

VOC MANAGEMENT PLAN
Chapter 10 – Training Procedure

This operation and equipment manual for vapour emission control system is in compliance with the training program required by USCG 46 CFR 39.10.11.

10.1 A person in charge of a transfer operation utilizing a vapour collection system must have completed a training program covering the particular system installed on the vessel. Training must include drills or demonstrations using the installed vapour control system covering normal operations and emergency procedures.

10.2 The training program required by paragraph (a) of this subpart must cover the following subjects:

10.3 Vessel is to use the below form as a checklist when conducting the training for the crew member.

10.4 Newly joined officers/crew involved in the VOC operation shall undergo the training programmes in earliest opportunity.

SUBJECT	CONTENT IN THIS V.O.C. MANUAL
(1) Purpose of a vapour control system	See Chapter 3.5 - Vapour Emission Control System – Design and Specification
(2) Principles of the vapour control system	See Chapter 3.5 - Vapour Emission Control System – Design and Specification
(3) Components of the vapour control system	See 3 – Cargo Tanks and Equipments
(4) Hazards associated with vapour control system	- Overfill and spillage of oil - Cargo tank over pressurization - Cargo tank under pressurization - Fire, explosion and detonation
(5) Coast Guard regulations in this Chapter	See Chapter 9 – Emergency procedure
(6) Operating procedures, including I. Testing and inspection requirements II. Pre-transfer procedure III. Connection sequence IV. Start-up procedures V. Normal operations	See Chapter 4 – Oil Transfer Procedures See Chapter 3 – Cargo Tanks and Equipment See 4.2 USCG CFR regulations on transfer procedures and Vapour emission control
(7) Emergency procedures	See Chapter 9 – Emergency procedure

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VOC MANAGEMENT TRAINING RECORD

Vessel: _____ Date: _____
Port / Location: _____ Purpose of training: _____

The following crew members whose work or duty and responsibility onboard is related to Management, handling and/or for the release of gas/vapour have respectively received special training and instruction in accordance to the parameters set forth in 46 CFR 39.10.11.

Description and summary of the briefing and training conducted:

No.	Training Scope	Tick (✓)
1.	Purpose of a vapour control system	
2.	Principles of the vapour control system	
3.	Components of the vapour control system	
4.	Hazards associated with the vapour control system	
5.	Coast Guard regulations in VOC	
6.	Operating procedures, including: (i) Testing and inspection requirements (ii) Pre-transfer procedures (iii) Connection sequence (iv) Start-up procedures (v) Normal operations	
7.	Emergency procedures.	
8.	Q & A	

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Record of crew attended this training.

No.	Name	Rank	Date	Signature

Training Officer: _____

Master: _____

Signature: _____

Signature: _____