. - Identify and correctly put in place isolations and tag outs on MV (voltages >220V and <1000V) under the PTWE system. - Interpret electrical drawings - Trace electrical circuits - Complete electrical calculations correctly - Make electrical reports. With appropriate electrical knowledge of: - COSWOP - The Electrical Safety Regulations in eLVMS
ASSISTANT ELECTRICIAN Electrical Person (EP)	Recognised Practical Basic Electrical Certification	As an alternative to qualification: Evidence of applicable electrical competence (e.g. shipboard appraisal, relevant qualification, etc.)	Evidence of applicable electrical competence includes competence to: - Work safely unsupervised on equipment and circuits of 220V or less (LV). - Work supervised under a PTWE. - Use electrical measuring devices correctly. - Measure voltage, current and resistance using correct equipment - Test and confirm the safe isolation of equipment and circuits - Test isolated electrical components - Read and comprehend basic schematic diagrams With appropriate electrical knowledge of - COSWOP - The Electrical Safety Regulations in eLVMS
ELECTRONICS OFFICER Electrical Person (EP)	Recognised Practical Basic Electronics Certification	Experience in working on shipboard electronics, marine telecommunications, radar and electronic navigational aids Or Equivalent shore experience	Example of equivalent shore experience - 12 months experience as an electronics service technician

N.B.
The information in this document is for guidance only.
If in doubt, please refer to Flag State Policies, STCW, Muster List Requirements & Company Policies for the certification required on a specific vessel.

HOTEL DEPARTMENT CERTIFICATION GUIDELINES

Return to Document Navigation

Ranks shown are guideline and are not standard across all ships as they are dependant on number of officer being carried.

Please refer to notes for any additional information

M = Mandatory C = Company Required R = Company Recommended X = M or C for Specified Crew on Some Ships

Certificate	*Note*	Crowd Mgmt	Crisis Mgmt	Ship's Cook	Food Safety & Hygiene	USPH Miami	Basic Safety Training	Survival Craft PSCRB	DSD	Security Awareness	Fam & Ind	Medical Cert	Anti Piracy (POEA)
Reference		V/2-4 V/2-5	V/2-6	MLC2006 A3.2	MLC2006 A3.2	CDC VSP	A-VI/1	A-VI/2.1	A-VI/6	A-VI/6	STCW A-VI/1	A-I/9	Filipino Officers & Crew
Revalidation		5 Years	5 Years	N/A	N/A	N/A	5 Years	5 Years	N/A	N/A	As per tab Fam & Ind	< 2 Years	N/A
Note		1	2	3	4	5	6	7	8	9	10	11	12
Rank / Role													
1st & 2nd in Charge of Evacuation Team(s) / Zones & Passenger Muster Stations *		M	M				M			M	M	M	M
1st in Charge OF Survival Craft (& 2nd IC LBs) and SC Lowerers		M					M	M		M	M	M	M
Cruise Director		M	M				M			M	M	M	M
Hotel Director		M	M		C	R	M			M	M	M	M
Deputy to the Hotel Director		M	M		C	R	M			M	M	M	M
F&B Manager		M	R		C	C	M			M	M	M	M
Hotel Administration Staff		M					M			M	M	M	M
Reception Front Desk Staff		M					M			M	M	M	M
Department Managers		M	R				M			M	M	M	M
Housekeeping Staff		M			R		M			M	M	M	M
Restaurant Staff		M			R		M			M	M	M	M
Bar Staff		M			R		M			M	M	M	M
Executive Chef		M		M	C	C	M			M	M	M	M
Chefs		M		M	C		M			M	M	M	M
Galley Staff		M			C		M			M	M	M	M
Utility Staff		M					M			M	M	M	M
Storekeeper		M			C		M		M		M	M	M
Cruise Staff		M					M			M	M	M	M
Concessionaires		M					M			M	M	M	M

The information in this document is for guidance only. If in doubt, please refer to STCW, Flag State Regs, Company Policy & the Muster List for the requirements on a specific vessel.

Note #	*Note*
1	Crowd Management & Passenger Safety Training: Mandatory for personnel designated to assist passengers in emergency situations and/or provide direct service to passengers (Company Required for ALL crew).
2	Crisis Management & Human Behaviour is required by those with responsibility for embarking/disembarking passengers.
3	The Crew Cook and the Assistant Crew Cook should hold this qualification, as maybe accredited by their training state and accepted by the flag of the ship. Other Chefs and Cooks may alternatively hold an equivalent or superior hotel catering qualification.
4	Food Safety & Hygiene, as maybe accredited by a training state and accepted the flag of the ship, is a lower level course than Ship's Cook. Food handlers working under the supervision of chefs and cooks should hold a Food Safety & Hygiene Certificate or an equivalent or superior hotel catering qualification.
5	USPH course requirements apply to ships trading to the USA. USPH courses are run in Miami several times a year.
6	Requirements for compliance with STCW Basic Training (PST/BFF/PSSR/EFA) are primarily dependent on the flag and then ship owner policy. Requests to deviate from this guideline must be submitted to the DPA and Crew Manager for approval.
7	PSCRB (other than FRB) is required by all 1st and 2nd in charge of lifeboats, 1st in charge of liferafts and survival craft lowerers.
8	STCW DSD (Designated Security Duties): Additionally required by those assigned security duties.
9	STCW Security Awareness is required by all crew unless they hold a SSO or DSD certificate.
10	Familiarisation & Induction is to be completed by all crew as per this document and includes Safety, Environmental, Security & MLC2006 modules.
11	Medical Certificate (Fitness to Work) is required as per STCW Regulation I/9.
12	Anti Piracy Training is a mandatory POEA requirement for ALL Filipino Officers & Crew, prior to embarking an regardless of trading area.

Recruitment & Promotion Experience Requirements

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Minimum Requirements / *Rank / Role*	*STCW Compliant & Medical Certificate*	*New Hire Cumulative Sea Time In Rank Applied For*	*New Hire Recruitment Interview (CRW16)*	*Internal Promotion Cumulative Sea Time In Previous Rank*	*Seagoing Experience on Passenger Ships*	*References / Appraisals Confirming Capability for the Position*	*ASK Test Pass (%)*	**Marlins Online English (%)*	**Marlins TOSE Level*	*Recruitment / Promotion Fleet Cell Interview*	*Recruitment / Promotion Approval*	*New Hire Handover Period*	*Promotion Handover Period*
Master	Yes	12 months as Master	Recruiter	18 months as Staff Captain	8 months in previous 36	2	Yes	80%	Intermediate	Crew Manager & DPA & Fleet Manager	MD (after consultation with CoD, CrD, TD)	2 days	4 days
Staff Captain (Head of Deck Dept)	Yes	6 months as Staff Captain	Recruiter	12 months as Safety Officer	8 months in previous 36	2	Yes	80%	Intermediate	Crew Manager & DPA & Fleet Manager	MD (after consultation with CoD, CrD, TD)	2 days	4 days
Safety Officer (Daywork)	Yes	6 months as Safety Officer	Recruiter	12 months as Singled Handed or Snr Watch Officer and experience as NavO & EnvO	8 months in previous 24	2	Yes	80%		Crew Manager & DPA	FM (after consultation with CM & DPA)	2 days	4 days
Deck Watch Officer (incl navigator)	Yes	6 months as Single Handed or Snr Watch Officer	Recruiter	6 months as Jnr Watch Officer	None	2	Yes	80%	Intermediate	Crew Manager & DPA	CM (after consultation with DPA)	2 days	4 days
Chief Engineer	Yes	12 months as Chief Engineer	Recruiter	18 months as Staff Engineer	8 months in previous 36 (with similar engine type)	2	Yes	80%	Intermediate	Crew Manager & Fleet Manager & Fleet Suptd	MD (after consultation with CoD, CrD, TD)	2 days	4 days
Staff Chief Engineer	Yes	6 months as Staff Engineer	Recruiter	12 months with experience as both Hotel Engineer & Daywork Engineer	8 months in previous 36 (with similar engine type)	2	Yes	80%	Intermediate	Crew Manager & Fleet Manager & Fleet Suptd	TD (after consultation with CoD and CrD)	2 days	4 days
Hotel Engineer & Daywork Engineer	Yes	6 months as either Hotel Engineer or Daywork Engineer	Recruiter	12 months as Single Handed or Snr Watch Officer & Experience of Addl Duties for Each Watch	6 months in previous 24 (1E on similar engine type)	2	Yes	80%	Intermediate	Crew Manager & Fleet Suptd	FM (after consultation with CM & FS)	2 days	4 days
Engine Watch Officer	Yes	6 months as single handed or senior watch officer	Recruiter	6 months experience as Jnr Watch Officer	None	2	Yes	70%	Intermediate	Crew Manager & Fleet Suptd	CM (after consultation with FS)	2 days	4 days
Chief Electrician	Yes	6 months as Chief Electrician	Recruiter	See Electrical Dept Certification	6 months in previous 24	2	Yes	80%	Intermediate	Crew Manager & Fleet Manager & Fleet Suptd	FM (after consultation with CM & FS)	2 days	4 days

* If an officer's COC examination is undertaken in English, the Marlins English Language tests will not be required.

Neither the Master and their deputy nor the Chief Engineer and their deputy can be signed off at the same time (minimum of 2 weeks between joining/leaving dates).
If this cannot be avoided, the agreement of the Fleet Manager & DPA is required with a minimum handover period of 24 hours .

The Fleet Manager & DPA must document any deviation authorised from these minimum criteria, after evaluating & mitigating identified risks (e.g. previous ship type experience).

Linked Position Experience Requirements Return to Document Navigation

Minimum Requirements / *Rank / Role*	*Combined LVMS Experience (months sea time)*	*Combined Experience in Current Rank (months sea time)*	*Combined Experience on Passenger Ships (months sea time)*
Master and Staff Captain	8 months	12 months	48 months
Safety Officer and Navigator	4 months	6 months	18 months
Combined Single or Senior Deck Watch Officers (remaining two, other than the navigator)	One to have a minimum of 2 months	One to have a minimum of 3 months	One to have a minimum of 3 months
Chief Engineer and Staff Engineer	8 months	12 months	48 months
Hotel Engineer and Day Work Engineer (where carried)	4 months	6 months	12 months
Engine Watch Officers (x 3 - singled or senior)	Two of the three officers to have 2 months each	Two of the three officers to have 3 months each	Two of the three officers to have 3 months

Guidelines to support this matrix:

1. These are the minimum criteria for V.Ships fully managed vessels.
2. The Fleet Manager and DPA must authorise in writing any deviation from these minimum criteria, after evaluating and mitigating any risks identified.
3. Any owners or charterers requirements that exceed these minimum requirements should be complied with for the duration of the contract.
4. Special attention must be given to a seafarer assigned to a new vessel type and those transferring in with a vessel entering management.
   The SMO and MSO shall jointly agree a plan and safeguards where the matrix requirements cannot be achieved.
5. Experience on V.Ships vessels not in full management does not count towards LVMS experience, however,
   this experience may be considered if the officer has good appraisals and is given additional LVMS training.

Training Matrix Requirements - MELS Cruise - 2017 Edition 1

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Topic	Time Reqd (h)	SS Ref	Course Title	Note	Rank / Role: Master	Staff Capt	SAFO	NAV	ENVO	Bridge Watch Off	Deck Cdt	Bosun	Deck Rating	SECO	SECG	Comms / IT Off / Coord	Doctor	Nurse	CE	Staff CE	SSE (HE)	AC / Reefer Eng	1st Eng	Eng Watch Off	Eng Cdt	Eng PO	Eng Rate	CEL	1EL	2EL	ESO	ESO Cdt	EL Rate	HD	Purser / Admin Off	Purser Rating	F&B Officer	F&B Rating	DR Officer	DR Rating	HK Officer	HK Rating	CD	Cruise Staff	Concessionaire Mgr	Concessionaire Staff	Contractors
Note																																									A				B		
Deck	1	393	Secure Anchoring & Effective Inspection		80	80	80	80		80	80	80	70																																	
	1	391	Safe Mooring	1	80	80	80	80		80	80	80	70							80																										
Safety	2	388	Roles & Resp of a Cruise Ship Safety Off			80	80													80																										
	1.5	384	Master's Weekly Insp Onboard Cruise Ships		80	80	80							80			80		80	80							80						80												
	1	373	Introduction to Risk Assessment		80	80	80	80	80	80	80	80							80	80	80	80	80	80		80		80	80	80	80		80		80				80		80		80		
	1	387	Risk Management		80	80	80	80	80	80	80			80			80		80	80	80	80	80	80				80	80	80	80			80											
	0.5	397	Toolbox Talks		80	80	80	80	80	80	80	80	70	80	70	70	80	70	80	80	80	80	80	80	80	80	70	80	80	80	80	80	70	80	80	70	80	70	80	70	80	70	80	70	80	70	
	1	372	Accident Investigation		80	80	80												80	80	80							80						80												
	1	395	Slip, Trips & and Falls		80	80	80	80	80	80	80	80	70	80	70	70	80	70	80	80	80	80	80	80	80	80	70	80	80	80	80	80	70	80	80	70	80	70	80	70	80	70	80	70	80	70	
	1.5	376	Enclosed Spaces		80	80	80	80	80	80		80	70	80	70	70	80	70	80	80	80	80	80	80		80	70	80	80	80	80		70													
	1	399	Gas Detectors		80	80	80	80	80	80		80							80	80	80	80	80	80		80		80	80	80	80															
	1.5	380	IMDG Code			80	80		80											80	80																								
Inspection & Maintenance	0.5	385	Painting and Surfaces			80	80					80	70							80	80		80			80	70																		
	0.5	386	Insp-Maint of Cargo/Service/Domestic Pipework			80													80	80	80	80	80	80																						
	1.5	378	Fire Fighting Equipment and Maintenance		80	80	80					80	70						80	80	80		80			80	70																		
			Isolation Control		80	80	80												80	80	80	80	80	80		80	70	80	80	80	80		70													
			Port State Control		80	80	80												80	80	80	80	80	80		80	70	80	80	80	80		70	80	80		80		80		80		80		80		
																																														Return to Environmental Training
Environment	1.25	400	Environmental Awareness		80	80	80	80	80	80	80	80	70	80	70	70	80	70	80	80	80	80	80	80	80	80	70	80	80	80	80	80	70	80	80	70	80	70	80	70	80	70	80	70	80	70	
	1	382	Oily Water Separators		80				80										80	80	80	80	80	80																						
	1.5	377	Environmental Record Keeping		80	80	80	80	80	80									80	80	80	80	80	80																						
	1.5	396	VGP 2013	2	80	80	80	80	80	80		80							80	80	80	80	80	80		80	70	80	80					80	80		80		80		80		80		80		
			Ballast Water Management		80	80	80	80	80	80									80	80	80	80	80	80		80	70																		
ERP	1	379	Fuel Management																80	80			80	80																						
	1	354	Low Sulphur Fuel Change-Over on Cruise Ships		80			80											80	80			80	80																						
	1.5	390	Safe Bunkering			80			80	80									80	80			80	80																						
	1.25	394	SEEMP (Ship Energy Efficiency Mgmt Plan)		80	80		80	80	80									80	80			80	80																						
ERP	1.25	389	SOPEP		80	80	80	80	80	80		80	70	80	70				80	80	80		80	80		80	70																		
	1	392	SAR (Search and Rescue)		80	80	80	80		80																																		
	1.5	381	Humanitarian Response	3	80	80	80	80		80									80															80	80										
	2	398	Lifeboat Training		80	80	80	80	80	80		80	70	80	70				80	80	80	80	80	80		80	70	80	80	80	80		70													
Crew Preparation	1	375	V.Group Business Ethics for Seafarers		80	80	80	80	80	80		80		80	80	80	80	80	80	80	80	80	80	80		80		80	80	80	80			80	80		80		80		80		80			
	1	383	Maritime Labour Convention (MLC)		80	80	80	80	80	80	80	80	70	80	70	70	80	70	80	80	80	80	80	80	80	80	70	80	80	80	80	80	70	80	80	70	80	70	80	70	80	70	80	70	80	70	
	1.5	374	Health & Welfare in Tropical Climates	4	80	80	80	80	80	80	80	80	70	80	70	70	80	70	80	80	80	80	80	80	80	80	70	80	80	80	80	80	70	80	80	70	80	70	80	70	80	70	80	70	80	70	
			Diversity at Sea		80	80	80	80	80	80	80	80	70	80	70	70	80	70	80	80	80	80	80	80	80	80	70	80	80	80	80	80	70	80	80	70	80	70	80	70	80	70	80	70	80	70	
			Working Effectively Across Cultures		80	80	80	80	80	80	80	80	70	80	70	70	80	70	80	80	80	80	80	80	80	80	70	80	80	80	80	80	70	80	80	70	80	70	80	70	80	70	80	70	80	70	
			Piracy & Passenger Vessels		80	80	80	80	80	80	80	80	70	80	70	70	80	70	80	80	80	80	80	80	80	80	70	80	80	80	80	80	70	80	80	70	80	70	80	70	80	70	80	70	80	70	
			Hygiene for Galley Staff		80	80											80	70	80		80													80							80	70					
			Catering for Galley Staff		80	80											80	70	80		80													80							80	70					
			Marine Safety for Contractors			80	80							80					80	80	80							80						80												80
Health & Wellbeing			Fatigue Management		80	80	80	80	80	80	80	80	70	80	70	70	80	70	80	80	80	80	80	80	80	80	70	80	80	80	80	80	70													
			Drugs and Alcohol		80	80	80	80	80	80	80	80	70	80	70	70	80	70	80	80	80	80	80	80	80	80	70	80	80	80	80	80	70	80	80	70	80	70	80	70	80	70	80	70	80	70	
			Hours of Work Rest & Record Keeping		80	80	80	80	80	80	80	80	70	80	70	70	80	70	80	80	80	80	80	80	80	80	70	80	80	80	80	80	70													
Safety Culture			Video: Fire Safety	5																																									
			Video: Navigational Safety	5																																									
			Video: The Final Barrier	5																																									
			Video: Environmental Compliance	5																																									
			Video: Think Before You Post																																										

This matrix defines the minimum MELS course completion requirements.

For any ranks or rates not listed in this document, common sense should be applied and the profile of the most similar rank or rate used.

The minimum % pass mark required is indicated in the cell for each position/role.

A course can be taken at any time for either Continuous Professional Development (CPD) or as a refresher.

Code	*Completion Frequency*
	Every Contract
	Every Year
	Every Two Years
	Once

	New/Modified eLearning/Data

Note: A. Including the Laundry Master
B. Including the Spa Manager

Note:
1. To be taken by any other person involved in mooring deck operations (e.g. Electrician where applicable).
2. Ap- Department Heads
- Print Manager
- Area Managers
- Other persons assigned to bunkering or ballasting ops
- Other persons assigned to VGP required inspections

3. To be completed prior to transit of relevant sea area.
4. To be completed prior to transit of relevant sea area.
5. To be used as a simple *Learning Engagement Tool* when conducting monthly *Reflective Learning* sessions

Familiarisation & Induction

Return to Document Navigation

Training Program	*Time (m)*	*Section*	*Time (m)*	*Responsible*	*Reference*	*Method*	*Assessed*	*Record*	*Completion*	*Ships*	*Application*	*Requirement*
STCW FAMILIARISATION												Return to Document Navigation
STCW Familiarisation	90	Communication MOB Actions Actions on Discovering a Fire Emergency Card Duties Muster Stations Alarm Signals Lifejackets Medical Emergency Response Open & Close Water Tight Doors Open & Close Fire Doors	40	Safety Officer	STCW Reg VI/1 STCW Reg VI/6 Saf 16 eLVMS MLC Reg 1.3	VSL PPT		SAF16	NEW CREW Prior to working unsupervised and preferably before sailing RE-JOINERS Before Sailing	ALL	ALL Officers & Crew	Mandatory
		V.Group Video (Marlins) Environmental Compliance	4	Environmental Officer		VSL PPT and Video			See Environmental Training			
		Tier 1 Environmental Awareness	6	Environmental Officer		VSL PPT or LMS-MELS			See Environmental Training			
		Security Awareness Familiarisation	10	Security Officer		VSL PPT						
		Tour of Ship Including WTD Demo	30	Safety Officer		Tour						
INDUCTION												Return to Document Navigation
Induction 1	70	Familiarisation Recap	20	Safety Officer	Saf 16 (expanding upon STCW Reg VI/1, STCW A-VI/1 & MLC Reg 1.3) eLVMS	VSL PPT			NEW CREW Within 3 days RE-JOINERS that HAVE NOT completed a full induction in the previous 12 months - full induction programme within one month of joining RE-JOINERS that HAVE completed a full induction in the previous 12 months - test within 2 Days (test failures to re-do full induction programme)	ALL	ALL Officers & Crew	Company Requirement
		Fire Fighting Theory	25			VSL PPT						
		Fire Fighting Demo & Practice	25			Demo						

Familiarisation & Induction

Return to Document Navigation

Training Program	*Time (m)*	*Section*	*Time (m)*	*Responsible*	*Reference*	*Method*	*Assessed*	*Record*	*Completion*	*Ships*	*Application*	*Requirement*
Induction 2	70	Abandon Ship Actions Hypothermia Survival Craft	30	Safety Officer	Saf16 (expanding upon STCW A-VI/1 & MLC Reg 1.3) eLVMS	VSL PPT			NEW CREW Within 5 days RE-JOINERS that HAVE NOT completed a full induction in the previous 12 months - full induction programme within one month of joining RE-JOINERS that HAVE completed a full induction in the previous 12 months - test within 2 Days (test failures to re-do full induction programme)	ALL	ALL Officers & Crew	Company Requirement
		Liferaft Demo	30			Demo						
		Stowed Lifeboat Guide	10			Demo						
Induction 3	70	MLC2006	15	Safety Officer	Saf 16 (and expanding on MLC Reg 5.1.5 and 4.3)	LMS-MELS or VSL PPT			NEW CREW Within 7 days	ALL	See MELS Matrix	Company Requirement
		Company Policies Code of Conduct SMS & ISM Code PPE	15			VSL PPT			RE-JOINERS that HAVE NOT completed a full induction in the previous 12 months - full induction programme within one month of joining		ALL Officers & Crew	
		Social Media Policy Video	10			MTI Video: Think before you post			RE-JOINERS that HAVE completed a full induction in the previous 12 months - test within 2 Days (test failures to re-do full induction programme)			
		Familiarisation & Induction Test	30			Paper	Test					

Familiarisation & Induction

Return to Document Navigation

Training Program	*Time (m)*	*Section*	*Time (m)*	*Responsible*	*Reference*	*Method*	*Assessed*	*Record*	*Completion*	*Ships*	*Application*	*Requirement*
Induction 4	60	Exercise in lifeboat operation at first available lifeboat drill.	60	Safety Officer	Saf 16 (company requirement expanding on STCW A-VI/1)	Demo			NEW CREW First boat drill, and within 14 Days RE-JOINERS that HAVE NOT completed a full induction in the previous 12 months - full induction programme within one month of joining RE-JOINERS that HAVE completed a full induction in the previous 12 months - test within 2 Days (test failures to re-do full induction programme)	ALL	ALL Officers & Crew	Company Requirement
Induction 5	60	First Aid and CPR Personal Hygiene AIDS & STDs Importance of Diet and Exercise Risks from Smoking Norovirus	30	Ships Doctor or Nurse (where available) or Safety Officer	Saf 16 (company requirement expanding on STCW A-VI/1 & MLC Regulation 4.1)	VSL PPT	Test		NEW CREW Within 14 Days RE-JOINERS that HAVE NOT completed a full induction in the previous 12 months - full induction programme within one month of joining RE-JOINERS that HAVE completed a full induction in the previous 12 months - test within 2 Days (test failures to re-do full induction programme)	ALL	ALL Officers & Crew	Company Requirement
		First Aid and CPR Assessment	5			Demo	Verbal Assessment					

General & Safety Training

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Training Program	Time (m)	Section	Time (m)	Responsible	Reference	Method	Assessed	Record	Completion	Ships	Application	Requirement
GENERAL TRAINING												Return to Document Navigation
V.Group Business Principles	120			Staff Captain	eLVMS	LMS-MELS	Yes	SSC Certificate	NEW CREW Within 14 days of embarkation RE-JOINERS Every 12 months	ALL	See MELS Matrix	Company Requirement
Sexual Harassment Training - Is It or Isn't It	120			Staff Captain	Coastal Training	Video			NEW CREW Within 30 days of embarkation RE-JOINERS Every 24 months	ALL		Company Recommended
SAFETY TRAINING												Return to Document Navigation
Occupational Health and Safety OHSAS18001	240	OHSAS 1 & 2	90	Safety Officer or Company Representative	eLVMS	VSL PPT			To be conducted at least once every 6 months	ALL Large OHSAS Certified Pax Ships	- Safety Committee Representatives from each area - Supervisors - Other crewmembers as space is available (max 25 per course)	Company Recommendation
		OHSAS 3 & 4	90									
		OHSAS 5	60									
Occupational Health and Safety Training	30			Supervisor	eLVMS SAF 93	SAF 93 & walk round assigned work areas			NEW CREW Prior to being assigned duties and preferably before sailing. RE-JOINERS Every 12 months	ALL	ALL	Company Requirement
Fire Safety	15			Safety Officer	eLVMS	V.Group Video Safety Culture Series Video 2 Fire Safety			NEW CREW Prior to being assigned duties and preferably before sailing. RE-JOINERS Every 12 months	ALL	ALL	Company Requirement
Lifeboat Operation, Maintenance and Inspection	240			Safety Officer	eLVMS	LMS-MELS			NEW CREW Within 14 days of embarkation RE-JOINERS Every 12 months	ALL	See MELS Matrix And All Lifeboat - Operating Crew & Lowerers - Preparation Teams	Company Requirement
Tender Boat Ops (Incl. Zodiacs)	220	TRAINER REQUIRES: Theory - Deck Off with tender ops cert & experience Practical - Deck Off or Deck Rating with tender ops cert & min 10 previous tender ops		Staff Captain or Safety Officer	eLVMS	VSL PPT and Practical			Prior to tender coxn duties	ALL	Crew members designated as tender coxswains and other respective tender crew	Company Requirement
Crowd Management	120	Saf Training for Personnel Providing Direct Service to Pax & Pax Safety Video - Basic Instincts		Safety Officer	STCW Reg. V/2 Para 4 - 6 and Reg. V/3 Para 4-6	VSL PPT & Videos - Herald Part 1 & 2 - Scand'n Star Fire - Estonia Sinking			Prior to undertaking onboard duties	ALL	Required for all Crew, as per Company Policy	Company Requirement
Crisis Management & Human Behaviour Bahamas approved only	240			Safety Officer Trainer must be an officer holding PAXTRIM or IMO Train the Trainer	STCW Regulation V/2 Para 8 Regulation V/3 Para 8	VSL PPT			Prior to undertaking onboard duties	ALL	Captain Captain's Deputy Chief Engineer Chief Engineer's Deputy Hotel Director Hotel Director's Deputy	Company Requirement Recommended that additional crew are also trained, to provide cover
Risk Management and Incident Investigation	240			Safety Officer	eLVMS	LMS-MELS			Within 14 days of embarkation	ALL	See MELS Matrix And others participating in Risk Assessments	Company Requirement
Enclosed Space Entry		Enclosed Space Management System		Safety Officer	eLVMS	LMS-MELS			Within 14 days of embarkation	ALL	See MELS Matrix And others with enclosed space entry and rescue responsibilities	Company Requirement

Navigation, Security & Public Health Training

Return to Document Navigation

Training Program	Time (m)	Section	Time (m)	Responsible	Reference	Method	Assessed	Record	Completion	Ships	Application	Requirement
NAVIGATION TRAINING												Return to Document Navigation
Video: Navigational Safety				Navigator	Company requirement	Video	No		NEW DECK OFFICERS Within 2 weeks of joining RE-JOINERS Every 12 months	ALL	MASTER & ALL DECK OFFICERS	Company Requirement
SECURITY TRAINING												Return to Document Navigation
Security Awareness Should crew join without STCW certification				Snr Security Officer or SSO	STCW	VSL PPT			NEW CREW Prior to being assigned duties and preferably before sailing RE-JOINERS Every 12 months	ALL	ALL OFFICERS Not holding DSD ALL CREW Not holding DSD Incl. concessionaires	Mandatory
Designated Security Duties Should crew join without STCW certification				Snr Security Officer or SSO	STCW	VSL PPT			NEW CREW Prior to being assigned duties and preferably before sailing RE-JOINERS Every 12 months	ALL	ALL Deck Officers & Security Personnel & Gangway Personnel & other persons with security duties	Mandatory
Training in the use of X-ray Equipment	180	Lesson 3	30	Snr Security Officer or SSO	STCW	ICTS CBT	CBT Test		NEW CREW Prior to being assigned x-ray duties RE-JOINERS with x-ray duties, every 12 months	Ships with operational x-ray equipment	SSO, SECOs & SECGs and any other crew assigned x-ray duties	Recommended
(excluding Lesson 1 & 2)		Lesson 4	25									
		Lesson 5	20									
		Lesson 6	10									
		Lesson 7	20									
(excluding Lesson 8 review)		Lesson 8	10									
		Image Library	50									
		Test	15									
PUBLIC HEALTH TRAINING												Return to Document Navigation
VSP eLearning on AGE Outbreak Prevention and Response Course	60			HoD - Staff Captain - Chief Engineer - Hotel Director	CDC VSP Ops Manual	CBT	CBT Test		NEW CREW Within 2 weeks of joining RE-JOINERS Every 24 months	ALL	ALL OFFICERS & CREW to do the CBT for the functional area relevant to their public health duties	Company Requirement
2012 Vessel Sanitation Program Training	180			HoD - Staff Captain - Chief Engineer - Hotel Director	CDC VSP Ops Manual	CDC PPT			NEW CREW Within 4 weeks of joining RE-JOINERS Every 24 months	ALL	Supervisors and above to do the PDF PPTs relevant to their public health duties	Company Requirement

Environmental, ISO 14001 & ISO 50001 Training

Return to Document Navigation

Training Program	Time (m)	Section	Time (m)	Responsible	Reference	Method	Assessed	Record	Completion	Ships	Application	Requirement
ENVIRONMENTAL TRAINING												Return to Document Navigation
V.Group Video (Marlins) Environmental Compliance	15			EnvO	eLVMS	Video			NEW CREW Prior to working unsupervised and preferably before sailing RE-JOINERS Every 12 months	ALL	ALL Officers & Crew	Company Requirement
Tier 1 Environmental Awareness	20	This is included in Day 1 of Familiarisation Training: - Environmental Policy - Legislation - Overview of Waste Streams - Waste Segregation - Waste Waters - Garbage Separation - Air Emissions - Hazardous Wastes		EnvO	Saf 16 eLVMS	VSL PPT			NEW CREW Prior to working unsupervised and preferably before sailing RE-JOINERS that HAVE NOT completed a full induction in the previous 12 months - full induction programme within one month of joining RE-JOINERS that HAVE completed a full induction in the previous 12 months - test within 2 Days (test failures to re-do full induction programme	ALL	ALL Officers & Crew	Company Requirement
Tier 2 Environmental Basic	30		30	EnvO	IMO Model Course 1.38	VSL PPT			ALL CREW	ALL	ALL hotel, deck & engine crew re: - Garbage Requirements - Hazardous Wastes - Waste Waters	Company Requirement
Tier 2 Environmental Advanced	30	Additional enhanced training	30	EnvO	IMO Model Course 1.38	VSL PPT			Within 7 Days	ALL	ALL deck & engine crew involved in ops re: - Ballast Water - Bilge & Sludge - Air Emissions	Company Requirement
Oily Water Separators (OWS)	120			Chief Engineer / Daywork EnvO	eLVMS	LMS-MELS			Prior to Operation of OWS or making entries / signing in ORB	ALL	See MELS Matrix	Company Requirement
Environmental Record Keeping				Chief Engineer / Daywork EnvO	eLVMS	LMS-MELS			Prior to Operation of OWS or making entries / signing in ORB	ALL	See MELS Matrix	Company Requirement
Oil Record Book (ORB) PPT	80			Chief Engineer / Daywork EnvO	eLVMS	VSL PPT			Prior to Operation of OWS or making entries / signing in ORB	ALL	Master, ENVO & ALL Engine Officers	Company Requirement
Low Sulphur Fuel Change Over Procedures				Chief Engineer / Daywork EnvO	eLVMS	LMS-MELS			Prior to operating in a MARPOL VI ECA (or to EU ports/berths)	ALL	See MELS Matrix	Company Requirement
MARPOL Annex VI	60			Chief Engineer / Daywork EnvO	eLVMS	VSL PPT	Yes		Prior to conducting incinerator ops	ALL	Incinerator Operators	Company Requirement
Ballast Water Management	40			Staff Captain / Daywork EnvO	eLVMS	LMS-MELS			Prior to conducting ballast operations	ALL	See MELS Matrix	Mandatory
SEEMP (Shipboard Energy Efficiency Management Plan)				Chief Engineer / Daywork EnvO	eLVMS	LMS-MELS			Within 1 Month	ALL	See MELS Matrix	Mandatory
ISO 14001 TRAINING												Return to Document Navigation
ISO 14001 Environmental Management Systems	30min			EnvO	eLVMS	VSL PPT	Test SAF56		NEW CREW Within 14 days RE-JOINERS Every 12 months	ISO14001 ships	ALL Officers & Crew	Company Requirement
ISO 50001 TRAINING												Return to Document Navigation
ISO 50001 Energy Management Systems	30min			EnvO	eLVMS	VSL PPT	Test SAF56		NEW CREW Within 14 days RE-JOINERS Every 12 months	ISO50001 ships	ALL Officers & Crew	Company Requirement

RoRo, USA & Polar Operations Training

Return to Document Navigation

Training Program	*Time (m)*	*Section*	*Time (m)*	*Responsible*	*Reference*	*Method*	*Assessed*	*Record*	*Completion*	*Ships*	*Application*	*Requirement*
RO-RO OPERATIONS TRAINING												
Ro-Ro Passenger Safety, Cargo Safety & Hull Integrity Bahamas approved only	120			Safety Officer Trainer to be an officer holding PAXTRIM or IMO Train the Trainer	STCW Reg. V/2 Para 7	VSL PPT			Prior to undertaking onboard duties	RoRo only	For the following crew without a valid Certificate Master Captain's Deputy Chief Engineer Chief Engineer's Deputy Others responsible for dis/embarking passengers, loading cargo and/or closing hull openings	Mandatory
USA OPERATIONS TRAINING												
Crime Scene Training				Chief Security Officer or SSO	Cruise Vessel Security & Safety Act 2010	VSL PPT			Prior to entering a USA Port	ALL Vessels entering a USA Port	Staff Captain Chief Security Security Personnel	Mandatory
USA Vessel General Permit (VGP) Awareness training	Varies per Dept			Staff Captain or Environmental Officer	eLVMS	VSL PPT			ALL CREW At least 3 months before arrival USA NEW-CREW Within 1 Month if not completed in the past year RE-JOINERS Annual refresher at least 3 Months prior to arrival USA	ALL Vessels entering a USA Port	As per Form USVGP11a	Mandatory
USA Vessel General Permit (VGP) Advanced training	Varies per Dept			Staff Captain or EnvO	eLVMS	LMS-MELS			ALL CREW At least 3 months before arrival USA NEW-CREW Within 1 Month if not completed in the past year RE-JOINERS Annual refresher at least 3 Months prior to arrival USA	ALL Vessels entering a USA Port	See MELS Matrix (i.e. as per Form USVGP11a)	Mandatory
Whale Strike Avoidance	Varies			Staff Captain	eLVMS	Video and Test			Before unsupervised navigation in USA waters	ALL Vessels in USA Waters	Navigation Officers Bridge Lookouts & Helmsman	Mandatory

RoRo, USA & Polar Operations Training

Return to Document Navigation

Training Program	*Time (m)*	*Section*	*Time (m)*	*Responsible*	*Reference*	*Method*	*Assessed*	*Record*	*Completion*	*Ships*	*Application*	*Requirement*
POLAR WATERS OPERATIONS TRAINING (Complying with transitional period requirements of STCW B-V/g until the Polar Code training requirements apply 01JUL2018)												Return to Document Navigation
Induction & Preparation	120			Staff Captain	eLVMS	VSL PPT Parts 1&2 Selected			Prior to Navigation in Polar Waters	Polar Ops	ALL Crew	Mandatory
Engineer Training & Preparation	120			Chief Engineer	eLVMS	VSL PPT Parts 1&2 Selected			Prior to Navigation in Polar Waters	Polar & Other Ice Nav Ops	ALL Engineers	Required
Bridge Team Training & Preparation	120			Master	eLVMS	VSL PPT Parts 1&2 Selected			Prior to Navigation in Polar Waters	Polar & Other Ice Nav Ops	ALL Bridge Team Incl. Lookouts & Helmsman	Required
Ice Navigation Training - Basic	120			Master	eLVMS	VSL PPT Parts 1&2 Selected			Before unsupervised navigation in polar and other waters with ice hazards	As per PWOM	Navigation Officers	Mandatory
Ice Navigation Training - Advanced	120			Master	eLVMS	VSL PPT Parts 1&2 Selected			Before unsupervised navigation in polar and other waters with ice hazards	As per PWOM	Navigation Officers	Mandatory