**SPECIFIC SHIPBOARD TRAINING RECORD - CARGO OPERATION**

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| Vessel: |  |  | Date: |  |
| Rank/Name of Crew: |  |  |  |  |

**Section 1 - Cargo and Ballast Handling Operation (On Job Training)**

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| 1. **Cargo Stowage and Planning** | | | | | |
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| Training Scope:  Planning and preparation for cargo loading/discharging which includes stability and stress checking at all stages of the proposed operation, including any limitation, location of slack tanks, Stress, draft and Trim. Compliance to seasonal load-line zones, port restrictions, including maximum cargo capacities and loading rates.  Ships stability and Stress Calculation: This allows comparison of actual and calculated stress, draft and trim to provide proactive warning. | | | | | |
| No. | Name of Port | Load/Discharge | Voyage No. | Training Period | Remarks |
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| 1. **Crude Oil Washing / Tank Cleaning Operation** | | | | | |
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| Training Scope:  Planning and preparation for COW / Tank Cleaning operation which includes stability and stress checking at all stages of the proposed operation, including any limitation, cargo characteristics, procedure to be employed, Stress, draft and Trim. Compliance with MARPOL requirements, port restrictions, including maximum capacities of pumps, washing machines & eductors to be used. | | | | | |
| No. | Name of Port | Load/Discharge | Voyage No. | Training Period | Remarks |
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| 1. **Ships Stability and Stress Calculation** | | | | | |
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| Training Scope:  This allows comparison of actual and calculated stress, draft and trim to provide proactive warning. | | | | | |
| No. | Name of Port | Load/Discharge | Voyage No. | Training Period | Remarks |
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| 1. **Cargo /Ballasting and De-ballasting Operation** | | | | | |
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| Training Scope:  Preparation of Cargo, Ballast pumps Lines and valves settings, tank venting. Such ballasting plans include consideration of ballasting before the onset of severe weather. Monitoring of ullages or sounding of cargo, ballasting /de-ballasting tank(s) in order to ensure the condition is in conformity to the laid down plan. | | | | | |
| No. | Name of Port | Load/Discharge | Voyage No. | Training Period | Remarks |
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| 1. **Mooring & Unmooring Operation (Includes SPM/SBM)** | | | | | |
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| Training Scope:  Mooring preparation, awareness of mooring deployment and monitoring includes suitable supervision,  Familiarity of mooring equipment and shore requirements relating to shore moorings, passing traffic or tidal of concerns.  Training of Risk assessment to ensure that mooring arrangement and equipment are operated properly to ensure safety of vessel personnel. Understanding of the hazard associated with the snap back zones. | | | | | |
| No. | Name of Port | Load/Discharge | Voyage No. | Training Period | Remarks |
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**Section 2 – Training Appraisal**

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| **No** | **Item** | **V .Good** | **Good** | **Above Average** | **Average** | **Unsatisfactory** |
| 1 | Perform his duties and responsibilities efficiently. |  |  |  |  |  |
| 2 | Perform his watch with minimize supervision from Chief Officer. |  |  |  |  |  |
| 3 | Carried out orders promptly. |  |  |  |  |  |
| 4 | Observe safety practices at all times. |  |  |  |  |  |
| 5 | Perform the orders/task obediently. |  |  |  |  |  |
| 6 | Show interest in learning. |  |  |  |  |  |
| 7 | Alert and attentive during his cargo and security watch. |  |  |  |  |  |
| 8 | Teamwork and Cooperation. |  |  |  |  |  |
| 9 | Discipline |  |  |  |  |  |
| 10 | Knowledge to respond in an emergency |  |  |  |  |  |

*Note: Mark (x) in the appropriate column.*

**Section 3 - Comments**

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| Comments By Training Officer (Chief Officer): |

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| **Chief Officer:** |  |  | **Master:** |  |
| **Signature:** |  |  | **Signature:** |  |

**Note:**

1. This form is to be sent to Manning & Training department on quarterly basis for record of junior deck officers training and development process.