**SHIPBOARD TRAINING RECORDS**

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| --- | --- | --- | --- |
| Vessel: |  | Year: | Key: (X indicates scheduled drills) |

| **Type of Trainings** | Monthly | 2 Monthly | 3 Monthly | 6 Monthly | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Use of ship’s life-saving appliances in severe weather and severe sea conditions (SOLAS Chap. III, Reg 19) |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| SCABA / EEBD (Training in proper donning and use) **(CST #3020)** |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Use of fire/foam hoses, fire extinguishers and monitors (in addition to that done during routine fire drills) **(CST #3021)** |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Operation of emergency equipment (Emergency fire pump, fixed FFA, Emergency generator, Emergency air compressor, Fuel valves shut down etc..) **(CST #3024)** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Operating of the fixed extinguisher system (E.g. CO2 or foam). **(CST #3063)** |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Donning of Immersion suit **(CST #3064)** |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| First Aid, Rig Stretcher and proper use of First Aid equipment **(CST #3025)**  Including hypothermia problems and treatment |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Using of Oxygen Resuscitator **(CST #3069)** | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Operation of GMDSS equipment (EPIRB, SART and 2-way VHF radio, HF/MF, DSC, Distress call, SSAS/Isat phone test etc… **(CST #3070)** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Proper use of gas detector equipment (e.g. Oxygen Analyser, H2S detector, Explosimeter, Tankscope) **(CST #3065)** |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| VGP Training **(CST #3045)** |  |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |
| Garbage Management Training **(CST #3067)** |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ballast Water Exchange Training **(CST #3068)** |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| VOC Training **(CST #3066)** |  |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |
| Environmental Management System Training |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| SEEMP & MRV Training (Jan & July) |  |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |
| Bio-Fouling Training |  |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |
| Stop Work Order |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Search and Rescue Technique |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Design limitations of Anchor windlass and systems |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Risk Assessment - JHA Training (Take 5 and Toolbox Talk) etc. **(CST #3026)** |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* Any other training deemed suitable by Master, such as: Proper lifting techniques, occupational hazards, | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Notes:**

1. In addition to the familiarisation training in the ‘Welcome Onboard’ Form, above additional trainings are to be scheduled and report in the monthly safety meeting minute.
2. When conditions permit, this shipboard training can be combined with mandatory/emergency drills.
3. Unless required and applicable, every month the vessel is to complete the Form, SM025D – Shipboard Training Attendance to register the name of crew attended the training.
4. When deemed necessary, the Master after consulted with the Ship Management Team (SMT) is to include other trainings into this training matrix necessary for the safe operation of vessel.
5. The Ship Security Officer (SSO) is responsible to ensure every crew member is given the **security familiarization training within one week** after they joined vessel. The training scopes are covered in the SSP. The Crew Security Familiarization Training Record Form - SSP Form: 02 A & B shall be completed and filed after the training.
6. In addition to having attended the Generic and type specific ECDIS training, all Deck Officers, including the Master, must complete the ECDIS OFS (Onboard Familiarization Service) computer-based training module within two weeks of joining vessel.