Training Record Book
Stage 1 - App and API

Contents

Introduction

Background

Evidence of training onboard a ship has traditionally been evidenced by completing a series of tasks contained within a paper 'Training Record Book' (TRB).

A company could monitor the progress of a trainee when they were off the ship and posted the book to their Training Officer for assessment.

At the end of the training period the completed book would be sent to the regulatory body (Maritime and Coastguard Agency) for verification of signatures and ensure all the tasks have been completed.

Problem: There was no indication towards a trainee's progress until they send the physical copy of their Training Record Book to their Training Officer.

To solve this problem, Onboard Maritime created a digital version of the Training Record Book within their Learning Management System ([Create Courses, Engage Learners & Train Teams | Tovuti LMS Software](#) – a SAAS company).

This allows trainees to view the tasks and access additional learning materials to assist them in completing the tasks by logging into the LMS.

Once a task has been completed, they can complete a text box within the LMS which would then show their progress on a progress bar.

The system allows the trainee to upload photographs to the LMS server.

The company Training Officer can view the trainee progress on a dashboard which they can view when they log into the LMS.

Current Problem: This system only works if the trainee has access to the internet. This is not always possible when a ship is at sea.

Required Solution: Allow the trainees to access an desktop/tablet App when they are not connected to the internet. Once they can connect, an API will facilitate updating/synchronising with the LMS support ([Getting Started with the Tovuti API – Tovuti Help Center (tovutilms.com)](#))

Future stage solutions/subsequent developments

1 - Develop a full electronic TRB that connects to a LMS. This would mean that any Electronic signatures can be approved by UK government Department for Transport. Onboard Maritime would own the code and dashboard and the package would run independently of the existing Tovuti LMS. We are investigating the government needs.

2 – Replace the Tovuti LMS with our own system that would provide a more secure cloud based system.

Overview of Initial (Stage 1) and Subsequent Stages

Stage 1
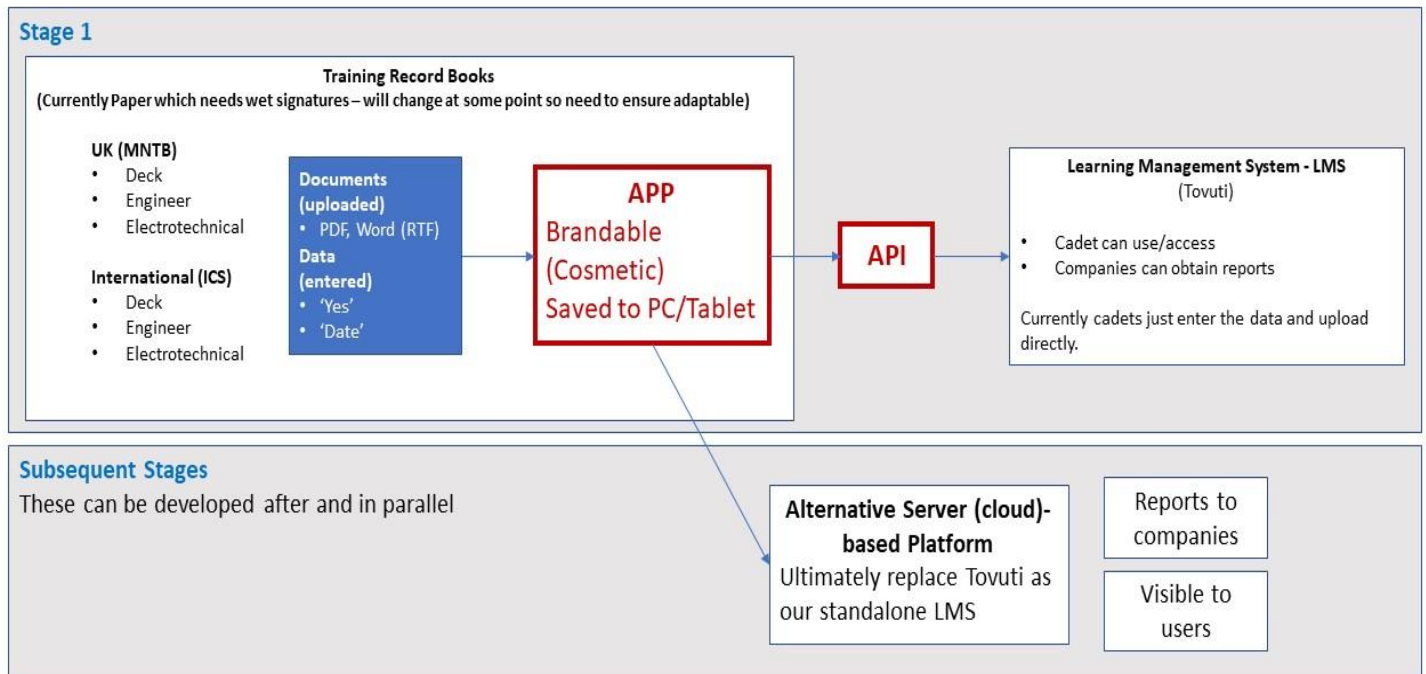
The initial **Required Solution**, ie Stage 1, would involve:

- Creation of an offline App that the learner (cadets) can save documents to and manually confirm completion of tasks (and the dates of completion).
- Once within internet coverage (cadet's phone or ship in port) the cadet can than manually synchronise the App – pushing the data/documents to the LMS (via an API). This would need to be manually activated, as auto uploads may cause excessive costs for the cadet.
- This would then enable the cadet's sponsoring company to access progress reports etc as they are presently doing from the Tovuti LMS.
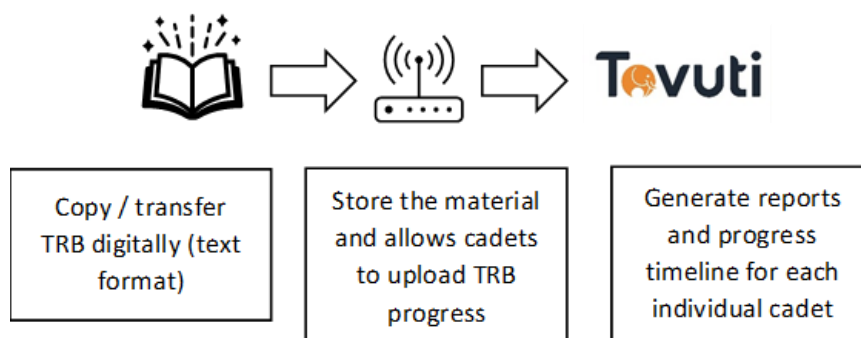
Note:

There are six different TRBs that would need to be covered by the App (see diagram). Three we currently use and three we are working towards.

Cadets can sail on multiple ships, with officers who change during each voyage.

While our main/immediate focus is on the above (Stage 1) for this initial project, we are conscious that what we build now needs to have flexibility to accommodate subsequent TRB/eTRB changes and eventually move towards our own developed LMS/platform.

Having the facility for the cadet to print a summary pdf report from the App would be very useful, but not immediately critical.

Must haves v Would like

Cadets / Students

Must Have	Would Like/later needs
- Upload images of their physical TRB - Input text to confirm completion of tasks - Not require the internet to add document/sign off	- View all supporting/guidance materials - View a real-time progress bar - Tasks electronically signed off on the device - Notify LMS when struggling with a specific task

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Must Have	Would Like/later needs
- Update text with the supporting materials in a simple process - Full control over the application	- Download detailed progress reports of cadets - Be notified of any tasks that cadets may be struggling with - Recognise the signed-off task signatures (if possible)

Shipping Companies (through Tovuti LMS)

Must Have through the LMS (not Agile yet)	Would Like/later needs
- Tracking/progress of what the cadet has uploaded	- Standalone OM owned LMS

Hard Copy Training Record Book - Example

A pdf containing most of the content of the Deck Cadet TRB is attached. Some pages are not included (eg repetitive pages). The following shows the contents.

Contents

The main tasks requiring supporting evidence (documents) and 'sign-off & dates' are as follows:

- 6 Main Sections, containing approximately 140 tasks to be signed/dated. (Sections 5.1-5.6)
- 1 Collision Regulations section containing 58 tasks to be signed/dated (Section 2.5)

Also

- Cadet details
- Familiarisation for each ship
- Details for each ship
- Signing officers details and review sections
- Summary information

This will be similar to the other two UK (MNTB) TRBs – Engine and ETO.

International (ICS) TRBs

These are a different format, but contain a similar approach to meet the same competencies, ie

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Current Tovuti LMS - Digital Training Record Book
1)Trainees can see the tasks they need to complete in the current LMS

Deck TRB 1 - Priority Tasks

Priority Tasks

The tasks listed below must be signed within two to three weeks of joining your ship.

These tasks must be completed for each ship that you join. You must ensure that your TRB is signed by the responsible person to indicate whether you are 'Making Progress' or 'Satisfactory'.

1) Read through the guidance on how to complete each task.

2) Write in the text field when this task has been completed.

3) Take a picture of the completed page and upload it for inspection by your Company Training Officer.

Search Lessons...

1 - Priority Tasks: Important - Read and Action

2 - Undertake a conducted safety tour of the ship

3 - Demonstrate a knowledge of the ship's emergency plans and procedures

4 - Demonstrate recognition of the alarm signals for fire, emergency and abandon ship

5 - Demonstrate a knowledge of the immediate actions you must take if you see fire, smoke, a person fall overboard or any other emergency occurrence

6 - Locate all medical and first aid equipment

2) Clicking on each task gives the trainee (cadet) more information on how to complete it

Completing This Task

This task should be completed when you join each ship.

The table below provides additional guidance which is in addition to the information found in your MNTB Training Record Book.

After you have had the task signed off, indicate that it has been completed and the date of completion in the box below the table.

Task Number/Description	Task	Writing a Report	Resources and sources of information for the task (Guidance for the trainee)	Guidance for the Responsible Officer/DSTO
Priority, Familiarisation and Safety Tasks	Undertake a conducted safety tour of the ship	This task should be signed off on completion of your safety familiarisation tour when joining each ship. Report suggestions: • Record details and take notes during your safety familiarisation. • Keep a copy of your company's familiarisation checklist (if permitted)	1. Company familiarisation checklist 2. SOLAS Chapter III – 'Onboard training and instruction' 3. Merchant Shipping (Health and Safety at Work) Regulations 4. COSWP - Chapter 2 5. Online materials - 'Roles and Responsibilities'	Trainees should show interest during their safety familiarisation. Officers conducting the tour should ensure they ask questions.

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3) The trainee can indicate when they have completed a task in the TRB.

Course 0%

Priority Tasks: Important - Read and Action

Uploading Your Task Page

It is important that you complete all of the tasks in your training record book and these are verified by your Company Training Officer.

Once you have completed all of the tasks in this section, or when you leave your ship, take a photo of the TRB task book page and upload it using the link below.

If you have been unable to complete any tasks or have any comments, you can write them in the text field below.

upload only by

Upload Your Task Page
Take a photo of your task record book page for this section. Save it to your device and then upload it using the link provided.

* Required ✓ Incomplete

📄 Upload File 🔍 Browse

Comments
If you have any comments regarding the tasks you have completed or if you were unable to complete all of the tasks, you can write your comments in the box below.
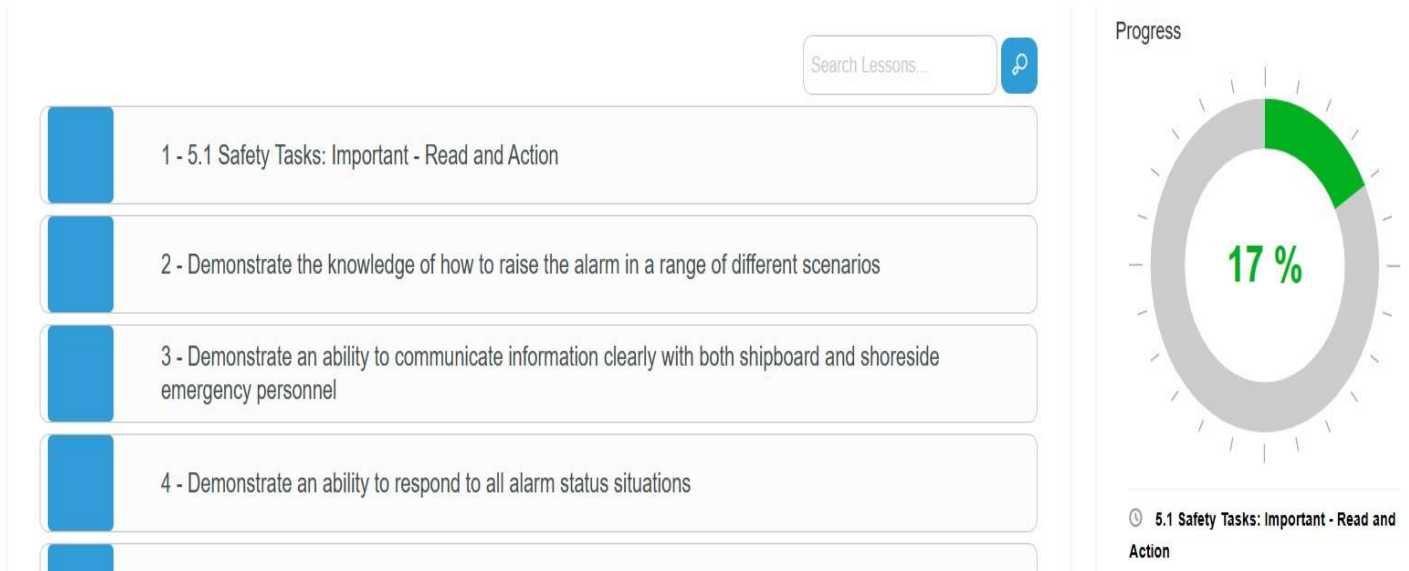
* Required ✓ Incomplete

✏️ Write Something... ✓ Submit

input only by

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5) They can view their progress on the progress bar

6) Generating Reports to the Training Officer

Reports are generated by the Onboard Maritime administrator who can download photographs and documents uploaded to the LMS server.

1. Report on what tasks were completed, date of completion and who signed the tasks off.

2. What uploads where uploaded and when.