**TRAINING SESSION/DRILL ATTENDANCE LOG and EVALUATION**

*This is to be used to record trainings and drills such as required by the VMS procedures and forms SAF22 “Monthly Drills Training Return”,C601d “Crew Certification Guidelines” including assessment and evaluation of the drill/training carried out*

*This is* ***NOT*** *to be used to record Familiarization and Inductions Trainings (already covered by form SAF16 “Record of Crew Induction and WTD Trainings”), or for the occupational training (already covered by form SAF93 “Onboard Occupational Training”) or for Officers’ Familiarization (already covered by checklists in sections* [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [4.0 Marine Operations](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/deck_operations.htm) > 4.7 Master and Deck Officer Familiarisation Programme*,* [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [5.0 Technical Procedures](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/ship_technical_operations.htm) > 5.10 Engineer Office (including Chief Engineer) Familiarisation Programme*)*

**Training Session / Drill Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Vessel** | **Date** | **Time from/to** | **Location on board** |
| V.Ships | March 18th 2021 | 09:00 – 10:00 | Vlasov room |
| Type of training /drill | Brief description | Specify if Classroom or hands on/ practical | Comments |
| Introduction of RA | Classroom: Theory by means of slides, followed by a practical workplace RA preparation on site | NA |
| Drill Evaluation | Things went well.  (Brief description) | Area of improvement.  (Brief description) | Comments. |
| Good participation and engagement from all attendees | Add more practical elements as found most effective and appreciated by the crew | Additional practical RA preparation will be added to the next courses. |
| Trainer in charge | Name/Position | Signature |  |
| Francesco Santangelo  Training Manager |  |  |

**Instructions:**

* Retain this log onboard for 30 months (J3 folder)
* Add as many sheets with lists of attending crew (page 2) as required
* Exempted crew must participate on the next training/drill of the same topic/type
* Unjustified absences may be subject to disciplinary actions

**List of attending crew:**

| **No.**  **Muster List** | **Name** | **Rank** | **Sign for attendance** | **Remarks / exemption (if applicable)** |
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