

ROYAL MALAYSIAN NAVAL VOLUNTEER RESERVE



TRAINING COMPETENCY LOG (*BUKU TUGAS TENTU*)

Reserve Officer Basic Pre-Commissioning Course
(Phase 3)

RESTRICTED

BIODATA

NAME	
OFFICIAL NO	
BRANCH	

JOB HISTORY

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	c. Seamanship Practical	
	d. Naval Communication Practical and Officer of the Day (OOD) Responsibilities	

TRAINING ACHIEVEMENT CERTIFICATE

I declare that:

(No/Rank/Name)

Has been completing all tasks as follow:

- A. WASPADA PRACTICAL**
- B. TANGKAS PRACTICAL**
- C. SEAMANSHIP PRACTICAL**
- D. NAVAL COMMUNICATION PRACTICAL
AND OFFICER OF THE DAY (OOD)
RESPONSIBILITIES**

Valuer signature: _____

Rank :

Service No :

Date :

UNIT COP

PART 1: GENERAL INFORMATION

PURPOSE OF THE TRAINING LOG

1. The Training Log is an account of competencies demonstrated as a result of training and workplace experience. It is:
 - a. An account for the candidate, the training provider, and the Royal Malaysian Navy (RMN).
 - b. Required for qualification purposes.

NOTE FOR THE CANDIDATE

2. Your Training Log is an important document that provides an accurate account of your practical achievement and relevant work experience.
3. You are responsible for ensuring that:
 - a. The Training Log is not lost.
 - b. The Training Log is kept up to date and neat.
 - c. The whereabouts of the Training Log is known at all times so that it can be made available to:
 - (1) Your Training Officer.
 - (2) Your Workplace Assessor (WPA).
 - (3) Your Supervisor and Head of Department.
4. You are expected to:
 - a. Conduct at least 70% of the task given by each module for passing marks.
 - b. Gather the evidence required by the WPA and/or take part in activities for the gathering of evidence (such as workplace observations, simulations and questioning).
 - c. Note down all information, procedure and training from the task given into your Training Log to become as evidence during training.

SUPERVISORS AND MANAGERS

5. Supervisors and managers are responsible for:
 - a. Determining likely workplace requirements for training.

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- b. Ensuring that trainees are trained and available to meet workplace requirements.
- c. Ensuring that subject matter specialists are available and/or negotiating their availability.
- d. Providing appropriate training and development opportunities.
- e. Providing work based opportunities to demonstrate competence.
- f. Completing Training Log on completion of posting.

WORKPLACE ASSESSOR

- 6. WPAs are responsible for:
 - a. Briefing the trainees and their supervisor on the assessment process.
 - b. Ensuring that the collection of evidence and judgments of competency addresses the five dimensions of competency (task skills, task management skills, contingency management skills, job/role environment skills and the ability to transfer these skills and knowledge to new situations).
 - c. Formally recording and reporting the outcome.

TRAINING OFFICER

- 7. The Training Officer will need to make regular checks to ensure that all parties have fully completed the relevant sections of the Training Log.
- 8. On completion of the Training Log the Training Officer must request the Training Log from the trainees. The Training Officer must then ensure that all sections of the Training Log are correctly completed and that a Supervisor has signed each of the Detail Task and Log as certifying that the task has been achieved. Once this is proven correct the Training Officer is to complete the Qualification Certificate. All documents will be send to Reserve Unit.

PART II: RECORD OF TRAINING ACHIEVEMENT

WASPADA PRACTICAL							
Reference:							
1. BR 45 Manual of Navigation. 2. NP 100 – Mariners Handbook. 3. NP 1 – 72 – Admiralty Sailing Directions (Pilot). 4. NP 136 – Ocean Passages for The World. 5. RMNTP 1 Vol 1 and 2.							
SRL	LEARNING OBJECTIVE	DETAILS TASK	FREQUENT				
1.	Prepare Chart For Leaving/Entering Harbor	1.1 Prepare Publication Used For Pilotage	1/4	2/4	3/4	4/4	
		1.2 Prepare Chart Equipment For Pilotage	1/4	2/4	3/4	4/4	
		1.3 Select Route/Course For Pilotage	1/4	2/4	3/4	4/4	
		1.4 Calculate Tides And Tidal Stream	1/4	2/4	3/4	4/4	
		1.5 Calculate Under Keel Clearance (UKC)	1/4	2/4	3/4	4/4	
		1.6 Draw Limiting Danger Line On Chart	1/4	2/4	3/4	4/4	
		1.7 Draw Wheel Over Mark On Chart	1/4	2/4	3/4	4/4	
		1.8 Draw Clearing Bearing On Chart	1/4	2/4	3/4	4/4	
		1.9 Draw Distance To Run, Speed And 'Bubble' Time	1/4	2/4	3/4	4/4	
		1.10 Identified Headmarks And Sternmarks	1/4	2/4	3/4	4/4	
2.	Prepare Bridge Team For Leaving/Entering Harbor	2.1 Layout Equipment In Bridge	1/4	2/4	3/4	4/4	
		2.2 Explain Bridge Team Personnel Task And Responsibilities	1/4	2/4	3/4	4/4	
		2.3 Allocate Personnel For Bridge Team	1/4	2/4	3/4	4/4	
		2.4 Test MCR Throttle	1/4	2/4	3/4	4/4	
		2.5 Calibrate And Set Up Radar	1/4	2/4	3/4	4/4	

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		2.6 Carry Out Radio Communication Procedure	1/4	2/4	3/4	4/4
		2.7 Set Up Echo Sounder	1/4	2/4	3/4	4/4
		2.8 Set Up Flags Signal/Lights For Leaving/Entering Harbor	1/4	2/4	3/4	4/4
		2.9 Carry Out Command And Control Order For Bridge Team	1/4	2/4	3/4	4/4
3.	Perform Blind/Visual Pilotage For Leaving/Entering Harbor/Narrow Channel	3.1 Conduct Pre-Pilotage Briefing	1/4	2/4	3/4	4/4
		3.2 Carry Put Flag Hoist For Pilotage	1/4	2/4	3/4	4/4
		3.3 Carry Out Close Up Report For Pilotage To NO/CO	1/4	2/4	3/4	4/4
		3.4 Conduct Approach And Leaving Jetty	1/4	2/4	3/4	4/4
		3.5 Carry Out Sound Signal/Lights Manning	1/4	2/4	3/4	4/4
		3.6 Deliver Engine Orders	1/4	2/4	3/4	4/4
		3.7 Carry Out Conning And Steering Orders	1/4	2/4	3/4	4/4
		3.8 Conduct Leaving/Entering Harbor Reporting To NO/CO	1/4	2/4	3/4	4/4
		3.9 Carry Out Blind/Visual Reporting	1/4	2/4	3/4	4/4
		3.10 Carry Out Gyro Check	1/4	2/4	3/4	4/4
		3.11 Carry Out Transit Check	1/4	2/4	3/4	4/4
		3.12 Apply ROR For Pilotage	1/4	2/4	3/4	4/4
		3.13 Carry Out Ship Alteration Off Course	1/4	2/4	3/4	4/4
		3.14 Fall Out Pilotage Team	1/4	2/4	3/4	4/4

Remarks:	Supervisor Signature:
	Date:

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Remarks:	Training Officer Signature: Date:
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TANGKAS PRACTICAL							
Reference:							
1. BRL 9020 CBRNDC Manual							
SRL	LEARNING OBJECTIVE	DETAILS TASK	FREQUENT				
1.	Perform Fire Fighting Procedures	1.1 Layout Equipment And Tools For Fire Fighting	1/4	2/4	3/4	4/4	
		1.2 Carry Out Pressure Check For Fire Extinguisher	1/4	2/4	3/4	4/4	
		1.3 Check Pressure For Life Support Gas	1/4	2/4	3/4	4/4	
		1.4 Carry Out Duty As Damage Control Officer	1/4	2/4	3/4	4/4	
		1.5 Identify Fire Fighting Suit And Life Support Apparatus	1/4	2/4	3/4	4/4	
		1.6 Check Face Mask Integrity	1/4	2/4	3/4	4/4	
2.	Control Ship's Damage And Flood	1.7 Carry Out Task As Incident Board Operator (IBO)	1/4	2/4	3/4	4/4	
		1.8 Carry Out Task As Breathing Apparatus Controller (BACO)	1/4	2/4	3/4	4/4	
		1.9 Carry Out Task As Incharge Main Group	1/4	2/4	3/4	4/4	
		1.10 Carry Out Task As Attack Party BA And Attack Party Non BA	1/4	2/4	3/4	4/4	
		1.11 Carry Out Task As Team Leader, Water Wall, Fire Fighter	1/4	2/4	3/4	4/4	
		1.12 Carry Out Task As Hose Handler And Boundary Coller	1/4	2/4	3/4	4/4	
		2.1 Lay Out Damage Control Equipment And Tools	1/4	2/4	3/4	4/4	
		2.2 Carry Out Task And Role As Shoring Party	1/4	2/4	3/4	4/4	
		2.3 Carry Out Task And Role As Leak Stopping Party	1/4	2/4	3/4	4/4	
		2.4 Carry Out Task And Role As Pumping Party	1/4	2/4	3/4	4/4	
		2.5 Carry Out Duty As Damage Control Officer	1/4	2/4	3/4	4/4	

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3.	Perform Gas Tight Proofing In Gas Chamber	3.1 Identify Type Of Chemical Hazard Gas	1/4	2/4	3/4	4/4
		3.2 Identify Part And Component Of Face Mask	1/4	2/4	3/4	4/4
		3.3 Assemble Face Mask	1/4	2/4	3/4	4/4
		3.4 Carry Out Face Mask Gas Tight Integrity Check	1/4	2/4	3/4	4/4

Remarks:	Supervisor Signature: Date:
Remarks:	Training Officer Signature: Date:

SEAMANSHIP PRACTICAL							
Reference:							
1. BR 67 – Admiralty Manual of Seamanship							
SRL	LEARNING OBJECTIVE	DETAILS TASK	FREQUENT				
1.	Practice The Nautical Term During Evolution And Daily Routine	1.1 Identify Nautical Being Used In Respective Evolution And Daily Routine	1/4	2/4	3/4	4/4	
		1.2 Elaborate The Significance Of Naval Terms Used In RMN	1/4	2/4	3/4	4/4	
		1.3 State The Associate Naval Terms For Evolution And Daily Routine	1/4	2/4	3/4	4/4	
2.	Illustrate Anchor And Cable Used Onboard RMN Ship	2.1 Identify Type Of Cable And Anchor	1/4	2/4	3/4	4/4	
		2.2 Demonstrate The Rigging Used Onboard Ship	1/4	2/4	3/4	4/4	
		2.3 Sketch Anchor And Cable Lay Out	1/4	2/4	3/4	4/4	
3.	Assist Replenishment at Sea (RAS)	3.1 Prepare Tools And Equipment For RAS	1/4	2/4	3/4	4/4	
		3.2 Layout The RAS Equipment	1/4	2/4	3/4	4/4	
		3.3 Participate In RAS Evolution	1/4	2/4	3/4	4/4	
4.	Navigate Various Types of Boat	4.1 Define Types Of Sailing Boat, Laser Boat	1/4	2/4	3/4	4/4	
		4.2 Define Term To Be Used	1/4	2/4	3/4	4/4	
		4.3 Navigate The Boat	1/4	2/4	3/4	4/4	
5.	Application of Basic Knot	4.4 Hoisting And Secure The Boat	1/4	2/4	3/4	4/4	
		5.1 Define Term To Be Used	1/4	2/4	3/4	4/4	
		5.2 Identify Basic Knots	1/4	2/4	3/4	4/4	
		5.3 Apply Basic Knots In Various Application	1/4	2/4	3/4	4/4	

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	Date:
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NAVAL COMMUNICATION PRACTICAL AND OFFICER OF THE DAY (OOD) RESPONSIBILITIES						
Reference:						
1. RMNCP.						
2. RMNTP Vol 1 and 2.						
3. OOD References.						
SRL	LEARNING OBJECTIVE	DETAILS TASK	FREQUENT			
1.	Transmit Messages By Visual Signalling Means	1.1 Prepare Tools And Equipment For Semaphore, Flashing And Flaghoist	1/4	2/4	3/4	4/4
		1.2 Sending And Receiving Messages Through Semaphore	1/4	2/4	3/4	4/4
		1.3 Sending And Receiving Messages Through Flashing	1/4	2/4	3/4	4/4
		1.4 Participate In Flag Hoist Exercise	1/4	2/4	3/4	4/4
2.	Perform Duty As OOD In RMN Base Establishment	2.1 Close Up And Report Duty As Second OOD	1/4	2/4	3/4	4/4
		2.2 Carry Out Night Round	1/4	2/4	3/4	4/4
		2.3 Carry Out Middle Watch Round	1/4	2/4	3/4	4/4
		2.4 Carry Out Morning Round	1/4	2/4	3/4	4/4
		2.5 Report Night Round To OOD/CO	1/4	2/4	3/4	4/4
		2.6 Ensure Routine Being Comply By The Unit As Stated In Daily Order	1/4	2/4	3/4	4/4
		2.7 Ensure Safety And Appearance Of Duty Watch And Unit	1/4	2/4	3/4	4/4
		2.8 Carry Out Round And Check On Small Arm And Ammunition	1/4	2/4	3/4	4/4
		2.9 Carry Out Evening Colours Ceremony	1/4	2/4	3/4	4/4
		2.10 Carry Out Morning Colours Ceremony	1/4	2/4	3/4	4/4
		2.11 Report Handover Duty To OOD/CO	1/4	2/4	3/4	4/4

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Remarks:	Supervisor Signature:
	Date:
Remarks:	Training Officer Signature:
	Date: