海船员函〔2018〕1515号

交通运输部海事局关于征求《海船船员船上

培训管理办法》（修订征求意见稿）

意见的通知

各省、自治区、直辖市地方海事局，新疆生产建设兵团海事局，长江航务管理局，各直属海事局：

为进一步规范海船船员船上培训管理，提高海船船员实操能力，我局在前期征求基础上对征求意见稿进行了完善，现发你们再次征求意见。请认真组织辖区有关单位和船员进行研究，于2018年11月23日1700时前将有关意见反馈我局。

交通运输部海事局



2018年11月12日

（联系人：樊磊，电话：01065293477，邮箱：fanlei@msa.gov.cn）海船船员船上培训管理办法

（修订征求意见稿）

1. **总则**

**第一条** 为规范海船船员船上培训行为，加强船上培训管理，依据《中华人民共和国船员条例》《中华人民共和国船员培训管理规则》《中华人民共和国海船船员适任考试和发证规则》《中华人民共和国船舶安全监督规则》和《中华人民共和国海船船员值班规则》以及经修订的《1978 年海员培训、发证和值班标准国际公约》等相关规定，制定本办法。

**第二条** 本办法适用于船上见习、船上熟悉培训、在船开展的知识更新培训等为船员履职和取得中华人民共和国海船船员适任证书、培训合格证而进行的船上培训。

（一）船上见习，包括职务晋升、吨位和功率提高见习和培训合格证见习等见习；

（二）船上熟悉培训，是指在船开展的船员履职前的安全熟悉培训、保安熟悉培训、液货船货物特性和操作熟悉培训等岗位熟悉培训。

（三）在船开展的知识更新培训，是指由航运公司在船开展的为船员适任证书和培训合格证再有效而进行的知识更新培训。

**第三条** 中华人民共和国海事局是船上培训的主管机关。

各级海事管理机构在主管机关确定的职责范围内，具体负责船上培训的监督管理。

**第四条** 船上见习记录簿（见附件1）由主管机关统一制定、发布。

公司可根据自身实际情况编制船上培训记录薄，用于记录船员在船培训情况。公司自行编制船上见习记录簿的，不得低于主管机关发布的船上见习记录簿规定的要求。

1. **培训主体与职责**

**第五条** 公司是实施船上培训的责任主体，应制定并完善船上培训制度、船上培训计划，设计培训课程，指定专人负责、监督和指导船上培训，保障船上培训的有效实施，并保持完整的培训记录。

**第六条** 开展船上见习的公司应满足以下要求：

（一）拥有自有或管理的船舶，或者与船东、船舶管理公司签订船员见习的配员协议；

（二）受训船员舱室、生活和培训条件满足相关国际公约和国内法规的要求；

（三）培训计划已经报送海事管理机构；

（四）已建立船上培训管理制度；

（五）公司培训师、船上培训师具备与船上培训课程、培训计划相匹配的培训能力。

**第七条** 开展船上见习和知识更新培训的公司，应将船上培训计划、学员名单，负责指导和训练学员的船长及高级船员的名单、资历等信息报送海事管理机构。

**第八条** 公司应对其船舶上任职的船员，在上岗前开展船员具体职责以及与其日常、应急职责有关的所有船舶布置、装置、设备、程序和船舶特性等岗位熟悉培训。

**第九条** 公司负责组织和安排船上培训，应履行下列职责：

（一）指定负责船上培训的部门和公司培训师；

（二）制定船上培训计划和内部管理制度；

（三）选定培训船舶；

（四）负责公司培训师、船上培训师的管理；

（五）对船上培训实施跟踪管理；

（六）为船上培训的船员签署鉴定意见；

（七）每年向海事管理机构报告船上培训的开展情况。

**第十条** 公司培训师应由具有实际担任管理级职务不少于3年且持有有效适任证书的自有管理级船员担任，且该适任证书与开展培训的船舶类别、等级和航行区域相适应，并经过直属海事管理机构组织的船员考试评估员培训。

公司培训师负责拟定公司船上培训计划，审核各船培训计划和检查船上培训计划执行情况，审核和检查船上培训记录簿的记录情况，并签署结论意见。

**第十一条** 船上培训师由培训船舶船长、大副、轮机长根据培训任务指定船上经验丰富的高级船员担任，负责见习培训的培训师职务应不低于见习职务。初次担任船上培训师的，应经公司组织的船上培训师培训。船上培训师主要履行以下职责：

（一）按照船上培训记录簿的要求与内容，结合航次任务制定培训实施计划，做好包括安全预防措施在内的训练准备；

（二）按计划实施培训；

（三）督促和指导受训船员完成相关培训任务，并检查受训船员的培训记录；

（四）评估培训完成情况和培训效果，公正、客观地签署评估意见。

**第十二条** 船长全面管理船上培训工作，审核船上培训实施计划，检查和指导船上培训师履行职责情况，定期检查受训船员训练状况，确保船上培训计划有效实施；负责签署或授权轮机长签署船员船上培训的鉴定意见。

大副、轮机长分别负责甲板部和轮机部除船上见习以外的船上培训工作，制定培训实施计划，并根据培训任务指定培训师，确保培训安全、有效实施。

**第十三条** 船上见习的船员应充分利用船舶提供的条件，按照培训、教学计划，在船上培训师或教员的指导下，完成规定的培训内容，在《船上见习记录簿》中及时、如实地用黑色水笔记载培训内容和体会，学员撰写相关实习报告，并随时供检查。

**第十四条** 船长和船员在船上进行的除见习之外的培训，应每项培训完毕后在《船上培训记录簿》中予以记载。

**第三章 培训计划**

**第十五条** 公司和船舶应当按照船上培训的种类、船舶的种类、航区（线）、货物作业条件等因素制定培训计划。

船员在开展船上见习前，应由负责其船上见习的公司向辖区海事管理机构报送见习信息（见附件2）。

**第十六条** 因受培训船舶条件所限，见习船员无法完成《船上见习记录簿》中所列的全部培训内容时，船上培训师应予以记录并及时报告公司。换船见习时，负责继续其船上见习的公司应按本办法第十四条的要求向辖区海事管理机构报送相关信息，确保《船上见习记录簿》中所列培训项目的全面、有效完成。

船员在船见习期间应保持《船上见习记录簿》的连续记录，见习期6个月以内的，见习船舶累计不得超过2艘，超过6个月的，见习船舶累计不超过3艘。

每艘船舶安排见习船长和高级船员时，同一职务同一时间段内不得超过2人。

**第四章 组织实施**

**第十七条** 公司应按照体系管理要求、相应制度、培训计划，以及相关记录簿规定的船上培训内容，组织实施船上培训。

船长和船员进行的除见习之外的船上培训，由公司根据经修订的《1978 年海员培训、发证和值班标准国际公约》《中华人民共和国海船船员适任考试和发证规则》等国际公约、国内法规以及其他相关强制性规定组织实施。

**第十八条** 开展船上培训的公司和船舶，应在保证船舶安全航行和正常作业的同时，使承担培训和指导任务的船长和高级船员有适当的时间和精力从事相应的船上培训工作。

公司应确保在船上的正常工作要求之内安排相应的时间完成船上培训计划。

**第十九条** 负责培训的船上培训师应在见习船员完成每一项见习任务后，对其进行评估并记载评估结果，及时告知见习船员，同时在《船上见习记录簿》中予以记载；对任务完成不合格的受训船员，要指出未完成或未达到培训要求的内容，督促受训船员按要求完成见习任务，并再一次检查、记载。

船长应按要求对见习情况进行检查、督促、记载并签署鉴定意见。

**第二十条** 见习船员完成全部在船见习任务后，船长应根据受训船员的见习记录、船上培训师的检查记录与评估结果进行评价，在《船上见习记录簿》内填写鉴定意见，签名并加盖船章，送交公司。

船员更换船舶见习的，船长应对在本船完成的见习任务在《船上见习记录簿》相应栏目内填写鉴定意见，签名并加盖船章，送交公司。

**第二十一条** 公司在收到《船上见习记录簿》后，由公司培训师根据记录、船上评价和公司检查跟踪情况，在《船上见习记录簿》中客观、公正地填写鉴定意见，清楚说明是否已全部完成船员见习各项任务，满足《船上见习记录簿》规定的各项能力要求。公司加盖公章后，按要求将鉴定结果页副本送交辖区海事管理机构。

船员换公司见习的，公司应对船员在本公司的见习情况填写鉴定意见，并由负责完成船员最后见习的公司出具船员见习的总体鉴定意见。

《船上见习记录簿》应在负责完成船员最后见习的公司保存至少3年，以备抽查。《船上培训记录簿》由公司或船员本人保存，其保存期限至少5年。

**第二十二条** 在船上开展的所有培训，均不能影响船舶的航行安全和正常操作。

**第五章 监督检查**

**第二十三条** 海事管理机构应当建立健全船上培训监督检查制度，对公司和船舶开展船上培训情况进行核查，如实记载核查结果，并对公司保存的各类《船上见习记录簿》进行抽查。

**第二十四条** 经海事管理机构核查，船上见习存在缺陷的，应采取以下一种或多种措施：

（一）由于公司责任造成船上培训存在缺陷的，海事管理机构责令其停止开展船上见习，不再承认其开展船上培训的结论，并对该公司的诚信情况进行记录；

（二）船员见习时间不足、训练内容未完成、未达到要求的，要求船员补足时间，完成训练内容并满足相应要求；

（三）船员未按照《船上见习记录簿》的要求进行见习或填写失实的，认定其船上见习不合格，要求其重新见习，并通报相关海事机构；

（四）对于见习记录簿造假、虚报资历、不如实填写鉴定意见等行为，或使用不符合要求的《船上见习记录簿》取得证书的，按《船员条例》等规定对责任人进行处罚、记分。

**第二十五条** 公司存在下列情形之一的，2年内不得开展船上培训：

（一）未按照培训计划开展培训的；

（二）信息报送失实、培训记录造假、不如实填写鉴定意见的；

（三）未按规定如实向海事机构报告船上培训情况的；

（四）未按规定保存船上培训记录的。

公司停止开展船上培训后，仍应负责已在船开展船上见习的船员按经确认的计划完成后续培训工作。

**第六章 附则**

**第二十六条** 本办法中的航运公司含义同《中华人民共和国航运公司安全与防污染管理规定》中“航运公司”。

本办法中的公司系指航运公司或者已与航运公司签订见习船员配员协议的海员外派机构。

**第二十七条** 本办法自颁布之日起实施，2000年10月 13日由中华人民共和国海事局颁布的《中华人民共和国海船船员船上培训管理办法》（海船员字〔2000〕779 号）同时废止。

附件：1.船上见习记录薄

2.船员船上见习信息表

# 附件1

# 船上见习记录簿

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# 1.申请船长适任证书船上见习记录簿

申 请 船 长 适 任 证 书

船 上 见 习 记 录 簿（2018版）

ON BOARD TRAINING RECORD BOOK FOR CANDIDATES FOR CERTIFICATION AS MASTERS

申 请 船 长 适 任 证 书

船 上 见 习 记 录 簿

ON BOARD TRAINING RECORD BOOK FOR CANDIDATES FOR CERTIFICATION AS MASTERS

姓名 Name:

船员服务簿注册号码 Seafarer’s Registration No:

公司名称 Company:

海事管理机构 Maritime Administration:

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**职能：航行 Function: Navigation**

1．制定航次计划并引导航行Plan a voyage and conduct navigation

2．协调搜寻和救助作业Coordinate search and rescue operations

3．制定值班安排和程序Establish watchkeeping arrangements and procedures

4．通过使用协助指挥决策的ECDIS和关联导航系统，保持航行安全Maintain the safety of navigation through the use of ECDIS and associated navigation systems to assist command decision making

5．预报天气和海洋水文状况Forecast weather and oceanographic condition

6．航行中的应急反应Respond to navigational emergencies

7．在各种条件下操纵和操作船舶Manoeuvre and operate a ship in all conditions

8．遥控操作推进装置和轮机系统与设施Operate remote controls of propulsion plant and engineering systems and installations

**职能**：**货物装卸和积载Function: Cargo Handling and Stowage**

9．危险货物运输Carriage of dangerous goods

**职能**：**船舶作业管理和人员管理Function: Controlling the Operation of the Ship and Care for Persons on Board**

10．控制吃水差、稳性和强度Control trim, stability and stress

11．监督和控制法定要求的遵守以及保证海上人命安全与保护海洋环境的措施Monitor and control compliance with legislative requirements and measures to ensure safety of life at sea, security and the protection of the marine environment

12．保持船上船员和旅客的安全和保安以及救生、消防和其他安全系统的工作状态Maintain safety and security of the ship’s crew and passengers and the operational condition of life-saving, fire-fighting and other safety systems

13．制定应急和损害控制计划并处置紧急情况Develop emergency and damage control plans and handle emergency situations

14．领导力和管理技能的运用Use of leadership and managerial skill

15．组织和管理船上医疗的提供Organize and manage the provision of medical care on board

**第五部分 任务摘要图表SECTION 5 TASK SUMMARY CHART**

**第六部分 见习记录簿附页SECTION 6 EXTRA PAPERS FOR ON BOARD TRAINING RECORD BOOK**

**第七部分 评价报告SECTION 7 REPORTS OF EVALUATION**

**第一部分 使用指南**

船长、指定的船上培训师和见习船员需注意：

**1．记录簿的目的：**

见习记录簿是根据《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》的要求编制的，其目的是确保需要见习的船员按照结构化的培训计划，充分利用海上航行时间，在船上培训师的指导下，完成预定的见习任务。在充分完成见习任务后，就可以获得实际的工作经验和必要的海上服务资历，成为与《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》中适任要求相一致的合格船员。

**2．当持有记录簿时：**

见习船员应完成有关个人信息的填写。

见习船员应在船上培训师的指导下，按见习计划，分阶段地完成见习任务的填写。

见习船员在整个见习期间应个人负责记录簿的保管。

**3．加入船舶后，尽可能地：**

见习船员应完成第二部分关于船舶技术细节内容的填写，船长和指定的船上培训师应提供进行训练的机会。

船长和指定的船上培训师应检查此记录簿的记录情况，以核查见习进程。

见习船员应根据船舶的实际情况，在船上培训师的指导下，制定相应的见习计划以解决适任证明的情况，在第五部分可以看到任务摘要图。

**4．见习船员海上资历期间：**

在第四部分所列出的一系列船上见习任务，应在船上培训师的指导下积极的完成。

一旦上船，只要航行情况允许，此记录簿应每个星期提交给指定的船上培训师检查。船上培训的开展要及时记录。船上培训师的检查要及时记录，在对改进建议进行验证后，签名并标注日期。

记录簿每个月应提交给船长检查，船长的评论要及时记录，标注日期。该评论应仅涉及见习船员的适任情况和见习进程。

每条船见习结束后，记录簿应提交给公司检查，公司培训师的评论要及时记录，标注日期。该评论应仅涉及见习船员的适任情况和见习进程。

**SECTION 1 GUIDE TO COMPLETION**

For the attention masters, designated on board trainers and trainees

1. Object of the record book

The record book was designed in accordance with the STCW Convention as amended in 2010 and the Regulations of the People’s Republic of China governing Competency Examination and Certification for Seafarers Serving on Seagoing Ships, which is to help ensure that trainees follow a structured program of training and make best use of their time at sea to complete the tasks under the direction of onboard trainer. In so doing they will gain the practical training and experience to become competent Masters in accordance with the STCW Convention as amended in 2010 and the Regulations for the examination and certification of seafarers of the People’ Republic of China.

1. On receipt of this book

The trainee should complete the information of personal information.

The trainee should complete the information required on the following pages by stages, under the supervision of the designated trainer on schedule.

The trainee should be personally responsible for the safe-keeping of this record book throughout training.

1. Upon joining the ship

The trainee should complete Section 2 which is concerning the ship’s particulars. The master and the designated training officer on board each ship should provide an opportunity for this exercise to be undertaken.

The master and the designated training officer on board each ship should inspect this book in order to check progress already made.

The trainee should make a plan to tackle the competences that still need to be demonstrated under the direction of the designated training officer. A task summary chart can be found in section 5.

1. Throughout the trainee’s seagoing service

Sections 4, which contains a list of on board training tasks, should be progressively completed under the direction of the designated training officer.

The Book should be submitted to the designated training officer for inspection on joining the ship, so far as the voyage pattern allows, every week. The training progress should be recorded in time. The inspection of the designated training officer should also be recorded in time and signed with his name and the date after inspecting the area for improvements.

The Book should be submitted to the master for inspection after completion of training on every vessle and the master’s comments should be recorded with date timely. Comments should only relate to the trainee’s practical progress and competence.

The Book should be submitted to the company for inspection every two months and the comments should be recorded with date timely, Comments should only relate to the trainee’s practical progress and competence.

**第二部分** **资料与检查表**

**SECTION 2 PARTICULARS AND INSPECTION LIST**

**1.个人资料Personal Information**

姓名Name: 出生日期Date of Birth:

海员证编号Seafarer’s Passport No.:

船员服务簿注册号码Seafarer’s Registration No.:

见习起止时间Starting and Ending Time of Training:

公司名称:Company:

公司地址Address of Company:

家庭住址Permanent Address:

备注Remarks:

PHOTO

**2.船舶资料 Ship’s Particulars**

获得你所服务船舶的信息对于你的训练很有必要，为了帮助你满足规则要求，当你在船上的时候记录如下的详情。

**第一艘船舶 The first ship**

|  |  |  |
| --- | --- | --- |
| 船名SHIP’S NAME: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺度和容积Dimensions and Capacities**  全长Length O.A. m  船宽Breadth m  船深Depth m  夏季吃水Summer Draught m  夏季干舷Summer Freeboard m  总吨位Gross Tonnage  净吨位 Net Tonnage  总载重量Dead Weight t  空船排水量Light Displacement t 散装容积Grain Capacity m3  液舱容积Liquid Capacity m3  **系缆（数量/直径）**  **Mooring Ropes(Number/Diameter)**  合成纤维缆Synthetic Fibre mm  钢丝绳Wires mm  拖缆Towing Spring mm**锚(重)Anchors (Weight)**  左锚Port t  右锚Starboard t备锚Spare t  锚链（直径）Cable(Diameter) mm | 锚链长度Length shackles  **救生设备Lifesaving Equipment**  救生艇(数量)Lifeboats(No.)  救生筏(数量)life-Raft(No.)  救生艇定员（人）Capacity per boat persons  救生筏定员（人）Capacity per life-raft persons  救生圈(数量) Lifebuoys(No.)  救生衣（数量）Survival Suits(No.)  **消防装置Fire Fighting Equipment**  灭火器（数量/容量）Fire Extinguishers(No. and Capacity)  种类Types:  水Water liters  泡沫Foam liters  干粉Dry Powder kg  二氧化碳CO2 kg  消防水管 (数量/尺寸)Fire Hoses(No. /size) mm  消防员装备(品牌/数量)Fireman’s Outfit(type/No.)    **货物操作设备Cargo Handling Gear**  吊杆/克令吊（数量/安全工作负荷）  Derricks/Cranes(No. and SWL) t  其他货物装卸设备Other Cargo Equipment | **油轮 Tanker**  压载舱(数量)Ballast Tanks (No.)  隔离舱(数量)Segregations (No.)  货油舱(数量)Cargo Tanks (No.)  货油泵(数量)Cargo Pumps (No.)  **航行通信设备Navigational And Communication Equipment**  紧急无线电示位标（型号）EPIRB (type)    搜救雷达应答器（型号）SART (type)    陀螺罗经（型号）Gyro-compass (type)    雷达（数量/型号）Radar(No./type)    全球定位系统（型号）GPS (type)    驾驶台航行值班警报系统（型号）BNWAS (type) |

**第二艘船舶 The second ship**

|  |  |  |
| --- | --- | --- |
| 船名SHIP’S NAME: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺度和容积Dimensions and Capacities**  全长Length O.A. m  船宽Breadth m  船深Depth m  夏季吃水Summer Draught m  夏季干舷Summer Freeboard m  总吨位Gross Tonnage  净吨位 Net Tonnage  总载重量Dead Weight t  空船排水量Light Displacement t 散装容积Grain Capacity m3  舱容积Liquid Capacity m3  **系缆（数量/直径）**  **Mooring Ropes(Number/Diameter)**  合成纤维缆Synthetic Fibre mm  钢丝绳Wires mm  拖缆Towing Spring mm  **锚(重)Anchors (Weight)**  左锚Port t  右锚Starboard t备锚Spare t  锚链（直径）Cable(Diameter) mm | 锚链长度Length shackles  **救生设备Lifesaving Equipment**  救生艇(数量)Lifeboats(No.)  救生筏(数量)life-Raft(No.)  救生艇定员（人）Capacity per boat persons  救生筏定员（人）Capacity per life-raft persons  救生圈(数量) Lifebuoys(No.)  救生衣（数量）Survival Suits(No.)  **消防装置Fire Fighting Equipment**  灭火器（数量/容量）Fire Extinguishers(No. and Capacity)  种类Types:  水Water liters  泡沫Foam liters  干粉Dry Powder kg  二氧化碳CO2 kg  消防水管 (数量/尺寸)Fire Hoses(No. /size) mm消防员装备(品牌/数量)Fireman’s Outfit(type/No.)    **货物操作设备Cargo Handling Gear**  吊杆/克令吊（数量/安全工作负荷）  Derricks/Cranes(No. and SWL) t  其他货物装卸设备Other Cargo Equipment | **油轮 Tanker**  压载舱(数量)Ballast Tanks (No.)  隔离舱(数量)Segregations (No.)  货油舱(数量)Cargo Tanks (No.)  货油泵(数量)Cargo Pumps (No.)  **航行通信设备Navigational And Communication Equipment**  紧急无线电示位标（型号）EPIRB (type)    搜救雷达应答器（型号）SART (type)    陀螺罗经（型号）Gyro-compass (type)    雷达（数量/型号）Radar(No./type)    全球定位系统（型号）GPS (type)    驾驶台航行值班警报系统（型号）BNWAS (type) |

**3、船上培训师检查见习进程**

见习船员根据见习任务，结合航次任务，按每星期的时间间隔填写完成

见习任务以任务摘要图中的编号或文字表述

**Designated onboard trainer’s review of training progress**

This table should be completed weekly in accordance with the training tasks during the voyage

The training tasks are listed as number or words in the task summary chart

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 见习任务  Training tasks | 培训师姓名  Name of trainer | 培训师签名  Initials | 签名日期  Date |
|  |  |  |  |  |
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**船上培训师检查见习计划（续表）**

**Designated onboard trainer’s review of training progress (continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 见习任务  Training tasks | 培训师姓名  Name of trainer | 培训师签名  Initials | 签名  Date |
|  |  |  |  |  |
|  |  |  |  |  |
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**四、船长检查见习记录簿**

船长每个月结束后进行检查。该评论应仅涉及见习人员的适任情况和见习进程。

**Master’s inspection of record book**

The Book should be submitted to the master for inspection every month

Comments should only relate to the trainee’s practical progress and competence

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 起止时间  Starting and ending time | 见习内容  Contents | 评论  Comments | 船长签字  Master’s initials | 日期  Date | 船章  Ship’s official stamp |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**五、公司培训师检查见习记录簿**

每条船见习结束后，公司培训师应对见习人员的见习进程、见习记录和适任情况进行检查和评估。

**Company’s inspection of record book**

The Book should be submitted to the company’s trainer for inspection after completion of training on every vessel.

Comments should only relate to the trainee’s practical progress,record and competence

|  |  |  |  |
| --- | --- | --- | --- |
| 评论  Comments | 公司培训师姓名  Name of company’s trainer | 公司培训师签名  Initials | 日期  Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**第三部分 见习任务和要达成的适任目标**

完成清单中见习任务和达成适任目标举例

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号** | **培训** | | | **评估标准** | **表明适任**  指定培训师/专业评估员（签名/日期） | |
| **1** | **适任：制定航次计划并引导航行** | | |
| **1.1** | **通过可接受的标绘远洋航线的方法制订航次计划** | | | **列举航次所需的设备、海图和航海出版物，并与安全地引导航行相适应。用从有关资料和出版物获取的事实和统计数据来支持所计划的航线。正确计算船位、航向、航程和时间，并处于公认的助航设备的精度标准之内** | XXX | 19/3/11 |
|  | 任务/职责 | 任务完成  船上培训师（签名/日期） | | 改进建议 | 任务完成  船上培训师（签名/日期） | |
| 1 | 熟悉制订航次计划需要配备的航海图书资料 | XXX | 9/2/11 |  | XXX | 10/3/11 |
| 2 | 应用航海图书资料获取预定航次相关信息 | XXX | 12/2/11 | XXX | 12/3/11 |
| 3 | 审核计划航线 | XXX | 10/1/11 | XXX | 12/3/11 |

* 粗体部分的适任（在此例中**制定航次计划并引导航行**等）直接取自STCW规则。
* 主要的任务（在此例中**通过可接受的标绘远洋航线的方法制订航次计划**等）也取自STCW规则。主要的任务被细分为若干个任务和职责。见习船员应尽可能地完成培训任务，但是考虑到可能的设备货物或船舶航行模式，并不期盼所有的任务都能完成，在见习船员被认为在主要任务方面适任前，必须注意到，构成适任基础的一些知识和技能也可以在岸上培训中获得。
* 船上培训师可以在所提供的空白处两次记录完成任务的情况。这不意味着每项任务应完成两次，如果船上培训师认为一次已足够的话。
* 监督见习船员的船上培训师由船长指定的具有丰富经验的合格船员担任。
* 在证明适任被记录之前，船长或指定的船上培训师可以记录下要改进部分的建议，在评估标准正下方有用于此目的的大空格。当证明适任主要的任务时，评估标准最右手边的空格子里，船长或指定的船上培训师应签字并标注日期（日/月/年），证明已经胜任。
* 当记录“表明适任”时，应该仔细考虑到表中所提出的评估标准。评估标准和船员良好的船艺都来自STCW规则。

**SECTION 3 INFORMATION ON TRAINING TASKS AND COMPETENCES TO BE ACHIEVED**

Example of how to complete the list of training task and competences achieved

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Training** | | | **Criteria for Evaluation** | **Competence Demonstrate** Designated Training Officer/  In Service Assessor  (Initials/Date) | |
| **1** | **Competence: Plan a voyage and conduct navigation** | | |
| **1.1** | **Voyage planning for all conditions by acceptable methods of plotting ocean tracks** | | | **The equipment, charts and nautical publications required for the voyage are enumerated and appropriate to the safe conduct of the voyage.**  **The reasons for the planned route are supported by facts and statistical data obtained from relevant sources and publications. Positions, courses, distances and time calculations are correct within accepted accuracy standards for navigational equipment** | XXX | 19/3/11 |
|  | Task/duty | Task completed  Trainer (Initials/Date) | | Advice on areas for improvement | Task completed  Trainer(Initials/Date) | |
|  | Be familiar with the voyage plan required nautical publications | XXX | 9/2/11 |  | XXX | 10/3/11 |
|  | Apply the nautical publications to acquire the information about the expected voyage | XXX | 12/2/11 | XXX | 12/3/11 |
|  | Check the planed route | XXX | 10/1/11 |  |  |

* The competence with **bold fonts** (in this case ' **Plan a voyage and conduct navigation** ' etc) is directly taken from the text of the STCW Code.
* The primary task (in this case ' **Voyage planning for all conditions by acceptable methods of plotting ocean tracks** ') is also taken from the STCW Code. The primary task is sub-divided into training tasks or duties on the left hand side of the page. The trainee should complete as many of these training tasks as possible. However, in view of the likely equipment cargo or voyage pattern of the ship, it is not expected that all these tasks will be completed before the trainee is considered competent in the primary task. It should be noted that some of the skills and knowledge that underpin the competences may well have been obtained during shore based training.
* Space is provided to record completion of each training task twice by the trainer. This does not mean that each task must be completed twice if, in the opinion of the officer, once is considered sufficient.
* The trainer does not necessarily have to be the designated training officer.
* Before 'Competence Demonstrated' is recorded the master or designated on board training officer may record any appropriate advice about areas for improvement. A large blank space for this purpose is provided beneath the criteria for evaluation, as competence in these primary tasks is demonstrated, the appropriate blank next to the criteria for evaluation, on the far right hand side of the page, should be signed and dated (day, month and year )by the master or designated training officer on board ship to attest that competence has been demonstrated.
* A trainee’s attainment of the competence should only be recorded as 'Competence Demonstrated' when the master or designated training officer is indeed satisfied that the trainee can perform the duty without supervision.
* When recording 'Competence Demonstrated', careful account should be taken of the criteria for evaluation contained on the right hand side of the page, which is taken from the STCW Code, as well as the best practices of seafarers and good safe working practice.

**第四部分 见习科目**

**SECTION 4: SUBJECT OUTLINE**

**职能：航行**

**Function：Navigation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号** | **培训 Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （姓名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor(Initials/Date) | |
| **1** | **适任：制定航次计划并引导航行**  **Competence: Plan a voyage and conduct navigation** | | |
| **1.1** | **通过可接受的标绘远洋航线的方法制订航次计划**  **Voyage planning for all conditions by acceptable methods of plotting ocean tracks** | | | **列举航次所需的设备、海图和航海出版物，并与安全地引导航行相适应。用从有关资料和出版物获取的事实和统计数据来支持所计划的航线。正确计算船位、航向、航程和时间，并处于公认的助航设备的精度标准之内**  **The equipment, charts and nautical publications required for the voyage are enumerated and appropriate to the safe conduct of the voyage.**  **The reasons for the planned route are supported by facts and statistical data obtained from relevant sources and publications. Positions, courses, distances and time calculations are correct within accepted accuracy standards for navigational equipment** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 熟悉制订航次计划需要配备的航海图书资料  Be familiar with nautical publications required by voyage planning |  |  |  |  |  |
| .2 | 应用航海图书资料获取预定航次相关信息  Apply nautical publications to acquire information about the expected voyage |  |  |  |  |
| .3 | 审核计划航线  Check the planed route |  |  |  |  |
| .4 | 对预定航次风险的识别、评估  Identification and assessment of the risks of pre-voyage |  |  |  |  |
| .5 | 对预定航次风险的控制措施  The controlling precaution to the risk of pre-voyage |  |  |  |  |
| **1.2** | **各种条件下的航行**  **Navigation for all conditions** | | | **准确地判明所有潜在的航行危险**  **All potential** **navigational hazards are accurately identified** |  | |
| .1 | 沿岸航行 Coastal navigation |  |  |  |  |  |
| .2 | 大风浪中航行 Navigating in heavy weather |  |  |  |  |
| .3 | 考虑冰况的航行 Navigating in ice area |  |  |  |  |
| .4 | 能见度不良时航行 Navigating in poor visibility |  |  |  |  |
| .5 | 分道通航制  Traffic separation schemes |  |  |  |  |
| .6 | 船舶交通管理区域航行  Navigating in vessel traffic system (VTS) areas |  |  |  |  |
| .7 | 潮汐影响大的区域的航行  Navigating in area with strong tidal effects |  |  |  |  |  |
| .8 | 按照《船舶定线制的一般规定》确定航线  Determining routes according to “the general provisions of ship’s routing” |  |  |  |  |
| .9 | 按照《船舶报告制的一般原则》和VTS程序进行报告  Reporting in accordance with “the general principles for ship reporting systems” and the procedures of VTS |  |  |  |  |

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| **编号** | **培训Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员（签名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor (Initials/Date) | |
| **2** | **适任：协调搜寻和救助作业**  **Competence: Coordinate search and rescue operations** | | |
| **2.1** | **IMO《国际航空和海上搜寻救助手册》中程序的全面知识和应用**  **A thorough knowledge of and ability to apply the procedures contained in the International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual** | | | **协调搜救作业计划符合国际指南和标准**  **The plan for coordinating search and rescue operations is in accordance with international guidelines and standards** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
|  | 《国际航空和海上搜寻救助手册》搜寻救助系统中系统组织、搜救协调、搜救资源、行动计划等。  **System organization, search and rescue coordination/resources , action plan, in SAR system of “International Aeronautical and Maritime Search and Rescue Manual”** |  |  |  |  |  |
|  | 确定搜寻目标位置后，结合海图、气象数据和其他出版物合理制定协调搜救行动计划  Determining the target position of the search and rescue, rational developing search and rescue operation in combination with chart, meteorological data and other nautical publications |  |  |  |  |
|  | 根据遇险情况选择能覆盖最佳搜寻区域的最有效的搜寻方式  Choosing the most efficient search pattern to extensively cover searching area based on distress situation |  |  |  |  |
|  | 正确选择合适的搜寻设施和设备  Choosing the appropriate searching arrangement and facilities |  |  |  |  |
|  | 搜寻救助各个阶段需采取的行动  The actions to be taken in every stage of search and rescue |  |  |  |  |
|  | 从海中救助人员的方法  The ways to pick up survivors in sea water |  |  |  |  |  |
| **2.2** | **建立无线电通信**  **Radio communications are established** | | | **建立无线电通信，并在搜救作业所有阶段遵循正确的通信程序**  **Radio communications are established and correct communication procedures are followed at all stages of the search and rescue operations** |  |  |
| .1 | 使用GMDSS（包括VHF、NAVTEX、VHF/HF/MF DSC、SART、NBDP、EGC、卫通电话等）通信方法进行船岸、船船遇险报警和通信，并遵循正确的通信程序  Make use of GMDSS (including VHF, NAVTEX,VHF/HF/MF DSC, SART, NBDP, EGC, satellite communication etc.) to send ship to shore, ship to ship distress alert and communications, follow proper communication procedures |  |  |  |  |  |
| .2 | 使用EPIRB通信方法进行船岸、船船遇险报警和通信，并遵循正确的通信程序。  Make use of EPIRB to send ship to shore, ship to ship distress alerts and communications, follow proper communication procedures |  |  |  |  |
| .3 | 使用卫星移动电话通信方法进行船岸、船船遇险报警和通信，并遵循正确的通信程序  Make use of mobile satellite phone to send ship to shore, ship to ship distress alerts and communication, follow proper communication procedures |  |  |  |  |
| .4 | 掌握发送的误报警信息处理程序  Master the procedures of dealing with the false alarm information in sending |  |  |  |  |
| .5 | 掌握接收到的误报警信息处理程序  Master the procedures of dealing with the false alarm information in receiving |  |  |  |  |

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| **3** | **适任：制定值班安排和程序**  **Competence: Establish watchkeeping arrangements and procedures** | | |
| **3.1** | **《1972年国际海上避碰规则》的内容、应用和意图的全面知识**  **Thorough knowledge of content, application and intent of the International Regulations for Preventing Collisions at sea,1972, as amended** | | | **按照国际规则和指南制定并保持值班安排和程序，从而保证航行安全，保护海洋环境以及船舶和船上人员的安全**  **Watchkeeping arrangements and procedures are established and maintained in compliance with International Regulations and guidelines so as to ensure the safety of navigation, protection of the marine environment and safety of the ship and persons on board** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 掌握经修订的《1972年国际避碰规则》的全部内容  Master all provisions in Convention on the International Regulations for Preventing Collisions at Sea, 1972, as amended |  |  |  |  |  |
| .2 | 《1972年国际避碰规则》的正确理解和应用  Proper understanding and application of “Convention on the International Regulations for Preventing Collisions at Sea, 1972” |  |  |  |  |
| .3 | 国际避碰规则和地方规则的关系  Relationship between the international Regulations for Preventing Collisions at Sea and local rules |  |  |  |  |
| .4 | 在不同条件下和不同水域内的值班要求  Watchkeeping requirements in different conditions and different waters |  |  |  |  |
| **3.2** | **航行值班中应遵守的基本原则**  **Thorough knowledge of the content, application and intent of the Principles to be observed in keeping a navigational watch** | | | **按照国际规则和指南制定并保持值班安排和程序**  **Watchkeeping arrangements and procedures are established and maintained in compliance with International Regulations and guidelines** |  |  |
| .1 | 航行值班中应遵守的基本原则  Basic principles to be observed in navigational watch |  |  |  |  |  |
| .2 | 基于驾驶台资源管理的值班  Watchkeeping based on Bridge resources management |  |  |  |  |
| .3 | 在决定驾驶台值班组成时应特别考虑的因素Special factors to be taken into account in determining composition of bridge watchkeeping |  |  |  |  |
| .4 | 防止值班人员疲劳的规定  Provisions to prevent fatigue of duty officers |  |  |  |  |
| .5 | 防止值班人员滥用药物和酗酒的规定  Provisions to prevent drug and alcohol abuse |  |  |  |  |

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| **4** | **适任：通过使用协助指挥决策的ECDIS和关联导航系统，保持航行安全**  **Competence: Maintain the safety of navigation through the use of ECDIS and associated navigation systems to assist command decision making** | | |
| **4.1** | **全面了解导航系统的操作原理及系统的误差**  **An appreciation of system errors and thorough understanding of the operational aspects of navigation systems** | | | **正确解释和分析从导航设备和系统中获得的信息，并考虑到该设备的局限性和当时的环境和条件**  **Information obtained from navigation equipment and systems is correctly interpreted and analysed, taking into account the limitations of the equipment and prevailing circumstances and conditions** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
|  | GPS、回声测深仪、计程仪、AIS等系统的工作原理和误差  Working principles and errors of GPS, echo sounder, log and AIS, etc. |  |  |  |  |  |
|  | GPS、回声测深仪、计程仪、AIS等仪器的操作和调整方法  Operation and adjustment of GPS, echo sounder, log, and AIS, etc. |  |  |  |  |
| **4.2** | **评价从所有来源（包括雷达和自动雷达标绘仪）获取的导航信息并最佳应用**  **Evaluation of navigational information derived from all sources, including radar and ARPA and optimum use** | | | **为避免和他船在很近距离上会遇或碰撞而采取的行动符合经修订的《1972年国际海上避碰规则》**  **Action taken to avoid a close encounter or collision with another vessel in accordance with the International Regulations for Preventing Collisions at Sea,1972,as amended** |  |  |
| .1 | 获取、评估并运用从电子导航仪器获取的导航信息来实施避碰指挥  Obtain, assess and apply navigational information acquired from the electronic navigation instrument to avoid collisions |  |  |  |  |  |
| .2 | 雷达对于《1972年国际海上避碰规则》的应用  Application of Radar for Convention on the International Regulations for Preventing Collisions at Sea, 1972 |  |  |  |  |
| .3 | 自动雷达标绘仪（ARPA）对于《1972年国际避碰规则》的应用  Application of automatic radar plotting aids for Convention on the International Regulations for Preventing Collisions at Sea, 1972 |  |  |  |  |  |
| .4 | 各导航数据间的相互关系和影响、误差范围、以及影响精度的因素  Inter-relationship, influence of navigational data,  range of error and factors affecting accuracy |  |  |  |  |
| .5 | 综合运用各导航数据，选择并运用最正确导航数据  Comprehensive use of various navigational data, choose and apply the most accurate navigational data |  |  |  |  |
| .6 | 利用交叉检查的方法校核各导航数据，及时发现并剔除不可靠数据  Make use of cross-check method to rectify the various navigational data, identify and eliminate the unreliable data |  |  |  |  |
| **4.3** | **ECDIS系统的操作程序、系统文件和数据的管理**  **Management of operational procedures, system files and data of ECDIS system** | | | **使用ECDIS的操作程序得以建立、应用和监控；采取尽量减少航行安全风险的行动**  **Operational procedures for using ECDIS are established, applied, and monitored. Actions taken to minimize risk to safety of navigation.** |  |  |
| .1 | 管理海图数据和系统软件采购、许可和更新，以符合既定的程序  Manage chart data and purchase, permit and renew software systems to comply with established procedures |  |  |  |  |  |
| .2 | 系统和信息更新，包括依据厂商产品开发更新ECDIS系统版本的能力  Update of system and information, including capability of developing and updating ECDIS according to manufacture’s products |  |  |  |  |
| .3 | 创建和维护系统配置和备份文件  Create and maintain systematic configuration and backup files |  |  |  |  |
| .4 | 依据既定的程序创建和维护运行记录文件  Create and maintain the log files according to established procedures |  |  |  |  |
| .5 | 依据既定的程序创建和维护航线计划文件  Create and maintain the routing planning document according to established procedures |  |  |  |  |
| .6 | 使用ECDIS日志和航迹历史功能，检查系统功能、报警设定和用户反应  Make use of log of ECDIS and history of tacking, check the system, alarming setting and user’s response |  |  |  |  |
| .7 | 使用ECDIS回放功能进行航行审查、航线设计和系统功能的审查  Make use of function of playback to examine navigation, route design and systematic function |  |  |  |  |  |
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| **5.** | **适任：预报天气和海洋水文状况**  **Competence: Forecast weather and oceanographic conditions** | | |
| **5.1** | **考虑到当地天气条件和用气象传真收到的信息，理解和解释天气图并预报地区天气的能力**  **Ability to understand and interpret a synoptic chart and to forecast area weather, taking into account local weather conditions and information received by weather fax** | | | **基于所有可用的信息，预测给定时间段的可能的天气状况**  **The likely weather conditions predicted for a determined period are based on all available information** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
|  | 气象信息的获取途径 Ways to acquire meteorological information |  |  |  |  |  |
|  | 分析和应用从各种途径所获取的气象信息  Analyze and apply all ways to obtain the meteorological information |  |  |  |  |
| **5.2** | **各种天气系统特性的知识，包括热带风暴及避开风暴中心和危险象限的知识**  **Knowledge of the characteristics of various weather systems, including tropical revolving storms and avoidance of storm centers and the dangerous quadrants** | | | **采取保持航行安全的行动，减少对船舶安全的任何危险**  **Actions taken to maintain safety of navigation minimize any risk to safety of the ship** |  |  |
| .1 | 大气的特性和状态  Characteristics and state of atmosphere |  |  |  |  |  |
| .2 | 气象要素的特征、时空分布及其变化规律  Characteristics of meteorological factors, its distribution and variation |  |  |  |  |
| .3 | 大气运动的基本特征及其规律  Basic characteristics and regulations of movement of atmosphere |  |  |  |  |
| .4 | 船舶水文气象观测  Ship’s hydrometeorological observation |  |  |  |  |
| .5 | 各种天气系统及其特征，以及对船舶操纵的影响  Various kinds of weather system and their characteristics, influence on ship’s maneuverability |  |  |  |  |
| .6 | 热带气旋及避开知识  Knowledge of tropical cyclone and how to avoid it |  |  |  |  |
| **5.3** | **洋流系统和潮汐计算的知识和能力*（沿海航区仅限中版图书资料应用）***  **Knowledge of ocean current systems and ability to calculate tidal conditions** | | | **拟采取行动的理由基于统计数据和对实际天气状况的观测**  **Reasons for intended action are backed by statistical data and observations of the actual weather condifions** |  |  |
| .1 | 洋流知识，以及世界各洋区洋流特点  Knowledge of ocean current and features of each ocean current in the world |  |  |  |  |  |
| .2 | 洋流对船舶操纵的影响  Influence of ocean currents to the ship’s maneuverability |  |  |  |  |
| .3 | 中、英版潮汐表组成和主要内容  Composition and main contents of Admiralty and Chinese tidal table |  |  |  |  |
| .4 | 利用中、英版潮汐表查算主附港潮汐和任意时潮汐  Check and calculate tides and tides at any time in main/secondary ports against Admiralty and Chinese tidal table |  |  |  |  |
| .5 | 利用潮汐计算软件计算潮汐  Calculate tide with tidal calculation software |  |  |  |  |
| .6 | 利用潮流表查潮流  Check tidal current against tidal current table |  |  |  |  |
| .7 | 中、英版潮汐表出版单位和周期，以及改正信息  Publishing authority, period as well as the corrections of Admiralty and Chinese tidal table |  |  |  |  |
| .8 | 使用最新版、适合航区的潮汐表  Make use of latest tidal tables of appropriate areas |  |  |  |  |
| .9 | 其它的关于水流出版物的使用  Use of other publications regarding stream |  |  |  |  |

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| **6.** | **适任：航行中的应急反应**  **Competence: Respond to navigational emergencies** | | |
| **6.1** | **船舶抢滩时的注意事项，船舶搁浅、碰撞等事故的应急措施**  **Precautions when beaching a ship.**  **Action to be taken if grounding is imminent and after grounding, or if collision is imminent and following a collision** | | | **迅速确定紧急情况的种类和范围，作出决定并采取行动以减小船舶系统任何故障的影响**  **通信有效且遵守规定的程序**  **作出的决定和采取的行动能最大限度地保证船上人员的安全**  **The type and scale of any problem is promptly identified and decisions and actions minimize the effects of any malfunction of the ship’s systems**  **Communications are effective and comply with established procedures**  **Decisions and actions maximize safety of persons on board** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
|  | 船舶抢摊时的注意事项  Precautions in ship’s beaching |  |  |  |  |  |
|  | 搁浅前后采取的措施，包括在有或无外来协助情况下使搁浅船脱浅  Precautions taken before and after grounding, including refloating ship with/without external assistance |  |  |  |  |
|  | 碰撞前后或无论何种原因造成船体的水密完整性受损时应采取的措施  Precautions taken before or after the collision or whatever reasons causing damage to watertight integrity of hull |  |  |  |  |
|  | 损害控制的评估  Damage control assessment |  |  |  |  |
|  | 应急操舵  Emergency steering |  |  |  |  |
|  | 应急拖带安排和拖带程序  Emergent tug’s arrangement and procedures of towing |  |  |  |  |

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| **7.** | **适任：在各种条件下操纵和操作船舶**  **Competence: Manoeuvre and handle a ship in all conditions** | | |
| **7.1** | **在各种条件下操纵和操作船舶**  **Manoeuvre and handle a ship in all conditions** | | | **基于对船舶操纵和主机特性的正确评估，以及对靠泊或锚泊时可能产生的力的估算，作出有关系泊和锚泊的决定**  **在航时，全面评估浅水和受限水域、浮冰、浅滩、潮汐情况、过往船只以及本船的首波和尾波的可能影响，以使该船在各种装载和天气条件下能够安全地操纵**  **All decisions concerning berthing and anchoring are based on a proper assessment of the ship’s manoeuvring and engine characteristics and the forces to be expected while berthed alongside or lying at anchor**  **While under way, a full assessment is made of possible effects of shallow and restricted waters, ice, banks, tidal conditions, passing ships and own ship’s bow and stern wave so that the ship can be safely manoeuvred under various conditions of loading and weather** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 在接近引航站和引航员登、离船时的船舶操纵  Ship’s maneuverability when approaching pilot station, pilot’s embarkation and disembarkation |  |  |  |  |  |
| .2 | 在河道、江河口、浅水中及受限水域操作船舶  Ship’s operation in waterway, estuary, shallow water and restricted areas |  |  |  |  |
| .3 | 在各种不同的风、潮汐和水流条件下使用或不使用拖轮靠离泊位  Mooring and unmooring with/without help of tug assistance in different wind, tide and stream conditions |  |  |  |  |
| .4 | 锚地选择、抛起锚作业及走锚、缠锚等应急处理  Choice of anchorage, anchoring operation, emergency procedures of dragging anchor and fouling anchor |  |  |  |  |
| .5 | 在恶劣天气下管理和操纵船舶  Management and maneuvering of ship in heavy weather |  |  |  |  |
| .6 | 推进和操纵系统的使用  Use of propulsion and maneuvering system |  |  |  |  |

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| **8.** | **适任：遥控操作推进装置和轮机系统与设施**  **Competence: Operate remote controls of propulsion plant and engineering systems and services** | | |
| **8.1** | **遥控操作推进装置和轮机系统与设施**  **Competence: Operate remote controls of propulsion plant and engineering systems and services** | | | **随时按照技术规程并在安全操作的限制内，操作动力装置、辅机和设备**  **Plant, auxiliary machinery and equipment is operated in accordance with technical specifications and within safe operating limits at all times** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 船舶动力装置的工作原理  Working principles of marine power plants |  |  |  |  |  |
| .2 | 船舶辅机  Ships’s auxiliary machinery |  |  |  |  |
| .3 | 轮机术语的一般知识  General knowledge of marine engineering terms |  |  |  |  |

**职能：货物装卸和积载**

**Function: Cargo handling and stowage**

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| **编号** | **培训Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate** Designated Training Officer/In Service Assessor (Initials/Date) | |
| **9.** | **适任：危险货物运输**  **Competence: Carriage of dangerous goods** | | |
| **9.1** | **有关危险货物运输的国际（国内）规定、标准、规则和建议案**  **International regulations, standards, codes and recommendations on the carriage of dangerous on the carriage of dangerous cargoes** | | | **货物的配载计划基于可信的资料，并按确定的指南和法定要求进行**  **Planned distribution of cargo is based on reliable information and is in accordance with established guidelines and legislative requirements** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 《国际海运危险货物规则》的有关危险货物运输的规定、标准*（限无限航区）*  Relevant regulations and standards on dangerous goods transportation in International Maritime Dangerous Code *(unrestricted navigation areas)* |  |  |  |  |  |
| .2 | 《国际海运散装固体货物运输规则》的有关危险货物运输的规定、标准*（限无限航区）*  Relevant regulations and standards about dangerous goods transportation in International Maritime Solid Bulk Cargoes Code *(unrestricted navigation areas)* |  |  |  |  |
| .3 | 《国内水路货物运输规则》有关危险货物运输的国内规定、标准*（限沿海航区）*  Relevant national regulations and standards about dangerous goods transportation in Domestic Cargo Transportation Rules *(coastal navigation area )* |  |  |  |  |
| .4 | 《水路包装危险货物运输规则》有关危险货物运输的国内规定、标准*（限沿海航区）*  Relevant national regulations and standards about dangerous goods transportation in Rules of Transportation Packaging of Dangerous  Goods by Waterway  *(coastal navigation area )* |  |  |  |  |
| .5 | 《船舶载运危险货物安全监督管理规定》等有关危险货物运输的国内规定、标准  Relevant national regulations and standards about dangerous goods transportation in Safety Supervision and Management Regulations on Ship’s Carrying Dangerous Goods |  |  |  |  |
| **9.2** | **危险和有害货物的运输；装卸货物期间的预防措施和运输途中对货物的照管**  **Carriage of dangerous, hazardous and harmful cargoes; precautions during loading and unloading and care duing the voyage** | | | **有关危险性和有害性及特殊要求的资料要以适当的格式记载，以便于发生事故时查询**  **Information on dangers, hazards and special requirements is recorded in a format suitable for easy reference in the event of an incident** |  |  |
| .1 | 受载前应配备有关危险货物运输的单证  Relevant documents about dangerous goods transportation before loading |  |  |  |  |  |
| .2 | .危险货物的特性  Characteristic of dangerous cargo |  |  |  |  |
| .3 | 检查船舶适装情况  Checking condition of fitness for ship |  |  |  |  |
| .4 | 根据危规要求进行积载和隔离计划和应急反应计划  Making stowage plan, segregation plan and emergency response plan in accordance with IMDG Code |  |  |  |  |
| .5 | 严格按照装卸计划和应急反应计划操作  Operating in accordance with cargo handling plan and emergency response plan |  |  |  |  |
| .6 | 根据危险货物特性，做好作业人员人身防护  Carry out personal protection for working seafarers according to characteristics of dangerous cargo |  |  |  |  |
| .7 | 对危险货物运输的有效监控程序  Efficient monitoring procedures for transportation of dangerous goods |  |  |  |  |
| .8 | 制订并遵守危险货物载货区域安全须知  Developing and complying with safety instructions of dangerous goods loading areas |  |  |  |  |  |

**职能:船舶作业管理和人员管理**

**Function: Controlling the operation of the ship and care for persons on board at the management level**

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| **编号** | **培训Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate** Designated Training Officer/In Service Assessor (Initials/Date) | |
| **10.** | **适任：控制吃水差、稳性和强度**  **Competence: Control trim, stability and stress** | | |
| **10.1** | **掌握影响吃水差和稳性的理论和因素以及保持吃水差和稳性的必要措施**  **Understanding of fundamental principles of ship construction and the theories and factors affecting trim and stability and measures necessary to preserve trim and stability** | | | **稳性和强度状况始终保持在安全限度之内**  **Stability and stress conditions are maintained within safe limits at all times** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 船舶基本构造和构造原理  Ship’s basic structure and construction principles |  |  |  |  |  |
| .2 | 船舶构造和货载对稳性、吃水差的影响  Impact on stability and trim by ship’s construction, loading and unloading of cargo |  |  |  |  |
| .3 | 稳性和吃水差保持和调整  Maintaining and adjusting of stability and trim |  |  |  |  |
| **10．2** | **因一舱受损进水而影响船舶吃水差和稳性的知识以及采取的对策**  **Knowledge of the effect on trim and stability of a ship in the event of damage to and consequent flooding of a compartment and countermeasures to be taken** | | | **稳性和强度状况始终保持在安全限度之内**  **Stability and stress conditions are maintained within safe limits at all times** |  |  |
| .1 | 船体受损对稳性和吃水差的影响及防止  Impact on and prevention of stability and trim by damage to ship’s hull |  |  |  |  |  |
| .2 | 本船破损稳性手册的使用，了解船舶许可的破损范围  Using of ship’s damage stability manual, understanding of extent of permitted damage of ship |  |  |  |  |
| .3 | 熟悉破损后恢复、调整稳性和吃水差操作及注意事项  Be familiar with the recovery of damage, adjustment of stability and operation of trim and their precautions |  |  |  |  |
| **10.3** | **IMO有关船舶稳性的建议案知识**  **Knowledge of IMO recommendations concerning ship stability** | | | **稳性和强度状况始终保持在安全限度之内**  **Stability and stress conditions are maintained within safe limits at all times** |  |  |
| .1 | 熟悉IMO建议案对于船舶稳性的要求*（限无限航区）*  Be familiar with IMO recommendation for requirements of ship’s stability*(unrestricted navigation areas)* |  |  |  |  |  |
| **编号** | **培训Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate** Designated Training Officer/In Service Assessor (Initials/Date) | |
| **11.** | **适任：监督和控制法定要求的遵守以及保证海上人命安全与保护海洋环境的措施**  **Competence: Monitor and control compliance with legislative requirements and measures to ensure safety of life at sea, security and the protection of the marine environment** | | |
| **11.1** | **国际协定和公约中包括的国际海事法律的知识 *(限无限航区)***  **Knowledge of international maritime law embodied in international agreements and conventions *(unrestricted navigation areas)*** | | | **按计划换新证书和给证书延期以保证经检验的项目和设备继续有效**  **Planned renewal and extension of certificates ensures continued validity of surveyed items and equipment** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 国际公约要求随船携带的证书和文件，如何取得这些文件以及保持这些文件有效性  Certificates and documents on board required by international conventions, how to obtain and maintain validity of such documents | t |  |  |  |  |
| .2 | 《国际载重线公约》有关要求规定的责任  Responsibilities prescribed in International Load line Convention |  |  |  |  |
| .3 | 《国际海上人命安全公约》有关要求规定的责任Responsibilities prescribed in International Convention of the Safety of Life at Sea |  |  |  |  |
| .4 | 《国际防止船舶造成污染公约》有关要求规定的责任  Responsibilities prescribed in International Convention for the Prevention of Pollution from Ships |  |  |  |  |
| .5 | 《船员健康声明》和《国际卫生条例》的要求  The requirement of Crew Health Declaration and Internal Health Regulations |  |  |  |  |
| .6 | 《海事劳工公约》的要求  Requirements of Maritime Labor Convention |  |  |  |  |
| .7 | 影响船舶、旅客、船员和货物安全的国际文件所规定的职责  Duties under the International documents affecting ship, passenger, crew and cargo security |  |  |  |  |
| **11．2** | **防止船舶污染海洋环境的方法和设备**  **Methods and aids to prevent pollution of the marine environment by ships** | | | **监督操作和维护保养的程序符合法定要求Procedures for monitoring operations and maintenance comply with legislative requirements** |  |  |
| .1 | 船舶对海洋环境的污染源及污染的途径  Ship pollution sources of the marine environment and ways of pollution |  |  |  |  |  |
| .2 | 船舶防污染措施及操作程序  Ship pollution prevention measures and operating procedures |  |  |  |  |
| .3 | 船舶防污染技术及设备  Ship pollution prevention techniques and equipment |  |  |  |  |
| **11.3** | **为实施国际协定和公约的国内法规**  **National legislation for implementing international agreements and conventions** | | | **迅速和全面确认潜在的不符合法定要求的情况**  **Potential non-compliance is promptly and fully identified** |  |  |
| .1 | 为实施国际协定和公约的国内法规  Domestic legislation to implement international agreements and conventions |  |  |  |  |  |
| .2 | 国内航行要求随船携带的证书、文件  Certificates and documents required on board by domestic navigation |  |  |  |  |

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| **编号** | **培训Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate** Designated Training Officer/In Service Assessor (Initials/Date) | |
| **12.** | **适任: 保持船上船员和旅客的安全和保安以及救生、消防和其他安全系统的工作状态**  **Competence: Maintain safety and security of the ship’s crew and passengers and the operational condition of life-saving, fire-fighting and other safety systems** | | |
| **12.1** | **组织消防和弃船有关演习**  **Organization of fire drills and abandon ship drills** | | | **监测探火和安全系统的程序以保证迅速探测到所有报警**  **Procedures for monitoring fire-detection and safety systems ensure that all alarms are detected promptly** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 《国际救生设备规则》规定  Regulations of International Regulation of Lifesaving Appliances |  |  |  |  |  |
| .2 | 熟悉本船的救生训练手册  Be familiar with own ship’s lifesaving training manual |  |  |  |  |
| .3 | 至少各组织1次消防和弃船演习  Organize fire and abandon ship drill at least once respectively |  |  |  |  |
| .4 | 对演习情况进行评估，识别不足和培训需求  Assess drill effects, indentify defects and needs of training |  |  |  |  |
| **12.2** | **在紧急情况下保护和保卫船上所有人员安全应采取的行动**  **Actions to be taken to protect and safeguard all persons on board in emergencies** | | | **按既定的应急程序采取行动**  **Acted upon in accordance with established emergency procedures** |  |  |
| .1 | 船舶紧急撤离程序和用于撤离的路径和设备  Ship’s emergency evacuating procedures, escape routes and equipment |  |  |  |  |  |
| .2 | 有效地组织各种应急情况下人员撤离  Effectively organize crew’s evacuation in various emergencies |  |  |  |  |
| .3 | 船舶保安计划和公司防海盗程序  Ship security plan and company anti-piracy procedures |  |  |  |  |
| .4 | 有效地安排防海盗值守和反应海盗袭击行动  Effectively arrange for anti-piracy watch and reaction to pirate attack |  |  |  |  |
| **12.3** | **在失火、爆炸、碰撞或搁浅时限制损害和救助船舶的行动**  **Actions to limit damage and salve the ship following a fire, explosion, collision or grounding** | | | **在失火、爆炸、碰撞或搁浅时能迅速按既定的应急程序采取行动**  **Acted upon in accordance with established emergency procedures following a fire, explosion, collision or grounding** |  |  |
| .1 | 失火时应急反应程序  Emergency response to fire |  |  |  |  |  |
| .2 | 爆炸时应急反应程序  Emergency response to explosion |  |  |  |  |
| .3 | 碰撞时应急反应程序  Emergency response to collision |  |  |  |  |
| .4 | 搁浅时应急反应程序  Emergency response to grounding |  |  |  |  |
| .5 | 各组织1次爆炸、碰撞和搁浅演习  Organize explosion, collision and grounding drill at least once respectively |  |  |  |  |

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| **编号** | **培训Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor (Initials/Date) | |
| **13** | **适任: 制定应急和损害控制计划并处置紧急情况**  **Competence: Develop emergency and damage control plans and handle emergency situations** | | |
| **13.1** | **制订应急反应计划**  **Preparation of contingency plans for response to emergencies** | | | **应急程序符合为紧急情况况制定的计划**  **Emergency procedures are in accordance with the established plans for emergency situations** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 船舶应急文件和资料  Ship emergency documents and materials |  |  |  |  |  |
| .2 | 制订应急计划时应至少包括的内容  Minimum contents included in developing contingency plans |  |  |  |  |
| .3 | 制订应急计划时应至少考虑的因素  Factors be taken into account in developing contingency plans |  |  |  |  |
| **13.2** | **船舶构造，包括损害控制**  **Ship construction, including damage control** | | | **应急程序符合为紧急情况制定的计划**  **Emergency procedures are in accordance with the established plans for emergency situations** |  |  |
| .1 | 船舶损害控制构造和破损稳性手册  Ship’s damage control construction and damage stability manual |  |  |  |  |  |
| .2 | 船体受损的应急反应程序和应急反应计划  Emergency response procedures and contingency plans for ship’s hull damage |  |  |  |  |

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| **编号** | **培训Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor (Initials/Date) | |
| **14** | **适任: 领导力和管理技能的运用**  **Competence: Use of leadership and managerial skill** | | |
| **14.1** | **船上人员管理和培训**  **Knowledge of shipboard personnel management and training** | | | **培训目标和培训活动是基于对目前适任性和能力的评估和操作要求**  **Training objectives and activities are based on assessment of current competence and capabilities and operational requirements** |  | |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 管理体系文件规定的船舶各职人员职责  Crew’s duties prescribed in management systematic document |  |  |  |  |  |
| .2 | 根据体系文件要求，行使船长权利，进行人员管理  Exercise master’s right and carry out personnel management as per systematic documents |  |  |  |  |
| .3 | 熟悉在船培训系统  Be familiar with training system on board |  |  |  |  |
| .4 | 组织安排SOLAS公约要求的救生消防知识培训  Organize and arrange for training of fire-fighting and life-saving knowledge prescribed in SOLAS convention |  |  |  |  |
| **14.2** | **应用任务和工作量管理的能力**  **Ability to apply task and workload management** | | | **分配船员工作，并以适合每个人的方式告知所要求的工作标准和行为准则**  **The crew are allocated duties and informed of expected standards of work and behaviour in a manner appropriate to the individuals concerned** |  |  |
| .1 | 计划和协调  Planning and coordinating |  |  |  |  |  |
| .2 | 人员分派  Manning |  |  |  |  |
| .3 | 时间和资源的限制  Time and resource restricted |  |  |  |  |
| .4 | 优先排序  Sorting by priority |  |  |  |  |
| **14.3** | **运用有效资源管理的知识和能力**  **Knowledge and ability to apply effective resource management** | | | **操作有计划并根据需要按正确的优先顺序分配资源，以执行必要的任务Operations are planned and resources are allocated as needed in correct priority to perform necessary tasks** |  |  |
| .1 | 资源的分配、分派和优先排序  Resource allocation, distribution and sorting by priority |  |  |  |  |  |
| .2 | 船上和岸上的有效沟通  Effective communication on board and ashore |  |  |  |  |
| .3 | 决策反映出对团队经验的考虑  Decision reflected by considerations of team experience |  |  |  |  |
| .4 | 决断力和领导力，包括激励  Determination and leadership, including inspiration |  |  |  |  |  |
| .5 | 具有并保持情景意识  Maintain situational awareness |  |  |  |  |
| **14.4** | **运用决策技能的知识和能力**  **Knowledge and ability to apply decision-making techniques** | | | **必要的团队成员对当前和预测的船舶和操作状态以及外部环境有共同的准确的理解**  **Necessary team member(s) share accurate understanding of current and predicted vessel state and operational status and external environment** |  |  |
| .1 | 局面和风险评估  Assessment of circumstances and risks |  |  |  |  |  |
| .2 | 识别并形成选项  Identify and form options |  |  |  |  |
| .3 | 选择行动过程  Choice of action process |  |  |  |  |
| .4 | 评价结果的有效性  Validity of assessment |  |  |  |  |
| .5 | 制定、实施和监督标准的操作程序  Developing, implementing and supervising standard operating procedures |  |  |  |  |

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| **编号** | **培训Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor (Initials/Date) | |
| **15** | **适任:** 组织和管理船上**医疗的提供**  **Competence: Organize and manage the provision of medical care on board** | | |
| **15.1** | **相关医疗出版物使用和内容的全面知识*(限无限航区)***  **A thorough knowledge of the use and contents of the medical publications*(unrestricted navigation areas)*** | | | **所采取的行动和所遵循的程序正确运用并充分使用所得到的建议**  **Actions taken and procedures followed correctly apply and make full use of advice available** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 《国际船舶医疗指南》或等效的国内出版物的内容  Contents of International Medical Guide for ships or in equivalent domestic publications |  |  |  |  |  |
| .2 | 《国际信号规则》的医疗部分内容  Medical part in International Code of Signals |  |  |  |  |
| .3 | 《危险货物事故医疗急救指南》内容  Content of Medical First Aids Guidelines for Incidents Involving Dangerous Goods |  |  |  |  |
| **15.2** | **船舶药品、医疗器械管理规定**  **The management regulations of ship’s drug, medical devices** | | | **所采取的行动和所遵循的程序正确运用并充分使用所得到的建议**  **Actions taken and procedures followed correctly apply and make full use of advice available** |  |  |
| .1 | 公司的船舶药品、医疗器械管理规定  Management regulations of ship’s drug in company, medical devices |  |  |  |  |  |
| .2 | 船配药品和医疗器械的使用和注意事项  Use of drug on board and medical devices and precautions |  |  |  |  |

**第五部分 任务摘要图 SECTION 5 TASK SUMMARY CHART**

任务摘要图是为见习船员、船上培训师、船长和公司培训师提供指导并帮助检查见习船员所完成的任务或职责的数量。见习船员在培训计划的表格填写时，以任务摘要图的方式进行。在培训的过程中，勾掉你已经完成的任务。

The purpose of the summary chart is to provide trainee, training officer, master and company trainer with a guide and continuous check on the numbers of tasks or duties that you have completed. Trainees should fill the blank of training plan by using the task summary task. Tick off only those tasks you have completed.

**职能：航行**

**Function：Navigation**

1适任：制定航次计划并引导航行

Competence: Plan a voyage and conduct navigation

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1.1.1 | 1.1.2 | 1.1.3 | 1.1.4 | 1.1.5 | 1.2.1 | 1.2.2 | 1.2.3 | 1.2.4 | 1.2.5 | 1.2.6 | 1.2.7 | 1.2.8 | 1.2.9 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

2适任：协调搜寻和救助作业

Competence: Coordinate search and rescue operations

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2.1.1 | 2.1.2 | 2.1.3 | 2.1.4 | 2.1.5 | 2.1.6 | 2.2.1 | 2.2.2 | 2.2.3 | 2.2.4 | 2.2.5 |
|  |  |  |  |  |  |  |  |  |  |  |

3适任：制定值班安排和程序

Competence: Establish watchkeeping arrangements and procedures

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.1.1 | 3.1.2 | 3.1.3 | 3.1.4 | 3.2.1 | 3.2.2 | 3.2.3 | 3.2.4 | 3.2.5 |
|  |  |  |  |  |  |  |  |  |

4适任：通过使用协助指挥决策的ECDIS和关联导航系统，保持航行安全

Competence: Maintain the safety of navigation through the use of ECDIS and associated navigation systems to assist command decision making

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4.1.1 | 4.1.2 | 4.2.1 | 4.2.2 | 4.2.3 | 4.2.4 | 4.2.5 | 4.2.6 | 4.3.1 | 4.3.2 | 4.3.3 | 4.3.4 | 4.3.5 | 4.3.6 | 4.3.7 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

5适任：预报天气和海洋水文状况

Competence: Forecast weather and oceanographic conditions

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 5.1.1 | 5.1.2 | 5.2.1 | 5.2.2 | 5.2.3 | 5.2.4 | 5.2.5 | 5.2.6 | 5.3.1 | 5.3.2 | 5.3.3 | 5.3.4 | 5.3.5 | 5.3.6 | 5.3.7 | 5.3.9 | 5.3.9 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

6适任：航行中的应急反应

Competence: Respond to navigational emergencies

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 6.1.1 | 6.1.2 | 6.1.3 | 6.1.4 | 6.1.5 | 6.1.6 |
|  |  |  |  |  |  |

7:适任：在各种条件下操纵和操作船舶

Competence: Manoeuvre and handle a ship in all conditions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 7.1.1 | 7.1.2 | 7.1.3 | 7.1.4 | 7.1.5 | 7.1.6 |
|  |  |  |  |  |  |

8适任：遥控操作推进装置和轮机系统与设施

Competence: Operate remote controls of propulsion plant and engineering systems and services

|  |  |  |
| --- | --- | --- |
| 8.1.1 | 8.1.2 | 8.1.3 |
|  |  |  |

**职能**：**货物装卸和积载**

**Function: Cargo handling and stowage**

9适任:危险货物运输

Competence: Carriage of dangerous goods

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 9.1.1 | 9.1.2 | 9.1.3 | 9.1.4 | 9.1.5 | 9.2.1 | 9.2.2 | 9.2.3 | 9.2.4 | 9.2.5 | 9.2.6 | 9.2.7 | 9.2.8 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**职能**：**船舶作业管理和人员管理**

**Function: Controlling the operation of the ship and care for persons on board at the management level**

10适任：控制吃水差、稳性和强度

Competence: Control trim, stability and stress

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 10.1.1 | 10.1.2 | 10.1.3 | 10.2.1 | 10.2.2 | 10.2.3 | 10.3.1 |
|  |  |  |  |  |  |  |

11适任：监督和控制法定要求的遵守以及保证海上人命安全与保护海洋环境的措施

Competence: Monitor and control compliance with legislative requirements and measures to ensure safety of life at sea, security and the protection of the marine environment

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 11.1.1 | 11.1.2 | 11.1.3 | 11.1.4 | 11.1.5 | 11.1.6 | 11.1.7 | 11.2.1 | 11.2.2 | 11.2.3 | 11.3.1 | 11.3.2 |
|  |  |  |  |  |  |  |  |  |  |  |  |

12适任：保持船上船员和旅客的安全和保安以及救生、消防和其他安全系统的工作状态

Competence: Maintain safety and security of the ship’s crew and passengers and the operational condition of life-saving, fire-fighting and other safety systems

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12.1.1 | 12.1.2 | 12.1.3 | 12.1.4 | 12.2.1 | 12.2.2 | 12.2.3 | 12.2.4 | 12.3.1 | 12.3.2 | 12.3.3 | 12.3.4 | 12.3.5 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

13适任：制定应急和损害控制计划并处置紧急情况

Competence: Develop emergency and damage control plans and handle emergency situations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 13.1.1 | 13.1.2 | 13.1.3 | 13.2.1 | 13.2.2 |
|  |  |  |  |  |

14适任：领导力和管理技能的运用

Competence: Use of leadership and managerial skill

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 14.1.1 | 14.1.2 | 14.1.3 | 14.1.4 | 14.2.1 | 14.2.2 | 14.2.3 | 14.2.4 | 14.3.1 | 14.3.2 | 14.3.3 | 14.3.4 | 14.3.5 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14.4.1 | 14.4.2 | 14.4.3 | 14.4.4 | 14.4.5 |
|  |  |  |  |  |

15适任：组织和管理船上医疗的提供

Competence: Organize and manage the provision of medical care on board

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 15.1.1 | 15.1.2 | 15.1.3 | 15.2.1 | 15.2.2 |
|  |  |  |  |  |

**第六部分 见习记录簿附页（另加附页）**

**SECTION 6 EXTRA PAPERS FOR ON BOARD TRAINING RECORD BOOK (ATTACH ADDITIONAL PAGES)**

1、专题一：船上见习的基本情况、收获与体会，不少于1200字。

Subject 1:The basic condition on board trainee, harvest and experience, not less than 1500 words.

2、专题二：航次计划审核、风险识别、评估及控制等，不少于1200字。

Subject 2: The examination of voyage plan, the identification, assessment and control of risks, not less than 1500 words.

3、专题三，航行中的应急反应或特殊条件下操纵和操作船舶，不少于1200字。

Subject 3: The emergency response in navigation or the ship’s maneuvering and operating in special circumstance, not less than 1500 words.

4、专题四，监督和控制法定要求的遵守以及保证海上人命安全域保护海洋环境的措施，不少于1200字。

Subject 4: Monitor and control compliance with legislative requirements and measures to ensure safety of life at sea, security and the protection of the marine environment.

5、专题五，驾驶台团队合作、资源管理或领导与决策等，不少于1200字。

Subject 5: Bridge team work, the resource management or leadership or decision-making etc, not less than 1500 words.**第七部分 评价报告**

**SECTION 7 REPORT OF EVALUATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名  Name |  | 船上见习时间  Training period |  | 船员服务簿注册号码  Seafarer’s registration No. |  |
| 船长鉴定意见Evaluating competence by master    签名/船章 日期  Initials/ Ship’s official stamp Date | | | | | |
| 船长鉴定意见Evaluating competence by master    签名/船章 日期  Initials/ Ship’s official stamp Date | | | | | |
| 船公司鉴定意见Evaluating competence by company    签名/公章 日期  Initials/Official stamp Date | | | | | |
| 海事机构意见Evaluating competence by administration      签名 日期  Initials Date | | | | | |

# 2.申请大副适任证书船上见习记录簿

申 请 大 副 适 任 证 书

船 上 见 习 记 录 簿（2018版）

ON BOARD TRAINING RECORD BOOK FOR CANDIDATES FOR CERTIFICATION AS CHIEF MATES

申 请 大 副 适 任 证 书

船 上 见 习 记 录 簿

ON BOARD TRAINING RECORD BOOK FOR CANDIDATES FOR CERTIFICATION AS CHIEF MATES

姓名 Name:

船员服务簿注册号码 Seafarer’s Registration No.:

公司名称 Company:

海事管理机构 Maritime Administration:

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**职能：航行Function: Navigation**

1制定航次计划并引导航行 Plan a voyage and conduct navigation

2在各种条件下定位和确定各种定位方法获取的最终船位的精度 Determine position and the accuracy of resultant position fix by any means

3测定和修正罗经差 Determine and allow for compass errors

4确立值班安排和程序 Establish watch-keeping arrangements and procedures

5使用有助于指挥决策的导航设备及系统获得的信息，保持航行安全 Maintain safe navigation through the use of information from navigation equipment and systems to assist command decision making

6 ECDIS和关联导航系统的使用（如果配备)，保持航行安全 Maintain the safety of navigation through the use of ECDIS(if equipped) and associated navigation systems

7预报天气和海洋水文状况 Forecast weather and oceanographic conditions

8航行中的应急反应 Respond to navigational emergencies

**职能：货物装卸和积载Function: Cargo Handling and Stowage**

9计划并确保安全地装货、积载、系固，航行中照管货物和卸货 Plan and ensure safe loading, stowage, securing, care during the voyage and unloading of cargoes

10正确评估货舱、舱盖和压载舱的缺陷和损坏并采取适当的行动 Assess reported defects and damage to cargo spaces,hatch covers and ballast tanks and take appropriate action

11危险货物运输 Carriage of dangerous goods

**职能：船舶作业管理和人员管理Function: Controlling the Operation of the Ship and Care for Persons on Board**

12控制吃水差、稳性和强度 Control trim, stability and stress

13依法监督、控制和保证海上人命安全与保护海洋环境的措施 Monitor and control compliance with legislative requirements and measures to ensure safety of life at sea, security and the protection of the marine environment

14保持船上船员和旅客的安全、保安以及保持救生、消防及其他安全系统的工作状态 Maintain safety and security of the ship’s crew and passengers and the operational condition of life-saving, fire-fighting and other safety systems

15制定应急和损害控制计划并处置紧急情况 Develop emergency and damage control plans and handle emergency situations

16领导力和管理技能的运用 Use of leadership and managerial skill

17 船上药品和医疗设备的管理Organize and manage the provision for medical care on board

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**第六部分 见习记录簿附页 SECTION 6 EXTRA PAPERS FOR ON BOARD TRAINING RECORD BOOK**

**第七部分 评价报告 SECTION 7 REPORT OF EVALUATION**

**第一部分 使用指南**

船长、指定的船上培训师和见习船员需注意。

**1、记录簿的目的：**

见习记录簿是根据《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》的要求编制的，其目的是确保需要见习的船员按照结构化的见习计划，充分利用海上航行时间，在船上培训师的指导下，完成预定的见习任务。在充分完成见习任务后，就可以获得实际的工作经验和必要的海上服务资历，成为与《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》中适任要求相一致的合格船员。

**2、当持有记录簿时：**

见习船员应完成有关个人信息的填写。

见习船员应在船上培训师的指导下，按见习计划，分阶段地完成见习任务的填写。

见习船员在整个见习期间应个人负责记录簿的保管。

**3、加入船舶后，尽可能地：**

见习船员应完成第二部分关于船舶技术细节内容的填写，船长和指定的船上培训师应提供进行训练的机会。

船长和指定的船上培训师应检查此记录簿的记录情况，以核查见习进程。

见习船员应根据船舶的实际情况，在船上培训师的指导下，制定相应的见习计划以解决适任证明的情况，在第五部分可以看到见习任务摘要图。

**4、见习船员海上服务期间：**

在第四部分所列出的一系列船上见习任务，应在船上培训师的指导下积极地完成。

一旦上船，只要航行情况允许，此记录簿应每个星期提交给指定的船上培训师检查。船上见习的开展要及时记录。船上培训师的检查要及时记录，在对改进建议进行验证后，签名并标注日期。

记录簿每个月应提交给船长检查，船长的评论要及时记录，标注日期。该评论应仅涉及见习船员适任情况和见习进程。

每条船见习结束后，记录簿应提交给公司检查，公司培训师的评论要及时记录，标注日期。该评论应仅涉及见习船员适任情况和见习进程。

**SECTION 1 GUIDE TO COMPLETION**

For the attention of masters, designated on board trainers and the trainees:

1. Object of the record book

The record book was designed in accordance with the STCW Convention as amended in 2010 and the Regulations of the People’s Republic of China governing Competency Examination and Certification for Seafarers Serving on Seagoing Ships, which is to help ensure that trainees follow a structured programme of training and make best use of their time at sea to complete the tasks under the direction of onboard trainers. In so doing they will gain the practical training and experience to become competent CHIEF MATE in accordance with the STCW Convention as amended in 2010 and the Regulations for the examination and certification of seafarers of the People’ republic of China.

1. On receipt of this book

The trainee should complete the personal information.

The trainee should complete the information required on the following pages by stages, under the supervision of the designated training officer on schedule.

The trainee should be personally responsible for the safe keeping of this record book throughout training.

1. Upon joining the ship

The trainee should complete Section 2 which is concerning the ship’s particulars. The master and the designated training officer on board each ship should provide an opportunity for this exercise to be undertaken.

The master and the designated training officer on board each ship should inspect this book in order to check progress already made.

The trainee should make a plan to tackle the competences that still need to be demonstrated under the direction of the designated training officer. A task summary chart can be found in section 5.

1. Throughout the trainee’s seagoing service

Sections 4, which contains a list of on board training tasks, should be progressively completed under the direction of the designated training officer.

The Book should be submitted to the designated training officer for inspection on joining the ship, so far as the voyage pattern allows, every week. The training progress should be recorded in time. The inspection of the designated training officer should also be recorded in time and signed with his name and the date after inspecting the area for improvements.

The Book should be submitted to the master for inspection every month and the master’s comments should be recorded with date timely, Comments should only relate to the trainee’s practical progress and competence.

The Book should be submitted to the company for inspection after completion of training on every vessle and the comments should be recorded with date timely, Comments should only relate to the trainee’s practical progress and competence.

**第二部分** **资料与检查表**

**SECTION 2 PARTICULARS AND INSPECTION LIST**

1. **个人资料**

**Personal Information**

姓名 Name: 出生日期Date of Birth:

海员证编号Seafarer’s Passport No.:

船员服务簿注册号码Seafarer’S Registration No.:

见习起止时间Starting and Ending Time of Training:

公司名称: Company:

船员管理公司地址 Address of Company:

家庭住址Permanent Address:

备注Remarks:

PHOTO

**2、船舶资料 Ship’s Particulars**

获得你所服务船舶的信息对于你的训练很有必要，为了帮助你满足规则要求，当你在船上的时候记录如下的详情。

**第一艘船舶The first ship**

|  |  |  |
| --- | --- | --- |
| 船名SHIP’S NAME: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺度和容积Dimensions and Capacities**  全长Length O.A. m  船宽Breadth m  船深Depth m  夏季吃水Summer Draught m  夏季干舷Summer Freeboard m  总吨位Gross Tonnage  净吨位 Net Tonnage  总载重量Dead Weight t  空船排水量Light Displacement t 散装容积Grain Capacity m3  液舱容积Liquid Capacity m3  **系缆（数量/直径）**  **Mooring Ropes(Number/Diameter)**  合成纤维缆Synthetic Fibre mm  钢丝绳Wires mm  拖缆Towing Spring mm**锚(重)Anchors (Weight)**  左锚Port t  右锚Starboard t备锚Spare t  锚链（直径）Cable(Diameter) mm | 锚链长度Length shackles  **救生设备Lifesaving Equipment**  救生艇(数量)Lifeboats(No.)  救生筏(数量)life-Raft(No.)  救生艇定员（人）Capacity per boat persons  救生筏定员（人）Capacity per life-raft persons  救生圈(数量) Lifebuoys(No.)  救生衣（数量）Survival Suits(No.)  **消防设备Fire Fighting Equipment**  灭火器（数量/容量）Fire Extinguishers(No. and Capacity)  种类Types:  水Water liters  泡沫Foam liters  干粉Dry Powder kg  二氧化碳CO2 kg  消防水带 (数量/尺寸)Fire Hoses(No. /size) mm消防员装备(品牌/数量)Fireman’s Outfit(type/No.)    **货物操作设备Cargo Handling Gear**  吊杆/克令吊（数量/安全工作负荷）  Derricks/Cranes(No. and SWL) t  其他货物操作设备Other Cargo Equipment | **油轮 Tanker**  压载舱(数量)Ballast Tanks (No.)  隔离舱(数量)Segregations (No.)  货油舱(数量)Cargo Tanks (No.)  货油泵(数量)Cargo Pumps (No.)  **航行通信设备Navigational And Communication Equipment**  紧急无线电示位标（型号）EPIRB (type)    搜救雷达应答器（型号）SART (type)    陀螺罗经（型号）Gyro-compass (type)    雷达（数量/型号）Radar(No./type)    全球定位系统（型号）GPS (type)    驾驶台航行值班警报系统（型号）BNWAS (type) |

**第二艘船舶The second ship**

|  |  |  |
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| 船名SHIP’S NAME: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺度和容积Dimensions and Capacities**  全长Length O.A. m  船宽Breadth m  船深Depth m  夏季吃水Summer Draught m  夏季干舷Summer Freeboard m  总吨位Gross Tonnage  净吨位 Net Tonnage  总载重量Dead Weight t  空船排水量Light Displacement t 散装容积Grain Capacity m3  液舱容积Liquid Capacity m3  **系缆（数量/直径）**  **Mooring Ropes(Number/Diameter)**  合成纤维缆Synthetic Fibre mm  钢丝绳Wires mm  拖缆Towing Spring mm  **锚(重)Anchors (Weight)**  左锚Port t  右锚Starboard t备锚Spare t  锚链（直径）Cable(Diameter) mm | 锚链长度Length shackles  **救生设备Lifesaving Equipment**  救生艇(数量)Lifeboats(No.)  救生筏(数量)life-Raft(No.)  救生艇定员（人）Capacity per boat persons  救生筏定员（人）Capacity per life-raft persons  救生圈(数量) Lifebuoys(No.)  救生衣（数量）Survival Suits(No.)  **消防设备Fire Fighting Equipment**  灭火器（数量/容量）Fire Extinguishers(No. and Capacity)  种类Types:  水Water liters  泡沫Foam liters  干粉Dry Powder kg  二氧化碳CO2 kg  消防水带 (数量/尺寸)Fire Hoses(No. /size) mm消防员装备(品牌/数量)Fireman’s Outfit(type/No.)    **货物操作设备Cargo Handling Gear**  吊杆/克令吊（数量/安全工作负荷）  Derricks/Cranes(No. and SWL) t  其他货物操作设备Other Cargo Equipment | **油轮 Tanker**  压载舱(数量)Ballast Tanks (No.)  隔离舱(数量)Segregations (No.)  货油舱(数量)Cargo Tanks (No.)  货油泵(数量)Cargo Pumps (No.)  **航行通信设备Navigational And Communication Equipment**  紧急无线电示位标（型号）EPIRB (type)    搜救雷达应答器（型号）SART (type)    陀螺罗经（型号）Gyro-compass (type)    雷达（数量/型号）Radar(No./type)    全球定位系统（型号）GPS (type)    驾驶台航行值班警报系统（型号）BNWAS (type) |

**3、船上培训师检查见习进程**

见习船员根据见习任务，结合航次任务，按每星期的时间间隔填写完成。

见习任务以任务摘要图中的编号或文字表述。

**Designated training officer’s review of training progress.**

This table should be completed weekly in accordance with the training tasks during the voyage.

The training tasks are listed as number or words in the task summary chart.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 见习任务  Training tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 日期  Date |
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**船上培训师检查见习进程（续表）**

**Designated training officer’s review of training progress (continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 见习任务  Training tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 日期  Date |
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**4、船长检查见习记录簿**

船长每个月结束后进行检查。评论应仅涉及见习船员适任情况和见习进程。

**Master’s inspection of record book**

The Book should be submitted to the master for inspection every month.

Comments should only relate to the trainee’s practical progress and competence.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 起止时间  Starting and ending date | 见习内容  Contents | 评论  Comments | 船长签字  Master’s initials | 日期  Date | 船章  Ship’s official stamp |
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**五、公司培训师检查见习记录簿**

每条船见习结束后，公司培训师应对见习人员的见习进程、见习记录和适任情况进行检查和评估。

**Company’s inspection of record book**

The Book should be submitted to the company’s trainer for inspection after completion of training on every vessel.

Comments should only relate to the trainee’s practical progress,record and competence.

|  |  |  |  |
| --- | --- | --- | --- |
| 评论  Comments | 公司培训师姓名  Name of company’s trainer | 公司培训师签名  Initials | 日期  Date |
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**第三部分 见习任务和要达成的适任目标**

完成清单中见习任务和达成适任目标举例

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号** | **培训** | | | **评估标准** | **表明适任**  指定培训师/专业评估员（签名/日期） | |
| **1** | **适任：制订航次计划并引导航行** | | |
| **1.1** | **通过可接受的标绘远洋航线的方法制订航次计划** | | | **列举航次所需的设备、海图和航海出版物，并与安全地引导航行相适应**  **用从有关资料和出版物获取的事实和统计数据来支持所计划航线的依据**  **正确计算船位、航向、航程和时间，并处于公认的助航设备精度标准之内**  **准确地判明所有的航行危险** | XXX | 13/3/11 |
|  | **任务/职责** | 任务完成  船上培训师（签名/日期） | | 改进建议 | 任务完成  船上培训师（签名/日期） | |
| .1 | 评价海图及其出自版物信息 | XXX | 9/2/11 | 多注意海图信息的识别 | XXX | 10/3/11 |
| .2 | 海图上航线的标示 | XXX | 12/2/11 | XXX | 12/3/11 |
| .3 | 助航仪器的输入和设定 | XXX | 10/1/11 | XXX | 13/3/11 |
| .4 | 航次计划内容完整 | XXX | 12/2/11 | XXX | 13/3/11 |

* 粗体部分的适任（在此例中**制订航次计划并引导航行**等）直接取自STCW规则。
* 主要的任务（在此例中**通过可接受的标绘远洋航线的方法制订航次计划**等）也取自STCW规则。主要的任务被细分为若干个任务和职责。见习船员应尽可能地完成见习任务，但是考虑到可能的设备货物或船舶航行模式，并不期盼所有的任务都能完成，在见习船员被认为在主要任务方面适任前，必须注意到，构成适任基础的一些知识和技能也可以在岸上培训中获得。
* 船上培训师可以在所提供的空白处两次记录完成任务的情况。这不意味着每项任务应完成两次，如果船上培训师认为一次已足够的话。
* 监督见习船员的船上培训师由船长指定的具有丰富经验的合格船员担任。
* 在表明适任被记录之前，船长或指定的船上培训师可以记录下改进建议，在评估标准正下方有用于此目的的大空格。当表明适任主要的任务时，评估标准最右手边的空格子里，船长或指定的船上培训师应签字并标注日期（日/月/年），证明已经适任。
* 当记录“表明适任”时，应该仔细考虑到表中所提出的评估标准。评估标准和船员良好的船艺都来自STCW规则。

**SECTION 3 INFORMATION ON TRAINING TASKS AND COMPETENCES TO BE ACHIEVED**

Example of how to complete the list of training tasks and competences achieved

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.**  **No.** | **Training** | | | **Criteria for evaluation** | **Competence Demon**  Designated Training Officer/In Service Assessor  (Initial/Date) | |
| **1** | **Competence: Plan a voyage and conduct navigation** | | |
| **1.1** | **Voyage planning by acceptable methods of plotting ocean tracks** | | | The equipment, charts and nautical publications required for the voyage are enumerated and appropriate to the safe conduct of the voyage; The reasons for the planned route are supported by facts and statistical data obtained from relevant sources and publications; Positions, courses, distances and time calculations are correct within accepted accuracy standards for navigational equipment; All potential navigation hazards are accurately identified. | XXX | 13/3/11 |
|  | **Task/Duty** | **Task Completed**  Trainer(Initial/Date) | | **Advice on Areas for Improvement** | **Task Completed**  Trainer(Initial/Date) | |
|  | Evaluation of charts and nautical publications | XXX | 9/2/11 | PAY MORE ATTENTION TO IDENTIFICATION OF THE INFORMATION ON NAUTICAL CHARTS. | XXX | 10/3/11 |
|  | Plotting and indication of routes on chart | XXX | 12/2/11 | XXX | 12/3/11 |
|  | Input and setting of navigational aids | XXX | 10/1/11 | XXX | 13/3/11 |
|  | Completeness of planning a voyage | XXX | 12/2/11 | XXX | 13/3/11 |

* The competence with **bold fonts** (in this case '**Plan a voyage and conduct navigation**' etc) is directly taken from the text of the STCW Code.
* The primary task (in this case '**Voyage planning by acceptable methods of plotting ocean tracks**') is also taken from the STCW Code. The primary task is sub-divided into training tasks or duties on the left hand side of the page. The trainee should complete as many of these training tasks as possible. However, in view of the likely equipment cargo or voyage pattern of the ship, it is not expected that all these tasks will be completed before the trainee is considered competent in the primary task. It should be noted that some of the skills and knowledge that underpin the competences may well have been obtained during shore based training.
* Space is provided to record completion of each training task twice by the trainer. This does not mean that each task must be completed twice if, in the opinion of the officer, once is considered sufficient.
* The trainer does not necessarily have to be the designated training officer.
* Before 'Competence Demonstrated' is recorded the master or designated on board training officer may record any appropriate advice about areas for improvement. A large blank space for this purpose is provided beneath the criteria for evaluation, as competence in these primary tasks is demonstrated, the appropriate blank next to the criteria for evaluation, on the far right hand side of the page, should be signed and dated(day,/month/year )by the master or designated training officer on board ship to attest that competence has been demonstrated.
* A trainee’s attainment of the competence should only be recorded as 'Competence Demonstrated' when the master or designated training officer is indeed satisfied that the trainee can perform the duty without supervision.
* When recording 'Competence Demonstrated', careful account should be taken of the criteria for evaluation contained on the right hand side of the page, which is taken from the STCW Code, as well as the best practices of seafarers and good safe working practice.

**第四部分 见习科目**

**SECTION 4 SUBJECT OUTLINE**

**职能：航行**

**FUNCTION: NAVIGATION**

**编号**

**No.**

**培训**

**Training**

**评估标准**

**Criteria for Evaluation**

**表明适任**

指定培训师/专业评估员

（签名/日期）

**Competence Demonstrate** Designated Training Officer/In Service Assessor

(Initials/Date)

**1**

**适任：制定航次计划并引导航行**

**Competence: Plan a voyage and conduct navigation**

**1.1**

**通过可接受的标绘远洋航线的方法制定航次计划**

**Voyage planning by acceptable methods of plotting ocean tracks**

**列举航次所需的设备、海图和航海出版物，并与安全地引导航行相适应；用从有关资料和出版物获取的事实和统计数据来支持所计划航线的依据；正确计算船位、航向、航程和时间，并处于公认的助航设备精度标准之内；准确地判明所有的航行危险**

**The equipment, charts and nautical publications required for the voyage are enumerated and appropriate to the safe conduct of the voyage; The reasons for the planned route are supported by facts and statistical data obtained from relevant sources and publications; Positions, courses, distances and time calculations are correct within accepted accuracy standards for navigational equipment; All potential navigation hazards are accurately identified.**

任务/职责

Task/duty

任务完成

船上培训师（签名/日期）

Task Completed

Trainer (Initials/Date)

改进建议

Advice on areas for improvement

任务完成

船上培训师（签名/日期）

Task Completed

Trainer (Initials/Date)

评价海图及其出版物信息

Evaluation of charts and nautical publications

海图上航线的标示

Plotting and indication of routes on chart

助航仪器的输入和设定

Input and setting of navigational aids

航次计划内容完整

Completeness of planning a voyag

**编号**

**No.**

**培训**

**Training**

**评估标准**

**Criteria for Evaluation**

**表明适任**

指定培训师/专业评估员

（签名/日期）

**Competence Demonstrate** Designated Training Officer/In Service Assessor

(Initials/Date)

**2**

**适任：在各种条件下定位和确定各种定位方法获取的最终船位的精度**

**Competence: Determine position and the accuracy of resultant position fix by any means**

**2.1**

**利用天文观测确定船位**

**Position fix by celestial observation**

**所选的主要船舶定位方法最适合于当时环境和条件;利用天文观测所获得的船位在公认的精度范围内**

**The primary method chosen for fixing the ship’s position is the most appropriate to the prevailing circumstances and conditions; The fix obtained by celestial observations is within accepted accuracy levels**

任务/职责

Task/duty

任务完成

船上培训师（签名/日期）

Task Completed

Trainer (Initials/Date)

改进建议

Advice on areas for improvement

任务完成

船上培训师（签名/日期）

Task Completed

Trainer (Initials/Date)

六分仪的使用

Use of sextant

天文钟的使用

Use of Chronometer

天体的选取

Selection of celestial bodies

测天表册的使用

Use of various celestial observation tables and manuals

**2.2**

**利用地文观测确定船位，并判断其精度**

**Position fix by terrestrial observation, and assess the accuracy of the resulting position fix**

**所选的主要船舶定位方法最适合于当时环境和条件; 利用地文观测所获得的船位在公认的精度范围内;正确地评估最终船位的精度**

**The primary method chosen for fixing the ship’s position is the most appropriate to the prevailing circumstances and conditions;The fix obtained by terrestrial observations is within accepted accuracy levels;The accuracy of the resulting fix is properly assessed.**

.1

罗经方位圈

Compass bearing circle

.2

陆标的辨认

Identification of landmarks

.3

陆标定位的方法

Means of position fix by landmarks

.4

陆标定位

Position fix by landmarks

.5

目测定位

Position fix by visual observation

.6

水上浮标、GPS虚拟浮标

Buoys, GPS virtual buoys

.7

根据海图、航海通告和其他航海出版物，以判断最终所得船位的精度

Assessment of the accuracy of the resulting position fix according to nautical charts,Admiralty Notices to Mariners and other nautical publications

**2.3**

**利用电子助航仪器确定船位**

**Position fix using electronic navigation aids**

**正确地评估最终船位的精度**

**使用电子助航设备获得的船位在所用系统的精度标准内;说明影响最终船位精度的可能误差，以及正确应用减少影响最终船位的系统误差的方法**

**The accuracy of the resulting fix is properly assessed.**

**The fix obtained by the use of electronic navigational aids is within the accuracy standards of the systems in use. The possible errors affecting the accuracy of the resulting position are stated and methods of minimizing the effects of system errors on the resulting position are properly applied**

GPS定位

Position fix by GPS

雷达定位

Position fix by radar

测深定位

Position fix by sounding depths

**2.4**

**海图作业**

**Chart work**

**规范海图作业;核对船位，确保船位在计划航线上**

**Chart work is carried out properly; Ship’s positions are checked so as to ensure them on the planned route.**

.1

海图作业要求

Requirements for chart work

.2

观测船位与推算船位

Position fix by observation and dead-reckoning

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| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate** Designated Training Officer/In Service Assessor  (Initials/Date) | |
| **3** | **适任：测定和修正罗经差**  **Competence: Determine and allow for compass errors** | | |
| **3.1** | **测定及修正磁罗经和陀螺罗经的误差**  **Determine and allow for errors of the magnetic and gyro-compasses** | | | **测定磁罗经和陀螺罗经误差的方法和频度能保证有关信息的精度**  **The method and frequency of checks for errors of magnetic and gyro-compasses ensures accuracy of information** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | |
| .1 | 利用天体测定罗经差  Determination of compass error by celestial bodies |  |  |  |  |  |
| .2 | 利用陆标测定罗经差  Determination of compass error by landmarks |  |  |  |  |
| .3 | 罗经差的记录  Recording of compass error |  |  |  |  |
| .4 | 磁罗经自差的校正  Adjustment of magnetic compass error |  |  |  |  |
| .5 | 电罗经差的校正  Adjustment of gyrocompass error |  |  |  |  |
| **3.2** | **磁罗经和陀螺罗经原理**  **Principles of magnetic and gyro-compass** | | | **测定磁罗经和陀螺罗经误差的方法和频度能保证有关信息的精度**  **The method and frequency of checks for errors of magnetic and gyro-compasses ensures accuracy of information** |  |  |
| .1 | 磁罗经的工作原理  Working principles of magnetic compass |  |  |  |  |  |
| .2 | 电罗经的工作原理  Working principles of gyrocompass |  |  |  |  |
| **3.3** | **主罗经控制下的系统和主要类型陀螺罗经的操作和保养知识**  **Systems under the control of the master gyro and the operation and care of the main types of gyro-compass** |  |  | **测定磁罗经和陀螺罗经误差的方法和频度能保证有关信息的精度**  **The method and frequency of checks for errors of magnetic and gyro-compasses ensures accuracy of information** |  |  |
| .1 | 电罗经的操作  Operation of gyrocompass |  |  |  |  |  |
| .2 | 电罗经的保养  Maintenance of gyrocompass |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate** Designated Training Officer/In Service Assessor  (Initials/Date) | |
| **4.** | **适任：确立值班安排和程序**  **Competence: Establish watch-keeping arrangements and procedures** | | |
| **4.1** | **经修订的《1972年国际海上避碰规则》的掌握**  **Master the content of the International Regulations for preventing Collisions at Sea, 1972, as amended** | | | **按照国际规则和指南制定并保持值班安排和程序，从而保证航行安全，保护海洋环境以及船舶和船上人员的安全**  **Watch keeping arrangements and procedures are established and maintained in compliance with international regulations and guidelines so as to ensure the safety of navigation, protection of the marine environment and safety of the ship and persons on board** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | |
|  | 规则适用范围与定义  Applications and definitions of the Regulations |  |  |  |  |  |
|  | 号灯号型  Lights and shapes |  |  |  |  |
|  | 声响信号  Sound signals |  |  |  |  |
|  | 任何能见度下的行动规则  Conduct rules of vessels in any condition of visibility |  |  |  |  |
|  | 船舶在互见中的行动规则  Conduct rules of vessels in sight of one another |  |  |  |  |
|  | 船舶在能见度不良时的行动规则  Conduct rules of vessels in restricted visibility |  |  |  |  |
|  | 责任  Responsibilities |  |  |  |  |
| **4.2** | **航行值班中应遵守的基本原则的内容、应用和意图的全面知识**  **Through knowledge of the content, application and intent of the principle to be observed in keeping a navigational watch** | | | **按照国际规则和指南制定并保持值班安排和程序，从而保证航行安全，保护海洋环境以及船舶和船上人员的安全**  **Watch keeping arrangements and procedures are established and maintained in compliance with international regulations and guidelines so as to ensure the safety of navigation, protection of the marine environment and safety of the ship and persons on board** |  |  |
| .1 | 值班安排  Watch keeping arrangements |  |  |  |  |  |
| .2 | 航行值班  Navigational watch keeping |  |  |  |  |
| .3 | 锚泊值班  Anchor watch keeping |  |  |  |  |
| **4.3** | **值班程序**  **Watch-keeping procedure** | | | **按照国际规则和指南制定并保持值班安排和程序，从而保证航行安全，保护海洋环境以及船舶和船上人员的安全**  **Watch keeping arrangements and procedures are established and maintained in compliance with international regulations and guidelines so as to ensure the safety of navigation, protection of the marine environment and safety of the ship and persons on board** |  |  |
| .1 | 值班程序考虑因素  Factors considered in watch keeping procedures |  |  |  |  |  |
| .2 | 值班的标准  Standard for watch keeping |  |  |  |  |

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| **5.** | **适任：使用有助于指挥决策的导航设备及系统获得的信息，保持航行安全**  **Competence: Maintain safe navigation through the use of information from navigation equipment and systems to assist command decision making** | | |
| **5.1** | **懂得系统误差，全面了解导航系统的操作原理**  **An appreciation of system errors and thorough understanding of the operational aspects of navigational systems** | | | **正确解释和分析从导航设备和系统中获得的信息，并考虑到该设备的局限性和当时的环境和条件**  **Information obtained from navigation equipment and system is correctly interpreted and analysed, taking into account the limitation of the equipment and prevailing circumstance and conditions** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | |
| .1 | 获取助航信息  Obtainment of navigational information |  |  |  |  |  |
| .2 | 各助航设备的误差  Errors of various aids to navigation |  |  |  |  |
| .3 | 导航系统的工作原理  Working principles of navigational system |  |  |  |  |
| **5.2** | **依靠仪器引航计划**  **Blind pilotage planning** | | | **正确解释和分析从导航设备和系统中获得的信息，并考虑到该设备的局限性和当时的环境和条件**  **为避免和他船在很近距离上会遇或碰撞而采取的行动符合经修订的《1972年国际海上避碰规则》**  **Information obtained from navigation equipment and system is correctly interpreted and analysed, taking into account the limitation of the equipment and prevailing circumstance and conditions**  **Actions taken to avoid a close encounter or collision with another vessel is in accordance with the international regulations for preventing collision at sea,1972, as amended** |  |  |
| .1 | 依靠仪器引航计划要求  Requirements for blind pilotage planning |  |  |  |  |  |
| .2 | 依靠仪器引航计划评估要素  Assessment factors for blind pilotage planning |  |  |  |  |
| .3 | 依靠仪器引航计划注意事项  Cautionary notes for blind pilotage planning |  |  |  |  |
| **5.3** | **为了作出并实施避碰指挥决策和指挥船舶安全航行，评价从所有来源获取的导航信息**  **Evaluation of navigational information derived from all sources in order to make and implement command decisions for collision avoidance and for directing the safe navigation of the ship** | | | **正确解释和分析从导航设备和系统中获得的信息，并考虑到该设备的局限性和当时的环境和条件**  **为避免和他船在很近距离上会遇或碰撞而采取的行动符合经修订的《1972年国际海上避碰规则》**  **Information obtained from navigation equipment and system is correctly interpreted and analysed, taking into account the limitation of the equipment and prevailing circumstance and conditions**  **Actions taken to avoid a close encounter or collision with another vessel is in accordance with the international regulations for preventing collision at sea,1972, as amended** |  |  |
| .1 | 解释和分析从导航设备和系统中获得的信息  Interpretation and analysis of information obtained from navigational equipment and system |  |  |  |  |  |
| .2 | 评价从所有来源（包括雷达、ARPA、AIS）获得的导航信息  Evaluation of navigational information obtained from all sources (including radar, ARPA and AIS) |  |  |  |  |
| **5.4** | **引导航行可用的所有导航数据的内在关系和最佳运用**  **The interrelationship and optimum use of all navigational data available for conducting navigation** | | | **正确解释和分析从导航设备和系统中获得的信息，并考虑到该设备的局限性和当时的环境和条件**  **Information obtained from navigation equipment and system is correctly interpreted and analysed, taking into account the limitation of the equipment and prevailing circumstance and conditions** |  |  |
| .1 | 各助航设备的导航数据之间的内在关系，各设备间的数据输入和输出关联  Interrelationship of navigational data among all navigation equipment, links between data input and output of different equipment. |  |  |  |  |  |
| .2 | 选取最可靠的数据  Selection of the most reliable data |  |  |  |  |

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| **6.** | **适任：ECDIS和关联导航系统的使用（如果配备)，保持航行安全**  **Competence: Maintain the safety of navigation through the use of ECDIS(if equipped) and associated navigation systems** | | |
| **6.1** | **ECDIS的操作程序**  **Operational procedures of ECDIS** | | | **使用ECDIS的操作程序得以建立、应用和监控**  **采取尽量减少航行安全风险的行动**  **Operational procedures for using ECDIS are established, applied, and monitored**  **Actions taken to minimize risk to safety of navigation** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | |
| .1 | 本船ECDIS主要类型、显示特性和数据结构，工作原理  Main type, displaying features, data structure and working principles of ECDIS of own ship |  |  |  |  |  |
| .2 | 本船ECDIS的基本操作程序  Basic operating procedures of ECDIS of own ship |  |  |  |  |
| **6.2** | **ECDIS的系统文件和数据管理**  **Management of system files and data of ECDIS** | | | **使用ECDIS的操作程序得以建立、应用和监控**  **采取尽量减少航行安全风险的行动**  **Operational procedures for using ECDIS are established, applied, and monitored**  **Actions taken to minimize risk to safety of navigation** |  |  |
| .1 | 管理海图数据和系统软件采购、许可和更新，以符合既定的程序  Management of chart data and purchase, permission and update of systematic softwares to conform to set procedures |  |  |  |  |  |
| .2 | 系统和信息更新，包括依据厂商产品开发更新ECDIS系统版本的能力  System and information updates, including ability to develop and update systematic versions by manufacturer’s products. |  |  |  |  |
| .3 | 创建和维护系统配置和备份文件  Establishment and maintenance of systematic configuration and backup files |  |  |  |  |
| .4 | 依据既定的程序创建和维护运行记录文件  Establishment and maintenance of log files by set procedures |  |  |  |  |
| .5 | 依据既定的程序创建和维护航线计  划文件  Establishment and maintenance of voyage plan files by set procedures |  |  |  |  |
| .6 | 使用ECDIS日志和航迹历史功能，检查系统功能、警报设定和用户反应  Checking of systematic functions, alarm setting and user response with log and track history of ECDIS |  |  |  |  |
| .7 | 使用ECDIS回放功能进行航行审查、航线设计和系统功能的审查  Review of sailing, voyage planning and systematic functions with playback of ECDIS |  |  |  |  |

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| **7.** | **适任：预报天气和海洋水文状况**  **Competence: Forecast weather and oceanographic conditions** | | |
| **7.1** | **预报天气**  **Forecast weather** | | | **基于所有可用的信息，预测给定时间段的可能的天气状况；采取保持航行安全的行动，减少对船舶安全的任何风险；拟采取行动的理由基于统计数据和对实际天气状况的观测**  **The likely weather conditions predicted for a determined period are based on all available information; Actions taken to maintain safety of navigation minimize any risk to safety of the ship; Reasons for intended action are backed by statistical data and observations of the actual weather conditions** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | |
| .1 | 理解和解释天气图并预报地区天气  Understanding and interpretation of weather map and weather forecast |  |  |  |  |  |
| .2 | 各种天气系统特性的知识  Knowledge on features of different weather systems |  |  |  |  |
| **7.2** | **预报海洋水文状况**  **Forecast oceanographic conditions** | | | **基于所有可用的信息，预测给定时间段的可能的天气状况；采取保持航行安全的行动，减少对船舶安全的任何风险；拟采取行动的理由基于统计数据和对实际天气状况的观测**  **The likely weather conditions predicted for a determined period are based on all available information; Actions taken to maintain safety of navigation minimize any risk to safety of the ship; Reasons for intended action are backed by statistical data and observations of the actual weather conditions** |  |  |
| .1 | 洋流系统的知识  Knowledge on current systems |  |  |  |  |  |
| .2 | 海浪知识  Knowledge on seas and waves |  |  |  |  |
| .3 | 计算潮汐状况  Calculation of tidal conditions |  |  |  |  |
| .4 | 使用所有适当的关于潮汐和潮流的航海出版物  Use of all relevant nautical publications on tides and tidal currents |  |  |  |  |

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| **8.** | **适任: 航行中的应急反应**  **Competence: Respond to navigational emergencies** | | |
| **8.1** | **船舶抢摊时的注意事项**  **Precautions when beaching a ship** | | | **迅速确定紧急情况的种类和范围，作出决定并采取行动以减小船舶系统任何故障的影响；通信有效且遵守规定的程序；作出的决定和采取的行动能最大限度地保证船上人员的安全**  **The type and scale of any problem is promptly identified and decisions and actions minimize the effects of any malfunction of the ship’s system; Communications are effective and comply with established procedures; Decisions and actions maximize safety of persons on board** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | |
| .1 | 抢滩前的准备工作  Preparations before beaching |  |  |  |  |  |
| .2 | 选择合适的抢滩地点的要点  Key points of choosing an appropriate location for beaching |  |  |  |  |
| .3 | 抢滩成功后的工作  Jobs to do after a successful beaching |  |  |  |  |
| .4 | 抢滩后出滩作业步骤  Operation steps for clear of beaching |  |  |  |  |
| **8.2** | **搁浅前后应采取的措施**  **Actions to be taken if grounding is imminent, and after grounding** | | | **迅速确定紧急情况的种类和范围，作出决定并采取行动以减小船舶系统任何故障的影响；通信有效且遵守规定的程序；作出的决定和采取的行动能最大限度地保证船上人员的安全**  **The type and scale of any problem is promptly identified and decisions and actions minimize the effects of any malfunction of the ship’s system; Communications are effective and comply with established procedures; Decisions and actions maximize safety of persons on board** |  |  |
| .1 | 搁浅前需要采取的措施  Measures to be taken in an imminent grounding |  |  |  |  |  |
| .2 | 搁浅后需要采取的措施  Measures to be taken after grounding |  |  |  |  |
| **8.3** | **在有或无外来协助情况下使搁浅船脱浅**  **Refloating a grounded ship with and without assistance** | | | **迅速确定紧急情况的种类和范围，作出决定并采取行动以减小船舶系统任何故障的影响；通信有效且遵守规定的程序；作出的决定和采取的行动能最大限度地保证船上人员的安全**  **The type and scale of any problem is promptly identified and decisions and actions minimize the effects of any malfunction of the ship’s system; Communications are effective and comply with established procedures; Decisions and actions maximize safety of persons on board** |  |  |
| .1 | 在有或无外来协助情况下使搁浅船脱浅  Refloating a grounded ship with and without assistance |  |  |  |  |  |
| **8.4** | **在碰撞前后或无论何种原因造成船体的水密完整性受损时应采取的措施**  **Actions to be taken if collision is imminent and following a collision or impairment of the watertight integrity of the hull by any cause** | | | **迅速确定紧急情况的种类和范围，作出决定并采取行动以减小船舶系统任何故障的影响；通信有效且遵守规定的程序；作出的决定和采取的行动能最大限度地保证船上人员的安全**  **The type and scale of any problem is promptly identified and decisions and actions minimize the effects of any malfunction of the ship’s system; Communications are effective and comply with established procedures; Decisions and actions maximize safety of persons on board** |  |  |
| .1 | 碰撞前应采取的措施  Measures to be taken in an imminent collision |  |  |  |  |  |
| .2 | 碰撞后应采取的措施  Measures to be taken following a collision |  |  |  |  |
| **8.5** | **损害控制的评估**  **Assessment of damage control** | | | **迅速确定紧急情况的种类和范围，作出决定并采取行动以减小船舶系统任何故障的影响；通信有效且遵守规定的程序；作出的决定和采取的行动能最大限度地保证船上人员的安全**  **The type and scale of any problem is promptly identified and decisions and actions minimize the effects of any malfunction of the ship’s system; Communications are effective and comply with established procedures; Decisions and actions maximize safety of persons on board** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | |
|  | 本船结构图与许可的破损范围  Structural profile and permissible damage scale of own ship |  |  |  |  |  |
|  | 本船损害控制的评估  Assessment of damage control of own ship |  |  |  |  |
| **8.6** | **应急操舵**  **Emergency steering** | | | **迅速确定紧急情况的种类和范围，作出决定并采取行动以减小船舶系统任何故障的影响；通信有效且遵守规定的程序；作出的决定和采取的行动能最大限度地保证船上人员的安全**  **The type and scale of any problem is promptly identified and decisions and actions minimize the effects of any malfunction of the ship’s system; Communications are effective and comply with established procedures; Decisions and actions maximize safety of persons on board** |  |  |
| .1 | 操舵装置的主、应急电源供给与转换  Supply and changeover of main and emergency power of steering gear |  |  |  |  |  |
| .2 | 操舵设备故障时的声、光报警  Sound and visual alarms when steering gear malfunctions |  |  |  |  |
| .3 | 应急操舵转换程序和操作  Changeover procedures and operation of emergency steering gear |  |  |  |  |
| .4 | 应急操舵的电源控制  Power supply control of emergency steering gear |  |  |  |  |
| .5 | 应急操舵转换的程序框图的张贴  Posting of changeover procedures of emergency steering gear |  |  |  |  |
| .6 | 每次应急操舵演习时应核对舵机间与驾驶台的舵角指示与罗经指示，测试通信  Checking rudder angle and compass indications in steering gear room and on bridge every time when carrying out emergency steering gear drills, test communication system. |  |  |  |  |
| .7 | 组织至少1次应急舵演习  Organization of emergency steering gear drill at least once |  |  |  |  |
| **8.7** | **应急拖带安排和拖带程序**  **Emergency towing arrangement and towing procedure** | | | **迅速确定紧急情况的种类和范围，作出决定并采取行动以减小船舶系统任何故障的影响；通信有效且遵守规定的程序；作出的决定和采取的行动能最大限度地保证船上人员的安全**  **The type and scale of any problem is promptly identified and decisions and actions minimize the effects of any malfunction of the ship’s system; Communications are effective and comply with established procedures; Decisions and actions maximize safety of persons on board** |  |  |
| .1 | 使用应急拖带操作手册  Use of emergency towing operating manual |  |  |  |  |  |
| .2 | 本船的应急拖带设备组成及其布置  Composition of emergency towing equipment and arrangement of own ship |  |  |  |  |
| .3 | 应急拖带设备的使用方法  Usage of emergency towing equipment |  |  |  |  |
| .4 | 拖带操作时应注意事项  Cautions to be taken when towing |  |  |  |  |
| .5 | 进行应急拖带的演习  Conduction of emergency towing drills |  |  |  |  |
| .6 | 定期检查保养应急拖带设备  Regular inspection and maintenance of emergency towing equipment |  |  |  |  |
| .7 | 应急拖带装置配备的专用工具的标明  Marking of dedicated tools equipped in emergency towing equipment |  |  |  |  |

**职能：货物装卸和积载**

**FUNCTION: CARGO HANDLING AND STOWAGE**

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| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate** Designated Training Officer/In Service Assessor  (Initials/Date) | | |
| **9.** | **适任: 计划并确保安全地装货、积载、系固，航行中照管货物和卸货**  **Competence: Plan and ensure safe loading, stowage, securing, care during the voyage and unloading of cargoes** | | |
| **9.1** | **运用有关货物的安全装卸、积载、系固和运输的国际规定、规则和标准的知识和能力**  **Knowledge of and ability to apply relevant international regulations, codes and standards concerning the safe handling, stowage, securing and transport of cargoes** | | | **监测货物情况的频度和程度适合于货物特性和当时情况；迅速确认货物条件或规格上的不可接受或未料到的变化，并立即采取保证船舶和船上人员安全的补救措施；按照规定的程序和法定的要求计划并进行货物作业；货物的积载和系固保证整个航次中稳性和强度状况始终处在安全限度之内**  **The frequency and extent of cargo condition monitoring is appropriate to its nature and prevailing conditions; Unacceptable or unforeseen variations in the condition or specification of the cargo are promptly recognized and remedial action is immediately taken and designed to safeguard the safety of the ship and those on board; Cargo operations are planned and executed in accordance with established procedures and legislative requirements; Stowage and securing of cargoes ensures that stability and stress conditions remain within safe limits at all times during the voyage** |  |  | |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | | |
| .1 | 熟悉并运用《国际海运散装固体货物运输（IMSBC）规则》、《国际海运危险货物（IMDG）规则》、《国际散装谷物安全装运规则》等  Familiarization and application of IMSBC Code, IMDG Code, International Grain Code, etc. |  |  |  |  | |  |
| .2 | 熟悉并运用《国际载重线公约》  Familiarization and application of International Load Line Convention |  |  |  | |  |
| .3 | 熟悉并运用船舶《装载手册》、《稳性计算书》  Familiarization and application of Loading Manual and Stability Calculation Guide of ship |  |  |  | |  |
| .4 | 熟悉并运用船舶《货物系固手册》  Familiarization and application of Cargo Lashing Manual of ship |  |  |  | |  |
| .5 | 熟悉公司体系文件关于装卸货、积载、系固的有关规定，并严格执行  Familiarization with regulations in systematic documents on cargo handling, stowage and lashing. Ensure strict application |  |  |  | |  |
| **9.2** | **货物和货物装卸对吃水差和稳性的影响的知识**  **Knowledge of the effect on trim and stability of cargoes and cargo operations** | | | **按照规定的程序和法定的要求计划并进行货物作业；货物的积载和系固保证整个航次中稳性和强度状况始终处在安全限度之内**  **Cargo operations are planned and executed in accordance with established procedures and legislative requirements; Stowage and securing of cargoes ensures that stability and stress conditions remain within safe limits at all times during the voyage** |  | |  |
| .1 | 熟悉我国《海船稳性规范》在各种装载情况下稳性要求  Familiarization with stability requirements in different loading conditions specified in national ship stability rules |  |  |  |  | |  |
| .2 | 熟悉船舶稳性计算书、吃水差计算图表等  Familiarization with ship stability calculation Guide and Trim calculation diagram, etc. |  |  |  | |  |
| .3 | 熟悉自由液面、货物移动、货量增减等活动对稳性和吃水差的影响  Familiarization with influence to stability and trim caused by free surface, cargo shifting and change of cargo weight. |  |  |  | |  |
| .4 | 熟悉装卸过程中压载水调整对稳性和吃水差影响  Familiarization with influence to stability and trim caused by ballast adjustment during cargo handling |  |  |  | |  |
| **9.3** | **使用稳性和吃水差图表和强度计算仪器，包括自动化数据（ADB）仪器，保持船体强度在可接受的限度以内装货和压载**  **Use of stability and trim diagrams and stress-calculating equipment, including automatic data-based(ADB)equipment, and knowledge of loading cargoes and ballasting in order to keep hull stress within acceptable limits** | | | **按照规定的程序和法定的要求计划并进行货物作业；货物的积载和系固保证整个航次中稳性和强度状况始终处在安全限度之内**  **Cargo operations are planned and executed in accordance with established procedures and legislative requirements; Stowage and securing of cargoes ensures that stability and stress conditions remain within safe limits at all times during the voyage** |  | |  |
| .1 | 船舶强度的概念  Definition of ship strength |  |  |  |  | |  |
| .2 | 船舶中拱、中垂产生的原因及预防措施  Causes of ship hogging and sagging and precautionary measures |  |  |  | |  |
| .3 | 使用船级社认可的装载仪计算船舶稳性、吃水差、受力等  Calculation of ship stability, trim and stress with loading computer approved by Classification Society |  |  |  | |  |
| .4 | 装载仪的测试操作和要求  Testing operation and requirements for loading computer |  |  |  | |  |
| .5 | 隔舱装货或不对称装货对船舶强度的损害  Damage to hull stress caused by alternative asymmetrical loading |  |  |  | |  |
| .6 | 在装卸货过程中合理调配压载水，以减少货物对船体强度的损害  Proper adjustment of ballast water during cargo handling to reduce damage to hull stress caused by cargo |  |  |  | |  |
| **9.4** | **正确使用与散装货物装载、照管和卸载有关的船上数据**  **Correct use of all available shipboard data related to loading, care and unloading of bulk cargoes** | | | **监测货物情况的频度和程度适合于货物特性和当时情况；迅速确认货物条件或规格上的不可接受或未料到的变化，并立即采取保证船舶和船上人员安全的补救措施；按照规定的程序和法定的要求计划并进行货物作业；货物的积载和系固保证整个航次中稳性和强度状况始终处在安全限度之内**  **The frequency and extent of cargo condition monitoring is appropriate to its nature and prevailing conditions; Unacceptable or unforeseen variations in the condition or specification of the cargo are promptly recognized and remedial action is immediately taken and designed to safeguard the safety of the ship and those on board; Cargo operations are planned and executed in accordance with established procedures and legislative requirements; Stowage and securing of cargoes ensures that stability and stress conditions remain within safe limits at all times during the voyage** |  | |  |
| .1 | 熟悉散装货物的相关国际规则、标准、建议，熟悉公司体系文件关于散装货物装载、照管和卸载的规定  Familiarization with relevant international rules, criteria, suggestions on bulk cargo, familiarization with regulations on bulk cargo loading, caring and discharging in systematic documents of company |  |  |  |  | |  |
| .2 | 根据货物特性资料做好积载、分票、系固和途中保管等作业安排  Work arrangement on stowage, separation,securing and caring during voyage based on cargo characteristics |  |  |  | |  |
| .3 | 航行途中通风  Cargo ventilation during voyage |  |  |  | |  |
| .4 | 评估移动货物、含水货物对船舶稳性的影响  Evaluation of influence to ship stability caused by cargo shifting and cargo liquefaction |  |  |  | |  |
| .5 | 人身防护  Personnel protection |  |  |  | |  |
| .6 | 查阅船舶以前的装货资料，收集相关货物的操作经验  Consultation of pervious loading materials and collection of relevant cargo handling experience |  |  |  | |  |
| **9.5** | **液货船和液货船操作的一般知识**  **General knowledge of tankers and tanker operation** | | | **监测货物情况的频度和程度适合于货物特性和当时情况；迅速确认货物条件或规格上的不可接受或未料到的变化，并立即采取保证船舶和船上人员安全的补救措施；按照规定的程序和法定的要求计划并进行货物作业**  **The frequency and extent of cargo condition monitoring is appropriate to its nature and prevailing conditions; Unacceptable or unforeseen variations in the condition or specification of the cargo are promptly recognized and remedial action is immediately taken and designed to safeguard the safety of the ship and those on board; Cargo operations are planned and executed in accordance with established procedures and legislative requirements** |  | |  |
| .1 | 液货船船结构特点、装卸设备系统和装卸方式  Structural features, cargo handling system and methods of tankers |  |  |  |  | |  |
| .2 | 液货船所承载货物的特性  Cargo characteristics carried by tankers |  |  |  | |  |
| **9.6** | **在船舶与码头人员之间建立有效沟通并改善工作关系的基本原则**  **The basic principles for establishing effective communications and improving working relationship between ship terminal personnel** | | | **监测货物情况的频度和程度适合于货物特性和当时情况；迅速确认货物条件或规格上的不可接受或未料到的变化，并立即采取保证船舶和船上人员安全的补救措施；按照规定的程序和法定的要求计划并进行货物作业；货物的积载和系固保证整个航次中稳性和强度状况始终处在安全限度之内**  **The frequency and extent of cargo condition monitoring is appropriate to its nature and prevailing conditions; Unacceptable or unforeseen variations in the condition or specification of the cargo are promptly recognized and remedial action is immediately taken and designed to safeguard the safety of the ship and those on board; Cargo operations are planned and executed in accordance with established procedures and legislative requirements; Stowage and securing of cargoes ensures that stability and stress conditions remain within safe limits at all times during the voyage** |  | |  |
| .1 | 认识到船舶与码头工作人员之间有效沟通的重要性  Realization of importance of efficient communication between ship and stevedores |  |  |  |  | |  |
| .2 | 作业前交换货物资料及船岸信息商定作业程序  Exchange of cargo and ship-shore information before cargo handling to agree on handling procedures |  |  |  | |  |
| .3 | 确定专门的沟通渠道  Establishment of dedicated communication ways |  |  |  | |  |
| .4 | 作业中及时交换意见，适时修改作业程序  Timely exchange of thoughts during operation and necessary modifications be made accordingly |  |  |  | |  |
| .5 | 作业结束后发现整改不足  Rectification of deficiencies after operation |  |  |  | |  |

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| **10** | **适任: 正确评估货舱、舱盖和压载舱的缺陷和损坏并采取适当的行动**  **Competence: Assess reported defects and damage to cargo spaces, hatch covers and ballast tanks and take appropriate action** | | |
| **10.1** | **散货船关键构件的强度限制、弯曲力矩、剪力**  **The limitation on strength, bending moment and shear forces of the vital constructional parts of a standard bulk carrier** | | | **评价基于公认的原则和依据充分的理由并得到正确实施。采取的决策可接受并考虑到船舶安全和当前情况**  **Evaluations are based on accepted principles, well-founded arguments and correctly carried out; the decisions taken are acceptable, taking into consideration the safety of the ship and the prevailing conditions** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | |
| .1 | 货舱及舱盖的检查  Inspection of cargo holds and hatch covers |  |  |  |  |  |
| .2 | 压载舱的检查  Inspection of ballast tanks |  |  |  |  |
| **10.2** | **如何避免腐蚀、疲劳和不适当的货物装卸对散货船的不利影响**  **How to avoid the detrimental effects on bulk carrier of corrosion, fatigue and inadequate cargo handling** | | | **评价基于公认的原则和依据充分的理由并得到正确实施。采取的决策可接受并考虑到船舶安全和当前情况**  **Evaluations are based on accepted principles, well-founded arguments and correctly carried out; the decisions taken are acceptable, taking into consideration the safety of the ship and the prevailing conditions** |  |  |
| .1 | 了解散货船构件腐蚀和疲劳产生原因及防止  Understanding of causes of bulk carrier members’ corrosion and fatigue and prevention measures |  |  |  |  |  |
| .2 | 熟悉货物对舱壁可能产生的腐蚀及预防措施  Familiarization with corrosion to bulkheads likely to be caused by cargo and precautionary measures |  |  |  |  |
| .3 | 熟悉不当积载和装卸对散货船的不利影响及防止  Familiarization with adverse effects to bulk carriers caused by improper stowage and cargo handling and prevention measures |  |  |  |  |
| .4 | 熟悉重大件货对局部强度的影响  Familiarization with influence of local strength brought by awkward and heavy cargo |  |  |  |  |
| .5 | 熟悉重货在隔舱装货时产生的不利影响  Familiarization with adverse effects caused by asymmetrical loading |  |  |  |  |
| .6 | 装运重货时严格按装载手册和稳性计算书要求进行隔舱  Segregation of holds strictly according to loading manual and stability guide during loading and carrying heavy lifts |  |  |  |  |
| .7 | 监督装卸过程中码头装卸机械对货舱舱壁、舱底等产生的损坏  Monitoring damage to hold bulkhead, bottom, etc. caused by dockside cargo handling facilities during cargo operation |  |  |  |  |

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| **11** | **适任: 危险货物运输**  **Competence: Carriage of dangerous goods** | | |
| **11.1** | **危险货物运输的国际规定、标准、规则和建议案，包括IMDG规则、IMSBC规则**  **International regulations, standards, codes and recommendations on the carriage of dangerous cargoes, including the international maritime dangerous goods(IMDG)code and the international maritime solid bulk cargoes (IMSBC) code** | | | **货物的配载计划基于可信的资料，并按确定的指南和法定要求进行;有关危险性和有害性及特殊要求的资料以适当的格式记载，以便于发生事故时查询**  **Planned distribution of cargo is based on reliable information and is in accordance with established guidelines and legislative requirements; Information on dangers, hazards and special requirements is recorded in a format suitable for easy reference in the event of an accident** |  | |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | | |
| .1 | 熟悉《国际海运危险货物（IMDG）规则》  Familiarization with IMDG Code |  |  |  |  |  | |
| .2 | 熟悉《国际海运散装固体货物运输（IMSBC ）规则》  Familiarization with IMSBC |  |  |  |  | |
| .3 | 熟悉我国《水路危险货物运输规则》  Familiarization with waterways dangerous cargo transportation Code |  |  |  |  | |
| **11.2** | **危险和有害货物的运输，包括装卸货物期间的预防措施和运输途中对货物的照管**  **Carriage of dangerous, hazardous and harmful cargoes; precautions during loading and unloading and care during the voyage** | | | **货物的配载计划基于可信的资料，并按确定的指南和法定要求进行;有关危险性和有害性及特殊要求的资料以适当的格式记载，以便于发生事故时查询**  **Planned distribution of cargo is based on reliable information and is in accordance with established guidelines and legislative requirements; Information on dangers, hazards and special requirements is recorded in a format suitable for easy reference in the event of an accident** |  | | |
| .1 | 熟悉危险和有害物的定义与分类  Familiarization with definitions and classifications of dangerous and harmful substances |  |  |  |  |  | |
| .2 | 熟悉受载前的准备  Familiarization with preparations before loading |  |  |  |  | |
| .3 | 熟悉装卸操作注意事项  Familiarization with cautions to be taken during cargo handling |  |  |  |  | |
| .4 | 途中保管  Caring during voyage |  |  |  |  | |

**职能：船舶作业管理和人员管理职能**

**FUNCTION: CONTROLING THE OPERATION OF THE SHIP AND CARE FOR PERSONS ON BOARD**

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| **12.** | **适任: 控制吃水差、稳性和强度**  **Competence:Control trim,stability and stress** | | |
| **12.1** | **了解船舶构造的基本原理和影响吃水差和稳性的因素以及保持吃水差和稳性的必要措施**  **Understanding of fundamental principles of ship construction and theories and factors affecting trim and stability and measures necessary to preserve trim and stability** | | | **稳性和强度状况始终保持在安全限度之内**  **Stability and stress conditions are maintained within safe limits at all times** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | |
| .1 | 熟知船舶的基本构造和构造原理  Sophisticated knowledge of ship’s structure and structural principles |  |  |  |  |  |
| .2 | 船舶主要构件和各种部件的正确名称的一般知识  Common knowledge of ship’s main structural members and their names |  |  |  |  |
| .3 | 熟悉影响船舶稳性、吃水差的因素  Familiarization with factors affecting ship stability and trim |  |  |  |  |
| .4 | 熟悉稳性和吃水差保持和调整  Familiarization with ship stability and maintenance and adjustment of trim |  |  |  |  |
| .5 | 控制船舶在装卸货期间的稳性、弯矩、剪力  Control of ship stability, bending moments and shearing forces during cargo handling |  |  |  |  |
| .6 | 保持吃水差和稳性的必要措施  Necessary measures to maintain proper trim and stability |  |  |  |  |
| **12.2** | **一舱受损进水而影响船舶吃水差和稳性的应对措施**  **Knowledge of the effect on trim and stability of a ship in the event of damage to and consequent flooding of a compartment and countermeasures to be taken** | | | **稳性和强度状况始终保持在安全限度之内**  **Stability and stress conditions are maintained within safe limits at all times** |  |  |
| .1 | 熟悉船体受损对稳性和吃水差的影响  Familiarization with influence of stability and trim caused by hull damage |  |  |  |  |  |
| .2 | 熟练使用本船的破损稳性手册，了解船舶许可的破损范围  Proficient use of damaged stability manual of own ship and understanding of permissible damage extent |  |  |  |  |
| .3 | 掌握破舱后稳性的计算方法  Mastering of stability-calculating methods after hold damage |  |  |  |  |
| .4 | 熟悉破损后恢复、调整稳性和吃水差操作及注意事项  Familiarization with operation and cautions to be taken when restoring and adjusting ship stability and trim after damage |  |  |  |  |
| **12.3** | **IMO有关船舶稳性的建议案**  **IMO recommendations concerning ship stability** | | | **稳性和强度状况始终保持在安全限度之内**  **Stability and stress conditions are maintained within safe limits at all times** |  |  |
| .1 | 熟悉IMO建议案及船级社的检验规范对于船舶稳性的要求  Familiarization with IMO proposals and requirements on ship stability set by classification society survey regulations |  |  |  |  |  |

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| **13.** | **适任: 依法监督、控制和保证海上人命安全与保护海洋环境的措施**  **Competence: monitor and control compliance with legislative requirements and measures to ensure safety of life at sea, security and the protection of the marine environment** | | |
| **13.1** | **国际协定和公约中包括的有关国际海事法律的知识**  **Knowledge of international maritime law embodied in international agreements and conventions** | | | **监督操作和维护保养的程序符合法定要求**  **迅速和全面确认潜在的不符合法定要求的情况**  **按计划换新证书和给证书延期以保证经检验的项目和设备继续有效**  **Procedures for monitoring operations and maintenance comply with legislative requirements**  **Potential non-compliance is promptly and fully identified**  **Planned renewal and extension of certificates ensures continued validity of surveyed items and equipment** |  | |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | | |
| .1 | 《1966年国际载重线公约》有关要求规定的责任  Responsibilities required by relevant regulations in International Load Line Convention, 1966 |  |  |  |  |  | |
| .2 | 《1974年国际海上人命安全公约》有关要求规定的责任  Responsibilities required by relevant regulations in SOLAS, 1974 |  |  |  |  | |
| .3 | 《国际防止船舶造成污染公约》有关要求规定的责任  Responsibilities required by relevant regulations in MARPOL |  |  |  |  | |
| .4 | 《船员健康声明》和《国际卫生条例》的要求  Requirements of Declaration of Seafarer’s Health and International Health Regulations |  |  |  |  | |
| .5 | 影响船舶、旅客、船员和货物安全的国际文件所规定的责任  Responsibilities set by international documents affecting safety of ship, passengers, crew and cargo |  |  |  |  | |
| .6 | 防止船舶污染海洋环境的方法和设备  Ways and equipment to prevent pollution to marine environment caused by ships |  |  |  |  | |
| .7 | 为实施国际协定和公约的国内法规  National laws and regulations aimed to conduct international agreements and conventions |  |  |  |  | |

**编号**

**No.**

**培训**

**Training**

**评估标准**

**Criteria for Evaluation**

**表明适任**

指定培训师/专业评估员

（签名/日期）

**Competence Demonstrate** Designated Training Officer/

In Service Assessor

(Initials/Date)

**14.**

**适任: 保持船上船员和旅客的安全、保安以及保持救生、消防及其他安全系统的工作状态**

**Competence: Maintain safety and security of the ship’s crew and passengers and the operational condition of life-saving,f ire-fighting and other safety systems**

**14.1**

**救生设备的有关规则（国际海上人命安全公约）的全面知识**

**Thorough knowledge of life-saving appliance regulations(international Convention for the safety of life at sea)**

**监测探火和安全系统的程序保证迅速探测到所有报警，并按既定的应急程序采取行动**

**Procedures for monitoring fire-detection and safety systems ensure that all alarms are detected promptly and acted upon in accordance with established emergency procedures**

任务/职责

Task/duty

任务完成

船上培训师（签名/日期）

Task Completed

Trainer (Initials/Date)

改进建议

Advice on areas for improvement

任务完成

船上培训师（签名/日期）

Task Completed

Trainer (Initials/Date)

.1

熟悉SOLAS公约关于救生设备的规定

Familiarization with regulations on life-saving appliances

.2

熟悉《国际救生设备规则》规定，掌握救生设备配备标准

Familiarization with regulations in ISA and mastering of equipping criteria for life-saving appliances

.3

熟悉本船的救生设备的操作与使用

Familiarization with operation and usage of life-saving appliance of own ship

**14.2**

**组织消防和救生演习**

**Organization of fire drills and abandon ship drills**

**监测探火和安全系统的程序保证迅速探测到所有报警，并按既定的应急程序采取行动**

**Procedures for monitoring fire-detection and safety systems ensure that all alarms are detected promptly and acted upon in accordance with established emergency procedures**

.1

熟悉公约对演习的要求与规定，熟悉公司体系文件对演习的规定

Familiarization with requirements and regulations for fire drills and familiarization with regulations in company systematic documents

.2

每月至少各组织1次消防和弃船演习

Organization of fire drill and abandon ship drill at least once a month

.3

熟悉船舶应急演习的各种信号

Familiarization with different signals of shipboard emergency drills

.4

熟悉演习程序

Familiarization with different drill procedures

.5

对演习情况进行评估，识别不足和进一步培训要求

Assessments to different drills, identification of deficiencies and establishment of further training requirements

**14.3**

**保持救生、消防及其他安全系统的工作状态**

**Maintenance of operational condition of life-saving, fire-fighting and other safety systems**

**监测探火和安全系统的程序保证迅速探测到所有报警，并按既定的应急程序采取行动**

**Procedures for monitoring fire-detection and safety systems ensure that all alarms are detected promptly and acted upon in accordance with established emergency procedures**

.1

熟悉《国际海上人命安全公约》、《国际救生设备规则》和《国际消防安全系统规则》关于救生、消防及其他安全系统的检查、检验和保养要求

Familiarization with inspecting, surveying and maintaining requirements on life-saving, fire-fighting and other safety system in SOLAS, ISA, FSS.

.2

熟悉船舶配备的救生、消防及其他安全系统的操作和保养要求，并做好检查保养工作

Familiarization with operating and maintaining requirements on life-saving, fire-fighting and other safety systems equipped and keep good inspection and maintenance

**14.4**

**在紧急情况下保护和保卫船上所有人员安全应采取的行动**

**Actions to be taken to protect and safeguard all persons on board in emergencies**

**监测探火和安全系统的程序保证迅速探测到所有报警，并按既定的应急程序采取行动**

**Procedures for monitoring fire-detection and safety systems ensure that all alarms are detected promptly and acted upon in accordance with established emergency procedures**

.1

熟悉船舶紧急撤离程序和用于撤离的路径和设备

Familiarization with ship emergency evacuation procedures and the escape route and equipment used for evacuation

.2

熟悉船舶应急逃生通道的标志、标识的张贴要求并进行检查

Familiarization with signs and markings in ship emergency escape route and conduction of inspection

.3

有效地组织各种应急情况下人员撤离

Efficient organization of crew and passengers evacuation under various emergencies

.4

熟悉船舶保安计划、《防海盗最佳管理实践》和公司防海盗程序

Familiarization with SSP, BMP4 and Piracy prevention procedures of company

.5

有效地安排防海盗值守和反应海盗袭击行动

Efficient arrangements of anti-piracy watchkeeping and responses to pirate attacks

**14.5**

**在失火、爆炸、碰撞或搁浅时限制损害和救助本船的行动**

**Actions to limit damage and salve the ship folling a fire, explosion, collision or grounding**

**监测探火和安全系统的程序保证迅速探测到所有报警，并按既定的应急程序采取行动**

**Procedures for monitoring fire-detection and safety systems ensure that all alarms are detected promptly and acted upon in accordance with established emergency procedures**

.1

熟知失火、爆炸、碰撞和搁浅时应急反应程序

thorough knowledge of emergency response procedures of fire, explosion, collision and grounding

.2

按公司安全管理体系文件要求组织模似爆炸、碰撞和搁浅演习

Organizing of simulated drills of explosion, collision and grounding according to requirements of safety management systematic documents of company

**14.6**

**日常维修保养工作中安全措施**

**Safety measures during daily maintenance work**

**监测探火和安全系统的程序保证迅速探测到所有报警，并按既定的应急程序采取行动**

**Procedures for monitoring fire-detection and safety systems ensure that all alarms are detected promptly and acted upon in accordance with established emergency procedures**

.1

利用工前会布置落实安全措施

Assignment and affirmation of safety measures in pre-work meeting

.2

上高、舷外作业的特别措施

Special measures for work aloft and outboard operation

.3

进入封闭舱室作业规定

Regulations for entering enclosed space

.4

进入可能含有有害气体舱室的限制

Restraints for entering compartments likely to be filled with harmful gases

**编号**

**No.**

**培训**

**Training**

**评估标准**

**Criteria for Evaluation**

**表明适任**

指定培训师/专业评估员

（签名/日期）

**Competence Demonstrate** Designated Training Officer/In Service Assessor

(Initials/Date)

**15.**

**适任: 制定应急和损害控制计划并处置紧急情况**

**Competence: Develop emergency and damage control plans and handle emergency situations**

**15.1**

**起草应急反应计划**

**Preparation of contingency plans for response to emergencies**

**应急程序符合为紧急情况制定的计划**

**Emergency procedures are in accordance with the established plans for emergency situation**

任务/职责

Task/duty

任务完成

船上培训师（签名/日期）

Task Completed

Trainer (Initials/Date)

改进建议

Advice on areas for improvement

任务完成

船上培训师（签名/日期）

Task Completed

Trainer (Initials/Date)

.1

熟悉船舶应急文件和资料

Familiarization with ship emergency documents and information

.2

掌握制订应急计划时应考虑的因素

Mastering of factors taken into account when making emergency plan

.3

熟悉应急程序并相应制订船舶应急计划

Familiarization with emergency procedures and making out ship emergency plan

**15.2**

**船舶构造，包括损害控制**

**Ship construction, including damage control**

**应急程序符合为紧急情况制定的计划**

**Emergency procedures are in accordance with the established plans for emergency situation**

.1

熟知船舶的基本构造和构造原理熟悉船舶破舱稳性手册

Sophisticated knowledge on ship structure and structural principles and familiarization with Ship’ Manual of damaged stability

.2

熟悉船体受损的应急反应程序和应急反应计划

Familiarization with emergency response procedures and plans when hull damage occurs

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate** Designated Training Officer/In Service Assessor  (Initials/Date) | |
| **16.** | **适任: 领导力和管理技能的运用**  **Competence: Use of leadership and managerial skill** | | |
| **16.1** | **船上人员管理和培训以及相关公约和法规的知识**  **Knowledge of shipboard personnel management and training and related conventions and legislation** | | | **分配船员工作，并以适合相关个人的方式告知所要求的工作标准和行为准则**  **培训目标和培训活动基于对目前适任性和能力的评估和操作要求**  **表明操作符合适用的规则**  **操作有计划并根据需要按正确的优先顺序分配资源，以执行必要的任务**  **The crew are allocated duties and informed of expected standards of work and behaviour in a manner appropriate to the individuals concerned**  **Training objectives and activities are based on assessment of current competence and capabilities and operational requirements**  **Operations are demonstrated to be in accordance with applicable rules**  **Operations are planned and resources are allocated as needed in correct priority to perform necessary tasks** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | | 改进建议  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | |
| .1 | 熟悉船上人员管理和培训的基本知识  Familiarization with basic information on personnel management and training onboard |  |  |  |  |  |
| .2 | 掌握有关国际海事公约和建议案以及国家立法的知识  Mastering of information on international maritime conventions, proposals and state legislation |  |  |  |  |
| **16.2** | **任务和工作量管理**  **Task and workload management** | | | **分配船员工作，并以适合相关个人的方式告知所要求的工作标准和行为准则**  **培训目标和培训活动基于对目前适任性和能力的评估和操作要求**  **表明操作符合适用的规则**  **操作有计划并根据需要按正确的优先顺序分配资源，以执行必要的任务**  **The crew are allocated duties and informed of expected standards of work and behaviour in a manner appropriate to the individuals concerned**  **Training objectives and activities are based on assessment of current competence and capabilities and operational requirements**  **Operations are demonstrated to be in accordance with applicable rules**  **Operations are planned and resources are allocated as needed in correct priority to perform necessary tasks** |  |  |
| .1 | 计划和协调  Planning and coordination |  |  |  |  |  |
| .2 | 人员分派  Personnel assignment |  |  |  |  |
| .3 | 时间与资源的限制  Restraints imposed by time and resources |  |  |  |  |
| .4 | 优先排序  Ordering by priority |  |  |  |  |
| **16.3** | **有效资源管理**  **Effective resource management** | | | **交流清楚、无歧义**  **表明有效的领导行为**  **必要的团队成员对当前和预测的船舶和操作状态以及外部环境有共同的准确的理解**  **决策对于局面最有效**  **表明操作是有效的并符合适用的规则**  **Communications is clearly and unambiguously given and received**  **Effective leadership behaviours are demonstrated**  **Necessary team member(s) share accurate understanding of current and predicted vessel state and operational status and external environment**  **Decisions are most effective for the situation**  **Operations are demonstrated to be effective and in accordance with applicable rules** |  |  |
| .1 | 资源的分配、分派和优先排序  Distribution, assignment and priority ordering of resources |  |  |  |  |  |
| .2 | 船上和岸上的有效沟通能力  Efficient communication between ship and shore |  |  |  |  |
| .3 | 决策反映出对团队经验的考虑  Decision-making reflecting team experience |  |  |  |  |
| .4 | 决断力和领导力，包括激励  Determination and leadership, including encouragement |  |  |  |  |
| .5 | 具有并保持情景意识  Obtaining and maintaining of situation awareness |  |  |  |  |
| **16.4** | **决策技能**  **Decision-making techniques** | | | **交流清楚、无歧义**  **表明有效的领导行为**  **必要的团队成员对当前和预测的船舶和操作状态以及外部环境有共同的准确的理解**  **决策对于局面最有效**  **表明操作是有效的并符合适用的规则**  **Communications is clearly and unambiguously given and received**  **Effective leadership behaviours are demonstrated**  **Necessary team member(s) share accurate understanding of current and predicted vessel state and operational status and external environment**  **Decisions are most effective for the situation**  **Operations are demonstrated to be effective and in accordance with applicable rules** |  |  |
| .1 | 局面和风险评估  Assessment of situations and risks |  |  |  |  |  |
| .2 | 识别并形成选项  Identification and choices formation |  |  |  |  |
| .3 | 选择行动进程  Choice of action progress |  |  |  |  |
| .4 | 评价结果的有效性  Effectiveness of assessment result |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate** Designated Training Officer/In Service Assessor  (Initials/Date) | | |
| **17.** | **适任: 船上药品和医疗设备的管理**  **Organize and manage the provision for medical care on board** | | |
| **17.1** | **《国际船舶医疗指南》或等效的国内出版物，《国际信号规则》的医疗部分，《危险货物事故医疗急救指南》**  **International medical Guide for ships or equivalent national publications, medical section of the international Code of Signals** | | | **所采取的行动和所遵循的程序正确运用并充分使用所得到的建议**  **Actions taken and procedures followed correctly apply and make full use of advice available** |  |  | |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task Completed  Trainer (Initials/Date) | | |
| .1 | 《国际船舶医疗指南》或等效的国内出版物的基本内容和使用  Content and usage of International Medical Guide for Ships and equivalent domestic publications |  |  |  |  | |  |
| .2 | 《国际信号规则》的医疗部分的内容和使用  Content and usage of medical section in International Code of Signals |  |  |  | |  |
| .3 | 《危险货物事故医疗急救指南》的内容和使用  Content and usage of medical section in MFAG |  |  |  | |  |
| **17.2** | **船上人员的急救及处理**  **First aids and treatment to shipboard personnel** | | | **所采取的行动和所遵循的程序正确运用并充分使用所得到的建议**  **Actions taken and procedures followed correctly apply and make full use of advice available** |  | |  |
| .1 | 急救知识  First aid |  |  |  |  | |  |
| .2 | 伤员的处理措施  Treatment for the injured persons |  |  |  | |  |
| **17.3** | **船舶食品安全与卫生管理**  **Management of food safety and sanitary on board** | | | **所采取的行动和所遵循的程序正确运用并充分使用所得到的建议**  **Actions taken and procedures followed correctly apply and make full use of advice available** |  | |  |
| .1 | 熟悉食品安全的相关知识，保持船舶良好的卫生状态  Familiarization with relevant information on food safety and keeping satisfactory sanitary condition of ship |  |  |  |  | |  |

**第五部分 任务摘要图 SECTION 5 TASK SUMMARY CHART**

任务摘要图是为见习船员、船上培训师、船长和公司培训师提供指导并帮助检查见习船员所完成的任务或职责的数量。见习船员在见习计划的表格填写时，以任务摘要图的方式进行。在见习的过程中，勾掉你已经完成的任务。

The purpose of the summary chart is to provide trainee, training officer, master and company trainer with a guide and continuous check on the numbers of tasks or duties that you have completed. Trainees should fill the blank of training plan by using the task summary task. Tick off only those tasks you have completed.

**职能：航行**

**Function: Navigation**

1适任：制定航次计划并引导航行

Competence: Plan a voyage and conduct navigation

|  |  |  |  |
| --- | --- | --- | --- |
| 1.1.1 | 1.1.2 | 1.1.3 | 1.1.4 |
|  |  |  |  |

2适任：在各种条件下定位和确定各种定位方法获取的最终船位的精度

Competence: Determine position and the accuracy of resultant position fix by any means

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2.1.1 | 2.1.4 | 2.2.1 | 2.2.2 | 2.2.3 | 2.2.4 | 2.2.5 | 2.2.6 | 2.2.7 | 2.3.1 | 2.3.2 | 2.3.3 | 2.4.1 | 2.4.2 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

3适任：测定和修正罗经差

Competence: Determine and allow for compass errors

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.1.1 | 3.1.2 | 3.1.3 | 3.1.4 | 3.1.5 | 3.2.1 | 3.2.2 | 3.3.1 | 3.3.2 |
|  |  |  |  |  |  |  |  |  |

4适任：确立值班安排和程序

Competence: Establish watch-keeping arrangements and procedures

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4.1.1 | 4.1.2 | 4.1.3 | 4.1.4 | 4.1.5 | 4.1.6 | 4.1.7 | 4.2.1 | 4.2.2 | 4.2.3 | 4.3.1 | 4.3.2 |
|  |  |  |  |  |  |  |  |  |  |  |  |

5适任：使用有助于指挥决策的导航设备及系统获得的信息，保持航行安全

Competence: Maintain safe navigation through the use of information from navigation equipment and systems to assist command decision making

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 5.1.1 | 5.1.2 | 5.1.3 | 5.2.1 | 5.2.2 | 5.2.3 | 5.3.1 | 5.3.2 | 5.4.1 | 5.4.2 |
|  |  |  |  |  |  |  |  |  |  |

6适任：ECDIS和关联导航系统的使用（如果配备)，保持航行安全

Competence: Maintain the safety of navigation through the use of ECDIS(if equipped) and associated navigation systems

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 6.1.1 | 6.1.2 | 6.2.1 | 6.2.2 | 6.2.3 | 6.2.4 | 6.2.5 | 6.2.6 | 6.2.7 |
|  |  |  |  |  |  |  |  |  |

7适任：预报天气和海洋水文状况

Competence: Forecast weather and oceanographic conditions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 7.1.1 | 7.1.2 | 7.2.1 | 7.2.2 | 7.2.3 | 7.2.4 |
|  |  |  |  |  |  |

8适任: 航行中的应急反应

Competence: Respond to navigational emergencies

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 8.1.1 | 8.1.2 | 8.1.3 | 8.1.4 | 8.2.1 | 8.2.2 | 8.3.1 | 8.4.1 | 8.4.2 | 8.5.1 | 8.5.2 | 8.6.1 | 8.6.2 | 8.6.3 | 8.6.4 | 8.6.5 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8.6.6 | 8.6.7 | 8.7.1 | 8.7.2 | 8.7.3 | 8.7.4 | 8.7.5 | 8.7.6 | 8.7.7 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**职能：货物装卸和积载**

**Function: cargo handling and stowage**

9适任: 计划并确保安全地装货、积载、系固，航行中照管货物和卸货

Competence: Plan and ensure safe loading, stowage, securing, care during the voyage and unloading of cargoes

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 9.1.1 | 9.1.2 | 9.1.3 | 9.1.4 | 9.1.5 | 9.2.1 | 9.2.2 | 9.2.3 | 9.2.4 | 9.3.1 | 9.3.2 | 9.3.3 | 9.3.4 | 9.3.5 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9.3.6 | 9.2.1 | 9.4.2 | 9.4.3 | 9.4.4 | 9.4.5 | 9.4.6 | 9.5.1 | 9.5.2 | 9.6.1 | 9.6.2 | 9.6.3 | 9.6.4 | 9.6.5 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

10适任: 正确评估货舱、舱盖和压载舱的缺陷和损坏并采取适当的行动

Competence: Assess reported defects and damage to cargo spaces, hatch covers and ballast tanks and take appropriate action

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| 10.1.1 | 10.1.2 | 10.2.1 | 10.2.2 | 10.2.3 | 10.2.4 | 10.2.5 | 10.2.6 | 10.2.7 |
|  |  |  |  |  |  |  |  |  |

11适任: 危险货物运输

Competence: Carriage of dangerous goods

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 11.1.1 | 11.1.2 | 11.1.3 | 11.2.1 | 11.2.2 | 11.2.3 | 11.2.4 |
|  |  |  |  |  |  |  |

**职能：船舶作业管理和人员管理**

**Function: Controlling the operation of the ship and care for persons on board**

12适任: 控制吃水差、稳性和强度

Competence: Control trim, stability and stress

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12.1.1 | 2.1.2 | 12.1.3 | 12.1.4 | 12.1.5 | 12.1.6 | 12.2.1 | 12.2.2 | 12.2.3 | 12.2.4 | 12.3.1 |
|  |  |  |  |  |  |  |  |  |  |  |

13适任: 依法监督、控制和保证海上人命安全与保护海洋环境的措施

Competence: Monitor and control compliance with legislative requirements and measures to ensure safety of life at sea, security and the protection of the marine environment

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| --- | --- | --- | --- | --- | --- | --- |
| 13.1.1 | 13.1.2 | 13.1.3 | 13.1.4 | 13.1.5 | 13.1.6 | 13.1.7 |
|  |  |  |  |  |  |  |

14适任: 保持船上船员和旅客的安全、保安以及保持救生、消防及其他安全系统的工作状态

Competence: Maintain safety and security of the ship’s crew and passengers and the operational condition of life-saving, fire-fighting and other safety systems

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 14.1.1 | 14.1.2 | 14.1.3 | 14.2.1 | 14.2.2 | 14.2.3 | 14.2.4 | 14.2.5 | 14.3.1 | 14.3.2 | 14.4.1 | 14.4.2 | 14.4.3 | 14.4.4 | 14.4.5 | 14.5.1 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14.5.2 | 14.6.1 | 14.6.2 | 14.6.3 | 14.6.4 |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

15适任: 制定应急和损害控制计划并处置紧急情况

Competence: Develop emergency and damage control plans and handle emergency situations

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| --- | --- | --- | --- | --- | --- |
| 15.1.1 | 15.1.2 | 15.1.3 | 15.1.4 | 15.2.1 | 15.2.2 |
|  |  |  |  |  |  |

16适任: 领导力和管理技能的运用

Competence: Use of leadership and managerial skill

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 16.1.1 | 16.1.2 | 16.2.1 | 16.2.2 | 16.2.3 | 16.2.4 | 16.3.1 | 16.3.2 | 16.3.3 | 16.3.4 | 16.3.5 | 16.4.1 | 16.4.2 | 16.4.3 | 16.4.4 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

17适任: 船上药品和医疗设备的管理

Organize and manage the provision for medical care on board

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 17.1.1 | 17.1.2 | 17.1.3 | 17.2.1 | 17.2.2 | 17.3.1 |
|  |  |  |  |  |  |

**第六部分 见习记录簿附页（另加附页）SECTION 6 EXTRA PAPERS FOR ON BOARD TRAINING RECORD BOOK (ATTACH ADDITIONAL PAGES)**

专题一，船上见习的基本情况、收获与体会，要求字数不少于1000。

Subject 1: The general summary, achievement and sense of your on board training, not less than 1,000 words.

专题二，确立值班安排和程序，要求字数不少于2000。

Subject 2: Establish watch-keeping arrangements and procedures, not less than 2,000 words.

专题三，计划并确保安全地装货、积载、系固、航行中照管货物和卸货，要求字数不少于2000。

Subject 3: Plan and ensure safe loading, stowage, securing, care during the voyage and unloading of cargoes, not less than 2,000 words.

专题四，监督和控制法定要求的遵守以及确保海上人命安全、保安与海洋环境保护的措施，要求字数不少于2000。

Subject 4:Monitor and control compliance with legislative requirements and measures to ensure safety of life at sea, security and the protection of the marine environment, not less than 2,000 words.

**第七部分 评价报告 SECTION 7 REPORT OF EVALUATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名  Name |  | 船上见习时间  Training Period |  | 船员服务簿注册号码  Seafarer’s Registration No. |  |
| 船长鉴定意见  Evaluating competence by master  签名/ 船章 日期  Initials / Ship’s Official Stamp Date | | | | | |
| 船公司鉴定意见  Evaluating competence by company  签名/公司章 日期  Initials/Official Stamp Date | | | | | |
| 海事机构意见  Evaluating competence by administration  签名 日期  Initials Date | | | | | |

# 3.申请三副适任证书船上见习记录簿

申 请 三 副 适 任 证 书

船 上 见 习 记 录 簿（2018版）

ON BOARD TRAINING RECORD BOOK FOR

CANDIDATES FOR CERTIFICATION AS THIRD OFFICERS

申请三副适任证书

船上见习记录簿（2018版）

ON BOARD TRAINING RECORD BOOK FOR

CANDIDATES FOR CERTIFICATION AS THIRD OFFICER

姓名Name:

船员服务簿注册号码Seafarer’s Registration No.:

船员管理公司Crew management company:

海事管理机构Maritime administration:

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**第二部分 资料与检查表SECTION 2 PARTICULARS AND INSPECTION LIST**

1.个人资料Personal information

2.船舶资料Ship’s particulars

3.船上培训师检查见习进程Designated training officer’s review of training progress

4.船长检查见习记录簿Master’s inspection of record book

5.公司检查见习记录簿Company’s inspection of record book

**第三部分 见习任务和要达成的适任目标SECTION 3 INFORMATION ON TRAINING TASKS AND COMPETENCES TO BE ACHIEVED**

**第四部分 见习科目SECTION 4 SUBJECT OUTLINE**

**职能：航行Function: Navigation**

1.计划并引导航行和定位Plan and conduct a passage and determine position

2.保持安全的航行值班Maintain a safe navigational watch

3.使用雷达和自动雷达标绘仪保持航行安全Use of radar and ARPA to maintain safety of navigation

4.使用ECDIS保持航行安全Use of ECDIS to maintain the safety of navigation

5.应急反应Respond to emergencies

6.使用IMO《标准航海通信用语》，以书面和口头形式使用英语

Use the IMO Standard Marine Communication Phrases and use English in written and oral form

7.用视觉信号发出和接收信息Transmit and receive information by visual signaling

8.操纵船舶Manoeuvre the ship

**职能：货物装卸与积载Function: Cargo Handling and Stowage**

9. 监测货物的装载、积载、系固、航行中的照料和卸载

Monitor the loading, stowage, securing, care during the voyage and the unloading of cargoes

10.检查和报告货舱、舱盖和压载舱的缺陷和损坏Inspect and report defects and damage to cargo spaces, hatch cover and ballast tanks

**职能：船舶作业管理和人员管理Function: Controlling the Operation of the Ship and Care for Persons on Board**

11.确保遵守防污染要求Ensure compliance with pollution-prevention requirements

12.保持船舶的适航性Maintain seaworthiness of the ship

13.船上防火、控制火灾和灭火Prevent , control and fight fires on board

14.操作救生设备Operate life-saving appliances

15.在船上应用医疗急救Apply medical first aid on board ship

16.监督遵守法定要求Monitor compliance with legislative

17.领导力和团队工作技能的运用Application of leadership and team-working skill

18.致力于人员和船舶的安全Contribute to the safety of personnel and ship

19.导航设备和航海图书的管理 The management of Navigational equipment and Nautical publications and charts

**第五部分 任务摘要图表SECTION 5 TASK SUMMARY CHART**

**第六部分 见习记录簿附页SECTION 6 EXTRA PAPERS FOR ON BOARD TRAINING RECORD BOOK**

**第七部分 评价报告SECTION 7 REPORTS OF EVALUATION**

**第一部分 使用指南**

船长、指定的船上培训师和见习船员需注意

**1、记录簿的目的：**

见习记录簿是根据《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》的要求编制的，其目的是确保需要见习的船员按照结构化的见习计划，充分利用海上航行时间，在船上培训师的指导下，完成预定的见习任务。在充分完成见习任务后，就可以获得实际的工作经验和必要的海上服务资历，成为与《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》中适任要求相一致的合格船员。

**2、当持有记录簿时：**

见习船员应完成有关个人信息的填写。

见习船员应在船上培训师的指导下，按培训计划，分阶段地完成培训任务的填写。

见习船员在整个见习期间应个人负责记录簿的保管。

**3、加入船舶后，尽可能地：**

见习船员应完成第二部分关于船舶技术细节内容的填写，船长和指定的船上培训师应提供进行训练的机会。

船长和指定的船上培训师应检查此记录簿的记录情况，以核查见习进程。

见习船员应根据船舶的实际情况，在船上培训师的指导下，制定相应的培训计划以解决适任证明的问题，在第五部分可以看到任务摘要图。

**4、见习船员海上资历期间：**

在第四部分所列出的一系列船上培训任务，应在船上培训师的指导下积极的完成。

一旦上船，只要航行情况允许，此记录簿应每个星期提交给指定的船上培训师检查。船上培训的开展要及时记录。船上培训师的检查要及时记录，在对改进建议进行验证后，签名并标注日期。

记录簿每个月应提交给船长检查，船长的评论要及时记录，标注日期。该评论应仅涉及见习船员的适任情况和见习进程。

每条船见习结束后，记录簿应提交给公司检查，公司培训师的评论要及时记录，标注日期。该评论应仅涉及见习船员的适任情况和见习进程。

**SECTION 1 GUIDE TO COMPLETION**

For the attention masters, designated on board training officers and rating trainees

1.Object of the record book

The record book was designed in accordance with the STCW Convention as amended in 2010 and the Regulations of the People’s Republic of China governing Competency Examination and Certification for Seafarers Serving on Seagoing Ships, which is to help ensure that ratings follow a structured programme of training and make best use of their time at sea to complete the tasks under the direction of onboard trainer. In so doing they will gain the practical training and experience to become competent watch-keeping officer in accordance with the STCW Convention as amended in 2010 and the Regulations for the examination and certification of seafarers of the People’ republic of china.

2.On receipt of this book

The trainee should complete the information of personal history.

The trainee should complete the information required on the following pages by stages, under the supervision of the designated training officer on schedule.

The trainee should be personally responsible for the safe keeping of this record book throughout training.

3.As soon as possible after joining the ship:

The trainee should complete Section 2 which concerning the data of the ship details. The master and the designated training officer on board each ship should provide an opportunity for this exercise to be undertaken.

The master and the designated training officer on board each ship should inspect this book in order to check progress already made.

The trainee should make a plan to tackle the competences that still need to be demonstrated under the direction of the designated training officer. A task summary chart can be found in section 5.

4.Throughout the rating’s seagoing service

Sections 4, which contain a list of on board training tasks, should be progressively completed under the direction of the designated training officer.

The Book should be submitted to the designated training officer for inspection on joining the ship, so far as the voyage pattern allows, every week. The training progress should be recorded in time. The inspection of the designated training officer should also be recorded in time and sign his name with the date after inspecting the area for improvements.

The Book should be submitted to the master for inspection every month and the master’s comments should be recorded with date timely, Comments should only related to the trainee’s practical progress and competence.

The Book should be submitted to the company for inspection after completion of training on every vessle and the comments should be recorded with date timely, Comments should only related to the trainee’s practical progress and competence.

**第二部分** **资料与检查表**

**SECTION 2 PARTICULARS AND INSPECTION LIST**

**1.个人资料Personal information**

姓名Name: 出生日期Date of Birth:

海员证编号Seafarer’s Passport No.:

船员服务簿注册号码Seafarer’s Registration No.:

见习起止时间 Starting and Ending Time of Training:

公司名称: Company:

公司地址Address of Company:

家庭住址Permanent Address:

备注Remarks:

PHOTO

**2.船舶资料Ship’s Particulars**

获得你所服务船舶的信息对于你的训练很有必要，为了帮助你满足规则要求，当你在船上的时候记录如下的详情。

**第一艘船舶 The first ship**

|  |  |  |
| --- | --- | --- |
| 船名SHIP’S NAME: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺度和容积Dimensions and Capacities**  全长Length O.A. m  船宽Breadth m  船深Depth m  夏季吃水Summer Draught m  夏季干舷Summer Freeboard m  总吨位Gross Tonnage  净吨位 Net Tonnage  总载重量Dead Weight t  空船排水量Light Displacement t 散装容积Grain Capacity m3  舱容积Liquid Capacity m3  **系缆（数量/直径）**  **Mooring Ropes(Number/Diameter)**  合成纤维缆Synthetic Fibre mm  钢丝绳Wires mm  拖缆Towing Spring mm**锚(重)Anchors (Weight)**  左锚Port t  右锚Starboard t备锚Spare t  锚链（直径）Cable(Diameter) mm | 锚链长度Length shackles  **救生设备Lifesaving Equipment**  救生艇(数量)Lifeboats(No.)  救生筏(数量)life-Raft(No.)  救生艇定员（人）Capacity per boat persons救生筏定员（人）Capacity per life-raft person救生圈(数量) Lifebuoys(No.)  救生衣（数量）Survival Suits(No.)  **消防装置Fire Fighting Equipment**  灭火器（数量/容量）Fire Extinguishers(No. and Capacity)  种类Types:  水Water liters  泡沫Foam liters  干粉Dry Powder kg  二氧化碳CO2 kg  消防水管 (数量/尺寸)Fire Hoses(No. /size) mm消防员装备(品牌/数量)Fireman’s Outfit(type/No.)  **货物操作设备Cargo Handling Gear**  吊杆/克令吊（数量/安全工作负荷）  Derricks/Cranes(No. and SWL) t  其他货物装卸设备Other Cargo Equipment | **油轮 Tanker**  压载舱(数量)Ballast Tanks (No.)  隔离舱(数量)Segregations (No.)  货油舱(数量)Cargo Tanks (No.)  货油泵(数量)Cargo Pumps (No.)  **航行通信设备Navigational And Communication Equipment**  紧急无线电示位标（型号）EPIRB (type)    搜救雷达应答器（型号）SART (type)    陀螺罗经（型号）Gyro-compass (type)    雷达（数量/型号）Radar(No./type)    全球定位系统（型号）GPS (type)    驾驶台航行值班警报系统（型号）BNWAS (type) |

**第二艘船舶 The second ship**

|  |  |  |
| --- | --- | --- |
| 船名SHIP’S NAME: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺度和容积Dimensions and Capacities**  全长Length O.A. m  船宽Breadth m  船深Depth m  夏季吃水Summer Draught m  夏季干舷Summer Freeboard m  总吨位Gross Tonnage  净吨位 Net Tonnage  总载重量Dead Weight t  空船排水量Light Displacement t 散装容积Grain Capacity m3  液舱容积Liquid Capacity m3  **系缆（数量/直径）**  **Mooring Ropes(Number/Diameter)**  合成纤维缆Synthetic Fibre mm  钢丝绳Wires mm  拖缆Towing Spring mm**锚(重)Anchors (Weight)**  左锚Port t  右锚Starboard t备锚Spare t  锚链（直径）Cable(Diameter) mm | 锚链长度Length shackles  **救生设备Lifesaving Equipment**  救生艇(数量)Lifeboats(No.)  救生筏(数量)life-Raft(No.)  救生艇定员（人）Capacity per boat persons救生筏定员（人）Capacity per life-raft persons  救生圈(数量) Lifebuoys(No.)  救生衣（数量）Survival Suits(No.)  **消防装置Fire Fighting Equipment**  灭火器（数量/容量）Fire Extinguishers(No. and Capacity)  种类Types:  水Water liters  泡沫Foam liters  干粉Dry Powder kg  二氧化碳CO2 kg  消防水管 (数量/尺寸)Fire Hoses(No. /size) mm  消防员装备(品牌/数量)Fireman’s Outfit(type/No.)    **货物操作设备Cargo Handling Gear**  吊杆/克令吊（数量/安全工作负荷）  Derricks/Cranes(No. and SWL) t  其他货物装卸设备Other Cargo Equipment | **油轮 Tanker**  压载舱(数量)Ballast Tanks (No.)  隔离舱(数量)Segregations (No.)  货油舱(数量)Cargo Tanks (No.)  货油泵(数量)Cargo Pumps (No.)  **航行通信设备Navigational And Communication Equipment**  紧急无线电示位标（型号）EPIRB (type)    搜救雷达应答器（型号）SART (type)    陀螺罗经（型号）Gyro-compass (type)    雷达（数量/型号）Radar(No./type)    全球定位系统（型号）GPS (type)    驾驶台航行值班警报系统（型号）BNWAS (type) |

**第三艘船舶 The third ship**

|  |  |  |
| --- | --- | --- |
| 船名SHIP’S NAME: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺度和容积Dimensions and Capacities**  全长Length O.A. m  船宽Breadth m  船深Depth m  夏季吃水Summer Draught m  夏季干舷Summer Freeboard m  总吨位Gross Tonnage  净吨位 Net Tonnage  总载重量Dead Weight t  空船排水量Light Displacement t 散装容积Grain Capacity m3  液舱容积Liquid Capacity m3  **系缆（数量/直径）**  **Mooring Ropes(Number/Diameter)**  合成纤维缆Synthetic Fibre mm  钢丝绳Wires mm  拖缆Towing Spring mm  **锚(重)Anchors (Weight)**  左锚Port t  右锚Starboard t  备锚Spare t  锚链（直径）Cable(Diameter) mm | 锚链长度Length shackles  **救生设备Lifesaving Equipment**  救生艇(数量)Lifeboats(No.)  救生筏(数量)life-Raft(No.)  救生艇定员（人）Capacity per boat persons  救生筏定员（人）Capacity per life-raft persons  救生圈(数量) Lifebuoys(No.)  救生衣（数量）Survival Suits(No.)  **消防装置Fire Fighting Equipment**  灭火器（数量/容量）Fire Extinguishers(No. and Capacity)  种类Types:  水Water liters  泡沫Foam liters  干粉Dry Powder kg  二氧化碳CO2 kg  消防水管 (数量/尺寸)Fire Hoses(No. /size) mm  消防员装备(品牌/数量)Fireman’s Outfit(type/No.)    **货物操作设备Cargo Handling Gear**  吊杆/克令吊（数量/安全工作负荷）  Derricks/Cranes(No. and SWL) t  其他货物装卸设备Other Cargo Equipment | **油轮 Tanker**  压载舱(数量)Ballast Tanks (No.)  隔离舱(数量)Segregations (No.)  货油舱(数量)Cargo Tanks (No.)  货油泵(数量)Cargo Pumps (No.)  **航行通信设备Navigational And Communication Equipment**  紧急无线电示位标（型号）EPIRB (type)    搜救雷达应答器（型号）SART (type)    陀螺罗经（型号）Gyro-compass (type)    雷达（数量/型号）Radar(No./type)    全球定位系统（型号）GPS (type)    驾驶台航行值班警报系统（型号）BNWAS (type) |

**3.船上培训师检查见习进程**

见习船员根据见习任务，结合航次任务，按每星期的时间间隔填写完成

见习任务以任务摘要图中的编号或文字表述

**Designated training officer’s review of training progress**

This table should be completed weekly in accordance with the training task during the voyage

The training tasks are listed as number or words in the task summary chart

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 见习任务  Training tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Data |
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**船上培训师检查见习进程（续表）**

**Designated training officer’s review of training progress (continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 见习任务  Training tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Date |
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**船上培训师检查见习进程（续表）**

**Designated training officer’s review of training progress (continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 见习任务  Training tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Date |
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**4.船长检查见习记录簿**

船长每个月结束后进行检查。该评论应仅涉及见习船员的适任情况和见习进程。

**Master’s inspection of record book**

The Book should be submitted to the master for inspection every month

Comments should only relate to the trainee’s practical progress and competence

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 起止时间  Starting and ending time | 见习内容Contents | 评论  Comments | 船长签字  Master’s initials | 日期  Date | 船章  Ship’s official stamp |
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**5、公司培训师检查见习记录簿**

每条船见习结束后，公司培训师应对见习人员的见习进程、见习记录和适任情况进行检查和评估。

**Company’s inspection of record book**

The Book should be submitted to the company’s trainer for inspection after completion of training on every vessel.

Comments should only relate to the trainee’s practical progress,record and competence

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 评论  Comments | 公司培训师姓名  Names of company’s trainer | 公司培训师签名  Initials | | 日期  Date | |
|  |  | |  | |  | |
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**第三部分 见习任务和要达成的适任目标**

完成清单中见习任务和达成适任目标举例

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号** | **培训** | | | **评估标准** | **表明适任**  指定培训师/专业评估员  （签名/日期） | |
| **1** | **适任：计划并引导航行和定位** | | |
| **1.2** | **地文航海** | | | **通过推算，定位等手段确定船位，有效的利用航海图书资料进行导航** | **XXX** | 23/12/2013 |
|  | 任务/职责 | 任务完成  船上培训师（签名/日期） | | 改进建议 | 任务完成  船上培训师（签名/日期） | |
| 1 | 考虑风、潮汐、水流和船速进行航迹推算 | XXX | 23/12/2013 |  | XXX | 29/12/2013 |
| 2 | 选择适当比例尺的海图 | XXX | 23/12/2013 | XXX | 29/12/2013 |
| 3 | 查阅航海图书资料 | XXX | 23/12/2013 | XXX | 29/12/2013 |
| 4 | 当值班开始时，要明确船位，航向，航速，评价通航环境和对船舶的任何危险 | XXX | 23/12/2013 | XXX | 29/12/2013 |
| 5 | 根据航次计划，设计出合理的航线 | XXX | 23/12/2013 |  | XXX | 29/12/2013 |

* 粗体部分的适任（在此例中**计划并引导航行和定位**等）直接取自STCW规则。
* 主要的任务（在此例中**地文航海**等）也取自STCW规则。主要的任务被细分为若干个任务和职责。见习船员应尽可能地完成培训任务，但是考虑到可能的设备货物或船舶航行模式，并不期盼所有的任务都能完成，在见习船员被认为在主要任务方面适任前，必须注意到，构成适任基础的一些知识和技能也可以在岸上培训中获得。
* 船上培训师可以在所提供的空白处两次记录完成任务的情况。这不意味着每项任务应完成两次，如果船上培训师认为一次已足够的话。
* 监督见习船员的船上培训师由船长指定的具有丰富经验的合格船员担任。
* 在证明适任被记录之前，船长或指定的船上培训师可以记录下需要改进部分的建议，在评估标准正下方有用于此目的的大空格。当证明适任主要的任务时，评估标准最右手边的空格子里，船长或指定的船上培训师应签字并标注日期（年，月，日），证明已经适任。
* 当记录“表明适任”时，应该仔细考虑到表中所提出的评估标准。评估标准和船员良好的船艺都来自STCW规则。

**SECTION 3 INFORMATION ON TRAINING TASKS AND CONPETENCES TO BE ACHIEVED**

Example of how to complete the list of training task and competences achieved

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Training** | | | **Criteria for Evaluation** | **Competence Demonstrate**  Designated Training Officer/  In Service Assessor  (Initials/Date) | | |
| **1** | **Competence: Plan and conduct a passage and determine position** | | |
| **1.2** | **Terrestrial Navigation** | | | **Determine ship’s position by**  **dead reckoning, fixed positions etc** | XXX | | 23/12/2013 |
|  | Task/ Duty | Task completed  Trainer (initials/date) | | Advice on areas for improvement | Task completed  Trainer (initials/date) | | |
| 1 | When dead reckoning, take winds, tides, currents and estimated speed into account | XXX | 23/12/2013 |  | XXX | 23/12/2013 | |
| 2 | Select charts of proper scale | XXX | 23/12/2013 | XXX | 23/12/2013 | |
| 3 | Consult nautical publications | XXX | 23/12/2013 | XXX | 23/12/2013 | |
| 4 | At the commencement of the watch, check ship’s position, course, speed and appraise the traffic situation and any dangers of the ship | XXX | 23/12/2013 | XXX | 23/12/2013 | |
| 5 | According to the Voyage plan,, Design a reasonable route | XXX | 23/12/2013 |  | XXX | 23/12/2013 | |

* The competence with **bold fonts** (**Plan and conduct a passage and determine position**) is directly taken from the text of the STCW Code.
* The primary task (in this case **Terrestrial Navigation** ') is also taken from the STCW Code. The primary task is sub-divided into training tasks or duties on the left hand side of the page. The trainee should complete as many of these training tasks as possible. However, in view of the likely equipment cargo or voyage pattern of the ship, it is not expected that all these tasks will be completed before the trainee is considered competent in the primary task. It should be noted that some of the skills and knowledge that underpin the competences may well have been obtained during shore based training.
* Space is provided to record completion of each training task twice by the supervising officer. This does not mean that each task must be completed twice if, in the opinion of the officer, once is considered sufficient.
* The officer supervising the trainee does not necessarily have to be the designated training officer.
* Before 'Competence Demonstrated' is recorded the master or designated on hoard training officer may record any appropriate advice about areas for improvement. A large blank space for this purpose is provided beneath the criteria for evaluation, as competence in these primary tasks is demonstrated, the appropriate blank next to the criteria for evaluation, on the far right hand side of the page, should be signed and dated(day, month and year )by the master or designated training officer on board ship to attest that competence has been demonstrated.
* A trainee’s attainment of the competence should only be recorded as 'Competence Demonstrated' when the master or designated training officer is indeed satisfied that the trainee can perform the duty without supervision.

When recording 'Competence Demonstrated', careful account should be taken of the criteria for evaluation contained on the right hand side of the page, which is taken from the STCW Code, as well as the best practices of seafarers and good safe working practice.**第四部分 见习科目SECTION 4: SUBJECT OUTLINE**

**职能：航行 Function: Navigation**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No.** | **培训**  **Training** | | | | | | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate**  Designated Training Officer/  In Service Assessor  (Initials/Date) | | | |
| **1** | **适任：计划并引导航行和定位**  **Competence: Plan and conduct a passage and determine position** | | | | | | | |
| **1.1** | **天文航海**  **Celestial Navigation** | | | | | | | | **使用天体确定船位的能力**  **Ability to use celestial bodies to determine ship’s position** |  |  | | |
|  | 任务/职责  Task/ Duty | | | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | | | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | | |
| 1 | 使用天体确定船位  Use celestial bodies to determine ship’s position | | |  | | | |  |  |  | |  | |
| **1.2** | **地文航海**  **Terrestrial Navigation** | | | | | | | | **通过推算，定位等手段确定船位，有效的利用航海图书资料进行导航**  **Determine ship’s position by**  **dead reckoning, fixed positions etc** |  | |  | |
| 1 | 考虑风、潮汐、水流和船速进行航迹推算  When dead reckoning, take winds, tides, currents and estimated speed into account | | | |  | | |  |  |  | | |  |
| 2 | 选择适当比例尺的海图  Select charts of proper scale | | | |  | | |  |  | | |  |
| 3 | 查阅航海图书资料  Consult nautical publications | | | |  | | |  |  | | |  |
| 4 | 当值班开始时，要明确船位，航向，航速，评价通航环境和对船舶的任何危险  At the commencement of the watch, check ship’s position, course, speed and appraise the traffic situation and any dangers of the ship | | | |  | | |  |  | | |  |
| 5 | 根据航次计划，设计出合理的航线  According to the Voyage plan,, Design a reasonable route | | | |  | | |  |  | | |  |
| **1.3** | **沿海航行**  **Coastal Navigation** | | | | | | | | **沿岸航行时，具备正确的船舶定位、导航、转向和避险的知识和能力**  **When proceeding along the coast，have a reasonable capacity to fix ship’s position, conduct a passage, alter course and avoid danger** |  | | |  |
| 1 | 在白天和夜间识别显著物标和其他陆上助航标志  Recognize conspicuous objects and other terrestrial aids to navigation by day and by night | |  | | |  | | |  |  |  | | |
| 2 | 观测灯塔/和浮标和立标定位  Fix positions by terrestrial observations i.e. lighthouses, buoys and beacons | |  | | |  | | |  |  |  | | |
| 3 | 狭水道航行时，导航、定位、转向和避险方法  When sailing in narrow channel, take some proper methods to conduct a passage ,fix positions, alter course, avoid dangers | |  | | |  | | |  |  |  | | |
| 4 | 岛礁区航行，导航、定位、转向和避险方法  When sailing in near isles and reefs area, take some proper methods to conduct a passage ,fixed position, alter course, avoid dangers | |  | | |  | | |  |  |  | | |
| **1.4** | **电子定位和导航系统**  **Electronic systems of position fixing and navigation** | | | | | | | | **电子定位仪器和助航设备的检查和测试,遵照制造商的使用指南和良好的航海习惯；定位应在仪器或系统允许的误差内**  **Checking and testing the aids to should comply with manufacturer’s guides and good navigational practice; the errs of fixing positions should be within the limits of guides.** |  |  | | |
| 1 | 船载AIS  Ship-borne AIS |  | | | | |  | |  |  |  | | |
| 2 | GPS |  | | | | |  | |  |  | | |
| 3 | 计程仪  Ship’s Log |  | | | | |  | |  |  | | |
| 4 | 测深仪  Sounder |  | | | | |  | |  |  | | |
| 5 | 磁罗经  Magnetic compass |  | | | | |  | |  |  | | |
| 6 | 陀螺罗经（电罗经）  Gyro-compass |  | | | | |  | |  |  | | |
| 7 | VDR/S-VDR |  | | | | |  | |  |  | | |
| 8 | 利用电子助航仪器确定船位  Fix positions by using electronic aids to navigation |  | | | | |  | |  |  | | |
| **1.5** | **测深仪**  **Sounder** | | | | | | | | **正确使用各种类型的测深仪**  **Correctly using various types of Sounder** |  |  | | |
| 1 | 正确操作船舶测深设备并有效利用仪器所显示的信息  Correctly operate the Ship-borne Sounder and effectively use the sounder’s information |  | | | | |  | |  |  |  | | |
| **1.6** | **磁罗经和陀螺罗经**  Magnetic compass and gyro-compass | | | | | | | | **正确使用磁/电罗经，正确测定罗经误差，掌握罗经的基本性能**  **Properly operate the Magnetic compass /gyro-compass, correctly determine the compass error and master the basic performance of compass** |  |  | | |
| 1 | 电罗经、磁罗经基本工作原理  Master the working principle of Magnetic compass and gyro-compass |  | | | | |  | |  |  |  | | |
| 2 | 船用罗经差的测定  Determine the marine compass ‘s errors |  | | | | |  | |  |  | | |
| 3 | 正确运用罗经差  Properly use the marine compass ‘s errors |  | | | | |  | |  |  | | |
| **1.7** | **操舵控制系统**  **Steering control system** | | | | | | | | **熟悉操舵系统，掌握舵系统操作程序, 选择合适的操作模式**  **Be familiar with the steering control systems, master the operating procedures and the select the best mode of steering** |  |  | | |
| 1 | 正确操作舵系统，熟悉操作程序以及操舵模式的选择和面板控钮的最佳调整  Operate the steering control systems，familiarize the operational procedures, select the best mode of steering and adjust the controls for optimum performance |  | | | | |  | |  |  |  | | |
| **1.8** | **气象学**  **Meteorology** | | | | | | | | **对天气情况的测量和观测是准确的并适于其航程；正确解释和运用气象资料**  **Measurements and observations of weather conditions are accurate and appropriate to the passage** |  |  | | |
| 1 | 使用和解释从船用气象仪器获取的信息  Ability to use and interpret information obtained from ship-borne meteorological instruments |  | | | | |  | |  |  |  | | |
| 2 | 各种天气的特性、报告程序和记录系统的知识  Knowledge of the characteristics of various weather systems, reporting procedures and recording systems |  | | | | |  | |  |  | | |
| 3 | 应用所获得的气象信息  Application of the Meteorological information |  | | | | |  | |  |  | | |

**编号**

**No.**

**培训Training**

**评估标准**

**Criteria for Evaluation**

**表明适任**

指定培训师/专业评估员

（签名/日期）

**Competence Demonstrate**

Designated Training Officer/

In Service Assessor

(Initials/Date)

**2**

**适任：保持安全的航行值班**

**Competence: Maintain a safe navigational watch**

**2.1**

**值班**

**Watch-keeping**

**值班、交班和接班符合认可的原则和程序，遵守公约要求始终保持正规瞭望，有效使用国际避碰规则，监测交通、船舶和通航环境，保持正规记录，始终明确安全航行的责任**

**The conduct, handover and relief of the watch conforms with accepted principles and procedures, the knowledge of COLREG, 1972, monitoring the traffic, the ship and the environment, maintain a proper record, responsibility for the safety of navigation is clearly defined at all times**

任务/职责

Task/ Duty

任务完成

船上培训师（签名/日期）

Task completed

Trainer (initials/date)

改进建议

Advice on areas for improvement

任务完成

船上培训师（签名/日期）

Task completed

Trainer (initials/date)

1

经修订的《国值班海上避碰规则》的内容、应用和意图的全面知识

Thorough knowledge of the content, application and intent of the COLREG, 1972，as amended

2

显示/发出正确的灯号、旗号、号型和声号;保持适当的视觉和听觉瞭望

Display/Sound correct lights, flags, shapes and sound signals. Keep a proper lookout by sighting and hearing

3

根据《船舶定线制的一般规定》使用定线制

The use of routeing shall be in accordance with General Provisions on ship’s Routeing

4

监视和管理航海仪器并记录相关的工作状态和事件，监视航向、速度和船位

Monitor and control navigational instruments and record relevant activities and incidents, Monitor the course, speed and position

5

根据《船舶报告制的一般原则》和VTS程序使用报告制

The use of reporting should be in according with the General Principles for Ship Reporting Systems and VTS

6

协助执行船长的命令或引航员的指令

Assist in carrying out the master’s/pilot’s directions

**2.2**

**驾驶台资源管理**

**Bridge Resource Management**

**按正确的优先顺序分配和分派资源，以执行必要的任务，有效的交流能力和领导能力，考虑团队经验**

**Resources are allocated and assigned as needed in correct priority to perform necessary tasks, effective**

**communication, leadership ability, consideration of team experience**

1

资源的分配、分派和优先排序

Allocation, assignment

and prioritization of resources

2

有效的交流

Effective communication

3

决断力和领导力

Assertiveness and leadership

4

情景意识的获得和保持

Obtaining and maintaining situational awareness

5

考虑团队的经验

Consideration of team experience

**编号**

**No.**

**培训**

**Training**

**评估标准**

**Criteria for Evaluation**

**表明适任**

指定培训师/专业评估员

（签名/日期）

**Competence Demonstrate**

Designated Training Officer/

In Service Assessor

(Initials/Date)

**3**

**适任：使用雷达和自动雷达标绘仪保持航行安全**

**Competence: Use of radar and ARPA to maintain safety of navigation**

**3.1**

**雷达操作以及解释和分析雷达信息的能力**

**Ability to operate and to interpret and analyze information obtained by radar**

**满意地执行雷达设备测试和性能检查；从设备获得的信息是被正确地阐明并适合该设备的局限性和当时的环境和条件**

**Satisfactory implementation of radar equipments test and performance test; the information obtained by the equipment is correctly interpreted and applied with due regards to limitations of the equipment and prevailing circumstances and conditions**

任务/职责

Task/ Duty

任务完成

船上培训师（签名/日期）

Task completed

Trainer (initials/date)

改进建议

Advice on areas for improvement

任务完成

船上培训师（签名/日期）

Task completed

Trainer (initials/date)

1

操作检查和调整设备至适当工作状态

Check operating and adjust the equipment to proper performance

2

能够操作和说明并分析从雷达获得的信息

Able to operate and to interpret and to analyze information obtained by radar and ARPA

3

说明和分析影响工作的因素和精度

Interpret and analyze the factors affecting the performance and accuracy

4

显示器的调节和保养

Set up and maintain displays

**3.2**

**雷达导航**

**Radar Navigation**

**正确的解释和分析从雷达获取的信息，并考虑设备的局限性以及当时的环境和条件**

**Information obtained from radar is correctly interpret and analyzed, taking into account the limitations of the equipment and prevailing circumstances and conditions**

1

测定和计算她船的距离、方位、航向和航速以及测定和计算横越、对遇、追越船舶的最近时间和距离

Detect and calculate the range, bearing, course and speed of other ships, the time and distance of closest approach of crossing, meeting and overtaking

2

识别重要回波，测定她船的航向和航速的变化对本船的影响，同时，也要考虑到本船的航向和航速改变, 对她船的影响

Identify critical echoes, detect the changes of the course and speed of other ships, take into account the effects of changes in own ship’s course and speed, and the effects of the others

3

平行线法

Parallel Indexing

4

操作警告和系统测试的使用

The use of operational warnings and systems tests

5

采取适当的行动避免事故

Take the appropriate actions to avoid accidents

6

说明和分析从雷达应答器和搜救应答器获得的信息

Interpret and analyze the information obtained from racons and SARTs

**3.3**

**ＡＲＰＡ的显示特点和性能标准，以及过分依赖的危险**

**The display characteristics, performance standards and the dangers of over-reliance on ARPA**

**正确的解释和分析从ARPA获取的信息，并考虑设备的局限性以及当时的环境和条件**

**Information obtained by ARPA is correctly interpret and analyzed, and take the limitations of the equipment and prevailing circumstances and conditions into account**

1

船用ARPA的主要功能

The main function of ship-borne ARPA

2

操作报警及测试系统

Operating the alarm and testing the system.

3

正确使用ARPA

Correctly use ARPA

4

掌握过分依赖的危险性

The dangers of over-reliance on ARPA

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| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate**  Designated Training Officer/  In Service Assessor  (Initials/Date) | |
| **4** | **适任：使用ECDIS保持航行安全**  **Competence: Use of ECDIS to maintain the safety of navigation** | | |
| **4.1** | **正确的使用ECDIS导航**  **Properly use ECDIS to navigate** | | | **执行ECDIS设备测试和性能检查，正确解释和分析从ECDIS获取的信息**  **Carry out the ECDIS testing and performance testing, information obtained from ECDIS is correctly interpreted and analyzed** |  |  |
|  | 任务/职责  Task/ Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| 1 | 全面理解ECDIS导航图数据、数据精度、呈现规则、显示选择和其他海图数据格式  A thorough understanding of ECDIS data, data accuracy, presentation rules, display options and other chart data formats |  |  |  |  |  |
| 2 | 有效的性能标准所要求的ECDIS功能  The functions of ECDIS required by performance standards in force |  |  |  |  |
| 3 | 过分依赖的危险性  The danger of over-reliance |  |  |  |  |
| **4.2** | **熟练地操作、解释和分析从ECDIS获取的信息**  **Proficiency in operation, interpretation, and analysis of information obtained by ECDIS** | | | **通过对ECDIS的操作和控制是船舶的航行安全得以保持，在任何时候都清楚、简要地交流并以海员的方式确认**  **The safety of navigation should be maintained through operating and controlling ECDIS** |  |  |
| 1 | 安全地监视和调整数据保证航行安全  Safe monitoring and adjustment of data to maintain safe navigation |  |  |  |  |  |
| 2 | 使用不同方式确认船位  Confirmation of vessel positions by alternative means |  |  |  |  |
| 3 | 充分使用参数设置以确保符合操作程序Efficient use of settings to ensure conformance to operational procedures |  |  |  |  |  |
| 4 | 使用ECDIS时的情景意识  Keep situational awareness when using ECDIS |  |  |  |  |  |

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| **5** | **适任：应急反应**  **Competence: Respond to emergencies** | | |
| **5.1** | **应急程序**  **Emergency procedures** | | | **迅速确认紧急情况的类型和范围, 熟悉船舶应急程序**  **The type and scale of the emergency is promptly identified. Familiarize the ship’s emergency procedures** |  |  |
|  | 任务/职责  Task/ Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| 1 | 在紧急情况下的旅客保护和安全预防措施  Precautions for the protection and safety of passengers in emergency situations |  |  |  |  |  |
| 2 | 碰撞或搁浅后应采取的初步措施  Initial actions to be taken following a collision or grounding. |  |  |  |  |
| 3 | 救助落水人员的应急程序  Procedures to be followed for rescuing persons |  |  |  |  |
| 4 | 协助遇险船舶的应急程序  Procedures to be followed for assisting a ship |  |  |  |  |
| 5 | 港内应急反应遵循的程序  Procedures to be followed responding to emergency which arise in port |  |  |  |  |
| **5.2** | **应急的初始行动及损害的初步评估和控制**  **Initial actions and damage assessment and control** | | | **初始行动和船舶的操纵符合应急计划并适合于形势的急迫性和紧急情况的性质**  **Initial actions and manoevuring of ship should be in accordance with contingency plans and appropriate to the emergency of the urgency of the situation and nature** |  |  |
| 1 | 碰撞/搁浅后的损害评估和控制  The damage assessment and control after a collision /grounding. |  |  |  |  |  |
| 2 | 救助落水人员、协助遇险船舶的损害评估和控制  Assisting rescuing persons and the ship in distress and the damage assessment and control |  |  |  |  |
| 3 | 港内应急反应应遵循的程序了解  Be familiar with the responding to emergency which arise in port |  |  |  |  |
| **5.3** | **海上遇险信号的反应**  **Respond to a distress signal at sea** | | | **熟悉MSAR Manual 的有关内容，遇险或应急信号须立即辨认，其位置应正确标绘在合适的海图上**  **Knowledge of the MSAR Manual ，the distress or emergency signal is immediately recognized and its position should be plotted in proper charts correctly** |  |  |
| 1 | 熟悉MSAR Manual 的有关内容  Knowledge of the MSAR Manual |  |  |  |  |  |
| 2 | 遇险或应急信号须立即辨认，其位置应正确标绘在合适的海图上  The distress or emergency signal is immediately recognized and its position should be plotted in proper charts correctly |  |  |  |  |  |

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| **6** | **适任：使用IMO《标准航海通信用语》，以书面和口头形式使用英语**  **Competence: Use the IMO Standard Marine Communication Phrases and use English in written and oral form** | | | | |
| **6.1** | **使用书面英语**  **Use written English** | | | | | **正确的解释或起草英版航海出版物和有关船舶安全的信息**  **Admiralty Nautical Publications and messages relevant to the safety of the ship are correctly interpreted or drafted** |  |  |
|  | 任务/职责  Task/ Duty | | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| 1 | 能够正确使用海图和其他航海出版物  Be able to use Admiralty Nautical Publications and other publications | |  | |  |  |  |  |
| 2 | 理解气象资料和有关船舶安全和操作的信息  Understand meteorological information and messages concerning ship’s safety and operation | |  | |  |  |  |
| 3 | 用标准英文填写航海报告和规定格式  Fill in nautical reports and forms by standard English | |  | |  |  |  |
| 4 | 使用并理解SMCP的能力  The ability to use and understand the SMCP | |  | |  |  |  |
| **6.2** | **使用口头英语**  **Use oral English** | | | | | **使用标准航海通信英语清楚易懂的交流**  **Ability to use SMCP clearly and easily Communication** |  |  |
| 1 | 英语获得基本航海知识  Use adequate English to obtain the basic navigation knowledge |  | |  | |  |  |  |
| 2 | 应急设备的使用说明及应急通信的建立  The description of using emergency equipment and The establishment of emergency communication |  | |  | |  |  |
| 3 | 足够的英语知识能与他船、岸台和VTS中心通信  Adequate English to communicate with other ships and coast stations |  | |  | |  |  |  |
| 4 | 与使用多种语言的船员一起工作时也能履行驾驶员职责  Be able to perform the officer’s duties with a multilingual crew |  | |  | |  |  |  |

**编号**

**No.**

**培训**

**Training**

**评估标准**

**Criteria for Evaluation**

**表明适任**

指定培训师/专业评估员

（签名/日期）

**Competence Demonstrate**

Designated Training Officer/In Service Assessor

(Initials/Date)

**7**

**适任：用视觉信号发出和接收信息**

**Competence: Transmit and receive information by visual signaling**

**7.1**

**视觉信号通信**

**Visual signaling**

**在操作者职责范围内始终保持成功的交流**

**Communications within the responsibilities of the operator are successful at all time**

任务/职责

Task/ Duty

任务完成

船上培训师（签名/日期）

Task completed

Trainer (initials/date)

改进建议

Advice on areas for improvement

任务完成

船上培训师（签名/日期）

Task completed

Trainer (initials/date)

1

正确理解和使用际信号规则中规定的单字母信号

Properly understand the mean of the signal-letter signals and use it

2

遇险信号的组成、识别和发送

The compositions recognizing and sending of the distress signals.

3

用莫尔斯灯收发《避碰规则》附录4和《信号规则》附则1规定的遇险信号

Ability to transmit and receive by Morse light as specified in Annex Ⅳ of the COLREG,1972，as amended, and Appendix 1 of the international code of signal

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**Training**

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**Criteria for Evaluation**

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（签名/日期）

**Competence Demonstrate**

Designated Training Officer/In Service Assessor

(Initials/Date)

**8**

**适任：操纵船舶**

**Competence: Manoeuvre the ship**

**8.1**

**船舶操纵时，应当考虑到的船舶操纵的特性及其影响因素**

**When manoeuvre the ship, the characteristics of ship’s maneuvering and its influence should be considered**

**在正常情况下使用操纵资料是可信的，同时注意到吃水、吃水差、载重量等因素对安全操纵限制；操舵设备和电力系统不要违反正常操作规范；调整船舶的航向和航速保持安全航行**

**The information used in normal situations is reliable and consider the factors, such as, the draught, trim and DWTC. The steering gears and power systems should be in accordance with the operating manual. In order to ensure the safety of navigating, adjustments made to the ship’s course and speed**

任务/职责

Task/ Duty

任务完成

船上培训师（签名/日期）

Task completed

Trainer (initials/date)

改进建议

Advice on areas for improvement

任务完成

船上培训师（签名/日期）

Task completed

Trainer (initials/date)

1

载重量、吃水、纵倾、航速和龙骨下富裕水深等因素对旋回圈和冲程影响

The effects of deadweight, draught, trim, speed and under-keel clearance on turning circles and stopping distances

2

使用船舶的旋回圈和停车冲程资料，操纵船舶时，应考虑到蹲底、浅水和类似的影响

Use available information on the ship’s turning circles and stopping distances to manoeuvre, some effects should be taken into account, such as squat ,shallow water and similar effects

**8.2**

**外界因素对船舶操纵的影响**

**Effect of the external factors on ship maneuvering**

**在正常情况下使用操纵资料是可信的，同时注意到风、流船舶的推进力对安全操纵限制；操舵设备和电力系统不要超过正常操作规范；调整船舶的航向和航速保持安全航行**

**The information used in normal situations is reliable and consider the factors to affect the propeller, such as, wind, current etc. The steering gears and power systems should be in accordance with the operating manual. In order to ensure the safety of navigating, adjustments made to the ship’s course and speed**

1

使用有效的船舶旋回圈和停车冲程资料，并考虑到风、流对船舶操纵的影响

Use available information on the ship’s turning circles and stopping distances to manoeuvre, some effects should be taken into account, to affect the propeller, such as, wind, current etc.

2

风，流的影响

The effects of wind and current

3

浅水区的影响

The effects of shallow-water

**8.3**

**救助落水人员的操作**

Operations and procedures for rescuing the person overboard

**按《商船搜寻和救助手册》推荐的习惯做法，操纵船舶并及时报告船长**

**The actions to be taken are generally recommended by Merchant Ship MARSAR MANUAL and manoeuvre the ship and report to the master immediately**

1

救助落水人员的操作

Operations and procedures for rescuing the person overboard

**8.4**

**锚泊和系泊的程序**

**Proper procedures for anchoring and mooring**

**正确执行船长或引航员锚泊及系泊命令，操作过程是安全的**

**Properly carry out the master’s/pilot’s instructions of anchoring and berthing, and the action is safe**

1

正确演示系泊程序

The correct presentation mooring program

2

正确演示锚泊程序

The correct presentation anchoring program

**职能：货物装卸与积载**

**Function: Cargo handling and stowage**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
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| **9** | **适任：监测货物的装载、积载、系固、航行中的照料和卸载**  **Competence: Monitor the loading, stowage, securing, care during the voyage and the unloading of cargoes** | | | |
| **9.1** | **监控装货、积载、系固、航行中货物照管和卸载**  **Monitor the loading, stowage, securing, care during the voyage and the unloading of cargoes** | | | | **按照配载图或其他文件所制定的安全规则、设备操作规程和船舶积载限制进行货物操作**  **Cargo operations are carried out in accordance with the cargo plan or other documents and established safety rules/regulations, equipment operating instructions and shipboard stowage limitations** |  |  |
|  | 任务/职责  Task/ Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| 1 | 货物装卸、积载  Cargo handling and stowage |  | |  |  |  |  |
| 2 | 货物的系固  The securing of cargo |  | |  |  |  |
| 3 | 货物的照管  The care of cargo |  | |  |  |  |
| 4 | 货物（包括大件货）对船舶适航性和稳性的影响  The effect of cargo, including heavy lifts, on the seaworthiness and stability of the ship |  | |  |  |  |
| **9.2** | **货物（包括危险和有害货物）安全装卸、积载和系固对人命和船舶安全的影响**  **Knowledge of safe handling , stowage and securing of cargoes, including dangerous, hazardous and harmful cargoes , and their effect on the safety of life and of the ship** | | | | **熟悉船舶装运危险品以及重大件的安全须知和操作程序，熟知装卸，系固工作对船舶安全的重要性**  **Knowledge of Safety instructions and Operating procedures about loading dangerous and heavy lifts** |  |  |
| 1 | 载运危险品  The carriage of dangerous cargo |  |  | |  |  |  |
| 2 | 载运重大件  The carriage of heavy lifts |  |  | |  |  |
| **9.3** | **建立和保持装卸货期间有效交流的能力**  **Ability to establish and maintain effective communications during loading and unloading** | | | | **装卸货期间能与有关各方建立和保持有效的交流和沟通，确保船舶的装卸货作业能安全有序的进行**  **Establish and maintain effective communications during loading and unloading, Ensure that the ship loading and unloading operation can be safe and orderly** |  |  |
| 1 | 交流  Communication |  |  | |  |  |  |
| 2 | 货物的交涉  Communication on cargo handling |  |  | |

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| **10** | **适任：检查和报告货舱、舱盖和压载舱的缺陷和损坏**  **Competence: Inspect and report defects and damage to cargo spaces, hatch cover and ballast tanks** | | |
| **10.1** | **检查和报告货舱、舱盖和压载舱的缺陷和损坏**  **Inspect and report defects and damages of the cargo spaces, hatch cover and ballast tanks** | | | **熟悉船舶最常引起损坏的原因；检查和报告货舱、舱盖和压载舱的缺陷和损坏**  **Be familiar with the most common reason to cause damages; Inspect and report defects and damages of the cargo spaces, hatch cover and ballast tanks** |  |  | |
|  | 任务/职责  Task/ Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | |
| 1 | 解释船舶何处最常遇到的损坏和缺陷  Explain the damage and defects where the most frequently encountered by the ship |  |  |  |  | |  |
| 2 | 在给定期限内检查完所有的部件每次应检查哪些部件  Ability to inspect all parts within a given period of time every time |  |  |  | |  |
| 3 | 确认对船舶安全至关重要的船舶结构部件  Identify those elements of the ship structure which are critical to the safety of the ship |  |  |  | |  |
| 4 | 按规定的程序进行检查，探查到缺陷和损坏并正确报告  The inspections are carried out in accordance with specified procedures, and the defects and damages are detected and properly, and report correctly. |  |  |  | |  |
| 5 | 如何实施检查程序  How to inspect procedure shall be carried out |  |  |  | |  |
| 6 | 解释如何确保可靠地探查缺陷和损坏  Explain how to ensure reliable detection of defects and damage |  |  |  | |  |
| 7 | 理解“加强检验计划”的用途  Understanding the purpose of the “enhanced survey program” |  |  |  | |  |
| **10.2** | **最常引起损坏和缺陷**  **Damage and defects most commonly encountered** | | | **熟知各种情况下，船舶最容易引起的损坏，以及报告程序**  **Be familiar with all situations, such as the most commonly encountered ship’s damage and defects，and reporting procedure** |  | |  |
| 1 | 装卸货作业  Loading and unloading operation |  |  |  |  | |  |
| 2 | 腐蚀  Corrosion |  |  |  | |  |
| 3 | 恶劣天气  Severe weather condition |  |  |  | |  |

**职能：船舶作业管理和人员管理**

**Function: Controlling the operation of the ship and care for persons on board**

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| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate**  Designated Training Officer/  In Service Assessor  (Initials/Date) | |
| **11** | **确保遵守防污染要求**  **Competence: Ensure compliance with pollution-prevention requirements** | | |
| **11.1** | **防止海洋环境污染和防污染程序**  **Prevention of pollution of the marine environment and anti-pollution procedures** | | | **完全遵守有关船上操作监控及符合《MARPOL公约》要求的程序**  **Procedures for monitoring shipboard operations and ensuring compliance with MARPOL requirements are fully observed** |  |  |
|  | 任务/职责  Task/ Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| 1 | 为防止海洋环境污染采取的预防措施的知识  Knowledge of the precautions to be taken to prevent pollution of the marine environment |  |  |  |  |  |
| 2 | 采取积极措施保护海洋环境的重要性  Importance of proactive measures to protect the marine environment |  |  |  |  |
| **11.2** | **防止污染程序和所有附属设备**  **Prevention of pollution procedures and all associated equipment** | | | **船舶油污应急计划的理解，熟悉船上防污染设备并正确使用船上的防污染设备**  **Understanding SOPEP and the ship pollution prevention equipment and use it** |  |  |
| 1 | 熟悉防污染设备的使用  Be familiar with the use of pollution prevention equipment |  |  |  |  |  |
| 2 | 采取行动旨在确保良好的环保  Actions to ensure that a positive environmental reputation is maintained |  |  |  |  |  |

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| **编号**  **No.** | **培训**  **Training** | | | | | | | | | | | **评估标准**  **Criteria for Evaluation** | | | | | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate**  Designated Training Officer/  In Service Assessor  (Initials/Date) | | | | |
| **12** | **保持船舶的适航性**  **Competence: Maintain seaworthiness of the ship** | | | | | | | | | | |
| **12.1** | **船舶稳性**  **Ship stability** | | | | | | | | | | | **在各种装载条件下稳性状况达到IMO完整稳性标准;保证和维持船舶水密完整性**  **The stability conditions comply with the IMO intact stability criteria under all conditions of loading ；ensure and maintain the watertight integrity of the ship** | | | | |  | |  | | |
|  | 任务/职责  Task/ Duty | | | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | | | | | | | 改进建议  Advice on areas for improvement | | | | | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | | | |
| 1 | 稳性、吃水差、强度图表和强度计算仪器的实际知识和应用  Working knowledge and application of stability, trim and stress tables, diagrams and stress-calculating equipment | | |  | | |  | | | | |  | | | | |  | |  | | |
| 2 | 了解一旦丧失部分完整浮力时应采取的基本行动  Understanding the fundamental actions to be taken in the event of partial loss of intact buoyancy | | |  | | |  | | | | |  | |  | | |
| 3 | 了解水密完整性的基本知识  Understanding the fundamental of watertight integrity | | |  | | |  | | | | |  | |  | | |
| **12.2** | **船舶构造**  **Ship’s construction** | | | | | | | | | | | **正确识别船舶各部件的名称**  **Correct recognition of the various parts of the ship** | | | | |  | |  | | |
| 1 | 船舶主要构件和各种部件的正确名称的一般知识  General knowledge of the principal structural members of a ship and the proper names for the various parts | | |  | | | | |  | | |  | | | | |  | |  | | |
| **编号**  **No.** | **培训**  **Training** | | | | | | | | | | | | **评估标准**  **Criteria for Evaluation** | | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate**  Designated Training Officer/  In Service Assessor  (Initials/Date) | | | | |
| **13** | **船上防火、控制火灾和灭火**  **Competence: Prevent , control and fight fires on board** | | | | | | | | | | | |
| **13.1** | **防火和灭火设备**  **Fire prevention and fire-fighting appliances** | | | | | | | | | | | | **迅速确定问题的类型和范围，初始行动符合船舶应急程序和意外事故应急计划**  **The type and scale of the problem is promptly identified and initial actions conform with the emergency procedure and contingency plans for the ship** | |  | | |  | |
|  | 任务/职责  Task/ Duty | | | | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | | | | | | | 改进建议  Advice on areas for improvement | | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | | | |
| 1 | 操作船上各种类型的手提式灭火器  Operating various types of Portable fire extinguishers | | | |  | | | | |  | | | |  | |  | |  | | |
| 2 | 操作烟火探测设备  Operating Fire detection equipment | | | |  | | | | |  | | | |  | |  | | |
| 3 | 明确消防站的位置，并正确演示灭火系统、其他灭火设备和灭火剂  Locate fire-stations and demonstrate proper use of fixed installations and other fire-fighting appliances and agents | | | |  | | | | |  | | | |  | |  | |  | | |
| 4 | 消防设备的存放位置及其使用（消防员装备包括呼吸器）  The place of locating fire-fighting equipments and using (fireman’s outfit, including breathing apparatus) | | | |  | | | | |  | | | |  | |  | |  | | |
| 5 | 组织船舶消防演习  Ability to organize fire drills | | | |  | | | | |  | | | |  | |  | |  | | |
| **13.2** | **火的种类和化学性质的知识**  Knowledge of fire types and the chemical properties | | | | | | | | | | **掌握火的种类和化学性质的知识并运用到船舶灭火工作**  Master the knowledge of fire type and the chemical properties And applied to ship fire fighting work | | | |  | | |  | |
| 1 | 燃烧的基本概念和火的分类  The basic concept of combustion and fire types | |  | | | | | | |  |  | | | |  | | |  | |
| 2 | 一般防火措施  General fire prevention measures | |  | | | | | | |  |  | | |  | |
| 3 | 结构防火  Structural fire protection | |  | | | | | | |  |  | | |  | |
| **13.3** | **灭火系统的知识**  **Knowledge of fire-fighting systems** | | | | | | | | | | **在灭火训练或真正灭火行动之后的汇报时，以最适当的方式说明所采取每一行动的理由，包括行动的优先顺序，并得到认可**  **During briefing after an exercise or a real fire extinguishing action the reasons for each actions taken, including the priority in which they were taken, are explained and accepted as the most appropriate** | | | |  | | |  | |
| 1 | 在消防训练中有能力按消防计划采取行动  Demonstrate ability to act in accordance with the fire-fighting plan during fire-drills | |  | | | | |  | | |  | | | |  | | |  | |
| **13.4** | **通风系统及切断装置**  **Ventilating system and shut-off gears** | | | | | | | | | | **撤离、应急关闭和隔离程序适合紧急情况的性质，并迅速实施**  **Evacuations，emergency shutdown and isolating procedures are appropriate to the nature of the emergency and are implemented promptly** | | | |  | | |  | |
| 1 | 生活区通风关闭装置  Ventilation closing device of the accommodation areas |  | | | |  | | | | |  | | | |  | | |  | |
| 2 | 燃油紧急切断  Fuel emergency cut off |  | | | |  | | | | |  | | |  | |
| 3 | 紧急报警系统  Emergency alarm system |  | | | |  | | | | |  | | |  | |
| **13.5** | **关键设备的测试**  **Testing of the key equipment** | | | | | | | | | | **定期对关键设备进行必要的测试**  **Regularly carry out necessary test of key equipment** | | | |  | | |  | |
| 1 | 定期对手提式灭火器和固定式灭火系统的测试  Carry out the necessary test of Portable and Fixed fire extinguisher periodically | |  | | | | |  | | |  | | | |  | | |  | |
| 2 | 定期对烟火探测器的测试  Carry out necessary test of fire detector periodically | |  | | | | |  | | |  | | |  | |
| 3 | 定期对消防员装备（呼吸器）和EEBD的测试  Carry out necessary test of fireman’s outfit, including breathing apparatus and EEBD periodically | |  | | | | |  | | |  | | | |  | | |  | |
| **13.6** | **船舶消防设备的维护保养**  **maintenance of fire fighting equipment** | | | | | | | | | | **检查和维护保养船舶的消防设备**  **Check and maintenance of fire fighting equipment** | | | |  | | |  | |
| 1 | 手提式灭火器和固定灭火系统的维护保养  Maintenance of the Portable and Fixed fire extinguisher | |  | | | | |  | | |  | | | |  | | |  | |
| 2 | 火灾自动报警系统的维护保养  Maintenance of the fire detector | |  | | | | |  | | |  | | |  | |
| 3 | 消防员装备（呼吸器）和EEBD的维护保养  Maintenance of fireman’s outfit, including breathing apparatus, and EEBD | |  | | | | |  | | |  | | |  | |
| 4 | 防火控制图的检查和维护保养  Check and maintenance of the fire control plan | |  | | | | |  | | |  | | |  | |
| 5 | 其他消防用品的维护保养  Maintenance of other Fire protection equipment | |  | | | | |  | | |  | | |  | |

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| **14** | **适任：操作救生设备**  **Competence: Operate life-saving appliances** | | |
| **14.1** | **救生**  **life-saving** | | | **弃船和求生情况下的应急行动适合于当时的环境和条件，并符合公认的安全做法和标准**  **Actions in responding to abandon ship and survival situations are appropriate to the prevailing circumstances and conditions and comply with accepted safety practices and standards** |  |  |
|  | 任务/职责  Task/ Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| 1 | 组织弃船演习的能力  Ability to organize abandon ship drills |  |  |  |  |  |
| 2 | 保证救生艇筏上的设备配置足够  Ensure that equipment on board survival craft is adequate |  |  |  |  |  |
| 3 | 演示组织和监督释放、操作和回收救生艇/筏  Demonstrate the ability to organize and supervise the launching, handing and recovery of life boat |  |  |  |  |  |
| **14.2** | **救生艇（救助艇），救生筏及静水压力释放器**  **Life-boat(rescue boat), life-raft and hydrostatic release unit** | | | **能正确操作救生艇（救助艇），救生筏及静水压力释放器，确保设备处于良好的状态**  **Ability to operate Lifeboat(rescue boat), life-raft and hydrostatic release unit, make sure all the appliance to be in good condition** |  |  |
| 1 | 闭救生艇的正确操作，使设备处于良好状态  Ability to operate lifeboat ，make sure all the appliance be good condition |  |  |  |  |  |
| 2 | 救助艇的正确操作，使设备处于良好状态  Ability to operate rescue boat, make sure all the appliance be in good condition |  |  |  |  |
| 3 | 保障登乘设备处于良好状态  Make sure all the boarding devices to be in good condition |  |  |  |  |
| 4 | 保证静水压力释放器处于良好状态  Make sure all the Hydrostatic release unit be in good condition |  |  |  |  |  |
| **14.3** | **驾驶台救生设备**  **Life-saving equipment on the bridge** | | | **正确使用驾驶台救生设备，确保驾驶台救生设备处于良好状态**  **Ability to operate life-saving equipments on the bridge, make sure all the appliance be in good condition** |  |  |
| 1 | 抛绳器、红光降落伞信号  Line throwing apparatus，Red flare parachute signal |  |  |  |  |  |
| 2 | 双向VHF  two-way VHF |  |  |  |  |
| 3 | 雷达应答器  Radar transponder |  |  |  |  |
| 4 | 应急示位标  EPIRB |  |  |  |  |
| **14.4** | **救生圈**  **Life buoy** | | | **正确使用驾驶台救生设备，确保驾驶台救生设备处于良好状态**  **Ability to operate Life buoy, make sure all the appliance be in good condition** |  |  |
| 1 | 救生圈的正确使用，维护保养，确保船舶救生圈处于良好状态  Operation Life buoy Correctly, good Maintenance and make sure all Life buoy be in good condition |  |  |  |  |  |
| **14.5** | **救生衣和浸水保温服**  **Life jackets and Immersion suits** | | | **正确穿着救生衣和浸水保温服的能力，确保设备处于良好状态**  **Ability to operate life jacket and immersion suit, make sure all the appliance be in good condition** |  |  |
| 1 | 救生衣  Life jacket |  |  |  |  |  |
| 2 | 浸水保温服  Immersion suit |  |  |  |  |
| **14.6** | **关键设备的测试保养**  **The test and maintenance of the key equipment** | | | **正确测试和保养船舶关键设备**  **The correct test and maintenance for key equipment of the ship** |  |  |
| 1 | 救生艇（救助艇）艇机启动测试  The lifeboat/rescue boat engine starting test |  |  |  |  |  |
| 2 | 驾驶台救生设备的测试  Test life-saving equipment on  the bridge |  |  |  |  |

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| **15** | **适任：在船上应用医疗急救**  **Competence: apply medical first aid on board ship** | | |
| **15.1** | **船上一旦发生意外或疾病时立即实施急救**  **First aid immediately in case of accidents or illnesses that are occur on board ship** | | | **迅速确认伤病的可能原因，性质和程度，采取治疗一减少对生命的直接威胁**  **The identification of probable cause , nature and extent of injuries or conditions is prompt and treatment minimizes immediate threat to life** |  |  |
|  | 任务/职责  Task/ Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| 1 | 伤病员检查，急救和护理  Check, first aid and nurse the sick and wounded person |  |  |  |  |  |
| 2 | 国际船舶医学指南的使用 |  |  |  |  |
| **15.2** | **为船上的伤员提供医护**  **Provide health care for illnesses on board ship** | | | **有效利用医疗指南和无线电咨询，对船上发生或可能发生的疾病采取有效的行动**  **Effectively consult the medical guides, get advice by radio and take effective action when such occasions occurring on board** |  |  |
| 1 | 有效利用医疗指南和无线电咨询，对船上发生或可能发生的疾病采取有效的行动  Effectively consult the medical guides, get advice by radio and take effective action when such occasions occurring on board |  |  |  |  |  |

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| **16** | **适任：监督遵守法定要求**  **Competence: Monitor compliance with legislative** | | |
| **16.1** | **国际公约**  **International Convention** | | | **正确确认有关海上人命安全、保安和保护海洋环境的法定要求**  **Legislative requirement relating to safety of life at sea, security and protection of the marine environment are correctly identified.** |  |  |
|  | 任务/职责  Task/ Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| 1 | 正确确认有关海上人命安全的法定要求  Legislative requirement relating to safety of life at sea are correctly identified |  |  |  |  |  |
| 2 | 正确确认有关保安的法定要求Legislative requirement relating to security are correctly identified |  |  |  |  |  |
| 3 | 正确确认有关保护海洋环境的法定要求  Legislative requirement relating to protection of the marine environment are correctly identified |  |  |  |  |  |

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| **17** | **适任：领导力和团队工作技能的运用**  **Competence: Application of leadership and team-working skill** | | | | | |
| **17.1** | **船上人员管理和培训**  **Working knowledge of shipboard personnel management and training** | | | | | | **培训目标和培训活动基于对目前适任能力的评估和操作要求**  **Training objective and activities are based on assessment of current competence and capabilities and operational requirements** |  |  | |
|  | 任务/职责  Task/ Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | | | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | |
| 1 | 根据要求，对船员进行专业的培训  According to the requirements, carrying out professional training to the crew members |  | |  | | |  |  |  | |
| 2 | 具有一定的船上人员管理能力  Ability to manage shipboard personnel |  | |  | | |  |  | |
| **17.2** | **有关国际海事公约和建议案以及国内法规**  **A knowledge of related international maritime conventions and recommendations, and national legislation** | | | | | | **熟悉国际海事公约和建议案以及国内法规**  **Be familiar with the related international maritime conventions and recommendations, and national legislation** |  |  | |
| 1 | 国际海事公约和建议案的知识  A knowledge of related international maritime conventions and recommendations |  |  | | | |  |  |  | |
| 2 | 国内法规的知识  A knowledge of national legislation |  |  | | | |  |  |  | |
| **17.3** | **用任务和工作量管理**  **Ability to apply task and workload management** | | | | | | **分配船员工作，并以适合相关个人的方式告知所要求的工作标准和行为准则**  **The crew are allocated duties and informed of expected standards of work and behavior in a manner appropriate to the individuals concerned** |  |  | |
|  | 任务/职责  Task/ Duty | 任务完成  船上培训师（姓名/日期）  Task completed  Trainer (initials/date) | | | | | 要改进地方  Advice on areas for improvement | 任务完成  船上培训师（姓名/日期）  Task completed  Trainer (initials/date) | | |
| 1 | 任务和时间管理  The task and time management |  | | |  | |  |  | |  |
| 2 | 工作计划和协调  Planning and co-ordination |  | | |  | |  | |  |
| 3 | 人员分派  Personnel assignment |  | | |  | |  | |  |
| 4 | 时间和资源的限制  Time and resource constraints |  | | |  | |  | |  |
| 5 | 优先排序  prioritization |  | | |  | |  | |  |
| **17.4** | **运用有效资源管理的知识和能力**  **Knowledge and ability to apply effective resource management** | | | | | | **根据需要按正确的优先顺序分配资源，以执行必要的任务，必要的团队成员对当前和预测的船舶操作的状态及外部环境有共同的准确理解；决策对于局面是最有效的**  **Resources are allocated as needed in correct priority to perform necessary tasks. Necessary team-members share accurate understanding the current and predicted vessel status and operational status and external environment. Decisions are most effective for the situation.** |  | |  |
| 1 | 资源的分配、分派和优先排序  Allocation，assignment, and prioritization of resources |  |  | | | |  |  | |  |
| 2 | 有效的交流  Effective communication |  |  | | | |  | |  |
| 3 | 决断力和领导力  Assertiveness and leadership |  |  | | | |  | |  |
| 4 | 决策反映出团队经验的考虑  Decision reflects consideration of team experiences |  |  | | | |  | |  |
| 5 | 情景意识的获得和保持  Obtaining and maintaining situational awareness |  |  | | | |  | |  |
| **17.5** | **运用决策技能的知识和能力**  **knowledge and ability to apply decision-making techniques** | | | | | | **有效运用决策技能进行管理和评估**  **Effective use of decision-making techniques** |  | |  |
| 1 | 局面和风险评估  Situation and risk assessment |  | | | |  |  |  | |  |
| 2 | 识别并考虑形成的选项  Identify and consider generated options |  | | | |  |  | |  |
| 3 | 选择行动过程并评价结果的有效性  Selecting course of action and evaluation of outcome effectiveness |  | | | |  |  | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate**  Designated Training Officer/  In Service Assessor  (Initials/Date) | |
| **18** | **适任：致力于人员和船舶的安全**  **Competence: Contribute to the safety of personnel and ship** | | |
| **18.1** | **个人求生技能的知识**  **Knowledge of personal survival techniques** | | | **正确使用适当的安全和防护设备；始终遵守为保护人员和船舶二制定的程序和安全工作做法；始终遵守为保护环境而制定的程序；意识到紧急情况是的初始和后续行动符合既定的应急反应程序**  **Appropriate safety and protective equipment is correctly used; procedures and safe working practices designed to safeguard personal and the ship are observed at all times; procedures designed to safeguard the environment are observed at all times; initial and follow-up action on becoming aware of an emergency conforms with established emergency response procedures** |  |  |
|  | 任务/职责  Task/ Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| 1 | 个人求生技能的知识  Knowledge of personal survival techniques |  |  |  |  |  |
| **18.2** | **船舶防火与灭火的能力**  **Knowledge of fire prevention and ability to fight and extinguish** | | | **正确使用适当的安全和防护设备；始终遵守为保护人员和船舶二制定的程序和安全工作做法；始终遵守为保护环境而制定的程序；意识到紧急情况是的初始和后续行动符合既定的应急反应程序**  **Appropriate safety and protective equipment is correctly used; procedures and safe working practices designed to safeguard personal and the ship are observed at all times; procedures designed to safeguard the environment are observed at all times; initial and follow-up action on becoming aware of an emergency conforms with established emergency response procedures** |  |  |
| 1 | 船舶防火与灭火的能力  Knowledge of fire prevention and ability to fight and extinguish |  |  |  |  |  |
| **18.3** | **基本急救的知识**  **Knowledge of elementary first aid** | | | **正确使用适当的安全和防护设备；始终遵守为保护人员和船舶二制定的程序和安全工作做法；始终遵守为保护环境而制定的程序；意识到紧急情况是的初始和后续行动符合既定的应急反应程序**  **Appropriate safety and protective equipment is correctly used; procedures and safe working practices designed to safeguard personal and the ship are observed at all times; procedures designed to safeguard the environment are observed at all times; initial and follow-up action on becoming aware of an emergency conforms with established emergency response procedures** |  |  |
|  | 任务/职责  Task/ Duty | 任务完成  船上培训师（姓名/日期）  Task completed  Trainer (initials/date) | | 要改进地方  Advice on areas for improvement | 任务完成  船上培训师（姓名/日期）  Task completed  Trainer (initials/date) | |
| 1 | 基本急救的知识  Knowledge of elementary first aid |  |  |  |  |  |
| **18.4** | **个人安全和社会责任的知识**  **Knowledge of personal safety and social responsibilities** | | | **正确使用适当的安全和防护设备；始终遵守为保护人员和船舶二制定的程序和安全工作做法；始终遵守为保护环境而制定的程序；意识到紧急情况是的初始和后续行动符合既定的应急反应程序**  **Appropriate safety and protective equipment is correctly used; procedures and safe working practices designed to safeguard personal and the ship are observed at all times; procedures designed to safeguard the environment are observed at all times; initial and follow-up action on becoming aware of an emergency conforms with established emergency response procedures** |  |  |
| 1 | 个人安全和社会责任 |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate**  Designated Training Officer/  In Service Assessor  (Initials/Date) | |
| **19** | **适任：导航设备和航海图书的管理**  **Competence: The management of Navigational equipment and Nautical publications and charts** | | |
| **19.1** | **导航设备的管理**  **The management of Navigational equipment** | | | **正确操作导航设备，并对设备进行有效的管理，维护，保养的能力**  **Ability to Correctly operation of navigation equipment and carry out effectively management and maintenance** |  |  |
|  | 任务/职责  Task/ Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| 1 | 正确操作导航设备，并对设备进行有效的管理，维护，保养  Correctly operation of navigation equipment and carry out effectively management and maintenance |  |  | , |  |  |
| **19.2** | **航海图书的管理**  **The management of Nautical publications and charts** | | | **合理有效的管理航海图书资料以及驾驶台的张挂资料的能力**  **Ability to carry out effectively management to the Nautical publications and charts** |  |  |
| 1 | 驾驶台张挂的资料的管理  Management of the bulletin posted on the bridge |  |  |  |  |  |
| 2 | 海图的有效管理  effectively management to the charts |  |  |  |  |  |
| 3 | 航海出版物的管理  effectively management to the Nautical publications |  |  |  |  |  |

**第五部分 任务摘要图 SECTION 5 TASK SUMMARY CHART**

任务摘要图是为见习船员、船上培训师、船长和公司培训师提供指导并帮助检查见习船员所完成的任务或职责的数量。见习船员在培训计划的表格填写时，以任务摘要图的方式进行。在培训的过程中，勾除掉你已经完成的任务。

The purpose of the summary chart is to provide trainee, training officer, master and company trainer with a guide and continuous check on the numbers of tasks or duties that you have completed. Trainees should fill the blank of training plan by using the task summary task. Tick off only those tasks you have completed.

**职能: 航行**

**Function: Navigation**

1适任:计划并引导航行和定位

Competence: Plan and conduct a passage and determine position

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1.1.1 | 1.2.1 | 1.2.2 | 1.2.3 | 1.2.4 | 1.2.5 | 1.3.1 | 1.3.2 | 1.3.3 | 1.3.4 | 1.4.1 | 1.4.2 | 1.4.3 | 1.4.4 | 1.4.5 | 1.4.6 | 1.4.7 | 1.4.8 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.5.1 | 1.6.1 | 1.6.2 | 1.6.3 | 1.7.1 | 1.8.1 | 1.8.2 | 1.8.3 |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

2适任:保持安全的航行值班

Competence: Maintain a safe navigational watch

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2.1.1 | 2.1.2 | 2.1.3 | 2.1.4 | 2.1.5 | 2.1.6 | 2.2.1 | 2.2.2 | 2.2.3 | 2.2.4 | 2.2.5 |
|  |  |  |  |  |  |  |  |  |  |  |

3适任:使用雷达和自动雷达标绘仪保持航行安全

Competence: Use of radar and ARPA to maintain safety of navigation

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.1.1 | 3.1.2 | 3.1.3 | 3.1.4 | 3.2.1 | 3.2.2 | 3.2.3 | 3.2.4 | 3.2.5 | 3.2.6 | 3.3.1 | 3.3.2 | 3.3.3 | 3.3.4 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

4:适任: 使用ECDIS保持航行安全

Competence: Use of ECDIS to maintain the safety of navigation

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 4.1.1 | 4.1.2 | 4.1.3 | 4.2.1 | 4.2.2 | 4.2.3 | 4.2.4 |
|  |  |  |  |  |  |  |

5适任: 应急反应

Competence: Respond to emergencies

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 5.1.1 | 5.1.2 | 5.1.3 | 5.1.4 | 5.1.5 | 5.2.1 | 5.2.2 | 5.2.3 | 5.3.1 | 5.3.2 |
|  |  |  |  |  |  |  |  |  |  |

6适任:使用IMO《标准航海通信用语》，以书面和口头形式使用英语

Competence: Use the IMO Standard Marine Communication Phrases and use English in written and oral form

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 6.1.1 | 6.1.2 | 6.1.3 | 6.1.4 | 6.2.1 | 6.2.2 | 6.2.3 | 6.2.4 |
|  |  |  |  |  |  |  |  |

7:适任: 用视觉信号发出和接收信息

Competence: Transmit and receive information by visual signaling

|  |  |  |
| --- | --- | --- |
| 7.1.1 | 7.1.2 | 7.1.3 |
|  |  |  |

8适任: 操纵船舶

Competence: Manoeuvre the ship

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 8.1.1 | 8.1.2 | 8.2.1 | 8.2.2 | 8.2.3 | 8.3.1 | 8.4.1 | 8.4.2 |
|  |  |  |  |  |  |  |  |

**职能：货物装卸与积载**

**Function: Cargo handling and stowage**

9适任：监测货物的装载、积载、系固、航行中的照料和卸载

Competence: Monitor the loading, stowage, securing, care during the voyage and the unloading of cargoes

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 9.1.1 | 9.1.2 | 9.1.3 | 9.1.4 | 9.2.1 | 9.2.2 | 9.3.1 | 9.3.2 |
|  |  |  |  |  |  |  |  |

10适任: 检查和报告货舱、舱盖和压载舱的缺陷和损坏

Competence: Inspect and report defects and damage to cargo spaces, hatch cover and ballast tanks

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 10.1.1 | 10.1.2 | 10.1.3 | 10.1.4 | 10.1.5 | 10.1.6 | 10.1.7 | 10.2.1 | 10.2.2 | 10.2.3 |
|  |  |  |  |  |  |  |  |  |  |

**职能: 船舶作业管理和人员管理**

**Function: Controlling the operation of the ship and care for persons on board**

11适任: 确保遵守防污染要求

Competence: Ensure compliance with pollution-prevention requirements

|  |  |  |  |
| --- | --- | --- | --- |
| 11.1.1 | 11.1.2 | 11.2.1 | 11.2.2 |
|  |  |  |  |

12适任:保持船舶的适航性

Competence: Maintain seaworthiness of the ship

|  |  |  |  |
| --- | --- | --- | --- |
| 12.1.1 | 12.1.2 | 12.1.3 | 12.2.1 |
|  |  |  |  |

13适任-船上防火、控制火灾和灭火

Competence: Prevent , control and fight fires on board

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 13.1.1 | 13.1.2 | 13.1.3 | 13.1.4 | 13.1.5 | 13.2.1 | 13.2.2 | 13.2.3 | 13.3.1 | 13.4.1 | 13.4.2 | 13.4.3 |
|  |  |  |  |  |  |  |  |  |  |  |  |
| 13.5.1 | 13.5.2 | 13.5.3 | 13.6.1 | 13.6.2 | 13.6.3 | 13.6.4 | 13.6.5 |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

14适任-操作救生设备

Competence: Operate life-saving appliances

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4.1.1 | 4.1.2 | 4.1.3 | 4.2.1 | 4.2.2 | 4.2.3 | 4.2.4 | 4.3.1 | 4.3.2 | 4.3.3 | 4.3.4 | 4.4.1 |  | 4.5.1 | 4.5.2 | 4.6.1 | 4.6.2 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

15适任-在船上应用医疗急救

Competence: Apply medical first aid on board ship

|  |  |  |
| --- | --- | --- |
| 15.1.1 | 15.1.2 | 15.2.1 |
|  |  |  |

16适任-监督遵守法定要求

Competence: Monitor compliance with legislative

|  |  |  |
| --- | --- | --- |
| 16.1.1 | 16.1.2 | 16.1.3 |
|  |  |  |

17适任-领导力和团队工作技能的运用

Competence: Application of leadership and team-working skill

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 17.1.1 | 17.1.2 | 17.2.1 | 17.2.2 | 17.3.1 | 17.3.2 | 17.3.3 | 17.3.4 | 17.3.5 | 17.4.1 | 17.4.2 | 17.4.3 | 17.4.4 | 17.4.5 | 17.5.1 | 17.5.2 | 17.5.3 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

18适任-致力于人员和船舶的安全

Competence: Contribute to the safety of personnel and ship

|  |  |  |  |
| --- | --- | --- | --- |
| 18.1.1 | 18.2.1 | 18.3.1 | 18.4.1 |
|  |  |  |  |

19适任-导航设备和航海图书的管理

Competence: The management of Navigational equipment and Nautical publications and charts

|  |  |  |  |
| --- | --- | --- | --- |
| 19.1.1 | 19.2.1 | 19.2.2 | 19.2.3 |
|  |  |  |  |

**第六部分 见习记录簿附页（另加附页）**

**SECTION 6 EXTRA PAPERS FOR ON BOARD TRAINING RECORD BOOK (ATTACH ADDITIONAL PAGES)**

1、专题一、船上见习的基本情况、收获与体会。不少于1000字。

Subject 1 The basic information, acquisition and tips on board training, not less than 1000 words

2、专题二、船舶救生设备的管理以及维护保养工作。不少于1500字。

Subject 2 The management and maintenance to the Ship’s lifesaving equipment, not less than 1500 words

3、专题三、船舶消防设备的管理以及维护保养工作。不少于1500字。

Subject 3 The management and maintenance to the Ship’s Fire fighting appliance, not less than 1500 words

4、专题四、演习计划制定与应变部署表的编制。不少于1000字。

Subject 4 Making drills plans and Preparation of the muster list, not less than 1000 words

5、专题五、港口国检查的知识。不少于1000。

Subject 5 The knowledge of PSC, not less than 1000 words

**第七部分 评价报告**

**SECTION 7 REPORT OF EVALUATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名  Name |  | 船上见习时间  Training period |  | 船员服务簿注册号码  Seafarer’s Registration No. |  |
| 船长鉴定意见  Evaluating competence by master  签名/盖章 日期  Initials/ Ship’s official stamp Date | | | | | |
| 船公司鉴定意见  Evaluating competence by company  签名/盖章 日期  Initials/ official stamp Date | | | | | |
| 海事机构意见  Evaluating competence by administration  签名 日期  Initials Date | | | | | |

# 4.申请值班水手适任证书船上见习记录

申 请 值 班 水 手 适 任 证 书

船 上 见 习 记 录 簿（2018版）

ON BOARD TRAINING RECORD BOOK FOR CANDIDATES FOR CERTIFICATION AS RATINGS

申 请 值 班 水 手 适 任 证 书

船 上 见 习 记 录 簿

ON BOARD TRAINING RECORD BOOK FOR CANDIDATES FOR CERTIFICATION AS RATINGS

姓名 Name:

船员服务簿注册号码 Seafarer’s Registration No.:

公司名称 Company:

海事管理机构 Maritime Administration:

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**第一部分 使用指南SECTION 1 GUIDE TO COMPLETION**

**第二部分 资料与检查表SECTION 2 PARTICULARS AND INSPECTION LIST**

1个人资料Personal information

2船舶资料Ship’s particulars

3船上培训师检查见习进程Designated training officer’s review of training progress

4船长检查见习记录簿Master’s inspection of record book

5公司检查见习记录簿Company’s inspection of record book

**第三部分 见习任务和要达成的适任目标SECTION 3 INFORMATION ON TRAINING TASKS AND COMPETENCES TO BE ACHIEVED**

**第四部分 见习科目SECTION 4 SUBJECT OUTLINE**

**职能：航行Function: Navigation**

1按舵令操舵（包括英文舵令）Steering the ship and comply with helm orders, also in the English language

2以视觉、听觉保持正规瞭望Keep a proper look out by sight and hearing

3有助于监控安全值班Contribute to monitoring and controlling a safe watch

4有助于安全航行值班 Contribute to safe navigational watch

5操作应急设备和遵从应急程序Operate emergency equipment and apply emergency procedures

6有助于靠泊，锚泊和其他系泊操作Contribute to berthing, anchoring, and other mooring operations

**职能：货物装卸和积载Function: Cargo handling and stowage**

7有助于货物和物料的装卸Contribute to the handling of cargo and stores

**职能：船舶作业管理和人员管理Function: Controlling the operation of the ship and care for persons on board**

8有助于甲板设备和机械的安全操作Contribute to the safe operation of deck equipment and machinery

9采取职业健康和安全预防措施 Apply occupational health and safety precautions

10采取预防措施和有助于防止海洋环境污染Apply precautions and contribute to the prevention of pollution of the marine environment

11操作救生筏和救助艇Operate survival craft and rescue boats

**职能：维护和修理Function: Maintenance and repair**

12有助于船舶维护和修理Contribute to ship maintenance and repair

**第五部分 任务摘要图表SECTION 5 TASK SUMMARY CHART**

**第六部分 见习记录簿附页SECTION 6 EXTRA PAPERS FOR ON BOARD TRAINING RECORD BOOK**

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**第八部分** **见习船员操舵记录（仅适用于值班水手）SECTION 8 TRAINEE’S STEERING RECORD（APPLY TO RATINGS ONLY）**

第一部分 使用指南

船长、指定的船上培训师和见习船员需注意

**1记录簿的目的：**

见习记录簿是根据《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》的要求编制的，其目的是确保需要见习的船员按照结构化的见习计划，充分利用海上航行时间，在船上培训师的指导下，完成预定的见习任务。在充分完成见习任务后，就可以获得实际的工作经验和必要的海上服务资历，成为与《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》中适任要求相一致的合格船员。

**2当持有记录簿时：**

见习船员应完成有关个人信息的填写。

见习船员应在船上培训师的指导下，按见习计划，分阶段地完成见习任务的填写。

见习船员在整个见习期间应个人负责记录簿的保管。

**3加入船舶后，尽可能地：**

见习船员应完成第二部分关于船舶技术细节内容的填写，船长和指定的船上培训师应提供进行训练的机会。

船长和指定的船上培训师应检查此记录簿的记录情况，以核查实习进程。

见习船员应根据船舶的实际情况，在船上培训师的指导下，制定相应的见习计划以解决适任证明的问题，在第五部分可以看到任务摘要图。

**4见习船员海上资历期间：**

在第四部分所列出的一系列船上见习任务，应在船上培训师的指导下积极的完成。

一旦上船，只要航行情况允许，此记录簿应每个星期提交给指定的船上培训师检查。船上见习的开展要及时记录。船上培训师的检查要及时记录，在对需要改进的地方进行验证后，签名并标注日期。

记录簿每个月应提交给船长检查，船长的评论要及时记录，标注日期。该评论应仅涉及见习船员的适任情况和见习进程。

每条船见习结束后，记录簿应提交给公司检查，公司培训师的评论要及时记录，标注日期。该评论应仅涉及见习船员的适任情况和见习进程。

**SECTION 1 GUIDE TO COMPLETION**

For the attention masters, designated on board training officers and rating trainees

1.Object of the record book

The record book was designed in accordance with the STCW Convention as amended in 2010 and the Regulations of the People’s Republic of China governing Competency Examination and Certification for Seafarers Serving on Seagoing Ships, which is to help ensure that ratings follow a structured programme of training and make best use of their time at sea to complete the tasks under the direction of onboard trainer. In so doing they will gain the practical training and experience to become competent watchkeeping deck ratings in accordance with the STCW Convention as amended in 2010 and the Regulations for the examination and certification of seafarers of the People’ republic of China.

2.On receipt of this book

The trainee should complete the information of personal history.

The trainee should complete the information required on the following pages by stages, under the supervision of the designated training officer on schedule.

The trainee should be personally responsible for the safe keeping of this record book throughout training.

3.As soon as possible after joining the ship:

The trainee should complete Section 2 which concerning the data of the ship details. The master and the designated training officer on board each ship should provide an opportunity for this exercise to be undertaken.

The master and the designated training officer on board each ship should inspect this book in order to check progress already made.

The trainee should make a plan to tackle the competences that still need to be demonstrated under the direction of the designated training officer. A task summary can be found in section 5.

4.Throughout the rating’s seagoing service

Sections 4, which contain a list of on board training tasks, should be progressively completed under the direction of the designated training officer.

The Book should be submitted to the designated training officer for inspection on joining the ship, so far as the voyage pattern allows, every week. The training progress should be recorded in time. The inspection of the designated training officer should also be recorded in time and sign his name with the date after inspecting the area for improvements.

The Book should be submitted to the master for inspection every month and the master’s comments should be recorded with date timely, Comments should only be related to the trainee’s practical progress and competence.

The Book should be submitted to the company for inspection every two months and the comments should be recorded with date timely, Comments should only be related to the trainee’s practical progress and competence.

第二部分 资料与检查表

**SECTION 2 PARTICULARS AND INSPECTION LIST**

1. 个人资料Personal information

姓名Name: 出生日期Date of Birth:

海员证编号Seafarer’s Passport No.:

船员服务簿注册号码Seafarer’s Registration No.:

见习起止时间Starting and Ending Time of Training:

公司名称Company:

公司地址Address of Company:

家庭住址Permanent Address:

备注Remarks:

PHOTO

**2.船舶资料 Ship’particulars**

获得你所服务船舶的信息对于你的训练很有必要，为了帮助你满足规则要求，当你在船上的时候记录如下的详情。

第一艘船舶 The first ship

|  |  |  |
| --- | --- | --- |
| 船名/类型SHIP’S NAME/TYPE: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺度和容积Dimensions and Capacities**  全长Length O.A. m  船宽Breadth m  船深Depth m  夏季吃水Summer Draught m  夏季干舷Summer Freeboard m  总吨位Gross Tonnage  净吨位 Net Tonnage  总载重量Dead Weight t  空船排水量Light Displacement t 散装容积Grain Capacity m3  液舱容积Liquid Capacity m3  **系缆（数量/直径）**  **Mooring Ropes(Number/Diameter)**  合成纤维缆Synthetic Fibre mm  钢丝绳Wires mm  拖缆Towing Spring mm  **锚(重)Anchors (Weight)**  左锚Port t  右锚Starboard t备锚Spare t  锚链（直径）Cable(Diameter) mm | 锚链长度Length shackles  **救生设备Lifesaving Equipment**  救生艇(数量)Lifeboats(No.)  救生筏(数量)life-Raft(No.)  救生艇定员（人）Capacity per boat persons  救生筏定员（人）Capacity per life-raft persons  救生圈(数量) Lifebuoys(No.)  救生衣（数量）Survival Suits(No.)  **消防装置Fire Fighting Equipment**  灭火器（数量/容量）Fire Extinguishers(No. and Capacity)  种类Types:  水Water liters  泡沫Foam liters  干粉Dry Powder kg  二氧化碳CO2 kg  消防水管 (数量/尺寸)Fire Hoses(No. /size) mm  消防员装备(品牌/数量)Fireman’s Outfit(type/No.)    **货物操作设备Cargo Handling Gear**  吊杆/克令吊（数量/安全工作负荷）  Derricks/Cranes(No. and SWL) t  其他货物装卸设备Other Cargo Equipment | **油轮 Tanker**  压载舱(数量)Ballast Tanks (No.)  隔离舱(数量)Segregations (No.)  货油舱(数量)Cargo Tanks (No.)  货油泵(数量)Cargo Pumps (No.)  **航行通信设备Navigational And Communication Equipment**  紧急无线电示位标（型号）EPIRB (type)  搜救雷达应答器（型号）SART (type) |

**第二艘船舶The second ship**

|  |  |  |
| --- | --- | --- |
| 船名/类型SHIP’S NAME/TYPE: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺度和容积Dimensions and Capacities**  全长Length O.A. m  船宽Breadth m  船深Depth m  夏季吃水Summer Draught m  夏季干舷Summer Freeboard m  总吨位Gross Tonnage  净吨位 Net Tonnage  总载重量Dead Weight t  空船排水量Light Displacement t 散装容积Grain Capacity m3  液舱容积Liquid Capacity m3  **系缆（数量/直径）**  **Mooring Ropes(Number/Diameter)**  合成纤维缆Synthetic Fibre mm  钢丝绳Wires mm  拖缆Towing Spring mm  **锚(重)Anchors (Weight)**  左锚Port t  右锚Starboard t备锚Spare t  锚链（直径）Cable(Diameter) mm | 锚链长度Length shackles  **救生设备Lifesaving Equipment**  救生艇(数量)Lifeboats(No.)  救生筏(数量)life-Raft(No.)  救生艇定员（人）Capacity per boat persons  救生筏定员（人）Capacity per life-raft persons  救生圈(数量) Lifebuoys(No.)  救生衣（数量）Survival Suits(No.)  **消防装置Fire Fighting Equipment**  灭火器（数量/容量）Fire Extinguishers(No. and Capacity)  种类Types:  水Water liters  泡沫Foam liters  干粉Dry Powder kg  二氧化碳CO2 kg  消防水管 (数量/尺寸)Fire Hoses(No. /size) mm消防员装备(品牌/数量)Fireman’s Outfit(type/No.)    **货物操作设备Cargo Handling Gear**  吊杆/克令吊（数量/安全工作负荷）  Derricks/Cranes(No. and SWL) t  其他货物装卸设备Other Cargo Equipment | **油轮 Tanker**  压载舱(数量)Ballast Tanks (No.)  隔离舱(数量)Segregations (No.)  货油舱(数量)Cargo Tanks (No.)  货油泵(数量)Cargo Pumps (No.)  **航行通信设备Navigational And Communication Equipment**  紧急无线电示位标（型号）EPIRB (type)    搜救雷达应答器（型号）SART (type) |

**第三艘船舶The third ship**

|  |  |  |
| --- | --- | --- |
| 船名/类型SHIP’S NAME/TYPE: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺度和容积Dimensions and Capacities**  全长Length O.A. m  船宽Breadth m  船深Depth m  夏季吃水Summer Draught m  夏季干舷Summer Freeboard m  总吨位Gross Tonnage  净吨位 Net Tonnage  总载重量Dead Weight t  空船排水量Light Displacement t 散装容积Grain Capacity m3  液舱容积Liquid Capacity m3  **系缆（数量/直径）**  **Mooring Ropes(Number/Diameter)**  合成纤维缆Synthetic Fibre mm  钢丝绳Wires mm  拖缆Towing Spring mm  **锚(重)Anchors (Weight)**  左锚Port t  右锚Starboard t  备锚Spare t  锚链（直径）Cable(Diameter) mm | 锚链长度Length shackles  **救生设备Lifesaving Equipment**  救生艇(数量)Lifeboats(No.)  救生筏(数量)life-Raft(No.)  救生艇定员（人）Capacity per boat persons  救生筏定员（人）Capacity per life-raft persons  救生圈(数量) Lifebuoys(No.)  救生衣（数量）Survival Suits(No.)  **消防装置Fire Fighting Equipment**  灭火器（数量/容量）Fire Extinguishers(No. and Capacity)  种类Types:  水Water liters  泡沫Foam liters  干粉Dry Powder kg  二氧化碳CO2 kg  消防水管 (数量/尺寸)Fire Hoses(No. /size) mm  消防员装备(品牌/数量)Fireman’s Outfit(type/No.)    **货物操作设备Cargo Handling Gear**  吊杆/克令吊（数量/安全工作负荷）  Derricks/Cranes(No. and SWL) t  其他货物装卸设备Other Cargo Equipment | **油轮 Tanker**  压载舱(数量)Ballast Tanks (No.)  隔离舱(数量)Segregations (No.)  货油舱(数量)Cargo Tanks (No.)  货油泵(数量)Cargo Pumps (No.)  **航行通信设备Navigational And Communication Equipment**  紧急无线电示位标（型号）EPIRB (type)    搜救雷达应答器（型号）SART (type) |

3 船上培训师检查见习进程

见习船员根据见习任务，结合航次任务，按每星期的时间间隔填写完成

见习任务以任务摘要图的编号或文字表述

**Designated training officer’s review of training progress**

This table should be completed weekly in accordance with the training task during the voyage

The training tasks are listed as number or words in the task summary chart

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Date |
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**船上培训师检查见习进程（续表）**

**Designated training officer’s review of training progress (continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Date |
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**船上培训师检查见习进程（续表）**

**Designated training officer’s review of training progress (continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Date |
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4. 船长检查见习记录簿

船长应在每个月结束后进行检查。该评论应仅涉及见习船员的适任情况和见习进程

**Master’s inspection of record book**

The Book should be submitted to the master for inspection every month

Comments should only be related to the trainee’s practical progress and competence

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 起止时间  Starting and ending time | 见习内容  Contents | 评论  Comments | 船长签字  Master’s initials | 日期  Date | 船章  Ship’s official stamp |
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**5.公司培训师检查见习记录簿**

每条船见习结束后，公司培训师应对见习人员的见习进程、见习记录和适任情况进行检查和评估。

**Company’s inspection of record book**

The Book should be submitted to the company’s trainer for inspection after completion of training on every vessel.

Comments should only relate to the trainee’s practical progress,record and competence

|  |  |  |  |
| --- | --- | --- | --- |
| 评论  Comments | 公司培训师姓名  Name of company’s trainer | 公司培训师签名  Initials | 日期  Date |
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第三部分 见习任务和要达成的适任目标

完成清单中见习任务和达成适任目标举例

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号** | **培训** | | | **评估标准** | **表明适任**  指定培训师/专业评估员  （签名/日期） | |
| **1** | **适任：按舵令操舵（包括英文舵令）** | | |
| **1.1** | **使用磁罗经和陀螺罗经；舵令；从自动舵到手操舵的转换，反之亦然** | | | **在可接受的限度内稳定地操舵以保持航向，注意航行区域和当时海况，平稳地控制航向改变**  **在任何时候交流清楚简明，并以海员的方式确认命令** | XXX | 19/3/11 |
|  | 任务/职责 | 任务完成  船上培训师（签名/日期） | | 改进建议 | 任务完成  船上培训师（签名/日期） | |
|  | 证明知晓各式罗经刻度盘 | XXX | 9/2/11 | 多注意英语舵令AB | XXX | 10/3/11 |
|  | 正确执行舵令 | XXX | 12/2/11 | XXX | 12/3/11 |
|  | 了解主舵系统及自动舵操作 | XXX | 10/1/11 |  |  |

* **粗体**部分的适任（在此例中**按舵令操舵（包括英文舵令）**等）直接取自STCW公约马尼拉修正案。
* 主要的任务（在此例中**使用磁罗经，陀螺罗经；舵令；从自动舵到手操舵的转换，反之亦然**等）也取自STCW规则。主要的任务被细分为页码左手边的任务和职责。见习船员应尽可能地完成见习任务，但是考虑到可能的设备、货物或船舶航行方式，在认为见习船员在主要任务方面适任前，并不强制其完成所有任务。必须注意到，构成适任基础的一些知识和技能也可以在岸上培训中获得。
* 船上培训师可以在所提供的空白处两次记录完成任务的情况。但这并不意味着每项任务必须完成两次，前提是船上培训师认为一次已足够。
* 监督见习船员的船上培训师由船长指定的具有丰富经验的合格船员担任。
* 在证明适任被记录之前，船长或指定的船上培训师可以记录下要改进部分的建议，填在评估标准正下方的空格内。当表明适任主要的任务时，评估标准最右手边的空格子里，船长或指定的船上培训师应签字并标注日期（年，月，日），表明已经适任。
* 当记录“表明适任”时，应该仔细考虑到表中所提出的评估标准。评估标准和船员良好的船艺都来自STCW公约马尼拉修正案。

**SECTION 3 INFORMATION ON TRAINING TASKS AND COMPETENCES TO BE ACHIEVED**

Example of how to complete the list of training task and competences achieved

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Training** | | | **Criteria for Evaluation** | **Competence Demonstrate**  Designated Training Officer/  In Service Assessor  (Initials/Date) | |
| **1** | **Competence:** **Steering the ship and comply with helm orders, also in the English language** | | |
| **1.1** | **Use of magnetic and gyro compasses; helm orders and change-over from automatic pilot to hand steering and vice versa** | | | **A steady course is steered within acceptable limits having regard to the areas of navigation and prevailing sea state. Alternations of course are smooth and controlled**  **Communications are clear and concise at all times and orders are acknowledged in a seamanlike manner** | XXX | 19/3/11 |
|  | Task/duty | Task completed  Trainer (initials/date) | | Advice on areas for improvement | Task completed  Trainer(initials/date) | |
|  | Demonstrate knowledge of various types of compass card | XXX | 9/2/11 | Pay more attention to English language orders AB | XXX | 10/3/11 |
|  | Execute helm orders correctly | XXX | 12/2/11 | XXX | 12/3/11 |
|  | Understand operation of main steering system and auto pilot | XXX | 10/1/11 |  |  |

* The competence with **bold fonts** (in this case 'steering the ship' etc) is directly taken from the text of the STCW Code.
* The primary task (in this case 'use of magnetic and gyro compasses') is also taken from the STCW Code. The primary task is sub-divided into training tasks or duties on the left hand side of the page. The trainee should complete as many of these training tasks as possible. However, in view of the likely equipment cargo or voyage pattern of the ship, it is not expected that all these tasks will be completed before the trainee is considered competent in the primary task. It should be noted that some of the skills and knowledge that underpin the competences may well have been obtained during shore based training.
* Space is provided to record completion of each training task twice by the supervising officer. This does not mean that each task must be completed twice if, in the opinion of the officer, once is considered sufficient.
* The officer supervising the trainee does not necessarily have to be the designated training officer.
* Before 'Competence Demonstrated' is recorded the master or designated on hoard training officer may record any appropriate advice about areas for improvement. A large blank space for this purpose is provided beneath the criteria for evaluation, as competence in these primary tasks is demonstrated, the appropriate blank next to the criteria for evaluation, on the far right hand side of the page, should be signed and dated(day, month and year )by the master or designated training officer on board ship to attest that competence has been demonstrated.
* A trainee’s attainment of the competence should only be recorded as 'Competence Demonstrated' when the master or designated training officer is indeed satisfied that the trainee can perform the duty without supervision.
* When recording 'Competence Demonstrated', careful account should be taken of the criteria for evaluation contained on the right hand side of the page, which is taken from the STCW Code, as well as the best practices of seafarers and good safe working practice.

第四部分 见习科目

**SECTION 4: SUBJECT OUTLINE**

职能：航行Function：Navigation

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No.** | **培训 Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor  (Initials/Date) | |
| **1** | **适任：按舵令操舵（包括英文舵令）**  **Competence:** **Steering the ship and comply with helm orders, also in the English language** | | |
| **1.1** | **使用磁罗经和陀螺罗经；舵令；从自动舵到手操舵的转换，反之亦然**  **Use of magnetic and gyro compasses; helm orders and change-over from automatic pilot to hand steering and vice versa** | | | **在可接受的限度内稳定地操舵以保持航向，注意航行区域和当时海况，平稳地控制航向改变**  **在任何时候交流清楚简明，并以海员的方式确认命令**  **A steady course is steered within acceptable limits having regard to the areas of navigation and prevailing sea state. Alternations of course are smooth and controlled**  **Communications are clear and concise at all times and orders are acknowledged in a seamanlike manner** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
|  | 证明知晓各式罗经刻度盘  Demonstrate knowledge of various types of compass card |  |  |  |  |  |
|  | 正确执行舵令  Execute helm orders correctly |  |  |  |  |
|  | 了解主舵系统及自动舵操作  Understand operation of main steering system and auto pilot |  |  |  |  |
|  | 证明在监督下正确地将手动舵转换到自动舵，反之亦然  Demonstrate correct procedure under supervision for changing over from manual steering to auto pilot and vice versa |  |  |  |  |
|  | 利用磁罗经操舵  Steer by magnetic compass |  |  |  |  |
|  | 利用陀螺罗经操舵  Steer by gyro compass |  |  |  |  |
|  | 听懂并对英语舵令做出反应  Comply with and respond to helm orders in the English language |  |  |  |  |
|  | 进港，离港，运河，河道，狭水道操舵  Take the wheel in canal/river transit/ narrow channel  Take the wheel when entering and departing the port |  |  |  |  |
|  | 能转换到应急舵系统  Assist with the change-over to emergency steering systems in the steering flat |  |  |  |  |

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| **2** | **适任：以视觉、听觉保持正规瞭望**  **Keep a proper look out by sight and hearing** | | |
| **2.1** | **瞭望责任，包括以度或罗经点报告声号，灯号或其他目标大致方位**  **Responsibilities of a look-out, including reporting the approximate bearing of a sound signal, light or other object in degrees or points** | | | **迅速探测到声号，灯号或其他目标，并以度或罗经点向值班高级船员报告其大致方位**  **Sound signals, lights and other objects are promptly detected and their approximate bearing, in degrees or point is reported to the officer of the watch** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
|  | 明白了望责任  Understand the responsibilities of a look-out |  |  |  |  |  |
|  | 执行了望职责，并以度或罗经点报告声号，灯号或目标  Perform look-out duties and report sounds, lights or other objects in degrees or paints |  |  |  |  |
|  | 识别助航设备，如灯塔，信标，浮标  Recognise aids to navigation such as lighthouses, beacons  and buoys |  |  |  |  |
|  | 识别遇险或紧急信号  Recognise distress or emergency signals |  |  |  |  |
|  | 识别和报告GMDSS报警信号（和其他报警信号）  Recognise and report a GMDSS alarm (and other alarms) |  |  |  |  |

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| **3** | **适任：有助于监控安全值班**  **Competence: Contribute to monitoring and controlling a safe watch** | | |
| **3.1** | **证明使用与下列相关的船舶术语和定义**  **Demonstrate use shipboard terms and definitions as follows** | | | **交流应清楚简明，当未能清楚地理解值班信息或指示时，能从值班高级船员处寻求建议或说明**  **值班，交班和接班符合公认的原则和程序**  **Communications are clear and concise and advice/clarification from the officer on watch when watch information or instructions are not clearly understood**  **Maintenance, handover and relief of the watch is in conformity with accepted practices and procedures** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
|  | 解释锚链上标记  Explain the marking on anchor cables |  |  |  |  |  |
|  | 帮助抛锚前备锚  Assist with:  Preparation of anchors prior to letting go |  |  |  |  |
|  | 出航前起锚，系紧锚和锚链  Weighing and securing anchors for sea |  |  |  |  |
|  | 在监督下进入锚链舱，首尖舱和其他首部舱室  Under supervision enter a chain locker, peak tank or other forward compartment |  |  |  |  |
|  | 练习绳结，系绳结，绳套，滑车绳索  Practise knots, bends, hitches and whippings |  |  |  |  |
|  | 练习插接绳  Practise splices in ropes and wires |  |  |  |  |
|  | 识别各类绳和索，获知其用途  Identify types of rope and wire and know their uses |  |  |  |  |
|  | 盘开新绳卷  Break out new coils of ropes and wires |  |  |  |  |
|  | 检查舱室安全性特别是舱盖板，梯子，支柱，永久衬垫，横梁，舱梁栓，照明通道  Inspect holds for safety, with special regard to match boards, ladders, guard wires and stanchions, permanent, dunnage, beams and beam bolts, lighting and accesses |  |  |  |  |
| **3.2** | **使用相应的船上内部通信和报警系统**  **Use of appropriate internal communication and alarm systems** | | | **交流应清楚简明，当未能清楚地理解值班信息或指示时，能从值班高级船员处寻求建议或说明**  **Communications are clear and concise and advice/clarification from the officer on watch when watch information or instructions are not clearly understood** |  |  |
| .1 | 离港前帮助检查驾驶台舵机控制设备，通信系统和所有其他助航设备  Assisi in checking bridge steering control equipment , communication systems and all other navigational aids before leaving port |  |  |  |  |  |
| .2 | 使用内部通信和警报测试系统  Use internal communications and test alarm systems |  |  |  |  |
| .3 | 向高级船员告知警报  Acknowledge and report alarms to an officer |  |  |  |  |
| **3.3** | **有能力理解舵令并能就值班相关事项与值班高级船员进行沟通，遵从接班，值班和交班程序。理解保证安全值班所需相关信息**  **Ability to understand orders and to communicate with the officer of the watch in matters relevant to watchkeeping duties; follow procedures for the relief, maintenance and handover of a watch; and interpret information required to maintain a safe watch** | | | **交流应清楚简明，当未能清楚地理解值班信息或指示时，能从值班高级船员处寻求建议或说明值班，交班和接班符合公认的原则和程序**  **Communications are clear and concise and advice/clarification from the officer on watch when watch information or instructions are not clearly understood**  **Maintenance, handover and relief of the watch is in conformity with accepted practices and procedures** |  |  |
|  | 航行、锚泊时陪同驾驶员巡查  Accompany an officer on rounds: at sea/at anchor |  |  |  |  |  |
|  | 在驾驶台协助驾驶员进行系泊、系拖轮操作  Accompany an officer on mooring/securing tugs operations |  |  |  |  |
|  | 在驾驶员监督下安装引水梯，包括引水升降机  Under the supervision of an officer, rig pilot ladders, including pilot foists (if fitted) |  |  |  |  |
|  | 协助驾驶员值锚泊班  Assist officer of the watch in anchor watch duties |  |  |  |  |
|  | 帮助准备系泊：绳，索，制缆索，电话，灯具，信号，档扳等  Assist in preparing for mooring: ropes, wires, stoppers, phones, lights, signals, fenders etc |  |  |  |  |
|  | 在监督下开启/操作绞缆机和锚机  Under supervision start/operate winches and windlass |  |  |  |  |
|  | 证明正确的交接班程序  Demonstrate the correct procedure for the relief and handing over of a watch |  |  |  |  |
|  | 协助在港和航行中安全值守  Assist with ship security watches in port and at sea |  |  |  |  |
|  | 协助检查走道，梯子，扶手，集装箱脚凳，集装箱其他装置的安全  Assist In checking the safety of walkways, ladders, handrails, container stools and other container fittings |  |  |  |  |
|  | 协助检查货物绑扎  Assist in checking cargo lashing |  |  |  |  |
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| **4** | **适任：有助于安全航行值班**  **Competence: Contribute to safe navigational watch** | | |
| **4.1** | **理解舵令并就值班相关事宜与驾驶员交流**  **Ability to understand orders and to communicate with the officer of the watch in matters relevant to watchkeeping duties** | | | **交流应清楚简明**  **按照可接受的做法和程序接班,值班和交班**  **Communications are clear and concise**  **Maintenance, handover, and relief of the watch is in conformity with acceptable practices and procedures** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 清楚放缆，绞缆，止缆和系紧缆令  Understand orders for running, heaving, stoppering and making fast mooring lines |  |  |  |  |  |
| .2 | 清楚航行前抛锚，起锚，系锚令  Understand orders for letting go, weighing and securing anchors for sea |  |  |  |  |
| .3 | 清楚系缆和松拖缆令  Understand orders for securing and letting go tug lines |  |  |  |  |  |
| .4 | 如果驾驶员口令不清或与常规操作相反立即寻求确认  Promptly seek clarification and confirmation if an officer's order is unclear or contrary to normal practices |  |  |  |  |
| **4.2** | **接班，值班和交班程序**  **Procedures for the relief, maintenance, and handover of a watch** | | | **交流应清楚简明**  **按照可接受的做法和程序接班,值班和交班**  **Communications are clear and concise**  **Maintenance, handover, and relief of the watch is in conformity with acceptable practices and procedures** |  |  |
| .1 | 清楚地接收和传递值班相关信息（航行，锚泊，在港）  Receive and pass on clearly all information relevant to the watch(at sea, at anchor, in port) |  |  |  |  |  |
| .2 | 航行时巡查并报告  Make and report rounds at sea |  |  |  |  |
| .3 | 锚泊时巡查并报告  Make and report rounds at anchor |  |  |  |  |
| .4 | 在港时巡查并报告  Make and report rounds in port |  |  |  |  |
| .5 | 如有理由相信接班人不能有效履行值班，应拒绝交班  Refuse to handover the watch if reason to believe that the relief is not capable of carrying out watchkeeping duties effectively |  |  |  |  |
| **4.3** | **保持安全值守所需的信息**  **Information required to maintain a safe watch** | | | **交流应清楚简明**  **按照可接受的做法和程序接班,值班和交班**  **Communications are clear and concise**  **Maintenance, handover, and relief of the watch is in conformity with acceptable practices and procedures** |  |  |
| .1 | 在港时保持甲板安全值守并监控来客  In port, maintain deck security watch and control of visitors |  |  |  |  |  |
| .2 | 检查甲板、舷梯进口安全隐患  Check for safety hazards on deck, gangways and access points |  |  |  |  |
| .3 | 解释人员落水或其他紧急事件时的做法  Explain what to do when alerted to man overboard, or other emergency |  |  |  |  |

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| **5** | **适任：操作应急设备和遵从应急程序**  **Competence: Operate emergency equipment and apply emergency procedures** | | |
| **5.1** | **应急职责与报警信号知识**  **Knowledge of emergency duties and alarm signals** | | | **当意识到紧急或异常时，按既定做法和程序开始行动**  **在任何时候交流应清楚简明,并以海员的方式确认有关指令**  **Initial action becoming aware of an emergency or abnormal situation is in conformity with established practices and procedures**  **Communications are clear and concise at all times and orders are acknowledged in a seamanlike manner** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
|  | 参加海上火灾演习  Participate in a fire drill at sea |  |  |  |  |  |
|  | 参加应急反应演习:  恶劣天气  Participate in an emergency response exercise for :  Heavy weather damage |  |  |  |  |
|  | 碰撞  Collision |  |  |  |  |
|  | 搁浅  Grounding |  |  |  |  |
|  | 参加弃船时救生艇演习  Participate in a lifeboat drill for abandon ship |  |  |  |  |
|  | 参加人员落水演习  Participate in a man overboard exercise |  |  |  |  |
|  | 协助准备和释放救生艇并意识到可能的危险  Assist with preparation and swinging out of lifeboats and be aware of attendant dangers |  |  |  |  |
|  | 协助放下救生艇驶离船舶并靠海锚航行  Assist with lowering a lifeboat to clear the ship and ride to a sea anchor |  |  |  |  |
|  | 协助启动和操作救生艇引擎  assist with starting and operation of lifeboat engine |  |  |  |  |
| **5.2** | **烟火遇险信号、卫星无线电应急示位标和搜救雷达应答器的知识**  **Knowledge of pyrotechnic distress signals; satellite EPIRBs and SARTs** | | | **始终保持紧急和遇险报警系统的完整性**  **The integrity of emergency and distress alerting system is maintained at all times** |  |  |
| .1 | 找到并阐述如何使用卫星紧急无线电示位标,，搜救雷达应答器  Locate and state how to operate EPIRBs and SARTs |  |  |  |  |  |
| .2 | 解释遇险火箭，信号弹和其他烟火信号的使用操作  Explain the operation of distress rockets, flares and other pyrotechnics |  |  |  |  |
| **5.3** | **避免遇险误报警和偶然触发警报时采取的行动**  **Avoidance of false distress alert and action to be taken in event of accidental activation** |  |  | **始终保持紧急和遇险报警系统的完整性**  **The integrity of emergency and distress alerting system is maintained at all times** |  |  |
| .1 | 表明理解救生艇上设备的正确使用  Demonstrate an understanding of the correct use of the equipment required in survival craft |  |  |  |  |  |
| .2 | 说明如何避免使用遇险发信设备时的误报警  State how to avoid false distress alerts with distress signaling equipment |  |  |  |  |
| .3 | 说明偶然触发警报时采取的行动  State action to be taken in event of accidental activation |  |  |  |  |

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| **6.** | **适任：有助于靠泊，锚泊和其他系泊操作**  **Competence: Contribute to berthing, anchoring, and other mooring operations** | | |
| **6.1** | **系泊系统和相关程序的实用知识**  **Working knowledge of the mooring system and related procedures** | | | **按照既定的安全做法和设备操作规程进行操作**  **Operations are carried out in accordance with established safety practices and equipment operating instructions** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
|  | 准备系泊：撇缆绳，绳，钢索，制缆索，通信设备，灯具，挡板等  Prepare for mooring: heaving lines, ropes, wires, stoppers, communications, lights, fenders etc |  |  |  |  |  |
|  | 系泊后系固所有设备  Secure all equipment after mooring |  |  |  |  |
|  | 解缆准备：绳，索，通信设备，灯具，挡板等  prepare for unmooring: ropes, wires, communications lights, fenders etc |  |  |  |  |
| **6.2** | **系泊设备的承载能力，安全工作负荷和破断强度，包括系泊钢丝缆，合成纤维缆，绞车，锚机，绞盘，缆柱，导缆钳和缆桩**  **Working knowledge of the mooring system and related procedures including the capacities, safe working loads, and breaking strengths of mooring equipment including mooring wires, synthetic, and fibre lines, winches, anchor windlasses, capstans, bitts, chocks and bollards** | | | **按照既定的安全做法和设备操作规程进行操作**  **Operations are carried out in accordance with established safety practices and equipment operating instructions** |  |  |
| .1 | 意识到合成纤维绳和系缆的安全工作负荷和破断拉力  Be aware of safe working load and breaking strain of synthetic ropes and mooring wires |  |  |  |  |  |
| .2 | 清楚绞车，绞盘，缆桩，导缆钳，缆柱的工作负荷和破断强度  Understand the safe working load and breaking strength of winches, capstans, bitts, chocks and bollards |  |  |  |  |
| .3 | 清楚绞盘和锚机的工作负荷极限  Understand working load limit of capstan and windlass |  |  |  |  |
| **6.3** | **系住和解掉系缆，拖带缆，钢丝绳（包括拖缆）的程序和顺序**  **Working knowledge of the mooring system procedures and order of events for making fast and letting go mooring and tug lines and wires including towing lines** | | | **按照既定的安全做法和设备操作规程进行操作**  **Operations are carried out in accordance with established safety practices and equipment operating instructions** |  |  |
| .1 | 解释系泊操作和系缆时安全做法的顺序  Explain the sequence of mooring operations and safe working practice in mooring |  |  |  |  |  |
| .2 | 解释解缆操作顺序  Explain the sequence of unmooring operations |  |  |  |  |
| .3 | 系解拖带缆  Secure and let go tug lines |  |  |  |  |
| **6.4** | **在各种操作中用锚的程序和顺序**  **Working knowledge of the mooring system procedures and order of events for the use of anchors in various operations** | | | **按照既定的安全做法和设备操作规程进行操作**  **Operations are carried out in accordance with established safety practices and equipment operating instructions** |  |  |
|  | 清洗和回收锚  Clear away and walk back an anchor |  |  |  |  |  |
|  | 锚泊时显示合适的信号  Display appropriate signals when anchored |  |  |  |  |
|  | 识别并报告锚链标记  Identify and report markings on an anchor cable |  |  |  |  |
| **6.5** | **有关系泊单浮筒**  **Working knowledge of the mooring system procedures and order of events associated with mooring to a buoy or buoys** | | | **按照既定的安全做法和设备操作规程进行操作**  **Operations are carried out in accordance with established safety practices and equipment operating instructions** |  |  |
|  | 理解系浮筒缆准备工作内容  Understand preparations for picking up mooring hawser |  | |  |  | |
|  | 理解系浮筒缆时引缆的作用  Understand use of messenger/pick up lines for running cables |  | |  | |

职能：货物装卸和积载

**Function: Cargo handling and stowage**

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| **编号**  **No.** | **培训 Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate**  Designated Training Officer/  In Service Assessor  (Initials/Date) | |
| **7.** | **适任：有助于货物和物料的装卸**  **Competence: contribute to the handling of cargo and stores** | | |
| **7.1** | **安全装卸,积载和系固货物和物料的程序相关知识,包括危险、有害固体和液体**  **Knowledge of procedures for safe handling, stowage and securing of cargoes and stores, including dangerous, hazardous and harmful substances and liquids** | | | **按照既定的安全程序和设备操作指令进行货物操作**  **危险的，有害的货物或物料装卸符合既定的安全做法**  **Cargo and stores operations are carried out in accordance established safety procedures and equipment operating instructions**  **The handling of dangerous , hazardous and harmful cargoes or stores compiles with established safety practices** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 协助准备货舱  Assist in preparation of holds |  |  |  |  |  |
| .2 | 识别集装箱标记  Recognise the markings on containers |  |  |  |  |
| .3 | 检查甲板集装箱的绑扎  Check lashings on deck containers |  |  |  |  |
| **7．2** | **与特定种类货物和识别IMDG标签有关的基本知识和遵循的预防措施**  **Basic knowledge of and precautions to observe in connection with particular types of cargo and identifications of IMDG labeling** | | | **按照既定的安全程序和设备操作指令进行货物操作**  **危险的，有害的货物或物料装卸符合既定的安全做法**  **Cargo and stores operations are carried out in accordance established safety procedures and equipment operating instructions**  **The handling of dangerous , hazardous and harmful cargoes or stores compiles with established safety practices** |  |  |
| .1 | 识别危险货物分类标记和标签  Recognise markings and labels that indicate stores or cargoes are classified as dangerous goods |  |  |  |  |  |
| .2 | 清楚危险货物应按照国际海上危险货物规则积载和隔离  Understand that dangerous goods are always stowed and segregated in accordance with the IMDG Code |  |  |  |  |
| .3 | 阐述危险的，有害的货物泄露时需要遵从的程序  Describe procedure to follow in event of leakage of dangerous, hazardous and harmful stores or Cargoes |  |  |  |  |

职能：船舶作业管理和人员管理

**Function:** **Controlling the operation of the ship and care for persons on board**

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| **编号**  **No.** | **培训 Training** | | | | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate**  Designated Training Officer/  In Service Assessor  (Initials/Date) | |
| **8.** | **适任：有助于甲板设备和机械的安全操作**  **Competence: contribute to the safe operation of deck equipment and machinery** | | | | | |
| **8.1** | **甲板设备知识：阀，泵，起重机，克令吊，吊臂，和相关设备的功能和使用**  **Knowledge of deck equipment: functions and uses of valves and pumps, hoists, crane, booms, and related equipment** | | | | | | **按照既定的安全做法和设备操作规程进行操作**  **Operations are carried out in accordance with established safety practices and equipment operating instructions** |  |  |
|  | 任务/职责  Task/duty | | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 操作起重机，克令吊，吊臂  Operate hoists, cranes and booms | |  | |  | |  |  |  |
| .2 | 清楚吊杆极限角  Understand boom limiting angles | |  | |  | |  |  |
| .3 | 清楚安全工作负荷或工作负荷极限在设备上的位置并解释其含义  Identify where to find safe working load (SWL) or working load limit (WLL) of equipment and explain it | |  | |  | |  |  |
| **8.2** | **甲板设备知识：绞车，锚机，绞盘和相关设备的功能和使用**  **Knowledge of deck equipment: functions and uses of winches, windlasses, capstans, and related equipment** | | | | | | **在操作者责任范围内的交流持续有效**  **设备操作按照既定的程序安全地进行**  **Communications at operator's area of responsibility are consistently successful**  **Equipment operation is safely carried out in accordance with established procedures** |  |  |
| .1 | 安全操作绞盘和绞车  Operate capstan and winches with due regard to safety | |  | |  | |  |  |  |
| .2 | 正确识别卸扣和钢索，链条和吊索的安全工作负荷  Correctly indentify SWL of shackles, wires, chains, and slings | |  | |  | |  |  |
| .3 | 清楚导缆时折角的影响  Understand the impact of leading ropes and wires at acute angles | |  | |  | |  |  |
| **8.3** | **甲板设备知识： 舱口，水密门，驳门及相关设备**  **Knowledge of deck equipment: hatches, watertight doors, ports, and related equipment** | | | | | | **在操作者责任范围内的交流持续有效**  **设备操作按照既定的程序安全地进行**  **Communications at operator's area of responsibility are consistently successful**  **Equipment operation is safely carried out in accordance with established procedures** |  |  |
| .1 | 操作舱盖  Operate hatch covers | |  | |  | |  |  |  |
| .2 | 系固风雨密甲板舱盖和驳门  secure weather deck hatch covers and ports | |  | |  | |  |  |
| .3 | 清楚舱口，门和驳门的橡胶封条需定期更换  understand that rubber sealing on hatches, doors and ports need replacing periodically | |  | |  | |  |  |
| **8.4** | **甲板设备知识：纤维绳和钢丝绳，绳索和链锁包括其构造，使用，标记，保养和正确堆存**  **Knowledge of deck equipment:** **fibre and wire ropes, cables and chains including their construction, use, markings, maintenance and proper stowage** | | | | | | **在操作者责任范围内的交流持续有效**  **设备操作按照既定的程序安全地进行**  **Communications at operator's area of responsibility are consistently successful**  **Equipment operation is safely carried out in accordance with established procedures** |  |  |
| .1 | 识别绳的捻向，证明如何盘绳堆放  Identify lay of rope and demonstrate how to coil for stowage | |  | |  | |  |  |  |
| .2 | 使用绳结或其他方式封闭绳端  Use whip or other means of terminating rope ends | |  | |  | |  |  |
| **8.5** | **甲板设备知识：能使用和理解进行设备操作的基本信号,包括绞车，锚机，克令吊，升降机**  **Knowledge of deck equipment: ability to use and understand basic signals for the operation of equipment including winches, windlasses, cranes, and hoist** | | | | | | **在操作者责任范围内的交流持续有效**  **设备操作按照既定的程序安全地进行**  **Communications at operator's area of responsibility are consistently successful**  **Equipment operation is safely carried out in accordance with established procedures** |  |  |
| .1 | 通过安全移索的操作以平稳的速度升高或降低吊杆  Top or lower derricks at a speed consistent with the safe handling of guys | |  | |  | |  |  |  |
| .2 | 理解控制和起吊装置和绞车的通用手势信号  Understand commonly used hand signals for control of lifting appliances and winches | |  | |  | |  |  |
| .3 | 安全操作绞盘和起货机  Operate capstan and winches with due regard to safety | |  | |  | |  |  |  |
| **8.6** | **甲板设备知识：有能力在各种情况下操作锚泊设备，例如抛锚，起锚，航行前固定和紧急情况下用锚**  **Knowledge of deck equipment:** **ability to operate anchoring equipment under various conditions, such as anchoring, weighing anchor, securing for sea, and in emergencies** | | | | | | **设备操作按照既定的程序安全地进行**  **Equipment operation is safely carried out in accordance with established procedures** |  |  |
| .1 | 锚泊时穿上合适的工作服  Don appropriate safety clothing for anchoring | |  | |  | |  |  |  |
| .2 | 松开制链器前检查刹车是否刹住  Check brakes are secure before releasing securing devices | |  | |  | |  |  |
| .3 | 过航道前系紧锚和锚链  Secure anchors and chain cables for sea passage | |  | |  | |  |  |
| **8.7** | **通晓程序和具备能力：安装拆卸水手坐板和架板**  **Knowledge of the following procedures and ability to:**  **rig and unrig bosun's chairs and staging** | | | | | | **表明安装和拆卸的方法符合安全的行业做法**  **Demonstrate the proper methods for rigging and unrigging in accordance with safe industry practice** |  |  |
| .1 | 协助用滑车索，双绳结和缠扎绳安装水手坐板  assist with rigging bosun's chair with gantline, double sheet bend and seizing | |  | |  | |  |  |  |
| .2 | 证明制作，使用松降结控制坐板  Demonstrate chair making and using lowering hitch with bosun's chair | |  | |  | |  |  |
| .3 | 安装架板或拖架  Rig stages or cradles | |  | |  | |  |  |
| **8.8** | **通晓程序和具备能力：安装，拆卸引水梯，升降机，防鼠挡板和舷梯**  **Knowledge of the following procedures and ability to:**  **rig and unrig pilot ladders, hoists, rat-guards and gangways** | | | | | | **表明安装和拆卸的方法符合安全的行业做法**  **Demonstrate the proper methods for rigging and unrigging in accordance with safe industry practice** |  |  |
| .1 | 安装引水梯包括引水升降机  Rig and stow pilot ladders, including pilot hoists |  | | |  | |  |  |  |
| .2 | 协助安装舷梯  Assist with rigging gangways |  | | |  | |  |  |
| .3 | 在船与码头间安装安全网，防止人员落水  Securing rig safety nets to prevent persons falling between ship and quay or onto the quay |  | | |  | |  |  |
| .4 | 附上防鼠挡板并照看  Attach and tend rat-guards |  | | |  | |  |  |
| **8.9** | **通晓程序和具备能力：使用扩索锥的水手技能，包括恰当使用绳结，插接和制缆索**  **Knowledge of the following procedures and ability to:**  **use marlin spike seamanship skills, including the proper use of knots, splices and stoppers** | | | | | | **表明绳结，插接，制缆索，绳头缠扎，卷缠的制作和使用以及帆布的操作适当**  **Demonstrate the creation and use splices, stoppers, whippings, servings as well as proper canvas handling** |  |  |
| .1 | 在绳和钢丝绳上展示普通插接  Demonstrate common splices in rope and wire rope |  | | |  | |  |  |  |
| .2 | 演示多股绳眼环插接  Demonstrate eye splice in multi—strand plaited rope |  | | |  | |  |  |
| .3 | 演示常用绳结的用途  Demonstrate use of knots |  | | |  | |  |  |
| **8.10** | **使用和操作甲板和货物装卸装置和设备：登船装置，舱口和舱口盖，登陆驳门，舷侧/船首/船尾门或升降梯**  **Use and handling of deck and cargo-handling gear and equipment:**  **access arrangements, hatches and hatch covers, ramps, side/ bow/stern doors or elevators** | | | | | **在操作者责任范围内的交流持续有效**  **设备操作按照既定的程序安全地进行**  **Communications at operator's area of responsibility are consistently successful**  **Equipment operation is safely carried out in accordance with established procedures** | |  |  |
| .1 | 理解驳门，门等开敞的安全隐患  Understand safety hazards in operating ramps, doors etc |  | |  | |  | |  |  |
| .2 | 清楚升降机不能在紧急情况下使用  Understand elevators must not be used in emergencies |  | |  | |  |  |
| **8.11** | **使用和操作甲板上货物装卸装置和设备：管系，污水和压载水，吸入口和污水井**  **Use and handling of deck and cargo-handling gear and equipment:**  **pipeline systems-bilge and ballast, suctions and wells** | | | | | **在操作者责任范围内的交流持续有效**  **设备操作按照既定的程序安全地进行**  **Communications at operator's area of responsibility are consistently successful**  **Equipment operation is safely carried out in accordance with established procedures** | |  |  |
| .1 | 识别淡水，海水，燃油，润滑油所用管系颜色标记  Recognize pipeline color code markings for fresh water, sea water, fuel oil and lube oil |  | |  | |  | |  |  |
| .2 | 协助压载操作  Assist in ballasting operations |  | |  | |  |  |
| .3 | 协助补装淡水  Assist in taking fresh water |  | |  | |  |  |
| **8.12** | **使用和操作甲板上货物操作装置和设备：克令吊，吊杆，绞车**  **Use and handling of deck and cargo-handling gear and equipment:**  **Cranes, derricks, winches** | | | | | **在操作者责任范围内的交流持续有效**  **设备操作按照既定的程序安全地进行**  **Communications at operator's area of responsibility are consistently successful**  **Equipment operation is safely carried out in accordance with established procedures** | |  |  |
| .1 | 协助起吊，操作克令吊，并在使用后系固  Assist with topping and operating cranes. Secure after use |  | |  | |  | |  |  |
| .2 | 操作绞车  Operate winches |  | |  | |  |  |
| **8.13** | **升旗和行旗礼以及主要单旗信号(A.B.G.H.O.P.Q)的知识**  **Knowledge of hoisting and dipping flags and the main single-flag signals (A.B.G.H.O.P.Q)** | | | | | **在操作者责任范围内的交流持续有效**  **设备操作按照既定的程序安全地进行**  **Communications at operator's area of responsibility are consistently successful**  **Equipment operation is safely carried out in accordance with established procedures** | |  |  |
| .1 | 按指示升礼旗  Hoist courtesy flags as directed |  | |  | |  | |  |  |
| .2 | 按指示升单旗信号  Hoist single flag signals as instructed |  | |  | |  |  |
| .3 | 识别和说明主要单旗信号含义  Recognise and signals state the meaning of the main single flag |  | |  | |  |  |

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| **9** | **适任：采取职业健康和安全预防措施**  **Competence: Apply occupational health and safety precautions** | | |
| **9.1** | **安全的工作做法及个人船上安全的实用知识：高空作业**  **working knowledge of safe working practices and personal shipboard safety including:**  **working aloft** | | | **始终遵守为保护个人及船舶而制定的程序**  **始终遵守安全的工作做法并正确使用适合的安全防护设备**  **Procedure designed to safeguard personnel and the ship are observed at all times**  **Safe working practices are observed and appropriate safety and protective equipment is correctly used at all times** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 高空作业中运用安全工作做法  Apply safe working practices in working aloft |  |  |  |  |  |

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| .2 | 正确穿戴使用安全设备（安全绳，安全扣等）  Wear and use correct safety equipment (safely glasses, fall arrester, etc) | |  |  |  |  |  |
| .3 | 用安全扣系紧工具  Secure tools with fall arrester | |  |  |  |  |
| **9.2** | **安全的工作做法及个人船上安全的实用知识：舷外作业**  **working knowledge of safe working practices and personal shipboard safety including:working over the side** | | | | **始终遵守为保护个人及船舶而制定的程序**  **始终遵守安全的工作做法并正确使用适合的安全防护设备**  **Procedure designed to safeguard personnel and the ship are observed at all times**  **Safe working practices are observed and appropriate safety and protective equipment is correctly used at all times** |  |  |
| .1 | 在舷外作业中使用安全工作做法  Apply safe working practices in working over the side | |  |  |  |  |  |
| **9.3** | **安全的工作做法及个人船上安全的实用知识：封闭场所作业**  **working knowledge of safe working practices and personal shipboard safety including:**  **working in enclosed spaces** | | | | **始终遵守为保护个人及船舶而制定的程序**  **始终遵守安全的工作做法并正确使用适合的安全防护设备**  **Procedure designed to safeguard personnel and the ship are observed at all times**  **Safe working practices are observed and appropriate safety and protective equipment is correctly used at all times** |  |  |
| .1 | 讲述船上所有封闭工作场所  State list of enclosed spaces on hoard |  | |  |  |  |  |
| .2 | 证明进入封闭处所工作的安全工作做法  Demonstrate the safe working practice for entry into an enclosed space |  | |  |  |  |
| **9.4** | **安全的工作做法及个人船上安全的实用知识：缆绳操作**  **working knowledge of safe working practices and personal shipboard safety including:**  **line handling** | | | | **始终遵守为保护个人及船舶而制定的程序**  **始终遵守安全的工作做法并正确使用适合的安全防护设备**  **Procedure designed to safeguard personnel and the ship are observed at all times**  **Safe working practices are observed and appropriate safety and protective equipment is correctly used at all times** |  |  |
| .1 | 在操作缆绳时运用安全工作做法  Apply safe working practices in line handling |  | |  |  |  |  |
| .2 | 证明理解缆绳操作时存在的风险  Demonstrate an understanding of risks in line handling |  | |  |  |  |
| **9.5** | **安全的工作做法及个人船上安全的实用知识：电气安全**  **working knowledge of safe working practices and personal shipboard safety including:**  **electrical safety** | | | | **始终遵守为保护个人及船舶而制定的程序**  **始终遵守安全的工作做法并正确使用适合的安全防护设备**  **Procedure designed to safeguard personnel and the ship are observed at all times**  **Safe working practices are observed and appropriate safety and protective equipment is correctly used at all times** |  |  |
|  | 使用电动工具和设备时运用安全工作做法  Apply safe working practices in using electric power operated tools and equipment |  | |  |  |  |  |
|  | 清楚使用便携式电灯的风险  Understand risks associated with using portable electric lamps |  | |  |  |  |
|  | 清楚潮湿的环境中有更大的电击风险  Understand risk of shock is greater in damp or humid conditions |  | |  |  |  |
| **9.6** | **安全的工作做法及个人船上安全的实用知识：机械安全**  **working knowledge of safe working practices and personal shipboard safety including:**  **mechanical safety** | | | | **始终遵守为保护个人及船舶而制定的程序**  **始终遵守安全的工作做法并正确使用适合的安全防护设备**  **Procedure designed to safeguard personnel and the ship are observed at all times**  **Safe working practices are observed and appropriate safety and protective equipment is correctly used at all times** |  |  |
| .1 | 在使用起重设备时运用安全工作做法  Apply safe working practices in using lifting gear |  | |  |  |  |  |
| .2 | 在设备启动前确保保险装置已紧固  Insure correct safety guards for appliances are securely fixed before start up |  | |  |  |  |
| .3 | 清楚使用液压和气动操作设备和工具的风险  Understand hazards associated with hydraulic and pneumatically operated mechanical equipment and tools |  | |  |  |  |
| **9.7** | **安全的工作做法及个人船上安全的实用知识：化学品和生物危害**  **working knowledge of safe working practices and personal shipboard safety including:**  **Chemical and biohazard safety** | | | | **始终遵守为保护个人及船舶而制定的程序**  **始终遵守安全的工作做法并正确使用适合的安全防护设备**  **Procedure designed to safeguard personnel and the ship are observed at all times**  **Safe working practices are observed and appropriate safety and protective equipment is correctly used at all times** |  |  |
| .1 | 当处理危险物时，遵从健康，保健，安全要求  Comply with health, hygiene and safety requirement when handling hazardous substances |  | |  |  |  |  |
| .2 | 遵照说明使用清洁液，油漆，有害物等等  Follow instructions and precautions when working with cleaning fluids, paints, toxic materials etc |  | |  |  |  |

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| **10.** | **适任： 采取预防措施和有助于防止海洋环境污染**  **Competence: Apply precautions and contribute to the prevention of pollution of the marine environment** | | |
| **10.1** | **采取措施防止海洋环境污染的知识**  **Knowledge of the precaution to be taken to prevent pollution of the marine environment** | | | **始终遵循保护海洋环境的程序**  **Procedures designed to safeguard the marine environment are observed at all times** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 易造成污染的设备的紧急关闭程序  Demonstrate the emergency shutdown procedure for operations/equipment liable to cause pollution |  |  |  |  |  |
| .2 | 清楚隔离废物，记录数量，和送岸处理的必要性  Understand the need to segregate waste, record amounts and land ashore for disposal |  |  |  |  |
| **10.2** | **防污染设备的使用和操作知识**  **Knowledge of the use and operation of anti-pollution equipment** | | | **始终遵循保护海洋环境的程序**  **Procedures designed to safeguard the marine environment are observed at all times** |  |  |
| .1 | 参加控制甲板溢油应急反应演习  Participate in an emergency response exercise for controlling spillage of oil on board |  |  |  |  |  |
| .2 | 参加清除有害溢出货物的演习  Participate in drill for clean-up of hazardous cargo spillage |  |  |  |  |
| **10.3** | **用认可的方法处置海洋污染物的知识**  **Knowledge of the approved methods for disposal of marine pollutants** | | | **始终遵循保护海洋环境的程序**  **Procedures designed to safeguard the marine environment are observed at all times** |  |  |
| .1 | 清楚应按照MARPOL公约将海洋污染物送岸安全处理  Understand that marine pollutants must be landed ashore for safe disposal in compliance with MARPOL |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No.** | **培训 Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate**  Designated Training Officer/  In Service Assessor  (Initials/Date) | |
| **11** | **适任： 操作救生艇筏和救助艇**  **Competence: Operate survival craft and rescue boats** | | |
| **11.1** | **操作救生艇筏和救助艇及其释放装置和布置以及设备的知识，海上求生技能知识**  **Knowledge of the operation of survival craft and rescue boat, their launching appliances and arrangement, and their equipment and survival at sea techniques** | | | **弃船和求生情况下的应急行动应适合当时的环境和条件，且符合公认的安全做法和标准**  **Actions in responding to abandon ship and survival situations are appropriate to the prevailing circumstances and conditions and comply with accepted safety practices and standards** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 按照STCW规则A-V1/2部分精通救生艇筏，搜救艇  Attended Proficiency in Survival Craft &Rescue Boats course compliant with STCW Code Section A-VI/2 |  |  |  |  |  |
| .2 | 参加放艇演习：  救生艇  Participate in a drill for launching:  Lifeboat |  |  |  |  |
| .3 | 救生筏  Life-raft |  |  |  |  |
| .4 | 释放自落艇（如果安装的话）  Free fall boat (where fitted) |  |  |  |  |
| .5 | 救生快艇  Fast rescue boat |  |  |  |  |

职能：维护修理

**Function: Maintenance and repair**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No.** | **培训 Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate**  Designated Training Officer/  In Service Assessor  (Initials/Date) | |
| **12** | **适任： 有助于船舶维护和修理**  **Competence: Contribute to ship maintenance and repair** | | |
| **12.1** | **使用油漆，润滑和清洁材料及设备的能力**  **Ability to use painting, lubrication and cleaning materials and equipment** | | | **按照技术、安全和程序规范进行维护和修理活动**  **Maintenance and repair activities are carried accordance with technical safety and procedural specifications** |  | |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 准备及使用刷/滚筒刷油漆  Prepare and apply paint using brush/roller |  |  |  |  |  |
| .2 | 按指示涂上保护涂层  Apply protective coatings as directed |  |  |  |  |
| .3 | 润滑绞车，锚机，滑车， 导缆钳，导缆索和甲板上其他活动部件  Lubricate and grease windlass, winches, blocks, chocks fairleads and other moving parts on deck |  |  |  |  |
| .4 | 润滑克令吊和绞车索具  Lubricate crane wires and winch runners |  |  |  |  |
| **12.2** | **能理解和执行日常维护修理程序**  **Ability to understand and execute routine maintenance and repair procedures** | | | **按照技术、安全和程序规范进行维护和修理活动**  **Maintenance and repair activities are carried accordance with technical safety and procedural specifications** |  | |
| .1 | 正确选择使用润滑剂  Select and use correct lubricant |  |  |  |  |  |
| .2 | 使用润滑枪及润滑设备  Use grease gun and lubricating equipment |  |  |  |  |
| .3 | 堆放好设备，并在完工后保持所在区域干净整洁安全  Stow equipment and leave areas clean, tidy and safe on completion of work |  |  |  |  |

**第五部分 任务摘要图**

**SECTION 5 TASK SUMMARY CHART**

任务摘要图是为见习船员、船上培训师、船长和公司培训师提供指导并帮助检查见习船员所完成的任务或职责的数量。见习船员在培训计划的表格填写时，以任务摘要图的方式进行。在培训的过程中，勾掉你已经完成的任务。

The purpose of the summary chart is to provide trainee, training officer, master and company trainer with a guide and continuous check on the numbers of tasks or duties that you have completed. Trainees should fill the blank of training plan by using the task summary task. Tick off only those tasks you have completed.

**职能：航行**

**Function：Navigation**

1适任：按舵令操舵（包括英文舵令）

Competence: Steering the ship and comply with helm orders, also in the English language

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1.1.1 | 1.1.2 | 1.1.3 | 1.1.4 | 1.1.5 | 1.1.6 | 1.1.7 | 1.1.8 | 1.1.9 |
|  |  |  |  |  |  |  |  |  |

2适任：以视觉、听觉保持正规瞭望

Competence: Keep a proper look out by sight and hearing

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2.1.1 | 2.1.2 | 2.1.3 | 2.1.4 | 2.1.5 |
|  |  |  |  |  |

3适任：有助于监控安全值班

Competence: Contribute to monitoring and controlling a safe watch

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.1.1 | 3.1.2 | 3.1.3 | 3.1.4 | 3.1.5 | 3.1.6 | 3.1.7 | 3.1.8 | 3.1.9 | 3.2.1 | 3.2.2 | 3.2.3 | 3.3.1 | 3.3.2 | 3.3.3 | 3.3.4 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.3.5 | 3.3.6 | 3.3.7 | 3.3.8 | 3.3.9 | 3.3.10 |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

4适任：有助于安全航行值班

Competence: Contribute to safe navigational watch

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4.1.1 | 4.1.2 | 4.1.3 | 4.1.4 | 4.2.1 | 4.2.2 | 4.2.3 | 4.2.4 | 4.2.5 | 4.3.1 | 4.3.2 | 4.3.3 |
|  |  |  |  |  |  |  |  |  |  |  |  |

5适任：操作应急设备和遵从应急程序

Competence: Operate emergency equipment and apply emergency procedures

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 5.1.1 | 5.1.2 | 5.1.3 | 5.1.4 | 5.1.5 | 5.1.6 | 5.1.7 | 5.1.8 | 5.1.9 | 5.2.1 | 5.2.2 | 5.3.1 | 5.3.2 | 5.3.3 |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

6适任：有助于靠泊，锚泊和其他系泊操作

Competence: Contribute to berthing, anchoring, and other mooring operations

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 6.1.1 | 6.1.2 | 6.1.3 | 6.2.1 | 6.2.2 | 6.2.3 | 6.3.1 | 6.3.2 | 6.3.3 | 6.4.1 | 6.4.2 | 6.4.3 | 6.5.1 | 6.5.2 |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**职能：货物装卸和积载**

**Function: Cargo handling and stowage**

7适任：有助于货物和物料的装卸

Competence: contribute to the handling of cargo and stores

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 7.1.1 | 7.1.2 | 7.1.3 | 7.2.1 | 7.2.2 | 7.2.3 |
|  |  |  |  |  |  |

**职能：船舶作业管理和人员管理**

**Function:** **Controlling the operation of the ship and care for persons on board**

8适任：有助于甲板设备和机械的安全操作

Competence: contribute to the safe operation of deck equipment and machinery

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 8.1.1 | 8.1.2 | 8.1.3 | 8.2.1 | 8.2.2 | 8.2.3 | 8.3.1 | 8.3.2 | 8.3.3 | 8.4.1 | 8.4.2 | 8.5.1 | 8.5.2 | 8.5.3 | 8.6.1 | 8.6.2 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8.6.3 | 8.7.1 | 8.7.2 | 8.7.3 | 8.8.1 | 8.8.2 | 8.8.3 | 8.8.4 | 8.9.1 | 8.9.2 | 8.9.3 | 8.10.1 | 8.10.2 | 8.11.1 | 8.11.2 | 8.11.3 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8.12.1 | 8.12.2 | 8.13.1 | 8.13.2 | 8.13.3 |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

9适任：采取职业健康和安全预防措施

Competence: Apply occupational health and safety precautions

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 9.1.1 | 9.1.2 | 9.1.3 | 9.2.1 | 9.3.1 | 9.3.2 | 9.4.1 | 9.4.2 | 9.5.1 | 9.5.2 | 9.5.3 | 9.6.1 | 9.6.2 | 9.6.3 | 9.7.1 | 9.7.2 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

10适任： 采取预防措施和有助于防止海洋环境污染

Competence: Apply precautions and contribute to the prevention of pollution of the marine environment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 10.1.1 | 10.1.2 | 10.2.1 | 10.2.2 | 10.3.1 |
|  |  |  |  |  |

11适任： 操作救生筏和救助艇

Competence: Operate survival craft and rescue boats

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 11.1.1 | 11.1.2 | 11.1.3 | 11.1.4 | 11.1.5 |
|  |  |  |  |  |

**职能：维护修理**

**Function: Maintenance and repair**

12适任： 有助于船舶维护和修理

Competence: Contribute to ship maintenance and repair

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 12.1.1 | 12.1.2 | 12.1.3 | 12.1.4 | 12.2.1 | 12.2.2 | 12.2.3 |
|  |  |  |  |  |  |  |

第六部分 见习记录簿附页（另加附页）

**SECTION 6 EXTRA PAPERS FOR ON BOARD TRAINING RECORD BOOK (ATTACH ADDITIONAL PAGES)**

1. 专题一，船上见习的基本情况、收获与体会，不少于1000字。

Subject 1：The basic information of the trainee on board, gain and experience, not less than 1000 words.

1. 专题二，对更好地履行航行值班职责的认识，不少于800字。

Subject 2：The understanding of performing navigation watchkeeping, not less than 800 words.

1. 专题三，在货物装卸时安全作业体会，不少于800字。

Subject 3 ：The experience of safe cargo handling, not less than 800 words.

1. 专题四，在操作甲板设备时如何更好地保护自己和他人人身安全，不少于800字。

Subject 4：How to better protect yourself and others when operating the deck equipment? Not less than 800 words.

1. 专题五，船舶维护和保养工作对保障船舶安全航行的作用，不少于1000字。

Subject 5：The function of ship’s repair and maintenance to the safe navigation of the ship, not less than 1000 words.

第七部分 评价报告

**SECTION 7 REPORT OF EVALUATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名  Name |  | 船上见习时间  Training period |  | 船员服务簿注册号码  Seaman’s registration No. |  |
| 船长鉴定意见Evaluating competence by master  签名/船章 日期  initials/ Ship’s official stamp Date | | | | | |
| 船公司鉴定意见Evaluating competence by company  签名/公章 日期  initials/Official stamp Date | | | | | |
| 海事机构意见Evaluating competence by administration  签名 日期  initials Date | | | | | |

第八部分 见习船员操舵记录

**SECTION 8 TRAINEE’S STEERING RECORD**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 操舵  Steering | 航次  Voyage | | 已操舵  Steered | | | 备注  Remarks | 负责航行值班驾驶员签名  Signature officer in charge of the watch |
| 日期  Date | 持续时间  Duration | |
| 从  From | 到  To | 从From | 到  To |  |  |
| 白天使用罗经  By compass by day |  |  |  |  |  |  |  |
| 夜晚使用罗经  By compass By night |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 操舵  Steering | 航次  Voyage | | 已操舵  Steered | | | | 备注  Remarks | 负责航行值班驾驶员签名  Signature officer in charge of the watch | |
| 日期Date | | 持续时间  Duration | |
| 从  From | 到  To | 从  From | 到  To |  |  | |
| 视觉（不依赖罗经）  By sight  (without aid of compass) |  |  |  | |  |  |  |  | |
| -驶入或驶离港口  Entering or leaving port |  |  |  | |  |  |  |  | |
| 操舵证书STEERING CERTIFICATE | | | | | | | | |
| 姓名Surname :  水手证书编号Seafarer’s Book No.: 签名Usual Signature:  此部分用来证明上述所提人员正受训于 轮，自 到  This is certify that the above named has been under training on M/V From To | | | | | | | | |
| 在此期间见习船员轮替操舵，据此记录，在船上培训期间，可确认见习船员已被认定是合格操舵人员 。替操舵持续时间如下：  During this period the trainee took turns at the steering wheel. From the records and during training on this ship it is confirmed that the trainee has taken turns at the wheel in steering the ship( apart from periods of instruction) for the duration as detailed below:    A 白天操舵Steering by compass by day 小时hours  B 夜间操舵 Steering by compass by night 小时hours  C 不借助罗经操舵By sight without aid of compass 小时 hours  D 驶入或离港操舵Entering or leaving port 小时hours | | | | 被认定为操舵能手Has been found to be a proficient hand for steering the ship.  船长Master  日期date  船舶M/V  船东Owned by  船章ship’s official stamp | | | | |

# 5.申请值轮机长适任证书船上见习记录簿

申 请 轮 机 长 适 任 证 书

船 上 见 习 记 录 簿（2018版）

ON BOARD TRAINING RECORD BOOK FOR

CANDIDATES FOR CERTIFICATION AS THE CHIEF ENGINEER

申请值轮机长适任证书

船上见习记录簿（2018版）

ON BOARD TRAINING RECORD BOOK FOR

CANDIDATES FOR CERTIFICATION AS THE CHIEF ENGINEER

姓名 Name:

船员服务簿注册号码 Seafarer’s Registration No.:

公司名称 Company:

海事管理机构 Maritime Administration:

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2、船舶资料Ship’s particulars

3、船上培训师检查培训进程Designated training officer’s review of training progress

4、轮机长检查培训记录簿 Chief Engineer's Inspection of Record Book

5、公司检查培训记录簿 Company's Inspection of Record Book

**第三部分 培训任务和要达成的适任目标**

**SECTION 3 INFORMATION ON TRAINING TASKS AND COMPETENCES TO BE ACHIEVED**

**第四部分 见习科目**

**SECTION 4 SUBJECT OUTLINE**

1、轮机工程Marine Engineering

2、电子、电气和控制工程 Electrical、Electric and Control Engineering

3、维护和修理 Maintenance and Repair

4、船上操作管理和人员管理Controlling the Operation of the Ship and Care for Persons on Board

**第五部分 任务摘要图表**

**SECTION 5 TASK SUMMARY CHART**

**第六部分 见习记录簿附页**

**SECTION 6 EXTRA PAPERS FOR ON BOARD TRAINING RECORD BOOK**

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**SECTION 7 REPORTS OF EVALUATION**

**第一部分 使用指南**

轮机长、指定的船上培训师和见习船员需注意：

**1、记录簿的目的：**

见习记录簿是根据《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》的要求编制的，其目的是确保需要见习的船员按照结构化的培训计划，充分利用海上航行时间，在船上培训师的指导下，完成预定的培训任务。在充分完成培训任务后，就可以获得实际的工作经验和必要的海上服务资历，成为与《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》中适任要求相一致的合格船员。

**2、当持有记录簿时：**

见习船员应完成有关个人信息的填写。

见习船员应在船上培训师的指导下，按培训计划，分阶段地完成培训任务的填写。

见习船员在整个培训期间应个人负责记录簿的保管。

**3、加入船舶后，尽可能地：**

见习船员应完成第二部分关于船舶技术细节内容的填写，轮机长和指定的船上培训师应提供进行训练的机会。

轮机长和指定的船上培训师应检查此记录薄的记录情况，以核查实习进程。

见习船员应根据船舶的实际情况，在船上培训师的指导下，制定相应的培训计划以解决适任证明情况，在第五部分可以看到任务摘要图。

**4、实习船员海上资历期间：**

在第四部分所列出的一系列船上培训任务，应在船上培训师的指导下积极的完成。

一旦上船，只要航行情况允许，此记录薄应每个星期提交给指定的船上培训师检查。船上培训的开展要及时记录。船上培训师的检查要及时记录，在对需要改进的地方进行验证后，签名并标注日期。

记录薄每个月应提交给轮机长检查，轮机长的评论要及时记录，标注日期。该评论应仅涉及见习船员的适任情况和见习进程。

记录薄应于每条船见习结束后提交给公司检查，公司培训师的评价要及时记录，标注日期。该评论应仅涉及见习船员的适任情况和见习进程。

**SECTION 1 GUIDE TO COMPLETION**

For the attention chief engineer designated on board training officers and rating trainees

1. Object of the record book

The record book was designed in accordance with the STCW Convention as amended in 2010 and the Regulations of the People’s Republic of China governing Competency Examination and Certification for Seafarers Serving on Seagoing Ships, which is to help ensure that ratings follow a structured programme of training and make best use of their time at sea to complete the tasks under the direction of onboard trainer. In so doing they will gain the practical training and experience to become competent watchkeeping deck ratings in accordance with the STCW Convention as amended in 2010 and the Regulations for the examination and certification of seafarers of the People’ republic of china.

1. On receipt of this book

The trainee should complete the information of personal history.

The trainee should complete the information required on the following pages by stages, under the supervision of the designated training officer on schedule.

The trainee should be personally responsible for the safe keeping of this record book throughout training.

1. As soon as possible after joining the ship:

The trainee should complete Section 2 which concerning the data of the ship details. The chief engineer and the designated training officer on board each ship should provide an opportunity for this exercise to be undertaken.

The chief engineer and the designated training officer on board each ship should inspect this book in order to check progress already made.

The trainee should make a plan to tackle the competences that still need to be demonstrated under the direction of the designated training officer. A task summary can be found in section 5.

1. Throughout the rating’s seagoing service

Sections 4, which contain a list of on board training tasks, should be progressively completed under the direction of the designated training officer.

The Book should be submitted to the designated training officer for inspection on joining the ship, so far as the voyage pattern allows, every week. The training progress should be recorded in time. The inspection of the designated training officer should also be recorded in time and sign his name with the date after inspecting the area for improvements.

The Book should be submitted to the chief engineer for inspection every month and the chief engineer’s comments should be recorded with date timely, Comments should only be related to the trainee’s practical progress and competence.

The Book should be submitted to the company for inspection after completion of training on every vessle and the comments should be recorded with date timely, Comments should only be related to the trainee’s practical progress and competence.

**第二部分** **资料与检查表**

**SECTION 2 DATA AND INSPECTION LIST**

1 个人资料

**Personal information**

姓名Name: 出生日期Date of Birth:

海员证编号Seafarer’s Passport No.:

船员服务簿注册号码Seafarer’s Registration No.:

见习起止时间Starting and Ending Time of Training:

公司名称 Company:

公司地址Address of Company:

家庭住址Permanent Address:

备注Remarks:

PHOTO

**2、船舶资料Ship’s particulars**

获得你所服务船舶的信息对于你的训练很有必要，为了帮助你满足规则要求，当你在船上的时候记录如下的详情。

To get the shipping data for your training is necessary, in order to help you to meet the regulatory requirements,you should record the following details on the ship.

**第一条船舶The first ship**

|  |  |  |
| --- | --- | --- |
| 船名/类型SHIP’S NAME/TYPE: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺度和容积Dimensions and Capacities**  全长Length O.A. m  船宽Breadth m  船深Depth m  夏季吃水Summer Draught m  总吨位Gross Tonnage  净吨位 Net Tonnage  总载重量Dead Weight t  空船排水量Light Displacement t 散装容积Grain Capacity m3  液舱容积Liquid Capacity m3  **救生设备Lifesaving equipment**  快速救助艇 (艇机型号) Fast Rescue Boat (engine/type)  救生艇(数量/容量/艇机型号) Lifeboats (no./cap/engine)  救生筏 (数量/.容量) Life-rafts (no./capacity)    求生服(数量/型号) Survival suits不(no./type)  应急逃生呼吸器（数量/类型）Escape sets (no./type) | **主机Main Engine**  制造商/型号Make/type  最大持续功率MCR KW at revs per min  营运船速Service speed knots  **造水机**（制造商/型号）**Fresh water generators (make/type)**  **锅炉**（制造商/型号）**Boilers(make/type)**  重油容量HFO capacity m3/tonnes  柴油容量DO capacity m3/tonnes  重油消耗HFO consumption tonnes/day  柴油消耗DO consumption tonnes/day  **消防设备Fire Fighting Equipment**  应急消防泵 (型号/排量)  Emergency fire pump (type/cap.)  灭火器 (数量/容量)  Fire extinguishers (number and capacity)    **货物操作设备Cargo Handling Gear**  吊杆/克令吊（数量/安全工作负荷）Derricks/Cranes(No. and SWL) t | **发电机Generators**  发电柴油机（数量/型号）Engines (no./type)  最大功率Max electrical output Kw  应急发电机（型号）  Emergency generator engine (type)  最大功率Max electrical output Kw  **防污染设备 Pollution Prevention Equipments**  油水分离器（制造商/型号）Oily water separator  (**make/type**)  焚烧炉（制造商/型号）Incinerator (**make/type**.)  生活污水处理装置（制造商/型号）Sewage treatment unit (**make/type**)  排油监控装置（制造商/型号）Oil discharge monitoring and control system (**make/type**)  **舵机和侧推装置Steering and Propulsion**  舵机（制造商/型号）Steering gear (make/type)  螺旋桨（型号）Propeller (type)  螺旋桨（叶片数量 /直径）Propeller  (no. of blades /diameter)  侧推器（数量/型号/推力）Trusters (no./type/thrust) |

**第二条船舶The second ship**

|  |  |  |
| --- | --- | --- |
| 船名/类型SHIP’S NAME/TYPE: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺度和容积Dimensions and Capacities**  全长Length O.A. m  船宽Breadth m  船深Depth m  夏季吃水Summer Draught m  总吨位Gross Tonnage  净吨位 Net Tonnage  总载重量Dead Weight t  空船排水量Light Displacement t 散装容积Grain Capacity m3  液舱容积Liquid Capacity m3  **救生设备Lifesaving equipment**  快速救助艇 (艇机型号) Fast Rescue Boat (engine/type)  救生艇(数量/容量/艇机型号) Lifeboats (no./cap/engine)  救生筏 (数量/.容量) Life-rafts (no./capacity)    求生服(数量/型号) Survival suits  (no./type)  应急逃生呼吸器（数量/类型）Escape sets (no./type) | **主机Main Engine**  制造商/型号Make/type  最大持续功率MCR KW at revs per min  营运船速Service speed knots  **造水机**（制造商/型号）**Fresh water generators (make/type)**  **锅炉**（制造商/型号）**Boilers(make/type)**  重油容量HFO capacity m3/tonnes  柴油容量DO capacity m3/tonnes  重油消耗HFO consumption tonnes/day  柴油消耗DO consumption tonnes/day    **消防设备Fire Fighting Equipment**  应急消防泵 (型号/排量)  Emergency fire pump (type/cap.)  灭火器 (数量/容量)  Fire extinguishers (number and capacity)    **货物操作设备Cargo Handling Gear**  吊杆/克令吊（数量/安全工作负荷）Derricks/Cranes(No. and SWL) t | **发电机Generators**  发电柴油机（数量/型号）Engines (no./type)  最大功率Max electrical output Kw  应急发电机（型号）  Emergency generator engine (type)  最大功率Max electrical output Kw  **防污染设备 Pollution Prevention Equipments**  油水分离器（制造商/型号）Oily water separator  (**make/type**)  焚烧炉（制造商/型号）Incinerator (**make/type**.)  生活污水处理装置（制造商/型号）Sewage treatment unit (**make/type**)  排油监控装置（制造商/型号）Oil discharge monitoring and control system (**maker/type**)  **舵机和侧推装置Steering and Propulsion**  舵机（制造商/型号）Steering gear (maker/type)  螺旋桨（型号）Propeller (type)  螺旋桨（叶片数量 /直径）Propeller(no. of blades /diameter)    侧推器（数量/型号/推力）Trusters (no./type/thrust) |

**第三条船舶The third ship**

|  |  |  |
| --- | --- | --- |
| 船名/类型SHIP’S NAME/TYPE: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺度和容积Dimensions and Capacities**  全长Length O.A. m  船宽Breadth m  船深Depth m  夏季吃水Summer Draught m  总吨位Gross Tonnage  净吨位 Net Tonnage  总载重量Dead Weight t  空船排水量Light Displacement t 散装容积Grain Capacity m3  液舱容积Liquid Capacity m3  **救生设备Lifesaving equipment**  快速救助艇 (艇机型号) Fast Rescue Boat (engine/type)  救生艇(数量/容量/艇机型号) Lifeboats (no./cap/engine)  救生筏 (数量/.容量) Life-rafts (no./capacity)    求生服(数量/型号) Survival suits  (no./type)  应急逃生呼吸器（数量/类型）Escape sets (no./type) | **主机Main Engine**  制造商/型号Maker/type  最大持续功率MCR KW at revs per min  营运船速Service speed knots  **造水机**（制造商/型号）**Fresh water generators (maker/type)**  **锅炉**（制造商/型号）**Boilers(maker/type)**  重油容量HFO capacity m3/tonnes  柴油容量DO capacity m3/tonnes  重油消耗HFO consumption tonnes/day  柴油消耗DO consumption tonnes/day    **消防设备Fire Fighting Equipment**  应急消防泵 (型号/排量)  Emergency fire pump (type/cap.)  灭火器 (数量/容量)  Fire extinguishers (number and capacity)    **货物操作设备Cargo Handling Gear**  吊杆/克令吊（数量/安全工作负荷）Derricks/Cranes(No. and SWL) t | **发电机Generators**  发电柴油机（数量/型号）Engines (no./type)  最大功率Max electrical output Kw  应急发电机（型号）  Emergency generator engine (type)  最大功率Max electrical output Kw  **防污染设备 Pollution Prevention Equipments**  油水分离器（制造商/型号）Oily water separator  (**maker/type**)  焚烧炉（制造商/型号）Incinerator (**maker/type**.)  生活污水处理装置（制造商/型号）Sewage treatment unit (**maker/type**)  排油监控装置（制造商/型号）Oil discharge monitoring and control system (**maker/type**)  **舵机和侧推装置Steering and Propulsion**  舵机（制造商/型号）Steering gear (maker/type)  螺旋桨（型号）Propeller (type)  螺旋桨（叶片数量 /直径）Propeller  (no. of blades /diameter)  侧推器（数量/型号/推力）Trusters (no./type/thrust) |

**3、船上培训师检查培训进程**

见习船员根据见习任务，结合航次任务，按每星期的时间间隔填写完成任务；

以记录簿中的编号或文字表述

**Designated training officer’s review of training progress**

This table should be completed weekly in accordance with the training task during the voyage

The training tasks are listed as number or words in this record book

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training Tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Data |
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**船上培训师检查培训进程（续表）**

**Designated training officer’s review of training progress (continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training Tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Data |
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**船上培训师检查培训进程（续表）**

**Designated training officer’s review of training progress (continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training Tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Data |
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**4、轮机长检查培训记录簿**

轮机长每个月结束后进行检查。该评论应仅涉及见习船员的适任情况和见习进程

**Chief engineer’s inspection of record book**

The Book should be submitted to the chief engineer for inspection every month

Comments should only be related to the trainee’s practical progress and competence

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 起止时间  Starting and ending time | 见习内容  Contents | 评论  Comments | 轮机长签字  chief engineer’s initials | 日期  date | 船章  Ship’s official stamp |
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**五、公司培训师检查见习记录簿**

每条船见习结束后，公司培训师应对见习人员的见习进程、见习记录和适任情况进行检查和评估。

**Company’s inspection of record book**

The Book should be submitted to the company’s trainer for inspection after completion of training on every vessel.

Comments should only relate to the trainee’s practical progress,record and competence

|  |  |  |  |
| --- | --- | --- | --- |
| 评论  Comments | 公司培训师姓名  Name of company’s trainer | 公司培训师签名  Initials | 日期  Date |
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**第三部分 培训任务和要达成的适任目标**

**SECTION 3 INFORMATION ON TRAINING TASKS AND COMPETENCES TO BE ACHIEVED**

完成清单中培训任务和达成适任目标举例

Example of how to complete the list of training task and competences achieved

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（**签名**/日期）Demonstrating competence**  **Designated trainer/professional assessor (Initials/Date)** | | |
| **14.2** | 电气和电子控制设备及安全设备的功能测试  **The function testing of the electrical and electronic control equipment and safety equipment** | | | 具有对电气和电子控制设备及安全设备的功能测试能力  **Having the ability of the function testing of the electrical and electronic control equipment and safety equipment** |  | |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | |
| .1 | **掌握电气和电子控制设备的功能测试方法；**  Understanding the function test method of electric and electronic control equipment | XXX | 2013,2,16 | 主机超速保护功能测试程序不正确，研究说明书。 | XXX | 2013,2,20 | |
| .2 | **掌握安全设备的功能测试方法。**  Understanding the function testing methods of the safety equipment | XXX | 2013,2,18 |  |  | |

* 粗体部分的能力（在此例中**电气和电子控制设备及安全设备的功能测试**等）直接取自STCW规则
* 主要的任务（在此例中**掌握电气和电子控制设备的功能测试方法**等）也取自STCW规则。主要的任务被细分为页码左手边的任务和职责。见习船员应尽可能地完成培训任务，但是考虑到可能的设备货物或船舶航行模式，并不要求所有的任务都能完成，在认为见习船员在主要任务方面适任前，必须注意到，构成适任基础的一些知识和技能也可以在岸上培训中获得。
* 船上培训师可以在所提供的空白处两次记录完成任务的情况。这不意味着每项任务应完成两次，如果船上培训师认为一次已足够的话。
* 监督见习船员的船上培训师和教员由轮机长指定的具有丰富经验的合格船员担任。
* 在表明适任被记录之前，轮机长或指定的船上培训师可以记录下要改进部分的建议，在评估标准正下方有用于此目的的大空格。当表明适任主要的任务时，评估标准最右边的空格子里，轮机长或指定的船上培训师应签字并标注日期（年，月，日），表明已经适任。

当记录“表明适任”时，应该仔细考虑到表中所提出的评估标准。评估标准和船员良好的技能都来自STCW规则。

* The competence with **bold fonts** (**The function testing of the electrical and electronic control equipment and safety equipment**) is directly taken from the text of the STCW Code.
* The primary task (in this case **the function test method of electric and electronic control equipment)** is also taken from the STCW Code. The primary task is sub-divided into training tasks or duties on the left hand side of the page. The trainee should complete as many of these training tasks as possible. However, in view of the likely equipment cargo or voyage pattern of the ship, it is not expected that all these tasks will be completed before the trainee is considered competent in the primary task. It should be noted that some of the skills and knowledge that underpin the competences may well have been obtained during shore based training.
* Space is provided to record completion of each training task twice by the supervising officer. This does not mean that each task must be completed twice if, in the opinion of the officer, once is considered sufficient.
* The officer supervising the trainee does not necessarily have to be the designated training officer.
* Before 'Competence Demonstrated' is recorded the chief engineer or designated on hoard training officer may record any appropriate advice about areas for improvement. A large blank space for this purpose is provided beneath the criteria for evaluation, as competence in these primary tasks is demonstrated, the appropriate blank next to the criteria for evaluation, on the far right hand side of the page, should be signed and dated(day, month and year )by the chief engineer or designated training officer on board ship to attest that competence has been demonstrated.
* A trainee’s attainment of the competence should only be recorded as 'Competence Demonstrated' when the chief engineer or designated training officer is indeed satisfied that the trainee can perform the duty without supervision.

When recording 'Competence Demonstrated', careful account should be taken of the criteria for evaluation contained on the right hand side of the page, which is taken from the STCW Code, as well as the best practices of seafarers and good safe working practice

**第四部分 见习科目**

**SECTION 4 SUBJECT OUTLINE**

**职能：轮机工程 管理级**

**Function: Marine engineering at the Management level**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials /date)** | | |
| **1.** | **适任：推进装置操作管理**  **Competency: Manage the operation of propulsion plant machinery** | | |
| **1.1** | **对主机设计参数的掌握**  **Main engine design parameters** | | | **熟悉机桨配合原则**  **Familiarize with the principles of matching between main engine and propeller** |  | |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | |
| .1 | 熟悉主机设计参数  **Familiarize with** main engine design parameters |  |  |  |  | |  |
| .2 | 主机匹配需要考虑的因素  The factors to be considered for matching **between main engine and propeller** |  |  |  | |  |
| **1.2** | **对主机说明书及有关资料的掌握**  **Master the related date of main engine instruction books** | | | **对主机说明书阅读理解清楚、准确**  **Understand the main engine instruction book clearly and exactly** |  | |  |
| .1 | 能够研读主机说明书 Be able to study main engine instruction in English |  |  |  |  | |  |
| **1.3** | **对主机运行参数的掌握**  **Master the operation parameters of main engine** | | | **主机运行参数符合说明书推荐的要求**  **The operation parameters of main engine are in conformity with recommended requirements in instruction book** |  | |  |
| .1 | 熟悉主机的运行参数  Familiarize with main engine operating **parameters** |  |  |  | |  |  |
| .2 | 根据说明书调整主机运行状态  Adjust operating condition in accordance with instruction book |  |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials /date)** | |
| **2** | **适任：主推进装置和辅助机械的操纵、监控、性能评估及安全维护**  **Competency: Operation、monitoring、performance evaluation and maintenance of main propulsion and auxiliary machinery, including associated systems** | | | |
| **2.1** | **主推进装置和辅助机械的有效监测和性能评估**  **Monitor and evaluate the performance of main propulsion and auxiliary machinery effectively** | | | **正确调整主机和辅助机械运行参数**  **Adjust operating parameters of main engine and auxiliary engine correctly** | |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见  Advice on Areas for Improvement | | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 熟悉主机和相关辅助机械的运行参数 Familiarize with the operation date of main engine and related auxiliary machinery |  |  |  | |  |  |
| .2 | 检查并保持压力、温度、液位、转速等符合设备技术要求  Check and maintain the pressures, temperatures, level, revolutions etc. in accordance with technical specification |  |  |  |  |
| .3 | 能够测取并分析主机示功图  Be able to take and analyse indicating diagram |  |  |  |  |
| .4 | 能够调节运行参数，使主机保持安全的运行状态 Be able to adjust the running parameters to maintain the main engine running in a safe condition |  |  |  |  |
| .5 | 熟悉与主机相关的警报系统，并采取正确的措施 Familiarize with the alarm system related to main engine and carry out correct action |  |  |  |  |
| .6 | 扫气箱检查  Check scavenging space |  |  |  |  |
| .7 | 扫气口检查  Check scavenging port |  |  |  |  |
| **2.2** | **船用主柴油机自动控制功能**  **Function of automatic control for main engine** | | | **熟悉主机遥控系统操作**  **Familiarize with the operation of remote control system of main engine** | |  |  |
| .1 | 熟悉主机自动控制系统的工作原理 **Familiarize with** the principles of automatic control for main engine |  |  |  | |  |  |
| .2 | 能够以手动和自动的方式操作主机 Be able to operate the main engine in manual mode and automatic mode |  |  |  |  |
| .3 | 熟悉主机自动-手动操作模式转换方法 **Familiarize with** the change over methods of main engine operation from automatic mode to manual mode |  |  |  |  |

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| **3** | **适任：辅助机械操作保养与自动控制**  **Competency: operation，maintenance and automatic control for auxiliary machinery** | | |
| **3.1** | **制冷系统操作和保养**  **The operation and maintenance of refrigerating plant** | | | **熟悉制冷装置自动控制的操作和保养**  **Familiarize with the operation and maintenance of automatic control for refrigerating plant** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 熟悉制冷装置的工作原理 Familiarize with the principles of automatic control for refrigerating plant |  |  |  |  |  |
| .2 | 熟悉制冷装置的常规操作 Familiarize with the routine operation of automatic control for refrigerating plant |  |  |  |  |
| **3.2** | **操舵系统操作和保养**  **The operation and maintenance of steering gear** | | | **熟悉舵机自动控制的操作和保养**  **Familiarize with the operation and maintenance of automatic control for steering gear** |  |  |
| .1 | 熟悉操舵系统自动控制原理，  Familiarize with the principle of automatic control for steering gear |  |  |  |  |  |
| .2 | 能够操作应急舵机  Be able to operate the emergency steering gear |  |  |  |  |
| .3 | 能够解决应急舵机控制故障  Be able to solve troubles of steering gear control |  |  |  |  |

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| **4.** | **适任：燃油、润滑油和压载水操作管理**  **Competency: Management of fuel, lubrication and ballast operations** | | |
| **4.1** | **燃油管理**  **Fuel oil management** | | | **燃油系统操作符合操作要求，执行的操作符合防止海洋环境污染要求 Fuel operations meet operational requirements and are carried out so as to prevent pollution of the marine environment** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 熟悉控制区域对燃油的要求  Familiarize with the requirements of fuel in control area |  |  |  |  |  |
| .2 | 熟悉正确的燃油加装程序  Familiarize with the correct bunkering procedures |  |  |  |  |
| .3 | 能够执行下列操作： Be able to carry out the operations as below:  燃油的净化  Purify fuel oil |  |  |  |  |
| 正确地加热燃油 Heat fuel oil appropriately |  |  |  |  |
| 正确地处理燃油 Treat fuel oil appropriately |  |  |  |  |
| **4.2** | **润滑油管理**  **Lubricating oil management** | | | **润滑油操作符合操作要求，执行的操作符合防止海洋环境污染要求 lubrication operations meet operational requirements and are carried out so as to prevent pollution of the marine environment** |  |  |
| .1 | 熟悉正确的润滑油加装程序 **Familiarize with** the correct procedures of lubricating oil loading |  |  |  |  |  |
| .2 | 能够执行下列操作： Be able to carry out the operations as below:  滑油的净化Purify lubricating oil |  |  |  |  |
|  | 正确加热滑油 Heat lubricating oil appropriately |  |  |  |  |
|  | 正确储存和驳运润滑油 Store and transfer lubricating oil appropriately |  |  |  |  |

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| **5** | **适任：航次维修计划的制定与实施**  **Competency: Compiling and implementing voyage maintenance plan** | | | **正确计划航次保养工作并符合技术和安全规范要求**  **Maintenance activities are correctly planned in accordance with technical, safety specifications** |  |  | |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | |
| .1 | 编写保养计划  Compile maintenance schedule |  |  |  |  | |  |
| .2 | 正确执行保养工作  Carry out maintenance work correctly |  |  |  | |  |

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| **6** | **适任：设备及机械的文件和资料管理**  **Competency: Documents and data management** | | | **机械说明书和相关文件归档清楚正确**  **File the engine instruction and related document clearly and correctly** |  | |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | |
| .1 | 查阅英文设备说明书  Refer to English instruction books of equipment |  |  |  |  |  | |
| .2 | 机械说明书和文件正确造册  Catalog engine instructions and document correctly |  |  |  |  | |

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| **7** | **适任：轮机报表填写**  **Competency: Filling in engine reports and related forms** | | | **各种记录和表格填写恰当并被正确提交**  **Fill the records and forms appropriately and submit them correctly** |  |  | |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | |
| .1 | 正确填写各种记录  Fill the records correctly |  |  |  |  | |  |
| .2 | 正确填写机舱报表  Fill engine-room reports correctly |  |  |  | |  |

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| **8** | **适任：备件管理**  **Competency: Engine-room spare parts management** | | | **备件申请和管理得当**  **The requisition and management of spare parts are appropriate** |  | |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | |
| .1 | 能用英语申请备件 Be able to apply for spare parts in English |  |  |  |  |  | |
| .2 | 正确管理备件  Manage spare parts correctly |  |  |  |  | |

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| **9** | **适任：轴系管理**  **Competency: Shaft system management** | | | **轴系的检查和保养符合技术和安全要求**  **Inspection and maintenance of shaft system are correctly planned in accordance with technical, safety specifications** |  | |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | |
| .1 | 正确管理尾轴润滑系统 Manage the lubricating system for tail shaft correctly |  |  |  |  |  | |
| .2 | 正确管理尾轴密封装置  Manage the sealing arrangement of tail shaft correctly |  |  |  |  | |

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| **10** | **适任：应急设备管理**  **Competency: Emergency equipment management** | | | **机舱应急设备的检查和保养符合技术和安全要求**  **Inspection and maintenance of emergency equipment in engine-room are correctly planned in accordance with technical, safety specifications** |  | |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | |
| .1 | 保持机舱应急设备的有效性  Keep emergency equipment effective |  |  |  |  |  | |
| .2 | 正确检查保养机舱应急设备  Ckeck and maintain emergency equipment in engine room correctly |  |  |  |  | |

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| **11** | **适任：动力设备故障诊断技术**  **Competency: Fault diagnosis of power plant** | | | **主机性能参数分析得当**  **The analysis of main engine parameters is appropriate** |  | |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | |
| .1 | 能够对主机参数进行正确的分析 Be able to analyze parameters of main engine correctly |  |  |  |  |  | |

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| **12** | **适任：动力设备工况监测技术**  **Competency: Condition monitoring of dynamical plant** | | | **熟悉动力设备的运行状态及参数的监测与报警**  **Familiarize with the monitoring and alarm of operating condition and date of power plant** |  | |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | |
| .1 | 正确检查和更换传感器  Inspect and replace sensor correctly |  |  |  |  |  | |
| .2 | 保持和维护警报系统的有效  Keep and maintain the alarm system effective |  |  |  |  | |

**职能：电子、电气和控制工程 管理级**

**Function:** ELECTRICAL, ELECTROPNIC AND CONTROL ENGINEERING AT THE MANAGEMENT LEVEL

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| **13.** | **适任：电气、电子控制设备操作管理**  **Competency: Operation and management of electrical and electronic control equipment** | | |
| **13.1** | **主机装置的自动控制设备和安全保护装置**  **The automatic control equipment and safety protection device for main engine** | | | **正确的计划性的保养活动符合设备的技术、法定、安全和程序化的规范要求 Planned maintenance activities are correctly in accordance with technical, legislative, safety and procedural specifications** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 熟悉本船主机遥控系统；  Familiarize with the remote control system of main engine |  |  |  |  |  |
| .2 | 熟悉本船主机起停控制系统的检测、维护、故障检查和修理的方法；  Familiarize with the testing, maintenance, trouble shooting and repair methods of main engine remote control system |  |  |  |  |
| .3 | 熟悉本船主机转速控制系统的检测、维护、故障检查和修理的方法；  Familiarize with the testing, maintenance, trouble shooting and repair methods of main engine governor system |  |  |  |  |
| .4 | 熟悉本船主机安全保护系统的检测、维护、故障检查和修理的方法。  Familiarize with the testing, maintenance, trouble shooting and repair methods of main engine safety protection system |  |  |  |  |  |
| **13.2** | **主发电机和配电系统装置的自动控制设备和安全保护装置 The automatic control equipment and safety protection device of main generators and power distribution system** | | | **检查、测试和故障排除恰当 Inspection, testing and troubleshooting of equipment are appropriate** |  |  |
| .1 | 熟悉船舶自动化电站的基本功能；  Familiarize with the basic functions of automation power station of the ship |  |  |  |  |  |
| .2 | 掌握船舶自动化电站的基本操作；  Master the basic operation of ship power station automation |  |  |  |  |
| .3 | 了解船舶电站保护的目的、种类、具体保护的要求；  Have knowledge of the requirements of protection purpose, variety, specific protection of ship power plant |  |  |  |  |
| .4 | 熟悉船舶自动化电站和安全保护装置的检测、维护、故障检查和修理的方法。  Familiarize with the marine power station automation and safety plant testing, maintenance, trouble shooting and repair methods. |  |  |  |  |
| **13.3** | **蒸汽锅炉装置的自动控制设备和安全保护装置**  **Automatic control equipment and safety protection device of steam boiler plant** | | | **检查、测试和故障排除恰当**  **Inspection, testing and troubleshooting of equipment are appropriate** |  |  |
| .1 | **熟悉锅炉自动控制内容。**  Familiarize with the automatic control of boiler |  |  |  |  |  |
| .2 | **熟悉锅炉水位控制系统的维护保养及试验(低低水位试验）方法。**  Familiarize with the maintenance of boiler water level control system |  |  |  |  |
| .3 | **熟悉锅炉的燃烧程序控制过程和燃烧熄火保护试验的方法。**  Familiarize with the boiler combustion process control and the method of combustion flame-out protection test. |  |  |  |  |
| .4 | **熟悉管理报警和保护系统。**  Familiarize with the management of alarm and protection system |  |  |  |  |
| .5 | 熟悉锅炉自动控制系统的安全注意事项、应急处理措施  Familiarize with the safety precautions and emergency response measures of boiler automatic control system |  |  |  |  |
| **13.4** | 中、高压电气设备的使用安全  **The safety use of the medium and high voltage electrical equipment** | | | 具备高压电操作的安全防护知识, 能正确使用高压电操作的安全防护用品。  **Have knowledge of high voltage operation safety protection and apply high voltage operation safety protective equipment correctly.** |  |  |
| .1 | **熟悉电压超过1千伏特供电系统的知识和特性。**  Familiarize with the knowledge and features of 1000 voltage and above power supply system |  |  |  |  |  |
| .2 | **熟悉高压电如操作不当会对人体或设备产生的极大危害。**  Familiarize with the harm to human body due to improper operation high voltage |  |  |  |  |
| .3 | **熟悉人员在高压电操作中必须具备的安全防护知识。**  Familiarize with the safety protection knowledge in operating of high voltage |  |  |  |  |
| .4 | **熟悉人员在高压电操作中必须具备的安全防护用品（高压接地棒、高压电压感应仪、高压绝缘手套、高压绝缘表等）及正确使用。**  Familiarize with the safety protective equipment and proper usage in the operation of high voltage |  |  |  |  |

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| **编号**  **No：** | **训练**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **14.** | **适任：电气电子控制设备的故障诊断和恢复工况的管理**  **Competency: Fault diagnosis and recovery condition management of electrical and electronic control equipment** | | |
| **14.1** | **电气和电子控制设备的故障分析与诊断**  **Electrical and electronic control equipment fault analysis and diagnosis** | | | **具有对电气和电子控制设备的故障分析与诊断**  能力  **Have the ability of electrical and electronic control equipment fault analysis and diagnosis** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 掌握电气和电子控制设备的故障分析和诊断方法  Master the electrical and electronic control equipment fault analysis and diagnosis method |  |  |  |  |  |
| **14.2** | 电气和电子控制设备及安全设备的功能测试  **The function testing of the electrical and electronic control equipment and safety equipment** | | | 具有对电气和电子控制设备及安全设备的功能测试能力  **Have the ability of the function testing of the electrical and electronic control equipment and safety equipment** |  |  |
| .1 | **掌握电气和电子控制设备的功能测试方法；**  Master the function test method of electric and electronic control equipment |  |  |  |  |  |
| .2 | **掌握安全设备的功能测试方法。**  Master the function testing methods of the safety equipment |  |  |  |  |
| **14.3** | **监视与报警系统的故障诊断与排除**  **Monitoring and alarm system failure diagnosis and elimination** | | | **能够排查压力传感器、温度传感器、液位传感器和速度传感器的一般故障**  **Be able to troubleshoot pressure sensors, temperature sensors, liquid level sensors and speed sensors of general failure** |  |  |
| .1 | 掌握监视与报警系统的故障诊断方法  Master the method of monitoring and alarm system of fault diagnosis |  |  |  |  |  |
| **14.4** | **软件版本控制**  **Software version control** | | | **能够对船上软件进行更新与升级**  **Be able to update and upgrade the software of the ship** |  |  |
| .1 | 熟悉数据库的备份与恢复  Familiarize with the database backup and recovery |  |  |  |  |  |

**职能:维护和修理 管理级**

Function: Maintenance and Repair THE MANAGEMENT LEVEL

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **15.** | **适任：船舶修造管理**  **Competency: Ship building management** | | |
| **15.1** | **编制维护计划**  **Planning maintenance,** | | | **保养和修理计划正确 Appropriate plans is available for maintenance and repair** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 熟悉船舶的法定检验项目 Familiarize with statutory verification items of the ship |  |  |  |  |  |
| .2 | 熟悉船舶的船级检验项目 Familiarize with class verification items of the ship |  |  |  |  |
| .3 | 编制航次维修保养计划 Compile the voyage maintenance and repair plan |  |  |  |  |
| .4 | 编制年度维修保养计划 Compile the annual maintenance and repair plan |  |  |  |  |
| **15.2** | **编制修理计划 Planning repairs** | | | **修理计划正确 Appropriate plans is available for repair** |  |  |
| .1 | 熟悉船舶修理程序  Familiarize with the procedure of ship repair |  |  |  |  |  |
| .2 | 编制坞修单 Compile docking repair list |  |  |  |  |
| .3 | 编制轮机修理单 Compile engine department repair list |  |  |  |  |
| .4 | 编制航次修理单 Compile voyage repair list |  |  |  |  |
| .5 | 编制年度修理单 Compile annual repair list |  |  |  |  |
| **15.3** | **设备的检查和调试 Inspection and adjustment of equipment** | | | **检查和调试程序正确 The procedures of inspection and adjustment are correct** |  |  | |
| .1 | **柴油机系统的检查与调试；**  **Check and debug diesel engine system** |  |  |  |  |  | |
| .2 | **锅炉的检查与调试；**  **Check and debug boiler** |  |  |  |  | |
| .3 | **舵机的检查与调试；**  **Check and debug steering gear** |  |  |  |  | |
| .4 | **防污染设备的检查与调试；**  Check and debug pollution prevention equipment |  |  |  |  | |
| .5 | 锚机以及甲板机械的检查与调试.  Check and debug windlass and deck machinery |  |  |  |  |  | |
| .6 | **熟悉无损检测的方法**  Familiarize with the methods of nondestructive testing |  |  |  |  | |
| **15.4** | **检修作业安全教育**  **Safety education of maintenance operation** | | | **工作做法符合法定要求、实作规则、作业许可并虑及环境因素**  **Working practices are in accordance with legislative requirements, codes of practice, permits to work and environmental concerns** |  |  | |
| .1 | **掌握轮机部的安全操作规程；**  Master the safety operation procedures of the engine department; |  |  |  |  |  | |
| .2 | **对轮机部人员进行安全教育；**  Safety education for engineering department personnel |  |  |  |  | |
| .3 | **组织轮机部干部船员掌握所管设备的安全操作规程；**  **Engineers master the equipment safety operation procedures** |  |  |  |  | |
| .4 | 组织轮机部相关人员掌握专用设备及工具的安全操作规程  Engineering department related personnel master the safety operation procedures of special equipment and tools |  |  |  |  | |
| **15.5** | **修船管理**  **Ship repairing management** | | | **工作做法符合法定要求、实作规则、作业许可并虑及环境因素**  **Working practices are in accordance with legislative requirements, codes of practice, permits to work and environmental concerns** |  |  | |
| .1 | **掌握修船的准备工作；**  Master the repair preparation work |  |  |  |  |  | |
| .2 | **掌握修船中组织工作；**  Master the personnel preparation work |  |  |  |  | |
| .3 | 掌握修船时的监修与验收工作  Master repair supervisor and acceptance work |  |  |  |  | |

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **16** | 适任：船舶检验  **Competency: ship survey** | | |
| **16.1** | **法定检验 statutory survey** | | | **了解法定检验主要内容 Have knowledge of the main content of statutory survey** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 熟悉法定检验主要项目  Familiarize with the main project of statutory survey |  |  |  |  |  |
| **16.2** | **船级检验 Class survey** | | | **了解船级检验主要内容 Have knowledge of the main content of class survey** |  |  |
| .1 | 熟悉船级检验主要项目  Familiarize with the main project of class survey |  |  |  |  |  |
| **16.3** | **编制设备维护计划**  **Preparing the equipment maintenance plan** | | | **能够正确编制航次保养计划和设备维护计划**  **Compile voyage maintenance plan and equipment maintain plan correctly** |  |  |
| .1 | 熟悉航次保养计划和设备维护计划的编写程序  Familiarize with the compiling program of voyage maintenance plan and equipment maintain plan |  |  |  |  |  |

**职能: 船上作业管理和人员管理 管理级**

**Function: CONTROLLING THE OPERATION OF THE SHIP AND CARE FOR PERSONS ON BOARD**

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)）** | |
| **17** | **适任：海上生命安全和保护海洋环境**  **Competency: Safety of life at sea and protection of the marine environment** | | |
| **17.1** | **机舱相关的证书和文件**  **The certificate and other documents related to engine department** | | | **了解与机舱有关的证书和文件**  **Have knowledge of the certificates and documents related to engine department** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 正确记录《油类记录簿》  Record the oil record book correctly |  |  |  |  |  |
| .2 | 正确维护SMS体系文件  Maintain the SMS system files correctly |  |  |  |  |
| **17.2** | **有关国际公约**  **IMO convention related** | | | **了解四大支柱公约的主要内容**  Have knowledge of the main contents of 《MARPOL convention》；《STCW convention》；《SOLAS convention》；《MLC2006 convention》 |  |  |
| .1 | 熟悉《MARPOL公约》主要内容  Familiarize with main contents of MARPOL convention |  |  |  |  |  |
| .2 | 熟悉《STCW公约》主要内容  Familiarize with main contents of STCW convention |  |  |  |  |
| .3 | 熟悉《SOLAS公约》主要内容  Familiarize with main contents of SOLAS convention |  |  |  |  |
| .4 | 熟悉《MLC2006公约》主要内容  Familiarize with main contents of MLC2006 convention |  |  |  |  |
| **17.3** | **有关国内法律和规则**  **National laws and rules related** | | | **了解劳动法和海洋环境保护法主要内容**  Have knowledge of main contents of 《Labor Law》and《Marine Environment Protection Law》 |  |  |
| .1 | 熟悉《中华人民共和国劳动法》主要内容  Familiarize with main contents of 《Labor Law》 |  |  |  |  |  |
| .2 | 熟悉《中华人民共和国海洋环境保护法》主要内容  Familiarize with main contents of 《Marine Environment Protection Law》 |  |  |  |  |
| **17.4** | **防止船舶污染环境的方法**  **The methods to prevent marine environment pollution** | | | **采取正确措施防止海洋环境污染**  **Take action to prevent marine environment pollution correctly** |  |  |
| .1 | 熟悉污染物的种类  Familiarize with the contaminant categories |  |  |  |  |  |
| .2 | 熟悉防止海洋污染的措施  Familiarize with the measures to prevent the marine environment pollution |  |  |  |  |
| **17.5** | **防止船舶污染环境的设备**  **The equipment for pollution prevention** | | | **保证防污染设备的有效性 Ensure validity of pollution prevention equipment**  **监督操作和保养程序符合法定要求**  **Procedures for monitoring operations and maintenance comply with legislative requirements** |  |  |
| .1 | 熟悉油水分离器、焚烧炉和生活污水处理装置的操作Familiarize with the operation of oily water separator， incinerator and sewage treatment plant |  |  |  |  |  |
| .2 | 正确管理防污染设备  Manage the pollution prevention equipment correctly |  |  |  |  |

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| **18** | **适任：船舶安全 Competency: Ship safety** | | |
| **18.1** | **保持消防和救生设备的有效性**  **Maintain validity of life-saving, fire-fighting equipment** | | | **保证防消防和救生设备的有效性 Ensure validity of life-saving, fire-fighting equipment**  **监督操作和保养程序符合法定要求**  **Procedures for monitoring operations and maintenance comply with legislative requirements** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 熟悉机舱消防和救生装置：应急消防泵、挡火板、应急逃生通道、天窗、救生艇发动机等操作和测试 Familiarize with the operation and testing of engine room emergency gear: emergency fire pump, emergency suction, fire damper, emergency escape, EEBD, skylight，boat engine |  |  |  |  |  |
| **18.2** | **灭火和弃船演习**  **Fire fighting and abandon ship drills** | | | **火灾探测和安全系统的程序保证迅速探测到所有报警，并按照所制定的应急程序行动**  **Procedure for monitoring fire-detection and safety systems ensure that all alarms are detected promptly and acted upon in accordance with established emergency procedures** |  |  |
| .1 | 熟悉火灾演习的职责 Familiarize with the responsibility in fire drill |  |  |  |  |  |
| .2 | 熟悉弃船演习的职责 Familiarize with the responsibility in ship abandoning drill |  |  |  |  |
| **18.3** | **船上油污染应急计划的演练**  **Drilling of SOPEP** | | | **能迅速和全面认识到潜在的不符合项**  **Potential non-compliance is promptly and fully identified**  **保证防污染设备的有效性 ensure continued validity of pollution prevention equipment**  **有效的英语交流**  **Communicating in English effectively** |  |  |
| .1 | 熟悉油污染应变演习中的职责 Familiarize with the responsibility in oil pollution drill |  |  |  |  |  |
| .2 | 熟悉船舶油污染应急计划 Familiarize with shipboard oil pollution emergency plan |  |  |  |  |
| **18.4** | 控制吃水差、稳性和强度  Control trim, stability and strength | | | **任何时候，稳性和强度状态都保持在安全范围之内**  **Stability and strength conditions are maintained within safety limits at all times** |  |  |
| ..1 | 熟悉船舶强度和应力的基本理论 Familiarize with the basic theory of ship strength and stress |  |  |  |  |  |
| ..2 | 熟悉影响船舶稳性的主要因素 Familiarize with the key factors affecting the stability |  |  |  |  |
| .3 | 熟悉提高船舶稳性的措施 Familiarize with the measures to improve the stability of ship |  |  |  |  |
| **18.5** | **确保水密的常规控制措施**  **Take countermeasures to ensure water tight** | | | **船舶进水时采取措施得当**  **Action to be taken correctly in flooding condition** |  |  |
| .1 | 能计算破舱进水量 Be able to calculate of flooding and discharge |  |  |  |  |  |
| .2 | 使用船舶堵漏材料 Use the flooding control materials |  |  |  |  |
| .3 | 破舱进水应急时的职责 The responsibility in event of ship damaged |  |  |  |  |
| .4 | 熟悉船舶破舱进水的应急程序 Familiarize with action procedure of ship flooded |  |  |  |  |

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| **19** | **适任：领导力和管理技能 Competency: Leadership and managerial skills** | | |
| **19.1** | **船上人员管理和培训**  **Personal management and training** | | | **The training plan drawn up appropriate and implemented effectively**  **培训计划恰当并有效执行** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 制定有效的培训计划 Produce effective training plan |  |  |  |  |  |
| .2 | 正确评估机舱人员技术能力  Evaluate individual skill and knowledge in engine department correctly |  |  |  |  |
| **19.2** | **应用任务和工作量管理的能力 Ability to apply task and workload management** | | | **操作有计划，并根据需要按照正确的优先顺序分配和分派资源，执行必要的任务 Operations are planned and resources are allocated as needed in correct priority to perform necessary tasks** |  |  |
| .1 | 能够根据个人的技术能力和经验恰当地分派任务 Be able to designate tasks appropriately according individual skill and experience |  |  |  |  |  |
| .2 | 根据工作的特点制定恰当的修理计划 Produce appropriate repair plan according to work’s nature |  |  |  |  |
| .3 | 常规轮机修理及时，机舱资源使用恰当 Carry out timely routine engineering repair and engine room resource utilizing appropriately |  |  |  |  |
| .4 | 能够对事务进行优先排序 Be able to prioritize routine affairs |  |  |  |  |
| **19.3** | **人员疲劳控制**  **Fatigue control** | | | **有效控制人员疲劳 Control individual fatigue effective** |  |  |
| .1 | 熟悉人为失误与疲劳的关系  Familiarize with the relation between human faulty and fatigue |  |  |  |  |  |
| .2 | 能够有效控制人员疲劳  Be able to control human fatigue |  |  |  |  |
| **19.4** | **运用有效资源管理的能力**  **Ability to apply effective resource management:** | | | **交流清楚无歧义 Communication is clearly and unambiguously given and received**  **表明有效的领导力 Effective leadership behavior are demonstrated** |  |  |
| .1 | 机舱资源优先排序知识  Knowledge of engine room resource priority |  |  |  |  |  |
| .2 | 时间管理知识  Knowledge of time control |  |  |  |  |
| .3 | 能够领导机舱团队保持安全值班和有效保养 Be able to lead the engine room team to maintain a safe watch-keeping and effective maintenance |  |  |  |  |
| .4 | 显示协调能力，在机舱团队建立良好的人际关系 Demonstrate the coordination to build a good personal relationship in engine room team |  |  |  |  |
| .5 | 对轮机成员正确运用激励的方法 Apply motivation to engine members appropriately |  |  |  |  |
| **19.5** | **制定、实施和监督标准操作程序 Development, implementation and overseeing of standard operating procedures** | | | **操作有效并符合适用的规则 Procedures are demonstrated to be effective and in accordance with applicable rules** |  |  |
| .1 | 提前制定事故应变计划 Make contingency plans in advance |  |  |  |  |  |
| .2 | 保证机器运转符合在预订的运行计划 Ensure that the engine running is following the pre-determined plan |  |  |  |  |
| **19.6** | **运用决策技能的能力 Ability to apply decision-making techniques** | | | **决策对当前的形势最有效 Decisions are most effective for the situation** |  |  |
| .1 | 能合理评估机器的风险 Be able to assess the risk of engine reasonably |  |  |  |  |  |
| .2 | 能合理评估人员的风险 Be able to assess the risk of personnel reasonably |  |  |  |  |
| **19.7** | **沟通与交流**  **Communication** | | | **交流清楚无歧义 Communication is clear and unambiguous** |  |  |
| .1 | 在船上进行有效的交流 Perform effective communication on board |  |  |  |  |  |
| .2 | 与岸基进行有效的交流，包括： Perform effective communication with shore base including:  船公司Ship company  验船师surveyor  港口国检察官PSCO  船舶供应商ship chandler  加油船工人oil barge workers |  |  |  |  |
| .3 | 清楚而准确地发送和接受信息、指令、命令，提供有效的反馈  Clearly and accurately,send and acknowledge information, instructions, and commands and supply effective feedback. |  |  |  |  |
| **19.8** | **情景意识与风险**  **Situation awareness and risk assessment** | | | **交流清楚无歧义 Communication is clearly and unambiguously given and received**  **必要的团队成员分享对当前和预期的船舶、运行状态和外部环境的精确理解 Necessary team member(s) share accurate understanding of current and predicted vessel**  **and operational status and external environment** |  |  |
| .1 | 熟悉情景意识与轮机安全的关系 Familiarize with the relation between situation awareness and engineering safety |  |  |  |  |  |
| .2 | 无论是值班还是修理工作，都保持较高的情景意识 Maintain high standard of situation awareness, no matter watch-keeping or repairing |  |  |  |  |
| .3 | 能够做出更好的决策 Be able to make better decisions |  |  |  |  |
| .4 | 能合理评估机器的风险 Be able to assess the risk of engine reasonably |  |  |  |  |  |
| .5 | 能合理评估人员的风险 Be able to assess the risk of personnel reasonably |  |  |  |  |
| .6 | 了解故障的关联性  Have knowledge of the relationship of faults |  |  |  |  |
| .7 | 能注意觉察并注意到任何征兆，评估机器的运行状态 Be observant and take notice of any signs to assess the operation condition of engine |  |  |  |  |
| .8 | 认识到失误链信息 Recognize the formation of an error chain. |  |  |  |  |
| .9 | 采取恰当的行动破断事故的失误链 Take the appropriate action to break the chain of events. |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **20** | 适任：航行值班  **Competency: Watching Keeping** | | |
| **20.1** | **值班安排** The **Arrangement on duty** | | | **能够进行正确的值班安排**  **Be able to correct arrangement on duty** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 熟悉STCW公约对轮机值班的要求  Familiarize with the STCW convention requirements for engineering watching keeping |  |  |  |  |  |
| **20.2** | **保持安全值班**  **keeping safety on duty** | | | **能够保持安全值班**  **Be able to keep safety on duty** |  |  |
| .1 | 熟悉安全值班的职责  Familiarize with the responsibilities to keep safe watching |  |  |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员（姓名/日期）  **Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **21.** | **适任：国际船舶安全管理规则和船舶安全管理体系 Competency:** ISM and SMS | | |
| **21.1** | **日常工作符合SMS相关要求**  **Daily work conforms to the requirements of the SMS** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 熟悉ISM和SMS的主要内容  Familiarize with the main contents of ISM and SMS |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No：** | **培训**  **Training** | | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **22** | 适任： 国内船舶安全管理 Competency: NSM | | | |
| **22.1** | **NSM** | | | | **日常工作符合安全管理体系相关要求**  **Daily work conforms to the requirements of the NSM** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 熟悉NSM和安全管理体系的主要内容Familiarize with the main content of NSM and SMS | |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **23** | 适任：PSC检查工作  **Competency: The PSC inspection** | | |
| **23.1** | PSC检查工作  PSC inspection | | | **能够根据PSC检查项目，安排针对性的准备工作**  **Arrangement corresponding preparations**  **According to the PSC inspection project** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | **熟悉PSC检查的依据；**  Familiarize with the basis of the PSC inspection |  |  |  |  |  |
| .2 | 掌握应对PSC检查的方法  Master the corresponding method to the PSC inspection |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **24** | 适任：船舶安全检查  **Competency: Ship Safety Inspection** | | |
| **24.1** | **船舶安全检查**  **Ship safety inspection** | | | **能够根据船舶安全检查项目，安排针对性的准备工作**  **Arrangement corresponding preparations according to the ship safety inspection project** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 熟悉船舶安全检查的依据  Familiarize with the basis of the ship safety inspection |  |  |  |  |  |
| .2 | 掌握应对船舶安全检查的方法  Master the corresponding method to the ship safety inspection |  |  |  |  |

**第五部分 任务摘要图**

**SECTION 5 TASK SUMMARY CHART**

任务摘要图是为见习船员、船上培训师、轮机长和公司培训师提供指导并帮助检查见习船员所完成的任务或职责的数量。见习船员在培训计划的表格填写时，以任务摘要图的方式进行。在培训的过程中，勾除掉你已经完成的任务。

The purpose of the summary chart is to provide trainee, training officer, chief engineer and company trainer with a guide and continuous check on the numbers of tasks or duties that you have completed. Trainees should fill the blank of training plan by using the task summary task. Tick off only those tasks you have completed.

**职能：轮机工程**

**Function: Marine engineering at the Management level**

1适任：推进装置操作管理

Competence 1：Manage the operation of propulsion plant machinery

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1.1.1 | 1.1.2 | 1.2.1 | 1.3.1 | 1.3.2 |
|  |  |  |  |  |

2适任：主推进装置和辅助机械的操纵、监控、性能评估及安全维护

Competence 2：Operation、monitoring、performance evaluation and maintenance of main propulsion and auxiliary machinery, including associated systems

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2.1.1 | 2.1.2 | 2.1.3 | 2.1.4 | 2.1.5 | 2.1.6 | 2.1.7 | 2.2.1 | 2.2.2 | 2.2.3 |
|  |  |  |  |  |  |  |  |  |  |

3适任：辅助机械自动控制

Competence 3：Automatic control for auxiliary machinery

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3.1.1 | 3.1.2 | 3.2.1 | 3.2.2 | 3.2.3 |
|  |  |  |  |  |

4适任：燃油、润滑油和压载水操作管理

Competence 4：Manage fuel, lubrication and ballast operations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4.1.1 | 4.1.2 | 4.1.3 | 4.2.1 | 4.2.2 |
|  |  |  |  |  |

5适任：航次维修计划的制定与实施

Competence 5：Compiling and implementing voyage maintenance plan

|  |  |
| --- | --- |
| 5.1.1 | 5.1.2 |
|  |  |

6适任：设备及机械的文件和资料管理

Competence 6：Documents and data management

|  |  |
| --- | --- |
| 6.1.1 | 6.1.2 |
|  |  |

7适任：轮机报表的填写

Competence 7：Filling in engine reports and related forms

|  |  |
| --- | --- |
| 7.1.1 | 7.1.2 |
|  |  |

8适任：备件管理

Competence 8：Engine-room spare parts management

|  |  |
| --- | --- |
| 8.1.1 | 8.1.2 |
|  |  |

9适任：轴系管理

Competence 9：Shaft system management

|  |  |
| --- | --- |
| 9.1.1 | 9.1.2 |
|  |  |

10适任：应急设备管理

Competence 10：Emergency equipment management

|  |  |
| --- | --- |
| 10.1.1 | 10.1.2 |
|  |  |

11适任：动力设备故障诊断技术

Competence 11：Fault diagnosis of dynamical plant

|  |
| --- |
| 11.1.1 |
|  |

12适任：动力设备工况检测技术

Competence 12：Condition monitoring of dynamical plant

|  |  |
| --- | --- |
| 12.1.1 | 12.1.2 |
|  |  |

**职能：电子、电气和控制工程**

**Function: ELECTRICAL, ELECTROPNIC AND CONTROL ENGINEERING AT THE MANAGEMENT LEVEL**

13适任：电气、电子控制设备操作管理

Competence 13：Operation and management of electrical and electronic control equipment

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 13.1.1 | 13.1.2 | 13.1.3 | 13.1.4 | 13.2.1 | 13.2.2 | 13.2.3 | 13.2.4 | 13.3.1 | 13.3.2 | 13.3.3 | 13.3.4 | 13.3.5 | 13.4.1 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13.4.2 | 13.4.3 | 13.4.4 |
|  |  |  |

14适任：电气电子控制设备的故障诊断和恢复工况的管理

Competence 14：The function testing of the electrical and electronic control equipment and safety equipment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 14.1.1 | 14.2.1 | 14.2.2 | 14.3.1 | 14.4.1 |
|  |  |  |  |  |

**职能：维护与修理**

**Function: Maintenance and Repair THE MANAGEMENT LEVEL**

15适任：船舶修造管理

Competence 15：Ship building management

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 15.1.1 | 15.1.2 | 15.1.3 | 15.1.4 | 15.2.1 | 15.2.2 | 15.2.3 | 15.2.4 | 15.2.5 | 15.3.1 | 15.3.2 | 15.3.3 | 15.3.4 | 15.3.5 | 15.3.6 | 15.4.1 | 15.4.2 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15.4.3 | 15.4.4 | 15.5.1 | 15.5.2 | 15.5.3 |
|  |  |  |  |  |

16适任：船舶检验

Competence 16：ship survey

|  |  |  |
| --- | --- | --- |
| 16.1.1 | 16.2.1 | 16.3.1 |
|  |  |  |

**职能: 船上作业管理和人员管理 管理级**

**Function: CONTROLLING THE OPERATION OF THE SHIP AND CARE FOR PERSONS ON BOARD**

17适任：海上人命安全与保护海洋环境

Competence 17：Safety of life at sea and protection of the marine environment

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 17.1.1 | 17.1.2 | 17.2.1 | 17.2.2 | 17.2.3 | 17.2.4 | 17.3.1 | 17.3.2 | 17.4.1 | 17.4.2 | 17.5.1 | 17.5.2 |
|  |  |  |  |  |  |  |  |  |  |  |  |

18适任：船舶安全

Competence 18：Ship safety

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 18.1.1 | 18.2.1 | 18.2.2 | 18.3.1 | 18.3.2 | 18.4.1 | 18.4.2 | 18.4.3 | 18.5.1 | 18.5.2 | 18.5.3 | 18.5.4 |
|  |  |  |  |  |  |  |  |  |  |  |  |

19适任：领导力和管理技能

Competence 19：Leadership and managerial skills

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 19.1.1 | 19.1.2 | 19.2.1 | 19.2.2 | 19.2.3 | 19.2.4 | 19.3.1 | 19.3.2 | 19.4.1 | 19.4.2 | 19.4.3 | 19.4.4 | 19.4.5 | 19.5.1 | 19.5.2 | 19.6.1 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 19.6.2 | 19.7.1 | 19.7.2 | 19.7.3 | 19.8.1 | 19.8.2 | 19.8.3 | 19.8.4 | 19.8.5 | 19.8.6 | 19.8.7 | 19.8.8 | 19.8.9 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

20适任：航行值班

Competence20: Watching Keeping

|  |  |
| --- | --- |
| 20.1.1 | 20.2.1 |
|  |  |

21适任：ISM和SMS

Competence21: ISM and SMS

|  |
| --- |
| 21.1.1 |
|  |

22适任：NSM

Competence22: NSM

|  |
| --- |
| 22.1.1 |
|  |

23适任：PSC检查工作

Competence23: The PSC inspection

|  |  |
| --- | --- |
| 23.1.1 | 23.1.2 |
|  |  |

24适任：船舶安全检查

Competence24: Ship Safety Inspection

|  |  |
| --- | --- |
| 24.1.1 | 24.1.2 |
|  |  |

**第六部分 见习记录簿附页（另加附页）**

**SECTION 6 On Board Training Record Book (additional pages)**

专题一：结合船上见习情况，对该船机舱设备做一个综合性评述，并提出自己的应对措施。（不少于2000字）

Topic 1: Combined with the training conditions on board of the ship, do a comprehensive review to engine room equipment and put forward their countermeasures(no less than 2000 words)

专题二：对燃油加装过程中可能出现的紧急情况，加装燃油前应该做哪些针对性的准备？（不少于1000字）

Topic 2: To the emergency situation that may occur in the process of fuel bunkering, what should you do to prepare before bunkering?(no less than 1000 words)

专题三：从领导职能的角度，分析沟通和交流对轮机长工作的重要性。（不少于1000字）

Topic 3: From the perspective of leadership functions, analyze the importance of communication and exchanges to chief engineer work.(no less than 1000 words)

专题四：如何为PSC检查做准备？当PSC检查过程中出现了缺陷，应该如何应对？（不少于1000字）

Topic 4: How to prepare for the PSC inspection? When there is a defect in PSC inspection, how to deal with them? (no less than 1000 words)

**第七部分 评价报告**

**SECTION 7 REPORT OF EVALUATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名 Name |  | 船上见习时间Training time on board |  | 船员服务簿注册号码 Seafarer’s Registration No. |  |
| 轮机长鉴定意见  Chief Engineer’s Assessment  签名 日期  Signature Date | | | | | |
| 船公司鉴定意见  Shipping Company’s Assessment  签名 日期  Signature Date | | | | | |
| 海事机构意见  Maritime Authority’s Opinion  签名 日期  Signature Date | | | | | |

# 6.申请值大管轮适任证书船上见习记录簿

申 请 大 管 轮 适 任 证 书

船 上 见 习 记 录 簿（2018版）

ON BOARD TRAINING RECORD BOOK FOR

CANDIDATES FOR CERTIFICATION AS THE SECOND ENGINEER

申请值大管轮适任证书

船上见习记录簿（2018版）

ON BOARD TRAINING RECORD BOOK FOR

CANDIDATES FOR CERTIFICATION AS THE SECOND ENGINEER

姓名 Name:

船员服务簿注册号码 Seafarer’s Registration No.:

公司名称 Company:

海事管理机构 Maritime Administration:

**第一部分 使用指南**

轮机长、指定的船上培训师和见习船员需注意：

**1、记录簿的目的：**

见习记录簿是根据《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》的要求编制的，其目的是确保需要见习的船员按照结构化的培训计划，充分利用海上航行时间，在船上培训师的指导下，完成预定的培训任务。在充分完成培训任务后，就可以获得实际的工作经验和必要的海上服务资历，成为与《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》中适任要求相一致的合格船员。

**2、当持有记录簿时：**

见习船员应完成有关个人信息的填写。

见习船员应在船上培训师的指导下，按培训计划，分阶段地完成培训任务的填写。

见习船员在整个培训期间应个人负责记录簿的保管。

**3、加入船舶后，尽可能地：**

见习船员应完成第二部分关于船舶技术细节内容的填写，轮机长和指定的船上培训师应提供进行训练的机会。

轮机长和指定的船上培训师应检查此记录薄的记录情况，以核查实习进程。

见习船员应根据船舶的实际情况，在船上培训师的指导下，制定相应的培训计划以解决适任证明情况，在第五部分可以看到任务摘要图。

**4、实习船员海上资历期间：**

在第四部分所列出的一系列船上培训任务，应在船上培训师的指导下积极的完成。

一旦上船，只要航行情况允许，此记录薄应每个星期提交给指定的船上培训师检查。船上培训的开展要及时记录。船上培训师的检查要及时记录，在对需要改进的地方进行验证后，签名并标注日期。

记录薄每个月应提交给轮机长检查，轮机长的评论要及时记录，标注日期。该评论应仅涉及见习船员的适任情况和见习进程。

记录薄应于每条船见习结束后提交给公司检查，公司培训师的评价要及时记录，标注日期。该评论应仅涉及见习船员的适任情况和见习进程。

**SECTION 1 GUIDE TO COMPLETION**

For the attention chief engineer designated on board training officers and rating trainees

1. Object of the record book

The record book was designed in accordance with the STCW Convention as amended in 2010 and the Regulations of the People’s Republic of China governing Competency Examination and Certification for Seafarers Serving on Seagoing Ships, which is to help ensure that ratings follow a structured programme of training and make best use of their time at sea to complete the tasks under the direction of onboard trainer. In so doing they will gain the practical training and experience to become competent watchkeeping deck ratings in accordance with the STCW Convention as amended in 2010 and the Regulations for the examination and certification of seafarers of the People’ republic of china.

1. On receipt of this book

The trainee should complete the information of personal history.

The trainee should complete the information required on the following pages by stages, under the supervision of the designated training officer on schedule.

The trainee should be personally responsible for the safe keeping of this record book throughout training.

1. As soon as possible after joining the ship:

The trainee should complete Section 2 which concerning the data of the ship details. The chief engineer and the designated training officer on board each ship should provide an opportunity for this exercise to be undertaken.

The chief engineer and the designated training officer on board each ship should inspect this book in order to check progress already made.

The trainee should make a plan to tackle the competences that still need to be demonstrated under the direction of the designated training officer. A task summary can be found in section 5.

1. Throughout the rating’s seagoing service

Sections 4, which contain a list of on board training tasks, should be progressively completed under the direction of the designated training officer.

The Book should be submitted to the designated training officer for inspection on joining the ship, so far as the voyage pattern allows, every week. The training progress should be recorded in time. The inspection of the designated training officer should also be recorded in time and sign his name with the date after inspecting the area for improvements.

The Book should be submitted to the chief engineer for inspection every month and the chief engineer’s comments should be recorded with date timely, Comments should only be related to the trainee’s practical progress and competence.

The Book should be submitted to the company for inspection after completion of training on every vessle and the comments should be recorded with date timely, Comments should only be related to the trainee’s practical progress and competence.

**第二部分** **资料与检查表**

**SECTION 2 DATA AND INSPECTION LIST**

1 个人资料

**Personal information**

姓名Name: 出生日期Date of Birth:

海员证编号Seafarer’s Passport No.:

船员服务簿注册号码Seafarer’s Registration No.:

见习起止时间Starting and Ending Time of Training:

公司名称 Company:

公司地址Address of Company:

家庭住址Permanent Address:

备注Remarks:

PHOTO

**2、船舶资料 Ship’s particulars**

获得你所服务船舶的信息对于你的训练很有必要，为了帮助你满足规则要求，当你在船上的时候记录如下的详情。

To get the shipping data for your training is necessary, in order to help you to meet the regulatory requirements,you should record the following details on the ship.

**第一条船舶The first ship**

|  |  |  |
| --- | --- | --- |
| 船名/类型SHIP’S NAME/TYPE: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺度和容积Dimensions and Capacities**  全长Length O.A. m  船宽Breadth m  船深Depth m  夏季吃水Summer Draught m  总吨位Gross Tonnage  净吨位 Net Tonnage  总载重量Dead Weight t  空船排水量Light Displacement t 散装容积Grain Capacity m3  液舱容积Liquid Capacity m3  **救生设备Lifesaving equipment**  快速救助艇 (艇机型号) Fast Rescue Boat (engine/type)  救生艇(数量/容量/艇机型号) Lifeboats (no./cap/engine)  救生筏 (数量/.容量) Life-rafts (no./capacity)    求生服(数量/型号) Survival suits  (no./type)  应急逃生呼吸器（数量/类型）Escape sets (no./type) | **主机Main Engine**  制造商/型号Maker/type  最大持续功率MCR KW at revs per min  营运船速Service speed knots  **造水机**（制造商/型号）**Fresh water generators (maker/type)**  **锅炉**（制造商/型号）**Boilers(maker/type)**  重油容量HFO capacity m3/tonnes  柴油容量DO capacity m3/tonnes  重油消耗HFO consumption tonnes/day  柴油消耗DO consumption tonnes/day  **消防设备Fire Fighting Equipment**  应急消防泵 (型号/排量)  Emergency fire pump (type/cap.)  灭火器 (数量/容量)  Fire extinguishers (number and capacity)    **货物操作设备Cargo Handling Gear**  吊杆/克令吊（数量/安全工作负荷）Derricks/Cranes(No. and SWL) t | **发电机Generators**  发电柴油机（数量/型号）Engines (no./type)  最大功率Max electrical output Kw  应急发电机（型号）  Emergency generator engine (type)  最大功率Max electrical output Kw  **防污染设备 Pollution Prevention Equipments**  油水分离器（制造商/型号）Oily water separator  (**maker/type**)  焚烧炉（制造商/型号）Incinerator (**maker/type**.)  生活污水处理装置（制造商/型号）Sewage treatment unit (**maker/type**)  排油监控装置（制造商/型号）Oil discharge monitoring and control system (**maker/type**)  **舵机和侧推装置Steering and Propulsion**  舵机（制造商/型号）Steering gear (maker/type)  螺旋桨（型号）Propeller (type)  螺旋桨（叶片数量 /直径）Propeller  (no. of blades /diameter)  侧推器（数量/型号/推力）Trusters (no./type/thrust) |

**第二条船舶The second ship**

|  |  |  |
| --- | --- | --- |
| 船名/类型SHIP’S NAME/TYPE: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺度和容积Dimensions and Capacities**  全长Length O.A. m  船宽Breadth m  船深Depth m  夏季吃水Summer Draught m  总吨位Gross Tonnage  净吨位 Net Tonnage  总载重量Dead Weight t  空船排水量Light Displacement t  散装容积Grain Capacity m3  液舱容积Liquid Capacity m3  **救生设备Lifesaving equipment**  快速救助艇 (艇机型号) Fast Rescue Boat (engine/type)  救生艇(数量/容量/艇机型号) Lifeboats (no./cap/engine)  救生筏 (数量/.容量) Life-rafts (no./capacity)    求生服(数量/型号) Survival suits  (no./type)  应急逃生呼吸器（数量/类型）Escape sets (no./type) | **主机Main Engine**  制造商/型号Maker/type  最大持续功率MCR KW at revs per min  营运船速Service speed knots  **造水机**（制造商/型号）**Fresh water generators (maker/type)**  **锅炉**（制造商/型号）**Boilers(maker/type)**  重油容量HFO capacity m3/tonnes  柴油容量DO capacity m3/tonnes  重油消耗HFO consumption tonnes/day  柴油消耗DO consumption tonnes/day  **消防设备Fire Fighting Equipment**  应急消防泵 (型号/排量)  Emergency fire pump (type/cap.)  灭火器 (数量/容量)  Fire extinguishers (number and capacity)    **货物操作设备Cargo Handling Gear**  吊杆/克令吊（数量/安全工作负荷）Derricks/Cranes(No. and SWL) t | **发电机Generators**  发电柴油机（数量/型号）Engines (no./type)  最大功率Max electrical output Kw  应急发电机（型号）  Emergency generator engine (type)  最大功率Max electrical output Kw  **防污染设备 Pollution Prevention Equipments**  油水分离器（制造商/型号）Oily water separator  (**maker/type**)  焚烧炉（制造商/型号）Incinerator (**maker/type**.)  生活污水处理装置（制造商/型号）Sewage treatment unit (**maker/type**)  排油监控装置（制造商/型号）Oil discharge monitoring and control system (**maker/type**)  **舵机和侧推装置Steering and Propulsion**  舵机（制造商/型号）Steering gear (maker/type)  螺旋桨（型号）Propeller (type)  螺旋桨（叶片数量 /直径）Propeller  (no. of blades /diameter)  侧推器（数量/型号/推力）Trusters (no./type/thrust) |

**3.船上培训师检查培训进程**

见习船员根据见习任务，结合航次任务，按每星期的时间间隔填写完成任务；

以记录簿中的编号或文字表述

**Designated training officer’s review of training progress**

This table should be completed weekly in accordance with the training task during the voyage

The training tasks are listed as number or words in this record book

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training Tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Data |
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**船上培训师检查培训进程（续表）**

**Designated training officer’s review of training progress (continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training Tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Data |
|  |  |  |  |  |
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**船上培训师检查培训进程（续表）**

**Designated training officer’s review of training progress (continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training Tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Data |
|  |  |  |  |  |
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**4.轮机长检查培训记录簿**

轮机长每个月结束后进行检查。该评论应仅涉及见习船员的适任情况和见习进程

**Chief engineer’s inspection of record book**

The Book should be submitted to the chief engineer for inspection every month

Comments should only be related to the trainee’s practical progress and competence

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 起止时间  Starting and ending time | 见习内容  Contents | 评论  Comments | 轮机长签字  chief engineer’s initials | 日期  date | 船章  Ship’s official stamp |
|  |  |  |  |  |  |
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**5.公司培训师检查见习记录簿**

每条船见习结束后，公司培训师应对见习人员的见习进程、见习记录和适任情况进行检查和评估。

**Company’s inspection of record book**

The Book should be submitted to the company’s trainer for inspection after completion of training on every vessel.

Comments should only relate to the trainee’s practical progress,record and competence.

|  |  |  |  |
| --- | --- | --- | --- |
| 评论  Comments | 公司培训师姓名  Name of company’s trainer | 公司培训师签名  Initials | 日期  Date |
|  |  |  |  |
|  |  |  |  |
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**第三部分 培训任务和要达成的适任目标**

**SECTION 3 INFORMATION ON TRAINING TASKS AND COMPETENCES TO BE ACHIEVED**

完成清单中培训任务和达成适任目标举例

Example of how to complete the list of training task and competences achieved

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **5** | **适任：航次维修计划的制定与实施**  **Compiling and implementing voyage maintenance plan** | | | **正确计划航次保养工作并符合技术和安全规范要求**  **Maintenance activities are correctly planned in accordance with technical, safety specifications** |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 编写保养计划  Compiling maintenance schedule | XXX | 2013,2,16 | “编写保养计划”所列设备有遗漏 | XXX | 2013,2,20 |
| .2 | 正确执行保养工作  Carrying out maintenance activities correctly | XXX | 2013,2,18 |  |  |

* 粗体部分的能力（在此例中**电气和电子控制设备及安全设备的功能测试**等）直接取自STCW规则
* 主要的任务（在此例中**掌握电气和电子控制设备的功能测试方法**等）也取自STCW规则。主要的任务被细分为页码左手边的任务和职责。见习船员应尽可能地完成培训任务，但是考虑到可能的设备货物或船舶航行模式，并不要求所有的任务都能完成，在见习船员被认为在主要任务方面适任前。必须注意到，构成胜任基础的一些知识和技能也可以在岸上培训中获得。
* 船上培训师可以在所提供的空白处两次记录完成任务的情况。这不意味着每项任务应完成两次，如果船上培训师认为一次已足够的话。
* 监督见习船员的船上培训师和教员由轮机长指定的具有丰富经验的合格船员担任。
* 在证明适任被记录之前，轮机长或指定的船上培训师可以记录下要改进部分的建议，在评估标准正下方有用于此目的的大空格。当表明适任主要的任务时，评估标准最右边的空格子里，轮机长或指定的船上培训师应签字并标注日期（年，月，日），证明已经胜任。

当记录“表明适任”时，应该仔细考虑到表中所提出的评估标准。评估标准和船员良好的技能都来自STCW规则。

* The competence with **bold fonts** (**The function testing of the electrical and electronic control equipment and safety equipment**) is directly taken from the text of the STCW Code.
* The primary task (in this case **the function test method of electric and electronic control equipment)** is also taken from the STCW Code. The primary task is sub-divided into training tasks or duties on the left hand side of the page. The trainee should complete as many of these training tasks as possible. However, in view of the likely equipment cargo or voyage pattern of the ship, it is not expected that all these tasks will be completed before the trainee is considered competent in the primary task. It should be noted that some of the skills and knowledge that underpin the competences may well have been obtained during shore based training.
* Space is provided to record completion of each training task twice by the supervising officer. This does not mean that each task must be completed twice if, in the opinion of the officer, once is considered sufficient.
* The officer supervising the trainee does not necessarily have to be the designated training officer.
* Before 'Competence Demonstrated' is recorded the chief engineer or designated on hoard training officer may record any appropriate advice about areas for improvement. A large blank space for this purpose is provided beneath the criteria for evaluation, as competence in these primary tasks is demonstrated, the appropriate blank next to the criteria for evaluation, on the far right hand side of the page, should be signed and dated(day, month and year )by the chief engineer or designated training officer on board ship to attest that competence has been demonstrated.
* A trainee’s attainment of the competence should only be recorded as 'Competence Demonstrated' when the chief engineer or designated training officer is indeed satisfied that the trainee can perform the duty without supervision.

When recording 'Competence Demonstrated', careful account should be taken of the criteria for evaluation contained on the right hand side of the page, which is taken from the STCW Code, as well as the best practices of seafarers and good safe working practice

**第四部分 见习科目**

**SECTION 4 SUBJECT OUTLINE**

**职能：轮机工程 管理级**

**Function: Marine engineering at the Management level**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **1.** | **适任：推进装置操作管理**  **Competency: Manage the operation of propulsion plant machinery** | | |  |  | |
| **1.1** | **对主机设计参数的掌握**  **Main engine design parameters** | | | **熟悉机桨配合原则**  **Familiarize with the principles of matching between main engine and propeller** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 熟悉主机设计参数  **Familiarize with** main engine design parameters |  |  |  |  |  |
| .2 | 主机匹配需要考虑的因素  The factors to be considered for matching **between main engine and propeller** |  |  |  |  |  |
| **1.2** | **对主机说明书及有关资料的掌握**  **Master the related date of main engine instruction books** | | | **对主机说明书阅读理解清楚、准确**  **Understand the main engine instruction book clearly and exactly** |  |  |
| .1 | 能够研读主机说明书 Be able to study main engine instruction in English |  |  |  |  |  |
| **1.3** | **对主机运行参数的掌握**  **Master the operation parameters of main engine** | | | **主机运行参数符合说明书推荐的要求**  **The operation parameters of main engine are in conformity with recommended requirements in instruction book** |  |  |
| .1 | 熟悉主机的运行参数  Familiarize with main engine operating **parameters** |  |  |  |  |  |
| .2 | 根据说明书调整主机运行状态  Adjust operating condition in accordance with instruction book |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No：** | **培训**  **Training** | | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **2** | **适任：主推进装置和辅助机械的操纵、监控、性能评估及安全维护**  **Competency: Operation、monitoring、performance evaluation and maintenance of main propulsion and auxiliary machinery, including associated systems** | | | |
| **2.1** | **主机备车 Preparing main engine** | | | **执行正确的备车程序**  **Carry out correct procedures for preparing main engine.**  **交流清楚、准确**  **Communications are clear and concise** | |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见  Advice on Areas for Improvement | | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 主推进装置和辅助机械开航前准备  Prepare main propulsion and auxiliary machinery for a sea passage |  |  |  | |  |  |
| .2 | 了解正确的主机启动程序  Understand the correct procedures for starting the main engine |  |  |  |  |
| .3 | 熟悉启动与停止主机时与驾驶台交流的方法Familiarize the methods of communicating with bridge when starting up and shutting down |  |  |  |  |
| **2.2** | **主机停车 Stopping Main engine** | | | **执行正确的停车程序**  **Carry out correct procedures for stopping main engine.**  **交流清楚、准确**  **Communications are clear and concise** | |  |  |
| .1 | 主推进装置和辅助机械停车前准备  Prepare main propulsion and auxiliary machinery for stopping |  |  |  | |  |  |
| .2 | 了解正确的主机停车程序  Understand the correct procedures for stopping the main engine |  |  |  |  |
| .3 | 熟悉启动与停止主机时与驾驶台交流的方法 Familiarize the methods of communicating with bridge when starting up and shutting down |  |  |  |  |
| **2.3** | **主机完车 Finishing with main engine** | | | **执行正确的完车程序**  **Finish with main engine correctly**  **交流清楚、准确**  **Communications are clear and concise** | |  |  |
| .1 | 了解正确的主机完车程序  Understand the correct procedures for finishing the main engine |  |  |  | |  |  |
| .2 | 熟悉启动与停止主机时与驾驶台交流的方法Familiarize the methods of communicating with bridge when starting up and shutting down |  |  |  |  |
| **2.4** | **主推进装置和辅助机械的有效监测和性能评估**  **Monitor and evaluate the performance of main propulsion and auxiliary machinery effectively** | | | **正确调整主机和辅助机械运行参数**  **Adjust operating parameters of main engine and auxiliary engine correctly** | |  |  |
| .1 | 熟悉主机和相关辅助机械的运行参数 Familiarize with the operation date of main engine and related auxiliary machinery |  |  |  | |  |  |
| .2 | 检查并保持压力、温度、液位、转速等符合设备技术要求  Check and maintain the pressures, temperatures, level, revolutions etc. in accordance with technical specification |  |  |  |  |
| .3 | 能够测取并分析主机示功图  Be able to take and analyse indicating diagram |  |  |  |  |
| .4 | 能够调节运行参数，使主机保持安全的运行状态 Be able to adjust the running parameters to maintain the main engine running in a safe condition |  |  |  |  |
| .5 | 熟悉与主机相关的警报系统，并采取正确的措施 Familiarize with the alarm system related to main engine and carry out correct action |  |  |  |  |
| .6 | 扫气箱检查  Check scavenging space |  |  |  |  |
| .7 | 扫气口检查  Check scavenging port |  |  |  |  |
| **2.5** | **船用主柴油机自动控制功能**  **Function of automatic control for main engine** | | | **熟悉主机遥控系统操作**  **Familiarize with the operation of remote control system of main engine** | |  |  |
| .1 | 熟悉主机自动控制系统的工作原理 **Familiarize with** the principles of automatic control for main engine |  |  |  | |  |  |
| .2 | 能够以手动和自动的方式操作主机  Be able to operate the main engine in manual mode and automatic mode |  |  |  |  |
| .3 | 熟悉主机自动-手动操作模式转换方法 **Familiarize with** the change over methods of main engine operation from automatic mode to manual mode |  |  |  |  |

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| **3** | **适任：辅助机械操作保养与自动控制**  **Competency: operation，maintenance and automatic control for auxiliary machinery** | | |
| **3.1** | **发电机和配电系统操作和保养**  **The operation and maintenance of generator and power distribution system** | | | **熟悉发电机和配电系统操作和保养**  **Familiarizing the operation and maintenance of generator and power distribution system** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 熟悉发电机和配电系统自动控制原理  Familiarize the principles of automatic control for generator and power distribution system |  |  |  |  |  |
| .2 | 熟悉发电机和配电系统自动控制操作  Familiarize the operations of automatic control for generator and power distribution system |  |  |  |  |
| .3 | 熟悉发电机和配电系统自动控制原理  Familiarize the maintenance of automatic control for generator and power distribution system |  |  |  |  |
| **3.2** | **锅炉操作和保养**  **The operation and maintenance of boiler** | | | **熟悉锅炉操作和保养**  **Familiarizing the operation and maintenance of Automatic control for boiler** |  |  |
| .1 | 熟悉锅炉自动控制原理  Familiarize the principles of automatic control for boiler |  |  |  |  |  |
| .2 | 能够以手动和自动的方式操作蒸汽锅炉 Be able to operate the steam boiler in manual model and automatic model |  |  |  |  |
| **3.3** | **分油机操作和保养**  **The operation and maintenance of oil purifier** | | | **熟悉分油机操作和保养**  **Familiarize the operation and maintenance of automatic control for oil purifier** |  |  |
| .1 | 熟悉分油机自动控制系统的工作原理 Familiarize the principles of automatic control for oil purifier |  |  |  |  |  |
| .2 | 能够以手动和自动的方式操作分油机 Be able to operate the oil purifier in manual model and automatic model |  |  |  |  |
| **3.4** | **制冷系统操作和保养**  **The operation and maintenance of refrigerating plant** | | | **熟悉制冷装置自动控制的操作和保养**  **Familiarize with the operation and maintenance of automatic control for refrigerating plant** |  |  |
| .1 | 熟悉制冷装置的工作原理 Familiarize with the principles of automatic control for refrigerating plant |  |  |  |  |  |
| .2 | 熟悉制冷装置的常规操作 Familiarize with the routine operation of automatic control for refrigerating plant |  |  |  |  |
| **3.5** | **泵系操作和保养**  **The operation and maintenance of pumping system** | | | **熟悉泵系自动控制的操作和保养**  **Familiarize the operation and maintenance of automatic control for pumping system** |  |  |
| .1 | 熟悉泵系自动控制原理，包括而不局限于下列设备：Familiarize the principle of automatic control for pumping systems including but not limited to:  锅炉给水系统 boiler feeding system |  |  |  |  |  |
| .2 | 日用水系统 fresh water supplying system |  |  |  |  |
| **3.6** | **操舵系统操作和保养**  **The operation and maintenance of steering gear** | | | **熟悉舵机自动控制的操作和保养**  **Familiarize with the operation and maintenance of automatic control for steering gear** |  |  |
| .1 | 熟悉操舵系统自动控制原理，  Familiarize with the principle of automatic control for steering gear |  |  |  |  |  |
| .2 | 能够操作应急舵机  Be able to operate the emergency steering gear |  |  |  |  |
| .3 | 能够解决应急舵机控制故障  Be able to solve troubles of steering gear control |  |  |  |  |
| **3.7** | **甲板机械的操作和保养**  **The operation and maintenance of deck machinery** | | | **熟悉甲板机械的操作和保养**  **Familiarizing the operation and maintenance of automatic control for deck machinery** |  |  |
| .1 | 熟悉甲板起货机的操作和保养  Familiarize the operation and maintenance of deck machinery |  |  |  |  |  |
| .2 | 甲板起货机故障排除  Trouble removing about deck machinery |  |  |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **4.** | **适任：燃油、润滑油和压载水操作管理**  **Competency: Management of fuel, lubrication and ballast operations** | | |
| **4.1** | **燃油管理**  **Fuel oil management** | | | **燃油系统操作符合操作要求，执行的操作符合防止海洋环境污染要求 Fuel operations meet operational requirements and are carried out so as to prevent pollution of the marine environment** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 熟悉控制区域对燃油的要求  Familiarize with the requirements of fuel in control area |  |  |  |  |  |
| .2 | 熟悉正确的燃油加装程序  Familiarize with the correct bunkering procedures |  |  |  |  |
| .3 | 能够执行下列操作： Be able to carry out the operations as below:  燃油的净化  Purify fuel oil |  |  |  |  |
| 正确地加热燃油 Heat fuel oil appropriately |  |  |  |  |
| 正确地处理燃油 Treat fuel oil appropriately |  |  |  |  |
| **4.2** | **润滑油管理**  **Lubricating oil management** | | | **润滑油操作符合操作要求，执行的操作符合防止海洋环境污染要求 Lubrication operations meet operational requirements and are carried out so as to prevent pollution of the marine environment** |  |  |
| .1 | 熟悉正确的润滑油加装程序 **Familiarize** the correct procedures of lubricating oil loading |  |  |  |  |  |
| .2 | 能够执行下列操作： Be able to carry out the operations as below:  滑油的净化Purify lubricating oil |  |  |  |  |
|  | 正确加热滑油 Heat lubricating oil appropriately |  |  |  |  |
|  | 正确储存和驳运润滑油 Store and transfer lubricating oil appropriately |  |  |  |  |
| **4.3** | **压载水系统管理**  **Ballast water management** | | | **压载水操作符合操作要求，执行的操作符合能够防止海洋环境污染 Ballast operations meet operational requirements and are carried out so as to prevent pollution of the marine environment** |  |  |
| .1 | 了解正确的压载水操作程序 Understand the corrective ballast operation procedure |  |  |  |  |  |
| .2 | 正确压进和排出压载水 Ballast and de-ballast correctly |  |  |  |  |

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| **5** | **适任：航次维修计划的制定与实施**  **Competency: Compiling and implementing voyage maintenance plan** | | | **正确计划航次保养工作并符合技术和安全规范要求**  **Maintenance activities are correctly planned in accordance with technical, safety specifications** |  |  | |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | |
| .1 | 编写保养计划  Compile maintenance schedule |  |  |  |  | |  |
| .2 | 正确执行保养工作  Carry out maintenance work correctly |  |  |  | |  |

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| **6** | **适任：设备及机械的文件和资料管理**  **Competency: Documents and data management** | | | **机械说明书和相关文件归档清楚正确**  **File the engine instruction and related document clearly and correctly** |  | |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | |
| .1 | 查阅英文设备说明书  Refer to English instruction books of equipment |  |  |  |  |  | |
| .2 | 机械说明书和文件正确造册  Catalog engine instructions and document correctly |  |  |  |  | |

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| **7** | **适任：轮机报表填写**  **Competency: Filling in engine reports and related forms** | | | **各种记录和表格填写恰当并被正确提交**  **Fill the records and forms appropriately and submit them correctly** |  |  | |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | |
| .1 | 正确填写各种记录  Fill the records correctly |  |  |  |  | |  |
| .2 | 正确填写机舱报表  Fill engine-room reports correctly |  |  |  | |  |

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| **8** | **适任：物料和工具的管理与维护**  **Competency: Engine-room store and tools management** | | | | **物料和工具申请和管理得当**  **The requisition and management of store and tools are appropriate** |  |  | |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见 Advice on Areas for Improvement | | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | |
| .1 | 能用英语申请物料 Be able to apply for stores in English |  |  | |  |  | |  |
| .2 | 恰当地管理物料  Management of store and tools are appropriate |  |  | |  | |  |

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| **9** | **适任：备件管理**  **Competency: Engine-room spare parts management** | | | **备件申请和管理得当**  **The requisition and management of spare parts are appropriate** |  | |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | |
| .1 | 能用英语申请备件 Be able to apply for spare parts in English |  |  |  |  |  | |
| .2 | 正确管理备件  Manage spare parts correctly |  |  |  |  | |

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| **10** | **适任：轴系管理**  **Competency: Shaft system management** | | | **轴系的检查和保养符合技术和安全要求**  **Inspection and maintenance of shaft system are correctly planned in accordance with technical, safety specifications** |  | |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | |
| .1 | 正确管理尾轴润滑系统 Manage the lubricating system for tail shaft correctly |  |  |  |  |  | |
| .2 | 正确管理尾轴密封装置  Manage the sealing arrangement of tail shaft correctly |  |  |  |  | |

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| **11** | **适任：应急设备管理**  **Competency: Emergency equipment management** | | | **机舱应急设备的检查和保养符合技术和安全要求**  **Inspection and maintenance of emergency equipment in engine-room are correctly planned in accordance with technical, safety specifications** |  | |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | |
| .1 | 保持机舱应急设备的有效性  Keep emergency equipment effective |  |  |  |  |  | |
| .2 | 正确检查保养机舱应急设备  Ckeck and maintain emergency equipment in engine room correctly |  |  |  |  | |

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| **12** | **适任：动力设备故障诊断技术**  **Competency: Fault diagnosis of power plant** | | | **主机性能参数分析得当**  **The analysis of main engine parameters is appropriate** |  | |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | |
| .1 | 能够对主机参数进行正确的分析 Be able to analyze parameters of main engine correctly |  |  |  |  |  | |

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| **13** | **适任：动力设备工况监测技术**  **Competency: Condition monitoring of dynamical plant** | | | **熟悉动力设备的运行状态及参数的监测与报警**  **Familiarize with the monitoring and alarm of operating condition and date of power plant** |  | |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | |
| .1 | 正确检查和更换传感器  Inspect and replace sensor correctly |  |  |  |  |  | |
| .2 | 保持和维护警报系统的有效  Keep and maintain the alarm system effective |  |  |  |  | |

**职能：电子、电气和控制工程 管理级**

**Function:** ELECTRICAL, ELECTROPNIC AND CONTROL ENGINEERING AT THE MANAGEMENT LEVEL

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| **14.** | **适任：电气、电子控制设备操作管理**  **Competency: Operation and management of electrical and electronic control equipment** | | |
| **14.1** | **主机装置的自动控制设备和安全保护装置**  **The automatic control equipment and safety protection device for main engine** | | | **正确的计划性的保养活动符合设备的技术、法定、安全和程序化的规范要求 Planned maintenance activities are correctly in accordance with technical, legislative, safety and procedural specifications** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 熟悉本船主机遥控系统；  Familiarize with the remote control system of main engine |  |  |  |  |  |
| .2 | 熟悉本船主机起停控制系统的检测、维护、故障检查和修理的方法；  Familiarize with the testing, maintenance, trouble shooting and repair methods of main engine remote control system |  |  |  |  |
| .3 | 熟悉本船主机转速控制系统的检测、维护、故障检查和修理的方法；  Familiarize with the testing, maintenance, trouble shooting and repair methods of main engine governor system |  |  |  |  |
| .4 | 熟悉本船主机安全保护系统的检测、维护、故障检查和修理的方法。  Familiarize with the testing, maintenance, trouble shooting and repair methods of main engine safety protection system |  |  |  |  |  |
| **14.2** | **主发电机和配电系统装置的自动控制设备和安全保护装置 The automatic control equipment and safety protection device of main generators and power distribution system** | | | **检查、测试和故障排除恰当 Inspection, testing and troubleshooting of equipment are appropriate** |  |  |
| .1 | 熟悉船舶自动化电站的基本功能；  Familiarize with the basic functions of automation power station of the ship |  |  |  |  |  |
| .2 | 掌握船舶自动化电站的基本操作；  Master the basic operation of ship power station automation |  |  |  |  |
| .3 | 了解船舶电站保护的目的、种类、具体保护的要求；  Have knowledge of the requirements of protection purpose, variety, specific protection of ship power plant |  |  |  |  |
| .4 | 熟悉船舶自动化电站和安全保护装置的检测、维护、故障检查和修理的方法。  Familiarize with the marine power station automation and safety plant testing, maintenance, trouble shooting and repair methods. |  |  |  |  |
| **14.3** | **锅炉装置的自动控制设备和安全保护装置**  **Automatic control equipment and safety protection device of boiler plant** | | | **检查、测试和故障排除恰当**  **Inspection, testing and troubleshooting of equipment are appropriate** |  |  |
| .1 | **熟悉锅炉自动控制内容。**  Familiarize with the automatic control of boiler |  |  |  |  |  |
| .2 | **熟悉锅炉水位控制系统的维护保养及试验(低低水位试验）方法。**  Familiarize with the maintenance of boiler water level control system |  |  |  |  |
| .3 | **熟悉锅炉的燃烧程序控制过程和燃烧熄火保护试验的方法。**  Familiarize with the boiler combustion process control and the method of combustion flame-out protection test. |  |  |  |  |
| .4 | **熟悉管理报警和保护系统。**  Familiarize with the management of alarm and protection system |  |  |  |  |
| .5 | 熟悉锅炉自动控制系统的安全注意事项、应急处理措施  Familiarize with the safety precautions and emergency response measures of boiler automatic control system |  |  |  |  |
| **14.4** | 电动马达操作控制设备的设计参数和系统配置  **The design of the electric motor control equipment operation parameters and the system configuration** | | | 了解电动马达操作控制设备的设计参数和系统配置  **Understanding the design of the electric motor control equipment operation parameters and the system configuration** |  |  |
| .1 | **了解电动马达的型号差别。**  Understand the electric motor model |  |  |  |  |  |
| .2 | **了解电动马达操作控制设备的输入输出电压、输出功率。**  Understand the input and output voltage, output power of the electric motor operation control equipment |  |  |  |  |
| .3 | **了解电动执行机构的系统配置。**  Understand the system configuration of electric actuators |  |  |  |  |  |
| **14.5** | 中、高压电气设备的使用安全  **The safety use of the medium and high voltage electrical equipment** | | | 具备高压电操作的安全防护知识, 能正确使用高压电操作的安全防护用品。  **Have knowledge of high voltage operation safety protection and apply high voltage operation safety protective equipment correctly.** |  |  |
| .1 | **熟悉电压超过1千伏特供电系统的知识和特性。**  Familiarize with the knowledge and features of 1000 voltage and above power supply system |  |  |  |  |  |
| .2 | **熟悉高压电如操作不当会对人体或设备产生的极大危害。**  Familiarize with the harm to human body due to improper operation high voltage |  |  |  |  |
| .3 | **熟悉人员在高压电操作中必须具备的安全防护知识。**  Familiarize with the safety protection knowledge in operating of high voltage |  |  |  |  |
| .4 | 熟悉人员在高压电操作中必须具备的安全防护用品（高压接地棒、高压电压感应仪、高压绝缘手套、高压绝缘表等）及正确使用。  Familiarize with the safety protective equipment and proper usage in the operation of high voltage |  |  |  |  |
| **14.6** | 电气控制设备的操作管理  **The operation and management of electrical control equipment** | | | 具有对电气控制设备的操作管理能力  **Be able to operate and manage electrical control equipment onboard ship correctly** |  |  |
| .1 | **熟悉本船电气控制系统的功能和组成。**  Familiarize the functions and structure of the electric control system |  |  |  |  |  |
| .2 | **熟悉主机遥控系统的运行准备工作。**  Familiarize the operation of the main engine remote control system for running preparation |  |  |  |  |  |
| .3 | **熟悉分油机的操作运行。**  Familiarize the operation of purifier |  |  |  |  |
| .4 | 熟悉主机燃油黏度控制系统的操作运行。  Familiarize the operation of engine fuel oil viscosity control system |  |  |  |  |
| .5 | 熟悉辅锅炉控制系统的操作运行。  Familiarize the operation of auxiliary boiler control system |  |  |  |  |
| **14.7** | 电子控制设备的操作管理  **The operation and management of electronic control equipment** | | | 具有对电子控制设备的操作管理能力  **Be able to operate and manage electronic control equipment onboard ship correctly** |  |  |
| .1 | **了解电子控制设备在本船的应用。**  Understanding the application of electronic control equipment |  |  |  |  |  |
| .2 | 了解微机技术在船舶自动控制系统中的应用。  Understanding the knowledge of microcomputer technology in the application of automatic control system |  |  |  |  |
| .3 | 了解现场总线技术和计算机网络在船舶的应用  Understanding the knowledge of field bus technology and the application of computer network |  |  |  |  |

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| **编号**  **No：** | **训练**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **15.** | **适任：电气电子控制设备的故障诊断和恢复工况的管理**  **Competency: Fault diagnosis and recovery condition management of electrical and electronic control equipment** | | |
| **15.1** | **电气和电子控制设备的故障分析与诊断**  **Electrical and electronic control equipment fault analysis and diagnosis** | | | **具有对电气和电子控制设备的故障分析与诊断**  能力  **Have the ability of electrical and electronic control equipment fault analysis and diagnosis** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 掌握电气和电子控制设备的故障分析和诊断方法  Master the electrical and electronic control equipment fault analysis and diagnosis method |  |  |  |  |  |
| **15.2** | 电气和电子控制设备及安全设备的功能测试  **The function testing of the electrical and electronic control equipment and safety equipment** | | | 具有对电气和电子控制设备及安全设备的功能测试能力  **Have the ability of the function testing of the electrical and electronic control equipment and safety equipment** |  |  |
| .1 | **掌握电气和电子控制设备的功能测试方法；**  Master the function test method of electric and electronic control equipment |  |  |  |  |  |
| .2 | **掌握安全设备的功能测试方法。**  Master the function testing methods of the safety equipment |  |  |  |  |
| **15.3** | **监视与报警系统的故障诊断与排除**  **Monitoring and alarm system failure diagnosis and elimination** | | | **能够排查压力传感器、温度传感器、液位传感器和速度传感器的一般故障**  **Be able to troubleshoot pressure sensors, temperature sensors, liquid level sensors and speed sensors of general failure** |  |  |
| .1 | 掌握监视与报警系统的故障诊断方法  Master the method of monitoring and alarm system of fault diagnosis |  |  |  |  |  |
| **15.4** | **软件版本控制**  **Software version control** | | | **能够对船上软件进行更新与升级**  **Be able to update and upgrade the software of the ship** |  |  |
| .1 | 熟悉数据库的备份与恢复  Familiarize with the database backup and recovery |  |  |  |  |  |

**职能:维护和修理 管理级**

Function: Maintenance and Repair THE MANAGEMENT LEVEL

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **16.** | **适任：船舶修造管理**  **Competency: Ship building management** | | |  |  | |
| **16.1** | **编制维护计划**  **Planning maintenance,** | | | **保养和修理计划正确 Appropriate plans is available for maintenance and repair** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 熟悉船舶的法定检验项目 Familiarize with statutory verification items of the ship |  |  |  |  |  |
| .2 | 熟悉船舶的船级检验项目 Familiarize with class verification items of the ship |  |  |  |  |  |
| .3 | 编制航次维修保养计划 Compile the voyage maintenance and repair plan |  |  |  |  |  |
| .4 | 编制年度维修保养计划 Compile the annual maintenance and repair plan |  |  |  |  |  |
| **16.2** | **编制修理计划 Planning repairs** | | | **修理计划正确 Appropriate plans is available for repair** |  |  |
| .1 | 熟悉船舶修理程序  Familiarize with the procedure of ship repair |  |  |  |  |  |
| .2 | 编制坞修单 Compile docking repair list |  |  |  |  |  |
| .3 | 编制轮机修理单 Compile engine department repair list |  |  |  |  |  |
| .4 | 编制航次修理单 Compile voyage repair list |  |  |  |  |  |
| .5 | 编制年度修理单 Compile annual repair list |  |  |  |  |  |
| **16.3** | **设备的检查和调试 Inspection and adjustment of equipment** | | | **检查和调试程序正确 The procedures of inspection and adjustment are correct** |  |  |
| .1 | **柴油机系统的检查与调试；**  **Check and debug diesel engine system** |  |  |  |  |  |
| .2 | **锅炉的检查与调试；**  **Check and debug boiler** |  |  |  |  |
| .3 | **舵机的检查与调试；**  **Check and debug steering gear** |  |  |  |  |
| .4 | **防污染设备的检查与调试；**  Check and debug pollution prevention equipment |  |  |  |  |
| .5 | 锚机以及甲板机械的检查与调试.  Check and debug windlass and deck machinery |  |  |  |  |
| .6 | **熟悉无损检测的方法**  Familiarize with the methods of nondestructive testing |  |  |  |  |
| **16.4** | **检修作业安全教育**  **Safety education of maintenance operation** | | | **工作做法符合法定要求、实作规则、作业许可并虑及环境因素**  Working practices are in accordance with legislative requirements, codes of practice, permits to work and environmental concerns |  |  |
| .1 | **掌握轮机部的安全操作规程；**  Master the safety operation procedures of the engine department; |  |  |  |  |  |
| .2 | **对轮机部人员进行安全教育；**  Safety education for engineering department personnel |  |  |  |  |
| .3 | **组织轮机部干部船员掌握所管设备的安全操作规程；**  **Engineers master the equipment safety operation procedures** |  |  |  |  |
| .4 | 组织轮机部相关人员掌握专用设备及工具的安全操作规程  Engineering department related personnel master the safety operation procedures of special equipment and tools |  |  |  |  |
| **16.5** | **修船管理**  **Ship repairing management** | | | **工作做法符合法定要求、实作规则、作业许可并虑及环境因素**  Working practices are in accordance with legislative requirements, codes of practice, permits to work and environmental concerns |  |  |
| .1 | **掌握修船的准备工作；**  Master the repair preparation work |  |  |  |  |  |
| .2 | **掌握修船中组织工作；**  Master the personnel preparation work |  |  |  |  |
| .3 | 掌握修船时的监修与验收工作  Master repair supervisor and acceptance work |  |  |  |  |

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| **17** | 适任：船舶检验  **Competency: ship survey** | | |
| **17.1** | **法定检验 statutory** **survey** | | | **了解法定检验主要内容 Understand the primary coverage of statutory survey** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 熟悉法定检验主要项目  Familiarize with the main project of statutory survey |  |  |  |  |  |
| **17.2** | **船级检验 Class survey** | | | **了解船级检验主要内容 Understand the primary coverage of class survey** |  |  |
| .1 | **熟悉船级检验主要项目**  Familiarize with the main project of class survey |  |  |  |  |  |
| **17.3** | **编制设备维护计划 Work out the equipment maintenance plan** | | | **能够正确编制航次保养计划和设备维护计划**  **Compile voyage maintenance plan and equipment maintain plan correctly** |  |  |
| .1 | 熟悉航次保养计划和设备维护计划的编写程序  Familiarize with the compiling program of voyage maintenance plan and equipment maintain plan |  |  |  |  |  |

**职能: 船上作业管理和人员管理 管理级**

**Function: CONTROLLING THE OPERATION OF THE SHIP AND CARE FOR PERSONS ON BOARD**

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **18** | **适任：海上生命安全和保护海洋环境**  **Competency: Safety of life at sea and protection of the marine environment** | | |
| **18.1** | **机舱相关的证书和文件**  **The certificate and other documents related to engine department** | | | **了解与机舱有关的证书和文件**  **Have knowledge of the certificates and documents related to engine department** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 正确记录《油类记录簿》  Record the oil record book correctly |  |  |  |  |  |
| .2 | 正确维护SMS体系文件  Maintain the SMS system files correctly |  |  |  |  |
| **18.2** | **有关国际公约**  **IMO convention related** | | | **了解四大支柱公约的主要内容**  Have knowledge of the main contents of 《MARPOL convention》；《STCW convention》；《SOLAS convention》；《MLC2006 convention》 |  |  |
| .1 | 熟悉《MARPOL公约》主要内容  Familiarize with main contents of MARPOL convention |  |  |  |  |  |
| .2 | 熟悉《STCW公约》主要内容  Familiarize with main contents of STCW convention |  |  |  |  |
| .3 | 熟悉《SOLAS公约》主要内容  Familiarize with main contents of SOLAS convention |  |  |  |  |
| .4 | 熟悉《MLC2006公约》主要内容  Familiarize with main contents of MLC2006 convention |  |  |  |  |
| **18.3** | **有关国内法律和规则**  **National laws and rules related** | | | **了解劳动法和海洋环境保护法主要内容**  Have knowledge of main contents of《Labor Law》and《Marine Environment Protection Law》 |  |  |
| .1 | 熟悉《中华人民共和国劳动法》主要内容  Familiarize with main contents of 《Labor Law》 |  |  |  |  |  |
| .2 | 熟悉《中华人民共和国海洋环境保护法》主要内容  Familiarize with main contents of 《Marine Environment Protection Law》 |  |  |  |  |
| **18.4** | **防止船舶污染环境的方法**  **The methods to prevent marine environment pollution** | | | **采取正确措施防止海洋环境污染**  **Take action to prevent marine environment pollution correctly** |  |  |
| .1 | 熟悉污染物的种类  Familiarize with the contaminant categories |  |  |  |  |  |
| .2 | 熟悉防止海洋污染的措施  Familiarize with the measures to prevent the marine environment pollution |  |  |  |  |
| **18.5** | **防止船舶污染环境的设备**  **The equipment for pollution prevention** | | | **保证防污染设备的有效性 Ensure validity of pollution prevention equipment**  **监督操作和保养程序符合法定要求**  **Procedures for monitoring operations and maintenance comply with legislative requirements** |  |  |
| .1 | 熟悉油水分离器、焚烧炉和生活污水处理装置的操作Familiarize with the operation of oily water separator， incinerator and sewage treatment plant |  |  |  |  |  |
| .2 | 正确管理防污染设备  Manage the pollution prevention equipment correctly |  |  |  |  |

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| **19** | **适任：船舶安全 Competency: Ship safety** | | |
| **19.1** | **保持消防和救生设备的有效性**  **Maintain validity of life-saving, fire-fighting equipment** | | | **保证防消防和救生设备的有效性 Ensure validity of life-saving, fire-fighting equipment**  **监督操作和保养程序符合法定要求**  **Procedures for monitoring operations and maintenance comply with legislative requirements** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 熟悉机舱消防和救生装置：应急消防泵、挡火板、应急逃生通道、天窗、救生艇发动机等操作和测试 Familiarize with the operation and testing of engine room emergency gear: emergency fire pump, emergency suction, fire damper, emergency escape, EEBD, skylight，boat engine |  |  |  |  |  |
| **19.2** | **灭火和弃船演习**  **Fire fighting and abandon ship drills** | | | **火灾探测和安全系统的程序保证迅速探测到所有报警，并按照所制定的应急程序行动**  **Procedure for monitoring fire-detection and safety systems ensure that all alarms are detected promptly and acted upon in accordance with established emergency procedures** |  |  |
| .1 | 熟悉火灾演习的职责 Familiarize with the responsibility in fire drill |  |  |  |  |  |
| .2 | 熟悉弃船演习的职责 Familiarize with the responsibility in ship abandoning drill |  |  |  |  |
| **19.3** | **船上油污染应急计划的演练**  **Drilling of SOPEP** | | | **能迅速和全面认识到潜在的不符合项**  **Potential non-compliance is promptly and fully identified**  **保证防污染设备的有效性 ensure continued validity of pollution prevention equipment**  **有效的英语交流**  **Communicating in English effectively** |  |  |
| .1 | 熟悉油污染应变演习中的职责 Familiarize with the responsibility in oil pollution drill |  |  |  |  |  |
| .2 | 熟悉船舶油污染应急计划 Familiarize with shipboard oil pollution emergency plan |  |  |  |  |
| **19.4** | 控制吃水差、稳性和强度  Control trim, stability and strength | | | **任何时候，稳性和强度状态都保持在安全范围之内**  **Stability and strength conditions are maintained within safety limits at all times** |  |  |
| ..1 | 熟悉船舶强度和应力的基本理论 Familiarize with the basic theory of ship strength and stress |  |  |  |  |  |
| ..2 | 熟悉影响船舶稳性的主要因素 Familiarize with the key factors affecting the stability |  |  |  |  |
| .3 | 熟悉提高船舶稳性的措施 Familiarize with the measures to improve the stability of ship |  |  |  |  |
| **19.5** | **确保水密的常规控制措施**  **Take countermeasures to ensure water tight** | | | **船舶进水时采取措施得当**  **Action to be taken correctly in flooding condition** |  |  |
| .1 | 能计算破舱进水量 Be able to calculate of flooding and discharge |  |  |  |  |  |
| .2 | 使用船舶堵漏材料 Use the flooding control materials |  |  |  |  |
| .3 | 破舱进水应急时的职责 The responsibility in event of ship damaged |  |  |  |  |
| .4 | 熟悉船舶破舱进水的应急程序 Familiarize with action procedure of ship flooded |  |  |  |  |

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| **20** | **适任：领导力和管理技能 Competency: Leadership and managerial skills** | | |
| **20.1** | **船上人员管理和培训**  **Personal management and training** | | | **The training plan drawn up appropriate and implemented effectively**  **培训计划恰当并有效执行** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 制定有效的培训计划 Produce effective training plan |  |  |  |  |  |
| .2 | 正确评估机舱人员技术能力  Evaluate individual skill and knowledge in engine department correctly |  |  |  |  |
| **20.2** | **应用任务和工作量管理的能力 Ability to apply task and workload management** | | | **操作有计划，并根据需要按照正确的优先顺序分配和分派资源，执行必要的任务 Operations are planned and resources are allocated as needed in correct priority to perform necessary tasks** |  |  |
| .1 | 能够根据个人的技术能力和经验恰当地分派任务 Be able to designate tasks appropriately according individual skill and experience |  |  |  |  |  |
| .2 | 根据工作的特点制定恰当的修理计划 Produce appropriate repair plan according to work’s nature |  |  |  |  |
| .3 | 常规轮机修理及时，机舱资源使用恰当 Carry out timely routine engineering repair and engine room resource utilizing appropriately |  |  |  |  |
| .4 | 能够对事务进行优先排序 Be able to prioritize routine affairs |  |  |  |  |
| **20.3** | **人员疲劳控制**  **Fatigue control** | | | **有效控制人员疲劳 Control individual fatigue effective** |  |  |
| .1 | 熟悉人为失误与疲劳的关系  Familiarize with the relation between human faulty and fatigue |  |  |  |  |  |
| .2 | 能够有效控制人员疲劳  Be able to control human fatigue |  |  |  |  |
| **20.4** | **运用有效资源管理的能力**  **Ability to apply effective resource management:** | | | **交流清楚无歧义 Communication is clearly and unambiguously given and received**  **表明有效的领导力 Effective leadership behavior are demonstrated** |  |  |
| .1 | 机舱资源优先排序知识  Knowledge of engine room resource priority |  |  |  |  |  |
| .2 | 时间管理知识  Knowledge of time control |  |  |  |  |
| .3 | 能够领导机舱团队保持安全值班和有效保养 Be able to lead the engine room team to maintain a safe watch-keeping and effective maintenance |  |  |  |  |
| .4 | 显示协调能力，在机舱团队建立良好的人际关系 Demonstrate the coordination to build a good personal relationship in engine room team |  |  |  |  |
| .5 | 对轮机成员正确运用激励的方法 Apply motivation to engine members appropriately |  |  |  |  |
| **20.5** | **制定、实施和监督标准操作程序 Development, implementation and overseeing of standard operating procedures** | | | **操作有效并符合适用的规则 Procedures are demonstrated to be effective and in accordance with applicable rules** |  |  |
| .1 | 提前制定事故应变计划 Make contingency plans in advance |  |  |  |  |  |
| .2 | 保证机器运转符合在预订的运行计划 Ensure that the engine running is following the pre-determined plan |  |  |  |  |
| **20.6** | **运用决策技能的能力 Ability to apply decision-making techniques** | | | **决策对当前的形势最有效 Decisions are most effective for the situation** |  |  |
| .1 | 能合理评估机器的风险 Be able to assess the risk of engine reasonably |  |  |  |  |  |
| .2 | 能合理评估人员的风险 Be able to assess the risk of personnel reasonably |  |  |  |  |
| **20.7** | **沟通与交流**  **Communication** | | | **交流清楚无歧义 Communication is clear and unambiguous** |  |  |
| .1 | 在船上进行有效的交流 Perform effective communication on board |  |  |  |  |  |
| .2 | 与岸基进行有效的交流，包括： Perform effective communication with shore base including:  船公司Ship company  验船师surveyor  港口国检察官PSCO  船舶供应商ship chandler  加油船工人oil barge workers |  |  |  |  |
| .3 | 清楚而准确地发送和接受信息、指令、命令，提供有效的反馈  Clearly and accurately,send and acknowledge information, instructions, and commands and supply effective feedback. |  |  |  |  |
| **20.8** | **情景意识与风险**  **Situation awareness and risk assessment** | | | **交流清楚无歧义 Communication is clearly and unambiguously given and received**  **必要的团队成员分享对当前和预期的船舶、运行状态和外部环境的精确理解 Necessary team member(s) share accurate understanding of current and predicted vessel**  **and operational status and external environment** |  |  |
| .1 | 熟悉情景意识与轮机安全的关系 Familiarize with the relation between situation awareness and engineering safety |  |  |  |  |  |
| .2 | 无论是值班还是修理工作，都保持较高的情景意识 Maintain high standard of situation awareness, no matter watch-keeping or repairing |  |  |  |  |
| .3 | 能够做出更好的决策 Be able to make better decisions |  |  |  |  |
| .4 | 能合理评估机器的风险 Be able to assess the risk of engine reasonably |  |  |  |  |  |
| .5 | 能合理评估人员的风险 Be able to assess the risk of personnel reasonably |  |  |  |  |
| .6 | 了解故障的关联性  Have knowledge of the relationship of faults |  |  |  |  |
| .7 | 能注意觉察并注意到任何征兆，评估机器的运行状态 Be observant and take notice of any signs to assess the operation condition of engine |  |  |  |  |
| .8 | 认识到失误链信息 Recognize the formation of an error chain. |  |  |  |  |
| .9 | 采取恰当的行动破断事故的失误链 Take the appropriate action to break the chain of events. |  |  |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **21** | 适任：航行值班  **Competency: Watching Keeping** | | |
| **21.1** | **值班安排**  The **Arrangement on duty** | | | **能够进行正确的值班安排**  **Be able to correct arrangement on duty** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 熟悉STCW公约对轮机值班的要求  Familiarize with the STCW convention requirements for engineering watching keeping |  |  |  |  |  |
| **21.2** | **保持安全值班**  **keeping safety on duty** | | | **能够保持安全值班**  **Be able to keep safety on duty** |  |  |
| .1 | 熟悉安全值班的职责  Familiarize with the responsibilities to keep safe watching |  |  |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **22.** | **适任：国际船舶安全管理规则和船舶安全管理体系 Competency:** ISM and SMS | | |
| **22.1** | **日常工作符合SMS相关要求**  **Daily work conforms to the requirements of the SMS** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 熟悉ISM和SMS的主要内容  Familiarize with the main contents of ISM and SMS |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **23** | 适任： 国内船舶安全管理 Competency: NSM | | |
| **23.1** | **NSM** | | | **日常工作符合安全管理体系相关要求**  **Daily work conforms to the requirements of the NSM** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 熟悉NSM和安全管理体系的主要内容Familiarize with the main content of NSM and SMS |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **24** | 适任：PSC检查工作  **Competency: The PSC inspection** | | |
| **24.1** | PSC检查工作  PSC inspection | | | **能够根据PSC检查项目，安排针对性的准备工作**  **Arrangement corresponding preparations**  **According to the PSC inspection project** |  |  |
|  | **任务/职责**  **Task/Duty** | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | **改进意见**  **Advice on Areas for Improvement** | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | **熟悉PSC检查的依据；**  Familiarize with the basis of the PSC inspection |  |  |  |  |  |
| .2 | 掌握应对PSC检查的方法  Master the corresponding method to the PSC inspection |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **25** | 适任：船舶安全检查  **Competency: Ship Safety Inspection** | | |
| **25.1** | **船舶安全检查**  **Ship safety inspection** | | | **能够根据船舶安全检查项目，安排针对性的准备工作**  **Arrangement corresponding preparations according to the ship safety inspection project** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer(initials/date) | |
| .1 | 熟悉船舶安全检查的依据  Familiarize with the basis of the ship safety inspection |  |  |  |  |  |
| .2 | 掌握应对船舶安全检查的方法  Master the corresponding method to the ship safety inspection |  |  |  |  |

**第五部分 任务摘要图**

**SECTION 5 TASK SUMMARY CHART**

任务摘要图是为见习船员、船上培训师、轮机长和公司培训师提供指导并帮助检查见习船员所完成的任务或职责的数量。见习船员在培训计划的表格填写时，以任务摘要图的方式进行。在培训的过程中，勾除掉你已经完成的任务。

The purpose of the summary chart is to provide trainee, training officer, chief engineer and company trainer with a guide and continuous check on the numbers of tasks or duties that you have completed. Trainees should fill the blank of training plan by using the task summary task. Tick off only those tasks you have completed.

**职能：轮机工程**

**Function:** **Marine Engineering**

1适任：推进装置机械的操作管理

Competence 1：Manage the operation of propulsion plant machinery

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1.1.1 | 1.1.2 | 1.2.1 | 1.3.1 | 1.3.2 |
|  |  |  |  |  |

2适任：主推进装置和辅助机械的操纵、监控、性能评估及安全维护

Competence 2：Operation、monitoring、performance evaluation and maintenance of main propulsion and auxiliary machinery, including associated systems

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2.1.1 | 2.1.2 | 2.1.3 | 2.2.1 | 2.2.2 | 2.2.3 | 2.3.1 | 2.3.2 | 2.4.1 | 2.4.2 | 2.4.3 | 2.4.4 | 2.4.5 | 2.4.6 | 2.4.7 | 2.5.1 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.5.2 | 2.5.3 |
|  |  |

3适任：辅助机械操作保养与自动控制

Competence 3：Operation，Maintenance and Automatic control for auxiliary machinery

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.1.1 | 3.1.2 | 3.1.3 | 3.2.1 | 3.2.2 | 3.3.1 | 3.3.2 | 3.4.1 | 3.4.2 | 3.5.1 | 3.5.2 | 3.6.1 | 3.6.2 | 3.6.3 | 3.7.1 | 3.7.2 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

4适任：燃油、润滑油和压载水操作管理

Competence 4：Manage fuel, lubrication and ballast operations

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 4.1.1 | 4.1.2 | 4.1.3 | 4.2.1 | 4.2.2 | 4.3.1 | 4.3.2 |
|  |  |  |  |  |  |  |

5适任：航次维修计划的制定与实施

Competence 5：Compiling and implementing voyage maintenance plan

|  |  |
| --- | --- |
| 5.1.1 | 5.1.2 |
|  |  |

6适任：设备及机械的文件和资料管理

Competence 6：Documents and data management

|  |  |
| --- | --- |
| 6.1.1 | 6.1.2 |
|  |  |

7适任：轮机报表的填写

Competence 7：Filling in engine reports and related forms

|  |  |
| --- | --- |
| 7.1.1 | 7.1.2 |
|  |  |

8适任：物料和工具的管理与维护

Competence 8：Engine-room stores and instrument management

|  |  |
| --- | --- |
| 8.1.1 | 8.1.2 |
|  |  |

9适任：备件管理

Competence 9：Engine-room spare parts management

|  |  |
| --- | --- |
| 9.1.1 | 9.1.2 |
|  |  |

10适任：轴系管理

Competence 10：Shaft system management

|  |  |
| --- | --- |
| 10.1.1 | 10.1.2 |
|  |  |

11适任：应急设备管理

Competence 11：Emergency equipment management

|  |  |
| --- | --- |
| 11.1.1 | 11.1.2 |
|  |  |

12适任：动力设备故障诊断技术

Competence 12：Fault diagnosis of dynamical plant

|  |
| --- |
| 12.1.1 |
|  |

13适任：动力设备工况检测技术

Competence 13：Condition monitoring of dynamical plant

|  |  |
| --- | --- |
| 13.1.1 | 13.1.2 |
|  |  |

**职能：电子、电气和控制工程**

**Function: ELECTRICAL, ELECTROPNIC AND CONTROL ENGINEERING AT THE MANAGEMENT LEVEL**

14适任：电气、电子控制设备操作管理

Competence 14：Operation and management of electrical and electronic control equipment

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 14.1.1 | 14.1.2 | 14.1.3 | 14.1.4 | 14.2.1 | 14.2.2 | 14.2.3 | 14.2.4 | 14.3.1 | 14.3.2 | 14.3.3 | 14.3.4 | 14.3.5 | 14.4.1 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14.4.2 | 14.4.3 | 14.5.1 | 14.5.2 | 14.5.3 | 14.5.4 | 14.6.1 | 14.6.2 | 14.6.3 | 14.6.4 | 14.6.5 | 14.7.1 | 14.7.2 | 14.7.3 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

15适任：电气电子控制设备的故障诊断和恢复工况的管理

Competence 15：The function testing of the electrical and electronic control equipment and safety equipment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 15.1.1 | 15.2.1 | 15.2.2 | 15.3.1 | 15.4.1 |
|  |  |  |  |  |

**职能：维护与修理**

**Function: Maintenance and Repair THE MANAGEMENT LEVEL**

16适任：船舶修造管理

Competence 16：Ship building management

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 16.1.1 | 16.1.2 | 16.1.3 | 16.1.4 | 16.2.1 | 16.2.2 | 16.2.3 | 16.2.4 | 16.2.5 | 16.3.1 | 16.3.2 | 16.3.3 | 16.3.4 | 16.3.5 | 16.4.1 | 16.4.2 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 16.4.3 | 16.4.4 | 16.5.1 | 16.5.2 | 16.5.3 |
|  |  |  |  |  |

17适任：船舶检验

Competence 17：ship survey

|  |  |  |
| --- | --- | --- |
| 17.1.1 | 17.2.1 | 17.3.1 |
|  |  |  |

**职能：船舶作业管理和人员管理**

**Function: CONTROLLING THE OPERATION OF THE SHIP AND CARE FOR PERSONS ON BOARD**

18适任：海上人命安全与保护海洋环境

Competence 18：Safety of life at sea and protection of the marine environment

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 18.1.1 | 18.1.2 | 18.2.1 | 18.2.2 | 18.2.3 | 18.2.4 | 18.3.1 | 18.3.2 | 18.4.1 | 18.4.2 | 18.5.1 | 18.5.2 |
|  |  |  |  |  |  |  |  |  |  |  |  |

19适任：船舶安全

Competence 19：Ship safety

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 19.1.1 | 19.2.1 | 19.2.2 | 19.3.1 | 19.3.2 | 19.4.1 | 19.4.2 | 19.4.3 | 19.5.1 | 19.5.2 | 19.5.3 | 19.5.4 |
|  |  |  |  |  |  |  |  |  |  |  |  |

20适任：领导力和管理技能

Competence 20：Leadership and managerial skills

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 20.1.1 | 20.1.2 | 20.2.1 | 20.2.2 | 20.2.3 | 20.2.4 | 20.3.1 | 20.3.2 | 20.4.1 | 20.4.2 | 20.4.3 | 20.4.4 | 20.4.5 | 20.5.1 | 20.5.2 | 20.6.1 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 20.6.2 | 20.7.1 | 20.7.2 | 20.7.3 | 20.8.1 | 20.8.2 | 20.8.3 | 20.8.4 | 20.8.5 | 20.8.6 | 20.8.7 | 20.8.8 | 20.8.9 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

21适任：航行值班

Competence21: Watching Keeping

|  |  |
| --- | --- |
| 21.1.1 | 21.2.1 |
|  |  |

22适任：ISM和SMS

Competence22: ISM and SMS

|  |
| --- |
| 22.1.1 |
|  |

23适任：NSM

Competence23: NSM

|  |
| --- |
| 23.1.1 |
|  |

24适任：PSC检查工作

Competence24: The PSC inspection

|  |  |
| --- | --- |
| 24.1.1 | 24.1.2 |
|  |  |

25适任：船舶安全检查

Competence24: Ship Safety Inspection

|  |  |
| --- | --- |
| 25.1.1 | 25.1.2 |
|  |  |

**第六部分 见习记录簿附页（另加附页）**

**SECTION 6 On Board Training Record Book (additional pages)**

专题一：结合船上见习情况，对大管轮主管设备做一个综合性评述，并提出自己的对策（不少于2000字）

Topic 1: With special boat probation, do a comprehensive review on the second engineer supervisor equipment, and puts forward countermeasures (no less than 2000 words)

According to situation of practice onboard ship, make a comprehensive comments aiming at the equipment second engineer in charge, and advise countermeasures to be taken. (Not less than 2000 words)

专题二：列举主机汽缸油使用注意事项（不少于1000字。）

Topic 2: Host cylinder oil in use should pay attention to what the problem? (no less than 1000 words.)

List some cautions when using main engine cylinder oil. (Not less than 2000 words)

专题三：从大管轮角度谈谈对轮机人员，特别是新船员的情景意识的培养。（不少于1000字）

Topic 3: From the second engineer angle about engineer, especially the training a new crew situational awareness. (no less than 1000 words)

From the point of view of second engineer, talk about culture of situation awareness aiming to engineer, especially new engineroom comer. (Not less than 1000 words)

专题四：谈谈值班人员在值班期间如何分配注意力。（不少于600字）

Topic 4: Talk about how to allocate attention on duty. (no less than 600 words)

Talk about how to distribute personal attention during watch-keeping. (Not less than 600 words)

专题五：根据见习船舶的具体情况，详细说明如何获取气缸磨损率.（不少于600字）

Topic 5: According to the specific situation of trainee ship, detailed description of how to obtain the cylinder wear rate? (no less than 600 words)

Illuminate how to obtain the cylinder wear rate of main engine based on vessel you served. (Not less than 600 words)

**第七部分 评价报告**

**SECTION 7 REPORT OF EVALUATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名 Name |  | 船上见习时间Training time on board |  | 船员服务簿注册号码 Seafarer’s Registration No. |  |
| 轮机长鉴定意见  Chief Engineer’s Assessment  签名 日期  Signature Date | | | | | |
| 船公司鉴定意见  Shipping Company’s Assessment  签名 日期  Signature Date | | | | | |
| 海事机构意见  Maritime Authority’s Opinion  签名 日期  Signature Date | | | | | |

# 7.申请三管轮适任证书船上见习记录簿

申 请 三 管 轮 适 任 证 书

船 上 见 习 记 录 簿（2018版）

ON BOARD TRAINING RECORD BOOK FOR

CANDIDATES FOR CERTIFICATION AS THE FORTH ENGINEERS

申请三管轮适任证书

船上见习记录簿（2018版）

ON BOARD TRAINING RECORD BOOK FOR

CANDIDATES FOR CERTIFICATION AS THE FORTH ENGINEERS

姓名 Name:

船员服务簿注册号码 Seafarer’s Registration No.:

公司名称 Company:

海事管理机构 Maritime Administration:

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**第一部分 使用指南**

轮机长、指定的船上培训师和见习船员需注意：

**1、记录簿的目的：**

见习记录簿是根据《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》的要求编制的，其目的是确保需要见习的船员按照结构化的培训计划，充分利用海上航行时间，在船上培训师的指导下，完成预定的培训任务。在充分完成培训任务后，就可以获得实际的工作经验和必要的海上服务资历，成为与《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》中适任要求相一致的合格船员。

**2、当持有记录簿时：**

见习船员应完成有关个人信息的填写。

见习船员应在船上培训师的指导下，按培训计划，分阶段地完成培训任务的填写。

见习船员在整个培训期间应个人负责记录簿的保管。

**3、加入船舶后，尽可能地：**

见习船员应完成第二部分关于船舶技术细节内容的填写，轮机长和指定的船上培训师应提供进行训练的机会。

轮机长和指定的船上培训师应检查此记录薄的记录情况，以核查实习进程。

见习船员应根据船舶的实际情况，在船上培训师的指导下，制定相应的培训计划以解决适任证明情况，在第五部分可以看到任务摘要图。

**4、实习船员海上资历期间：**

在第四部分所列出的一系列船上培训任务，应在船上培训师的指导下积极的完成。

一旦上船，只要航行情况允许，此记录薄应每个星期提交给指定的船上培训师检查。船上培训的开展要及时记录。船上培训师的检查要及时记录，在对需要改进的地方进行验证后，签名并标注日期。

记录薄每个月应提交给轮机长检查，轮机长的评论要及时记录，标注日期。该评论应仅涉及见习船员的适任情况和见习进程。

记录薄应在每条船见习结束后提交给公司检查，公司培训师的评价要及时记录，标注日期。该评论应仅涉及见习船员的适任情况和见习进程。

**SECTION 1 GUIDE TO COMPLETION**

For the attention chief engineer designated on board training officers and rating trainees

1. Object of the record book

The record book was designed in accordance with the STCW Convention as amended in 2010 and the Regulations of the People’s Republic of China governing Competency Examination and Certification for Seafarers Serving on Seagoing Ships, which is to help ensure that ratings follow a structured programme of training and make best use of their time at sea to complete the tasks under the direction of onboard trainer. In so doing they will gain the practical training and experience to become competent watchkeeping deck ratings in accordance with the STCW Convention as amended in 2010 and the Regulations for the examination and certification of seafarers of the People’ republic of china.

1. On receipt of this book

The trainee should complete the information of personal history.

The trainee should complete the information required on the following pages by stages, under the supervision of the designated training officer on schedule.

The trainee should be personally responsible for the safe keeping of this record book throughout training.

1. As soon as possible after joining the ship:

The trainee should complete Section 2 which concerning the data of the ship details. The chief engineer and the designated training officer on board each ship should provide an opportunity for this exercise to be undertaken.

The chief engineer and the designated training officer on board each ship should inspect this book in order to check progress already made.

The trainee should make a plan to tackle the competences that still need to be demonstrated under the direction of the designated training officer. A task summary can be found in section 5.

1. Throughout the rating’s seagoing service

Sections 4, which contain a list of on board training tasks, should be progressively completed under the direction of the designated training officer.

The Book should be submitted to the designated training officer for inspection on joining the ship, so far as the voyage pattern allows, every week. The training progress should be recorded in time. The inspection of the designated training officer should also be recorded in time and sign his name with the date after inspecting the area for improvements.

The Book should be submitted to the chief engineer for inspection every month and the chief engineer’s comments should be recorded with date timely, Comments should only be related to the trainee’s practical progress and competence.

The Book should be submitted to the company for inspection after completion of training on vessle and the comments should be recorded with date timely, Comments should only be related to the trainee’s practical progress and competence.

**第二部分** **资料与检查表**

**SECTION 2 DATA AND INSPECTION LIST**

**1. 个人资料Personal history**

姓名Full Name: 出生日期Date Of Birth:

海员证编号Seafarer’s Passport No.:

船员服务簿注册号码Seafarer’s Registration No.:

见习起止时间The Starting and Ending Time of Training:

公司名称: Company:

公司地址the Address of Company:

家庭住址Permanent Address:

备注Remarks:

PHOTO

1. **船舶资料 Ship Data**

获得你所服务船舶的信息对于你的训练很有必要，为了帮助你满足规则要求，当你在船上的时候记录如下的详情。

To get the shipping data for your training is necessary, in order to help you to meet the regulatory requirements,you should record the following details on the ship.

**第一条船舶The first ship**

|  |  |  |
| --- | --- | --- |
| 船名/类型SHIP’S NAME/TYPE: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺度和容积Dimensions and Capacities**  全长Length O.A. m  船宽Breadth m  船深Depth m  夏季吃水Summer Draught m  总吨位Gross Tonnage  净吨位 Net Tonnage  总载重量Dead Weight t  空船排水量Light Displacement t 散装容积Grain Capacity m3  液舱容积Liquid Capacity m3  **救生设备Lifesaving equipment**  快速救助艇 (艇机型号) Fast Rescue Boat (engine/type)  救生艇(数量/容量/艇机型号) Lifeboats (no./cap/engine)  救生筏 (数量/.容量) Life-rafts (no./capacity)    求生服(数量/型号) Survival suits  (no./type)  应急逃生呼吸器（数量/类型）Escape sets (no./type) | **主机Main Engine**  制造商/型号Maker/type  最大持续功率MCR KW at revs per min  营运船速Service speed knots  **造水机**（制造商/型号）**Fresh water generators (maker/type)**  **锅炉**（制造商/型号）**Boilers(maker/type)**  重油容量HFO capacity m3/tonnes  柴油容量DO capacity m3/tonnes  重油消耗HFO consumption tonnes/day  柴油消耗DO consumption tonnes/day  **消防设备Fire Fighting Equipment**  应急消防泵 (型号/排量)  Emergency fire pump (type/cap.)  灭火器 (数量/容量)  Fire extinguishers (number and capacity)    **货物操作设备Cargo Handling Gear**  吊杆/克令吊（数量/安全工作负荷）Derricks/Cranes(No. and SWL) t | **发电机Generators**  发电柴油机（数量/型号）Engines (no./type)  最大功率Max electrical output Kw  应急发电机（型号）  Emergency generator engine (type)  最大功率Max electrical output Kw  **防污染设备 Pollution Prevention Equipments**  油水分离器（制造商/型号）Oily water separator  (**maker/type**)  焚烧炉（制造商/型号）Incinerator (**maker/type**.)  生活污水处理装置（制造商/型号）Sewage treatment unit (**maker/type**)  排油监控装置（制造商/型号）Oil discharge monitoring and control system (**maker/type**)  **舵机和侧推装置Steering and Propulsion**  舵机（制造商/型号）Steering gear (maker/type)  螺旋桨（型号）Propeller (type)  螺旋桨（叶片数量 /直径）Propeller  (no. of blades /diameter)  侧推器（数量/型号/推力）Trusters (no./type/thrust) |

**第二条船舶The second ship**

|  |  |  |
| --- | --- | --- |
| 船名/类型SHIP’S NAME/TYPE: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺度和容积Dimensions and Capacities**  全长Length O.A. m  船宽Breadth m  船深Depth m  夏季吃水Summer Draught m  总吨位Gross Tonnage  净吨位 Net Tonnage  总载重量Dead Weight t  空船排水量Light Displacement t 散装容积Grain Capacity m3  液舱容积Liquid Capacity m3  **救生设备Lifesaving equipment**  快速救助艇 (艇机型号) Fast Rescue Boat (engine/type)  救生艇(数量/容量/艇机型号) Lifeboats (no./cap/engine)  救生筏 (数量/.容量) Life-rafts (no./capacity)    求生服(数量/型号) Survival suits  (no./type)  应急逃生呼吸器（数量/类型）Escape sets (no./type) | **主机Main Engine**  制造商/型号Maker/type  最大持续功率MCR KW at revs per min  营运船速Service speed knots  **造水机**（制造商/型号）**Fresh water generators (maker/type)**  **锅炉**（制造商/型号）**Boilers(maker/type)**  重油容量HFO capacity m3/tonnes  柴油容量DO capacity m3/tonnes  重油消耗HFO consumption tonnes/day  柴油消耗DO consumption tonnes/day  **消防设备Fire Fighting Equipment**  应急消防泵 (型号/排量)  Emergency fire pump (type/cap.)  灭火器 (数量/容量)  Fire extinguishers (number and capacity)    **货物操作设备Cargo Handling Gear**  吊杆/克令吊（数量/安全工作负荷）Derricks/Cranes(No. and SWL) t | **发电机Generators**  发电柴油机（数量/型号）Engines (no./type)  最大功率Max electrical output Kw  应急发电机（型号）  Emergency generator engine (type)  最大功率Max electrical output Kw  **防污染设备 Pollution Prevention Equipments**  油水分离器（制造商/型号）Oily water separator  (**maker/type**)  焚烧炉（制造商/型号）Incinerator (**maker/type**.)  生活污水处理装置（制造商/型号）Sewage treatment unit (**maker/type**)  排油监控装置（制造商/型号）Oil discharge monitoring and control system (**maker/type**)  **舵机和侧推装置Steering and Propulsion**  舵机（制造商/型号）Steering gear (maker/type)  螺旋桨（型号）Propeller (type)  螺旋桨（叶片数量 /直径）Propeller  (no. of blades /diameter)  侧推器（数量/型号/推力）Trusters (no./type/thrust) |

**第三条船舶The third ship**

|  |  |  |
| --- | --- | --- |
| 船名/类型SHIP’S NAME/TYPE: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺度和容积Dimensions and Capacities**  全长Length O.A. m  船宽Breadth m  船深Depth m  夏季吃水Summer Draught m  总吨位Gross Tonnage  净吨位 Net Tonnage  总载重量Dead Weight t  空船排水量Light Displacement t 散装容积Grain Capacity m3  液舱容积Liquid Capacity m3  **救生设备Lifesaving equipment**  快速救助艇 (艇机型号) Fast Rescue Boat (engine/type)  救生艇(数量/容量/艇机型号) Lifeboats (no./cap/engine)  救生筏 (数量/.容量) Life-rafts (no./capacity)    求生服(数量/型号) Survival suits  (no./type)  应急逃生呼吸器（数量/类型）Escape sets (no./type) | **主机Main Engine**  制造商/型号Maker/type  最大持续功率MCR KW at revs per min  营运船速Service speed knots  **造水机**（制造商/型号）**Fresh water generators (maker/type)**  **锅炉**（制造商/型号）**Boilers(maker/type)**  重油容量HFO capacity m3/tonnes  柴油容量DO capacity m3/tonnes  重油消耗HFO consumption tonnes/day  柴油消耗DO consumption tonnes/day  **消防设备Fire Fighting Equipment**  应急消防泵 (型号/排量)  Emergency fire pump (type/cap.)  灭火器 (数量/容量)  Fire extinguishers (number and capacity)    **货物操作设备Cargo Handling Gear**  吊杆/克令吊（数量/安全工作负荷）Derricks/Cranes(No. and SWL) t | **发电机Generators**  发电柴油机（数量/型号）Engines (no./type)  最大功率Max electrical output Kw  应急发电机（型号）  Emergency generator engine (type)  最大功率Max electrical output Kw  **防污染设备 Pollution Prevention Equipments**  油水分离器（制造商/型号）Oily water separator  (**maker/type**)  焚烧炉（制造商/型号）Incinerator (**maker/type**.)  生活污水处理装置（制造商/型号）Sewage treatment unit (**maker/type**)  排油监控装置（制造商/型号）Oil discharge monitoring and control system (**maker/type**)  **舵机和侧推装置Steering and Propulsion**  舵机（制造商/型号）Steering gear (maker/type)  螺旋桨（型号）Propeller (type)  螺旋桨（叶片数量 /直径）Propeller  (no. of blades /diameter)  侧推器（数量/型号/推力）Trusters (no./type/thrust) |

**3．船上培训师检查培训进程**

见习船员根据见习任务，结合航次任务，按每星期的时间间隔填写完成任务；

以记录簿中的编号或文字表述。

**Designated training officer’s review of training progress**

This table should be completed weekly in accordance with the training task during the voyage；

The training tasks are listed as number or words in this record book.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training Tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Data |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**船上培训师检查培训进程（续表）**

**Designated training officer’s review of training progress (continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training Tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Data |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**船上培训师检查培训进程（续表）**

**Designated training officer’s review of training progress (continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training Tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Data |
|  |  |  |  |  |
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**4.轮机长检查培训记录簿**

轮机长每个月结束后进行检查。该评论应仅涉及见习船员的适任情况和见习进程

**Chief engineer’s inspection of record book**

The Book should be submitted to the chief engineer for inspection every month.

Comments should only related to the trainee’s practical progress and competence

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 起止时间  Starting and ending time | 见习内容  Contents | 评论  Comments | 轮机长签字  chief engineer’s initials | 日期  date | 船章  Ship’s official stamp |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**5.公司培训师检查见习记录簿**

每条船见习结束后，公司培训师应对见习人员的见习进程、见习记录和适任情况进行检查和评估。

**Company’s inspection of record book**

The Book should be submitted to the company’s trainer for inspection after completion of training on every vessel.

Comments should only relate to the trainee’s practical progress,record and competence.

|  |  |  |  |
| --- | --- | --- | --- |
| 评论  Comments | 公司培训师姓名  Name of company’s trainer | 公司培训师签名  Initials | 日期  Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**第三部分 培训任务和要达成的适任目标**

**SECTION 3 INFORMATION ON TRAINING TASKS AND COMPETENCES TO BE ACHIEVED**

完成清单中培训任务和达成适任目标举例

Example of how to complete the list of training task and competences achieved

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **1** | **适任：船舶柴油机与轴系的操作与管理**  **Competence: Operation and management of marine diesel engine and shafting** | | |
| **1.1** | **船舶主柴油机的操作与管理**  **Operation and management of main engine** | | | **能掌握船舶主柴油机基本结构组成和结构特点**  **Mastering the basic composition and characteristic of main engine**  **会正确进行船舶主柴油机的备车、起动、机动航行、运行管理、停车和完车的各项操作。**  **Correctly carry out the operations of preparing , starting, manual control, running stop and finished with engine** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 船舶主柴油机备车  preparing main engine |  |  |  |  |  |
| .2 | 船舶主柴油机起动和机动操作  Starting and manual operation main engine |  |  |  |  |
| .3 | 船舶主柴油机运行中管理  Manage main engine in running |  |  |  |  |
| .4 | 船舶主柴油机停车和完车  Stop main engine and finished with engine |  |  |  |  |

* 粗体部分的能力（在此例中**船舶柴油机与轴系的操作与管理**等等）直接取自STCW规则
* 主要的任务（在此例中**Operation and management of main engine**等）也取自STCW规则。主要的任务被细分为页码左手边的任务和职责。见习船员应尽可能地完成培训任务，但是考虑到可能的设备货物或船舶航行模式，并不要求所有的任务都能完成，在认为见习船员在主要任务方面适任前,必须注意到，构成适任基础的一些知识和技能也可以在岸上培训中获得。
* 船上培训师可以在所提供的空白处两次记录完成任务的情况。这不意味着每项任务应完成两次，如果船上培训师认为一次已足够的话。
* 监督见习船员的船上培训师和船上培训师由轮机长指定的具有丰富经验的合格船员担任。
* 在表明适任被记录之前，轮机长或指定的船上培训师可以记录下要改进部分的建议，在评估标准正下方有用于此目的的大空格。当表明适任主要的任务时，评估标准最右手边的空格子里，轮机长或指定的船上培训师应签字并标注日期（年，月，日），表明已经适任。

当记录“表明适任”时，应该仔细考虑到表中所提出的评估标准。评估标准和船员良好的技能都来自STCW规则。

* The competence with **bold fonts** (**Operation and management of marine diesel engine and shafting**) is directly taken from the text of the STCW Code.
* The primary task (in this case **Operation and management of main engine**) is also taken from the STCW Code. The primary task is sub-divided into training tasks or duties on the left hand side of the page. The trainee should complete as many of these training tasks as possible. However, in view of the likely equipment cargo or voyage pattern of the ship, it is not expected that all these tasks will be completed before the trainee is considered competent in the primary task. It should be noted that some of the skills and knowledge that underpin the competences may well have been obtained during shore based training.
* Space is provided to record completion of each training task twice by the supervising officer. This does not mean that each task must be completed twice if, in the opinion of the officer, once is considered sufficient.
* The officer supervising the trainee does not necessarily have to be the designated training officer.
* Before 'Competence Demonstrated' is recorded the chief engineer or designated on hoard training officer may record any appropriate advice about areas for improvement. A large blank space for this purpose is provided beneath the criteria for evaluation, as competence in these primary tasks is demonstrated, the appropriate blank next to the criteria for evaluation, on the far right hand side of the page, should be signed and dated(day, month and year )by the chief engineer or designated training officer on board ship to attest that competence has been demonstrated.
* A trainee’s attainment of the competence should only be recorded as 'Competence Demonstrated' when the chief engineer or designated training officer is indeed satisfied that the trainee can perform the duty without supervision.

When recording 'Competence Demonstrated', careful account should be taken of the criteria for evaluation contained on the right hand side of the page, which is taken from the STCW Code, as well as the best practices of seafarers and good safe working practice.

**第四部分 见习科目**

**SECTION 4 SUBJECT OUTLINE**

**职能一：轮机工程（操作级）**

**Function 1: Marine engineering at operational level**

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **1.** | **适任：船舶柴油机与轴系的操作与管理**  **Competence: Operation and management of marine diesel engine and shafting** | | |
| **1.1** | **船舶主柴油机的操作与管理**  **Operation and management of main engine** | | | **能掌握船舶主柴油机基本结构组成和结构特点**  **Master the basic composition and characteristic of main engine**  **会正确进行船舶主柴油机的备车、起动、机动航行、运行管理、停车和完车的各项操作。**  **Correctly carry out the operations of preparing , starting, manual control, running, stopping and finished with engine** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 船舶主柴油机备车  Preparing main engine |  |  |  |  |  |
| .2 | 船舶主柴油机起动和机动操作  Starting and manual operation main engine |  |  |  |  |
| .3 | 船舶主柴油机运行中管理  Manage main engine in running |  |  |  |  |
| .4 | 船舶主柴油机停车和完车  Stop main engine and finished with engine |  |  |  |  |
| **1.2** | **船舶发电柴油机的操作与管理**  **Operation and management of generator engine** |  | | **能掌握船舶发电柴油机的基本结构组成和结构特点；**  **Maste the basic composition and characteristic of generator engine**  **会正确进行船舶发电柴油机的起动、运行管理、停车的各项操作。**  **Correctly carry out the operations of preparing , starting, running and stopping** |  |  |
| .1 | 船舶发电柴油机备车  Preparing generator engine |  |  |  |  |  |
| .2 | 船舶发电柴油机的起动  Start the generator engine |  |  |  |  |
| .3 | 船舶发电柴油机的运行管理  Manage generator engine in running |  |  |  |  |
| 4. | 船舶发电柴油机的停车  Stop generator engine |  |  |  |  |
| **1.3** | **船舶轴系的结构与管理**  **Construction and management of shafting** | | | **能了解船舶轴系的结构组成和结构特点**  **Understand the basic composition and characteristics of shafting on this ship**  **能了解船舶轴系的日常管理要点**  **Understand the routine maintenance of shafting on this ship** |  |  |
| .1 | 船舶轴系的组成、作用和工作条件  Composition, function and working condition of shafting |  |  |  |  |  |
| .2 | 船舶轴系的结构和工作原理  Construction and working principle of shafting |  |  |  |  |
| . 3 | 船舶轴系的管理要点  Management points of shafting |  |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **2.** | **适任：船舶辅助机械的操作与管理**  **Competence: Operation and management of marine auxiliary machinery** | | |
| **2.1** | **船用泵的操作与管理**  **Operation and management of marine pumps** | | | **能熟悉船用泵的结构组成和特点；**  **Familiarize with the composition and**  **characteristics of marine pumps**  **能掌握船用泵的工作原理和拆检方法；**  **Master working principle and dismantling method of marine pumps**  **会正确进行船用泵的操作与管理。**  **Correctly carry out operation and management of marine pumps** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (nitials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 船用泵的结构组成和特点  Composition and characteristics of marine pumps |  |  |  |  |  |
| .2 | 船用泵的工作原理和拆检方法  Working principle and dismantling method of marine pumps |  |  |  |  |
| .3 | 船用泵的操作要求  Operation requirement of marine pumps |  |  |  |  |
| .4 | 船用泵的管理要点  Management points of marine pumps |  |  |  |  |
| **2.2** | **空气压缩机的操作与管理**  **Operation and maintenance of air compressors** | | | **能熟悉空气压缩机的结构组成和特点；**  **Familiarize with composition and characteristics of air compressors**  **能掌握空气压缩机的工作原理和拆检方法；**  **Mastering working principle and dismantling method of air compressors**  **会正确进行空气压缩机的操作与管理。**  **Correctly carry out operation and management of air compressors** |  |  |
| .1 | 空气压缩机的结构组成和特点  Composition and characteristics of air compressors |  |  |  |  |  |
| .2 | 空气压缩机的工作原理和拆检方法  Working principle and dismantling method of air compressors |  |  |  |  |
| .3 | 空气压缩机的操作要求  Operation requirement of air compressors |  |  |  |  |
| .4 | 空气压缩机的管理要点  Management points of air compressors |  |  |  |  |
| **2.3** | **分油机的操作与管理**  **Operation and management of separators** | | | **能熟悉分油机的结构组成和特点；**  **Familiarize with composition and**  **characteristics of separators**  **能掌握分油机的工作原理和拆检方法；**  **Master working principle and dismantling method of separators**  **会正确进行分油机的操作与管理。**  **Correctly carry out operation and management of**  **separators** |  |  |
| .1 | 分油机的结构组成和特点  Composition and characteristics of separators |  |  |  |  |  |
| .2 | 分油机的工作原理和拆检方法  Working principle and dismantling method of separators |  |  |  |  |
| .3 | 分油机的操作要求  Operation requirement of separators |  |  |  |  |
| .4 | 分油机的管理要点  Management point of separators |  |  |  |  |
| **2.4** | **造水机的操作与管理**  **Operation and management of fresh water generators** | | | **能熟悉造水机的结构组成和特点；**  **Familiarize with composition and**  **characteristics of fresh water generators**  **能掌握造水机的工作原理和拆检方法；**  **Master working principle and dismantling method of fresh water generators**  **会正确进行造水机的操作与管理。**  **Correctly carry out operation and management of**  **fresh water generators** |  |  |
| .1 | 造水机的结构组成和特点  Composition and characteristics of fresh water generators |  |  |  |  |  |
| .2 | 造水机的工作原理和拆检方法  Working principle and dismantling method of fresh water generators |  |  |  |  |
| .3 | 造水机的操作要求  Operation requirement of fresh water generators |  |  |  |  |
| .4 | 造水机的管理要点  Management points of fresh water generators |  |  |  |  |
| **2.5** | **热交换器的操作与管理**  **Operation and management of heat exchangers** | | | **能熟悉热交换器的结构组成和特点；**  **Familiarize with composition and**  **characteristics of heat exchangers**  **能掌握热交换器的清洗方法；**  **Mastering cleaning method of heat exchangers**  **会正确进行热交换器的操作与管理。**  **Correctly carry out operation and management of**  **heat exchangers** |  |  |
| .1 | 热交换器的结构组成和特点  Composition and characteristics of heat exchangers |  |  |  |  |  |
| .2 | 热交换器的清洗方法  Working principle and cleaning method of heat exchangers |  |  |  |  |
| .3 | 热交换器的操作要求  Operation requirement of heat exchangers |  |  |  |  |
| .4 | 热交换器的管理要点  Management points of heat exchangers |  |  |  |  |
| **2.6** | **制冷装置的操作与管理**  **Operation and management of refrigeration plant** | | | **能熟悉制冷装置的结构组成和特点；**  **Familiarize with composition and**  **characteristics of refrigeration plant**  **能掌握制冷装置的工作原理和拆检方法；**  **Master working principle and dismantling method of refrigeration plant**  **会正确进行制冷装置的操作与管理。**  **Correctly carry out operation and management of**  **refrigeration plant** |  |  |
| .1 | 制冷装置的结构组成和特点  Composition and characteristics of refrigeration plant |  |  |  |  |  |
| .2 | 制冷装置的工作原理和拆检方法  Working principle and dismantling method of refrigeration plant |  |  |  |  |
| .3 | 制冷装置的操作要求  Operation requirement of refrigeration plant |  |  |  |  |
| .4 | 制冷装置的管理要点  Management points of refrigeration plant |  |  |  |  |
| **2.7** | **空调装置的操作与管理**  **Operation and management of air conditioners** | | | **能熟悉空调装置的结构组成和特点；**  **Familiarize with composition and**  **characteristics of air conditioners**  **能掌握空调装置的工作原理和拆检方法；**  **Master working principle and dismantling method of air conditioners**  **会正确进行空调装置的操作与管理。**  **Correctly carry out operation and management of**  **air conditioners** |  |  |
| .1 | 空调装置的结构组成和特点  Composition and characteristics of air conditioners |  |  |  |  |  |
| .2 | 空调装置的工作原理和拆检方法  Working principle and dismantling method of air conditioners |  |  |  |  |
| .3 | 空调装置的操作要求  Operation requirement of air conditioners |  |  |  |  |
| .4 | 空调装置的管理要点  Management points of air conditioners |  |  |  |  |
| **2.8** | **通风系统的操作与管理**  **Operation and management of vent system** | | | **能熟悉通风系统的组成和特点；**  **Familiarize with composition and**  **characteristics of vent system**  **能掌握通风系统中设备的工作原理；**  **Master working principle of equipment in vent system**  **会正确进行通风系统的操作与管理。**  **Correctly carry out operation and management of**  **vent system** |  |  |
| .1 | 通风系统的组成和特点  Composition and characteristics of vent system |  |  |  |  |  |
| .2 | 通风系统中的设备原理  Working principle of equipment in vent system |  |  |  |  |
| .3 | 通风系统的操作要求  Operation requirement of vent system |  |  |  |  |
| .4 | 通风系统的管理要点  Management points of vent system |  |  |  |  |
| **2.9** | **辅助锅炉和废气锅炉的操作与管理**  **Operation and management of auxiliary boilers and exhaust boilers** | | | **能熟悉锅炉的结构组成和特点；**  **Familiarize with composition and**  **characteristics of auxiliary boilers and exhaust boilers**  **能掌握锅炉的工作原理；**  **Master working principle of auxiliary boilers and exhaust boilers**  **会正确进行锅炉的操作与管理。**  **Correctly carry out operation and management of**  **auxiliary boilers and exhaust boilers** |  |  |
| .1 | 辅助锅炉和废气锅炉的结构组成和特点  Composition and characteristics of auxiliary boilers and exhaust boilers |  |  |  |  |  |
| .2 | 辅助锅炉和废气锅炉的工作原理  Working principle of auxiliary boilers and exhaust boilers |  |  |  |  |
| .3 | 辅助锅炉和废气锅炉的操作要求  Operation requirement of auxiliary boilers and exhaust boilers |  |  |  |  |
| .4 | 辅助锅炉和废气锅炉的管理要点  Management points of auxiliary boilers and exhaust boilers |  |  |  |  |
| **2.10** | **舵机的操作与管理**  **Operation and management of steering gear** | | | **能熟悉舵机的结构组成和特点；**  **Familiarize with composition and**  **characteristics of steering gear**  **能掌握舵机中设备的工作原理；**  **Master working principle of steering gear**  **会正确进行舵机的操作与管理。**  **Correctly carry out operation and management of**  **steering gear** |  |  |
| .1 | 舵机的结构组成和特点  Composition and characteristic of steering gear |  |  |  |  |  |
| .2 | 舵机的工作原理  Working principle of steering gear |  |  |  |  |
| .3 | 舵机的操作要求  Operation requirement of steering gear |  |  |  |  |
| .4 | 舵机的管理要点  Management points of steering gear |  |  |  |  |
| **2.11** | **甲板机械的操作与管理**  **Operation and management of deck machinery** | | | **能熟悉甲板机械的结构组成和特点；**  **Familiarize with composition and**  **characteristics of deck machinery**  **能掌握甲板机械的工作原理；**  **Master working principle of deck machinery**  **会正确进行甲板机械的操作与管理。**  **Correctly carry out operation and management of**  **deck machinery** |  |  |
| .1 | 甲板机械的结构组成和特点  Composition and characteristics of deck machinery |  |  |  |  |  |
| .2 | 甲板机械的工作原理  Working principle of deck machinery |  |  |  |  |
| .3 | 甲板机械的操作要求  Operation requirement of deck machinery |  |  |  |  |
| .4 | 甲板机械的管理要点  Management points of deck machinery |  |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **3.** | **适任：保持安全的轮机值班**  **Competence: Maintain a safe engineering watch** | | |
| **3.1** | **轮机值班的基本原则**  **Basic principles of engineering watch** | | | **能熟悉船舶值班安排的要求**  **Familiarize with requirements of**  **watchkeeping arrangements**  **能掌握轮机值班应遵循的原则**  **Master principles to be followed during the**  **engineering watch** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 值班安排的要求  Requirements of watchkeeping arrangements |  |  |  |  |  |
| .2 | 值班应遵循的原则  Principles to be followed during the engineering watch |  |  |  |  |
| **3.2** | **轮机值班职责**  **Engineering watch duty** | | | **能熟悉二/三管轮的职责；**  **Familiarize with 3rd and 4th engineer’s duty**  **能掌握轮机值班的职责。**  **Master the duty of engineering watch** |  |  |
| .1 | 三管轮所管辖的设备  Equipment under the charge of 3rd engineer |  |  |  |  |  |
| .2 | 二/三管轮职责  Equipment under the charge of 2nd and 3rd engineer |  |  |  |  |
| .3 | 轮机值班的职责  Engineering watch duties |  |  |  |  |
| **3.3** | **轮机值班内容**  **Contents of engineering watch** | | | **能熟悉轮机员值班的基本内容；**  **Familiarize with basic content during engineering watch**  **能够正确填写轮机日志；**  **Fill in Engine Room Log Book**  **能掌握值班的注意事项。**  **Master precautions during engineering watch** |  |  |
| .1 | 海上值班检查内容和要求  Contents and requirements for performing the engineering watch at sea |  |  |  |  |  |
| .2 | 在港值班检查内容和要求  Contents and requirement for performing the engineering watch in port |  |  |  |  |
| .3 | 轮机日志的填写  Fill in the engine log book |  |  |  |  |
| .4 | 值班注意事项  Precautions during watchkeeping |  |  |  |  |
| **3.4** | **轮机交接班职责及注意事项**  **Engineering watch duties and precautions when taking over the watch** | | | **能熟悉轮机员交接班的基本要求；**  **Familiarize with basic requirement for taking over the engineering watch**  **能掌握轮机员交接班中的注意事项**  **Master precautions during taking over the engineering watch** |  |  |
| .1 | 轮机交接班的基本要求  Basic requirements for taking over the engineering watch |  |  |  |  |  |
| .2 | 轮机交接班的程序  Procedures for performing the engineering watch |  |  |  |  |
| .3 | 轮机交接班注意事项  Precautions for taking over the engineering watch |  |  |  |  |
| **3.5** | **船舶内部通信系统**  **Internal communication system on board ships** | | | **能了解船舶内部通信的设备种类；**  **Understand the types of internal**  **communication equipment on board ships**  **会正确进行船舶内部通信系统的使用和管理**  **Correctly carry out operation and management of internal communication system on board ships** |  |  |
| .1 | 船舶内部通信设备的种类  The types of internal communication equipment on board ships |  |  |  |  |  |
| .2 | 船舶内部通信设备的使用方法  Usages of internal communication equipment on board ships |  |  |  |  |
| .3 | 船舶内部通信系统的操作与管理要点  Operation and management of internal communication system on board ships |  |  |  |  |
| **3.6** | **轮机安全与应急设备的应急程序**  **The emergency procedures of engineering safety and emergency equipment** | | | **能熟悉轮机安全设备的结构与工作原理；**  **Familiarize with the construction and working principle of safety equipment**  **能掌握轮机应急设备的操作与管理。**  **Master the operation and management of**  **engineering emergency equipment** |  |  |
| .1 | 船用泵的应急切换操作  Emergency exchange operation for marine pumps |  |  |  |  |  |
| .2 | 主机遥控与机旁的应急切换的操作  Emergency exchange operation for main engine remote control and engine side control |  |  |  |  |
| .3 | 值班时应遵守的安全预防措施  Safety precautions to be followed during watchkeeping |  |  |  |  |
| .4 | 船舶发生火灾时应采取的紧急措施  Emergency measures to be taken in case of fire on ship |  |  |  |  |
| .5 | 船舶发生海难事故时应采取的紧急措施  Emergency measure to be taken in case of shipwreck |  |  |  |  |

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| **4.** | **适任：用英语说写**  **Competence: Use of Engine in written and oral form** | | |
| **4.1** | **以书面和口语形式使用英语**  **Use of Engine in written and oral form** | | | **能阅读船舶设备的英语资料和说明书；**  **Read the information and instruction book of equipment in English**  **能用英语正确书写轮机报告和表格；**  **Fill in engineering report and forms in English**  **能用英语进行日常的交流**  **Carry out routine communication in English** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 看懂并理解所辖设备的英文说明书  Read instruction books related to the equipment under his charge in English |  |  |  |  |  |
| .2 | 能正确运用英文填写轮机日志和其它记录  Fill in the engine log book and forms in English |  |  |  |  |
| .3 | 会用英文书写备件申领单和物料申请单  Write the spare parts and stores application from in English |  |  |  |  |
| .4 | 会用英文书写所辖设备的修理单  Write the repair list related to the equipment under his charge in English |  |  |  |  |
| .5 | 会用英文书写函电  Write the correspondence in English |  |  |  |  |
| .6 | 能在PSC检查过程中用英语与检查官进行沟通  Communicate with inspection officer during PSC inspection in oral English |  |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **5.** | **适任：船舶各种系统的操作与管理**  **Competence: Operation and management of all kinds of system** | | |
| **5.1** | **燃油系统的操作与管理**  **Operation and management of fuel oil system** | | | **能熟悉船舶燃油系统的管路系统图；**  **Familiarize with the piping of fuel oil system**  **会正确进行燃油系统的操作和管理。**  **Correctly carry out operation and management of fuel oil system** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 燃油舱柜的布置、容积和燃油管系图  The arrangement and volume of fuel oil tank and piping of fuel oil system |  |  |  |  |  |
| .2 | 燃油的加装与驳运  The bunker and transfer fuel oil |  |  |  |  |
| .3 | 燃油的净化处理  Treatment of fuel oil |  |  |  |  |
| .4 | 燃油系统的操作与管理要点  Operation and management of fuel oil system |  |  |  |  |
| **5.2** | **滑油系统的操作与管理**  **Operation and management of lubricating oil system** | | | **能熟悉船舶滑油系统的管路系统图；**  **Familiarize with piping of lubricating system**  **会正确进行滑油系统的操作和管理。**  **Correctly carry out operation and management of lubricating oil system** |  |  |
| .1 | 滑油舱柜的布置、容积和滑油管系图  The arrangement and volume of lubricating oil tank and piping of lubricating system |  |  |  |  |  |
| .2 | 滑油的加装与驳运  The bunker and transfer lubricating oil |  |  |  |  |
| .3 | 滑油的净化处理  Treatment of lubricating oil |  |  |  |  |
| .4 | 滑油系统的操作与管理要点  Operation and management of lubricating oil system |  |  |  |  |
| **5.3** | **冷却系统的操作与管理**  **Operation and management of cooling water system** | | | **能熟悉船舶冷却系统的管路系统图；**  **Familiarize with the piping of cooling water system**  **会正确进行冷却系统的操作和管理。**  **Correctly carry out operation and management of cooling water system** |  |  |
| .1 | 冷却系统管系图  The piping of cooling water system |  |  |  |  |  |
| .2 | 冷却水的化验与投药方法  Test and treat the cooling water |  |  |  |  |
| .3 | 冷却系统的操作与管理要点  Operation and management of cooling water system |  |  |  |  |
| **5.4** | **压缩空气系统的操作与管理**  **Operation and management of compressed air system** | | | **能熟悉船舶压缩空气系统的管路系统图；**  **Familiarize with the piping of compressed**  **air system**  **会正确进行压缩空气系统的操作和管理。**  **Correctly carry out operation and management of compressed air system** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 压缩空气系统的管系图  The piping of compressed air system |  |  |  |  |  |
| .2 | 空气减压站的调压原理与压力调整方法  Regulating principle and method of pressure reduction station |  |  |  |  |
| .3 | 压缩空气系统的操作与管理要点  Operation and management of compressed air system |  |  |  |  |
| **5.5** | **压载水系统的操作与管理**  **Operation and management of ballast water system** | | | **能熟悉船舶压载水系统的管路系统图；**  **Familiarize with the piping of ballast water system**  **会正确进行压载水系统的操作和管理。**  **Correctly carry out operation and management of ballast water system** |  |  |
| .1 | 压载舱的布置、容积和系统图  The arrangement and volume of ballast water tank and piping of ballast water system |  |  |  |  |  |
| .2 | 压载水的压入与排出方法  The method of inputting in and discharging ballast water |  |  |  |  |
| .3 | 压载水系统的操作与管理要点  Operation and management of ballast water |  |  |  |  |
| **5.6** | **消防水系统的操作与管理**  **Operation and management of fire system** | | | **能熟悉船舶消防水系统的管路系统图；**  **Familiarize with the piping of fire system**  **会正确进行消防水系统的操作和管理。**  **Correctly carry out operation and management of the fire system** |  |  |
| .1 | 消防设备的布置和系统图  The arrangement of the fire equipment and piping of fire system |  |  |  |  |  |
| .2 | 消防设备的原理  The principle of the fire equipment |  |  |  |  |
| .3 | 消防设备的操作与管理要点  Operation and management of the fire equipment |  |  |  |  |
| **5.7** | **舱底水系统的操作与管理**  **Operation and management of bilge water system** | | | **能熟悉船舶舱底水系统的管路系统图；**  **Familiarize with the piping of bilge water system**  **会正确进行舱底水系统的操作和管理**  **Correctly carry out operation and management of bilge water system** |  |  |
| .1 | 舱底水系统图  The piping of bilge water system |  |  |  |  |  |
| .2 | 喷射泵的操作与管理  Operation and management of the injection pump |  |  |  |  |
| .3 | 舱底水系统的操作与管理要点  Operation and management of bilge water system |  |  |  |  |
| **5.8** | **日用海、淡水系统的操作与管理**  **Operation and management of daily sea and fresh water system** | | | **能熟悉船舶日用海、淡水系统的管路系统图；**  **Familiarize with the piping of daily sea and fresh water system**  **会正确进行日用海、淡水系统的操作和管理**  **Correctly carry out operation and management of the daily sea and fresh water** |  |  |
| .1 | 日用海、淡水系统图  The piping of daily sea and fresh water system |  |  |  |  |  |
| .2 | 压力柜的压力控制原理  The principle of pressure control in the pressure tank |  |  |  |  |
| .3 | 日用海、淡水系统的操作与管理要点  Operation and management of the daily sea and fresh water system |  |  |  |  |
| **5.9** | **蒸汽系统的操作与管理**  **Operation and management of steam system** | | | **能熟悉船舶蒸汽系统的管路系统图；**  **Familiarize with the piping of steam system**  **会正确进行蒸汽系统的操作和管理**  **Correctly carry out operation and management of steam system** |  |  |
| .1 | 蒸汽系统图  The piping of steam system |  |  |  |  |  |
| .2 | 蒸汽压力的调节  Adjustment of steam pressure |  |  |  |  |
| .3 | 炉水化验与投药的方法  The method of test and treatment of boiler water |  |  |  |  |
| .4 | 蒸汽系统的操作与管理要点  Operation and management of steam system |  |  |  |  |

**职能二：电子、电气和控制工程（操作级）**

**Function 2: Electrical, electronic and control engineering at the operational level**

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **6.** | **适任：电子和电气及控制系统的操作**  **Competence: Operation of electronic, electrical and control systems** | | |
| **6.1** | **电子设备**  **Electronic equipment** | | | **能正确识别电路中的元器件；**  **Correctly identify basic electronic circuit elements**  **能读懂自控系统的线路图。**  **Understand circuit diagram of automatic**  **control system** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 基本电路元件的特性  Characteristics of basic electronic circuit elements |  |  |  |  |  |
| .2 | 自动和控制系统的流程图  Flowchart for automatic and control systems |  |  |  |  |
| .3 | 机械设备控制系统的功能、特性和参数  Functions, characteristics and features of control systems for machinery items |  |  |  |  |
| **6.2** | **电气设备**  **Electric equipment** | | | **能了解发电机和配电板的组成；**  **Understand the composition of generator and distribution systems**  **能正确进行发电机的并车、负载转移、解列的操作**  **Correctly carry out parallel operation, load transfer and removal**  **能了解电机的启动方法**  **Understand starting methodologies** |  |  |
| .1 | 发电机和配电系统  Generator and distribution systems |  |  |  |  |  |
| .2 | 备车、启动、并车和发电机切换  Preparing, starting, paralleling and changing over generators |  |  |  |  |
| .3 | 电动马达及启动方法  Electrical motors and starting methodologies |  |  |  |  |
| .4 | 高压装置  High voltage installations |  |  |  |  |
| .5 | 相序控制回路和相关系统设备  Sequential control circuits and associated system devices |  |  |  |  |
| **6.3** | **控制设备与系统**  **Control equipment and systems** | | | **能了解自动控制的方式；**  **Understand automatic control**  **methodologies**  **能了解比例-微分-积分控制特性**  **Understand Proportional-Integral-**  **Derivative (PID) control characteristics** |  |  |
| .1 | 自动控制方式和特性  Automatic control methodologies and characteristics |  |  |  |  |  |
| .2 | 比例-微分-积分控制特性及相关系统设备  Proportional-Integral-Derivative (PID) control  characteristics and associated systems devices |  |  |  |  |

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| **7.** | **适任：电子和电气设备的维护与修理**  **Competence: Maintenance and repair of electrical and electronic equipment** | | |
| **7.1** | **电气系统的工作安全要求**  **Safety requirements for working on electrical systems** | | | **能了解电气工作中安全注意事项**  **Understand safety items for working on electrical systems**  **能了解电气安全工作中的应急程序**  **Understand emergency procedures in safe working process** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 作业前的工具准备  Preparation of tools before work |  |  |  |  |  |
| .2 | 作业前带电设备的隔离  Isolation of electrical equipment before work |  |  |  |  |
| .3 | 工作中应急程序  Emergency procedures in working process |  |  |  |  |
| .4 | 本船上电压的种类及应用  Type and application of voltages on board |  |  |  |  |
| **7.2** | **简单电子和电气图的识读**  **The identification of simple electrical and electronic diagrams** | | | **能了解电子和电气设备的结构与原理；**  **Understand construction and operating principles of electronic and electrical equipment**  **能识读简单电子和电气线路图。**  **Identify simple electrical and electronic diagrams** |  |  |
| .1 | 本船电子设备的结构与原理  Construction and operating principles of electronic equipment on board this ship |  |  |  |  |  |
| .2 | 本船电气设备的结构与原理  Construction and operating principles of electrical equipment on board this ship |  |  |  |  |
| .3 | 本船主管设备的电气控制线路图  Electric control diagrams for the equipment on board this ship |  |  |  |  |
| **7.3** | **电气测量设备的结构和操作**  **Construction and operation of electrical testing and measuring equipment** | | | **能了解电气测量设备的使用方法**  **Correct use of electrical measuring equipment** |  |  |
| .1 | 万用表的结构及使用方法  Structure and usage of multimeter |  |  |  |  |  |
| .2 | 兆欧表的结构及使用方法  Structure and usage of megger |  |  |  |  |
| .3 | 钳形电流表的结构及使用方法  Structure and usage of clamp ammeter |  |  |  |  |
| .4 | 交流电流表的结构及使用方法  Structure and usage of A.C. ammeter |  |  |  |  |
| .5 | 交流电压表的结构及使用方法  Structure and usage of A.C. voltmeter |  |  |  |  |
| .6 | 其它电工仪器仪表使用方法  Usage of other electrical instrumentation |  |  |  |  |
| **7.4** | **电气系统及设备的维护和修理**  **Maintenance and repair of electrical system and equipment** | | | **能了解电气设备的维护和修理方法**  **Understand maintenance method and repair of electrical equipment** |  |  |
| .1 | 主配电板维护与修理  Maintenance and repair of main switchboard |  |  |  |  |  |
| .2 | 应急配电板维护与修理  Maintenance and repair of emergency switchboard |  |  |  |  |
| .3 | 交流电动机解体维修的方法与操作  Methodologies of A.C. motor dismantling and operation |  |  |  |  |
| .4 | 同步发电机维护与修理  Maintenance and repair of synchronous generator |  |  |  |  |
| .5 | 照明设备的维护  Maintenance of lighting |  |  |  |  |
| .6 | 蓄电池的维护保养  Maintenance of battery |  |  |  |  |
| **7.5** | **电气故障和故障位置检测及防止损坏的措施**  **Detection of electric malfunction, location of faults and measures to prevent damage** | | | **能了解电气设备的故障判断和排除方法**  **Understand the detection of electric**  **malfunction and remedy** |  |  |
| .1 | 电气启动控制箱的常见故障查找与排除  Detection of common malfunction with electric control box and remedy |  |  |  |  |  |
| .2 | 断电或带电查线法寻找故障点，并排除故障  Investigation or charged off-line method to find the point of failure and remedy |  |  |  |  |
| .3 | 三相异步电动机常见故障的判断方法与故障排除  Judgment methodologies and remedy of three-phase asynchronous motor common troubles |  |  |  |  |
| .4 | 船舶电力系统的继电保护及主要故障的判断和排除  Judgment and remedy of ship electrical system protection and major faults |  |  |  |  |
| .5 | 船舶照明系统的常见故障检查  Inspection of common troubles with ship lighting system |  |  |  |  |
| .6 | 继电器、接触器触头接触不良的故障检测与处理防范措施  Detection of poor contact of relay, contactor and precautions |  |  |  |  |
| **7.6** | **监控系统、自动控制设备及保护设备的功能和性能测试**  **Function and performance tests of the monitoring systems, automatic control devices and protective devices** | | | **能了解监控系统、自控和保护设备的性能测试方法**  **Understand the performance tests of**  **electrical system** |  |  |
| .1 | 本船监控系统的组成、功能、性能测试、参数调整及日常维护  Composition, function, performance test, parameters adjustment and routine maintenance of monitoring system on board this ship |  |  |  |  |  |
| .2 | 自动控制设备的组成、基本原理、调整及操作使用  Composition, basic principles, adjustment and operation of automatic control equipment |  |  |  |  |
| .3 | 防护设备组成、工作原理、调整及维护管理  Composition, basic principles, adjustment and maintenance management of protective devices |  |  |  |  |

**职能三：维护与修理（操作级）**

**Function 3 : Maintenance and repair at the operational level**

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **8** | **适任：船舶维修管理**  **Competence: Ship repair management** | | |  |  | |
| **8.1** | **编制维护保养计划**  **Compile maintenance plan** | | | **能了解编写维护保养计划的依据，并正确编写维护保养计划；**  **Make clear about the basis for maintenance plan., and correctly compile maintenance plan.** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 了解编写维护保养计划的文件和说明书  Understand the documents and instructions for compiling maintenance plan |  |  |  |  |  |
| .2 | 编写维护保养计划  Compile maintenance plan |  |  |  |  |
| **8.2** | **编制修理单**  **Make out repair list** | | | **能了解修理单的主要内容和注意事项，并正确编写修理单；**  **Make clear about the main contents and notes in repair list, and correctly compile repair list** |  |  |
| .1 | 说明修理单的主要内容和注意事项  Make clear about the main contents and notes in repair list |  |  |  |  |  |
| .2 | 编写修理单  Make out repair list |  |  |  |  |  |
| **8.3** | **修船安全管理**  **Safety management of ships repair** | | | **能了解修船时的安全管理工作，并在修船时采取正确的安全管理措施；**  **Understand about the safety management work when repairing ships, and take correct safety management measures when repairing ships** |  |  |
| .1 | 了解修船时采取的安全管理措施；  Understand the safety management measures when repairing ships |  |  |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **9** | **适任：船舶设备检查、调试和维修**  **Competence: Inspection, adjustment and repair of ship equipment** | | |
| **9.1** | **机械基础知识和维修基本技能**  **Basic mechanical knowledge and workshop skills** | | | **具备维修的基本能力，遵循安全程序适当；**  **Have basic repairing skills and safety procedure followed are appropriate** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 机械基础知识  Basic mechanical knowledge |  |  |  |  |  |
| .2 | 维修基本技能  Basic workshop skills |  |  |  |  |
| **9.2** | **设备和管系图纸的识读**  **Identification of machinery and piping diagrams** | | | **能迅速确定和合理使用有关工作指南、图纸和说明书；**  Quickly determine and properly use job related manuals, diagrams and instructions books |  |  |
| .1 | 找出和使用有关的操作指南、图纸、表格和说明书；  Locate and use relevant manuals and interpret drawings, diagrams, tables and instructions |  |  |  |  |  |
| **9.3** | **检修工具、量具与仪表的选择与使用**  **Select and use tools, measuring equipment and instruments** | | | **按说明书正确选用手动和机械工具；合理和安全使用设备和机械工具；正确调整和校核测量仪表，正确测量并读数；**  **Select and use hand tools and machine tools in accordance with instructions.Safely use appropriate tools and equipment. Correctly adjust, calibrate meters and correctly measure and read meters.** |  |  |
| .1 | 选用专用工具修理机器和设备；  Select and use special tools for repairing equipment and machines |  |  |  |  |  |
| .2 | 选用普通工具和机械设备修理机器和设备；  Select and use general tools and machine tools for repairing equipment and machines |  |  |  |  |
| .3 | 选用测量设备，使用和解释测量设备测出的读数；  Select measuring instruments, use and interpret readings |  |  |  |  |
| **9.4** | **检修材料的选择与使用**  **Select and use materials for repairing.** | | | **能选用合适的材料进行装配和修理；**  **Select suitable materials to fabricate and repair** | **.** |  |
| .1 | 了解修理所用材料的性能和局限性；  Know about characteristics and limitation of materials used in repair onboard. |  |  |  |  |  |
| .2 | 了解需修理部件的重要参数；  Know about some important parameters for repaired parts. |  |  |  |  |
| .3 | 选用合适的材料；  Select and use appropriate materials |  |  |  |  |
| **9.5** | **密封材料、填料的选择与使用**  **Use of various types of sealants and packings for repairing.** | | | **能选用合适的密封材料、填料进行装配和修理；**  **Select suitable sealing materials and packing for fabricating and repairing** |  |  |
| .1 | 了解密封材料、填料性能；  Know about characteristics of sealants and packings used in repair onboard. |  |  |  |  |  |
| .2 | 了解密封材料、填料的适用范围；  Know about limitations of sealants and packings used in repair onboard. |  |  |  |  |
| .3 | 选用合适的密封材料、填料；  Select and use appropriate sealants and packings. |  |  |  |  |
| **9.6** | **检修前应采取的安全隔离措施**  **Safety isolation measures to be taken before repairs** | | | **能安全的将待检修设备从正在运行的系统中正确隔离出来；**  **Safely isolate the equipment to be repaired from the running system** |  |  |
| .1 | 知晓设备检修可能带来的不安全因素；  Know about unsafe factors by repairs and maintenance |  |  |  |  |  |
| .2 | 选择合适方法将待检修设备从正在运行的系统中隔离出来；  Select appropriate methods for safe isolation of  equipment to be repaired from the running system |  |  |  |  |
| **9.7** | **设备应急或临时修理方法**  **Emergent and temporary repair methods for equipment** | | | **能采取正确的应急措施维持设备运行；**  **Take correct emergency measures to keep equipment running** |  |  |
| .1 | 熟悉分管设备的应急措施；  Familiarize with the emergency procedure for the equipment under his charge |  |  |  |  |  |
| **9.8** | **设备的维护与修理**  **Repair and maintenance of equipment** | | | **能采取正确的方法进行拆卸、检查、测量、清洗及装配；**  **Select correct methods for dismantling, inspecting, measuring, cleaning and reassembling equipment** |  |  |
| .1 | 熟悉船机设备拆检原则；  Familiarize with the principle of the dismantling and inspecting equipment. |  |  |  |  |  |
| .2 | 熟悉船机设备拆卸、检查、测量、清洗及装配方法；  Familiarize with the method of dismantling, inspecting, measuring, cleaning and reassembling equipment. |  |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **10** | **适任：备件、物料和工具的管理**  **Competence: Spare parts, stores and tools management** | | |
| **10.1** | **备件的管理**  **Spare parts management** | | | **能正确管理分管设备备件；**  **Correctly manage spare parts under his charge** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 编写备件申请单；  Fill in the application form of spare parts. |  |  |  |  |  |
| .2 | 知晓无资料备件的申请方法；  Have knowledge of application for spare parts without data |  |  |  |  |
| .3 | 做好备件的接收、保存和使用管理；  Carry out the management of receiving, checking, storing and using spare parts. |  |  |  |  |
| **10.2** | **物料和工具的管理**  **Stores and tools management.** | | | **正确管理物料和工具；**  **Stores and tools management are correctly carried out** |  |  |
| .1 | 编写物料申请单和工具申请单；  Fill in the application form of stores and tools. |  |  |  |  |  |
| .2 | 做好物料、工具的保存和使用；  Use and storage of stores and tools. |  |  |  |  |

**职能四：船舶作业管理和人员管理（操作级）**

**Function 4: Ship operation and care for persons on board at operational level**

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **11** | **适任：海上人命安全措施**  **Competence: Measures for safety of life at sea** | | |
| **11.1** | **海上人命安全公约**  **SOLAS International Convention.** | | | **能正确确认有关海上人命安全公约的基本要求；**  **Basic requirements related to SOLAS are correctly identified.** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 海上人命安全公约的基本知识  Basic knowledge related to SOLAS. |  |  |  |  |  |
| **11.2** | **船舶防火灭火、消防设备操作与演习**  **Fire prevention and extinction on board.0peration of fire fight equipment. Fire drill.** | | | **能迅速确定火的类型及范围，采取行动符合船舶应急程序；**  **The type and scale of the fire are promptly identified and actions conformed with the emergency procedure.** |  |  |
| .1 | 本船灭火系统和灭火程序；  Fire fighting system and procedures on board ship |  |  |  |  |  |
| .2 | 消防泵、应急消防泵的操作和养护；  Operate, maintain fire pumps and emergency fire pumps |  |  |  |  |
| .3 | 火灾的种类和化学性质的知识  Knowledge of fire classes and chemistry . |  |  |  |  |
| .4 | 本船消防演习；  Fire drill on board. |  |  |  |  |
| **11.3** | **救生设备操作与弃船演习**  **Operate life-saving appliances. Abandon ship drills.** | | | **能在弃船救生的情况下采取适当的行动；**  **Actions in responding to abandon ship and survival situations are appropriate to the prevailing circumstances and conditions.** |  |  |
| .1 | 救生艇发动机的操作和养护；  Operate and maintain the life-boat engine. |  |  |  |  |  |
| .2 | 本船救生演习；  Abandon ship drills |  |  |  |  |
| **11.4** | **船上医疗急救**  **Medical first aid on board ship** | | | **能确认伤病可能的原因、性质和程度，加以治疗以尽量减小对生命的直接威胁；**  **Identify probable cause, nature and extent of injuries or conditions to prompt treatment and minimize threat to life.** |  |  |
| .1 | 了解船员常见伤病的简易处理  Have the knowledge of treatment to common accidents or illness on board. |  |  |  |  |  |
| **11.5** | **控制吃水差、稳性和强度的措施**  **Actions to be taken to control stability, trim and stress** | | | **能为确保和维持船舶水密完整性采取正确的行动；**  **Actions to ensure and maintain the watertight integrity of the ship are in accordance with accepted practice.** |  |  |
| .1 | 了解船舶稳性、吃水差、强度图表和强度计算仪器的基本知识；  Have the knowledge of stability, trim and stress table, diagrams and stress-calculating equipment. |  |  |  |  |  |
| .2 | 了解水密完整性的基本知识；  Have the knowledge of fundamentals of watertight integrity. |  |  |  |  |
| .3 | 了解一旦丧失部分完整浮力时应采取的基本行动；  Have the knowledge of fundamental actions to be taken in the event of partial loss of intact buoyancy. |  |  |  |  |
| **11.6** | **船舶主要构件和各部件的一般知识**  **General knowledge of the principal structural members and the various parts of the ship.** | | | **正确识别船舶各构件的名称；**  **Identified the proper name of the principal structural members and the various parts of the ship.** |  |  |
| .1 | 船舶主要构件及各种部件的名称  The proper name of the principal structural members and the various parts of the ship. |  |  |  |  |  |
| .2 | 船舶主要构件及各种部件的一般知识  General knowledge of the principal structural members and the various parts of the ship. |  |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **12** | **适任：船舶防止海洋环境污染**  **Competence: Take actions to prevent pollution to the marine environment.** | | |
| **12.1** | **采取措施保护海洋环境的重要性**  **Importance of protective measures to protect the marine environment** | | | **能全面遵守公约要求**  **Procedures for ensuring compliance with MARPOL requirements are fully observed.** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 油类污染及其危害  Pollution from oil |  |  |  |  |  |
| .2 | 散装有毒液体物质的污染及其危害  Pollution from noxious liquid substance |  |  |  |  |
| .3 | 包装有害物质的污染  Pollution from harmful substance carried in package form |  |  |  |  |
| **12.2** | **船舶防污染公约与法规**  **International convention and local regulations for the prevention of pollution from ship.** | | | **能全面遵守公约要求**  **Procedures for ensuring compliance with MARPOL requirements are fully observed.** |  |  |
| .1 | 《MARPOL公约》公约及其附则  MARLOL Convention and its supplementary provisions |  |  |  |  |  |
| .2 | 《中华人民共和国海洋环境保护法》  Law of the people's republic of China on Marine Environmental Protection |  |  |  |  |
| .3 | 《中华人民共和国防治船舶污染海洋环境管理条例》  People's republic of China regulations for the preventions of pollution to the marine environment from ship. |  |  |  |  |
| .4 | 《中华人民共和国船舶及其有关作业活动污染海洋环境防治管理规定》  The people's Republic of China and the relevant control activities of ship pollution to the marine environment management regulations. |  |  |  |  |
| **12.3** | **船舶防污染设备的操作与管理**  **Operate and manage anti-pollution equipment on board ship.** | | | **能正确使用和保养船上的防污染设备；**  **Operation and maintenance of anti-pollution equipment are correct.** |  |  |
| .1 | 油水分离器的操作和养护；  Operate and maintain the oily-water separator. |  |  |  |  |  |
| .2 | 焚烧炉的操作和养护；  Operate and maintain the incinerator. |  |  |  |  |
| .3 | 生活污水处理装置的操作和养护；  Operate and maintain the sewage treatment plant. |  |  |  |  |
| **12.4** | **船上油污应急计划、船舶溢油应变部署表与演练**  **SOPEP, the oil spill muster list and ship oil spill drill** | | | **能熟悉船上油污应急计划的内容；能知晓船舶溢油应变演习的程序和方法；**  **Participate in an emergency response drill for controlling spillage of oil on board.** |  |  |
| .1 | 船上油污应急计划；  Shipboard Oil Pollution Emergency Plan. |  |  |  |  |  |
| .2 | 船上溢油应变演习；  Spillage of oil emergency drill on board. |  |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **13** | **适任：领导力和团队工作技能的运用**  **Competence: Application of leadership and team-working skill** | | |
| **13.1** | **船上人员管理和培训**  **shipboard personal management and training** | | | **根据公约及公司的要求，对船上工作人员进行有效的管理和培训；**  **Train and manage shipboard personal effectively according to convention and company regulations.** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 机舱值班团队的管理  Team management for engine room watch |  |  |  |  |  |
| .2 | 作业团队的管理  Working-team management |  |  |  |  |
| .3 | 船员的培训  Crewmember training |  |  |  |  |
| **13.2** | **运用任务和工作量管理的能力**  **Ability to apply task and workload management** | | | **工作任务分配时，能合理的充分的利用时间和资源**  **The time and resource distributed are reasonable** |  |  |
| .1 | 任务和时间管理  Task and time management. |  |  |  |  |  |
| .2 | 工作计划和协调  Planning and coordination. |  |  |  |  |
| .3 | 人员分派  Personal assignment. |  |  |  |  |
| .4 | 时间和资源的限制  Time and resource constraints |  |  |  |  |
| .5 | 优先排序  Prioritization. |  |  |  |  |
| **13.3** | **运用有效资源管理的知识和能力**  **Knowledge and ability to apply effective resource management** | | | **具有团队意识，具有一定的决断力和领导力**  **Have team work awareness, assertiveness and leadership** |  |  |
| .1 | 资源的分配、分派和优先排序  Allocation, assignment, and prioritization of resources |  |  |  |  |  |
| .2 | 有效的通讯交流  Effective communication on board |  |  |  |  |
| .3 | 决断力和领导力  Assertiveness and leadership |  |  |  |  |
| .4 | 决策反映出团队经验  Decisions reflect consideration of team experiences |  |  |  |  |
| .5 | 情景意识的获得和保持  Obtaining and maintaining situational awareness |  |  |  |  |
| **13.4** | **运用决策技能的知识和能力**  **Knowledge and ability to apply decision-making techniques.** | | | **运用决策进行有效的风险评估**  **Apply decision-making techniques to effectively assess risk** |  |  |
| .1 | 危险因素的识别  Identification of risk elements |  |  |  |  |  |
| .2 | 风险管理与风险评估  Risk management and risk assessment |  |  |  |  |
| .3 | 选择行动并评价结果的有效性  Select course of action and evaluate the effectiveness of the outcome |  |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **14.** | **适任：船舶保安**  **Competence: Ship’s Security** | | |
| **14.1** | **船舶保安规则实施**  **Implement of ISPS** | | | **能知晓船舶保安规则的基本内容和要求；**  **Basic contents and requirements related to ISPS are correctly identified.** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 涉及保安有关公约的基本知识  Basic knowledge relating to ISPS |  |  |  |  |  |
| .2 | 船舶保安规则实施  Implementation of ISPS |  |  |  |  |
| **14.2** | **船舶保安器材的使用与控制措施**  **Use ship’s security equipment and control measures** | | | **能了解本船保安计划和保安器材的使用;**  **Understand the ship’s security plan and application of ship’s security equipment** |  |  |
| .1 | 船舶保安计划和保安器材的使用；  Ship’s security plan and application of ship’s security equipment |  |  |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **15.** | **适任：船舶安全管理规则**  **Competence: ISM CODE** | | |
| **15.1** | **安全管理规则的基本知识和要求**  **Basic knowledge and requirements related to ISM** | | | **能正确确认有关ISM规则的基本要求；**  **Basic requirements related to ISM are correctly identified.** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 涉及ISM规则的基本知识要求  Basic knowledge related to ISM |  |  |  |  |  |
| **15.2** | **安全管理规则的实施办法**  **Implementation of ISM Code** | | | **能正确实施船舶体系文件并作相应记录;**  **Implement ship’s SMS files and record** |  |  |
| .1 | 船舶安全管理体系文件的实施；  **Implement ship’s SMS files** |  |  |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials/date)** | |
| **16.** | **适任：船舶安全检查**  **Competence: Ship’s safety inspection** | | |
| **16.1** | **船舶安全检查**  **Ship’s safety inspection** | | | **能了解船舶安全检查的内容并采取正确措施应对；Have the knowledge of basic contents and taking measures related to safety** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 船舶安全检查的基本知识  Basic knowledge of ship’s safety inspection |  |  |  |  |  |
| .2 | 满足船舶安全检查要求应采取的有效措施  Effective measures to meet the ship’s safety inspection |  |  |  |  |
| **16.2** | **港口国检查（PSC）**  **Port state control** | | | **能了解PSC检查的内容并采取正确措施应对；**  **Have the knowledge of the PSC, and take correct actions** |  |  |
| .1 | PSC检查的基本知识；  Basic knowledge related to PSC |  |  |  |  |  |
| .2 | 满足PSC检查要求应采取的有效措施；  Effective actions for PSC |  |  |  |  |
| .3 | 与港口国检查官（PSCO）交流顺畅；  Communication with the PSCO is clear |  |  |  |  |

**第五部分 任务摘要图**

**SECTION 5 TASK SUMMARY CHART**

任务摘要图是为见习船员、船上培训师、轮机长和公司培训师提供指导并帮助检查见习船员所完成的任务或职责的数量。见习船员在培训计划的表格填写时，以任务摘要图的方式进行。在培训的过程中，勾除掉你已经完成的任务。

The purpose of the summary chart is to provide trainee, training officer, chief engineer and company trainer with a guide and continuous check on the numbers of tasks or duties that you have completed. Trainees should fill the blank of training plan by using the task summary task. Tick off only those tasks you have completed.

**职能一：轮机工程**

**Function one: Marine engineering at operational level**

**适任1：船舶柴油机与轴系的操作与管理**

Competence 1: Operation and management of marine diesel engine and shafting.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1.1.1 | 1.1.2 | 1.1.3 | 1.1.4 | 1.2.1 | 1.2.2 | 1.2.3 | 1.2.4 | 1.3.1 | 1.3.2 | 1.3.3 |
|  |  |  |  |  |  |  |  |  |  |  |

**适任2：船舶辅助机械的操作与管理**

Competence 2: Operation and management of marine auxiliary machines.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2.1.1 | 2.1.2 | 2.1.3 | 2.1.4 | 2.2.1 | 2.2.2 | 2.2.3 | 2.2.4 | 2.3.1 | 2.3.2 | 2.3.3 | 2.3.4 | 2.4.1 | 2.4.2 | 2.4.3 | 2.4.4 | 2.5.1 | 2.5.2 | 2.5.3 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.5.4 | 2.6.1 | 2.6.2 | 2.6.3 | 2.6.4 | 2.7.1 | 2.7.2 | 2.7.3 | 2.7.4 | 2.8.1 | 2.8.2 | 2.8.3 | 2.8.4 | 2.9.1 | 2.9.2 | 2.9.3 | 2.9.4 | 2.10.1 | 2.10.2 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.10.3 | 2.10.4 | 2.11.1 | 2.11.2 | 2.11.3 | 2.11.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**适任3：保持安全的轮机值班**

Competence 3: Maintain a safe engineering watch

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.1.1 | 3.1.2 | 3.2.1 | 3.2.2 | 3.2.3 | 3.3.1 | 3.3.2 | 3.3.3 | 3.3.4 | 3.4.1 | 3.4.2 | 3.4.3 | 3.5.1 | 3.5.2 | 3.5.3 | 3.6.1 | 3.6.2 | 3.6.3 | 3.6.4 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.6.5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**适任4：用英语说写**

Competence 4: Use of Engine in written and oral form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 4.1.1 | 4.1.2 | 4.1.3 | 4,1.4 | 4.1.5 | 4.1.6 |
|  |  |  |  |  |  |

**适任5：船舶各种系统的操作与管理**

Competence 5: Operation and management of all kinds of system

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 5.1.1 | 5.1.2 | 5.1.3 | 5.1.4 | 5.2.1 | 5.2.2 | 5.2.3 | 5.2.4 | 5.3.1 | 5.3.2 | 5.3.3 | 5.4.1 | 5.4.2 | 5.4.3 | 5.5.1 | 5.5.2 | 5.5.3 | 5.6.1 | 5.6.2 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.6.3 | 5.7.1 | 5.7.2 | 5.7.3 | 5.8.1 | 5.8.2 | 5.8.3 | 5.9.1 | 5.9.2 | 5.9.3 | 5.9.4 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**职能二：电子、电气和控制工程**

**Function two: Electrical, electronic and control engineering at the operational level**

**适任6：电子和电气及控制系统的操作**

Competence 6: Operation of electrical, electronic and control systems

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 6.1.1 | 6.1.2 | 6.1.3 | 6.2.1 | 6.2.2 | 6.2.3 | 6.2.4 | 6.2.5 | 6.3.1 | 6.3.2 |
|  |  |  |  |  |  |  |  |  |  |

**适任7：电子和电气设备的维护与修理**

Competence 7: Maintenance and repair of electrical and electronic equipment

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 7.1.1 | 7.1.2 | 7.1.3 | 7.1.4 | 7.2.1 | 7.2.2 | 7.2.3 | 7.3.1 | 7.3.2 | 7.3.3 | 7..3.4 | 7.3.5 | 7.3.6 | 7.4.1 | 7.4.2 | 7.4.3 | 7..4.4 | 7.4.5 | 7.4.6 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.5.1 | 7.5.2 | 7.5.3 | 7..5.4 | 7.5.5 | 7.5.6 | 7.6.1 | 7.6.2 | 7.6.3 |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**职能三：维护与修理**

**Function three : Maintenance and repair.**

**适任8：船舶维修管理**

Competence 8: Ship repair management

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 8.1.1 | 8.1.2 | 8.2.1 | 8.2.2 | 8.3.1 |
|  |  |  |  |  |

**适任9：船舶设备检查、调试和维修**

Competence 9: Inspection, adjustment and repair of ship equipment

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 9.1.1 | 9.1.2 | 9.2.1 | 9.3.1 | 9.3.2 | 9.3.3 | 9.4.1 | 9.4.2 | 9.4.3 | 9.5.1 | 9.5.2 | 9.5.3 | 9.6.1 | 9.6.2 | 9.7.1 | 9.8.1 | 9.8.2 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**适任10：备件、物料和工具的管理**

Competence 10: Spare parts, stores and tools management

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 10.1.1 | 10.1.2 | 10.1.3 | 10.2.1 | 10.2.2 |
|  |  |  |  |  |

**职能四：船舶作业管理和人员管理**

**Function four: Ship operation and care for persons on board at operational level**

**适任11：海上人命安全措施**

Competence 11: Measures for safety of life at sea

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 11.1.1 | 11.2.1 | 11.2.2 | 11.2.3 | 11.2.4 | 11.3.1 | 11.3.2 | 11.4.1 | 11.5.1 | 11.5.2 | 11.5.3 | 11.6.1 | 11.6.2 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**适任12：船舶防止海洋环境污染**

Competence: Take actions to prevent pollution to the marine environment.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12.1.1 | 12.1.2 | 12.1.3 | 12.2.1 | 12.2.2 | 12.2.3 | 12.2.4 | 12.3.1 | 12.3.2 | 12.3.3 | 12.4.1 | 12.4.2 |
|  |  |  |  |  |  |  |  |  |  |  |  |

**适任13：领导力和团队工作技能的运用**

Competence 13: Application of leadership and team-working skill

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 13.1.1 | 13.1.2 | 13.1.3 | 13.2.1 | 13.2.2 | 13.2.3 | 13.2.4 | 13.2.5 | 13.3.1 | 13.3.2 | 13.3.3 | 13.3.4 | 13.3.5 | 13.4.1 | 13.4.2 | 13.4.3 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**适任14：船舶保安**

Competence 14: Ship’s Security

|  |  |  |
| --- | --- | --- |
| 14.1.1 | 14.1.2 | 14.2.1 |
|  |  |  |

**适任15：船舶安全管理规则**

Competence 15: ISM CODE

|  |  |
| --- | --- |
| 15.1.1 | 15.2.1 |
|  |  |

**适任16：船舶安全检查**

Competence16: Ship’s safety inspection

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 16.1.1 | 16.1.2 | 16.2.1 | 16.2.2 | 16.2.3 |
|  |  |  |  |  |

**第六部分 见习记录簿附页（另加附页）**

**SECTION 6 On Board Training Record Book (additional pages)**

专题一：船上见习的基本情况、收获与体会（不少于1000字）

Topic 1: Experience and ship probation basic situation, not less than 1,000 words.

专题二：锅炉常见故障原因与排除的方法

Topic 2: Common faults of boiler and eliminating method

专题三：轮机员值班职责和在值班中应注意的事项

Topic 3: The responsibilities on duty and the attention matters

专题四：某一主管设备的检查、调试和维修和应急处理方法

Topic 4: A competent equipment inspection, debugging and repair and emergency treatment method

专题五：船舶防污染设备的操作程序和维修保养工作

Topic 5: Antipollution equipment on board ship operating procedures and repair and maintenance work

专题六：请举例说明你是如何利用机舱资源带领团队完成某项工作

Topic 6: Please give an example of how you use the resources to lead the team to complete a task

***船 上 见 习 记 录 簿 附 页***

**（EXTRA PAPERS FOR ON BOARD TRAINING RECORD BOOK）**

**第七部分 评价报告**

**SECTION 7 REPORT OF EVALUATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名  Name |  | 船上见习时间  Training time on board |  | 船员服务簿注册号码 Seafarer’s Registration No. |  |
| 轮机长鉴定意见  Chief Engineer’s Assessment  签名 日期 Signature Date | | | | | |
| 船公司鉴定意见  Shipping Company’s Assessment    签名 日期 Signature Date | | | | | |
| 海事机构意见  Maritime Authority’s Opinion  签名 日期 Signature Date | | | | | |

# 8.申请值班机工适任证书船上见习记录簿

申 请 值 班 机 工 适 任 证 书

船 上 见 习 记 录 簿（2018版）

ON BOARD TRAINING RECORD BOOK FOR

CANDIDATES FOR CERTIFICATION AS MOTORMAN

申请值班机工适任证书

船上见习记录簿

ON BOARD TRAINING RECORD BOOK FOR

CANDIDATES FOR CERTIFICATION AS MOTORMAN

姓名 Name:

船员服务簿注册号码 Seafarer’s Registration No.:

公司名称 Company:

海事管理机构 Maritime Administration:

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3、船上培训师检查培训进程Designated training officer’s review of training progress

4、轮机长检查培训记录簿 Chief Engineer's Inspection of Record Book

5、公司检查培训记录簿 Company's Inspection of Record Book

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**SECTION 3 INFORMATION ON TRAINING TASKS AND COMPETENCES TO BE ACHIEVED**

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2、电子、电气和控制工程 Electrical、Electric and Control Engineering

3、维护和修理 Maintenance and Repair

4、船上操作管理和人员管理Controlling the Operation of the Ship and Care for Persons on Board

**第五部分 任务摘要图表**

**SECTION 5 TASK SUMMARY CHART**

**第六部分 见习记录簿附页**

**SECTION 6 EXTRA PAPERS FOR ON BOARD TRAINING RECORD BOOK**

**第七部分 评价报告**

**SECTION 7 REPORTS OF EVALUATION**

**第一部分 使用指南**

轮机长、指定的船上培训师和见习船员需注意：

**1、记录簿的目的：**

见习记录簿是根据《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》的要求编制的，其目的是确保需要见习的船员按照结构化的培训计划，充分利用海上航行时间，在船上培训师的指导下，完成预定的培训任务。在充分完成培训任务后，就可以获得实际的工作经验和必要的海上服务资历，成为与《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》中适任要求相一致的合格船员。

**2、当持有记录簿时：**

见习船员应完成有关个人信息的填写。

见习船员应在船上培训师的指导下，按培训计划，分阶段地完成培训任务的填写。

见习船员在整个培训期间应个人负责记录簿的保管。

**3、加入船舶后，尽可能地：**

见习船员应完成第二部分关于船舶技术细节内容的填写，轮机长和指定的船上培训师应提供进行训练的机会。

轮机长和指定的船上培训师应检查此记录薄的记录情况，以核查实习进程。

见习船员应根据船舶的实际情况，在船上培训师的指导下，制定相应的培训计划以解决适任证明情况，在第五部分可以看到任务摘要图。

**4、见习船员海上资历期间：**

在第四部分所列出的一系列船上培训任务，应在船上培训师的指导下积极的完成。

一旦上船，只要航行情况允许，此记录薄应每个星期提交给指定的船上培训师检查。船上培训的开展要及时记录。船上培训师的检查要及时记录，在对需要改进的地方进行验证后，签名并标注日期。

记录薄每个月应提交给轮机长检查，轮机长的评论要及时记录，标注日期。该评论应仅涉及见习船员的适任情况和见习进程

记录薄应在每条船见习结束后提交给公司检查，公司培训师的评价要及时记录，标注日期。该评论应仅涉及见习船员的适任情况和见习进程。

**SECTION 1 GUIDE TO COMPLETION**

For the attention chief engineer designated on board training officers and rating trainees

1. Object of the record book

The record book was designed in accordance with the STCW Convention as amended in 2010 and the Regulations of the People’s Republic of China governing Competency Examination and Certification for Seafarers Serving on Seagoing Ships, which is to help ensure that ratings follow a structured programme of training and make best use of their time at sea to complete the tasks under the direction of onboard trainer. In so doing they will gain the practical training and experience to become competent watchkeeping deck ratings in accordance with the STCW Convention as amended in 2010 and the Regulations for the examination and certification of seafarers of the People’ republic of china.

1. On receipt of this book

The trainee should complete the information of personal history.

The trainee should complete the information required on the following pages by stages, under the supervision of the designated training officer on schedule.

The trainee should be personally responsible for the safe keeping of this record book throughout training.

1. As soon as possible after joining the ship:

The trainee should complete Section 2 which concerning the data of the ship details. The chief engineer and the designated training officer on board each ship should provide an opportunity for this exercise to be undertaken.

The chief engineer and the designated training officer on board each ship should inspect this book in order to check progress already made.

The trainee should make a plan to tackle the competences that still need to be demonstrated under the direction of the designated training officer. A task summary can be found in section 5.

1. Throughout the rating’s seagoing service

Sections 4, which contain a list of on board training tasks, should be progressively completed under the direction of the designated training officer.

The Book should be submitted to the designated training officer for inspection on joining the ship, so far as the voyage pattern allows, every week. The training progress should be recorded in time. The inspection of the designated training officer should also be recorded in time and sign his name with the date after inspecting the area for improvements.

The Book should be submitted to the chief engineer for inspection every month and the chief engineer’s comments should be recorded with date timely, Comments should only be related to the trainee’s practical progress and competence.

The Book should be submitted to the company for inspection after completion training on every vessle and the comments should be recorded with date timely, Comments should only be related to the trainee’s practical progress and competence.

**第二部分** **资料与检查表**

**SECTION 2 DATA AND INSPECTION LIST**

1．个人资料 Personal information

姓名Name: 出生日期Date of Birth:

海员证编号Seafarer’s Passport No.:

船员服务簿注册号码Seafarer’s Registration No.:

见习起止时间Starting and Ending Time of Training:

公司名称Company:

公司地址Address of Company:

家庭住址Permanent Address:

备注Remarks:

PHOTO

**2. 船舶资料 Ship’s particulars**

获得你所服务船舶的信息对于你的训练很有必要，为了帮助你满足规则要求，当你在船上的时候记录如下的详情。

To get the shipping data for your training is necessary, in order to help you to meet the regulatory requirements,you should record the following details on the ship.

**第一艘船舶 The first ship**

|  |  |  |
| --- | --- | --- |
| 船名/类型SHIP’S NAME/TYPE: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺度和容积Dimensions and Capacities**  全长Length O.A. m  船宽Breadth m  船深Depth m  夏季吃水Summer Draught m  总吨位Gross Tonnage  净吨位 Net Tonnage  总载重量Dead Weight t  空船排水量Light Displacement t 散装容积Grain Capacity m3  液舱容积Liquid Capacity m3  **救生设备Lifesaving equipment**  快速救助艇 (艇机型号) Fast Rescue Boat (engine/type)  救生艇(数量/容量/艇机型号) Lifeboats (no./cap/engine)  救生筏 (数量/.容量) Life-rafts (no./capacity)    求生服(数量/型号) Survival suits  (no./type)  应急逃生呼吸器（数量/类型）Escape sets (no./type) | **主机Main Engine**  制造商/型号Maker/type  最大持续功率MCR KW at revs per min  营运船速Service speed knots  **造水机**（制造商/型号）**Fresh water generators (maker/type)**  **锅炉**（制造商/型号）**Boilers(maker/type)**  重油容量HFO capacity m3/tonnes  柴油容量DO capacity m3/tonnes  重油消耗HFO consumption tonnes/day  柴油消耗DO consumption tonnes/day  **消防设备Fire Fighting Equipment**  应急消防泵 (型号/排量)  Emergency fire pump (type/cap.)  灭火器 (数量/容量)  Fire extinguishers (number and capacity)    **货物操作设备Cargo Handling Gear**  吊杆/克令吊（数量/安全工作负荷）Derricks/Cranes(No. and SWL) t | **发电机Generators**  发电柴油机（数量/型号）Engines (no./type)  最大功率Max electrical output Kw  应急发电机（型号）  Emergency generator engine (type)  最大功率Max electrical output Kw  **防污染设备 Pollution Prevention Equipments**  油水分离器（制造商/型号）Oily water separator  (**maker/type**)  焚烧炉（制造商/型号）Incinerator (**maker/type**.)  生活污水处理装置（制造商/型号）Sewage treatment unit (**maker/type**)  排油监控装置（制造商/型号）Oil discharge monitoring and control system (**maker/type**)  **舵机和侧推装置Steering and Propulsion**  舵机（制造商/型号）Steering gear (maker/type)  螺旋桨（型号）Propeller (type)  螺旋桨（叶片数量 /直径）Propeller  (no. of blades /diameter)  侧推器（数量/型号/推力）Trusters (no./type/thrust) |

**第二艘船舶 The second ship**

|  |  |  |
| --- | --- | --- |
| 船名/类型SHIP’S NAME/TYPE: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺度和容积Dimensions and Capacities**  全长Length O.A. m  船宽Breadth m  船深Depth m  夏季吃水Summer Draught m  总吨位Gross Tonnage  净吨位 Net Tonnage  总载重量Dead Weight t  空船排水量Light Displacement t 散装容积Grain Capacity m3  液舱容积Liquid Capacity m3  **救生设备Lifesaving equipment**  快速救助艇 (艇机型号) Fast Rescue Boat (engine/type)  救生艇(数量/容量/艇机型号) Lifeboats (no./cap/engine)  救生筏 (数量/.容量) Life-rafts (no./capacity)    求生服(数量/型号) Survival suits  (no./type)  应急逃生呼吸器（数量/类型）Escape sets (no./type) | **主机Main Engine**  制造商/型号Maker/type  最大持续功率MCR KW at revs per min  营运船速Service speed knots  **造水机**（制造商/型号）**Fresh water generators (maker/type)**  **锅炉**（制造商/型号）**Boilers(maker/type)**  重油容量HFO capacity m3/tonnes  柴油容量DO capacity m3/tonnes  重油消耗HFO consumption tonnes/day  柴油消耗DO consumption tonnes/day  **消防设备Fire Fighting Equipment**  应急消防泵 (型号/排量)  Emergency fire pump (type/cap.)  灭火器 (数量/容量)  Fire extinguishers (number and capacity)    **货物操作设备Cargo Handling Gear**  吊杆/克令吊（数量/安全工作负荷）Derricks/Cranes(No. and SWL) t | **发电机Generators**  发电柴油机（数量/型号）Engines (no./type)  最大功率Max electrical output Kw  应急发电机（型号）  Emergency generator engine (type)  最大功率Max electrical output Kw  **防污染设备 Pollution Prevention Equipments**  油水分离器（制造商/型号）Oily water separator  (**maker/type**)  焚烧炉（制造商/型号）Incinerator (**maker/type**.)  生活污水处理装置（制造商/型号）Sewage treatment unit (**maker/type**)  排油监控装置（制造商/型号）Oil discharge monitoring and control system (**maker/type**)  **舵机和侧推装置Steering and Propulsion**  舵机（制造商/型号）Steering gear (maker/type)  螺旋桨（型号）Propeller (type)  螺旋桨（叶片数量 /直径）Propeller  (no. of blades /diameter)  侧推器（数量/型号/推力）Trusters (no./type/thrust) |

**3.船上培训师检查培训进程**

见习船员根据见习任务，结合航次任务，按每星期的时间间隔填写完成任务；

以记录簿中的编号或文字表述

**Designated training officer’s review of training progress**

This table should be completed weekly in accordance with the training task during the voyage

The training tasks are listed as number or words in this record book

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training Tasks | 培训师姓名  Name of training officer | 培训师签名  nitials | 签名日期  Data |
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**船上培训师检查培训进程（续表）**

**Designated training officer’s review of training progress (continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training Tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Data |
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**船上培训师检查培训进程（续表）**

**Designated training officer’s review of training progress (continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training Tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Data |
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**4.轮机长检查培训记录簿**

轮机长每个月结束后进行检查。该评论应仅涉及见习船员的适任情况和见习进程。

**Chief engineer’s inspection of record book**

The Book should be submitted to the chief engineer for inspection every month

Comments should only be related to the trainee’s practical progress and competence

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 起止时间  Starting and ending time | 见习内容  Contents | 评论  Comments | 轮机长签字  chief engineer’s initials | 日期  date | 船章  Ship’s official stamp |
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**5.公司培训师检查见习记录簿**

每条船见习结束后，公司培训师应对见习人员的见习进程、见习记录和适任情况进行检查和评估。

**Company’s inspection of record book**

The Book should be submitted to the company’s trainer for inspection after completion of training on every vessel.

Comments should only relate to the trainee’s practical progress,record and competence.

|  |  |  |  |
| --- | --- | --- | --- |
| 评论  Comments | 公司培训师姓名  Name of training officer | 公司培训师签名  Initials | 日期  Date |
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**第三部分 培训任务和要达成的适任目标**

**SECTION 3 INFORMATION ON TRAINING TASKS AND COMPETENCES TO BE ACHIEVED**

完成清单中培训任务和达成胜任的例子

Example of how to complete the list of training task and competences achieved

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| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (Initials /date)** | |
| **1** | **适任：保养安全操作**  **Maintenance safe operations** | | |
| **1.1** | **船上安全做法的应用**  **Application of safe work practice on board** | | | **保养和修理有计划并按照安全规程执行**  **maintenance and repair are planned and carried out in accordance with safety rules and procedures** | **XXXX** | **XXXX** |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 描述船上许可工作制定  Describe the system of permits to work on board | XXXX | 2013,4,11 | “列举许可工作检查项目”描述不清楚 |  |  |
| .2 | 列举许可工作检查项目  List the items to be checked in a work permit | XXXX | 2013,4,11 | XXXX | 2013,4,13 |
| .3 | 列举热工作业许可检查项目  List the items to be checked in a hot work permit | XXXX | 2013,4,11 |  |  |
| .4 | 描述封闭空间  Describe an enclosed space | XXXX | 2013,4,1,3 |  |  |

* 粗体部分的适任（在此例中**保养安全操作**等等）直接取自STCW规则
* 主要的任务（在此例中**船上安全做法的应用**等）也取自STCW规则。主要的任务被细分为页码左手边的任务和职责。见习船员应尽可能地完成培训任务，但是考虑到可能的设备货物或船舶航行模式，并不要求所有的任务都能完成，在见习船员被认为在主要任务方面适任前。必须注意到，构成适任基础的一些知识和技能也可以在岸上培训中获得。
* 船上培训师可以在所提供的空白处两次记录完成任务的情况。这不意味着每项任务应完成两次，如果船上培训师认为一次已足够的话。
* 监督见习船员的船上培训师和教员由轮机长指定的具有丰富经验的合格船员担任。
* 在证明适任被记录之前，轮机长或指定的船上培训师可以记录下要改进部分的建议，在评估标准正下方有用于此目的的大空格。当表明适任主要的任务时，评估标准最右手边的空格子里，轮机长或指定的船上培训师应签字并标注日期（年，月，日），证明已经胜任。

当记录“表明适任”时，应该仔细考虑到表中所提出的评估标准。评估标准和船员良好的技能都来自STCW规则。

* The competence with **bold fonts** (**Maintenance safe operations**) is directly taken from the text of the STCW Code.
* The primary task (in this case **Application of safe work practice on board**) is also taken from the STCW Code. The primary task is sub-divided into training tasks or duties on the left hand side of the page. The trainee should complete as many of these training tasks as possible. However, in view of the likely equipment cargo or voyage pattern of the ship, it is not expected that all these tasks will be completed before the trainee is considered competent in the primary task. It should be noted that some of the skills and knowledge that underpin the competences may well have been obtained during shore based training.
* Space is provided to record completion of each training task twice by the supervising officer. This does not mean that each task must be completed twice if, in the opinion of the officer, once is considered sufficient.
* The officer supervising the trainee does not necessarily have to be the designated training officer.
* Before 'Competence Demonstrated' is recorded the chief engineer or designated on hoard training officer may record any appropriate advice about areas for improvement. A large blank space for this purpose is provided beneath the criteria for evaluation, as competence in these primary tasks is demonstrated, the appropriate blank next to the criteria for evaluation, on the far right hand side of the page, should be signed and dated(day, month and year )by the chief engineer or designated training officer on board ship to attest that competence has been demonstrated.
* A trainee’s attainment of the competence should only be recorded as 'Competence Demonstrated' when the chief engineer or designated training officer is indeed satisfied that the trainee can perform the duty without supervision.

When recording 'Competence Demonstrated', careful account should be taken of the criteria for evaluation contained on the right hand side of the page, which is taken from the STCW Code, as well as the best practices of seafarers and good safe working practice.

**第四部分 见习科目**

**SECTION 4 SUBJECT OUTLINE**

**职能：轮机工程支持级**

**Function: Marine engineering at the support level**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No：** | **培训**  **Training** | | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (Initials/date)** | |
| **1.** | **适任：执行机舱常规值班职责**  **Carry out a routine watch appropriate to the duties of a rating** | | | |
| **1.1** | **使用正确的术语描述在机器处所机械设备**  **Use correct terms to describe the machinery and equipment in machinery spaces** | | | | **对值班信息不清楚或指令不清楚，能够从轮机员处寻求说明和建议**  **Seek advice or clarification from the officer of the watch where watch information or instruction is not clearly understood** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 根据指令，在轮机日志及其它记录簿记录相关信息  Record related information ,as instructed, in the engine-room log book and other record books |  | |  |  |  |  |
| .2 | 观察并记录正常的工作温度或压力  Observe and note normal operating temperatures/pressures |  | |  |  |  |
| .3 | 能正确说出机舱里的机器，设备和工具的名称  Correctly tell the names of the machinery, equipment and tools in the engine room |  | |  |  |  |
| **1.2** | **机舱值班主要工作**  **Major work of watchkeeping in engine room** | | | | **对值班信息不清楚或指令不清楚，能够从轮机员处寻求说明和建议，值班维修，交接班要遵守STCW的要求。**  **Seek advice or clarification from the officer of the watch where watch information or instruction is not clearly understood**  **Maintenance, handover and relief of the watch are in conformity with principles and procedures in STCW.** |  |  |
| .1 | 开航前协助准备甲板机械设备  Assist with preparing machinery on deck before sailing | |  |  |  |  |  |
| .2 | 协助检查空压机和准备起动空气系统  Assist with checking the air compressor and preparing starting air system | |  |  |  |  |
| .3 | 协助轮机员航行值班  Assist the engineer keep watch | |  |  |  |  |
| .4 | 锚泊值班 port/anchor watches | |  |  |  |  |
| .5 | 能够正确地进行交接班  Accept and handover the watch duties in a timely manner | |  |  |  |  |
| .6 | 在轮机员的监督下执行所有的日常值班职责，检查自动控制和监控系统的正确功能  Under supervision carry out all routine watchkeeping duties, check the correct function of automatic control and monitoring systems | |  |  |  |  |
| .7 | 如需要，能对一些参数进行调整  Make adjustments if necessary | |  |  |  |  |
| .8 | 在轮机员的监督下，清洁主机冷却水系统的吸口滤器  Under supervision clean main engine cooling water suctions | |  |  |  |  |
| .9 | 掌握高低位海底门的转换程序  Master changeover procedures for high and low level suctions under supervision. | |
| .10 | 检查高压燃油管防护材料和漏油指示器  Check protective materials of high-pressure fuel pipes and leak-off indicators | |  |  |  |  |
| .11 | 例行检查并保持主辅机膨胀水柜和锅炉热水井的水位  Perform routine checks and top ups to maintain cooling water system tanks and boiler hot well at the correct levels | |  |  |  |  |
| .12 | 例行检查并保持燃油柜和滑油柜的油位  Perform routine checks and top ups to maintain fuel oil and lube oil system tanks at the correct levels | |  |  |  |  |
| .13 | 在轮机员的监督下，进行扫气箱放残  Under supervision，blow down scavenge drains | |  |  |  |  |
| .14 | 确认自动放残功能正常  Ensure that automatic drains are functioning correctly | |
| .15 | 协助锅炉水的化验和处理  Assist with boiler water tests and treatment | |  |  |  |  |
| .16 | 检查锅炉水位和燃烧器工作是否正常  Check the correct operation of the boiler including water level and burner | |  |  |  |  |
| .17 | 协助进行锅炉吹灰以及相关程序  Assist with soot-blowing or associated procedure | |  |  |  |  |
| .18 | 协助启动造水机  Assist with preparing an evaporator/fresh water generator | |  |  |  |  |
| .19 | 检查所有空气瓶的放残情况  Check all air receiver drains | |  |  |  |  |
| .20 | 检查燃油分油机和滤器工作是否正常  Check correct operation of fuel oil purifiers and filters | |  |  |  |  |
| .21 | 协助值班轮机员离港到港备车  Assist with officer on standby departure/arrival | |  |  |  |  |
| .22 | 协助机动操车的准备工作  Assist with preparations for manoeuvring | |
| .23 | 协助完成重油和轻油转换  Assist with changeover operation between distillate and heavy fuel oil | |  |  |  |  |
| .24 | 完车后协助轮机员停止主机及其辅助系统  Assist with shutting down main engine and auxiliary systems when finished with engines | |  |  |  |  |
| .25 | 理解并执行有关日常操作和应急情况的英文指令  Understand and execute orders in English concerning routine operations and emergency situations | |  |  |  |  |
| .26 | 协助起动生活污水处理装置  Assist with putting sewage system on line | |  |  |  |  |
| .27 | 协助准备压载水泵/污水泵  Assist with setting up ballast/bilge pump | |  |  |  |  |
| .28 | 协助主管轮机员进行压水、排水及调驳  Assist officer with deballasting/ballasting/stripping tanks | |  |  |  |  |
| **1.3** | **机舱安全操作**  **Safe operation in engine room** | | | | **对值班信息不清楚或指令不清楚，能够从轮机员处寻求说明和建议**  **Seek advice or clarification from the officer of the watch where watch information or instruction is not clearly understood** |  |  |
| .1 | 开航前，协助轮机员对车钟、试舵  Assist with preparation and testing the steering gear and telegraphs before sailing |  | |  |  |  |  |
| .2 | 了解曲拐箱油雾浓度监测器的作用  Understand the function of the crankcase oil mist detector |  | |  |  |  |
| .3 | 能够正确使用电动工具  Correctly use electrical tools |  | |  |  |  |
| .4 | 能演示进入密闭处所的预防措施  Demonstrate an understanding of precautions for entry into enclosed spaces |  | |  |  |  |
| .5 | 演示花铁板下面工作的安全措施  Demonstrate an understanding of precautions for work beneath floor plates |  | |  |  |  |
| .6 | 演示提升齿轮、索具、吊具和吊环螺栓的安全措施  Demonstrate an understanding of precautions for use of lifting gear and correct rigging, slinging and eyebolts |  | |  |  |  |
| .7 | 演示移动重型设备的安全措施  Demonstrate an understanding of precautions in moving heavy machinery |  | |  |  |  |
| .8 | 演示电气设备的安全作业措施，包括标识、安全锁定及标签标注  Demonstrate an understanding of precautions for work on electrical machinery, including signage, lock out and tagging |  | |  |  |  |
| .9 | 演示含油垃圾处理的安全措施  Demonstrate an understanding of precautions for disposal of oily waste materials |  | |  |  |  |
| .10 | 演示穿着防护服的安全注意事项  Demonstrate an understanding of precautions for use of appropriate protective clothing |  | |  |  |  |
| .11 | 演示热工安全作业措施及许可  Demonstrate an understanding of precautions for hot work and hot work permission |  | |  |  |  |
| .12 | 演示使用脚手架的安全注意事项  Demonstrate an understanding of the precautions required for working on staging |  | |  |  |  |
| .13 | 能够区分不同的管系并掌握其功能  Identify different piping systems and master their functions |  | |  |  |  |
| .14 | 协助轮机员试验风油切断装置  Assist with testing of fuel emergency stopping devices |  | |  |  |  |
| .15 | 协助轮机员开关并锁紧机舱和机器处所的舱口盖  Assist with the opening, closing and securing of engine-room and machinery hatches |  | |  |  |  |
| .16 | 协助试验水密门和燃油速闭阀  Assist with the testing of watertight doors and quick closing valves | , | |  |  |  |
| .17 | 确保所有工具，备件等放在适当的位置并加以固定  Ensure that all tools, spares etc are properly stowed and secured |  | |  |  |  |
| .18 | 协助标识安全线及警戒线  Assist with the rigging of safety lines and guard rails |  | |  |  |  |
| **1.4** | **海洋环境保护措施**  **Protective procedures for marine environment** | | | | **对值班信息不清楚或指令不清楚，能够从轮机员处寻求说明和建议**  **Seek advice or clarification from the officer of the watch where watch information or instruction is not clearly understood** |  |  |
| .1 | 协助油水分离器使用的准备工作  Assist with preparation and use of oily water separator |  | |  |  |  |  |
| .2 | 按照MARPOL公约的要求，协助使用污水泵  Assist with bilge pumping in compliance with MARPOL |
| .3 | 会使用食品废弃物粉碎机或垃圾粉碎机或焚烧炉  Operate waste shredder/compactor/incinerator |  | |  |  |  |
| .4 | 按照MARPOL公约的要求，海上处理垃圾或送岸  Dispose of garbage ashore/at sea in compliance with MARPOL |  | |  |  |  |
| **.5** | 按照MARPOL公约的要求，协助油渣送岸处理  Assist with disposal of sludge to shore reception facilities in compliance with MARPOL |  | |  |  |  |
| .6 | 以上作业，必须按要求进行记录  For above duties, be aware of record keeping requirements for all operations |  | |  |  |  |
| **1.5** | **使用适当的内部通讯系统**  **Use of appropriate internal communication system** | | | | **对值班信息不清楚或指令不清楚，能够从轮机员处寻求说明和建**  **Seek advice or clarification from the officer of the watch where watch information or instruction is not clearly understood** |  |  |
| .1 | 掌握进出、在无人机舱工作的报告程序  Master the reporting procedures when entering, working in and leaving an otherwise unmanned machinery space (UMS) |  | |  |  |  |  |
| .2 | 正确使用内部通讯系统  Demonstrate correct use of internal communication systems |  | |  |  |  |
| **1.6** | **辨别和测试机舱各种警报**  **Identify and testify engine-room alarm systems** | | | | **对值班信息不清楚或指令不清楚，能够从轮机员处寻求说明和建议**  **Seek advice or clarification from the officer of the watch where watch information or instruction is not clearly understood** |  |  |
| .1 | 协助进行机舱火警监视器的测试，了解不同探测器的作用  Assist with the testing of the engine-room detection system, and demonstrate an understanding of the purposes of different types of detectors. |  | |  |  |  |  |
| .2 | 清楚在测试任何一个系统前的安全预防措施  Be ware of the safety precautions required prior to testing either of the above systems |  | |  |  |  |
| .3 | 了解在向机舱释放灭火气体前必要的安全措施  Be ware of the safety precautions required prior to release of a fire extinguishing gas into the engine room |  | |  |  |  |
| .4 | 测试和辨别不同的警报  Test and be able to identify the different alarms  当有下述警报时应当采取正确行动  Actions to be taken when the following alarms are on：  一般警报 general alarm  火警警报 fire alarm  高液位报警 high level alarm  低液位报警 low level alarm  油水分离器报警 OWS alarm  气体释放报警 gas release alarm  水密门关闭报警 water tight door closing alarm  其他机舱警报 other engine-room alarms (list) |  | |  |  |  |
| .5 | 如果机舱设有二氧化碳固定式灭火系统，应了解操作程序和警报识别  Where fixed CO2 system is fitted for fire extinguishing, demonstrate knowledge of procedures and alarms recognization |  | |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (Initials/date)** | |
| **2.** | **适任：能保持锅炉运行正常参数和蒸汽压力**  **Competence: Maintain the correct levels and steam pressures (for keeping a boiler watch )** | | | |
| **2.1** | **锅炉安全运行**  **Safe operation of boilers** | | | | **根据机旁或远程指示参数准确评估锅炉工作状态，并能够对参数及时有效调整**  **Assessment of boiler condition is accurate and based on relevant information available from local and remote indicators. Adjustments are made in time.** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 协助进行燃油温度加热  Assist with raising the temperature of fuel oil |  |  |  | |  |  |
| .2 | 协助锅炉点火升汽操作  Assist with firing a boiler and raising steam from cold |  |  |  |  |
| .3 | 协助换油操作  Assist with oil changeover operation |  |  |  |  |
| .4 | 当蒸汽进入管路能采取正确措施以防热应力和避免水击  When steam is admitted to a line or system, take all precautions against thermal stress and avoid water hammer |  |  |  |  |
| .5 | 检查锅炉燃烧质量并记录:  Check quality of combustion and record:  烟囱排烟 smoke from the funnel  火焰透明度 clarity of the flame  火焰形状、大小、颜色 flame shape, size and colour |  |  |  | |  |  |
| .6 | 检查锅炉回水  Check returns from heating coils |  |  |  | |  |  |
| .7 | 协助检查锅炉的各项仪表和报警功能  Assist with checking the correct boiler functioning of all boiler condition indications and alarms |  |  |  | |  |  |
| .8 | 协助更换和维修燃烧器  Assist with changing and overhauling burners |  |  |  | |  |  |
| .9 | 检查并保持正常水位  Check that correct boiler water level is maintained |  |  |  | |  |  |

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| **3.** | **适任：操作应急设备和掌握应急程序**  **Competence: operate emergency equipment and apply emergency** | | | |
| **3.1** | **熟悉机舱逃生路线**  **Familiarize with escape routes from machinery spaces** | | | **异常情况能根据应变程序采取初始行动。**  **交流清晰简洁并确认指令。**  **Initial action to be taken according to pre-determined procedures in abnormal situation Communications are clear and concise and orders are acknowledged** | |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 能正确找到并演示机舱逃生路线  Locate and demonstrate use of the escape routes from machinery spaces |  |  |  | |  |  |
| .2 | 知道所有逃生呼吸器的位置  Identify all locations of emergency escape breathing devices |  |  |  |  |
| .3 | 演示使用逃生呼吸器  Demonstrate use of emergency escape breathing device set |  |  |  |  |
| .4 | 参加机舱搜索和救援演习  Participate in a search and rescue drill from a machinery space |  |  |  |  |
| **3.2** | **熟悉机舱灭火装置的位置和使用**  **Familiarize with the location and use of fire-fighting equipment in the machinery spaces** | | | **异常情况能根据应变程序采取初始行动。**  **交流清晰简洁并确认指令。**  **Initial action to be taken according to pre-determined procedures in abnormal situation Communications are clear and concise and orders are acknowledged** | |  |  |
| .1 | 协助下列设备日常测试和维护  Assist with routine testing and maintenance of:  消防泵 fire pumps  应急发电机 emergency generator  机舱灭火系统、装置 ER fire extinguishing system and equipment |  |  |  | |  |  |
| .2 | 掌握下述设备使用方法及协助维护  Understand and assist in the maintenance of:  手提式泡沫灭火器  Portable foam extinguisher  手提式CO2灭火器 portable CO2 extinguisher  手提式干粉灭火器 portable dry powder extinguisher |  |  |  |  |
| .3 | 执行防火巡逻值班  Perform fire patrol duties |  |  |  |  |
| .4 | 航行或在港时参加防火应急演习  Participate in an emergency response exercise for fire at sea and in port |  |  |  |  |
| .5 | 协助测试下列系统（如有）  Assist with the testing of the following systems, where fitted  固定式水雾喷淋装置（如有） fixed automatic sprinklers where fitted |  |  |  |  |
| .6 | 固定式蒸汽灭火装置（如有） fixed steam systems, where fitted |  |  |  |  |
| .7 | 固定式泡沫灭火装置（如有） fixed foam extinguishers, where fitted |  |  |  |  |
| .8 | 固定式CO2灭火系统（如有）  Fixed CO2 systems, where fitted |  |  |  |  |
| .9 | 防火挡板 fire flaps and dampers |  |  |  |  |
| .10 | 会使用消防员装备  Demonstrate use of equipment in the fireman’s outfit |  |  |  |  |
| .11 | 能描述固定式灭火系统的操作  Describe the operation of the fixed fire extinguishing system |  |  |  |  |
| .12 | 演示进入封闭舱室的程序和保护措施  Demonstrate the procedures and precautions required for entry into an enclosed space |  |  |  |  |
| **.**13 | 正确演示使用呼吸器  Demonstrate donning and use of breathing apparatus set |  |  |  |  |
| .14 | 正确演示穿戴防护衣装置  Demonstrate donning and use of protective clothing and equipment |  |  |  |  |

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**Designated trainer/professional assessor (Initials/date)**

**4.**

**适任：机舱值班监视与控制**

**Competence: contribute to the monitoring and controlling of an engine-room watch**

**4.1**

**主推进动力装置与辅助机械功能的基本知识**

**Basic knowledge of the function and operation of main propulsion and auxiliary machinery**

**检查主推进动力装置与辅助机械的频率和范围符合认可的规则和程序**

**The frequency and extent of monitoring of main propulsion and auxiliary machinery confirm to accepted principles and procedures**

任务/职责

Task/Duty

任务完成

船上培训师（签名/日期）

Task completed

Trainer (initials/date)

改进意见

Advice on Areas for Improvement

任务完成

船上培训师（签名/日期）

Task completed

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.1

使用前协助驾驶台检查舵机

Assist with steering gear checks with bridge prior to operation

.2

描述下列系统：Describe the following systems：

主机燃油系统 main engine fuel system

主机滑油系统 main engine lube oil system

主机冷却水系统 main sea water cooling system

.3

在集控室协助主机启动、停车、换向操纵

Assist with manoeuvring the main engine from the engine-room control position, including starting, stopping and reversing

.4

了解主机机旁操作程序

Understand the procedure for controlling the main engine from emergency manoeuvring position

.5

在指导下，对主机进行换油操作

Under supervision, change over oil

.6

主空压机转换运行模式

Change over main and standby compressor to normal running mode

.7

泵浦转至备用状态

Change over to standby duties for pumps

.8

在指导下，启动生活污水系统

Under supervision, start up sewage system

.9

日用水系统操作

Conduct routine operations on daily fresh water service

.10

了解舱底水系统常规操作

Understand routine operation for pumping bilges

.11

监视滑油、燃油分油机运行

Monitor operations of lube oil and fuel oil purifies

.12

在指导下进行炉水处理

Under supervision, conduct feedwater treatment

.13

合上、脱开盘车机操作

Engage, disengage and operate turning gear

**4.2**

**了解主推进装置与辅助机械控制参数**

**Basic understanding of parameters of main propulsion and auxiliary machinery**

**参数偏差鉴别Deviations from the norm are identified.**

**识别不安全因素和潜在的危险**

**Unsafe conditions or potential hazards are promptly recognized, reported and rectified before work continues**

.1

了解主机冷却水进出口温度变化范围

Understand the range and deviation of temperatures of engine cooling water intake and outflow

.2

协助主机缸套水检验

Assist with routine main engine jacket cooling water tests

.3

监视和报告主机油压和温度

Monitor and report main engine oil pressure and temperature

.4

了解主机滑油压力和温度的变化范围

Understand the range and deviation of temperature and pressure of engine lube oil systems

.5

检查和报告燃油日用柜液位和含水量

Check and report fuel service tank level and water content

.6

检查和报告辅机的冷却水温度

Check and report auxiliary engine cooling water temperature

.7

检查和报告辅机的油压和温度

Check and report auxiliary engine oil pressure and temperature

.8

在监管下，检查和冲洗锅炉水位计

Under supervision, blow down gauge glasses and perform checks on the correct boiler water level indication

.9

协助准备海水淡化装置并投入运行

Assist in preparations to run an evaporator/fresh water generator

.10

协助化验饮用水

Assist in testing and conditioning potable fresh water

.11

检查空调装置是否正常

Check normal operation of ship’s AC plant

.12

对空调滤网清洁

Carry out correct cleaning procedures for AC plant

.13

了解加制冷剂操作

Understand the need for logging of any refrigerant gas recharge

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**Designated trainer/professional assessor (Initials/date)**

**5.**

**适任：加油与驳油操作**

**Competence: Contribute to fuelling and oil transfer operations**

**5.1**

**了解燃油管路系统和驳油操作（加油准备和驳油操作）**

**Knowledge of the function and operation of fuel system and oil transfer operations, including preparations for fueling and transfer operations**

**按设备操作说明安全执行驳油操作**

**Transfer operations are carried out in accordance with established safety practices and equipment operating instructions**

任务/职责

Task/Duty

任务完成

船上培训师（签名/日期）

Task completed

Trainer (initials/date)

改进意见

Advice on Areas for Improvement

任务完成

船上培训师（签名/日期）

Task completed

Trainer (initials/date)

.1

正确打开燃油驳运相关阀件

Open up related valves for fuel transfer

.2

会使用连接接头

Use cross connections, where appropriate

.3

具备特殊区域防污染要求有关知识

Have knowledge of pollution prevention requirements in special areas

**5.2**

了解燃油管路系统和驳油操作（连接和拆卸加油软管）

Knowledge of the functions and operation of fuel system and oil transfer operations, including procedures for connecting and disconnecting fuelling and transfer hoses

能对危险的、有毒有害液体进行安全处理。

和操作人员交流畅通

The handing of dangerous, hazardous and harmful liquids complies with established safety practices.

Communications within the operator’s area of responsibility are consistently successful.

.1

检查加油管路连接情况

Check correct connection and disconnection of fuel transfer hose

.2

按MARPOL公约要求抽取油样

Take oil samples according to MARPOL

.3

作为团队成员之一，加油软管放残后拆卸

As a team member, drain transfer hose before disconnection

**5.3**

**了解燃油管路系统和驳油操作（加油时意外事故程序）**

**Have knowledge of the functions and operation of fuel system and oil transfer operations, including procedures relating to incidents that may arise during fuelling or transferring operation**

**能对危险的、有毒有害液体进行安全处理。**

**和操作人员交流畅通**

**The handing of dangerous, hazardous and harmful liquids complies with established safety practices.**

**Communications within the operator’s area of responsibility are consistently successful.**

1

加油紧急停止

Emergency shut down

.2

了解溢油控制和驳油期间清油程序

Demonstrate knowledge of spill containment and clean up procedures during transfer operations

.3

对燃油储存柜加温至规定温度

Raise the temperature of fuel oil in storage tanks from cold to the correct level

**5.4**

**了解燃油和油过驳操作， 包括停止加油和驳油操作**

**Have knowledge of the function and operation of fuel system and oil transfer operation, including securing from fuelling and transfer operations**

**能对危险的、有毒有害液体进行安全处理。**

**和操作人员交流畅通**

**The handing of dangerous, hazardous and harmful liquids complies with established safety practices.**

**Communications within the operator’s area of responsibility are consistently successful.**

.1

加油完成后，锁紧阀件并挂上标签

Secure and tag valves on completion of bunkering

.2

加油总管上盲板

Secure blank on deck manifold

**5.5**

**了解燃油管路系统和驳油操作（能正确测量舱室油位）**

**Have knowledge of the function and operation of fuel system and oil transfer operation, including ability to correctly measure and report tank levels**

**能对危险的、有毒有害液体进行安全处理。**

**和操作人员交流畅通**

**The handing of dangerous, hazardous and harmful liquids complies with established safety practices.**

**Communications within the operator’s area of responsibility are consistently successful**

.1

测量油舱空档并记录油舱液位

Take fuel oil tank ullages and record tank levels using gauging equipment

.2

从燃油舱正确驳油到日用柜到正确液位

Transfer fuel oil from bunker tanks to service tank to correct levels as instructed

.3

沉淀柜放残

Drain water/sludge from setting tanks

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| **6.** | **适任：舱底水和压载水操作**  **Competence：Contribute to bilge and ballast operations** | | |
| **6.1** | **了解舱底水和压载水功能，操作和维护，包括报告操作事故**  **Have knowledge of the function, operation and maintenance of the bilge and ballast systems, including reporting incidents associated with transfer operation** | | | **能按设备操作说明参与安全操作与维护，防止海洋污染。**  **能和操作人员交流畅通**  **Operation and maintenance are carried out in accordance with established safety practices and equipment operating instructions and pollution of the marine environment is avoided.**  **Communications with the operator’s area of responsibility are consistently successful** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 认识到干净的压载舱有可能含有由于漏泄而产生的油水  Recognize that clean ballast water tanks may contain oily water due to leakage |  |  |  |  |  |
| .2 | 当有油或油水泄漏到港口或码头时能迅速报告  Understand that any oil or oily water pumped or leaking into harbour/dock must be promptly reported |  |  |  |  |
| .3 | 了解调驳作业应按驾驶员指令进行  Understand that tank transfer should only be executed on the instructions of an officer |  |  |  |  |
| .4 | 协助进行机舱舱底水处理（包括油水分离器）并协助记录  Assist in the operation of the bilge pumping system including the oily water separator, and assist in completion of necessary records |  |  |  |  |
| .5 | 检查并清洁污水井和舱底水滤器  Check and clean strum boxes, bilges and wells |  |  |  |  |

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| **7.** | **适任：机械设备安全操作**  **Competence: Contribute to the safe operation of equipment and machinery** | | | |
| **7.1** | **起重设备安全操作**  **Safe operation of equipment, including hoists and lifting equipment** | | | | **能按设备操作说明参与安全操作**  **能和操作人员交流畅通**  **Operations are carried out in accordance with established safety practices and equipment operating instructions. Communications within the operator’s area of responsibility are consistently successful.** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 在监督下正确操作行车  Operate engine-room lifting gantry under supervision | |  |  |  |  |  |
| .2 | 了解各种起重设备的安全载重量  Understanding hoists and lifting equipment are limited by Safe Working Load | |  |  |  |  |
| .3 | 协助主机吊缸  Assist with pulling main engine piston | |  |  |  |  |
| **7.2** | **能够识别克令吊、绞车、起重信号**  **Ability to use and understand basic crane, winch and hoist signals** | | | | **能按设备操作说明参与安全操作**  **能和操作人员交流畅通**  **Operations are carried out in accordance with established safety practices and equipment operating instructions. Communications within the operator’s area of responsibility are consistently successful.** |  |  |
| .1 | 了解并演示控制起吊设备时的常用手势信号  Understand and demonstrate use of commonly used hand signals for control of lifting appliances and winches | |  |  |  |  |  |
| .2 | 了解不同文化背景下的信号具有不同的涵义  Understand that in different cultures signals commonly used may differ | |  |  |  |  |
| .3 | 了解对所使用信号进行规定是必要的，而且团队中有谁控制起吊设备也是必要的。  Understand the need to agree signals to be used and which person in a team is in control of lifting operation | |  |  |  |  |

**职能：电子、电气和控制工程支持级**

**Function: ELECTRICAl、electronic and control engineering at the support level**

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| **8.** | **适任：电气设备安全使用**  **Competence: Safe use of electrical equipment** | | | |
| **8.1** | **电气设备的安全使用和操作,包括开始作业前采取的安全措施**  **Safe use and operation of electrical equipment, including safety precautions before commencing work or repair.** | | | | **识别报告电气设备和危险设备。清楚手持设备的安全电压。**  **Recognizes and reports electrical hazards and unsafe equipment. Understands safe voltages for hand held equipment.** |  |  |
|  | 任务/职责  Task/Duty | | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 了解使用相关电气设备的风险  Demonstrate a basic understanding of the risks associated with the electrical equipment | |  |  |  |  |  |
| .2 | 了解电压越高，造成的伤害越严重  Understand that the higher the voltage the greater the risk of fatal shock | |  |  |  |  |
| .3 | 了解在低压设备中也有可能出现高压  Understand that high voltages may be present in low voltage equipment | |  |  |  |  |
| .4 | 在工作之前应能识别风险并有计划  Identify risks, plan and prepare before starting work | |  |  |  |  |
| .5 | 了解接地故障并避免  Demonstrate a knowledge of earth faults and how to avoid them | |  |  |  |  |
| **8.2** | **电气设备的安全使用和操作,包括绝缘工作**  **Safe use and operate of electrical equipment, including isolation procedure** | | | | **清楚高压设备和船上作业危险**  **Understands risks associated with high voltage equipment and on board work** |  |  |
| .1 | 对设备维修保养时，做好绝缘措施并挂上警示牌  Isolate, tag and lock out where possible associated equipment when engaged in repair or maintenance work | |  |  |  |  |  |
| .2 | 了解短路、高压、电弧危害  Understand the dangers from arcs, short circuits and high voltage | |  |  |  |  |
| .3 | 高压电气设备作业时，采用正确的接地措施  Adopt correct earthing procedures for work on high voltage | |  |  |  |  |
| **8.3** | **电气设备的安全使用和操作,包括应急程序**  **Safe use and operation of electrical equipment, including emergency** | | | | **了解高压设备和船上作业危险**  **Understands risks associated with high voltage equipment and on board work** |  |  |
| .1 | 了解电击后急救措施  Demonstrate an electric shock first aid rescue |  | |  |  |  |  |
| .2 | 了解避免危险的措施如使用绝缘工具，绝缘手套等  Demonstrate a knowledge of risk mitigation measures including use of insulated tools, electrical insulated gloves, rubber isolation mats, etc. |  | |  |  |  |
| **8.4** | **了解触电原因和预防措施**  **Have knowledge of the cause of electric shock and precautions to be observed to prevent shock** | | | | **了解高压设备和船上作业危险**  **Understands risks associated with high voltage equipment and on board work** |  |  |
| .1 | 了解船上作业许可制度  Demonstrate an understanding of the ship’s permission to work system |  | |  |  |  |  |
| .2 | 遵守电动工具安全操作方法  Follow safe working practices in using electric power operated tools and equipment |  | |  |  |  |
| .3 | 了解在潮湿环境中，触电风险更大  Understand the risk of shock is greater in damp or humid conditions |  | |  |  |  |

**职能：维护与修理支持级**

**Function: Maintenance and repair at the support level**

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| **编号**  **No：** | **培训**  **Training** | | | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (Initials/date)** | |
| **9.** | **适任：船舶维护与修理**  **Competence: contribute to shipboard maintenance and repair** | | | | |
| **9.1** | **安全使用油漆、润滑、清洗材料和设备**  **Ability to use painting, lubrication and cleaning materials and equipment** | | | | | **维修工作能按照技术、安全、程序规范进行。正确选择和使用设备和工具。**  **Maintenance activities are carried out in accordance with technical, safety and procedural specifications. Selection and use of equipment and tools are appropriate** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 了解油漆含有有毒或刺激性物质  Understand paints may contain toxic or irritant substances | |  | |  |  |  |  |
| .2 | 了解油漆完工后，内部或密闭处所需要充分通风  Understand need for interior and enclosed spaces to be well ventilated during and after painting | |  | |  |  |  |
| .3 | 了解溶剂可能增加可燃性和爆炸危险  Understand solvents may give rise to flammable and potentially explosive vapours | |  | |  |  |  |
| .4 | 会选择和使用润滑剂或油脂  Select and use correct lubricant or grease |  | | |  |  |  |
| .5 | 根据需要，对运动件加滑油或油脂  Lubricate and grease equipment and moving parts as required |  | | |  |  |  |
| .6 | 工作结束后保持清洁  Leave areas clean and tidy on completion of work |  | | |  |  |  |
| **9.2** | **剩余物料的安全处理**  **Knowledge of safe disposal of waste materials** |  | | |  | **维修工作能按照技术、安全、程序规范进行。正确选择和使用设备和工具。**  **Maintenance activities are carried out in accordance with technical, safety and procedural specifications. Selection and use of equipment and tools is appropriate.** |  |  |
| .1 | 了解储存和处理剩余油漆、溶剂和油布  Demonstrate a knowledge of the procedures for storage and disposal of paint residues, solvents and oily rags |  | | |  |  |  |  |
| .2 | 了解垃圾、污油、含油污水存放和焚烧处理程序  Demonstrate a knowledge of the procedures for storage and disposal of combustion waste, waste oils and slops |  | | |  |  |  |
| .3 | 会操作粉碎机和焚烧炉  Operate shredder and incinerator |  | | |  |  |  |
| **9.3** | **常规维护与修理**  **Ability to understand and execute routine maintenance and repair procedures** | | | | | **维修工作能按照技术、安全、程序规范进行。正确选择和使用设备和工具。**  **Maintenance activities are carried out in accordance with technical, safety and procedural specifications. Selection and use of equipment and tools is appropriate.** |  |  |
| .1 | 更换熔断器  Replace fuses |  | |  | |  |  |  |
| .2 | 控制灯  Control lamps |  | |  | |  |  |
| .3 | 照明设备  Lighting equipment |  | |  | |  |  |
| .4 | 在监督下清洗分油机  Clean separators under supervision | |  |  | |  |  |
| .5 | 协助对空压机日常维护  Assist with routine maintenance on the main compressor | |  |  | |  |  |
| .6 | 协助对制冷装置日常维护  Assist with routine maintenance on refrigeration plant | |  |  | |  |  |
| .7 | 协助拆装离心泵  Assist with opening up centrifugal pump | |  |  | |  |  |
| .8 | 协助拆装容积式泵  Assist with opening up and overhauling positive displacement pump | |  |  | |  |  |
| .9 | 协助检修和测试阀件  Assist with overhauling and testing valves | |  |  | |  |  |
| .10 | 对下列设备进行日常维护：舵机  Carry out routine maintenance of: Steering gear | |  |  | |  |  |
| .11 | 起货绞车  Cargo winches | |  |  | |  |  |
| .12 | 克令吊  Cargo crane | |  |  | |  |  |
| .13 | 对下列设备进行日常维护：消防泵  Carry out routine maintenance of: Fire pumps | |  |  | |  |  |
| .14 | 防火挡板  Fire flaps | |  |  | |  |  |
| .15 | 机舱消防系统和设备  Engine –room fire extinguishing system and equipment | |  |  | |  |  |
| .16 | 应急发电机  Emergency generator | |  |  | |  |  |
| .17 | 应急空压机  Emergency air compressor | |  |  | |  |  |
| .18 | 协助清洗增压器压气机端  Assist with cleaning of air side of the turbo charger | |  |  | |  |  |
| .19 | 协助水洗主机增压器废气端  Assist with water wash exhaust side of main engine turbo charger | |  |  | |  |  |
| .20 | 协助检修发电柴油机  Assist with overhaul of auxiliary engines | |  |  | |  |  |
| .21 | 协助检修锅炉  Assist with opening up a boiler | |  |  | |  |  |
| .22 | 协助拆装：安全阀  Assist with opening up: Boiler safety valve | |  |  | |  |  |
| .23 | 锅炉给水止回阀  Boiler feed check valve | |  |  | |  |  |
| .24 | 例举维护或检修的其他设备  List other equipment on which you have carried out routine maintenance or repairs | |  |  | |  |  |  |
| **9.4** | **熟悉制造商的安全说明和船上规章**  **Understand manufacture’s safety guidelines and shipboard instructions** | | | | | **维修工作能按照技术、安全、程序规范进行。正确选择和使用设备和工具。**  **Maintenance activities are carried out in accordance with technical, safety and procedural specifications. Selection and use of equipment and tools is appropriate.** |  |  |
| .1 | 遵守船上安全规章  Demonstrate an understanding of safety guidelines provided | |  |  | |  |  |  |
| .2 | 清楚进入封闭处所安全程序  Demonstrate an understanding of enclosed space entry routine | |  |  | |  |  |
| .3 | 清楚熟悉船舶程序的必要性  Demonstrate an understanding of the need for ship board familiarization procedures | |  |  | |  |  |
| .4 | 了解制造商提供的说明书可提供工作安全相关信息  Demonstrate an understanding of what safety information may be provided in manufacturer’s manuals | |  |  | |  |  |
| .5 | 了解操作保养手册能提供的信息  Demonstrate an understanding of what information may be provided in the ship’s operations and maintenance manuals | |  |  | |  |  |
| **9.5** | **手动或电动工具或量具的使用和保养**  **Knowledge of the application, maintenance and use of hand and power tools and measuring instruments and machine tools** | | | | | **维修工作能按照技术、安全、程序规范进行。正确选择和使用设备和工具。**  **Maintenance activities are carried out in accordance with technical, safety and procedural specifications. Selection and use of equipment and tools is appropriate.** |  |  |
| .1 | 例举使用过的手动或电动工具  List hand and electrical tools you have used: | |  |  | |  |  |  |
| .2 | 例举使用过的量具：List measuring equipment you have used:  量缸表 Liner gauge  千分尺 Micrometer  其他 Others | |  |  | |  |  |
| **9.6** | **金工知识**  **Knowledge of metal work** | | | | | **维修工作能按照技术、安全、程序规范进行。正确选择和使用设备和工具。**  **Maintenance activities are carried out in accordance with technical, safety and procedural specifications. Selection and use of equipment and tools are appropriate.** |  |  |
| .1 | 例举进行过的金工工作（如管系焊补等）  List some metal work you have worked on (for example, pipe work etc ): | |  |  | |  |  |  |

**职能：船上操作管理和人员管理支持级Function: Ship operation and care for persons on board at support level**

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (Initials/date)** | |
| **10** | **适任：物料的管理**  **Competence: Contribute to the handing of stores** | | |
| **10.1** | **物料的安全使用、储存和固定**  **Knowledge of procedures of safe handing, stowage and securing of stores** | | | **物料的操作按照船舶和设备的安全操作规范进行。危险有害物料的操作按照船上安全操作规范进行。**  **物料操作人责任区域内的通信保持畅通**  **Store operation are carried out in accordance with established safety practices and equipment operating instructions.**  **The handing of dangerous, hazardous and harmful store complies with established safety practices.**  **Communications with the operator’s area of responsibility are consistently successful** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 协助接收、检查、储存和固定船舶物料  Assist with receiving, checking, stowage and securing ship’s stores |  |  |  |  |  |
| .2 | 能识别危险、有害固态或液态物料的标识  Recognize labels that indicate stores are classified as dangerous, hazardous or harmful substances and liquids |  |  |  |  |
| .3 | 了解物料隔离储存的原因和必要性（液态和固态物料）  Understand the reasons and need for segregation of such stores(solid materials and fluids) |  |  |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (Initials/date)** | |
| **11.** | **适任：防止海洋环境污染的措施**  **Competence: Apply precautions and contribute to the prevention of pollution to the marine environment** | | |
| **11.1** | **防止海洋污染的预防措施**  **Knowledge of the precautions to be taken to prevent pollution of the marine environment** | | | **严格遵守旨在保护海洋环境的相关程序**  **Procedures designed to safeguard the marine environment are observed at all times** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 了解加油，排压载水，焚烧过程中应急停止步骤  Demonstrate a knowledge of the emergency shut down procedures for bunkering, deballasting, OWS, incinerator |  |  |  |  |  |
| .2 | 了解垃圾分类、数量记录、送岸处理的必要性  Understand the need to segregate waste, record amounts and land ashore for disposal |  |  |  |  |
| .3 | 了解对含油垃圾的储存和处理的必要性，满足公约要求  Understand the need to store and dispose of oily waste according to MARPOL |  |  |  |  |
| **11.2** | 了解许可的海洋污染物处理方法  Knowledge of approved methods for disposal marine pollutants |  |  | 严格遵守旨在保护海洋环境的相关程序  Procedures designed to safeguard the marine environment are observed at all times |  |  |
| .1 | 了解根据MARPOL公约要求海洋污染物必须由岸上接受处理  Understand that marine pollution must be landed ashore for safe disposal in compliance with MARPOL |  |  |  |  |  |
| .2 | 了解关于含油污水的排放有适用所有船舶的严格规定  Understand there are strict rules covering disposal at sea of oily water mixtures applicable to all ships |  |  |  |  |
| .3 | 了解关于有毒液体排放有适用所有船舶的严格规定  Understand there are strict rules covering disposal at sea of noxious liquid substances applicable to all ships |  |  |  |  |
| .4 | 了解关于包装形式有害物质排放有适用所有船舶的严格规定  Understand there are strict rules covering disposal at sea of harmful substance carried in packaged form applicable to all ships |  |  |  |  |
| .5 | 了解关于生活污水排放有适用所有船舶的严格规定  Understand there are strict rules covering pollution prevention by sewage applicable to ships |  |  |  |  |
| .6 | 了解严格遵守船舶所在海域所属国家或地区关于废水和生活污水排放规定的重要性  Understand the importance of strict compliance with national and local regulations concerning waste water and sewage disposal |  |  |  |  |
| .7 | 了解关于船舶生活垃圾污染有适用所有船舶的严格规定  Understand there are strict rules covering for prevention of pollution by garbage from ships at sea, applicable to all ships |  |  |  |  |
| .8 | 严格遵守船舶所在海域所属国家或地区船舶垃圾储存和送岸处理的规定  Understand the need to strictly observe national, local regulations concerning garbage stowage and disposal ashore |  |  |  |  |
| .9 | 了解关于船舶废气排放有逐步适用所有船舶的严格规定  Understand there are strict rules covering air pollution from ships at sea which will progressively apply to all ships |  |  |  |  |
| .10 | 严格遵守船舶所在海域所属国家或地区船舶废气排放的规定  Understand the need to strictly observe local regulations concerning flue gas emissions |  |  |  |  |
| .11 | 了解收集、隔离垃圾的步骤  Demonstrate a knowledge of the procedures to collect and segregate waste and garbage |  |  |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (Initials/date)** | |
| **12.** | **适任：遵守职业卫生和安全规章**  **Competence: Observe occupational health and safety procedures** | | | | |
| **12.1** | **安全操作规章和船舶个人安全包括：**  **用电安全和使用测氧仪**  **Working knowledge of safe working practices and personal shipboard safety, including: Electrical safety and use oxygen indicator** | | | | | **严格遵守旨在保护船员和船舶安全相关程序。遵守安全操作规范。能正确选择和使用合适的安全和保护设备**  **Procedures designed to safeguard personal and the ship are observed at all times.**  **Safe working practices are observed and appropriate safety and protective equipment is correctly used at all times.** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 了解电动工具和设备的安全使用方法  Demonstrate an understanding of safe working practices in using electrical power operated tools and equipment |  | |  | |  |  |  |
| .2 | 能使用测氧仪检测可能的危险区域的含氧量  Demonstrate use of oxygen indicator for checking spaces that may be at risk |  | |  | |  |  |
| **12.2** | **安全操作规章和船舶个人安全包括：**  **封闭处所作业**  **Working knowledge of safe practices and personal shipboard safety, including:**  **Working in enclosed spaces** |  |  | | | **严格遵守旨在保护船员和船舶安全相关程序。遵守安全操作规范。能正确选择和使用合适的安全和保护设备**  **Procedures designed to safeguard personal and the ship are observed at all times.**  **Safe working practices are observed and appropriate safety and protective equipment is correctly used at all times** |  |  |
| .1 | 了解如何识别封闭处所  Demonstrate a knowledge of how to recognize an enclosed space |  |  | | |  |  |  |
| .2 | 进入封闭处所作业要先征得许可  Seek permit to work before entry into an enclosed space |  |  | | |  |  |
| .3 | 封闭处所作业遵守安全规范  Consistently apply safe working practices for entry into enclosed spaces |  |  | | |  |  |
| .4 | 说出在封闭处所寻找伤员的方法  State action to take on finding casualty in an enclosed space |  |  | | |  |  |
| **12.3** | **安全操作规章和船舶个人安全包括：**  **化学或生化安全**  **Working knowledge of safe practices and personal shipboard safety, including:**  **Chemical and biohazard safety** |  |  | | | **严格遵守旨在保护船员和船舶安全相关程序。遵守安全操作规范。能正确选择和使用合适的安全和保护设备**  **Procedures designed to safeguard personal and the ship are observed at all times.**  **Safe working practices are observed and appropriate safety and protective equipment is correctly used at all times.** |  |  |
| .1 | 当接触危险物品时应遵守卫生，安全规范  Comply with health, hygiene and safety requirements when handing dangerous goods:  有毒害物质Hazardous substances  生活污水处理装置 Sewage treatment plant  医疗垃圾 medical waste |  | | |  |  |  |  |
| .2 | 按照说明书要求使用清洁剂，油漆或有毒物质并采取预防措施  Follow instructions and precautions when working with cleaning fluids, paints, toxic materials etc |  | | |  |  |  |

**第五部分 任务摘要图**

**SECTION 5 TASK SUMMARY CHART**

任务摘要图是为见习船员、船上培训师、轮机长和公司培训师提供指导并帮助检查见习船员所完成的任务或职责的数量。见习船员在培训计划的表格填写时，以任务摘要图的方式进行。在培训的过程中，勾除掉你已经完成的任务。

The purpose of the summary chart is to provide trainee, training officer, chief engineer and company trainer with a guide and continuous check on the numbers of tasks or duties that you have completed. Trainees should fill the blank of training plan by using the task summary task. Tick off only those tasks you have completed.

**职能：轮机工程** Marine engineering

1适任：执行机舱常规值班职责

Competence 1:Carry out a routine watch appropriate to the duties of a rating forming part of an engine-room watch

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1.1.1 | 1.1.2 | 1.1.3 | 1.2.1 | 1.2.2 | 1.2.3 | 1.2.4 | 1.2.5 | 1.2.6 | 1.2.7 | 1.2.8 | 1.2.9 | 1.2.10 | 1.2.11 | 1.2.12 | 1.2.13 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2.14 | 1.2.15 | 1.2.16 | 1.2.17 | 1.2.18 | 1.2.19 | 1.2.20 | 1.2.21 | 1.2.22 | 1.2.23 | 1.2.24 | 1.2.25 | 1.2.26 | 1.2.27 | 1.2.28 | 1.3.1 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3.2 | 1.3.3 | 1.3.4 | 1.3.5 | 1.3.6 | 1.3.7 | 1.3.8 | 1.3.9 | 1.3.10 | 1.3.11 | 1.3.12 | 1.3.13 | 1.3.14 | 1.3.15 | 1.3.16 | 1.3.17 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3.18 | 1.4.1 | 1.4.2 | 1.4.3 | 1.4.4 | 1.4.5 | 1.4.6 | 1.5.1 | 1.5.2 | 1.6.1 | 1.6.2 | 1.6.3 | 1.6.4 | 1.6.5 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

2适任：能保持锅炉运行正常参数和蒸汽压力

Competence 2 Maintain the correct levels and steam pressures (for keeping a boiler watch)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2.1.1 | 2.1.2 | 2.1.3 | 2.1.4 | 2.1.5 | 2.1.6 | 2.1.7 | 2.1.8 | 2.1.9 |
|  |  |  |  |  |  |  |  |  |

3适任：操作应急设备和掌握应急程序

Competence 3 Operate emergency equipment and apply emergency

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.1.1 | 3.1.2 | 3.1.3 | 3.1.4 | 3.2.1 | 3.2.2 | 3.2.3 | 3.2.4 | 3.2.5 | 3.2.6 | 3.2.7 | 3.2.8 | 3.2.9 | 3.2.10 | 3.2.11 | 3.2.12 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.2.13 | 3.2.14 |
|  |  |

4适任：机舱值班监视与控制

Competence 4 Contribute to the monitoring and controlling of an engine-room watch

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4.1.1 | 4.1.2 | 4.1.3 | 4.1.4 | 4.1.5 | 4.1.6 | 4.1.7 | 4.1.8 | 4.1.9 | 4.1.10 | 4.1.11 | 4.1.12 | 4.1.13 | 4.2.1 | 4.2.2 | 4.2.3 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2.4 | 4.2.5 | 4.2.6 | 4.2.7 | 4.2.8 | 4.2.9 | 4.2.10 | 4.2.11 | 4.2.12 | 4.2.13 |
|  |  |  |  |  |  |  |  |  |  |

5适任：加油与驳油操作

Competence 5 Contribute to fuelling and oil transfer operations

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 5.1.1 | 5.1.2 | 5.1.3 | 5.2.1 | 5.2.2 | 5.2.3 | 5.3.1 | 5.3.2 | 5.3.3 | 5.4.1 | 5.4.2 | 5.5.1 | 5.5.2 | 5.5.3 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

6适任：舱底水和压载水操作

Competence 6 Contribute to bilge and ballast operations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 6.1.1 | 6.1.2 | 6.1.3 | 6.1.4 | 6.1.5 |
|  |  |  |  |  |

7适任：机械设备安全操作

Competence 7 Contribute to the safe operation of equipment and machinery

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 7.1.1 | 7.1.2 | 7.1.3 | 7.2.1 | 7.2.2 | 7.2.3 |
|  |  |  |  |  |  |

**职能：电子、电气和控制工程**Electrical、Electric and Control Engineering

8适任：电气设备安全使用

Competence 8 Safe use of electrical equipment

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 8.1.1 | 8.1.2 | 8.1.3 | 8.1.4 | 8.1.5 | 8.2.1 | 8.2.2 | 8.2.3 | 8.3.1 | 8.3.2 | 8.4.1 | 8.4.2 | 8.4.3 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**职能：维护与修理**Maintenance and Repair

**9**适任：船舶维护与修理

Competence 9 Contribute to shipboard maintenance and repair

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 9.1.1 | 9.1.2 | 9.1.3 | 9.1.4 | 9.1.5 | 9.1.6 | 9.2.1 | 9.2.2 | 9.2.3 | 9.3.1 | 9.3.2 | 9.3.3 | 9.3.4 | 9.3.5 | 9.3.6 | 9.3.7 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9.3.8 | 9.3.9 | 9.3.10 | 9.3.11 | 9.3.12 | 9.3.13 | 9.3.14 | 9.3.15 | 9.3.16 | 9.3.17 | 9.3.18 | 9.3.19 | 9.3.20 | 9.3.21 | 9.3.22 | 9.3.23 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9.3.24 | 9.4.1 | 9.4.2 | 9.4.3 | 9.4.4 | 9.4.5 | 9.5.1 | 9.5.2 | 9.6.1 |
|  |  |  |  |  |  |  |  |  |

**职能：船舶作业管理和人员管理**Controlling the Operation of the Ship and Care for Persons on Board

10适任：物料管理

Competence 10 Contribute to the handing of stores

|  |  |  |
| --- | --- | --- |
| 10.1.1 | 10.1.2 | 10.1.3 |
|  |  |  |

11适任：防止海洋环境污染的措施

Competence 11Apply precautions and contribute to the prevention of pollution to the marine environment

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 11.1.1 | 11.1.2 | 11.1.3 | 11.2.1 | 11.2.2 | 11.2.3 | 11.2.4 | 11.2.5 | 11.2.6 | 11.2.7 | 11.2.8 | 11.2.9 | 11.2.10 | 11.2.11 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

12适任：遵守职业卫生和安全规章

Competence 12 Apply occupational health and safety procedures

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 12.1.1 | 12.1.2 | 12.2.1 | 12.2.2 | 12.2.3 | 12.2.4 | 12.3.1 | 12.3.2 |
|  |  |  |  |  |  |  |  |

**第六部分 见习记录簿附页（另加附页）**

**SECTION 6 On Board Training Record Book (additional pages)**

1、专题一，船上见习的基本情况、收获与体会，不少于1000字。

Topic 1, The basic conditions, your experience and your understanding, not less than 1,000 words.

2、专题二，航行中，机舱值班主要工作及巡回检查，不少于1500字。

Topic 2, Engine room watchkeeping duties and tour inspection during sailing, not less than 1,000 words.

3、专题三，对紧急情况的控制（包括对旅客和其他人员的控制），不少于2000字。

Topic 3, Control of emergency conditions (including the control of passengers and other personals), not less than 2,000 words.

**第七部分 评价报告**

**SECTION 7 REPORT OF EVALUATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名 Name |  | 船上见习时间Training time on board |  | 船员服务簿注册号码 Seafarer’s Registration No. |  |
| 轮机长鉴定意见  Chief Engineer’s Assessment  签名 日期 Signature Date | | | | | |
| 船公司鉴定意见  Shipping Company’s Assessment  签名 日期  Signature Date | | | | | |
| 海事机构意见  Maritime Authority’s Opinion  签名 日期 Signature Date | | | | | |

# 9.申请电子电气员适任证书船上见习记录簿

申 请 电 子 电 气 员 适 任 证 书

船 上 见 习 记 录 簿（2018版）

ON BOARD TRAINING RECORD BOOK FOR CANDIDATES

FOR CERTIFICATION AS ELECTRO-TECHNICAL OFFICER

申请电子电气员适任证书

船上见习记录簿（2018版）

ON BOARD TRAINING RECORD BOOK FOR CANDIDATES

FOR CERTIFICATION AS ELECTRO-TECHNICAL OFFICER

姓名 Name:

船员服务簿注册号码 Seafarer’s Registration No.:

公司名称 Company:

海事管理机构 Maritime Administration: 目 录

**第一部分 使用指南**

**SECTION 1 GUIDE TO COMPLETION**

**第二部分 资料与检查表**

**SECTION 2 PARTICULARS AND INSPECTION LIST**

1、个人资料Personal information

2、船舶资料Ship’s particulars

3、船上培训师检查培训进程Designated training officer’s review of training progress

4、船长检查培训记录簿Master’s inspection of record book

5、公司检查培训记录簿Company’s inspection of record book

**第三部分 培训任务和要达成的适任目标**

**SECTION 3 INFORMATION ON TRAINING TASKS AND COMPETENCES TO BE ACHIEVED**

**第四部分 见习科目**

**SECTION 4 SUBJECT OUTLINE**

1、电子、电气和控制工程 Electrical、Electric and Control Engineering

2、维护和修理 Maintenance and Repair

3、船舶操作控制和船上人员管理Controlling the Operation of the Ship and Care for Persons on Board

**第五部分 任务摘要图表**

**SECTION 5 TASK SUMMARY CHART**

**第六部分 见习记录簿附页**

**SECTION 6 EXTRA PAPERS FOR ON BOARD TRAINING RECORD BOOK**

**第七部分 评价报告**

**SECTION 7 REPORTS OF EVALUATION**

**第一部分 使用指南**

轮机长、指定的船上培训师和见习船员需注意：

**1、记录簿的目的：**

见习记录簿是根据《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》的要求编制的，其目的是确保需要见习的船员按照结构化的培训计划，充分利用海上航行时间，在船上培训师的指导下，完成预定的培训任务。在充分完成培训任务后，就可以获得实际的工作经验和必要的海上服务资历，成为与《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》中适任要求相一致的合格船员。

**2、当持有记录簿时：**

见习船员应完成有关个人信息的填写。

见习船员应在船上培训师的指导下，按培训计划，分阶段地完成培训任务的填写。

见习船员在整个培训期间应个人负责记录簿的保管。

**3、加入船舶后，尽可能地：**

见习船员应完成第二部分关于船舶技术细节内容的填写，轮机长和指定的船上培训师应提供进行训练的机会。

轮机长和指定的船上培训师应检查此记录薄的记录情况，以核查实习进程。

见习船员应根据船舶的实际情况，在船上培训师的指导下，制定相应的培训计划以解决适任证明情况，在第五部分可以看到任务摘要图。

**4、实习船员海上资历期间：**

在第四部分所列出的一系列船上培训任务，应在船上培训师的指导下积极的完成。

一旦上船，只要航行情况允许，此记录薄应每个星期提交给指定的船上培训师检查。船上培训的开展要及时记录。船上培训师的检查要及时记录，在对需要改进的地方进行验证后，签名并标注日期。

记录薄每个月应提交给轮机长检查，轮机长的评论要及时记录，标注日期。该评论应仅涉及见习船员的适任情况和见习进程

记录薄应在每条船见习结束后提交给公司检查，公司培训师的评价要及时记录，标注日期。该评论应仅涉及见习船员的适任情况和见习进程。

**SECTION 1 GUIDE TO COMPLETION**

For the attention chief engineer designated on board training officers and rating trainees

1. Object of the record book

The record book was designed in accordance with the STCW Convention as amended in 2010 and the Regulations of the People’s Republic of China governing Competency Examination and Certification for Seafarers Serving on Seagoing Ships, which is to help ensure that ratings follow a structured programme of training and make best use of their time at sea to complete the tasks under the direction of onboard trainer. In so doing they will gain the practical training and experience to become competent watchkeeping deck ratings in accordance with the STCW Convention as amended in 2010 and the Regulations for the examination and certification of seafarers of the People’ republic of china.

1. On receipt of this book

The trainee should complete the information of personal history.

The trainee should complete the information required on the following pages by stages, under the supervision of the designated training officer on schedule.

The trainee should be personally responsible for the safe keeping of this record book throughout training.

1. As soon as possible after joining the ship:

The trainee should complete Section 2 which concerning the data of the ship details. The chief engineer and the designated training officer on board each ship should provide an opportunity for this exercise to be undertaken.

The chief engineer and the designated training officer on board each ship should inspect this book in order to check progress already made.

The trainee should make a plan to tackle the competences that still need to be demonstrated under the direction of the designated training officer. A task summary can be found in section 5.

1. Throughout the rating’s seagoing service

Sections 4, which contain a list of on board training tasks, should be progressively completed under the direction of the designated training officer.

The Book should be submitted to the designated training officer for inspection on joining the ship, so far as the voyage pattern allows, every week. The training progress should be recorded in time. The inspection of the designated training officer should also be recorded in time and sign his name with the date after inspecting the area for improvements.

The Book should be submitted to the chief engineer for inspection every month and the chief engineer’s comments should be recorded with date timely, Comments should only be related to the trainee’s practical progress and competence.

The Book should be submitted to the company for inspection after completion of training on every vessle and the comments should be recorded with date timely, Comments should only be related to the trainee’s practical progress and competence.

**第二部分** **资料与检查表**

**SECTION 2 DATA AND INSPECTION LIST**

1.个人资料 Personal information

姓名Name: 出生日期Date of Birth:

海员证编号Seafarer’s Passport No.:

船员服务簿注册号码Seafarer’s Registration No.:

见习起止时间Starting and Ending Time of Training:

公司名称 Company:

公司地址Address of Company:

家庭住址Permanent Address:

备注Remarks:

PHOTO

**2.船舶资料Ship’s particulars**

获得你所服务船舶的信息对于你的训练很有必要，为了帮助你满足规则要求，当你在船上的时候记录如下的详情。

To get the shipping data for your training is necessary, in order to help you to meet the regulatory requirements, you should record the following details on the ship.

**第一条船The first ship**

|  |  |  |
| --- | --- | --- |
| 船名SHIP’S NAME: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺寸和容积 Dimensions and capacities**  总吨位 Gross tonnage：  净吨位 Net tonnage  总长Length O.A m  型宽Breadth m  型深Depth m  夏季吃水Summer draught m  夏季干舷Summer freeboard m  载重量Deadweight t  空船排水量 Light displacement  t  淡水吃水Fresh water allowance m  营运航速Service speed Knots  克令吊(（制造商/型号） Cranes (maker/type)    起货机Winches    其它设备 Other equipment    **航行和通信设备**  **Navigational and communications equipment**  磁罗经 Magnetic Compass （型号type）    电罗经 Gyro Compass    雷达 Radars（制造商/型号Maker/Type）    计程仪Log（制造商/型号Maker/Type）    船舶自动识别系统AIS  （制造商/型号Maker/Type）    全球导航卫星系统GPS    航次数据记录仪VDR  （制造商/型号Maker/Type） | 总压载水容积Total ballast capacity  m3/tonnes  **机舱Main Engine**  主机型号 Type of M/E  副机型号 Type of D/G  主发电机型号 Type of Main Generator    应急发电机型号 Type of E/G    锅炉型号Type of boiler    燃油种类 Type of fuel    每日消耗量 Daily consumption  tonnes/day  燃料舱容 Bunker capacity  m3/tonnes  推进器 Propellers  营运速度 Service speed Knots  舵机型号 Type of steering gear    船舶保安报警系统 SSAS    自动舵 AUTOPILOT    甚高频 VHF（制造商/型号Maker/Type）  回声探测仪 Echo – sounder  （制造商/型号Maker/Type）    **GMDSS全球海上遇险与安全系统**  无线电应急示位标（编号）GMDSS EPIRB (No.)    卫星C船站 INMARSAT C    卫星F船站 INMARSAT F    中高频组合电台HF/MF STATION    搜救应答器SART(AIS-SART)    **救生设备 Lifesaving equipment**  **数量和容量 No. and capacity**  救生艇 Lifeboats    救生筏 Life rafts | 主机额定输出功率时的每分钟转速  Main engine output at kw  revs per min.  **锚机Anchors**  锚机型号Type of windlass  **系泊索具Moorings**  绞缆机型号 Type of mooring winches    **环境保护 Environmental protection**  **工作方式、容量**  **Working principle/Capacity**  生活污水处理装置 Sewage treatment plant    油水分离器 Oily water separator    焚烧炉 Incinerator    压载水监视器 Ballast water monitor    降落装置大小 Size of fails    救助艇 Rescue boats    吊升装置类型 Davis (Type)    救生圈数量 Lifebuoys (No.)    **消防设备Fire – fighting equipment**  灭火器 数量和容积  Fire extinguishers No. and capacity  水 Water  泡沫 Foam  干粉 Dry powder  二氧化碳 CO2  其它 Other  消防栓（数量与尺寸）Fire hoses (No. and size)    ]呼吸器具（数量和型号） Breathing apparatus (No. and type) |

**第二条船The second ship**

|  |  |  |
| --- | --- | --- |
| 船名SHIP’S NAME: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺寸和容积 Dimensions and capacities**  总吨位 Gross tonnage：  净吨位 Net tonnage  总长Length O.A m  型宽Breadth m  型深Depth m  夏季吃水Summer draught m  夏季干舷Summer freeboard m  载重量Deadweight t  空船排水量 Light displacement  t  淡水吃水Fresh water allowance m  营运航速Service speed Knots  克令吊(（制造商/型号） Cranes (maker/type)    起货机Winches    其它设备 Other equipment    **航行和通信设备**  **Navigational and communications equipment**  磁罗经 Magnetic Compass （型号type）    电罗经 Gyro Compass    雷达 Radars（制造商/型号Maker/Type）    计程仪Log（制造商/型号Maker/Type）    船舶自动识别系统AIS  （制造商/型号Maker/Type）    全球导航卫星系统GPS    航次数据记录仪VDR  （制造商/型号Maker/Type） | 总压载水容积Total ballast capacity  m3/tonnes  **机舱Main Engine**  主机型号 Type of M/E  副机型号 Type of D/G  主发电机型号 Type of Main Generator    应急发电机型号 Type of E/G    锅炉型号Type of boiler    燃油种类 Type of fuel    每日消耗量 Daily consumption  tonnes/day  燃料舱容 Bunker capacity  m3/tonnes  推进器 Propellers  营运速度 Service speed Knots  舵机型号 Type of steering gear    船舶保安报警系统 SSAS    自动舵 AUTOPILOT    甚高频 VHF（制造商/型号Maker/Type）  回声探测仪 Echo – sounder  （制造商/型号Maker/Type）    **GMDSS全球海上遇险与安全系统**  无线电应急示位标（编号）GMDSS EPIRB (No.)    卫星C船站 INMARSAT C    卫星F船站 INMARSAT F    中高频组合电台HF/MF STATION    搜救应答器SART(AIS-SART)    **救生设备 Lifesaving equipment**  **数量和容量 No. and capacity**  救生艇 Lifeboats    救生筏 Life rafts | 主机额定输出功率时的每分钟转速  Main engine output at kw  revs per min.  **锚机Anchors**  锚机型号Type of windlass  **系泊索具Moorings**  绞缆机型号 Type of mooring winches    **环境保护 Environmental protection**  **工作方式、容量**  **Working principle/Capacity**  生活污水处理装置 Sewage treatment plant    油水分离器 Oily water separator    焚烧炉 Incinerator    压载水监视器 Ballast water monitor    降落装置大小 Size of fails    救助艇 Rescue boats    吊升装置类型 Davis (Type)    救生圈数量 Lifebuoys (No.)    **消防设备Fire – fighting equipment**  灭火器 数量和容积  Fire extinguishers No. and capacity  水 Water  泡沫 Foam  干粉 Dry powder  二氧化碳 CO2  其它 Other  消防栓（数量与尺寸）Fire hoses (No. and size)    ]呼吸器具（数量和型号） Breathing apparatus (No. and type) |

**第三条船The third ship**

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| 船名SHIP’S NAME: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺寸和容积 Dimensions and capacities**  总吨位 Gross tonnage：  净吨位 Net tonnage  总长Length O.A m  型宽Breadth m  型深Depth m  夏季吃水Summer draught m  夏季干舷Summer freeboard m  载重量Deadweight t  空船排水量 Light displacement  t  淡水吃水Fresh water allowance  m  营运航速Service speed Knots  克令吊(（制造商/型号） Cranes (maker/type)    起货机Winches    其它设备 Other equipment    **航行和通信设备**  **Navigational and communications equipment**  磁罗经 Magnetic Compass （型号type）    电罗经 Gyro Compass    雷达 Radars（制造商/型号Maker/Type）    计程仪Log（制造商/型号Maker/Type）    船舶自动识别系统AIS  （制造商/型号Maker/Type）    全球导航卫星系统GPS    航次数据记录仪VDR  （制造商/型号Maker/Type） | 总压载水容积Total ballast capacity  m3/tonnes  **机舱Main Engine**  主机型号 Type of M/E  副机型号 Type of D/G  主发电机型号 Type of Main Generator    应急发电机型号 Type of E/G    锅炉型号Type of boiler    燃油种类 Type of fuel    每日消耗量 Daily consumption  tonnes/day  燃料舱容 Bunker capacity  m3/tonnes  推进器 Propellers  营运速度 Service speed Knots  舵机型号 Type of steering gear    船舶保安报警系统 SSAS    自动舵 AUTOPILOT    甚高频 VHF（制造商/型号Maker/Type）  回声探测仪 Echo – sounder  （制造商/型号Maker/Type）    **GMDSS全球海上遇险与安全系统**  无线电应急示位标（编号）GMDSS EPIRB (No.)    卫星C船站 INMARSAT C    卫星F船站 INMARSAT F    中高频组合电台HF/MF STATION    搜救应答器SART(AIS-SART)    **救生设备 Lifesaving equipment**  **数量和容量 No. and capacity**  救生艇 Lifeboats    救生筏 Life rafts | 主机额定输出功率时的每分钟转速  Main engine output at kw  revs per min.  **锚机Anchors**  锚机型号Type of windlass  **系泊索具Moorings**  绞缆机型号 Type of mooring winches    **环境保护 Environmental protection**  **工作方式、容量**  **Working principle/Capacity**  生活污水处理装置 Sewage treatment plant    油水分离器 Oily water separator    焚烧炉 Incinerator    压载水监视器 Ballast water monitor    降落装置大小 Size of fails    救助艇 Rescue boats    吊升装置类型 Davis (Type)    救生圈数量 Lifebuoys (No.)    **消防设备Fire – fighting equipment**  灭火器 数量和容积  Fire extinguishers No. and capacity  水 Water  泡沫 Foam  干粉 Dry powder  二氧化碳 CO2  其它 Other  消防栓（数量与尺寸）Fire hoses (No. and size)    ]呼吸器具（数量和型号） Breathing apparatus (No. and type) |

**3.船上培训师检查培训进程**

见习船员根据见习任务，结合航次任务，按每星期的时间间隔填写完成

任务以记录簿中的编号或文字表述

**Designated training officer’s review of training progress**

This table should be completed weekly in accordance with the training task during the voyage

The training tasks are listed as number or words in this record book

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training Tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Data |
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**船上培训师检查培训进程（续表）**

**Designated training officer’s review of training progress (continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training Tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Data |
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**船上培训师检查培训进程（续表）**

**Designated training officer’s review of training progress (continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training Tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Data |
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**4.轮机长检查培训记录簿**

轮机长每个月结束后进行检查。该评论应仅涉及见习船员的适任情况和见习进程

**Chief engineer’s inspection of record book**

The Book should be submitted to the master for inspection every month

Comments should only be related to the trainee’s practical progress and competence

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 起止时间  Starting and ending time | 见习内容  Contents | 评论  Comments | 轮机长签字  Chief engineer’s initials | 日期  date | 船章  Ship’s official stamp |
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**5.公司培训师检查见习记录簿**

每条船见习结束后，公司培训师应对见习人员的见习进程、见习记录和适任情况进行检查和评估。

**Company’s inspection of record book**

The Book should be submitted to the company’s trainer for inspection after completion of training on every vessel.

Comments should only relate to the trainee’s practical progress,record and competence.

|  |  |  |  |
| --- | --- | --- | --- |
| 评论  Comments | 公司培训师姓名  Name of company’s trainer | 公司培训师签名  Initials | 日期  Date |
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**第三部分 培训任务和要达成的适任目标**

**SECTION 3 INFORMATION ON TRAINING TASKS AND COMPETENCES TO BE ACHIEVED**

完成清单中培训任务和达成胜任的例子

Example of how to complete the list of training task and competences achieved

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| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (Initials /date)** | |
| **1** | **适任：保养安全操作**  **Maintenance safe operations** | | |
| **1.1** | **船上安全做法的应用**  **Application of safe work practice on board** | | | **保养和修理有计划并按照安全规程执行**  **maintenance and repair are planned and carried out in accordance with safety rules and procedures** | **XXXX** | **XXXX** |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 描述船上许可工作制定  Describe the system of permits to work on board | XXXX | 2013,4,11 | “列举许可工作检查项目”描述不清楚 |  |  |
| .2 | 列举许可工作检查项目  List the items to be checked in a work permit | XXXX | 2013,4,11 | XXXX | 2013,4,13 |
| .3 | 列举热工作业许可检查项目  List the items to be checked in a hot work permit | XXXX | 2013,4,11 |  |  |
| .4 | 描述封闭空间  Describe an enclosed space | XXXX | 2013,4,1,3 |  |  |

* 粗体部分的适任（在此例中**保养安全操作**等等）直接取自STCW规则
* 主要的任务（在此例中**船上安全做法的应用**等）也取自STCW规则。主要的任务被细分为页码左手边的任务和职责。见习船员应尽可能地完成培训任务，但是考虑到可能的设备货物或船舶航行模式，并不要求所有的任务都能完成，在见习船员被认为在主要任务方面适任前。必须注意到，构成适任基础的一些知识和技能也可以在岸上培训中获得。
* 船上培训师可以在所提供的空白处两次记录完成任务的情况。这不意味着每项任务应完成两次，如果船上培训师认为一次已足够的话。
* 监督见习船员的船上培训师和教员由轮机长指定的具有丰富经验的合格船员担任。
* 在证明适任被记录之前，轮机长或指定的船上培训师可以记录下要改进部分的建议，在评估标准正下方有用于此目的的大空格。当表明适任主要的任务时，评估标准最右手边的空格子里，轮机长或指定的船上培训师应签字并标注日期（年，月，日），证明已经胜任。

当记录“表明适任”时，应该仔细考虑到表中所提出的评估标准。评估标准和船员良好的技能都来自STCW规则。

* The competence with **bold fonts** (**Maintenance safe operations**) is directly taken from the text of the STCW Code.
* The primary task (in this case **Application of safe work practice on board**) is also taken from the STCW Code. The primary task is sub-divided into training tasks or duties on the left hand side of the page. The trainee should complete as many of these training tasks as possible. However, in view of the likely equipment cargo or voyage pattern of the ship, it is not expected that all these tasks will be completed before the trainee is considered competent in the primary task. It should be noted that some of the skills and knowledge that underpin the competences may well have been obtained during shore based training.
* Space is provided to record completion of each training task twice by the supervising officer. This does not mean that each task must be completed twice if, in the opinion of the officer, once is considered sufficient.
* The officer supervising the trainee does not necessarily have to be the designated training officer.
* Before 'Competence Demonstrated' is recorded the chief engineer or designated on hoard training officer may record any appropriate advice about areas for improvement. A large blank space for this purpose is provided beneath the criteria for evaluation, as competence in these primary tasks is demonstrated, the appropriate blank next to the criteria for evaluation, on the far right hand side of the page, should be signed and dated(day, month and year )by the chief engineer or designated training officer on board ship to attest that competence has been demonstrated.
* A trainee’s attainment of the competence should only be recorded as 'Competence Demonstrated' when the chief engineer or designated training officer is indeed satisfied that the trainee can perform the duty without supervision.

When recording 'Competence Demonstrated', careful account should be taken of the criteria for evaluation contained on the right hand side of the page, which is taken from the STCW Code, as well as the best practices of seafarers and good safe working practice.

**第四部分 见习科目**

**SECTION 4 SUBJECT OUTLINE**

**职能：电子、电气和控制工程**

Function：Electronic, electrical, and control engineering at the operational level

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | | **表明适任**  **指定培训师/专业评估员（签名/日期）**  **Competence Demonstrate Designated Training Officer/In Service Assessor(Initials/Date)** | |
| **1.** | **适任：对电子、电气和控制系统的监控**  Competence：Monitor electronic, electrical and control systems | | |
| **1.1** | **基本理解机械工程系统的运行**  **Have basic understanding of the operation of mechanical engineering systems** | | | **了解本船机械工程系统各个设备的工作原理、操作及参数调整**  **Have knowledge of working principles, operation and parameters adjustment of various equipment in mechanical engineering systems** | |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 了解原动机，包括主推进装置  Have knowledge of prime movers, including main propulsion plant |  |  |  | |  |  |
| .2 | 了解机舱辅助机械  Have knowledge of engine room auxiliary machinery |  |  |  |  |
| .3 | 了解操舵系统  Have knowledge of steering system |  |  |  |  |
| .4 | 了解装卸货系统  Have knowledge of cargo handling system |  |  |  |  |
| .5 | 了解甲板机械  Have basic knowledge of deck machinery |  |  |  |  |
| .6 | 了解生活系统  Have knowledge of sanitary systems |  |  |  |  |
| **1.2** | **有关传热学、力学和流体力学的基本知识**  **Basic knowledge of heat transfer, mechanics and hydrodynamics** | | | **举例说明传热学、力学和流体力学相关知识在本船的应用**  **Give examples to demonstrate the application of heat transfer, mechanics and hydrodynamics on board the ship** | |  |  |
| .1 | 了解传热学在本船的应用  Have knowledge of the application of heat transfer on board the ship |  |  |  | |  |  |
| .2 | 了解力学在本船的应用  Have knowledge of the application of **mechanics** on board the ship |  |  |  |  |
| .3 | 了解流体力学在本船的应用  Have knowledge of the application of **hydrodynamics** on board the ship |  |  |  |  |
| **1.3** | **电子技术和电气机械理论**  **Electro-technology and electrical mechanics theory** | | | **熟悉本船船用电机**  **Familiarize with marine motors on board the ship** | |  |  |
| .1 | 熟悉本船三相异步电动机的类型、铭牌和结构  **Familiarize with** type, nameplates and structure of three-phase induction motor on board the ship |  |  |  | |  |  |
| .2 | 熟悉本船控制电机的类型、功能、结构和工作原理  **Familiarize with** type, function , structure and working principles of servomotor on board the ship |  |  |  |  |
| **1.4** | **电子学和电力电子学基础**  **Fundamentals of electronics and power electronics** | | | **熟悉本船电力电子器件**  **Familiarize with power and electronic elements on board the ship** | |  |  |
| .1 | 熟悉本船电力电子器件的类型  **Familiarize with t**ype of power and electronic elements on board the ship |  |  |  | |  |  |
| .2 | 熟悉本船电力电子器件的基本特性  **Familiarize with** basic characteristics of power and electronic elements on board the ship |  |  |  |  |
| .3 | 熟悉本船电力电子器件的用途  **Familiarize with** usages of power and electronic elements on board the ship |  |  |  |  |
| **1.5** | **配电板和电气设备**  **Switch boards and electrical equipment** | | | **熟悉本船配电板的功能，掌握相关操作。**  **Familiarize with the function of switch boards and mastering relating operations.** | |  |  |
| .1 | 熟悉本船电力系统的组成  Familiarize with composition of electrical system on board the ship |  |  |  | |  |  |
| .2 | 熟悉主电源和应急电源的连锁关系  Familiarize with interlock between main power supply and emergency power supply |  |  |  |  |
| .3 | 熟悉船电和岸电的连锁关系  Familiarize with interlock between onboard power supply and shore power supply |  |  |  |  |
| .4 | 熟悉本船主配电板和应急配电板的组成、功能及操作  Familiarize with compositions, functions and operation of main switchboard and emergency switchboard |  |  |  |  |
| **1.6** | **自动化、自动控制系统及技术的基础**  **Fundamentals of automation, automatic control systems and technology** | | | **熟悉自动化设备及网络技术在本船的应用。**  **Familiarize with the application of automated equipment and network technology on board the ship** | |  |  |
| .1 | 熟悉自动化设备在本船的应用  Familiarize with the application of automated equipment on board the ship |  |  |  | |  |  |
| .2 | 熟悉微机技术在船舶自动控制系统中的应用  Familiarize with the application of microcomputer technology in automatic control system on board the ship |  |  |  |  |
| .3 | 熟悉现场总线技术和计算机网络在船舶的应用  Familiarize with the application of CAN technology and computer network onboard the ship |  |  |  |  |
| **1.7** | **仪表、警报和监测系统**  **Instrumentation, alarm and monitoring systems** | | | **掌握本船仪表和监视报警系统的功能及基本操作。**  **Mastering function and basic operation of instruments and monitoring alarm systems on board the ship.** | |  |  |
| .1 | 熟悉本船常用变送器的基本原理、接线及零点、量程调整  Familiarize with basic principles, wiring, zero and span adjustment of commonly used transmitter on board the ship |  |  |  | |  |  |
| .2 | 熟悉本船数字式调节器的特点及参数调整  Familiarize with characteristics and parameters adjustment of digital regulator on board the ship |  |  |  |  |
| .3 | 熟悉本船常用执行机构的类型、基本原理及使用注意事项  Familiarize with type, basic principles and precautions of commonly used actuators on board the ship |  |  |  |  |
| .4 | 熟悉本船DEADMAN报警系统的原理及使用  Familiarize with principles and usage of DEADMAN alarm system on board the ship |  |  |  |  |
| .5 | 熟悉本船监视与报警系统的类型、组成、主要功能、基本操作和参数修改  Familiarize with type, composition, function, basic operation and parameter modification of monitoring and alarm system on board the ship |  |  |  |  |
| .6 | 熟悉本船延伸报警装置的功能及使用  Familiarize with function and usage of extension alarm system on aboard the ship |  |  |  |  |
| **1.8** | **电力驱动**  **Electrical driving** | | | **熟知本船电力拖动系统的日常运行管理、维护保养及常见故障的排除。**  **Being familiar with daily operation, management and maintenance, trouble shooting of electrical drive system on board the ship** | |  |  |
| .1 | 了解本船电动机起动方式  Have knowledge of motor starting methods on board the ship |  |  |  | |  |  |
| .2 | 熟悉本船各种电动机备件并了解其功用  Familiarize with various motor spare parts and their functions |  |  |  |  |
| .3 | 熟悉本船电气控制箱的操作规程  Familiarize with operating procedures of electrical control box on board the ship |  |  |  |  |
| .4 | 热继电器的整定值调整  Adjust the setting value of thermal relay |  |  |  |  |
| .5 | 熟悉本船电力拖动系统的日常运行管理  Familiarize with daily operation and management of electrical drive system on board the ship |  |  |  |  |
| **1.9** | **电气材料技术**  **Electrical Materials Technology** | | | **了解本船常用电缆的型号、绝缘材料等级**  Have knowledge of types of commonly used cables and insulation class of insulating material on board the ship | |  |  |
| .1 | 了解本船常用电缆的型号、工作条件、安装敷设  Have knowledge of types, working conditions, installation laying of commonly used cables on board the ship |  |  |  | |  |  |
| .2 | 熟悉本船电气设备的电工绝缘材料和绝缘等级  Familiarize with insulating materials used on electrical equipment on board the ship and their insulation class |  |  |  |  |
| **1.10** | **电子-液压和电子-气动控制系统**  **Electro-hydraulic and electro-pneumatic control systems** | | | **保养本船电子-液压和电子-气动控制系统**  **Maintain electro-hydraulic and electro-pneumatic control systems** | |  |  |
| .1 | 熟悉本船电动液压系统的类型、功能、组成和维护管理  Familiarize with type, function, composition and maintenance of electro-hydraulic systems |  |  |  | |  |  |
| .2 | 熟悉本船电动液压系统的保护功能  Familiarize with protective function of electro-hydraulic systems |  |  |  |  |
| .3 | 了解本船电子气动控制系统的应用  Have knowledge of application of electro-pneumatic systems |  |  |  |  |
| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（签名/日期）**  **Competence Demonstrate Designated Training Officer/In Service Assessor(Initials/Date)** | | |
| **2.** | **适任：推进装置和辅助机械自动控制系统的监控**  Competence：Monitor automatic control systems of main propulsion plant and auxiliary machinery | | |
| **2.1** | **推进装置和辅助机械自动控制系统的监控**  **Monitor automatic control systems of propulsion plant and auxiliary machinery** | | | **了解本船主机的燃油系统、滑油系统、冷却系统、空气系统和操纵系统的功能和组成，参与本船主机的备车和完车过程，熟悉电子电气员在主机备车过程中的职责和主要工作，参与主机遥控系统的运行准备工作，参与分油机、主机燃油黏度控制系统、辅锅炉控制系统的运行准备工作。**  **Understanding functions and composition of fuel system, lube oil system, cooling system, air system, and maneuvering system, participate in standby and F.W.E operation, familiar with ETO’s responsibilities and main task in ship’s standby and F.W.E, participate in the preparatory work of remote control system operation, participate in the preparatory work of fuel viscosity control systems, auxiliary boiler control system.** |  | |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | |
| .1 | 基本了解本船主机的燃油系统、滑油系统、冷却系统、空气系统和操纵系统的功能和组成  Have basic knowledge of functions and composition of main engine fuel oil system, lube oil system, cooling system, air system, and maneuvering system. |  |  |  |  | |  |
| .2 | 了解本船主机的备车和完车  Have knowledge of standby and F.W.E operation |  |  |  | |  |
| .3 | 熟悉电子电气员在主机备车过程中的职责和主要工作  Familiarize with ETO’s duties and main tasks in the process of standby and F.W.E operation |  |  |  | |  |
| .4 | 熟悉主机遥控系统的运行  Familiarize with operation of remote control system of ME |  |  |  | |  |
| .5 | 了解分油机的运行  Familiarize with operation of oil separators |  |  |  | |  |
| .6 | 了解主机燃油黏度控制系统的运行  Familiarize with operation of fuel viscosity control system |  |  |  | |  |
| .7 | 了解辅锅炉控制系统的运行  Familiarize with operation ofauxiliary boiler control system |  |  |  | |  |

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | | **表明适任**  **指定培训师/专业评估员（签名/日期）**  **Competence Demonstrate Designated Training Officer/In Service Assessor(Initials/Date)** | |
| **3.** | **适任：发电机和配电系统操作**  Competence：generators and distribution systems operation | | |
| **3.1** | **发电机并车、负载分配和切换**  **Generators paralleling, load sharing and changing-over** | | | **按照操作手册、既定规则和程序计划，执行操作以确保操作安全**  **Operate according to operating manuals, established rules and procedures to ensure safety of operations** | |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 熟悉本船发电机和配电系统的操作规程  Familiarize with operating procedures of generators and power distribution systems |  |  |  | |  |  |
| .2 | 熟悉本船发电机和配电系统的日常运行管理  Familiarize with daily operation management of generators and power distribution systems |  |  |  |  |
| .3 | 熟悉本船发电机主开关的类型、结构、功能  Familiarize with types, construction, function of generator ACB |  |  |  |  |
| .4 | 熟悉本船发电机调压装置的类型、原理、维护和调整  Familiarize with types, principles, maintenance and adjustment of generator voltage regulator |  |  |  |  |
| .5 | 本船发电机的安全保护装置的试验  Test generator safety protection device |  |  |  |  |
| .6 | 操作与试验本船应急发电机  Operate and test the emergency generator |  |  |  |  |
| .7 | 熟悉本船电力管理系统的类型、原理、参数调整  Familiarize with types, principles, parameter adjustment of power management systems |  |  |  |  |
| .8 | 调整发电机有功功率和无功功率  Adjust the generator active power and reactive power |  |  |  |  |
| 9 | 熟悉发电机调速装置的工作原理  Familiarize with working principles of the generator governor |  |  |  |  |
| 10 | 熟悉本船发电机并车和负载分配  Familiarize with generators paralleling and load sharing |  |  |  |  |
| 11 | 熟悉本船发电机的负载转移及解列  Familiarize with loading shift and splitting of generators |  |  |  |  |
| **3.2** | **配电板及其功能的应用和配电盘之间的切断**  **Switchboard and application of its function and isolating between distribution panels** | | | **熟悉配电板的功能及操作**  **Familiarize with function and operation of switchboards** | |  |  |
| .1 | 了解配电板隔离开关的使用方法  Familiarize with usage of isolating switches on switchboards |  |  |  | |  |  |
| .2 | 熟悉本船配电板主开关的应急操作  Familiarize with emergency operation of main switch on switchboards |  |  |  |  |
| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（签名/日期）**  **Competence Demonstrate Designated Training Officer/In Service Assessor(Initials/Date)** | | |
| **4.** | **适任：电压超过1千伏电力系统的操作和维护（如适用）**  Competence：Operation and maintenance of power systems over 1,000 volts (where applicable) | | |
| **4.1** | **理论知识**  **Theoretical knowledge** | | | **掌握高压系统的相关基础知识**  **Master relating basic knowledge of high voltage system** |  | |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | |
| .1 | 熟悉本船高压电力系统的组成、技术要求及接地技术要求  **Familiarize with composition, technical requirements of high voltage power system and grounding technology requirements** |  |  |  |  | |  |
| .2 | 熟悉船舶高压电力系统中高压发电机保护  **Familiarize with high voltage generator protection in high voltage system** |  |  |  | |  |
| .3 | 熟悉电力推进船舶主电动机及控制系统  Familiarize with electric motors and control systems for power-driven ships |  |  |  | |  |
| **4.2** | **实际知识**  **Practical knowledge** | | | **熟悉高压电系统的安全操作和管理，包括了解特殊技术类型的高压电系统和操作电压超过1千伏特高压电系统引起的危险**  **Familiarize with safe operation and management of high-voltage systems, including knowledge of high-voltage systems of special technical type and potential danger during operating voltage system over more than 1,000 volts** |  | |  |
| .1 | 熟悉本船高压电力系统的安全操作规程和监护人制度  Familiarize with the high-voltage safe operation rules and guardians system |  |  |  |  | |  |
| 2 | 熟悉本船高压发电机的日常维护和操作  Familiarize with the routine maintenance and operation of high voltage generators |  |  |  |  | |  |
| 3 | 熟悉本船高压侧推器的安全操作程序  Familiarize with the safety procedures of high -voltage side thruster, |  |  |  |  | |  |
| 4 | 熟悉本船日用变压器的切换操作规程  Familiarize with the rules of the ship daily switching transformer |  |  |  |  | |  |
| 5 | 熟悉本船日用变压器跳闸故障的应急处理预案  Familiarize with the emergency treatment plan of the transformer daily tripping failure |  |  |  |  | |  |
| 6 | 熟悉本船高压岸电系统的组成、安全操作及日常管理  Familiarize with formation, safe operation and daily management of the ship's high-voltage shore power system |  |  |  |  | |  |
| 7 | 熟悉本船在接高压岸电使用中的值班规程  Familiar with watchkeeping procedure when connecting high-voltage shore power |  |  |  |  | |  |

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（签名/日期）**  **Competence Demonstrate Designated Training Officer/In Service Assessor(Initials/Date)** | |
| **5.** | **适任：操作船上计算机及其网络系统**  Competence：Operate computers and computer networks | | |
| **5.1** | **数据处理的主要特点**  **Main features of data processing** | | | **了解模拟量、开关量参数在本船的安装位置，知晓这些传感器通过网络与计算机的联系，会在计算机上查阅报警参数，会修改参数。**  **Understand analog, digital parameters in the installation position of the ship; know linkage between these sensors through network and computer; check alarm parameters on the computer and modify parameters.** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 例举模拟量、开关量参数在本船的应用  Illustrate the application of analog, digital parameters on board the ship |  |  |  |  |  |
| .2 | 例举微型计算机监控系统在本船的应用  Illustrate the application of micro computer monitoring system on board the ship |  |  |  |  |
| **5.2** | **船上计算机网络的构造和使用**  **Construction and usage of onboard computer network** | | | **正确检查和管理计算机网络和终端机**  **Properly inspect and manage computer networks and terminals** |  |  |
| .1 | 了解本船计算机网络的组成和分类  Have knowledge of composition and classification of computer networks |  |  |  |  |  |
| .2 | 了解本船局域网的结构及维护  Have knowledge of construction and maintenance of LAN |  |  |  |  |
| .3 | 了解本船计算机串行通信总线标准  Have knowledge of computer serial communication bus standards |  |  |  |  |
| .4 | 了解本船现场总线在本船的应用，熟悉机舱控制网络的结构和维护  Have knowledge of applications of fieldbus familiar, familiarize with structure and maintenance of engine room control network |  |  |  |  |
| **5.3** | **驾驶台、机舱和商务计算机的使用**  **Usage of bridge-based, engine room-based and commercial computer** | | | **能安装计算机的操作系统、应用程序及专用程序，能维护计算机**  **Be able to install computer operating system, application programs and special programs, maintain computers** |  |  |
| .1 | 了解个人计算机的工作原理  Have knowledge of working principle of PC |  |  |  |  |  |
| .2 | 了解本船个人计算机的硬件特性参数  Have knowledge of hardware features and parameters of PC |  |  |  |  |
| .3 | 熟悉个人计算机的操作系统及应用程序的安装  Have knowledge of installation of PC operating systems and application programs |  |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（签名/日期）**  **Competence Demonstrate Designated Training Officer/In Service Assessor(Initials/Date)** | |
| **6.** | **适任：使用英语进行书面和口头表达**  Competence：Use English in written and oral form | | |
| **6.1** | **足够的英语语言知识以确保电子电气员能正确理解工程出版物并履行其职责（无限航区）**  **Adequate knowledge of the English language to enable ETO to understand engineering publications and to perform duties (Unrestricted area)** | | | **能用英语阅读专业资料、填写英文表格，熟练地进行口头交流。**  **Be able to read English professional documents, fill in forms in English and skillfully communicate with other in English** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 阅读并理解所辖主要电气设备的英文说明书  Read and understand instruction manuals of the main electrical equipment under his charge in English |  |  |  |  |  |
| .2 | 阅读并理解所辖主要电气设备的英文操作说明  Read and understand operating instructions of the main electrical equipment under his charge in English |  |  |  |  |
| .3 | 正确运用英文填写电气日志和其它记录  Fill in electric logs and other records the correctly in English |  |  |  |  |
| .4 | 用英文书写备件申领单和物料申请单  Fill in spare parts and stores requisition form in English |  |  |  |  |
| .5 | 用英文书写所辖主要电气设备的修理单  Fill in the repair list of main electrical equipment under his charge |  |  |  |  |
| .6 | 用英文书写函电  Write correspondence in English |  |  |  |  |
| .7 | 在外部检查过程中用英语进行沟通  Communicate in English with inspection personnel in inspection process |  |  |  |  |
| .8 | 用英语与服务商进行口头或书面沟通  Be able to communicate with shore service in oral or written English |  |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（签名/日期）**  **Competence Demonstrate Designated Training Officer/In Service Assessor(Initials/Date)** | |
| **7.** | **适任：使用内部通信系统**  Competence：Use internal communication systems | | |
| **7.1** | **船上所有内部通信系统的操作**  **Operation of all internal communication systems on board** | | | **熟悉船舶内部通信系统的操作**  **对所有船舶内部通信系统进行定期的维护保养**  **Familiarize with operation of internal communication systems on board,**  **Regularly maintain all internal communication systems on board** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 了解船级社对船内通信和信号设备的配置及操作  Familiarize with requirements of configuration and operation of internal communications and signaling equipment by Classification Society |  |  |  |  |  |
| .2 | 熟悉船舶通用报警系统  Familiarize with general alarm system |  |  |  |  |
| .3 | 熟悉船舶自动电话的原理、组成和维护  Familiarize with principles, composition and maintenance of automatic telephones |  |  |  |  |
| .4 | 熟悉船舶声力电话的原理、组成和维护  Familiarize with principles, composition and maintenance of ship sound powered phone |  |  |  |  |
| .5 | 熟悉船舶机舱呼叫系统的原理、组成和维护  Familiarize with principles, composition and maintenance of ship engine room call system |  |  |  |  |
| .6 | 熟悉船舶广播系统的原理、组成和维护  Familiarize with principles, composition and maintenance of ship public address system |  |  |  |  |

**职能：（二） 维护与修理（操作级）**

Function：Maintenance and repair at the operational level

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（签名/日期）**  **Competence Demonstrate Designated Training Officer/In Service Assessor(Initials/Date)** | |
| **8.** | **适任：电子和电气设备的维护与修理**  Competence：Maintenance and repair of electronic and electrical equipment | | |
| **8.1** | **船舶电气系统的工作安全要求，包括在允许人员检修该设备之前所要求的电气设备的安全隔离**  **Safety requirements for working on shipboard electrical systems, including the safe isolation of electrical equipment required before personnel are permitted to work on such equipment** | | | **工作安全措施适当**  **Safety measures for working are appropriate** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 熟悉本船船舶安全用电相关规定  Familiarize with safety regulations for utilizing ship electricity |  |  |  |  |  |
| .2 | 熟悉本船安全用电的防护用具  Familiarize with protective tools for safe electricity utilizing |  |  |  |  |
| .3 | 熟悉本船船舶电气火灾的预防措施  Familiarize with precautions of electrical fire on board this ship |  |  |  |  |
| .4 | 熟悉本船电缆的安全使用与维护  Familiarize with safe use and maintenance of the cable |  |  |  |  |
| .5 | 熟悉本船电气设备的接地措施  Familiarize with grounding of electrical equipment |  |  |  |  |
| **8.2** | **电气系统设备、配电板、电动机、发电机和直流电气系统及设备的维护与修理**  **Maintenance and repair of electrical system equipment, switchboards, motors, generators and DC electrical systems and equipment** | | | **按规范要求定期维护船舶配电板；掌握船舶电机的拆装、维护与修理；正确维护蓄电池和船舶照明系统**  **Regularly maintain switchboards according to specifications; master dismantling, assembling ,maintenance and repair of electric motors; maintain batteries and ship lighting system correctly** |  |  |
| .1 | 熟悉本船主配电板维护与修理  Familiarize with maintenance and repair of the main switchboard |  |  |  |  |  |
| .2 | 熟悉本船应急配电板维护与修理  Familiarize with maintenance and repair of emergency switchboard |  |  |  |  |
| .3 | 熟悉本船充放电板维护与修理  Familiarize with maintenance and repair of charging and discharging switchboard |  |  |  |  |
| .4 | 熟悉交流电动机解体维修的方法与操作  Familiarize with method and operation of AC motor disassembling and maintenance |  |  |  |  |
| .5 | 熟悉交流电动机装配并恢复功能的方法与操作  Familiarize with method and operation of AC motor assembly and function recovery |  |  |  |  |
| .6 | 熟悉同步发电机维护与修理  Familiarize with maintenance and repair of synchronous generators |  |  |  |  |
| .7 | 熟悉蓄电池的维护保养  Familiarize with maintenance of battery |  |  |  |  |
| .8 | 熟悉照明设备的维护  Familiarize with maintenance of lighting equipment |  |  |  |  |
| 9 | 熟悉应急照明设备的维护与试验  Familiarize with maintenance and testing of the emergency lighting equipment |  |  |  |  |
| 10 | 熟悉临时应急照明设备的维护与试验  Familiarize with maintenance and testing of temporary emergency lighting equipment |  |  |  |  |  |
| **8.3** | **电气故障和故障位置的检测及防止损坏的措施**  **Detection of electric malfunction, location of faults and measures to prevent damage** | | | **选择和使用手动工具、测量仪表、检测设备适当，且对结果的解释准确；设备的拆卸、检测、修理和装复符合操作手册及良好的做法；装复和性能测试符合操作手册及良好的做法**  **Selection and use of hand tools, measuring instruments, and testing equipment are appropriate and interpretation of results is accurate; Dismantling, inspecting, repairing and reassembling equipment are in accordance with manuals and good practice; Reassembling and performance testing is in accordance with manuals and good practice** |  |  |
| .1 | 熟悉本船主要电气启动控制箱的常见故障查找与排除  Familiarize with common fault troubleshooting and removal of the main electrical start control box |  |  |  |  |  |
| .2 | 熟悉电机受潮、绕组绝缘值降低时的处理方法  Familiar with processing methods when motor damps, winding insulation value is reduced |  |  |  |  |
| .3 | 熟悉三相异步电动机常见故障的判断方法与故障排除  Familiar with three-phase asynchronous motors common fault judgment method and troubleshooting |  |  |  |  |
| .4 | 熟悉船舶电力系统的继电保护及主要故障的判断和排除Familiar with ship power system protection and common fault judgment method and troubleshooting |  |  |  |  |
| .5 | 熟悉发电机主开关跳闸的应急处理  Familiar with the generator circuit breaker tripping emergency |  |  |  |  |
| .6 | 熟悉发电机外部短路、过载、失（欠）压和逆功率故障的判断方法  Familiar with judgment method of generator’s external short circuit, overload, loss (under) voltage and reverse power failure |  |  |  |  |
| .7 | 熟悉同步发电机无法建压的解决方法  Familiar with solutions to synchronous generator’s failure to build up pressure |  |  |  |  |
| 8 | 熟悉同步发电机并联运行时频率不稳定解决方法  Familiar with solutions to synchronous generators in parallel operation frequency instability |  |  |  |  |
| 9 | 熟悉船舶电网绝缘降低和单相接地故障的查找  Familiar with locating troubles with ship insulation reduction and single-phase ground fault |  |  |  |  |  |
| 10 | 熟悉船舶照明系统的常见故障检查  Familiar with troubleshooting of ship lighting system |  |  |  |  |
| 11 | 熟悉继电器、接触器触头接触不良的故障检测与处理防范措施  Familiar with fault detection and handling precautions related to relays, contactors contacts being exposed |  |  |  |  |
| **8.4** | **电气测试和测量设备的结构和操作**  **Construction and operation of electrical testing and measuring equipment** | | | **会使用各种电工仪表**  **Be able to use a variety of electrical instruments** |  |  |
| .1 | 熟悉本船万用表的类型及使用  Familiarize with structure and method of use of multimeter |  |  |  |  |  |
| .2 | 熟悉本船兆欧表的类型及使用  Familiarize with structure and method of use of ohmmeter |  |  |  |  |
| .3 | 熟悉本船钳形电流表的类型及使用  Familiarize with structure and method of use of clamp ammeter |  |  |  |  |
| .4 | 熟悉本船电流表的结构及使用方法  Familiarize with structure and method of use of A.C. ammeter |  |  |  |  |
| .5 | 熟悉本船电压表的结构及使用方法  Familiarize with structure and method of use of A.C voltmeter |  |  |  |  |
| .6 | 熟悉本船其它电工仪器仪表使用方法  Familiarize with structure and method of use of other electrical instrumentation |  |  |  |  |
| **8.5** | **以下设备及其装置的功能和性能测试**  **Function and performance tests of the following equipment and their configuration** | | | **了解本船机舱监控系统的性能测试，了解本船机舱监控系统的参数调整，熟悉本船机舱监控系统的日常维护；了解本船自动控制设备的性能测试，了解本船自动控制设备的参数调整，熟悉本船自动控制设备的日常维护；熟悉本船防海生物装置的功能、组成及维护，熟悉本船阴极保护装置的功能、组成及维护，熟悉本船尾轴接地装置的功能、组成及维护。**  **Understanding performance tests of the ship engine room monitoring system, to understand the parameter adjustment of the ship engine room monitoring system, familiar with the ship engine room monitoring system routine maintenance; understanding of performance testing of the ship automatic control equipment, understand the parameters to adjust the ship automatic control equipment, are familiar with the ship automatic control equipment routine maintenance; familiar with functions, composition and maintenance tof he ship's anti-sea biological device, familiar with functions, composition and maintenance of the ship cathodic protection devices, familiar with functions, composition and maintenance of the stern grounding device.** |  |  |
| .1 | 熟悉本船机舱监控系统的性能测试、参数调整及日常维护  Familiarize with performance test, parameter adjustment and maintenance of engine room monitoring system |  |  |  |  |  |
| .2 | 熟悉本船自动控制设备的性能测试、参数调整及日常维护  Familiarize with performance test, parameter adjustment and maintenance of automatic control equipment. |  |  |  |  |
| .3 | 熟悉本船防护设备的功能、组成及维护  Familiarize with the function, composition and maintenance of ship protective equipment |  |  |  |  |
| **8.6** | **电气和简单电子图的识读**  **Interpretation of electrical and simple electronic diagrams** | | | **能看懂本船所辖设备的电气、电子控制线路图**  **Can read the electrical, electronic control circuit diagram of the device under jurisdiction** |  |  |
| .1 | 熟悉本船主要电气设备的电气控制线路图、电力系统图及相应电气设备的位置  Familiarize with electric power system control circuit diagram, electric system diagram and the corresponding position of main electrical equipment |  |  |  |  |  |
| .2 | 熟悉电子控制线路外围设备接线图  Familiarize with peripheral wiring diagram of electronic control line |  |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（签名/日期）**  **Competence Demonstrate Designated Training Officer/In Service Assessor(Initials/Date)** | |
| **9.** | **适任：主推进装置和辅助机械的自动和控制系统的维护与修理**  Competence：Maintenance and repair of automation and control systems of main propulsion and auxiliary machinery | | |
| **9.1** | **船舶推进装置自动控制系统的维护与修理**  **Maintenance and repair of automatic control of ship propulsion system** | | | **根据厂家说明书要求结合本船实际进行对本船主机遥控系统进行检测、试验、维护、故障检查和修理**  **Check, test, maintain, troubleshoot and repair main engine remote control system according to the manufacturers’ instructions and the actual requirements of the ship** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 熟悉本船主机遥控系统的组成及功能  Familiarize with the composition and function of the main engine remote control system |  |  |  |  |  |
| .2 | 了解本船主机气动操纵系统中阀件的检测、维护、故障检查、修理及隔离的方法  Have knowledge of methods of testing, maintaining, troubleshooting, repairing and isolating main engine pneumatic control system valves |  |  |  |  |
| .3 | 熟悉本船主机起停控制系统的检测、维护、故障检查和修理的方法  Familiarize with methods of testing, maintenance, troubleshooting, repair of main engine starting and stopping system |  |  |  |  |
| .4 | 熟悉本船主机转速控制系统的检测、维护、故障检查和修理的方法  Familiarize with methods of testing, maintenance, troubleshooting, repair of main engine speed control system |  |  |  |  |
| .5 | 熟悉本船主机安全保护系统的试验、维护、故障检查和修理的方法  Familiarize with methods of testing, maintenance, troubleshooting, repair of main engine safety protective device |  |  |  |  |
| .6 | 熟悉本船推进装置自动控制系统的安全注意事项和应急处理措施  Familiarize with safety precautions and emergency measures for ship’s propulsion automatic control system |  |  |  |  |
| **9.2** | **船舶锅炉及废气锅炉的自动控制系统的维护与修理**  **Maintenance and repair of marine boilers and exhaust gas boiler automatic control system** | | | **能对本船锅炉进行维护保养、故障检查和修理**  **Able to maintain, troubleshoot and repair the marine boilers** |  |  |
| .1 | 了解本船锅炉的电气部分组成、参数及特点  Have knowledge of composition, parameters and characteristics of the electrical parts of ship boiler |  |  |  |  |  |
| .2 | 熟悉本船锅炉燃烧器的基本形式及特点  Familiarize with basic form and features of the marine boiler burner |  |  |  |  |
| .3 | 熟悉本船锅炉水位控制系统的维护保养及试验(超低水位试验）方法  Familiarize with maintenance and testing (low-low water level test) methods of the marine boiler water level control system |  |  |  |  |
| .4 | 熟悉本船锅炉的燃烧程序控制过程和熄火保护  Familiarize with combustion process control procedures and testing of flame failure protection |  |  |  |  |
| .5 | 熟悉本船锅炉的蒸汽压力控制系统  Familiarize with marine boiler steam pressure control system |  |  |  |  |
| .6 | 熟悉本船锅炉的报警和保护系统  Familiarize with boilers alarm and protection system |  |  |  |  |
| .7 | 熟悉本船锅炉自动控制系统的安全注意事项、应急处理措施  Familiarize with safety precautions and emergency measures for ship’s boiler automatic control system |  |  |  |  |
| **9.3** | **船舶其它辅助机械的自动控制系统的维护与修理**  **Maintenance and repair of ship’s other auxiliary machinery automatic control system** | | | **准确识别相关机械和系统的故障的影响，正确解读船舶的技术图纸，正确使用测量和校准仪表并采取正确的方法；装置和设备的隔离、拆卸和重装符合制造商的安全指导、船上指令、法规和安全规范。根据适合当时的环境和状况采取最合适的和恰当的措施使自动和控制系统恢复原状。**  **The effect of malfunctions on associated plant and systems is accurately identified, ship’s technical drawings are correctly interpreted, measuring and calibrating instruments are correctly used and actions taken are correct; Isolation devices and equipment, disassembly and reassembly in accordance with the manufacturer's safety instructions, ship’s directives, regulations and safety regulations. Take the most suitable and appropriate measures to enable the automatic control system of restitution and appropriate to the prevailing circumstances and according to the situation.** |  |  |
| .1 | 了解本船主要泵浦的种类及维修保养注意事项  Familiarize with types, maintenance precautions of main pumping |  |  |  |  |  |
| .2 | 掌握泵组手动、自动切换控制电路分析及维修保养注意事项  Master control circuit analysis of pumping manual and automatic switching and maintenance precautions |  |  |  |  |
| .3 | 了解本船空压机的类型及工作原理  Familiarize with types and working principle of air compressor |  |  |  |  |
| .4 | 掌握空压机控制电路分析、保护措施及维修保养注意事项  Master control circuit analysis, precautions and maintenance of air compressor |  |  |  |  |
| .5 | 了解分油机的结构、工作原理及维修保养注意事项  Familiarize with structure, working principle and maintenance precautions of oil separators |  |  |  |  |
| .6 | 熟悉分油机控制系统的输入输出信号、控制过程及维修保养注意事项  Familiarize with Input and output signals of oil separator control system, control process and maintenance precautions |  |  |  |  |
| .7 | 熟悉油水分离器监测装置的操作、参数调整、模拟试验及日常维护  Familiarize with operation, parameter adjustment, simulation tests and routine maintenance of oily water separator monitoring device. |  |  |  |  |
| 7 | 了解燃油供油单元系统  Familiarize with the fuel supply unit system |  |  |  |  |  |
| .8 | 熟悉燃油黏度自动控制系统中的黏度传感器的功用、及调节阀的调节特性及维修保养注意事项  Familiarize with function of viscosity sensor in automatic fuel viscosity control system and regulation characteristics and maintenance precautions of regulating valve |  |  |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials /date)** | |
| **10.** | **适任：驾驶台航行设备和船舶通信系统的维护和修理**  Competence：Maintenance and repair of bridge navigation equipment and ship communication systems | | |
| **10.1** | **综合驾驶台系统（IBS）**  **Integrated Bridge System (IBS)** | | | **会对综合驾驶台系统维护保养**  **Able to maintain Integrated Bridge System (IBS)** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 了解综合驾驶台系统的基本配置  Have knowledge of basic configuration of Integrated Bridge System (IBS) |  |  |  |  |  |
| .2 | 熟悉综合驾驶台系统的基本功能及维护  Familiarize with basic functions and maintenance of Integrated Bridge System (IBS) |  |  |  |  |
| **10.2** | **船用导航雷达**  **Marine navigation radar** | | | **会连接本船雷达信号的端口及其设置，会对雷达设备的误差校正、维护与保养。**  **Be able to connect to the ship's radar signal and its settings, error correction of radar equipment, maintenance and repair** |  |  |
| .1 | 了解本船雷达的组成及工作原理  Have knowledge of composition and working principle of ship’s navigation radar |  |  |  |  |  |
| .2 | 熟悉本船雷达的工作模块  Familiarize with work module of ship’s navigation radar |  |  |  |  |
| .3 | 熟悉本船雷达的主要技术指标及信号检测  Familiarize with main technical indicators and signal detection of ship’s navigation radar |  |  |  |  |
| .4 | 熟悉本船雷达信号的连接端口及其设置  Familiarize with interface and its settings of ship’s navigation radar |  |  |  |  |
| .5 | 熟悉本船雷达设备的误差校正方法、维护与保养  Familiarize with error correction of radar equipment, maintenance and repair of ship’s navigation radar |  |  |  |  |
| **10.3** | **船载全球导航星定位系统GPS**  **Ship borne global navigation satellite positioning system (GPS)** | | | **正确连接GPS导航仪端口及其设置**  **掌握本船GPS导航仪的一般故障的排除方法**  **Connect the ship borne GPS device correctly and master its settings,**  **Grasp remedy methods of general failures of the ship borne GPS device** |  |  |
| .1 | 了解本船GPS导航仪输出外设名称及主要功能  Have knowledge of output peripherals names and main functions of ship borne GPS device |  |  |  |  |  |
| .2 | 了解本船GPS导航仪连接端口及其设置  Have knowledge of connecting ports and its settings of ship borne GPS device |  |  |  |  |
| .3 | 了解本船GPS导航仪的一般故障及其排除方法  Have knowledge of general failures of ship borne GPS device and remedies |  |  |  |  |
| **10.4** | **船载自动识别系统AIS**  **Ship borne automatic identification system (AIS)** | | | **会连接本船船载AIS端口及其设置**  **Be able to connect to the shipborne AIS and its settings** |  |  |
| .1 | 了解本船AIS船载设备的基本组成  Have knowledge of essential components of ship borne AIS equipment |  |  |  |  |  |
| .2 | 了解本船AIS的检验要求  Have knowledge of Inspection requirements of ship borne AIS |  |  |  |  |
| .3 | 了解本船船载AIS连接端口及其设置  Have knowledge of connecting ports and settings of ship borne AIS |  |  |  |  |
| **10.5** | **船用陀螺罗经**  **Marine gyrocompass** | | | **了解电罗经的操作，熟悉分罗经信号输出与接入的相关助航设备以及电罗经保养常识**  **Know about gyrocompass operation, familiar with gyrocompass outputs and access points related navigational aids and maintenance of gyrocompass** |  |  |
| .1 | 了解本船船用罗经的工作原理及其组成  Have knowledge of composition and working principles of shipborne gyrocompass |  |  |  |  |  |
| .2 | 熟悉本船船用分罗经的组成、与主罗经同步方法  Familiarize with composition of shipborne branch compass, synchronization method with the main compass |  |  |  |  |
| .3 | 熟悉本船船用罗经的日常维护保养  Familiarize with routine maintenance of shipborne compass |  |  |  |  |
| .4 | 熟悉本船罗经速度误差和纬度误差的消除方法  Familiarize with compass speed error and latitude error elimination methods |  |  |  |  |
| .5 | 熟悉本船船用罗经常见故障及排除方法  Familiarize with common faults and elimination methods of shipborne compass |  |  |  |  |
| **10.6** | **船用测深仪、计程仪**  **Marine echo sounder, log** | | | **熟悉本船船用回声测深仪的连接端口及其设置，熟悉本船船用回声测深仪的维护保养及常见故障的排除方法；熟悉本船船用计程仪的连接端口及其设置，熟悉本船船用计程仪的维护保养及常见故障的排除方法。**  Familiarize with connecting ports and its settings of shipborne echo sounder,  Familiarize with maintenance and trouble shooting methods of shipborne echo sounder;  Familiarize with connecting ports and its settings of shipborne log  Familiarize with maintenance and trouble shooting methods of shipborne log |  |  |
| .1 | 熟悉本船船用回声测深仪的维护保养及常见故障的排除方法  Familiarize with **maintenance and common fault remedy methods of echo sounder** |  |  |  |  |  |
| .2 | 熟悉本船船用计程仪的维护保养及常见故障的排除方法  Familiarize with **maintenance and common fault remedy methods of ship’ log** |  |  |  |  |
| **10.7** | **船载航行数据记录仪**  **Shipborne Voyage Data Recorder (VDR)** | | | **熟悉本船船载航行数据记录仪操作控钮的正确使用,熟悉本船船载航行数据记录仪的验收与检验内容。**  **Familiar with the ship Voyage Data Recorder operation control knob, be familiar with the proper use of the inspection and test content of shipborne voyage data recorder.** |  |  |
| .1 | 熟悉船载航行数据记录仪组成及功能  Familiarize with composition and functions of shipborne voyage data recorder |  |  |  |  |  |
| .2 | 熟悉船载航行数据记录仪的操作、检验与管理  Familiarize with operation, inspection and management of shipborne voyage data recorder |  |  |  |  |
| **10.8** | **船舶通信系统**  **Ship communications system** | | | **会进行本船船舶通信系统日常维护与保养**  **Be able to carry out maintenance and repair of ship communication systems** |  |  |
| .1 | 了解GMDSS通信设备的维修要求  Have knowledge of maintenance requirements of GMDSS communication equipment |  |  |  |  |  |
| .2 | 了解Inmarsat通信系统的组成、通信功能及维护 Have knowledge of composition, communication function and maintenance of Inmarsat communication system |  |  |  |  |
| .3 | 了解MF/HF组合电台  Have knowledge of MF/HF combined radio |  |  |  |  |
| 4 | 了解甚高频无线电话VHF及数字选择性呼叫DSC的日常维护与保养  Have knowledge of routine care and maintenance of Very High Frequency (VHF), digital selective calling (DSC) |  |  |  |  |
| 5 | 了解气象传真接收机的日常维护保养  Have knowledge of routine care and maintenance of weather fax receiver |  |  |  |  |
| 6 | 了解本船EPIRB和SART的日常维护保养  Have knowledge of Routine care and maintenance of EPIRB and SART |  |  |  |  |
| 7 | 熟悉船舶通信天线的日常维护保养  Have knowledge of routine care and maintenance of ship’s communications antenna |  |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）**  **Demonstrating competence**  Designated trainer/professional assessor (initials /date) | |
| **11.** | **适任：甲板机械和装卸货设备的电气、电子和控制系统的维护和修理**  Competence：Maintenance and repair of electrical, electronic and control systems of deck machinery and cargo-handling equipment | | |
| **11.1** | **设备检测、维护、故障检查和修理的实际知识**  **Practical knowledge of equipment testing, maintenance, troubleshooting and repair** | | | **能对本船锚机、绞缆机、装卸设备、舷梯机及吊艇机等甲板电力拖动设备检测、维护、故障检查和修理**  **Testing, maintenance, troubleshooting and repair of windlass, winch, cargo handling equipment, ganway ramps and boat lifting machines and other deck electric drive equipment** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 一般了解本船舵机液压系统的常见故障检查与修理的基本方法  Have a general knowledge about basic methods of common faults inspection and repair of steering gear hydraulic system |  |  |  |  |  |
| .2 | 一般了解本船锚机、绞缆机的设备检测、维护、常见故障检查和修理的方法  Have a general knowledge of methods of testing, maintenance, troubleshooting and repair of windlass and mooring winch |  |  |  |  |
| .3 | 一般了解本船舷梯机及吊艇机的设备检测、维护、常见故障检查和修理的方法  Have a general knowledge of methods of testing, maintenance, troubleshooting and repair of gangway ramps and boat lifting machines |  |  |  |  |
| .4 | 一般了解本船装卸设备的检测、维护、常见故障检查和修理的方法  Have a general knowledge of methods of testing, maintenance, troubleshooting and repair of cargo handling equipment |  |  |  |  |
| **11.2** | **甲板机械的安全和应急程序**  **Deck machinery safety and emergency procedures** | | | **掌握人员维护和修理前，安全隔离设备和相关系统的方法**  **Master methods for safety isolation equipment and related system before personnel’s maintenance and repair** |  |  |
| .1 | 熟悉检修前应采取的安全措施及注意事项  Familiar with safety measures and precautions to be taken before overhaul |  |  |  |  |  |
| .2 | 通知当值轮机员和其他相关人员，并悬挂检修警示牌  Notify the duty engineers and other relevant personnel, and place maintenance warning notice |  |  |  |  |
| .3 | 熟悉检查设备相关系统的适当措施  Familiar with appropriate measures for inspecting equipment and related systems |  |  |  |  |
| .4 | 正确地关闭该路设备或系统全部电源开关  Properly shut off the related device or system power switch |  |  |  |  |
| .5 | 正确拆除检修设备启动箱内控制回路的保险丝  Properly dismantle the fuse inside the control loop of maintenance equipment starting box |  |  |  |  |
| **11.3** | **电气和电子控制设备的检测、故障检查并恢复运行状态**  **Testing, troubleshooting and resume running of electrical and electronic control equipment** | | | **能对本船舵机、锚机、绞缆机、装卸设备及及其他甲板设备的控制系统检测、维护、故障检查和修理**  **Testing, maintenance, troubleshooting and repair of control system of the steering gear, windlass, mooring winch, cargo handling equipment and other deck equipment** |  |  |
| .1 | 熟悉本船舵机控制系统故障检查与修理的基本方法  Familiarize with basic methods of trouble shooting and repair of steering gear control system |  |  |  |  |  |
| .2 | 熟悉本船锚机、绞缆机设备控制系统的检测、维护、故障检查和修理的方法  Familiarize with methods of testing, maintenance, troubleshooting and repair of windlass, mooring winch control systems |  |  |  |  |
| .3 | 熟悉本船装卸设备控制系统的检测、维护、故障检查和修理方法  Familiarize with methods of testing, maintenance, troubleshooting and repair of cargo handling equipment |  |  |  |  |
| .4 | 了解本船其它甲板机械的电气和电子控制设备检测、故障检查并恢复运行状态  Familiarize with testing, troubleshooting and recovery operation of other ship deck machinery electrical and electronic control equipment |  |  |  |  |

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| **12.** | **适任：生活设备的控制和安全系统的维护和修理**  Competence：Maintenance and repair of control and safety systems of hotel equipment | | |
| **12.1** | **理论知识：易燃区域电气和电子系统的运行**  **Theoretical knowledge: electrical and electronic systems operating in flammable zone** | | | **熟悉船危险场所及危险区域的电气设备的布置及标志**  **Familiar with layout and logo in dangerous places and electrical equipment in hazardous areas** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 熟悉本船危险场所及危险区域的划分  Familiarize with division of dangerous places and dangerous areas |  |  |  |  |  |
| .2 | 熟悉本船防爆电气设备布置及标志  Familiarize with layout and symbols of explosion-proof electrical equipment |  |  |  |  |
| **12.2** | **实际知识：执行安全的维护和修理程序,检查机械故障、确认故障点、采取措施防止机械损坏安全和应急程序**  **Practical knowledge: Carrying out safe maintenance and repair procedures, detection of machinery malfunction, location of faults and action to prevent damage and emergency procedures** | | | **熟悉本船伙食冷库控制系统的故障分析；熟悉本船中央空调系统的故障分析；熟悉本船火警探测装置的测试方法，熟悉感温式火警探测器的报警试验方法，熟悉感烟式火警探测器的报警试验方法，熟悉本船火灾报警系统的输出动作。**  **Familiar with the ship’s provision refrigerator control system failure analysis; familiar with the ship central air conditioning system failure analysis; familiar with the ship fire detection device testing methods, familiar with thermostatic fire detector alarm test methods, familiar with smoke type fire detector alarm test methods, familiar with output action of the ship's fire alarm system.** |  |  |
| .1 | 熟悉船舶伙食冷库控制系统  Familiarize with ship’s provision **r**efrigerator control system |  |  |  |  |  |
| .2 | 熟悉船舶中央空调装置控制系统  Familiarize with ship’s central air conditioning system |  |  |  |  |
| .3 | 熟悉舱室火灾自动报警系统  Familiarize with **compartment automatic fire alarm system.** |  |  |  |  |

**职能：（三）船舶作业管理和人员管理（操作级）**

**Function 3 Ship operation and care for persons on board at operational level**

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| **13.** | **适任：确保符合防污染要求**  Competence：Ensure compliance with pollution-prevention requirements | | |
| **13.1** | **防止海洋环境污染应采取的预防措施的知识**  **Knowledge of the precautions to be taken to prevent pollution of the marine environment** | | | **学习防止海洋环境污染应采取的预防措施的相关知识**  **Have knowledge of the precautions to be taken to prevent pollution of the marine environment** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 熟悉《MARPOL公约》要求及公司防污染规定  Familiarize with "MARPOL Convention" anti-pollution regulations and company requirements |  |  |  |  |  |
| .2 | 熟悉本船防污染措施  Familiarize with ship pollution prevention measures |  |  |  |  |
| .3 | 熟悉本船防污染器材的使用  Familiarize with Usage of the ship pollution prevention equipment |  |  |  |  |
| .4 | 了解美国VDP2013  Have knowledge of USA VDP2013 |  |  |  |  |
| .5 | 了解《中华人民共和国海洋环境保护法》的有关规定  Have knowledge of relevant provisions of the "People's Republic of Marine Environmental Protection Law" |  |  |  |  |
| .6 | 了解《中华人民共和国防治船舶污染海洋环境管理条例》的有关规定  Have knowledge of relevant provisions of the "People's Republic of Prevention of Pollution from Ships Marine Environment Management Regulations" |  |  |  |  |
| .7 | 了解《中华人民共和国船舶及其有关作业活动污染海洋环境防治管理规定》的有关规定  Have knowledge of relevant provisions of the "People's Republic of vessels and their activities related to marine environmental pollution prevention operations management regulations" |  |  |  |  |
| **13.2** | **防污染程序和所有相关设备**  **Pollution prevention program and all related equipment** | | | **了解油污应急计划，熟悉本人在船舶防污染行动中的职责；熟悉油水分离器自动控制系统的维护保养、常见故障原因及排除；熟悉焚烧炉自动控制系统的工作原理、参数调节、常见故障原因及排除；熟悉生活污水处理装置自动控制系统的工作原理、参数调整、常见故障原因及排除；熟悉保护海洋环境的重要性，熟悉保护海洋环境的措施。**  **Learn oil pollution prevention emergency plan, be familiar with the responsibilities of ship pollution prevention action; familiar with maintenance, common cause of failure and elimination in oily water separator automatic control system, familiar with working principle, parameter adjustment, common cause of failure and elimination in incinerator automatic control system; familiar with working principle, parameter adjustment, common cause of failure and elimination in sewage treatment plant automatic control system; familiar with importance of protecting the marine environment, familiar with measures to protect the marine environment.** |  |  |
| .1 | 熟悉防污染程序  Familiarize with pollution prevention procedures |  |  |  |  |  |
| .2 | 熟悉防污染相关设备：油水分离器，焚烧炉，生活污水处理装置，其它防污染设备  Familiarize with pollution prevention related equipment: oily water separator, incinerators, sewage treatment plant, other anti-pollution equipment |  |  |  |  |
| .3 | 熟悉采取积极措施保护海洋环境的重要性  Familiarize with the importance of taking proactive measures to protect the marine environment |  |  |  |  |

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| **14.** | **适任：船上防火、控制火灾和灭火**  Competence：Prevent, control and fight fire on board | | |
| **14.1** | **组织消防演习的能力**  **Ability to organize fire drills** | | | **熟悉公约对演习的要求与规定，熟悉公司体系文件对演习的规定；每月至少各组织1次消防和弃船演习，演习尽量模拟实际场景；熟悉演习程序，根据不同部位制定消防应急预案；当人员调动25%以上时，应在开航后24h内组织进行一次消防演习；熟悉船舶应急演习的各种信号；对演习情况进行评估，识别不足和培训需求。**  **Familiarize with the requirements and provisions of the Convention on the fire drill, familiarize with the company system documentation requirements for drill; organize at least once a month fire and abandon ship drills, trying to simulate real-world scenarios; familiar with drill procedures to develop contingency plans based on different parts of the fire; when personnel changed more than 25%, organizations should conduct a fire drill within 24h after sailing; familiar with the ship's emergency drill various signals; assess the situation of drill, identify inadequacy and training needs.** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 熟悉公司及本船安全防火规定  Familiarize with company and the ship fire safety regulations |  |  |  |  |  |
| .2 | 熟悉本船消防应急部署及本人在消防演习中的职责  Familiarize with ship fire emergency must list and his responsibilities in fire drills |  |  |  |  |
| .3 | 熟悉本船灭火的措施  Familiarize with ship's fire-fighting measures |  |  |  |  |
| .4 | 熟悉本船应急消防泵所在位置并能正确使用  Familiarize with the location of the emergency fire pump on board ship and proper use |  |  |  |  |
| .5 | 熟悉撤离、应急关闭和隔离程序适合紧急情况的性质，并迅速实施  Familiarize with evacuation, emergency shutdown and isolation procedures are appropriate to the nature of the emergency and are implemented promptly |  |  |  |  |
| **14.2** | **火的种类和化学性质的知识**  **Knowledge of classes and chemistry of fire** | | | **能正确的解释燃烧三要素（可燃物，助燃物，着火源），能掌握火的种类和不同种类火所适用的灭火剂**  **Correctly interpret three elements of fire (fuel, combustion materials, ignition sources), can grasp the kind of fire and apply different types of fire extinguishing agent** |  |  |
| .1 | 熟悉本船机舱灭火设备的数量、位置、性能和使用的知识  Familiarize with knowledge of the number, position, performance and use of fire-fighting equipment in the engine room of the ship |  |  |  |  |  |
| .2 | 了解火灾的种类和化学特性  Have knowledge of Classes and chemistry of fire |  |  |  |  |
| .3 | 了解着火和灭火原理  Have knowledge of principles of fire ignition and extinguishing |  |  |  |  |
| .4 | 熟悉不同火灾所使用的灭火器材  Familiarize with different uses of fire fighting equipment |  |  |  |  |
| **14.3** | **灭火系统的知识**  **Knowledge of fire fighting systems** | | | **了解本船灭火系统**  **Know about the ship’s fire fighting systems** |  |  |
| .1 | 熟悉本船灭火系统种类及用途  Familiarize with types and uses of fire extinguishing systems |  |  |  |  |  |
| .2 | 了解本船水灭火系统、二氧化碳灭火系统、水雾灭火系统、蒸汽灭火系统、泡沫灭火系统的使用  Have knowledge of use of the ship water fire extinguishing system, carbon dioxide extinguishing systems, water mist fire extinguishing systems, steam extinguishing systems, foam extinguishing system |  |  |  |  |
| .3 | 熟悉火警报警系统  Familiarize with fire alarm system |  |  |  |  |
| .4 | 了解生活区、机舱通风关闭装置的操作  Have knowledge of close operation of living area, engine room ventilation device |  |  |  |  |
| .5 | 了解风油切断装置的操作  Have knowledge of operation of air/ oil cutting device |  |  |  |  |
| **14.4** | **失火（包括发生涉及油类系统的火灾）时应采取的行动**  **Action to be taken in case of fire (including fires involving oil systems)** | | | **在日常工作中会采取防火措施，熟悉灭火程序，牢记本人在灭火时的职责，会对油类系统的火灾、电气火灾采取特别措施**  **Take fire precautions in their daily work, familiar with fire fighting procedures, keeping in mind his duties in the fire, take special measures to treat the oil fire, electrical fires** |  |  |
| .1 | 熟悉一般防火措施(可燃物的控制、通风的控制、热源的控制)  Familiarize with General fire precautions (fuel control, ventilation control, heat control) |  |  |  |  |  |
| .2 | 熟悉灭火程序  Familiarize with fire fighting procedures |  |  |  |  |
| .3 | 熟悉本人在灭火时的职责  Familiarize with responsibilities in the fire fighting |  |  |  |  |
| .4 | 熟悉对油类系统的火灾、电气火灾采取的特别措施  Familiarize with particular measures taken in case of fire on the oil system and electrical fire |  |  |  |  |

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| **15.** | **适任：操作救生设备**  Competence：Operate life-saving appliances | | |
| **15.1** | **组织弃船演习的能力和操作救生艇筏、救助艇及其释放装置和设备，包括无线电救生设备、卫星应急无线电示位标、搜救应答器、救生服和保温用具在内的知识**  **Ability to organize abandon ship drills and knowledge of the operation of survival craft, rescue boats and their launching appliances and arrangements, including radio life-saving appliances, satellite EPIRBs, SARTs, immersion suits and thermal protective aids** | | | **会操作本船救生艇筏、救助艇及其释放装置和设备，会使用本船无线电救生设备、卫星应急无线电示位标、搜救应答器、救生服、保温用具，每星期维护救生艇蓄电池、照明并做好相关记录**  **Operate survival craft, rescue boats and their launching appliances and arrangements, can use radio life-saving appliances, satellite EPIRBs, SARTs, immersion suits and thermal protective aids, maintain battery of life boat, lighting and make records** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 了解本船弃船演习的程序  Have knowledge of abandon ship drill procedures |  |  |  |  |  |
| .2 | 熟悉本船救生艇筏、救助艇及其释放装置和设备操作  Familiarize with operation of survival craft, rescue boats and their launching appliances and arrangements |  |  |  |  |
| .3 | 了解本船无线电救生设备、卫星应急无线电示位标、搜救应答器、救生服、保温用具的使用  Have knowledge of use of radio life-saving appliances, satellite EPIRBs, SARTs, immersion suits and thermal protective aids |  |  |  |  |
| .4 | 熟悉救生艇蓄电池、照明的维护并做好相关记录  Familiarize with maintenance of life boat battery, lighting and make records |  |  |  |  |
| .5 | 熟悉本船救生设备区域的照明及控制  Familiarize with lighting and control in the ship lifesaving equipment area |  |  |  |  |
| .6 | 熟悉在弃船求生情况下采取的行动适合于当时的环境和条件，并符合公认的安全做法和标准  Familiarize with actions taken in the case of abandonment of survival suitable for the prevailing circumstances and conditions, and in accordance with accepted safety practices and standards |  |  |  |  |

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| **16.** | **适任：船上运用医疗急救**  Competence：Apply medical first aid on board ship | | |
| **16.1** | **实际应用医疗指南和无线电咨询，包括根据这种知识对船上可能发生的事故和疾病采取有效行动的能力**  **Practical application of medical guidelines and advice by radio, including the ability to take effective action based on such knowledge in the case of accidents or illness that may occur on board ship** | | | **掌握船舶无线电医疗指南的基本内容，当船上出现人员伤亡时，能根据无线电无线医疗指南的指示，进行无线电咨询的能力，根据无线电咨询的指示，采取有利于控制事故和疾病的行动能力。**  **Master the basic content of the ship's radio medical guidelines, when injuries occur on board the ship, the ability of carrying out radio consultation according to the instructions in radio wireless medical guidelines, take measures to help control accidents and illness according to the instructions in advice by radio** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (/date) | |
| .1 | 了解如何迅速确认伤病的可能原因、性质和程度，加以治疗以减小对生命的直接威胁  Have knowledge of how to quickly identify possible causes of the injury, the nature and extent, be treated to reduce the immediate threat to life |  |  |  |  |  |
| .2 | 了解常见伤病治疗  Have knowledge of common injuries treatment |  |  |  |  |
| .3 | 了解船上护理的基本内容和要求以及护理技能  Have knowledge of basic care and nursing skills content and requirements on board ship |  |  |  |  |
| .4 | 了解外伤的处理原则和处理技能  Have knowledge of trauma principles and process skills |  |  |  |  |
| .5 | 了解常用治疗物品的消毒灭菌方法  Have knowledge of disinfection and sterilization methods commonly used in the treatment goods |  |  |  |  |
| .6 | 熟悉心肺复苏（CPR）的操作方法  Familiarize with method of operation for cardiopulmonary resuscitation (CPR) |  |  |  |  |
| .7 | 熟悉触电的急救方法  Familiarize with first aid for electric shock |  |  |  |  |
| .8 | Have knowledge of灼烧/烫伤的急救方法  First aid for burn / scald |  |  |  |  |
| 9 | 了解化学物品溅入眼睛的急救方法  Have knowledge of first aid for chemical splashed into the eyes |  |  |  |  |
| 10 | 了解骨折的急救方法  Have knowledge of first aid for fracture |  |  |  |  |
| 11 | 了解船员常见病、多发病的简易防治  Have knowledge of simple prevention for crew common diseases |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (initials /date)** | |
| **17.** | **适任：领导力和团队工作技能的运用**  Competence：Application of leadership and teamworking skills | | |
| **17.1** | **船上人员管理和培训的实用知识**  **Practical knowledge of shipboard personnel management and training** | | | **掌握本船机舱管理规定、值班规定、机舱相关人员的工作标准和行为准则**  **Master engine room management regulations, watchkeeping regulations, engine room personnel work standards and codes of conduct** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (/date) | |
| .1 | 熟悉本船机舱管理规定  Familiarize with engine room management regulations on board this ship |  |  |  |  |  |
| .2 | 熟悉本船机舱值班规定  Familiarize with engine room watchkeeping regulations on board this ship |  |  |  |  |
| .3 | 熟悉本船机舱相关人员的工作标准和行为准则  Familiarize with engine room personnel work standards and codes of conduct on board this ship |  |  |  |  |
| .4 | 了解公约、法规、体系文件关于船员培训的规定 Have knowledge of conventions, regulations and system documentation requirements on crew training |  |  |  |  |
| **17.2** | **运用任务和工作量管理的能力**  **Ability to apply task and workload management** | | | **了解如何制定工作计划和根据进度及时修正，掌握与各部门间的协调、寻求各部门配合和协助的技能，掌握所属人员（如电子电气技工、其它协作人员）的工作技能、责任心、身体状况等信息，了解人员任务和工作量的合理分派，熟悉分配所属人员工作、并以适合的方式告知所要求的工作标准和行为准则，了解在有限的时间和资源内组织人员完成规定的任务和工作量的方法，了解针对人员、任务、工作量作出合理优先排序的方法。**  **Learn how to develop work plans and timely correction according to schedule, control and coordination between various departments, to seek cooperation and assistance of the various departments, master work skills, responsibility, physical condition and other information of their personnel (such as electrical and electronic technicians, other collaborators), understanding reasonable distribution of tasks and workload of staff, familiar with their personnel assigned to work, and inform appropriate manner required work standards and codes of conduct, to understand the organization personnel in the limited time and resources to complete the required tasks and work volume method, make a reasonable understanding of the method for prioritizing personnel, tasks, workload.** |  |  |
| .1 | 掌握与各部门间的协调、寻求各部门配合和协助的技能  Master how to coordinate between various departments to seek various departments cooperate with and assist the skills |  |  |  |  |  |
| .2 | 熟悉分配所属人员工作  Familiarize with staff grouping |  |  |  |  |
| .3 | 了解在有限的时间和资源内组织人员完成规定的任务和工作量的方法  Learn how to organize personnel to complete the task and the workload in the limited time and with limited resources |  |  |  |  |
| .4 | 了解针对人员、任务、工作量作出合理优先排序的方法  To learn the method to make reasonable priority to personnel, tasks, work |  |  |  |  |
| **17.3** | **运用有效资源管理的知识和能力**  **Knowledge and ability for use of effective resource management** | | | **了解船舶现有资源的有效识别（船员、船舶硬件和软件、技能和经验等），了解针对已经识别的局面和风险进行判断，确定处理危机的优先顺序，了解合理利用和分配资源进行正确决策，转移风险和化解危机的方法，了解和运用公司的资源以及与公司相关部门进行有效沟通的方法，了解船上和岸上的各种交流渠道的选择和运用，了解决策的程序，了解利用技能、技术知识、收集的经验等改进决策的方法，了解与团队共同讨论问题、分析问题，利用团队信息作出正确决策的方法，了解正确决策的选择，了解有效领导行为的能力，了解事故处理思路清晰、决策果断的方法，管理严格、指挥组织稳妥有序，了解对团队人员协调和激励的措施，识别丧失情境意识的线索和迹象，掌握相应的防范措施。**  **Learn effective identification of ship existing resources (crew, ship hardware and software, skills and experience), to make judgments for the situation, prioritization of crisis, to make right decisions about the rational use and allocation of resources, method transfer risk and defuse the crisis, understand and use the company's resources with the relevant departments of the company and how to communicate effectively, understand the selection and use of various channels of communication on board and ashore, to understand the decision-making process, to understand the use of the skills, technical knowledge ways and experience gathered to improve decision-making, understanding the team to discuss and analyze problems, use the information to make the right decisions for the team approach, understand and select the right decisions, to understand the behavior of effective leadership ability, understanding of incident handling clear, decisive decision-making methods, strict management, safe and orderly organization of command, coordination and understanding of the team staff incentive measures to identify the loss of situational awareness clues and signs, to master the appropriate precautions.** |  |  |
| .1 | 了解合理利用和分配资源进行正确决策，转移风险和化解危机的方法  Understand the correct decision for rational use and allocation of resources, the transfer of risk and the methods to solve the crisis |  |  |  |  |  |
| .2 | 了解船上和岸上的有效沟通的方法  Understand effective communication methods on board and ashore |  |  |  |  |
| .3 | 了解利用技能、技术知识、收集的经验等改进决策的方法  Learn how to make use of skills, technical knowledge, collecting experience to improve decision making |  |  |  |  |
| .4 | 了解事故处理思路清晰、决策果断的方法  Learn the methods of accident processing clear thinking, decisive decision-making method |  |  |  |  |
| .5 | 具有并保持情景意识  Have and maintain situational awareness |  |  |  |  |  |
| **17.4** | **运用决策技能的知识和能力**  **Knowledge and abilities of use decision-making skills** | | | **对船舶电气设备突发故障，特别是可能引起设备和人身安全的故障，实施恰当的控制措施，将风险降低至合理的、可接受的水平，熟悉日常维护工作前的风险评估程序，分析现有控制风险的预防措施及危险情形，采取相应风险管理措施；针对危险因素的级别进行排序，确定风险发生的可能性和后果，针对不同的事故选择最佳处理方案，采用最合理的措施，将危险降至最小范围决策过程，充分考虑时间、地点、人员及内外部环境等因素，确定风险评估、考虑做出的选择、选择行动过程，将风险降低至合理的、可接受的水平，对决策的结果进行评估，对决策过程中欠妥的因素加以标识并运用到以后的决策中。**  **In case of sudden failure of electrical equipment on the ship, in particular may cause equipment failure and personal safety, the implementation of appropriate control measures to reduce the risk to a reasonable and acceptable level, familiar with the risk assessment process before the routine maintenance work, analysis of existing prevention and control measures and the risk of dangerous situations and take appropriate risk management measures; sort level risk factors for determining the likelihood and consequences of risk occurrence, choose the best treatment options for different incidents, the most reasonable measures, decision-making process to minimize the scope of the danger, give full consideration to the time, place, personnel and internal and external environmental factors, to determine the risk assessment, consider making the choice, choose a course of action to reduce the risk to a reasonable, acceptable levels, to assess the results of the decision-making process, to identify the factors of defects and apply to later decisions.** |  |  |
| .1 | 熟悉日常维护工作前的风险评估程序  Familiarize with risk assessment procedure before daily maintenance |  |  |  |  |  |
| .2 | 针对不同的事故选择最佳处理方案  Choose the best treatment scheme for different accidents |  |  |  |  |
| .3 | 采用最合理的措施，将危险降至最小范围  Employ most reasonable measures, reduce the risk to minimum range |  |  |  |  |
| .4 | 熟悉评价结果的有效性  Familiarize evaluation of effectiveness of results |  |  |  |  |

**第五部分 任务摘要图表**

**The fifth part Mission summary chart**

任务摘要图是为见习船员、船上培训师、轮机长和公司培训师提供指导并帮助检查见习船员所完成的任务或职责的数量。见习船员在培训计划的表格填写时，以任务摘要图的方式进行。在培训的过程中，勾除掉你已经完成的任务。

The purpose of the summary chart is to provide trainee, training officer, chief engineer and company trainer with a guide and continuous check on the numbers of tasks or duties that you have completed. Trainees should fill the blank of training plan by using the task summary task. Tick off only those tasks you have completed.

**职能（一）：电子、电气和控制工程**

**Function 1: Electrical、Electric and Control Engineering**

1适任：对电气、电子和控制系统运行的监控

Competence1:Monitor the operation of electrical, electronic and control systems

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1.1.1 | 1.1.2 | 1.1.3 | 1.1.4 | 1.1.5 | 1.1.6 | 1.2.1 | 1.2.2 | 1.2.3 | 1.3.1 | 1.3.2 | 1.4.1 | 1.4.2 | 1.4.3 | 1.5.1 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.5.2 | 1.5.3 | 1.5.4 | 1.6.1 | 1.6.2 | 1.6.3 | 1.7.1 | 1.7.2 | 1.7.3 | 1.7.4 | 1.7.5 | 1.7.6 | 1.8.1 | 1.8.2 | 1.8.3 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.8.4 | 1.8.5 | 1.9.1 | 1.9.2 | 1.10.1 | 1.10.2 | 1.10.3 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

2适任：推进装置和辅助机械自动控制系统的监控

Competence2:Monitor the operation of electrical, electronic and control systems

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 2.1.1 | 2.1.2 | 2.1.3 | 2.1.4 | 2.1.5 | 2.1.6 | 2.1.7 |
|  |  |  |  |  |  |  |

3适任：发电机和配电系统的操作

Competence3:Operate generators and distribution systems

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.1.1 | 3.1.2 | 3.1.3 | 3.1.4 | 3.1.5 | 3.1.6 | 3.1.7 | 3.1.8 | 3.1.9 | 3.1.10 | 3.1.11 | 3.2.1 | 3.2.2 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

4适任：1kV以上供电系统的操作和维护(如适用)

Competence4:Operate and maintain power systems in excess of 1,000 volts (where applicable)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4.1.1 | 4.1.2 | 4.1.3 | 4.2.1 | 4.2.2 | 4.2.3 | 4.2.4 | 4.2.5 | 4.2.6 | 4.2.7 |
|  |  |  |  |  |  |  |  |  |  |

5适任：操作船上计算机及计算机网络系统

Competence5:Operate computers and computer networks on ships

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 5.1.1 | 5.1.2 | 5.2.1 | 5.2.2 | 5.2.3 | 5.2.4 | 5.3.1 | 5.3.2 | 5.3.3 |
|  |  |  |  |  |  |  |  |  |

6适任：使用英语进行书面和口头表达

Competence6:Use English in written and oral form

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 6.1.1 | 6.1.2 | 6.1.3 | 6.1.4 | 6.1.5 | 6.1.6 | 6.1.7 | 6.1.8 |
|  |  |  |  |  |  |  |  |

7适任：熟练使用所有船上内部通信系统的操作

Competence7:Use English in written and oral form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 7.1.1 | 7.1.2 | 7.1.3 | 7.1.4 | 7.1.5 | 7.1.6 |
|  |  |  |  |  |  |

**职能（二）：维护与修理**

**Function 2: Maintenance and Repair**

8适任：电气和电子设备的维护与修理

Competence1:Maintenance and repair of electrical and electronic equipment

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 8.1.1 | 8.1.2 | 8.1.3 | 8.1.4 | 8.1.5 | 8.2.1 | 8.2.2 | 8.2.3 | 8.2.4 | 8.2.5 | 8.2.6 | 8.2.7 | 8.2.8 | 8.2.9 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8.2.10 | 8.3.1 | 8.3.2 | 8.3.1 | 8.3.2 | 8.3.3 | 8.3.4 | 8.3.5 | 8.3.6 | 8.3.7 | 8.3.8 | 8.3.9 | 8.3.10 | 8.3.11 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8.4.1 | 8.4.2 | 8.4.1 | 8.4.2 | 8.4.3 | 8.4.4 | 8.4.5 | 8.4.6 | 8.5.1 | 8.5.2 | 8.5.3 | 8.6.1 | 8.6.2 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**9**适任：主推进装置和辅助机械的自动和控制系统的维护和修理

Competence2:Maintenance and repair of automation and control systems of main propulsion and auxiliary machinery

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 9.1.1 | 9.1.2 | 9.1.3 | 9.1.4 | 9.1.5 | 9.1.6 | 9.2.1 | 9.2.2 | 9.2.3 | 9.2.4 | 9.2.5 | 9.2.6 | 9.2.7 | 9.3.1 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9.3.2 | 9.3.3 | 9.3.4 | 9.3.5 | 9.3.6 | 9.3.7 | 9.3.8 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**10**适任：驾驶台航行设备和船舶通信系统的维护和修理

Competence3:Maintenance and repair of bridge navigation equipment and ship communication systems

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 10.1.1 | 10.1.2 | 10.2.1 | 10.2.2 | 10.2.3 | 10.2.4 | 10.2.5 | 10.3.1 | 10.3.2 | 10.3.3 | 10.4.1 | 10.4.2 | 10.4.3 | 10.5.1 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10.5.2 | 10.5.3 | 10.5.4 | 10.5.5 | 10.6.1 | 10.6.2 | 10.7.1 | 10.7.2 | 10.8.1 | 10.8.2 | 10.8.3 | 10.8.4 | 10.8.5 | 10.8.6 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10.8.7 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**11**适任：甲板机械和装卸货设备的电气、电子和控制系统的维护和修理

Competence4:Maintenance and repair of electrical, electronic and control systems of deck machinery and cargo-handling equipment

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 11.1.1 | 11.1.2 | 11.1.3 | 11.1.4 | 11.2.1 | 11.2.2 | 11.2.3 | 11.2.4 | 11.2.5 | 11.3.1 | 11.3.2 | 11.3.3 | 11.3.4 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**12**适任：生活设备的控制和安全系统的维护和修理

Competence5:Maintenance and repair of control and safety systems of hotel equipment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 12.1.1 | 12.1.2 | 12.2.1 | 12.2.2 | 12.2.3 |
|  |  |  |  |  |

**职能（三）：船舶操作控制和船上人员管理**

**Function 3: Controlling the Operation of the Ship and Care for Persons on Board**

13适任：确保符合防污染要求

Competence1:Ensure compliance with pollution-prevention requirements

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 13.1.1 | 13.1.2 | 13.1.3 | 13.1.4 | 13.1.5 | 13.1.6 | 13.1.7 | 13.2.1 | 13.2.1 | 13.2.3 |
|  |  |  |  |  |  |  |  |  |  |

14适任：船上防火、控制火灾和灭火

Competence2:Prevent, control and fight fire on board

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 14.1.1 | 14.1.2 | 14.1.3 | 14.1.4 | 14.1.5 | 14.2.1 | 14.2.2 | 14.2.3 | 14.2.4 | 14.3.1 | 14.3.2 | 14.3.3 | 14.3.4 | 14.3.5 | 14.4.1 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14.4.2 | 14.4.3 | 14.4.4 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

15适任：操作救生设备

Competence3:Operate life-saving appliances

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 15.1.1 | 15.1.2 | 15.1.3 | 15.1.4 | 15.1.5 | 15.1.5 | 15.1.6 |
|  |  |  |  |  |  |  |

16适任：在船上应用医疗急救

Competence4:Apply medical first aid on board ship

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 16.1.1 | 16.1.2 | 16.1.3 | 16.1.4 | 16.1.5 | 16.1.6 | 16.1.7 | 16.1.8 | 16.1.9 | 16.1.10 | 16.1.11 |
|  |  |  |  |  |  |  |  |  |  |  |

17适任：领导力和团队工作技能的运用

Competence5:Application of leadership and teamworking skills

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 17.1.1 | 17.1.2 | 17.1.3 | 17.1.4 | 17.2.1 | 17.2.2 | 17.2.3 | 17.2.4 | 17.3.1 | 17.3.2 | 17.3.3 | 17.3.4 | 17.3.5 | 17.4.1 | 17.4.2 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 17.4.3 | 17.4.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**第六部分 见习记录簿附页（另加附页）**

**SECTION 6 On Board Training Record Book (additional pages)**

**专题一，见习的基本情况，收获与体会，不少于1000字。**

**Topic 1, The basic conditions, your experience and your understanding, not less than 1000 words.**

**专题二，电气、电子和控制工程（四选一），不少于2000字。**

**Topic 2, Electrical, electronic and control engineering (select one from four), not less than 2000 words.**

1. 电子-液压和电子-气动控制系统的维护管理

1. The maintenance management of electronic - hydraulic and electric - pneumatic control system

2. 主配电板突然失电的应急处理

2. Emergency treatment of sudden loss of power in the main switchboard

3. 高压供电系统的操作和维护

3. Operation and maintenance of high voltage power supply system

4. 操作船上计算机及计算机网络系统

4. The operation of the ship’s computer and the computer network system

**专题三，维护和修理（四选一），不少于2000字。**

**Topic 3, Maintenance and repair (select one from four), not less than 2000 words.**

1. 船舶机舱辅助机械自动控制系统的维护与修理

1. Maintenance and repair of marine auxiliary machinery automatic control system

2. 船舶推进装置自动控制系统的维护与修理

2. Maintenance and repair of ship’s propulsion plant automatic control system

3. 监控系统、自动控制设备、防护设备功能和性能测试

3 . Function and performance testing of monitoring system, automatic control equipment and protective equipment

4. 甲板机械和装卸货设备的电气、电子和控制系统的维护和修理

4. Maintenance and repair of deck machinery and cargo handling equipment electrical, electronic and control system

**专题四，船舶操作控制和船上人员管理（四选一），不少于1000字。**

**Topic 4, Controlling the operation of the ship and care for persons on board (select one from four), not less than 1000 words.**

1. 防污染设备的维护与修理

1. Maintenance and repair of pollution prevention equipment

2. 船舶电器失火时应采取的行动

2. Action to be taken in case of ship’s electrical fire

3. 救生设备电器的日常维护管理

3. Daily maintenance management of electrical equipment on life-saving appliances

4. 领导力和团队工作技能的运用

4. Application of leadership and team work skills

**第七部分 评价报告**

**SECTION 7 REPORT OF EVALUATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名 Name |  | 船上见习时间Training time on board |  | 船员服务簿注册号码 Seafarer’s Registration No. |  |
| 轮机长鉴定意见  Chief Engineer’s Assessment  签名 日期 Signature Date | | | | | |
| 船公司鉴定意见  Shipping Company’s Assessment  签名 日期  Signature Date | | | | | |
| 海事机构意见  Maritime Authority’s Opinion  签名 日期 Signature Date | | | | | |

# 10.申请电子技工适任证书船上见习记录簿

申 请 电 子 技 工 适 任 证 书

船 上 见 习 记 录 簿（2018版）

**ON BOARD TRAINING RECORD BOOK FOR CANDIDATES**

**FOR CERTIFICATION AS ELECTRO-TECHNICAL RATING** 申请电子技工适任证书

船上见习记录簿（2018版）

ON BOARD TRAINING RECORD BOOK FOR CANDIDATES

FOR CERTIFICATION AS ELECTRO-TECHNICAL RATING

姓名 Name:

船员服务簿注册号码 Seafarer’s Registration No.:

公司名称 Company:

海事管理机构 Maritime Administration:

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2、维护和修理 Maintenance and Repair

3、船舶操作控制和船上人员管理Controlling the Operation of the Ship and Care for Persons on Board

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**第一部分 使用指南**

轮机长、指定的船上培训师和见习船员需注意：

**1、记录簿的目的：**

见习记录簿是根据《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》的要求编制的，其目的是确保需要见习的船员按照结构化的培训计划，充分利用海上航行时间，在船上培训师的指导下，完成预定的培训任务。在充分完成培训任务后，就可以获得实际的工作经验和必要的海上服务资历，成为与《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》中适任要求相一致的合格船员。

**2、当持有记录簿时：**

见习船员应完成有关个人信息的填写。

见习船员应在船上培训师的指导下，按培训计划，分阶段地完成培训任务的填写。

见习船员在整个培训期间应个人负责记录簿的保管。

**3、加入船舶后，尽可能地：**

见习船员应完成第二部分关于船舶技术细节内容的填写，轮机长和指定的船上培训师应提供进行训练的机会。

轮机长和指定的船上培训师应检查此记录薄的记录情况，以核查实习进程。

见习船员应根据船舶的实际情况，在船上培训师的指导下，制定相应的培训计划以解决适任证明情况，在第五部分可以看到任务摘要图。

**4、实习船员海上资历期间：**

在第四部分所列出的一系列船上培训任务，应在船上培训师的指导下积极的完成。

一旦上船，只要航行情况允许，此记录薄应每个星期提交给指定的船上培训师检查。船上培训的开展要及时记录。船上培训师的检查要及时记录，在对需要改进的地方进行验证后，签名并标注日期。

记录薄每个月应提交给轮机长检查，轮机长的评论要及时记录，标注日期。该评论应仅涉及见习船员的适任情况和见习进程

记录薄应在每条船见习结束后提交给公司检查，公司培训师的评价要及时记录，标注日期。该评论应仅涉及见习船员的适任情况和见习进程。

**SECTION 1 GUIDE TO COMPLETION**

For the attention chief engineer designated on board training officers and rating trainees

1. Object of the record book

The record book was designed in accordance with the STCW Convention as amended in 2010 and the Regulations of the People’s Republic of China governing Competency Examination and Certification for Seafarers Serving on Seagoing Ships, which is to help ensure that ratings follow a structured programme of training and make best use of their time at sea to complete the tasks under the direction of onboard trainer. In so doing they will gain the practical training and experience to become competent watchkeeping deck ratings in accordance with the STCW Convention as amended in 2010 and the Regulations for the examination and certification of seafarers of the People’ republic of china.

1. On receipt of this book

The trainee should complete the information of personal history.

The trainee should complete the information required on the following pages by stages, under the supervision of the designated training officer on schedule.

The trainee should be personally responsible for the safe keeping of this record book throughout training.

1. As soon as possible after joining the ship:

The trainee should complete Section 2 which concerning the data of the ship details. The chief engineer and the designated training officer on board each ship should provide an opportunity for this exercise to be undertaken.

The chief engineer and the designated training officer on board each ship should inspect this book in order to check progress already made.

The trainee should make a plan to tackle the competences that still need to be demonstrated under the direction of the designated training officer. A task summary can be found in section 5.

1. Throughout the rating’s seagoing service

Sections 4, which contain a list of on board training tasks, should be progressively completed under the direction of the designated training officer.

The Book should be submitted to the designated training officer for inspection on joining the ship, so far as the voyage pattern allows, every week. The training progress should be recorded in time. The inspection of the designated training officer should also be recorded in time and sign his name with the date after inspecting the area for improvements.

The Book should be submitted to the chief engineer for inspection every month and the chief engineer’s comments should be recorded with date timely, Comments should only be related to the trainee’s practical progress and competence.

The Book should be submitted to the company for inspection after completion of training on every vessle and the comments should be recorded with date timely, Comments should only be related to the trainee’s practical progress and competence.

**第二部分** **资料与检查表**

**SECTION 2 DATA AND INSPECTION LIST**

1．个人资料Personal information

姓名Name: 出生日期Date of Birth:

海员证编号Seafarer’s Passport No.:

船员服务簿注册号码Seafarer’s Registration No.:

见习起止时间Starting and Ending Time of Training:

公司名称 Company:

公司地址Address of Company:

家庭住址Permanent Address:

备注Remarks:

PHOTO

**2．船舶资料Ship’s particulars**

获得你所服务船舶的信息对于你的训练很有必要，为了帮助你满足规则要求，当你在船上的时候记录如下的详情。

To get the shipping service information for your training is necessary, in order to help you to meet the regulatory requirements, when you on the ship record the following details.

**第一条船The first ship**

|  |  |  |
| --- | --- | --- |
| 船名SHIP’S NAME: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺寸和容积 Dimensions and capacities**  总吨位 Gross tonnage：  净吨位 Net tonnage  总长Length O.A m  型宽Breadth m  型深Depth m  夏季吃水Summer draught m  夏季干舷Summer freeboard m  载重量Deadweight t  空船排水量 Light displacement  t  淡水吃水Fresh water allowance m  营运航速Service speed Knots  克令吊(（制造商/型号） Cranes (maker/type)    起货机Winches    其它设备 Other equipment    **航行和通信设备**  **Navigational and communications equipment**  磁罗经 Magnetic Compass （型号type）    电罗经 Gyro Compass    雷达 Radars（制造商/型号Maker/Type）    计程仪Log（制造商/型号Maker/Type）    船舶自动识别系统AIS  （制造商/型号Maker/Type）    全球导航卫星系统GPS    航次数据记录仪VDR  （制造商/型号Maker/Type） | 总压载水容积Total ballast capacity  m3/tonnes  **机舱Main Engine**  主机型号 Type of M/E  副机型号 Type of D/G  主发电机型号 Type of Main Generator    应急发电机型号 Type of E/G    锅炉型号Type of boiler    燃油种类 Type of fuel    每日消耗量 Daily consumption  tonnes/day  燃料舱容 Bunker capacity  m3/tonnes  推进器 Propellers  营运速度 Service speed Knots  舵机型号 Type of steering gear    船舶保安报警系统 SSAS    自动舵 AUTOPILOT    甚高频 VHF（制造商/型号Maker/Type）  回声探测仪 Echo – sounder  （制造商/型号Maker/Type）    **GMDSS全球海上遇险与安全系统**  无线电应急示位标（编号）GMDSS EPIRB (No.)    卫星C船站 INMARSAT C    卫星F船站 INMARSAT F    中高频组合电台HF/MF STATION    搜救应答器SART(AIS-SART)    **救生设备 Lifesaving equipment**  **数量和容量 No. and capacity**  救生艇 Lifeboats    救生筏 Life rafts | 主机额定输出功率时的每分钟转速  Main engine output at kw  revs per min.  **锚机Anchors**  锚机型号Type of windlass  **系泊索具Moorings**  绞缆机型号 Type of mooring winches    **环境保护 Environmental protection**  **工作方式、容量**  **Working principle/Capacity**  生活污水处理装置 Sewage treatment plant    油水分离器 Oily water separator    焚烧炉 Incinerator    压载水监视器 Ballast water monitor    降落装置大小 Size of fails    救助艇 Rescue boats    吊升装置类型 Davis (Type)    救生圈数量 Lifebuoys (No.)    **消防设备Fire – fighting equipment**  灭火器 数量和容积  Fire extinguishers No. and capacity  水 Water  泡沫 Foam  干粉 Dry powder  二氧化碳 CO2  其它 Other  消防栓（数量与尺寸）Fire hoses (No. and size)    ]呼吸器具（数量和型号） Breathing apparatus (No. and type) |

**第二条船The second ship**

|  |  |  |
| --- | --- | --- |
| 船名SHIP’S NAME: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺寸和容积 Dimensions and capacities**  总吨位 Gross tonnage：  净吨位 Net tonnage  总长Length O.A m  型宽Breadth m  型深Depth m  夏季吃水Summer draught m  夏季干舷Summer freeboard m  载重量Deadweight t  空船排水量 Light displacement  t  淡水吃水Fresh water allowance m  营运航速Service speed Knots  克令吊(（制造商/型号） Cranes (maker/type)    起货机Winches    其它设备 Other equipment    **航行和通信设备**  **Navigational and communications equipment**  磁罗经 Magnetic Compass （型号type）    电罗经 Gyro Compass    雷达 Radars（制造商/型号Maker/Type）    计程仪Log（制造商/型号Maker/Type）    船舶自动识别系统AIS  （制造商/型号Maker/Type）    全球导航卫星系统GPS    航次数据记录仪VDR  （制造商/型号Maker/Type） | 总压载水容积Total ballast capacity  m3/tonnes  **机舱Main Engine**  主机型号 Type of M/E  副机型号 Type of D/G  主发电机型号 Type of Main Generator    应急发电机型号 Type of E/G    锅炉型号Type of boiler    燃油种类 Type of fuel    每日消耗量 Daily consumption  tonnes/day  燃料舱容 Bunker capacity  m3/tonnes  推进器 Propellers  营运速度 Service speed Knots  舵机型号 Type of steering gear    船舶保安报警系统 SSAS    自动舵 AUTOPILOT    甚高频 VHF（制造商/型号Maker/Type）  回声探测仪 Echo – sounder  （制造商/型号Maker/Type）    **GMDSS全球海上遇险与安全系统**  无线电应急示位标（编号）GMDSS EPIRB (No.)    卫星C船站 INMARSAT C    卫星F船站 INMARSAT F    中高频组合电台HF/MF STATION    搜救应答器SART(AIS-SART)    **救生设备 Lifesaving equipment**  **数量和容量 No. and capacity**  救生艇 Lifeboats    救生筏 Life rafts | 主机额定输出功率时的每分钟转速  Main engine output at kw  revs per min.  **锚机Anchors**  锚机型号Type of windlass  **系泊索具Moorings**  绞缆机型号 Type of mooring winches    **环境保护 Environmental protection**  **工作方式、容量**  **Working principle/Capacity**  生活污水处理装置 Sewage treatment plant    油水分离器 Oily water separator    焚烧炉 Incinerator    压载水监视器 Ballast water monitor    降落装置大小 Size of fails    救助艇 Rescue boats    吊升装置类型 Davis (Type)    救生圈数量 Lifebuoys (No.)    **消防设备Fire – fighting equipment**  灭火器 数量和容积  Fire extinguishers No. and capacity  水 Water  泡沫 Foam  干粉 Dry powder  二氧化碳 CO2  其它 Other  消防栓（数量与尺寸）Fire hoses (No. and size)    ]呼吸器具（数量和型号） Breathing apparatus (No. and type) |

**3．船上培训师检查培训进程**

见习船员根据见习任务，结合航次任务，按每星期的时间间隔填写完成

任务以记录簿中的编号或文字表述

**Designated training officer’s review of training progress**

This table should be completed weekly in accordance with the training task during the voyage

The training tasks are listed as number or words in this record book

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training Tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Data |
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**船上培训师检查培训进程（续表）**

**Designated training officer’s review of training progress (continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training Tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Data |
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**船上培训师检查培训进程（续表）**

**Designated training officer’s review of training progress (continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training Tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Data |
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**4．轮机长检查培训记录簿**

轮机长每个月结束后进行检查。该评论应仅涉及见习船员的适任情况和见习进程

**Chief engineer’s inspection of record book**

The Book should be submitted to the chief engineer for inspection every month

Comments should only be related to the trainee’s practical progress and competence

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 起止时间  Starting and ending time | 见习内容  Contents | 评论  Comments | 轮机长签字  Chief engineer’s initials | 日期  date | 船章  Ship’s official stamp |
|  |  |  |  |  |  |
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**5.公司培训师检查见习记录簿**

每条船见习结束后，公司培训师应对见习人员的见习进程、见习记录和适任情况进行检查和评估。

**Company’s inspection of record book**

The Book should be submitted to the company’s trainer for inspection after completion of training on every vessel.

Comments should only relate to the trainee’s practical progress,record and competence.

|  |  |  |  |
| --- | --- | --- | --- |
| 评论  Comments | 公司培训师姓名  Name of company’s trainer | 公司培训师签名  Initials | 日期  Date |
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**第三部分 培训任务和要达成的适任目标**

**SECTION 3 INFORMATION ON TRAINING TASKS AND COMPETENCES TO BE ACHIEVED**

完成清单中培训任务和达成胜任的例子

Example of how to complete the list of training task and competences achieved

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (Initials /date)** | |
| **1** | **适任：保养安全操作**  **Maintenance safe operations** | | |
| **1.1** | **船上安全做法的应用**  **Application of safe work practice on board** | | | **保养和修理有计划并按照安全规程执行**  **maintenance and repair are planned and carried out in accordance with safety rules and procedures** | **XXXX** | **XXXX** |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 描述船上许可工作制定  Describe the system of permits to work on board | XXXX | 2013,4,11 | “列举许可工作检查项目”描述不清楚 |  |  |
| .2 | 列举许可工作检查项目  List the items to be checked in a work permit | XXXX | 2013,4,11 | XXXX | 2013,4,13 |
| .3 | 列举热工作业许可检查项目  List the items to be checked in a hot work permit | XXXX | 2013,4,11 |  |  |
| .4 | 描述封闭空间  Describe an enclosed space | XXXX | 2013,4,1,3 |  |  |

* 粗体部分的适任（在此例中**保养安全操作**等等）直接取自STCW规则
* 主要的任务（在此例中**船上安全做法的应用**等）也取自STCW规则。主要的任务被细分为页码左手边的任务和职责。见习船员应尽可能地完成培训任务，但是考虑到可能的设备货物或船舶航行模式，并不要求所有的任务都能完成，在见习船员被认为在主要任务方面适任前。必须注意到，构成适任基础的一些知识和技能也可以在岸上培训中获得。
* 船上培训师可以在所提供的空白处两次记录完成任务的情况。这不意味着每项任务应完成两次，如果船上培训师认为一次已足够的话。
* 监督见习船员的船上培训师和教员由轮机长指定的具有丰富经验的合格船员担任。
* 在证明适任被记录之前，轮机长或指定的船上培训师可以记录下要改进部分的建议，在评估标准正下方有用于此目的的大空格。当表明适任主要的任务时，评估标准最右手边的空格子里，轮机长或指定的船上培训师应签字并标注日期（年，月，日），证明已经胜任。

当记录“表明适任”时，应该仔细考虑到表中所提出的评估标准。评估标准和船员良好的技能都来自STCW规则。

* The competence with **bold fonts** (**Maintenance safe operations**) is directly taken from the text of the STCW Code.
* The primary task (in this case **Application of safe work practice on board**) is also taken from the STCW Code. The primary task is sub-divided into training tasks or duties on the left hand side of the page. The trainee should complete as many of these training tasks as possible. However, in view of the likely equipment cargo or voyage pattern of the ship, it is not expected that all these tasks will be completed before the trainee is considered competent in the primary task. It should be noted that some of the skills and knowledge that underpin the competences may well have been obtained during shore based training.
* Space is provided to record completion of each training task twice by the supervising officer. This does not mean that each task must be completed twice if, in the opinion of the officer, once is considered sufficient.
* The officer supervising the trainee does not necessarily have to be the designated training officer.
* Before 'Competence Demonstrated' is recorded the chief engineer or designated on hoard training officer may record any appropriate advice about areas for improvement. A large blank space for this purpose is provided beneath the criteria for evaluation, as competence in these primary tasks is demonstrated, the appropriate blank next to the criteria for evaluation, on the far right hand side of the page, should be signed and dated(day, month and year )by the chief engineer or designated training officer on board ship to attest that competence has been demonstrated.
* A trainee’s attainment of the competence should only be recorded as 'Competence Demonstrated' when the chief engineer or designated training officer is indeed satisfied that the trainee can perform the duty without supervision.

When recording 'Competence Demonstrated', careful account should be taken of the criteria for evaluation contained on the right hand side of the page, which is taken from the STCW Code, as well as the best practices of seafarers and good safe working practice.

**第四部分 见习科目**

**SECTION 4 SUBJECT OUTLINE**

**职能(一)：电子、电气和控制管理**

Function 1：Electrical, electronic and control engineering at the support level

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (Initials /date)** | |
| **1.** | **适任：电气设备的安全使用**  Competence：The safe use of electrical equipment | | |
| **1.1** | **电气设备的安全使用和操作**  The safe use and operation of electrical equipment | | | **熟悉开始工作前的安全程序**  **Familiarize with safety procedures before starting work** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date)) | |
| .1 | 熟悉开始工作或修理前的安全预防措施  Familiarize with safety precautions before work or repair |  |  |  |  |  |
| .2 | 熟悉隔离程序  Familiarize with isolation procedures |  |  |  |  |
| .3 | 熟悉应急程序  Familiarize with emergency procedures |  |  |  |  |
| .4 | 熟悉船上各种电压  Familiarize with a variety of voltages on the ship |  |  |  |  |
| **1.2** | **触电的原因和防止触电应注意的预防措施的知识**  Electric shock causes and knowledge to prevent electric shock | | | **熟悉触电的原因和防止触电的预防措施**  **Familiarize with the causes of electric shock and preventive measures to prevent electric shock** |  |  |
| .1 | 熟悉触电的原因  Familiarize with the causes of electric shock |  |  |  |  |  |
| .2 | 熟悉防止触电的预防措施  Familiarize with preventive measures to prevent electric shock |  |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (Initials/date)** | |
| **2.** | **适任：有助于电气和机械操作的监控**  Competence：Contribute to monitoring of electrical and mechanical operation | | |  |  | |
| **2.1** | **机械工程系统操作的基本知识**  Basic knowledge of mechanical engineering systems operation | | | **了解本船机械工程系统各个设备的工作原理、操作及参数调整**  **Have knowledge of the working principle, operation and parameter adjustment of the ship's mechanical engineering system equipment** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 了解原动机，包括主推进装置  Have knowledge of prime mover, including the main propulsion plant |  |  |  |  |  |
| .2 | 了解机舱辅助机械  Have knowledge of engine room auxiliary machinery |  |  |  |  |  |
| .3 | 了解操舵系统  Have knowledge of steering system |  |  |  |  |  |
| .4 | 了解装卸货系统  Have knowledge of cargo handling system |  |  |  |  |  |
| .5 | 了解甲板机械  Have knowledge of deck machinery |  |  |  |  |  |
| .6 | 了解生活系统  Have knowledge of hotel system |  |  |  |  |  |
| **2.2** | **电子和电气操作的基本知识**  **Basic knowledge of electronic and electrical operation** | | | **了解电子和电气的基本知识，掌握电气设备及系统的操作**  **Have knowledge of basic knowledge of electronic and electrical, master the operation of electric equipment and system** |  |  |
| .1 | 了解本船电子技术和电气机械理论  Have knowledge of the ship theory of electronics and electrical machinery |  |  |  |  |  |
| .2 | 熟悉本船电力系统及配电装置  Familiarize with the power system and distribution devices on board the ship |  |  |  |  |  |
| .3 | 熟悉本船仪表、警报和监测系统  Familiarize with the ship meter, alarm and monitoring system |  |  |  |  |  |
| .4 | 熟悉本船电力驱动设备  Familiarize with the ship electric drive equipment |  |  |  |  |  |
| .5 | 了解本船电子-液压和电子-气动控制系统  Have knowledge of the electronic - hydraulic and electric - pneumatic control system |  |  |  |  |  |
| .6 | 熟悉本船发电机并车、负载分配和切换  Familiarize with the ship generator paralleling, load sharing and changing-over |  |  |  |  |  |

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| **3.** | **适任：使用手动工具、电气和电子测量设备进行故障检查、维护和修理作业**  Competence：Use hand tools, electrical and electronic measuring equipment fault inspection, maintenance and repairs | | |  |  | |
| **3.1** | **船上电气系统操作的安全要求**  **Safety requirements for the ship electric system operation** | | | **理解船舶电气系统操作的安全要求**  **Have knowledge of the security requirements of ship electric system operation** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 熟悉本船船舶安全用电相关规定  Familiarize with the ship electrical safety regulations |  |  |  |  |  |
| .2 | 熟悉本船安全用电的防护用具  Familiarize with the ship electric safety protective appliance |  |  |  |  |  |
| .3 | 熟悉本船船舶电气火灾的预防  Familiarize with the ship electrical fire prevention |  |  |  |  |  |
| .4 | 本船电缆的安全使用与维护  Safe use and maintenance of the ship cable |  |  |  |  |  |
| .5 | 熟悉本船电气设备的接地措施  Familiarize with grounding measures for the ship electrical equipment |  |  |  |  |  |
| .6 | 熟悉本船电气设备的电工绝缘材料和绝缘等级  Familiarize with the ship electrical equipment electrical insulation material and insulation class |  |  |  |  |  |
| .7 | 熟悉本船电气设备的工作安全要求  Familiarize with safety requirements for electrical equipment of the ship |  |  |  |  |  |
| **3.2** | **测量仪表、机械工具和手动与电动工具的使用**  **The use of measuring instruments, machine tools, hand tools and electric tools** | | | **正确选择和使用测试设备等，准确读数，掌握维护和修理的工作程序**  **Proper selection and use of testing equipment, accurate reading, master maintenance and repair work program** |  |  |
| .1 | 熟悉万用表的类型及使用  Familiarize with type and usage of multimeter |  |  |  |  |  |
| .2 | 熟悉兆欧表的的类型及使用  Familiarize with type and usage of Ohmmeter |  |  |  |  |  |
| .3 | 熟悉钳形电流表的结构及使用  Familiarize with structure and usage of clamp ammeter |  |  |  |  |  |
| .4 | 熟悉电流表的结构及使用  Familiarize with structure and usage of ammeter |  |  |  |  |  |
| .5 | 熟悉电压表的结构及使用方法  Familiarize with structure and usage of voltmeter |  |  |  |  |  |
| .6 | 熟悉其它电工仪器仪表使用方法  Familiarize with usages of other electrical instrumentation |  |  |  |  |  |

**职能：（二） 维护与修理（支持级）**

**Function 2 Maintenance and repair at the supporting level**

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (Initials/date)** | |
| **4.** | **适任：有助于船上维护和修理**  Competence：Contribute to ship maintenance and repair | | |  |  | |
| **4.1** | **润滑、清洁材料和设备的使用能力**  **The ability to use lubricants, cleaning materials and equipment** | | | **了解润滑、清洁材料和设备的使用**  **Have knowledge of the use of lubricants, cleaning materials and equipment** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 润滑材料和设备的使用  The use of lubricants and equipment |  |  |  |  |  |
| .2 | 清洁材料和设备的使用  The use of cleaning materials and equipment |  |  |  |  |  |
| **4.2** | **安全处置废料的知识**  **Knowledge of the safe disposal of wastes** | | | **了解安全处置废料的知识**  **Have knowledge of the safe disposal of wastes** |  |  |
| .1 | 安全处理废弃电池、元器件等废料  Dispose waster material safely, such as waste batteries, waste components etc. |  |  |  |  |  |
| **4.3** | **理解和执行日常维护及修理程序的能力**  **Understand and be able to implement daily maintenance and repair procedure** | | | **正确理解和执行日常维护及修理程序的能力**  **Correctly understand and be able to implement daily maintenance and repair procedure** |  |  |
| .1 | 理解船舶电气的日常维护及修理程序  Understand the daily maintenance and repair procedures of marine electrical system |  |  |  |  |  |
| .2 | 执行船舶电气日常维护及修理程序  Perform routine maintenance and repair procedures of marine electrical system |  |  |  |  |  |
| **4.4** | **理解制造商的安全指导和船上指令**  **Have knowledge of the manufacturer’s safety instructions and the shipboard command** | | | **正确理解制造商的安全指导和船上指令**  **Correctly understand manufacturer’s safety instructions and shipboard commands** |  |  |
| .1 | 熟悉制造商的安全指导和船上指令  Familiarize with manufacturer’s safety instructions and the ship command |  |  |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期Demonstrating competence**  **Designated trainer/professional assessor (Initials/date)）** | |
| **5** | **适任：有助于船上电气系统和机械的维护及修理**  Competence：Contribute to ship electrical and mechanical maintenance and repair | | |  |  | |
| **5.1** | **电气和简单电子图的识读**  **Reading electrical and electronic map** | | | **理解本船主要设备的电气、电子控制线路图**  **Understand electrical, electronic control circuit of ship major equipment** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 熟悉本船主要设备的电气控制线路图  Familiarize with electrical control circuit diagrams of major equipment |  |  |  |  |  |
| .2 | 了解本船电子设备的外围接线  Have knowledge of the ship electronic equipment external wiring |  |  |  |  |  |
| **5.2** | **电气启动控制箱的维护和修理**  **Maintenance and repair of electrical starting control box** | | | **掌握电气启动控制箱的常见故障分及排除故障**  **Master the troubleshooting of common failures and remedy in electric starting control box** |  |  |
| .1 | 电气启动控制箱的常见故障分析  Analysis of the common faults of electrical starting control box |  |  |  |  |  |
| .2 | 运用断电或带电查线法寻找故障点，并排除故障  The use of off-line method or charged investigation to find the position of failure, and troubleshooting |  |  |  |  |  |
| **5.3** | **船舶电动机的维护和修理**  **Maintenance and repair of the ship motor** | | | **掌握电动机的维护和修理**  **Master motor maintenance and repair** |  |  |
| .1 | 熟悉电机受潮、绕组绝缘值降低时的处理方法  Familiarize with methods when the motor damps and winding insulation value reduces |  |  |  |  |  |
| .2 | 熟悉三相异步电动机常见故障的判断方法与故障排除  Familiarize with method for determining common faults of three-phase induction motor and troubleshooting |  |  |  |  |  |
| .3 | 交流电动机解体保养  Disassemble and maintain AC motors |  |  |  |  |  |
| .4 | 交流电动机装配与恢复  Reassemble and recover AC motor |  |  |  |  |  |
| **5.4** | **船舶发电机的维护和修理**  **Maintenance and repair of the ship generator** | | | **了解船舶发电机的维护和修理**  **Have knowledge of maintenance and repair of the ship generator** |  |  |
| .1 | 了解同步发电机无法建压的解决方法  Have knowledge of solutions when synchronous generator cannot build up voltage |  |  |  |  |  |
| .2 | 了解发电机欠压的解决方法  Have knowledge of solutions to the generator under -voltage |  |  |  |  |  |
| .3 | 了解发电机绝缘检测  Have knowledge of generator insulation test |  |  |  |  |  |
| **5.5** | **船用蓄电池的维护与保养**  **Maintenance and repair of ship’s battery** | | | **掌握蓄电池的维护保养、充放电操作**  **Master battery maintenance, charge and discharge operation** |  |  |
| .1 | 蓄电池的维护保养及测试  Maintenance and test of storage battery |  |  |  |  |  |
| .2 | 蓄电池的充放电操作  Charge and discharge operation of the battery |  |  |  |  |  |
| **5.6** | **船舶配电板的维护与保养**  **Maintenance and repair of the ship power distribution board** | | | **掌握船舶配电板的维护与保养**  **Grasp the maintenance of ship power distribution board** |  |  |
| .1 | 主配电板维护与修理  Maintenance and repair of the main switchboard |  |  |  |  |  |
| .2 | 应急配电板维护与修理  Maintenance and repair of the emergency switchboard |  |  |  |  |  |
| .3 | 充放电板维护与修理  Maintenance and repair of charge and discharge board |  |  |  |  |  |
| .4 | 主开关的维护与修理  Maintenance and repair of ACB |  |  |  |  |  |
| **5.7** | **船舶照明系统的维护和修理**  **Maintenance and repair of the ship lighting system** | | | **掌握船舶照明系统的维护和修理**  **Grasp the maintenance and repair of the ship lighting system** |  |  |
| .1 | 照明设备的维护  Maintenance of lighting equipment |  |  |  |  |  |
| .2 | 了解船舶电网绝缘降低和查找单相接地故障  Have knowledge of ship power system insulation reduction and find out single-phase grounding failure |  |  |  |  |  |
| .3 | 查找船舶照明系统的常见故障  Find out common faults of ship lighting system |  |  |  |  |  |
| **5.8** | **船舶监控系统的维护保养**  **Maintenance of the ship monitoring system** | | | **掌握船舶监控系统的维护保养**  **Master maintenance of ship monitoring system** |  |  |
| .1 | 了解本船机舱监控系统的组成  Have knowledge of the composition of the ship monitoring system |  |  |  |  |  |
| .2 | 熟悉本船机舱监控系统的功能  Familiarize with the function of the ship engine room monitoring system |  |  |  |  |  |
| .3 | 本船机舱监控系统的性能测试  The performance test of the ship engine room monitoring system |  |  |  |  |  |
| .4 | 本船机舱监控系统的参数调整  Parameters adjustment of the ship engine room monitoring system |  |  |  |  |  |
| .5 | 本船机舱监控系统的日常维护  Daily maintenance of the ship’s engine room monitoring system |  |  |  |  |  |
| **5.9** | **船舶发电机及电力系统继电保护**  **Relay protection of ship generator and power system** | | | **熟悉船舶电力系统的继电保护及主要故障的判断和排除**  **Familiarize with relay protection and fault judgment of ship's electric power system and remedies** |  |  |
| .1 | 船舶电力系统的继电保护及主要故障的判断和排除  relay protection and fault judgment of ship's electric power system and remedies |  |  |  |  |  |
| .2 | 发电机主开关跳闸的应急处理  Emergency handling of ACB |  |  |  |  |  |
| .3 | 熟悉发电机外部短路、过载、失（欠）压和逆功率故障的判断方法  Familiarize with methods of determining external short circuit, overload, lose (under) voltage and reverse power failure |  |  |  |  |  |
| **5.10** | **船舶锅炉及废气锅炉的自动控制系统的维护与修理**  **Maintenance and repair of the automatic control system of marine boiler and exhaust gas boiler** | | | **了解船舶锅炉及废气锅炉的自动控制系统的维护与修理**  **Have knowledge of the repair and maintenance of automatic control system of marine boiler and exhaust gas boiler** |  |  |
| .1 | 了解本船锅炉电气部分的维护保养、故障检查和修理  Have knowledge of maintenance, troubleshooting and repair of ship boiler electrical part |  |  |  |  |  |
| .2 | 本船锅炉水位控制系统的维护保养及试验(低低水位试验）  Maintenance and testing (low-low water level test) methods of marine boiler water level control system |  |  |  |  |  |
| .3 | 了解本船锅炉的蒸汽压力控制系统  Have knowledge of steam pressure control system of ship boiler |  |  |  |  |  |
| .4 | 了解本船锅炉的安全保护系统  Have knowledge of the safety protection system of the ship boiler |  |  |  |  |  |
| .5 | 熟悉本船锅炉自动控制系统的安全注意事项、应急处理措施  Familiarize with safety precautions, emergency treatment measures for the automatic control system of ship boiler |  |  |  |  |  |
| **5.11** | **分油机自动控制系统的维护与修理**  **Maintenance and repair of purifier automatic control system** | | | **了解分油机自动控制系统的维护与修理**  **Have knowledge of the maintenance and repair of oil separator automatic control system** |  |  |
| .1 | 了解分油机的结构、工作原理  Have knowledge of the structure and working principle of oil separators |  |  |  |  |  |
| .2 | 了解分油机控制系统的输入输出信号、控制过程及维修保养注意事项  Have knowledge of the input and output signal, the control process, repair and maintenance precautions of oil separators control system |  |  |  |  |  |
| **5.12** | **锚机、绞缆机的维护与修理**  **Maintenance and repair of the windlass, mooring winch.** | | | **掌握锚机和绞缆机的维护、故障分析和修理**  **Master maintenance, repair and fault analysis of the windlass and mooring winch** |  |  |
| .1 | 熟悉锚机和绞缆机的类型及运行特点  Familiarize with the types and operating characteristics of the windlass and mooring winch |  |  |  |  |  |
| .2 | 熟悉电动液压锚机、绞缆机对电力拖动与控制系统的基本要求  Familiarize with the basic requirements of the electric drive and control system of electric hydraulic windlass and mooring winch |  |  |  |  |  |
| .3 | 熟悉锚机、绞缆机的电气控制线路  Familiarize with the electric control circuit of windlass and mooring winch |  |  |  |  |  |
| .4 | 本船锚机、绞缆机的设备检测、维护、故障检查和修理  Inspection, maintenance, troubleshooting and repair of the windlass and mooring winch |  |  |  |  |  |
| **5.13** | **装卸设备的的维护与修理**  **Maintenance and repair of cargo handling equipment** | | | **熟悉装卸设备的维护、故障分析和修理**  **Familiarize with maintenance，repair and fault analysis of the cargo handling equipment** |  |  |
| .1 | 熟悉装卸设备的类型及运行特点  Familiarize with the types and operation of cargo handling equipment |  |  |  |  |  |
| .2 | 熟悉装卸设备对电力拖动与控制系统的基本要求  Familiarize with basic requirements for electric drive and control system of the cargo handling equipment |  |  |  |  |  |
| .3 | 熟悉装卸设备电气控制线路  Familiarize with electrical control circuit of cargo handling equipment |  |  |  |  |  |
| .4 | 本船装卸设备的设备检测、维护、故障检查和修理  Detection, maintenance, troubleshooting and repair of ship’s cargo handling equipment |  |  |  |  |  |
| **5.14** | **舵机的维护与修理**  **Maintenance and repair of the steering gear** | | | **了解舵机的维护与修理**  **Have knowledge of the maintenance and repair of the steering gear** |  |  |
| .1 | 熟悉船舶航行对舵机动力与控制的基本要求  Familiarize with the basic requirements for steering gear power and control at sea |  |  |  |  |  |
| .2 | 熟悉本船自动舵的基本类型及其调节规律  Familiarize with basic types and the regulation rules of ship autosteering |  |  |  |  |  |
| .3 | 熟悉本船液压舵机的类型、工作原理及执行机构  Familiarize with type, working principle and actuator of the ship hydraulic steering gear |  |  |  |  |  |
| .4 | 了解船舶自适应舵原理与参数设置  Have knowledge of the ship adaptive auto steering principle and parameter setting |  |  |  |  |  |
| .5 | 了解舵机电力拖动与控制的电路图  Have knowledge of circuit diagram of the electric drive and control of steering gear |  |  |  |  |  |
| .6 | 本船舵机液压系统的故障检查与修理  troubleshooting and repair of hydraulic system of the ship steering |  |  |  |  |  |
| **5.15** | **火灾自动报警系统的维护和修理**  **Maintenance and repair of automatic fire alarm system** | | | **熟悉本船火警探测装置系统的组成、工作原理及报警测试**  **Familiarize with the composition, working principle of ship’s fire detection device system and alarm test** |  |  |
| .1 | 了解本船火警探测装置系统的组成及其工作原理  Have knowledge of composition and working principle of the fire detection system of ship |  |  |  |  |  |
| .2 | 本船火警探测装置的测试  Test for the ship fire detection device |  |  |  |  |  |
| .3 | 感温式火警探测器的报警试验  Test for temperature alarm type fire detector |  |  |  |  |  |
| .4 | 感烟式火警探测器的报警试验  Test for smoke alarm type fire detectors |  |  |  |  |  |
| **5.16** | **易燃区域电气和电子设备的维护和修理**  **Maintenance and repair of electrical and electronic equipment in flammable areas** | | | **掌握易燃区域电气和电子设备的维护和修理**  **Grasp maintenance and repair of electrical and electronic equipment in flammable areas** |  |  |
| .1 | 熟悉本船危险场所及危险区域的划分  Familiarize with the classification of dangerous area and zone on ship |  |  |  |  |  |
| .2 | 本船防爆电气设备布置及标志  Explosion proof layout and symbols of ship’s electrical equipment |  |  |  |  |  |
| .3 | 执行安全维护和修理程序  Perform safety maintenance and repair procedures |  |  |  |  |  |
| **5.17** | **油水分离器的维护与修理**  **Maintenance and repair of oily water separator** | | | **了解本船油水分离器的工作原理和组成，掌握油水分离器报警试验、维护和修理。**  **Have knowledge of the working principle and composition of the ship oily water separator, master the alarm test, maintenance and repair of oily water separator.** |  |  |
| .1 | 了解本船油水分离器的工作原理和组成  Have knowledge of the working principle and composition of the ship oily water separator |  |  |  |  |  |
| .2 | 油水分离器15PPM报警装置的试验、维护  Testing and maintenance of oily water separator 15PPM alarm device |  |  |  |  |  |
| .3 | 了解油水分离器自动控制系统原理、参数调节和日常运行管理  Have knowledge of principle, parameter adjustment and the daily operation and management of the oily water separator automatic control system |  |  |  |  |  |
| .4 | 了解油水分离器自动控制系统的维护保养、常见故障原因及排除  Have knowledge of maintenance and troubleshooting of common faults for oily water separator automatic control system |  |  |  |  |  |
| **5.18** | **焚烧炉的维护与修理**  **Maintenance and repair of incinerator** | | | **了解本船焚烧炉的工作原理和组成，掌握焚烧炉自动控制系统的维护保养、常见故障分析及排除。**  **Have knowledge of the working principle and composition of the incinerator, grasp the maintenance, common fault analysis and remedy of incinerator automatic control system** |  |  |
| .1 | 了解本船焚烧炉的工作原理和组成  Have knowledge of the working principle and composition of incinerator |  |  |  |  |  |
| .2 | 了解焚烧炉的操作规程、日常运行管理及维护保养  Have knowledge of operation rules, the daily operation management and maintenance of incinerator |  |  |  |  |  |
| .3 | 了解焚烧炉自动控制系统的工作原理、参数调节、常见故障原因及排除  Have knowledge of maintenance, parameter adjustment, common fault analysis and remedy of incinerator automatic control system |  |  |  |  |  |
| **5.19** | **生活污水处理装置的维护与修理**  **Maintenance and repair of sewage treatment plant** | | | **了解生活污水处理装置的工作原理，掌握其自动控制系统的维护保养、常见故障分析及排除。**  **Have knowledge of the working principle of sewage treatment plant, master the maintenance, common fault analysis and remedy of sewage treatment plant** |  |  |
| .1 | 了解生活污水处理装置的操作规程、日常运行管理及维护保养  Have knowledge of operation rules, daily operation management and maintenance of the sewage treatment plant |  |  |  |  |  |
| .2 | 了解生活污水处理装置自动控制系统的工作原理、参数调整、常见故障原因及排除  Have knowledge of maintenance, common fault analysis and remedy of sewage treatment plant automatic control system |  |  |  |  |  |
| **5.20** | **船舶其它辅助机械的自动控制系统的维护与修理**  **Repair and maintenance of automatic control system of other auxiliary machinery** | | | **掌握船舶其它辅助机械的自动控制系统的维护与修理**  **Master the repair and maintenance of automatic control system of other auxiliary machinery.** |  |  |
| .1 | 熟悉泵组手动、自动切换,控制电路分析及维护保养注意事项  Familiarize with pumping manual and automatic switching, pumping control circuit analysis and maintenance precautions |  |  |  |  |  |
| .2 | 了解油水分离器的操作、参数调整、模拟试验及日常维护  Have knowledge of operation, parameters adjustment, simulation test and daily maintenance of oily water separator |  |  |  |  |  |
| .3 | 了解燃油黏度自动控制系统中的黏度传感器的功用、及调节阀的调节特性及维修保养注意事项  Have knowledge of function of viscosity sensors in the fuel oil viscosity automatic control system, regulating characteristics of regulating valve and their repair, maintenance precautions. |  |  |  |  |  |

**职能（三）：船舶操作控制和船上人员管理（支持级）**

**Function 3：Controlling the operation of the ship and care for persons on board at the support level**

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (Initials/date)** | |
| **6** | **适任：有助于物料、备件的管理**  **Competence：Contribute to management of stores and spare parts** | | |  |  | |
| **6.1** | **物料管理**  **Stores management** | | | **掌握物料的正确申请、接受及使用管理**  **To master the correct application, acceptance and use management of stores** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 熟悉物料的申领程序  Familiarize with stores requisition procedure |  |  |  |  |  |
| .2 | 物料的管理  Stores management |  |  |  |  |  |
| **6.2.** | **备件的管理**  **Spare parts management** | | | **掌握备件的正确申请、接受及使用管理**  **To master the correct application, acceptance and use management of spare parts** |  |  |
| .1 | 熟悉备件的申领程序  Familiarize with spare parts requisition procedure |  |  |  |  |  |
| .2 | 熟悉备件的科学管理方法  Familiarize with the scientific management method of spare parts |  |  |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (Initials/date)** | |
| **7** | **适任：采取预防措施和有助于防止海洋环境污染**  **Competence: Take precautions to prevent marine environment pollution** | | |  |  | |
| **7.1** | **防止海洋环境污染应采取的预防措施的知识**  **Knowledge of precautions to prevent marine environment pollution** | | | **熟悉《MARPOL公约》要求及公司防污染规定、本船防污染措施、防污染器材的使用、有关国际国内海洋环境法律、法规。**  **Familiarize with MARPOL Convention requirements and company’s pollution prevention provisions, the ship’s pollution prevention measures, the use of anti- pollution equipment and the relevant international and domestic marine environmental laws, regulations** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 熟悉《MARPOL公约》要求及公司防污染规定  Familiarize with MARPOL Convention requirements and company’s pollution prevention provisions |  |  |  |  |  |
| .2 | 熟悉本船防污染措施  Familiarize with the ship’s pollution prevention measures |  |  |  |  |  |
| .3 | 熟悉本船防污染器材的使用  Familiarize with the use of the ship’s anti-pollution equipment |  |  |  |  |  |
| .4 | 熟悉美国《1990年油污法》的主要内容  Familiarize with the main contents of America 1990 Oil Pollution Act |  |  |  |  |  |
| .5 | 熟悉《中华人民共和国海洋环境保护法》的有关规定  Familiarize with the "Regulations of the people's Republic of China Marine Environmental Protection Law" |  |  |  |  |  |
| .6 | 熟悉《中华人民共和国防治船舶污染海洋环境管理条例》的有关规定  Familiarize with the relevant regulations of the People's Republic of China Marine Environmental Management of Ship Pollution Prevention |  |  |  |  |  |
| .7 | 熟悉《中华人民共和国船舶及其有关作业活动污染海洋环境防治管理规定》的有关规定  Familiarize with the relevant provisions of The Law of the People's Republic of China Vessels and the relevant Control Activities of Marine Pollution Management Regulations |  |  |  |  |  |
| **7.2** | **防污染程序**  **Pollution prevention procedures** | | | **熟悉防污染程序、文件，熟悉本人在船舶防污染行动中的职责。**  **Familiarize with the pollution prevention procedures, and documents, Familiarize with my anti-pollution duties in the ship.** |  |  |
| .1 | 熟悉防污染程序  Familiarize with the pollution prevention procedures |  |  |  |  |  |
| .2 | 熟悉有关的防污染文件  Familiarize with the pollution prevention documents |  |  |  |  |  |
| .3 | 熟悉防污染证书中有关主管设备的内容  Familiarize with the content for relevant equipment in the pollution prevention certificate |  |  |  |  |  |
| .4 | 了解油污应急计划  Have knowledge of the oil pollution emergency plan |  |  |  |  |  |
| .5 | 熟悉本人在船舶防污染行动中的职责  Familiarize with my anti -pollution duties in the ship |  |  |  |  |  |
| **7.3** | **采取积极措施保护海洋环境的重要性**  **The importance of taking proactive measures to protect the marine environment** | | | **熟悉船舶海洋污染的特点和途径、保护海洋环境的重要性、保护海洋环境的措施。**  **Familiarize with marine pollution characteristics and ways, the importance and measures of marine environment protection** |  |  |
| .1 | 熟悉船舶海洋污染的特点和途径  Familiarize with the characteristics and ways of marine pollution |  |  |  |  |  |
| .2 | 熟悉保护海洋环境的重要性  Familiarize with the importance of the protection of the marine environment |  |  |  |  |  |
| .3 | 熟悉保护海洋环境的措施  Familiarize with the marine environmental protection measures |  |  |  |  |  |

**第五部分 任务摘要图表**

**The fifth part Mission summary chart**

任务摘要图是为见习船员、船上培训师、轮机长和公司培训师提供指导并帮助检查见习船员所完成的任务或职责的数量。见习船员在培训计划的表格填写时，以任务摘要图的方式进行。在培训的过程中，勾除掉你已经完成的任务。

The graph is the task for midshipman, boat trainer, chief engineer and corporate trainers provide guidance and help to check the midshipman completes the task or duty number. Midshipman training program in the form of task graphs, way. In the training process, Gouchu off your completed tasks.

**职能（一）：电子、电气和控制管理**

Function 1：Electrical, electronic and control engineering at the support level

**1适任：电气设备的安全使用**

Competence 1：The safe use of electrical equipment

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| 1.1.1 | 1.1.2 | 1.1.3 | 1.1.4 | 1.2.1 | 1.2.2 |
|  |  |  |  |  |  |

**2适任：有助于电气和机械操作的监控**

Competence 2：Contribute to monitoring of electrical and mechanical operation

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| 2.1.1 | 2.1.2 | 2.1.3 | 2.1.4 | 2.1.5 | 2.1.6 | 2.2.1 | 2.2.2 | 2.2.3 | 2.2.4 | 2.2.5 | 2.2.6 |
|  |  |  |  |  |  |  |  |  |  |  |  |

**3适任：使用手动工具、电气和电子测量设备进行故障检查、维护和修理作业**

Competence 3：Use hand tools, electrical and electronic measuring equipment fault inspection, maintenance and repairs

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| 3.1.1 | 3.1.2 | 3.1.3 | 3.1.4 | 3.1.5 | 3.1.6 | 3.1.7 | 3.2.1 | 3.2.2 | 3.2.3 | 3.2.4 | 3.2.5 | 3.2.6 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**职能：（二） 维护与修理**

**Function 2 Maintenance and repair at the supporting level**

**4适任：有助于船上维护和修理**

Competence 4：Contribute to ship maintenance and repair

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| 4.1.1 | 4.1.2 | 4.2.1 | 4.3.1 | 4.3.2 | 4.4.1 |
|  |  |  |  |  |  |

**5适任：有助于船上电气系统和机械的维护及修理**

Competence 5：Contribute to ship electrical and mechanical maintenance and repair

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| 5.1.1 | 5.1.2 | 5.2.1 | 5.2.2 | 5.3.1 | 5.3.2 | 5.3.3 | 5.3.4 | 5.4.1 | 5.4.2 | 5.4.3 | 5.5.1 | 5.5.2 | 5.6.1 | 5.6.2 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.6.3 | 5.6.4 | 5.7.1 | 5.7.2 | 5.7.3 | 5.8.1 | 5.8.2 | 5.8.3 | 5.8.4 | 5.8.5 | 5.9.1 | 5.9.2 | 5.9.3 | 5.10.1 | 5.10.2 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.10.3 | 5.10.4 | 5.10.5 | 5.11.1 | 5.11.2 | 5.12.1 | 5.12.2 | 5.12.3 | 5.12.4 | 5.13.1 | 5.13.2 | 5.13.3 | 5.13.4 | 5.14.1 | 5.14.2 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.14.3 | 5.14.4 | 5.14.5 | 5.14.6 | 5.15.1 | 5.15.2 | 5.15.3 | 5.15.4 | 5.16.1 | 5.16.2 | 5.16.3 | 5.17.1 | 5.17.2 | 5.17.3 | 5.17.4 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.18.1 | 5.18.2 | 5.18.3 | 5.19.1 | 5.19.2 | 5.20.1 | 5.20.2 | 5.20.3 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**职能（三）：船舶操作控制和船上人员管理**

**Function 3：Controlling the operation of the ship and care for persons on board at the support level**

**6适任：有助于物料、备件的管理**

**Competence 6：Contribute to management of stores and spare parts**

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| 6.1.1 | 6.1.2 | 6.2.1 | 6.2.2 |
|  |  |  |  |

**7适任：采取预防措施和有助于防止海洋环境污染**

**Competence: Take precautions to prevent marine environment pollution**

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| 7.1.1 | 7.1.2 | 7.1.3 | 7.1.4 | 7.1.5 | 7.1.6 | 7.1.7 | 7.2.1 | 7.2.2 | 7.2.3 | 7.2.4 | 7.2.5 | 7.3.1 | 7.3.2 | 7.3.3 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**第六部分 见习记录簿附页（另加附页）**

**SECTION 6 On Board Training Record Book (additional pages)**

**专题一: 见习的基本情况，收获和体会，不少于1000字。**

**Topic 1, The basic conditions, your experience and your Have knowledge ofing, not less than 1000 words.**

**专题二：电子、电气和控制管理（四选一），不少于1000字。**

**Topic 2, Electrical, electronic and control engineering (select one from four), not less than 2000 words.**

1. 电气设备的安全使用 The safe use of electrical equipment

2. 操舵系统的操作及运行管理 Operation and management of steering control system

1. 仪表、警报和监测系统 Instruments, alarm and monitoring system
2. 电气装置并车、负载分配和切换 Coupling, load sharing and changes in electric configuration

**专题三，维护和修理（四选一），不少于1000字。**

**Topic 3： Maintenance and repair (select one from four), not less than 1000 words.**

1. 船舶发电机、电动机的维护和修理 Maintenance and repair of marine generator, motor
2. 船用蓄电池的维护保养 Maintenance of ship battery
3. 船舶照明系统的维护和修理 Maintenance and repair of the ship lighting system

4. 船舶监控系统的维护保养 Maintenance of the ship monitoring system

**专题四：船舶操作控制和船上人员管理（二选一），不少于1000字。**

**Topic 4：Controlling the operation of the ship and care for persons on board (select one from two), not less than 1000 words**.

1. 物料和备件的管理 Stores and spare parts management

1. 预防措施和有助于防止海洋环境污染 Preventive measures to prevent the marine environment pollution

**第七部分 评价报告**

**SECTION 7 REPORT OF EVALUATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名 Name |  | 船上见习时间Training time on board |  | 船员服务簿注册号码 Seafarer’s Registration No. |  |
| 轮机长鉴定意见  Chief Engineer’s Assessment  签名 日期 Signature Date | | | | | |
| 船公司鉴定意见  Shipping Company’s Assessment  签名 日期  Signature Date | | | | | |
| 海事机构意见  Maritime Authority’s Opinion  签名 日期 Signature Date | | | | | |

# 11.申请客船船员适任证书船舶见习记录簿

申 请 客 船 船 员 适 任 证 书

船 舶 见 习 记 录 簿（2018版）

ON BOARD TRAINING RECORD BOOK FOR CANDIDATES

FOR CERTIFICATION AS PASSENGER SHIP’S CREW

申 请 客 船 船 员 适 任 证 书

船 舶 见 习 记 录 簿

ON BOARD TRAINING RECORD BOOK FOR CANDIDATES

FOR CERTIFICATION AS PASSENGER SHIP’S CREW

姓名 Name:

船员服务簿注册号码 Seafarer’s Registration No.:

公司名称 Company:

海事管理机构 Maritime Administration:

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2旅客安全**Passenger’s safety**

3危机管理**Crisis management**

4货物安全和船体完整性**Passenger safety, cargo safety and hull integrity training**

5船舶操纵 **Ship’s maneuver**

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**第六部分 见习记录簿附页SECTION 6 EXTRA PAPERS FOR ON BOARD TRAINING RECORD BOOK**

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**第一部分 使用指南**

船长、指定的船上培训师和见习船员需注意

**1记录簿的目的：**

见习记录簿是根据《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》的要求编制的，其目的是确保需要见习的船员按照结构化的见习计划，充分利用海上航行时间，在船上培训师的指导下，完成预定的培训任务。在充分完成见习任务后，就可以获得实际的工作经验和必要的海上服务资历，成为与《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》中适任要求相一致的合格船员。

**2当持有记录簿时：**

见习船员应完成有关个人信息的填写。

见习船员应在船上培训师的指导下，按培训计划，分阶段地完成见习任务的填写。

见习船员在整个见习期间应个人负责记录簿的保管。

**3加入船舶后，尽可能地：**

见习船员应完成第二部分关于船舶技术细节内容的填写，船长和指定的船上培训师应提供进行训练的机会。

船长和指定的船上培训师应检查此记录簿的记录情况，以核查实习进程。

见习船员应根据船舶的实际情况，在船上培训师的指导下，制定相应的见习计划以解决适任证明的问题，在第五部分可以看到任务摘要图。

**4见习船员海上资历期间：**

在第四部分所列出的一系列船上见习任务，应在船上培训师的指导下积极的完成。

一旦上船，只要航行情况允许，此记录簿应每个星期提交给指定的船上培训师检查。船上见习的开展要及时记录。船上培训师的检查要及时记录，在对需要改进的地方进行验证后，签名并标注日期。

记录簿每个月应提交给船长检查，船长的评论要及时记录，标注日期。该评论应仅涉及见习船员的适任情况和见习进程。

记录簿应在每条船见习结束后提交给公司检查，公司培训师的评论要及时记录，标注日期。该评论应仅涉及见习船员的适任情况和见习进程。

**SECTION 1 GUIDE TO COMPLETION**

For the attention masters, designated on board training officers and rating trainees

1. Object of the record book

The record book was designed in accordance with the STCW Convention as amended in 2010 and the Regulations of the People’s Republic of China governing Competency Examination and Certification for Seafarers Serving on Seagoing Ships, which is to help ensure that ratings follow a structured programme of training and make best use of their time at sea to complete the tasks under the direction of onboard trainer. In so doing they will gain the practical training and experience to become competent watchkeeping deck ratings in accordance with the STCW Convention as amended in 2010 and the Regulations for the examination and certification of seafarers of the People’ republic of China.

1. On receipt of this book

The trainee should complete the information of personal history.

The trainee should complete the information required on the following pages by stages, under the supervision of the designated training officer on schedule.

The trainee should be personally responsible for the safe keeping of this record book throughout training.

1. As soon as possible after joining the ship:

The trainee should complete Section 2 which concerning the data of the ship details. The master and the designated training officer on board each ship should provide an opportunity for this exercise to be undertaken.

The master and the designated training officer on board each ship should inspect this book in order to check progress already made.

The trainee should make a plan to tackle the competences that still need to be demonstrated under the direction of the designated training officer. A task summary can be found in section 5.

1. Throughout the rating’s seagoing service

Sections 4, which contain a list of on board training tasks, should be progressively completed under the direction of the designated training officer.

The Book should be submitted to the designated training officer for inspection on joining the ship, so far as the voyage pattern allows, every week. The training progress should be recorded in time. The inspection of the designated training officer should also be recorded in time and sign his name with the date after inspecting the area for improvements.

The Book should be submitted to the master for inspection every month and the master’s comments should be recorded with date timely, Comments should only be related to the trainee’s practical progress and competence.

The Book should be submitted to the company for inspection after completion of training on every vessle and the comments should be recorded with date timely, Comments should only be related to the trainee’s practical progress and competence.

**第二部分 资料与检查表**

**SECTION 2 PARTICULARS AND INSPECTION LIST**

1. 个人资料 Personal information

PHOTO

姓名Name: 出生日期Date of Birth:

海员证编号Seafarer’s Passport No.:

船员服务簿注册号码Seafarer’s Registration No.:

见习起止时间Starting and Ending Time of Training:

公司名称 Company:

公司地址Address of Company:

家庭住址Permanent Address:

备注Remarks:

2. 船舶资料 Ship’ particulars

**第一艘船舶（船长和驾驶员）**

**The first ship（Master and Offices）**

|  |  |  |
| --- | --- | --- |
| 船名SHIP’S NAME: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺度和容积Dimensions and Capacities**  全长Length O.A. m  船宽Breadth m  船深Depth m  夏季吃水Summer Draught m  夏季干舷Summer Freeboard m  总吨位Gross Tonnage  净吨位 Net Tonnage  总载重量Dead Weight t  空船排水量Light Displacement t 散装容积Grain Capacity m3  液舱容积Liquid Capacity m3  **系缆（数量/直径）**  **Mooring Ropes(Number/Diameter)**  合成纤维缆Synthetic Fibre mm  钢丝绳Wires mm  拖缆Towing Spring mm  **锚(重)Anchors (Weight)**  左锚Port t  右锚Starboard t备锚Spare t  锚链（直径）Cable(Diameter) mm | 锚链长度Length shackles**救生设备Lifesaving Equipment**  救生艇(数量)Lifeboats(No.)  救生筏(数量)life-Raft(No.)  救生艇定员（人）Capacity per boat persons  救生筏定员（人）Capacity per life-raft persons  救生圈(数量) Lifebuoys(No.)  救生衣（数量）Survival Suits(No.)  **消防装置Fire Fighting Equipment**  灭火器（数量/容量）Fire Extinguishers(No. and Capacity)  种类Types:  水Water liters  泡沫Foam liters  干粉Dry Powder kg  二氧化碳CO2 kg  消防水管 (数量/尺寸)Fire Hoses(No. /size) mm  消防员装备(品牌/数量)Fireman’s Outfit(type/No.)    **货物操作设备Cargo Handling Gear**  吊杆/克令吊（数量/安全工作负荷）  Derricks/Cranes(No. and SWL) t  其他货物装卸设备Other Cargo Equipment | **航行通信设备Navigational And Communication Equipment**  紧急无线电示位标（型号）EPIRB (type)    搜救雷达应答器（型号）SART (type)    陀螺罗经（型号）Gyro-compass (type)    雷达（数量/型号）Radar(No./type)    全球定位系统（型号）GPS (type)    驾驶台航行值班警报系统（型号）BNWAS (type) |

**第一艘船舶（轮机员）**

**The first ship（Engineers）**

|  |  |  |
| --- | --- | --- |
| 船名SHIP’S NAME: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺度和容积Dimensions and Capacities**  全长Length O.A. m  船宽Breadth m  船深Depth m  夏季吃水Summer Draught m  夏季干舷Summer Freeboard m总吨位Gross Tonnage  净吨位 Net Tonnage  总载重量Dead Weight t  空船排水量Light Displacement t 散装容积Grain Capacity m3  液舱容积Liquid Capacity m3  **锅炉**（**制造商/型号）**  **Boilers(maker/type)**  重油容量HFO capacity m3/tonnes  柴油容量DO capacity m3/tonnes  重油消耗HFO consumption tonnes/day  柴油消耗DO consumption tonnes/day  营运船速Service speed knots  **货物操作设备Cargo Handling Gear**  吊杆/克令吊（数量/安全工作负荷）Derricks/Cranes(No. and SWL) t | **主机Main Engine**  制造商/型号Maker/type  最大持续功率MCR KW at revs per min  **造水机（制造商/型号）Fresh water generators (maker/type)**  **救生设备Lifesaving equipment**  快速救助艇 (艇机型号) Fast Rescue Boat (engine/type)  救生艇(数量/容量/艇机型号) Lifeboats (no./cap/engine)  救生筏 (数量/.容量) Life-rafts (no./capacity)    求生服 (数量/型号) Survival suits (no./type)    应急逃生呼吸器（数量/类型）Escape sets (no./type)  **消防设备Fire Fighting Equipment**  应急消防泵 (型号/排量)  Emergency fire pump (type/cap)  灭火器 (数量/容量)  Fire extinguishers (number and capacity) | **发电机Generators**  发电柴油机（数量/型号）Engines (no./type)  最大功率Max electrical output Kw  应急发电机（型号）  Emergency generator engine (type)  最大功率Max electrical output Kw  **防污染设备 Pollution Prevention Equipments**  油水分离器（制造商/型号）Oily water separator (maker/type)    焚烧炉（制造商/型号）  Incinerator (maker/type.)  生活污水处理装置（制造商/型号）  Sewage treatment unit (maker/type)  排油监控装置（制造商/型号）Oil discharge monitoring and control system (maker/type)  **舵机和侧推装置Steering and Propulsion**  舵机（制造商/型号）Steering gear (maker/type)  螺旋桨（型号）Propeller (type)  螺旋桨（叶片数量 /直径）Propeller (no. of blades /diameter)    侧推器（数量/型号/推力）Trusters (no./type/thrust) |

**第二艘船舶（船长和驾驶员）**

**The second ship（Master and Offices）**

|  |  |  |
| --- | --- | --- |
| 船名SHIP’S NAME: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺度和容积Dimensions and Capacities**  全长Length O.A. m  船宽Breadth m  船深Depth m  夏季吃水Summer Draught m  夏季干舷Summer Freeboard m\总吨位Gross Tonnage  净吨位 Net Tonnage  总载重量Dead Weight t  空船排水量Light Displacement t  散装容积Grain Capacity m3  液舱容积Liquid Capacity m3  **系缆（数量/直径）**  **Mooring Ropes(Number/Diameter)**  合成纤维缆Synthetic Fibre mm  钢丝绳Wires mm  拖缆Towing Spring mm  **锚(重)Anchors (Weight)**  左锚Port t  右锚Starboard t  备锚Spare t  锚链（直径）Cable(Diameter) mm | 锚链长度Length shackles  **救生设备Lifesaving Equipment**  救生艇(数量)Lifeboats(No.)  救生筏(数量)life-Raft(No.)  救生艇定员（人）Capacity per boat persons  救生筏定员（人）Capacity per life-raft persons  救生圈(数量) Lifebuoys(No.)  救生衣（数量）Survival Suits(No.)  **消防装置Fire Fighting Equipment**  灭火器（数量/容量）Fire Extinguishers(No. and Capacity)  种类Types:  水Water liters  泡沫Foam liters  干粉Dry Powder kg  二氧化碳CO2 kg  消防水管 (数量/尺寸)Fire Hoses(No. /size) mm  消防员装备(品牌/数量)Fireman’s Outfit(type/No.)    **货物操作设备Cargo Handling Gear**  吊杆/克令吊（数量/安全工作负荷）  Derricks/Cranes(No. and SWL) t  其他货物装卸设备Other Cargo Equipment | **航行通信设备Navigational And Communication Equipment**  紧急无线电示位标（型号）EPIRB (type)    搜救雷达应答器（型号）SART (type)    陀螺罗经（型号）Gyro-compass (type)    雷达（数量/型号）Radar(No./type)    全球定位系统（型号）GPS (type)    驾驶台航行值班警报系统（型号）BNWAS (type) |

**第二艘船舶（轮机员）**

**The second ship（Engineers）**

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| 船名SHIP’S NAME: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺度和容积Dimensions and Capacities**  全长Length O.A. m  船宽Breadth m  船深Depth m  夏季吃水Summer Draught m  夏季干舷Summer Freeboard m  总吨位Gross Tonnage  净吨位 Net Tonnage  总载重量Dead Weight t  空船排水量Light Displacement t 散装容积Grain Capacity m3  液舱容积Liquid Capacity m3  **锅炉**（**制造商/型号）**  **Boilers(maker/type)**  重油容量HFO capacity m3/tonnes  柴油容量DO capacity m3/tonnes  重油消耗HFO consumption tonnes/day  柴油消耗DO consumption tonnes/day  营运船速Service speed knots  **货物操作设备Cargo Handling Gear**  吊杆/克令吊（数量/安全工作负荷）Derricks/Cranes(No. and SWL) t | **主机Main Engine**  制造商/型号Maker/type  最大持续功率MCR KW at revs per min  **造水机（制造商/型号）Fresh water generators (maker/type)**  **救生设备Lifesaving equipment**  快速救助艇 (艇机型号) Fast Rescue Boat (engine/type)  救生艇(数量/容量/艇机型号) Lifeboats (no./cap/engine)  救生筏 (数量/.容量) Life-rafts (no./capacity)    求生服 (数量/型号) Survival suits (no./type)    应急逃生呼吸器（数量/类型）Escape sets (no./type)  **消防设备Fire Fighting Equipment**  应急消防泵 (型号/排量)  Emergency fire pump (type/cap)  灭火器 (数量/容量)  Fire extinguishers (number and capacity) | **发电机Generators**  发电柴油机（数量/型号）Engines (no./type)  最大功率Max electrical output Kw  应急发电机（型号）  Emergency generator engine (type)  最大功率Max electrical output Kw  **防污染设备 Pollution Prevention Equipments**  油水分离器（制造商/型号）Oily water separator (maker/type)    焚烧炉（制造商/型号）  Incinerator (maker/type.)  生活污水处理装置（制造商/型号）  Sewage treatment unit (maker/type)  排油监控装置（制造商/型号）Oil discharge monitoring and control system (maker/type)  **舵机和侧推装置Steering and Propulsion**  舵机（制造商/型号）Steering gear (maker/type)  螺旋桨（型号）Propeller (type)  螺旋桨（叶片数量 /直径）Propeller (no. of blades /diameter)    侧推器（数量/型号/推力）Trusters (no./type/thrust) |

3. 船上培训师检查见习进程

见习船员根据见习任务，结合航次任务，按每星期的时间间隔填写完成

见习任务以任务摘要图的编号或文字表述

**Designated training officer’s review of training progress**

This table should be completed weekly in accordance with the training task during the voyage

The training tasks are listed as number or words in the task summary chart

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Date |
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**船上培训师检查见习进程（续表）**

**Designated training officer’s review of training progress (continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Date |
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**船上培训师检查见习进程（续表）**

**Designated training officer’s review of training progress (continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Date |
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4. 船长检查见习记录簿

船长应在每个月结束后进行检查。该评论应仅涉及见习船员的适任情况和见习进程

**Master’s inspection of record book**

The Book should be submitted to the master for inspection every month

Comments should only be related to the trainee’s practical progress and competence

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 起止时间  Starting and ending time | 见习内容  Contents | 评论  Comments | 船长签字  Master’s initials | 日期  Date | 船章  Ship’s official stamp |
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**5.公司培训师检查见习记录簿**

每条船见习结束后，公司培训师应对见习人员的见习进程、见习记录和适任情况进行检查和评估。

**Company’s inspection of record book**

The Book should be submitted to the company’s trainer for inspection after completion of training on every vessel.

Comments should only relate to the trainee’s practical progress,record and competence.

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| --- | --- | --- | --- |
| 评论  Comments | 公司培训师姓名  Name of company’s trainer | 公司培训师签名  Initials | 日期  Date |
|  |  |  |  |
|  |  |  |  |

**第三部分 见习任务和要达成的适任目标**

完成清单中见习任务和达成适任目标举例

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号** | **培训** | | | **评估标准** | **表明适任**  指定培训师/专业评估员  （签名/日期） | |
| **1** | **适任：拥挤人群管理** | | |
| **1.1** | **了解救生设备和控制计划** | | | **迅速识别紧急情况的类型和影响，并采取符合应急程序和应急计划的行动** | **CM** | **12/411** |
|  | 任务/职责 | 任务完成  船上培训师（签名/日期） | | 改进建议 | 任务完成  船上培训师（签名/日期） | |
| .1 | 应急部署表和应急指示的知识 | AB | 9/2/11 | 熟悉紧急出口的标示与位置 | AB | 10/3/11 |
| .2 | 紧急出口的知识 | AB | 12/2/11 | AB | 12/3/11 |
| .3 | 使用升降机的限制 | AB | 10/1/11 | AB | 12/3/11 |

* **粗体**部分的适任（在此例中**拥挤人群管理**等）直接取自STCW公约马尼拉修正案。
* 主要的任务（在此例中**了解救生设备和控制计划**等）也取自STCW规则。主要的任务被细分为页码左手边的任务和职责。见习船员应尽可能地完成见习任务，但是考虑到可能的设备、货物或船舶航行方式，在认为见习船员在主要任务方面适任前，并不强制其完成所有任务。必须注意到，构成适任基础的一些知识和技能也可以在岸上培训中获得。
* 船上培训师可以在所提供的空白处两次记录完成任务的情况。但这并不意味着每项任务必须完成两次，前提是船上培训师认为一次已足够。
* 监督见习船员的船上培训师由船长指定的具有丰富经验的合格船员担任。
* 在证明适任被记录之前，船长或指定的船上培训师可以记录下要改进部分的建议，填在评估标准正下方的空格内。当表明适任主要的任务时，评估标准最右手边的空格子里，船长或指定的船上培训师应签字并标注日期（年，月，日），表明已经适任。
* 当记录“表明适任”时，应该仔细考虑到表中所提出的评估标准。评估标准和船员良好的船艺都来自STCW公约马尼拉修正案。

**SECTION 3 INFORMATION ON TRAINING TASKS AND COMPETENCES TO BE ACHIEVED**

Example of how to complete the list of training task and competences achieved

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| **No.** | **Training** | | | **Criteria for Evaluation** | **Competence Demonstrate** Designated Training Officer/  In Service Assessor  (Initials/Date) | |
| **1** | **Competence: crowd management training** | | |
| **1.1** | **Awareness of life saving appliance and control plans** | | | **Identify the type and effect of emergency situation rapidly and take actions to comply with emergency procedure and contingency plan** | XXX | 19/3/11 |
|  | Task/duty | Task completed  trainer (initials/date) | | Advice on areas for improvement | Task completed  trainer(initials/date) | |
|  | Knowledge of muster list and emergency instructions | XXX | 9/2/11 | Familiarize the mark and location of the emergency instructions | XXX | 10/3/11 |
|  | Knowledge of the emergency exits | XXX | 12/2/11 | XXX | 12/3/11 |
|  | Restrictions on the use of elevators | XXX | 10/1/11 |  |  |

* The competence with **bold fonts** (in this case '**Crowd management training** ' etc) is directly taken from the text of the STCW Code.
* The primary task (in this case '**Awareness of life saving appliance and control plans** ') is also taken from the STCW Code. The primary task is sub-divided into training tasks or duties on the left hand side of the page. The trainee should complete as many of these training tasks as possible. However, in view of the likely equipment cargo or voyage pattern of the ship, it is not expected that all these tasks will be completed before the trainee is considered competent in the primary task. It should be noted that some of the skills and knowledge that underpin the competences may well have been obtained during shore based training.
* Space is provided to record completion of each training task twice by the supervising officer. This does not mean that each task must be completed twice if, in the opinion of the officer, once is considered sufficient.
* The officer supervising the trainee does not necessarily have to be the designated training officer.
* Before 'Competence Demonstrated' is recorded the master or designated on hoard training officer may record any appropriate advice about areas for improvement. A large blank space for this purpose is provided beneath the criteria for evaluation, as competence in these primary tasks is demonstrated, the appropriate blank next to the criteria for evaluation, on the far right hand side of the page, should be signed and dated(day, month and year )by the master or designated training officer on board ship to attest that competence has been demonstrated.
* A trainee’s attainment of the competence should only be recorded as 'Competence Demonstrated' when the master or designated training officer is indeed satisfied that the trainee can perform the duty without supervision.
* When recording 'Competence Demonstrated', careful account should be taken of the criteria for evaluation contained on the right hand side of the page, which is taken from the STCW Code, as well as the best practices of seafarers and good safe working practice.

**第四部分 见习科目**

**SECTION 4: SUBJECT OUTLINE**

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| **编号**  **No.** | **培训 Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor  (Initials/Date) | |
| **1** | **适任：拥挤人群管理**  **Competence: crowd management training** | | |
| **1.1** | **了解救生设备和控制计划**  **Awareness of life saving appliance and control plans** | | | **迅速识别紧急情况的类型和影响，并采取符合应急程序和应急计划的行动**  **Identify the type and effect of emergency situation rapidly and take actions to comply with emergency procedure and contingency plan** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 应急部署表和应急指示的知识  Knowledge of muster list and emergency instructions |  |  |  |  |  |
| .2 | 紧急出口的知识  Knowledge of the emergency exits |  |  |  |  |
| .3 | 使用升降机的限制  Restrictions on the use of elevators |  |  |  |  |
| **1.2** | **协助旅客集合并将其带到登乘地点**  **The ability to assist passengers en route to muster and embarkation station** | | | **准确下达指令，保持旅客集合正常有序**  **Give clear orders, keep passengers en route to muster normal and orderly** |  | |
| .1 | 下达明确的安抚指令  Give clear reassuring orders |  |  |  |  |  |
| .2 | 控制走廊、楼梯和通道里的旅客  The control of passengers in corridors, staircases and passageways |  |  |  |  |
| .3 | 保持逃生通道畅通  Maintaining escape routes clear of obstructions |  |  |  |  |
| .4 | 帮助残障人员或其他需要特殊帮助的人员的撤退方法  Methods available for evacuation of disabled persons and persons needing special assistance |  |  |  |  |
| .5 | 协助旅客快速到达集合地点  Assist passengers achieve the muster rapidly |  |  |  |  |
| .6 | 检查起居舱室  Search of accommodation spaces |  |  |  |  |
| .7 | 到达集合地点后的人群管理  The crowd management after achieving the muster |  |  |  |  |
| .8 | 运用程序减少或避免旅客的恐慌  The ability to use procedures for reducing and avoiding panic |  |  |  |  |
| .9 | 使用旅客清单进行撤离人数统计  The ability to use, where appropriate, passenger lists for evacuation counts |  |  |  |  |
| .10 | 集合过程中意外情况的处理  Dealing with the unexpected situation during muster |  |  |  |  |

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| **编号**  **No.** | **培训 Training** | | | | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate** Designated Training Officer/In Service Assessor  (Initials/Date) | |
| **2** | **适任：旅客安全**  **Competence: passenger’s safety** | | | | | |
| **2.1** | **沟通，能在紧急情况下和旅客进行沟通**  **Communication, ability to communicate with passengers during emergency** | | | | | | **向个人、应急小组和旅客提供的信息是准确和及时的随时向旅客提供有关紧急情况性质，以及旅客需要采取行动的信息**  **The information provided to individual, emergency response teams and passenger is accurate and in time. Stand ready to provide the nature of relevant emergencies and actions taken by passengers** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | | | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 使用的一种或多种语言适用于特定航线中主要旅客的国籍  The language or languages appropriate to the principal nationalities of passengers carried on the particular route |  | | | | |  |  |  |
| .2 | 当口头沟通无法进行时，可能需要在紧急情况下通过其他方式进行沟通，例如通过示范、手势、或提醒旅客注意指示牌、集合点、救生设备、疏散通道的位置  The possible need to communicate during an emergency by some other means, such as by demonstration, or hand signals, or calling attention to the location of instructions, muster stations, life-saving devices or evacuation routes, when oral communication is impractical |  | | |  | |  |  |  |
| .3 | 尽可能用旅客的母语或其他语言向其传达安全指令  The extent to which complete safety instruction have been provided to passengers in their native language or languages |  | | |  | |  |  |
| .4 | 在紧急情况或是演习中通过广播向旅客传达重要指令并协同船员帮助旅客时所使用的语言  The languages in which emergency announcements may be broadcast during an emergency or drill to convey critical guidance to passenger and to facilitate crew members in assisting passenger |  | | |  | |  |  |
| **2.2** | **救生设备的使用**  **The use of life-saving appliances** | | | | | | **向旅客演示使用个人救生设备的能力**  **The ability to demonstrate to passengers the use of personal life-saving appliances** |  |  |
| .1 | 能够向旅客示范个人救生设备的使用方式  The ability to demonstrate to passenger the use of personal life-saving appliances |  | | | |  |  |  |  |
| .2 | 确保旅客着装恰当并正确穿戴救生衣  The ability to ensure that the passenger are suitably clothed and have donned their lifejackets correctly |  |  | | | |
| .3 | 能够向旅客讲解个人救生的基本要求  The ability to explain the basic requirement to passengers for life-saving |  |  | | | |
| .4 | 救生滑道的使用  The use of life-saving slip |  |  | | | |
| .5 | 引领旅客逃生路线  The ability to direct the escape route for passenger |  |  | | | |
| **2.3** | **登船程序**  **Embarkation procedures** | | | | | | **安排旅客上下船舶，并特别注意残障人员和需要协助的旅客**  **arrange the embarking and disembarking passengers, with special attention to disabled persons and persons needing assistance** |  |  |
| .1 | 旅客上下船  The embarking and disembarking of passengers |  | |  | | |  |  |  |
| .2 | 旅客安全须知  Passenger safety instructions |  | |  | | |
| .3 | 客运安全工作检查  Passenger safety check |  | |  | | |

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| **编号**  **No.** | **培训 Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor  (Initials/Date) | |
| **3** | **适任：危机管理**  **Competence: crisis management** | | |
| **3.1** | **船上应急程序的组织**  **Organize shipboard emergency procedures** | | | **船上应急程序确保随时处于紧急情况作出反应的准备状态**  **The shipboard emergency procedures ensure a state of readiness to respond to emergency situation** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 船舶总体布置  The general design and layout of the ship |  |  |  |  |  |
| .2 | 安全要求  Safety regulations |  |  |  |  |
| .3 | 应急计划和程序  Emergency plans and procedures |  |  |  |  |
| **3.2** | **对紧急情况的控制**  **Control response to emergencies** | | | **程序和行动符合既定的船上危机管理的原则和计划，船员的行动有助于保持秩序和控制**  **Procedures and actions are in accordance with established principles and plans for crisis management on board. Actions of crew members contribute to maintaining order and control.** |  |  |
| .1 | 船员自我控制能力  The ability of self-control |  |  |  |  |  |
| .2 | 做出正确决策的能力  The ability of decision-making level |  |  |  |  |
| .3 | 疏导旅客紧张心理的能力  The ability of persuasion the tension of passenger |  |  |  |  |
| .4 | 紧张局面的开展能力  The ability to deal with the close quarter situation |  |  |  |  |
| **3.3** | **紧急情况下对旅客和其他人员的控制**  Control passengers and other personnel in emergency situations | | | **程序和行动符合既定的船上危机管理的原则和计划，船员的行动有助于保持秩序和控制**  **Procedures and actions are in accordance with established principles and plans for crisis management on board. Actions of crew members contribute to maintaining order and control.** |  |  |
| .1 | 紧急情况下旅客和其他人员的反应方式  Passengers and other personnel’s responses during emergency situations |  |  |  |  |  |
| .2 | 紧急情况下对旅客和其他人员反应的控制  Ability to control passengers and other personnel in emergency situations |  |  |  |  |

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| **编号**  **No.** | **培训 Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor  (Initials/Date) | |
| **4** | **适任：货物安全和船体完整性**  **Competence: Passenger safety, cargo safety and hull integrity training** | | |
| **4.1** | **货物装载**  **Loading and embarkation procedures** | | | **确保货物装载按要求进行**  **Make sure the loading cargo is in accordance with the requirement** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 装载和卸载车辆/有轨车辆和其他货物运输单元，包括相关的通信  Loading and discharging vehicles, rail cars and other cargo transport |  |  |  |  |  |
| .2 | 下降和升起跳板  Lowering and hoisting ramps |  |  |  |  |
| **4.2** | **危险品运输**  **Carriage of dangerous goods** | | | **有关危险性和有害性即特殊要求的资料以适当的格式记载，以便于发生事故时查询**  **Make a record in appropriate form relating to special requirement, such as the danger and damage for seeking of accidents** |  |  |
| .1 | 有关危险货物运输的国际规定、标准、规则和建议案  The international rules, standards, regulations and suggestions relating to IMDG code |  |  |  |  |  |
| .2 | 有关危险货物运输的国内规定、标准、规则  The national rules, standards, regulations about the IMDG code |  |  |  |  |
| .3 | 危险和有害货物的运输；装卸货物的预防措施和运输途中对货物的照管  The transportation, special safeguards, procedures regarding to the carriage of dangerous goods |  |  |  |  |  |
| **4.3** | **货物系固**  **Securing cargo** | | | **货物的系固按规定的指南和要求进行**  **Cargo securing is in accordance with the provisions of the guidelines and requirement** |  |  |
| .1 | 正确遵守车辆、轨道车以及其他货物运输单位安全作业规则的安全积载和系固要求  Apply correctly the provisions of the Code of Safe Practice for Stowage and Securing to the vehicles, rail cars and other transportation units carried |  |  |  |  |  |
| .2 | 正确使用货物系固装备和其他所提供的材料，同时考虑其局限性  Use properly the cargo-securing equipment and materials provided, take into account their limitations |  |  |  |  |
| **4.4** | **稳性、吃水差、应力计算**  **Stability, trim and stress calculations** | | | **船舶的稳性、吃水差和强度始终保持在安全的限度之内**  **Stability, trim and strength of the ship is within the safe limits** |  |  |
| .1 | 合理利用适用的关于稳性数据和应力数据  Make proper use of the data concerning stability and stress |  |  |  |  |  |
| .2 | 运用适用的稳性计算仪和计算机程序对不同装载条件下的稳性和吃水差进行计算  Use the appropriate stability calculators or computer programs to calculate stability and trim for different conditions of loading |  |  |  |  |
| .3 | 计算甲板负载系数  Calculate load factors for decks |  |  |  |  |
| .4 | 计算压载和燃油转驳对稳性、吃水差和应力的影响  Calculate the impact of ballast and fuel transfers on stability, trim and stress |  |  |  |  |
| .5 | 船舶平衡控制（平衡水舱的使用）  Balance control of ship (the use of balanced tank) |  |  |  |  |
| **4.5** | **打开、关闭和紧固船体开口**  **Opening, closing and securing hull openings** | | | **按要求进行操作，保持船舶的水密性和完整性**  **Operate according to requirement, maintain the watertight and integrity of the ship** |  |  |
| .1 | 正确按照既定程序进行打开、关闭、紧固船首门、船尾门、侧门和跳板的相关操作  Apply properly the procedures established for the ship regarding the opening, closing and securing of bow, stern and side doors and to correctly operate the associated systems |  |  |  |  |  |
| .2 | 对密封处进行检查  Conduct surveys on proper sailing |  |  |  |  |

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| **编号**  **No.** | **培训 Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  指定培训师/专业评估员  （签名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor  (Initials/Date) | |
| **5.** | **适任：船舶操纵**  **Competence: ship’s maneuver** | | |
| **5.1** | **客运专线的基本情况**  **The condition of passenger line** | | | **熟悉客运专线的基本情况，保证船舶的航行安全**  **Be familiar with the condition of passenger line, ensure the safe navigation of the ship** |  |  |
|  | 任务/职责  Task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进建议  Advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 客运航线通航环境  The navigable environment of passenger routes |  |  |  |  |  |
| .2 | 客运专用码头  Passenger wharf |  |  |  |  |
| .3 | 港口当局对旅客运输的相关要求  The relevant requirements for passenger in port authorities |  |  |  |  |
| **5.2** | **客船的操纵特性及其局限性**  **The limitation of the maneuverability of the passenger ship** | | | **掌握船舶的操纵特点，保证船舶的航行安全**  **Master the characteristics of the maneuverability, ensure the safe navigation of the ship** |  |  |
| .1 | 客船的特点  The characteristics of the passenger ship |  |  |  |  |  |
| .2 | 客观条件对客船的操纵影响  The effect about objective condition on the maneuverability of passenger ship |  |  |  |  |
| .3 | 客船安全操作的限制要求  The restricted requirement for the safe operation of passenger ship |  |  |  |  |

**第五部分 任务摘要图**

**SECTION 5 TASK SUMMARY CHART**

任务摘要图是为见习船员、船上培训师、船长和公司培训师提供指导并帮助检查见习船员所完成的任务或职责的数量。见习船员在培训计划的表格填写时，以任务摘要图的方式进行。在培训的过程中，勾掉你已经完成的任务。

The purpose of the summary chart is to provide trainee, training officer, master and company trainer with a guide and continuous check on the numbers of tasks or duties that you have completed. Trainees should fill the blank of training plan by using the task summary task. Tick off only those tasks you have completed.

1适任：拥挤人群管理

Competence: Crowd management training

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1.1.1 | 1.1.2 | 1.1.3 | 1.2.1 | 1.2.2 | 1.2.3 | 1.2.4 | 1.2.5 | 1.2.6 | 1.2.7 | 1.2.8 | 1.2.9 | 1.2.10 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

2适任：旅客安全 passenger’s safety

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2.1.1 | 2.1.2 | 2.1.3 | 2.1.4 | 2.2.1 | 2.2.2 | 2.2.3 | 2.2.4 | 2.2.5 | 2.3.1 | 2.3.2 | 2.3.3 |
|  |  |  |  |  |  |  |  |  |  |  |  |

3适任：危机管理 crisis management

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.1.1 | 3.1.2 | 3.1.3 | 3.2.1 | 3.2.2 | 3.2.3 | 3.2.4 | 3.3.1 | 3.3.2 |
|  |  |  |  |  |  |  |  |  |

4适任：货物安全和船体完整性Passenger safety, cargo safety and hull integrity training

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4.1.1 | 4.1.2 | 4.2.1 | 4.2.2 | 4.2.3 | 4.2.4 | 4.3.1 | 4.3.2 | 4.4.1 | 4.4.2 | 4.4.3 | 4.4.4 | 4.4.5 | 4.5.1 | 4.5.2 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

5适任：船舶操纵 ship’s maneuver

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5.1.1 | 5.1.2 | 5.1.3 | 5.2.1 | 5.2.2 | 5.2.3 |
|  |  |  |  |  |  |

**第六部分 见习记录簿附页（另加附页）**

**SECTION 6 EXTRA PAPERS FOR ON BOARD TRAINING RECORD BOOK (ATTACH ADDITIONAL PAGES)**

1、专题一，船上见习的基本情况、收获与体会，不少于1000字。

Subject 1: The basic information of the trainee on board, gain and experience, not less than 1000 words.

2、专题二，协助旅客集合并将其带到登乘地点，不少于2000字。

Subject 2: Assist the passengers to assemble and take them to the boarding station, not less than 2000 words.

3、专题三，沟通（包括能在紧急情况下和旅客进行沟通），不少于1000字。

Subject3: Communication (including the communication with the passenger in emergency), not less than 1000 words.

4、专题四，对紧急情况的控制（包括对旅客和其他人员的控制），不少于2000字。

Subject 4: The control of emergency situation (including the control of passenger and other people), not less than 2000 words.

**第七部分 评价报告**

**SECTION 7 REPORT OF EVALUATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名  Name |  | 船上见习时间  Training period |  | 船员服务簿注册号码  Seaman’s registration No. |  |
| 船长鉴定意见Evaluating competence by master  签名/船章 日期  initials/ Ship’s official stamp Date | | | | | |
| 船公司鉴定意见Evaluating competence by company  签名/公章 日期  initials/Official stamp Date | | | | | |
| 海事机构意见Evaluating competence by administration  签名 日期  initials Date | | | | | |

# 12.液化气船船员获取货物操作高级培训合格证书的船上见习记录簿

液化气船船员获取货物操作高级培训合格证书的船上见习记录簿

The Ship Training Record Book

for the Crew-member of Liquefied Gas Ship

to Obtain the advanced cargo Training Certificate

液化气船船员获取货物操作高级培训合格证书的船上见习记录簿

The Ship Training Record Book

for the Crew-member of Liquefied Gas Ship

to Obtain the advanced cargo Training Certificate

姓名Name:

船员服务簿注册号码Seafarer’s Registration No.:

船员管理公司Crew management company:

海事管理机构Maritime administration:

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**第二部分 培训任务和要达成的适任目标 SECTION 2 INFORMATION ON TRAINING TASKS AND COMPETENCES TO BE ACHIEVED**

**第三部分 见习科目 SECTION 3 SUBJECT OUTLINE**

1、装货监控**monitor the loading**

2、卸货监控**monitor discharging of cargoes**

3、维护及检修货油系统及相关设备**maintain and overhaul cargo system and associated equipment**

4、确保符合防污染要求**ensure compliance with pollution prevention requirement**

**第四部分 评价报告 SECTION 4 REPORTS OF EVALUATION**

**第一部分 使用指南**

船长、指定的船上培训师和见习船员需注意

**1、记录簿的目的：**

见习记录簿是根据《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》的要求编制的，其目的是确保需要见习的船员按照系统的培训计划，充分利用海上航行时间，在船上培训师的指导下，完成预定的培训任务。在充分完成培训任务后，就可以获得实际的工作经验和必要的海上服务资历，成为符合《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》中适任要求的合格船员。

**2、当持有记录簿时：**

见习船员应在船上培训师的指导下，按培训要求，分阶段地完成培训任务的填写。

见习船员在整个培训期间应个人负责记录簿的保管。

3、**见习船员海上资历期间：**

在第三部分所列出的一系列船上培训任务，应在船上培训师的指导下积极的完成。

一旦上船，只要航行情况允许，此记录薄应每次装货或卸货任务完成后提交给指定的船上培训师检查。船上培训师的检查要及时记录，在对需要改进的地方进行验证后，签名并标注日期。

记录簿每个装卸任务结束后应提交给船长检查，船长的评论要及时记录，标注日期。该评论应仅涉及见习船员的适任情况和见习进程。

记录簿在结束见习任务后应提交给公司检查，公司培训师的评论要及时记录，标注日期。该评论应仅涉及见习船员的适任情况和见习进程。

**备注：标注★的为甲板部高级船员必须掌握项目；**

**标注★★的项目为轮机部高级船员必需掌握内容；**

**有特别标识的内容，其他船员仅做一般了解即可。**

**SECTION 1 GUIDE TO COMPLETION**

For the attention masters, designated on board training officers and rating trainees

1、Object of the record book

The record book was designed in accordance with the STCW Convention as amended in 2010 and the Regulations for the examination and certification of seafarers of the People’ republic of china, which is to help ensure that ratings follow a structured programme of training and make best use of their time at sea to complete the tasks under the direction of onboard trainer. In so doing they will gain the practical training and experience to become competent watchkeeping deck ratings in accordance with the STCW Convention as amended in 2010 and the Regulations for the examination and certification of seafarers of the People’ republic of china.

2、On receipt of this book

The trainee should complete the information of personal history. The trainee should complete the information required on the following pages by stages, under the supervision of the designated training officer on schedule. The trainee should be personally responsible for the safe keeping of this record book throughout training.

3、Throughout the rating’s seagoing service

Sections 3, which contain a list of on board training tasks, should be progressively completed under the direction of the designated training officer.

So far as the navigation circumstances allows, the record book should be submitted to the designated training officer after the completion of loading and unloading tasks upon embarking a vessel. The inspection of the trainer officer should be recorded timely. The inspection of the designated training officer should also be recorded in time and sign his name with the date after inspecting the area for improvements.

The record book should be submitted to the master for inspection upon completing cargo handling task. The master’s comments should be recorded with date timely,Comments should only related to the trainee’s practical progress and competence.

The record book should be submitted to the company for inspection after completing the training task. The comments from company should be recorded with date timely, Comments should only be related to the trainee’s practical progress and competence.

Remarks：★ for deck officers must master project;

★★ For marking an item as engineering officer must master the content;

Content of the specifically identified, others made only a general understanding of the crew.

**第二部分 培训任务和要达成的适任目标（**完成清单中培训任务和达成胜任的例子）

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号** | **培训** | | | **评估标准** | **表明适任**  **指定培训师/专业评估员（签名/日期）** | |
| **1** | **适任：装货监控** | | |
| **1.1** | **监督液舱装货的准备工作** | | | **在装货之前，确保货舱状态良好状态。冷却、惰化等设施工作正常。** | **XXX** | **19/3/11** |
|  | 任务/职责 | 任务完成  船上培训师（签名/日期） | | 改进建议 | 任务完成  船上培训师（签名/日期） | |
| .1 | 阅读和了解船舶安全手册 | XXX | 9/2/11 | 安全检查清单要全面，内容要具体 | XXX | 10/3/11 |
| .2 | 阅读和了解有关国际液化气船的安全指南  r | XXX | 12/2/11 | XXX | 12/3/11 |
| .3 | 装货前完成安检清单 | XXX | 10/1/11 | XXX | 12/3/11 |

* 粗体部分的胜任（在此例中**装货监控**等）直接取自STCW规则
* 主要的任务（在此例中**监督液舱装货的准备工作**等）也取自STCW规则。主要的任务被细分为页码左手边的任务和职责。实习生应尽可能地完成培训任务，但是考虑到可能的设备货物或船舶航行模式，并不期盼所有的任务都能完成，在实习生被认为在主要任务方面适任前。必须注意到，构成胜任基础的一些知识和技能也可以在岸上培训中获得。
* 船上培训师可以在所提供的空白处两次记录完成任务的情况。这不意味着每项任务应完成两次，如果船上培训师认为一次已足够的话。
* 监督实习生的船上培训师由船长指定的具有丰富经验的合格船员担任。
* 在证明适任被记录之前，船长或指定的船上培训师可以记录下要改进部分的建议，在评估标准正下方有用于此目的的大空格。当证明适任主要的任务时，评估标准最右手边的空格子里，船长或指定的船上培训师应签字并标注日期（年，月，日），证明已经胜任。
* 当记录“证明适任”时，应该仔细考虑到表中所提出的评估标准。评估标准和船员良好的船艺都来自STCW规则。

**SECTION 2 INFORMATION on training tasks and competences to be achieved**

Example of how to complete the list of training task and competences achieved

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NO.** | **Training** | | | **Evaluation Criteria** | **competence demonstrate**  **designated training officer/ in service assessor (Initials/Date)** | |
| **1** | Competency: Monitoring Loading Cargo | | |
| **1.1** | Preparation of the supervision of tank loading | | | Before loading, ensure the tank to be in good condition. Cooling, inerting facilities etc. for Working properly. | **XXX** | **19/3/11** |
|  | Tasks/Duties | Task completed  Trainer (Initials/Date) | | Improvement suggestion | Task completed  Trainer (Initials/Date) | |
| .1 | Read and understand the ship safety manual | XXX | 9/2/11 | Safety checklist should be comprehensive, and the contents should be specific | XXX | 10/3/11 |
| .2 | Read and understand the safety of the relevant guide of international Liquefied gas carrier | XXX | 12/2/11 | XXX | 12/3/11 |
| .3 | Complete security check-list before loading | XXX | 10/1/11 | XXX | 12/3/11 |

* The competence with **bold fonts** (**Plan and conduct a passage and determine position**) is directly taken from the text of the STCW Code.
* The primary task (in this case **Terrestrial Navigation** ') is also taken from the STCW Code. The primary task is sub-divided into training tasks or duties on the left hand side of the page. The trainee should complete as many of these training tasks as possible. However, in view of the likely equipment cargo or voyage pattern of the ship, it is not expected that all these tasks will be completed before the trainee is considered competent in the primary task. It should be noted that some of the skills and knowledge that underpin the competences may well have been obtained during shore based training.
* Space is provided to record completion of each training task twice by the supervising officer. This does not mean that each task must be completed twice if, in the opinion of the officer, once is considered sufficient.
* The officer supervising the trainee does not necessarily have to be the designated training officer.
* Before 'Competence Demonstrated' is recorded the master or designated on hoard training officer may record any appropriate advice about areas for improvement. A large blank space for this purpose is provided beneath the criteria for evaluation, as competence in these primary tasks is demonstrated, the appropriate blank next to the criteria for evaluation, on the far right hand side of the page, should be signed and dated(day, month and year )by the master or designated training officer on board ship to attest that competence has been demonstrated.
* A trainee’s attainment of the competence should only be recorded as 'Competence Demonstrated' when the master or designated training officer is indeed satisfied that the trainee can perform the duty without supervision.

When recording 'Competence Demonstrated', careful account should be taken of the criteria for evaluation contained on the right hand side of the page, which is taken from the STCW Code, as well as the best practices of seafarers and good safe working practice.

**第三部分 见习科目**

**SECTION 3 SUBJECT OUTLINE**

**第一次货物装卸Cargo handling for the first time**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  Evaluation Criteria | **表明适任**  指定培训师/专业评估员  （姓名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor(Initials/Date) | |
| **1** | **适任：装货监控**  Competency: Monitoring Loading Cargo | | |
| **1.1** | **监督液舱装货的准备工作**  Preparation of the supervision of tank loading | | | 在装货之前，确保货舱状态良好状态。冷却、惰化等设施工作正常。  Before loading, ensure the tank to be in good condition. Cooling, inerting facilities etc. for Working properly. | **SC** | **19/3/11** |
|  | 任务/职责  Tasks/Duties | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 了解船舶安全手册相关规定  Read and understand ship’ safety manual |  |  |  |  |  |
| .2 | 阅读和了解有关国际液化气船的安全指南及IGC规则  Read and understand the safety of the relevant guide of international Liquefied gas carrier and IGC code |  |  |  |  |
| .3 | 熟悉本船的液货管系、气货管系及相关阀门、货物操作设备，并会正确使用  familiar with the ship's cargo piping, gas piping and valves, cargo handling equipment, and proper use of |  |  |  |  |
| .4 | 监控排放压载水  Monitor the discharge of ballast water |  |  |  |  |
| .5 | **★**装货前完成船/岸联系表相关内容，并熟知船/岸紧急联系程序Ship/shore contact form before loading the related content and knowledge of ship/shore emergency contact procedures |  |  |  |  |
| .6 | 货物仪表的观测、记录（温度表、压力表及液位计）  Cargo instrument of observation, recording(Thermometers, pressure gauges and level gauge) |  |  |  |  |
| .7 | **★**货物仪器的校正、使用  the calibration of and the use of the cargoes instruments, |  |  |  |  |
| .8 | 根据装货需求，是否更换货种，是否需要惰化  According to the load demand, replacement products, the need for inerting |  |  |  |  |
| .9 | 根据公司、港口规则及相关规定准备妥防污染、消防、劳动保护及安全设备According to the company, the port rules and regulations to prepare properly for pollution prevention, fire protection, labour protection and safety equipment |  |  |  |  |
| .10 | **★**测试文件上证明的应急关闭程序、高位、高高位报警系统  Test files to prove the emergency closing procedures, high, high, high level alarm system |  |  |  |  |
| .11 | **★★**了解泵房和压缩机间；货控操作间、喷淋系统、易容塞系统液压泵作业、液压或气压阀门的开启以及各种报警的消除、复位Understand pump-room and cargo control room, piping system, and the cargo pump operation, and the distribution of the check valve and assignments |  |  |  |  |
| **1.2** | **监督装货**  **Monitoring Loading Cargo** | | | **在保持船舶稳性的基础上始终根据积载计划进行装货作业，装卸过程中发生的任何事故应及时报告并妥善处理。**  Always loading cargoes according to the stowage plan for keeping the ship's stability. Any accidents occurred in the process of loading and unloading should be report timely and properly handle. |  |  |
| .1 | 监督装货  Monitoring Loading Cargo |  |  |  |  |  |
| .2 | 货罐仪表的记录 |  |  |  |  |
| .3 | 计算每小时的装卸货速率并核对泵压  Calculate the rate of loading and unloading goods per hour and check the pump pressure |  |  |  |  |
| .4 | 根据装货计划，实时监督液位高度，准确完成货物装载量  According to the loading plan, real-time monitoring liquid level height accurately completed the loading of goods |  |  |  |  |
| .5 | 对装货作业和压载作业做记录  Record the Loading operation and the ballast operation |  |  |  |  |
| .6 | 实时完成货物降温、降压作业  Real time cargo temperature, step-down operation |  |  |  |  |
| .7 | **★**熟练进行货物计量作业，能准确计算出船上装有的液货量和气货量  Cargo measurement skilled jobs, can accurately calculate the amount of liquid and gas cargo volume on board |  |  |  |  |
| .8 | **★**船舶稳性、吃水差、剪力、弯矩的计算及货物越控装置的操作  ship's stability, trim, shear force, bending moment calculation and more cargo and control system operation |  |  |  |  |
| **1.3** | **适任：货物管理监控**  Competency: | | | 运输货物途中，根据所装货物性质和卸货港的相关要求，做好货物管理监控工作  Cargo en route, depending on the nature of the goods and the port of discharge requirements, cargo management and monitoring |  |  |
| .1 | **★**浮球及滑竿液位计的管理  Ball float liquid level gauge and a kind of litter management |  |  |  |  |  |
| .2 | 货罐相关仪表数据的监控、记录、分析  Meter data of cargo tank monitoring, logging, analysis |  |  |  |  |
| .3 | **★★**货物降温、降压管理  Cargo cool and pressure management |  |  |  |  |
| .4 | **★**货物相关报警的监控管理  Cargo related alarm monitoring and management |  |  |  |  |
| .5 | **★**安全释放阀的调定、校核、测试 Safety relief valve setting, verification, test |  |  |  |  |
| .6 | **★**货物越控装置管理  Cargo control device management |  |  |  |  |
| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  Evaluation Criteria | **表明适任**  指定培训师/专业评估员  （姓名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor(Initials/Date) | |
| **2** | **适任：卸货监控**  Competency: Monitoring Discharging Cargo | | |
| **2.1** | **在卸货前或卸货时检查泵，管道和阀门**  Before unloading or when unloading, inspect pumps, pipes and valves | | | **开始卸货之前检查管道，阀门，泵，计量器等系统。**  Before discharging, check pipes, valves, pumps, meters and other systems. |  |  |
|  | 任务/职责  Tasks/Duties | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 在卸货前完成船/岸联系表相关内容，并熟知船/岸紧急联系程序Ship/shore contact form before discharging the related content  and knowledge of ship/shore emergency contact procedures |  |  |  |  |  |
| .2 | 根据公司、港口规则及相关规定准备妥防污染、消防、劳动保护及安全设备According to the company, the port rules and regulations to prepare properly for pollution prevention, fire protection, labour protection and safety equipment |  |  |  |  |
| .3 | 监督卸货作业，并按要求正确记录货罐相关仪表读数  Supervise unloading operations, and capturing the tanks as required meter reading |  |  |  |  |
| .4 | **★★**监督泵房，货物控制室及压缩机间  Supervise the pump room, cargo control room, |  |  |  |  |
| .5 | 监督排/压载作业  Supervise the ballast operation |  |  |  |  |
| .6 | 对卸货作业和排压载水作业做记录 Record the discharging operations and de-ballasting operations |  |  |  |  |
| .7 | 协助完成下列设备的操作：液货装置、气货装置、压缩机装置、置换系统、再液化装置（若有）  Assist in the completion of the following equipment operation: liquid cargo unit, air cargo equipment, compressor equipment, replacement systems, liquefaction plants (if any) |  |  |  |  |
| .8 | **★**船舶稳性、吃水差、剪力、弯矩的计算及货物越控装置的操作  ship's stability, trim, shear force, bending moment calculation and more cargo and control system operation |  |  |  |  |
| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  Evaluation Criteria | **表明适任**  指定培训师/专业评估员  （姓名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor(Initials/Date) | |
| **3** | **适任：维护修理装卸系统和相关设备**  Competency: maintenance and repair the handling systems and the related equipments | | |
| **3.1** | **检查和协助维护货阀及相关设备**  Check and assist maintaining cargo valves and the related equipments | | | **根据生产商的建议维护与正确使用相关设备，对任何缺陷采取正确措施并报告。**  Maintain and the properly use the related equipments according to manufacturer's recommendations and adopt correct measures to solve any defects and report |  |  |
|  | 任务/职责  Tasks/Duties | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 货泵和泵系布置  Cargo pumps and pumping arrangement |  |  |  |  |  |
| .2 | **★**液位计装置  Cargo tank level-gauging systems |  |  |  |  |
| .3 | 温度监控系统  Temperature monitoring system |  |  |  |  |
| .4 | 货舱压力监测与控制系统  Cargo pressure monitoring and control system |  |  |  |  |
| .5 | **★★**液压装置  hydraulic pressure system |  |  |  |  |
| .6 | 气体探测系统  Gas detection system |  |  |  |  |
| .7 | 蒸发系统  Evaporation system |  |  |  |  |
| .8 | 再液化系统  Reliquefaction system |  |  |  |  |
| .9 | 惰气（氮气）装置  The goods emergency shutdown system |  |  |  |  |
| .10 | **★★**货物紧急关闭系统（ESD)  Cargo emergency shut down system |  |  |  |  |
| .11 | 置换系统  Displace systems |  |  |  |  |
| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  Evaluation Criteria | **表明适任**  指定培训师/专业评估员  （姓名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor(Initials/Date) | |
| **4** | **适任：确保符合防污染要求**  Competency: ensure to be in accordance with the requirements for pollution prevention | | |
| **4.1** | **液化气船的安全工作方法**  The safety work method of liquefied gas ship | | | **遵循安全的工作做法，正确使用合适的安全和防护设备。**  Follow the safe work practices, properly use the appropriate safety and protective equipments. |  |  |
|  | 任务/职责  Tasks/Duties | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 进入封闭处所时应采取的预防措施  When entering a closed space, preventive measures should be taken |  |  |  |  |  |
| .2 | 正确使用各种呼吸器具  properly use all kinds of breathing apparatus |  |  |  |  |
| .3 | 进行泵系维护时应采取的预防措施  During pumping maintenance, prevention measures should be taken |  |  |  |  |
| .4 | 进行管系维护时应采取的预防措施  During piping maintenance, prevention measures should be taken |  |  |  |  |
| .5 | 热工与冷工作业时的预防措施  Preventive measures in thermal and cold working operations |  |  |  |  |
| .6 | 冷灼伤与冻伤的预防  Prevent cold burns and frostbite |  |  |  |  |
| .7 | 使用合适的个人防护设备  Use the appropriate personal protective equipment |  |  |  |  |
| .8 | 个人毒性监测装置的使用  The use of personal toxicity monitoring devices |  |  |  |  |
| **4.2** | **液化气船的应急程序**  The emergency procedures of liquefied gas ship | | | **迅速识别紧急情况的类型和影响，并采取符合既定应急程序和应急计划的行动**  Quickly identify the type of emergency and effects, and act in accordance with the established emergency procedures and contingency plans |  |  |
|  | 任务/职责  Tasks/Duties | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 货物操作紧急关闭程序  Cargo operation emergency shutdown procedures |  |  |  |  |  |
| .2 | 货阀的紧急操作  Cargo valve emergency operations |  |  |  |  |
| .3 | 对货物操作至关重要的系统或设施发生故障时应采取的行动Action should be taken to the failures of the cargo operation critical system or facilities |  |  |  |  |
| .4 | 货物抛弃  Jettison cargoes |  |  |  |  |
| .5 | 封闭处所的救助  Rescue in closed spaces |  |  |  |  |  |
| .6 | 船舶消防  Marine fire-fighting |  |  |  |  |  |
| .7 | 被气体包围的情况下采取的行动take actions surrounded by a gas |  |  |  |  |  |
| .8 | 液化气船船上急救医疗程序  The emergency medical procedures on Liquefied gas ship |  |  |  |  |  |
| **4.3** | **防止环境污染**  prevent the pollution of the environment | | | **采取的操作合理规划并完全符合国际规则的要求**  Take the operation by the reasonable planning and full compliance with the requirements of international rules |  |  |
| .1 | 了解环境保护要求，包括MARPOL公约关于海洋和大气环境保护的要求细则  Understand the requirements of the environmental protection, |  |  |  |  |  |
| .2 | 说出至少两个特殊水域（PSSAs）  Name at least two special waters |  |  |  |  |
| .3 | 举例说明采取保护海洋环境措施的个人责任  Give examples to state personal responsibility to protect the Marine environment |  |  |  |  |
| .4 | 理解航行污染物必须根据MARPOL公约进行岸上处理  Understand the navigation pollutants should be dealt with on shore according to MARPOL convention |  |  |  |  |
| .5 | 了解使用与所有船舶的关于限制处理含有污水的严格法规Understand the use and all ships to limit processing strict rules containing wastewater |  |  |  |  |
| .6 | 了解含有污水的正确处理方式，包括详细记录要求  Understand the properly handling the contained wastewater, including detailed records requirements |  |  |  |  |
| .7 | 了解适用于所有船舶的关于污水的严格法规  Understand the strict regulations on waste pollution to be applied to all ships |  |  |  |  |
| .8 | 理解ISM规则对防止污染的相关要求  Understand the requirements of the relevant ISM rules to prevent pollution |  |  |  |  |

**第二次货物装卸Cargo handling for the second time**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  Evaluation Criteria | **表明适任**  指定培训师/专业评估员  （姓名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor(Initials/Date) | |
| **1** | **适任：装货监控**  Competency: Monitoring Loading Cargo | | |
| **1.1** | **监督液舱装货的准备工作**  Preparation of the supervision of tank loading | | | 在装货之前，确保货舱状态良好状态。冷却、惰化等设施工作正常。  Before loading, ensure the tank to be in good condition. Cooling, inerting facilities etc. for Working properly. | **SC** | **19/3/11** |
|  | 任务/职责  Tasks/Duties | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 了解船舶安全手册相关规定  Read and understand ship’ safety manual |  |  |  |  |  |
| .2 | 阅读和了解有关国际液化气船的安全指南及IGC规则  Read and understand the safety of the relevant guide of international Liquefied gas carrier and IGC code |  |  |  |  |
| .3 | 熟悉本船的液货管系、气货管系及相关阀门、货物操作设备，并会正确使用  familiar with the ship's cargo piping, gas piping and valves, cargo handling equipment, and proper use of |  |  |  |  |
| .4 | 监控排放压载水  Monitor the discharge of ballast water |  |  |  |  |
| .5 | **★**装货前完成船/岸联系表相关内容，并熟知船/岸紧急联系程序Ship/shore contact form before loading the related content and knowledge of ship/shore emergency contact procedures |  |  |  |  |
| .6 | 货物仪表的观测、记录（温度表、压力表及液位计）  Cargo instrument of observation, recording(Thermometers, pressure gauges and level gauge) |  |  |  |  |
| .7 | **★**货物仪器的校正、使用  the calibration of and the use of the cargoes instruments, |  |  |  |  |
| .8 | 根据装货需求，是否更换货种，是否需要惰化  According to the load demand, replacement products, the need for inerting |  |  |  |  |
| .9 | 根据公司、港口规则及相关规定准备妥防污染、消防、劳动保护及安全设备According to the company, the port rules and regulations to prepare properly for pollution prevention, fire protection, labour protection and safety equipment |  |  |  |  |
| .10 | **★**测试文件上证明的应急关闭程序、高位、高高位报警系统  Test files to prove the emergency closing procedures, high, high, high level alarm system |  |  |  |  |
| .11 | **★★**了解泵房和压缩机间；货控操作间、喷淋系统、易容塞系统液压泵作业、液压或气压阀门的开启以及各种报警的消除、复位Understand pump-room and cargo control room, piping system, and the cargo pump operation, and the distribution of the check valve and assignments |  |  |  |  |
| **1.2** | **监督装货**  **Monitoring Loading Cargo** | | | **在保持船舶稳性的基础上始终根据积载计划进行装货作业，装卸过程中发生的任何事故应及时报告并妥善处理。**  Always loading cargoes according to the stowage plan for keeping the ship's stability. Any accidents occurred in the process of loading and unloading should be report timely and properly handle. |  |  |
| .1 | 监督装货  Monitoring Loading Cargo |  |  |  |  |  |
| .2 | 货罐仪表的记录 |  |  |  |  |
| .3 | 计算每小时的装卸货速率并核对泵压  Calculate the rate of loading and unloading goods per hour and check the pump pressure |  |  |  |  |
| .4 | 根据装货计划，实时监督液位高度，准确完成货物装载量  According to the loading plan, real-time monitoring liquid level height accurately completed the loading of goods |  |  |  |  |
| .5 | 对装货作业和压载作业做记录  Record the Loading operation and the ballast operation |  |  |  |  |
| .6 | 实时完成货物降温、降压作业  Real time cargo temperature, step-down operation |  |  |  |  |
| .7 | **★**熟练进行货物计量作业，能准确计算出船上装有的液货量和气货量  Cargo measurement skilled jobs, can accurately calculate the amount of liquid and gas cargo volume on board |  |  |  |  |
| .8 | **★**船舶稳性、吃水差、剪力、弯矩的计算及货物越控装置的操作  ship's stability, trim, shear force, bending moment calculation and more cargo and control system operation |  |  |  |  |
| **1.3** | **适任：货物管理监控**  Competency: | | | 运输货物途中，根据所装货物性质和卸货港的相关要求，做好货物管理监控工作  Cargo en route, depending on the nature of the goods and the port of discharge requirements, cargo management and monitoring |  |  |
| .1 | **★**浮球及滑竿液位计的管理  Ball float liquid level gauge and a kind of litter management |  |  |  |  |  |
| .2 | 货罐相关仪表数据的监控、记录、分析  Meter data of cargo tank monitoring, logging, analysis |  |  |  |  |
| .3 | **★★**货物降温、降压管理  Cargo cool and pressure management |  |  |  |  |
| .4 | **★**货物相关报警的监控管理  Cargo related alarm monitoring and management |  |  |  |  |
| .5 | **★**安全释放阀的调定、校核、测试 Safety relief valve setting, verification, test |  |  |  |  |
| .6 | **★**货物越控装置管理  Cargo control device management |  |  |  |  |
| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  Evaluation Criteria | **表明适任**  指定培训师/专业评估员  （姓名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor(Initials/Date) | |
| **2** | **适任：卸货监控**  Competency: Monitoring Discharging Cargo | | |
| **2.1** | **在卸货前或卸货时检查泵，管道和阀门**  Before unloading or when unloading, inspect pumps, pipes and valves | | | **开始卸货之前检查管道，阀门，泵，计量器等系统。**  Before discharging, check pipes, valves, pumps, meters and other systems. |  |  |
|  | 任务/职责  Tasks/Duties | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 在卸货前完成船/岸联系表相关内容，并熟知船/岸紧急联系程序Ship/shore contact form before discharging the related content  and knowledge of ship/shore emergency contact procedures |  |  |  |  |  |
| .2 | 根据公司、港口规则及相关规定准备妥防污染、消防、劳动保护及安全设备According to the company, the port rules and regulations to prepare properly for pollution prevention, fire protection, labour protection and safety equipment |  |  |  |  |
| .3 | 监督卸货作业，并按要求正确记录货罐相关仪表读数  Supervise unloading operations, and capturing the tanks as required meter reading |  |  |  |  |
| .4 | **★★**监督泵房，货物控制室及压缩机间  Supervise the pump room, cargo control room, |  |  |  |  |
| .5 | 监督排/压载作业  Supervise the ballast operation |  |  |  |  |
| .6 | 对卸货作业和排压载水作业做记录 Record the discharging operations and de-ballasting operations |  |  |  |  |
| .7 | 协助完成下列设备的操作：液货装置、气货装置、压缩机装置、置换系统、再液化装置（若有）  Assist in the completion of the following equipment operation: liquid cargo unit, air cargo equipment, compressor equipment, replacement systems, liquefaction plants (if any) |  |  |  |  |
| .8 | **★**船舶稳性、吃水差、剪力、弯矩的计算及货物越控装置的操作  ship's stability, trim, shear force, bending moment calculation and more cargo and control system operation |  |  |  |  |
| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  Evaluation Criteria | **表明适任**  指定培训师/专业评估员  （姓名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor(Initials/Date) | |
| **3** | **适任：维护修理装卸系统和相关设备**  Competency: maintenance and repair the handling systems and the related equipments | | |
| **3.1** | **检查和协助维护货阀及相关设备**  Check and assist maintaining cargo valves and the related equipments | | | **根据生产商的建议维护与正确使用相关设备，对任何缺陷采取正确措施并报告。**  Maintain and the properly use the related equipments according to manufacturer's recommendations and adopt correct measures to solve any defects and report |  |  |
|  | 任务/职责  Tasks/Duties | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 货泵和泵系布置  Cargo pumps and pumping arrangement |  |  |  |  |  |
| .2 | **★**液位计装置  Cargo tank level-gauging systems |  |  |  |  |
| .3 | 温度监控系统  Temperature monitoring system |  |  |  |  |
| .4 | 货舱压力监测与控制系统  Cargo pressure monitoring and control system |  |  |  |  |
| .5 | **★★**液压装置  hydraulic pressure system |  |  |  |  |
| .6 | 气体探测系统  Gas detection system |  |  |  |  |
| .7 | 蒸发系统  Evaporation system |  |  |  |  |
| .8 | 再液化系统  Reliquefaction system |  |  |  |  |
| .9 | 惰气（氮气）装置  The goods emergency shutdown system |  |  |  |  |
| .10 | **★★**货物紧急关闭系统（ESD)  Cargo emergency shut down system |  |  |  |  |
| .11 | 置换系统  Displace systems |  |  |  |  |
| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  Evaluation Criteria | **表明适任**  指定培训师/专业评估员  （姓名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor(Initials/Date) | |
| **4** | **适任：确保符合防污染要求**  Competency: ensure to be in accordance with the requirements for pollution prevention | | |
| **4.1** | **液化气船的安全工作方法**  The safety work method of liquefied gas ship | | | **遵循安全的工作做法，正确使用合适的安全和防护设备。**  Follow the safe work practices, properly use the appropriate safety and protective equipments. |  |  |
|  | 任务/职责  Tasks/Duties | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 进入封闭处所时应采取的预防措施  When entering a closed space, preventive measures should be taken |  |  |  |  |  |
| .2 | 正确使用各种呼吸器具  properly use all kinds of breathing apparatus |  |  |  |  |
| .3 | 进行泵系维护时应采取的预防措施  During pumping maintenance, prevention measures should be taken |  |  |  |  |
| .4 | 进行管系维护时应采取的预防措施  During piping maintenance, prevention measures should be taken |  |  |  |  |
| .5 | 热工与冷工作业时的预防措施  Preventive measures in thermal and cold working operations |  |  |  |  |
| .6 | 冷灼伤与冻伤的预防  Prevent cold burns and frostbite |  |  |  |  |
| .7 | 使用合适的个人防护设备  Use the appropriate personal protective equipment |  |  |  |  |
| .8 | 个人毒性监测装置的使用  The use of personal toxicity monitoring devices |  |  |  |  |
| **4.2** | **液化气船的应急程序**  The emergency procedures of liquefied gas ship | | | **迅速识别紧急情况的类型和影响，并采取符合既定应急程序和应急计划的行动**  Quickly identify the type of emergency and effects, and act in accordance with the established emergency procedures and contingency plans |  |  |
|  | 任务/职责  Tasks/Duties | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 货物操作紧急关闭程序  Cargo operation emergency shutdown procedures |  |  |  |  |  |
| .2 | 货阀的紧急操作  Cargo valve emergency operations |  |  |  |  |
| .3 | 对货物操作至关重要的系统或设施发生故障时应采取的行动Action should be taken to the failures of the cargo operation critical system or facilities |  |  |  |  |
| .4 | 货物抛弃  Jettison cargoes |  |  |  |  |
| .5 | 封闭处所的救助  Rescue in closed spaces |  |  |  |  |  |
| .6 | 船舶消防  Marine fire-fighting |  |  |  |  |  |
| .7 | 被气体包围的情况下采取的行动take actions surrounded by a gas |  |  |  |  |  |
| .8 | 液化气船船上急救医疗程序  The emergency medical procedures on Liquefied gas ship |  |  |  |  |  |
| **4.3** | **防止环境污染**  prevent the pollution of the environment | | | **采取的操作合理规划并完全符合国际规则的要求**  Take the operation by the reasonable planning and full compliance with the requirements of international rules |  |  |
| .1 | 了解环境保护要求，包括MARPOL公约关于海洋和大气环境保护的要求细则  Understand the requirements of the environmental protection, |  |  |  |  |  |
| .2 | 说出至少两个特殊水域（PSSAs）  Name at least two special waters |  |  |  |  |
| .3 | 举例说明采取保护海洋环境措施的个人责任  Give examples to state personal responsibility to protect the Marine environment |  |  |  |  |
| .4 | 理解航行污染物必须根据MARPOL公约进行岸上处理  Understand the navigation pollutants should be dealt with on shore according to MARPOL convention |  |  |  |  |
| .5 | 了解使用与所有船舶的关于限制处理含有污水的严格法规Understand the use and all ships to limit processing strict rules containing wastewater |  |  |  |  |
| .6 | 了解含有污水的正确处理方式，包括详细记录要求  Understand the properly handling the contained wastewater, including detailed records requirements |  |  |  |  |
| .7 | 了解适用于所有船舶的关于污水的严格法规  Understand the strict regulations on waste pollution to be applied to all ships |  |  |  |  |
| .8 | 理解ISM规则对防止污染的相关要求  Understand the requirements of the relevant ISM rules to prevent pollution |  |  |  |  |

**第三次货物装卸Cargo handling for the third time**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  Evaluation Criteria | **表明适任**  指定培训师/专业评估员  （姓名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor(Initials/Date) | |
| **1** | **适任：装货监控**  Competency: Monitoring Loading Cargo | | |
| **1.1** | **监督液舱装货的准备工作**  Preparation of the supervision of tank loading | | | 在装货之前，确保货舱状态良好状态。冷却、惰化等设施工作正常。  Before loading, ensure the tank to be in good condition. Cooling, inerting facilities etc. for Working properly. | **SC** | **19/3/11** |
|  | 任务/职责  Tasks/Duties | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 了解船舶安全手册相关规定  Read and understand ship’ safety manual |  |  |  |  |  |
| .2 | 阅读和了解有关国际液化气船的安全指南及IGC规则  Read and understand the safety of the relevant guide of international Liquefied gas carrier and IGC code |  |  |  |  |
| .3 | 熟悉本船的液货管系、气货管系及相关阀门、货物操作设备，并会正确使用  familiar with the ship's cargo piping, gas piping and valves, cargo handling equipment, and proper use of |  |  |  |  |
| .4 | 监控排放压载水  Monitor the discharge of ballast water |  |  |  |  |
| .5 | **★**装货前完成船/岸联系表相关内容，并熟知船/岸紧急联系程序Ship/shore contact form before loading the related content and knowledge of ship/shore emergency contact procedures |  |  |  |  |
| .6 | 货物仪表的观测、记录（温度表、压力表及液位计）  Cargo instrument of observation, recording(Thermometers, pressure gauges and level gauge) |  |  |  |  |
| .7 | **★**货物仪器的校正、使用  the calibration of and the use of the cargoes instruments, |  |  |  |  |
| .8 | 根据装货需求，是否更换货种，是否需要惰化  According to the load demand, replacement products, the need for inerting |  |  |  |  |
| .9 | 根据公司、港口规则及相关规定准备妥防污染、消防、劳动保护及安全设备According to the company, the port rules and regulations to prepare properly for pollution prevention, fire protection, labour protection and safety equipment |  |  |  |  |
| .10 | **★**测试文件上证明的应急关闭程序、高位、高高位报警系统  Test files to prove the emergency closing procedures, high, high, high level alarm system |  |  |  |  |
| .11 | **★★**了解泵房和压缩机间；货控操作间、喷淋系统、易容塞系统液压泵作业、液压或气压阀门的开启以及各种报警的消除、复位Understand pump-room and cargo control room, piping system, and the cargo pump operation, and the distribution of the check valve and assignments |  |  |  |  |
| **1.2** | **监督装货**  **Monitoring Loading Cargo** | | | **在保持船舶稳性的基础上始终根据积载计划进行装货作业，装卸过程中发生的任何事故应及时报告并妥善处理。**  Always loading cargoes according to the stowage plan for keeping the ship's stability. Any accidents occurred in the process of loading and unloading should be report timely and properly handle. |  |  |
| .1 | 监督装货  Monitoring Loading Cargo |  |  |  |  |  |
| .2 | 货罐仪表的记录 |  |  |  |  |
| .3 | 计算每小时的装卸货速率并核对泵压  Calculate the rate of loading and unloading goods per hour and check the pump pressure |  |  |  |  |
| .4 | 根据装货计划，实时监督液位高度，准确完成货物装载量  According to the loading plan, real-time monitoring liquid level height accurately completed the loading of goods |  |  |  |  |
| .5 | 对装货作业和压载作业做记录  Record the Loading operation and the ballast operation |  |  |  |  |
| .6 | 实时完成货物降温、降压作业  Real time cargo temperature, step-down operation |  |  |  |  |
| .7 | **★**熟练进行货物计量作业，能准确计算出船上装有的液货量和气货量  Cargo measurement skilled jobs, can accurately calculate the amount of liquid and gas cargo volume on board |  |  |  |  |
| .8 | **★**船舶稳性、吃水差、剪力、弯矩的计算及货物越控装置的操作  ship's stability, trim, shear force, bending moment calculation and more cargo and control system operation |  |  |  |  |
| **1.3** | **适任：货物管理监控**  Competency: | | | 运输货物途中，根据所装货物性质和卸货港的相关要求，做好货物管理监控工作  Cargo en route, depending on the nature of the goods and the port of discharge requirements, cargo management and monitoring |  |  |
| .1 | **★**浮球及滑竿液位计的管理  Ball float liquid level gauge and a kind of litter management |  |  |  |  |  |
| .2 | 货罐相关仪表数据的监控、记录、分析  Meter data of cargo tank monitoring, logging, analysis |  |  |  |  |
| .3 | **★★**货物降温、降压管理  Cargo cool and pressure management |  |  |  |  |
| .4 | **★**货物相关报警的监控管理  Cargo related alarm monitoring and management |  |  |  |  |
| .5 | **★**安全释放阀的调定、校核、测试 Safety relief valve setting, verification, test |  |  |  |  |
| .6 | **★**货物越控装置管理  Cargo control device management |  |  |  |  |
| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  Evaluation Criteria | **表明适任**  指定培训师/专业评估员  （姓名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor(Initials/Date) | |
| **2** | **适任：卸货监控**  Competency: Monitoring Discharging Cargo | | |
| **2.1** | **在卸货前或卸货时检查泵，管道和阀门**  Before unloading or when unloading, inspect pumps, pipes and valves | | | **开始卸货之前检查管道，阀门，泵，计量器等系统。**  Before discharging, check pipes, valves, pumps, meters and other systems. |  |  |
|  | 任务/职责  Tasks/Duties | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 在卸货前完成船/岸联系表相关内容，并熟知船/岸紧急联系程序Ship/shore contact form before discharging the related content  and knowledge of ship/shore emergency contact procedures |  |  |  |  |  |
| .2 | 根据公司、港口规则及相关规定准备妥防污染、消防、劳动保护及安全设备According to the company, the port rules and regulations to prepare properly for pollution prevention, fire protection, labour protection and safety equipment |  |  |  |  |
| .3 | 监督卸货作业，并按要求正确记录货罐相关仪表读数  Supervise unloading operations, and capturing the tanks as required meter reading |  |  |  |  |
| .4 | **★★**监督泵房，货物控制室及压缩机间  Supervise the pump room, cargo control room, |  |  |  |  |
| .5 | 监督排/压载作业  Supervise the ballast operation |  |  |  |  |
| .6 | 对卸货作业和排压载水作业做记录 Record the discharging operations and de-ballasting operations |  |  |  |  |
| .7 | 协助完成下列设备的操作：液货装置、气货装置、压缩机装置、置换系统、再液化装置（若有）  Assist in the completion of the following equipment operation: liquid cargo unit, air cargo equipment, compressor equipment, replacement systems, liquefaction plants (if any) |  |  |  |  |
| .8 | **★**船舶稳性、吃水差、剪力、弯矩的计算及货物越控装置的操作  ship's stability, trim, shear force, bending moment calculation and more cargo and control system operation |  |  |  |  |
| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  Evaluation Criteria | **表明适任**  指定培训师/专业评估员  （姓名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor(Initials/Date) | |
| **3** | **适任：维护修理装卸系统和相关设备**  Competency: maintenance and repair the handling systems and the related equipments | | |
| **3.1** | **检查和协助维护货阀及相关设备**  Check and assist maintaining cargo valves and the related equipments | | | **根据生产商的建议维护与正确使用相关设备，对任何缺陷采取正确措施并报告。**  Maintain and the properly use the related equipments according to manufacturer's recommendations and adopt correct measures to solve any defects and report |  |  |
|  | 任务/职责  Tasks/Duties | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 货泵和泵系布置  Cargo pumps and pumping arrangement |  |  |  |  |  |
| .2 | **★**液位计装置  Cargo tank level-gauging systems |  |  |  |  |
| .3 | 温度监控系统  Temperature monitoring system |  |  |  |  |
| .4 | 货舱压力监测与控制系统  Cargo pressure monitoring and control system |  |  |  |  |
| .5 | **★★**液压装置  hydraulic pressure system |  |  |  |  |
| .6 | 气体探测系统  Gas detection system |  |  |  |  |
| .7 | 蒸发系统  Evaporation system |  |  |  |  |
| .8 | 再液化系统  Reliquefaction system |  |  |  |  |
| .9 | 惰气（氮气）装置  The goods emergency shutdown system |  |  |  |  |
| .10 | **★★**货物紧急关闭系统（ESD)  Cargo emergency shut down system |  |  |  |  |
| .11 | 置换系统  Displace systems |  |  |  |  |
| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  Evaluation Criteria | **表明适任**  指定培训师/专业评估员  （姓名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor(Initials/Date) | |
| **4** | **适任：确保符合防污染要求**  Competency: ensure to be in accordance with the requirements for pollution prevention | | |
| **4.1** | **液化气船的安全工作方法**  The safety work method of liquefied gas ship | | | **遵循安全的工作做法，正确使用合适的安全和防护设备。**  Follow the safe work practices, properly use the appropriate safety and protective equipments. |  |  |
|  | 任务/职责  Tasks/Duties | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 进入封闭处所时应采取的预防措施  When entering a closed space, preventive measures should be taken |  |  |  |  |  |
| .2 | 正确使用各种呼吸器具  properly use all kinds of breathing apparatus |  |  |  |  |
| .3 | 进行泵系维护时应采取的预防措施  During pumping maintenance, prevention measures should be taken |  |  |  |  |
| .4 | 进行管系维护时应采取的预防措施  During piping maintenance, prevention measures should be taken |  |  |  |  |
| .5 | 热工与冷工作业时的预防措施  Preventive measures in thermal and cold working operations |  |  |  |  |
| .6 | 冷灼伤与冻伤的预防  Prevent cold burns and frostbite |  |  |  |  |
| .7 | 使用合适的个人防护设备  Use the appropriate personal protective equipment |  |  |  |  |
| .8 | 个人毒性监测装置的使用  The use of personal toxicity monitoring devices |  |  |  |  |
| **4.2** | **液化气船的应急程序**  The emergency procedures of liquefied gas ship | | | **迅速识别紧急情况的类型和影响，并采取符合既定应急程序和应急计划的行动**  Quickly identify the type of emergency and effects, and act in accordance with the established emergency procedures and contingency plans |  |  |
|  | 任务/职责  Tasks/Duties | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 货物操作紧急关闭程序  Cargo operation emergency shutdown procedures |  |  |  |  |  |
| .2 | 货阀的紧急操作  Cargo valve emergency operations |  |  |  |  |
| .3 | 对货物操作至关重要的系统或设施发生故障时应采取的行动Action should be taken to the failures of the cargo operation critical system or facilities |  |  |  |  |
| .4 | 货物抛弃  Jettison cargoes |  |  |  |  |
| .5 | 封闭处所的救助  Rescue in closed spaces |  |  |  |  |  |
| .6 | 船舶消防  Marine fire-fighting |  |  |  |  |  |
| .7 | 被气体包围的情况下采取的行动take actions surrounded by a gas |  |  |  |  |  |
| .8 | 液化气船船上急救医疗程序  The emergency medical procedures on Liquefied gas ship |  |  |  |  |  |
| **4.3** | **防止环境污染**  prevent the pollution of the environment | | | **采取的操作合理规划并完全符合国际规则的要求**  Take the operation by the reasonable planning and full compliance with the requirements of international rules |  |  |
| .1 | 了解环境保护要求，包括MARPOL公约关于海洋和大气环境保护的要求细则  Understand the requirements of the environmental protection, |  |  |  |  |  |
| .2 | 说出至少两个特殊水域（PSSAs）  Name at least two special waters |  |  |  |  |
| .3 | 举例说明采取保护海洋环境措施的个人责任  Give examples to state personal responsibility to protect the Marine environment |  |  |  |  |
| .4 | 理解航行污染物必须根据MARPOL公约进行岸上处理  Understand the navigation pollutants should be dealt with on shore according to MARPOL convention |  |  |  |  |
| .5 | 了解使用与所有船舶的关于限制处理含有污水的严格法规Understand the use and all ships to limit processing strict rules containing wastewater |  |  |  |  |
| .6 | 了解含有污水的正确处理方式，包括详细记录要求  Understand the properly handling the contained wastewater, including detailed records requirements |  |  |  |  |
| .7 | 了解适用于所有船舶的关于污水的严格法规  Understand the strict regulations on waste pollution to be applied to all ships |  |  |  |  |
| .8 | 理解ISM规则对防止污染的相关要求  Understand the requirements of the relevant ISM rules to prevent pollution |  |  |  |  |

**第四部分 评价报告**

**SECTION 4 REPORT OF EVALUATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名  Name |  | 船上见习时间  Date of training |  | 船员服务簿编号  Seaman’s registration |  |
| 船长鉴定意见Evaluating competence by master  签名 日期  Signature Date | | | | | |
| 船公司鉴定意见Evaluating competence by company  签名 日期  Signature Date | | | | | |
| 海事机构意见Evaluating competence by administration  签名 日期 Signature Date | | | | | |

# 13.油轮、化学品船船员获取货物操作高级培训合格证书的船上见习记录簿

油轮、化学品船船员

获取货物操作高级培训合格证书

的船上见习记录簿

The Ship Training Record Book for the Crew-member of

Oil tanker and Chemical tanker

to Obtain the advanced cargoTraining Certificate

油轮、化学品船船员

获取货物操作高级培训合格证书

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The Ship Training Record Book for the Crew-member of

Oil tanker and Chemical tanker

to Obtain the advanced cargoTraining Certificate

姓名Name:

船员服务簿注册号码Seafarer’s Registration No.:

船员管理公司Crew management company:

海事管理机构Maritime administration:

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**第二部分 培训任务和要达成的适任目标 SECTION 2 INFORMATION ON TRAINING TASKS AND COMPETENCES TO BE ACHIEVED**

**第三部分 见习科目 SECTION 3 SUBJECT OUTLINE**

1、装货监控**monitor the loading**

2、卸货监控**monitor discharging of cargoes**

3、维护及检修货油系统及相关设备**maintain and overhaul cargo system and associated equipment**

4、确保符合防污染要求**ensure compliance with pollution prevention requirement**

**第四部分 评价报告 SECTION 4 REPORTS OF EVALUATION**

**第一部分 使用指南**

船长、指定的船上培训师和见习船员需注意

**1、记录簿的目的：**

见习记录簿是根据《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》的要求编制的，其目的是确保需要见习的船员按照系统的培训计划，充分利用海上航行时间，在船上培训师的指导下，完成预定的培训任务。在充分完成培训任务后，就可以获得实际的工作经验和必要的海上服务资历，成为符合《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》中适任要求的合格船员。

**2、当持有记录簿时：**

见习船员应在船上培训师的指导下，按培训要求，分阶段地完成培训任务的填写。

见习船员在整个培训期间应个人负责记录簿的保管。

3、**见习船员海上资历期间：**

在第三部分所列出的一系列船上培训任务，应在船上培训师的指导下积极的完成。

一旦上船，只要航行情况允许，此记录薄应每次装货或卸货任务完成后提交给指定的船上培训师检查。船上培训师的检查要及时记录，在对需要改进的地方进行验证后，签名并标注日期。

记录簿每个装卸任务结束后应提交给船长检查，船长的评论要及时记录，标注日期。该评论应仅涉及见习船员的适任情况和见习进程。

记录簿在结束见习任务后应提交给公司检查，公司培训师的评论要及时记录，标注日期。该评论应仅涉及见习船员的适任情况和见习进程。

**备注：标注★的为甲板部高级船员必须掌握项目；**

**标注★★的项目为轮机部高级船员必需掌握内容；**

**有特别标识的内容，其他船员仅做一般了解即可。**

**SECTION 1 GUIDE TO COMPLETION**

For the attention masters, designated on board training officers and rating trainees

1、Object of the record book

The record book was designed in accordance with the STCW Convention as amended in 2010 and the Regulations for the examination and certification of seafarers of the People’ republic of china, which is to help ensure that ratings follow a structured programme of training and make best use of their time at sea to complete the tasks under the direction of onboard trainer. In so doing they will gain the practical training and experience to become competent watchkeeping deck ratings in accordance with the STCW Convention as amended in 2010 and the Regulations for the examination and certification of seafarers of the People’ republic of china.

2、On receipt of this book

The trainee should complete the information of personal history. The trainee should complete the information required on the following pages by stages, under the supervision of the designated training officer on schedule. The trainee should be personally responsible for the safe keeping of this record book throughout training.

3、Throughout the rating’s seagoing service

Sections 3, which contain a list of on board training tasks, should be progressively completed under the direction of the designated training officer.

So far as the navigation circumstances allows, the record book should be submitted to the designated training officer after the completion of loading and unloading tasks upon embarking a vessel. The inspection of the trainer officer should be recorded timely. The inspection of the designated training officer should also be recorded in time and sign his name with the date after inspecting the area for improvements.

The record book should be submitted to the master for inspection upon completing cargo handling task. The master’s comments should be recorded with date timely,Comments should only related to the trainee’s practical progress and competence.

The record book should be submitted to the company for inspection after completing the training task. The comments from company should be recorded with date timely, Comments should only be related to the trainee’s practical progress and competence.

Remarks：★ for deck officers must master project;

★ ★ For marking an item as engineering officer must master the content;

Content of the specifically identified, others made only a general understanding of the crew.

**第二部分 培训任务和要达成的适任目标**（完成清单中培训任务和达成胜任的例子）

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号** | **培训** | | | **评估标准** | **表明适任**  **指定培训师/专业评估员（签名/日期）** | |
| **1** | **适任：装货监控** | | |
| **1.1** | **监督液舱装货的准备工作** | | | **在进入货舱之前采取措施以确保舱室安全。货舱状态良好且够干净。加热设施工作正常。** | **XXX** | **19/3/11** |
|  | 任务/职责 | 任务完成  船上培训师（签名/日期） | | 改进建议 | 任务完成  船上培训师（签名/日期） | |
| .1 | 了解船舶安全手册相关规定 | XXX |  | 安全检查清单要全面，内容要具体 | XXX | 10/3/11 |
| .2 | 了解国际油轮和油码头安全指南相关要求 | XXX | 12/2/11 | XXX | 12/3/11 |
| .3 | 装货前完成安全检查表 | XXX | 10/1/11 | XXX | 12/3/11 |

* 粗体部分的胜任（在此例中**装货监控**等）直接取自STCW规则
* 主要的任务（在此例中**监督液舱装货的准备工作**等）也取自STCW规则。主要的任务被细分为页码左手边的任务和职责。实习生应尽可能地完成培训任务，但是考虑到可能的设备货物或船舶航行模式，在实习生被认为适任前，并不要求所有的任务都能完成。必须注意到，构成胜任基础的一些知识和技能也可以在岸上培训中获得。
* 船上培训师可以在所提供的空白处两次记录完成任务的情况。这不意味着每项任务应完成两次，如果船上培训师认为一次已足够的话。
* 监督实习生的船上培训师由船长指定的具有丰富经验的合格船员担任。
* 在证明适任被记录之前，船长或指定的船上培训师可以记录下要改进部分的建议，在评估标准正下方有用于此目的的大空格。当证明适任主要的任务时，评估标准最右手边的空格子里，船长或指定的船上培训师应签字并标注日期（年，月，日），证明已经胜任。
* 当记录“表明适任”时，应该仔细考虑到表中所提出的评估标准。评估标准和船员良好的船艺都来自STCW规则。

**SECTION 2 INFORMATION ON TRAINING TASKS AND COMPETENCES TO BE ACHIEVED**

Example of how to complete the list of training task and competences achieved

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NO.** | **Training** | | | **Evaluation Criteria** | **competence demonstrate**  **designated training officer/ in service assessor (Initials/Date)** | |
| **1** | Competency: Monitoring Loading Cargo | | |
| **1.1** | supervise the preparation of tanks for loading | | | Precautions are taken before entering the tank to ensure the safe atmosphere. The tanks are in good order and condition, sufficiently cleaned. Any heating arrangement are functioning well. | **XXX** | **19/3/11** |
|  | Tasks/Duties | Task completed  Trainer (Initials/Date) | | Advice on areas for improvement | Task completed  Trainer (Initials/Date) | |
| .1 | Read and understand the ship safety manual | XXX | 9/2/11 | Safety checklist should be comprehensive, and the contents should be specific | XXX | 10/3/11 |
| .2 | Read and understand the safety of the relevant guide of international Liquefied gas carrier | XXX | 12/2/11 | XXX | 12/3/11 |
| .3 | Complete security check-list before loading | XXX | 10/1/11 | XXX | 12/3/11 |

* The competence with **bold fonts** (**Plan and conduct a passage and determine position**) is directly taken from the text of the STCW Code.
* The primary task (in this case **Terrestrial Navigation** ') is also taken from the STCW Code. The primary task is sub-divided into training tasks or duties on the left hand side of the page. The trainee should complete as many of these training tasks as possible. However, in view of the likely equipment cargo or voyage pattern of the ship, it is not expected that all these tasks will be completed before the trainee is considered competent in the primary task. It should be noted that some of the skills and knowledge that underpin the competences may well have been obtained during shore based training.
* Space is provided to record completion of each training task twice by the supervising officer. This does not mean that each task must be completed twice if, in the opinion of the officer, once is considered sufficient.
* The officer supervising the trainee does not necessarily have to be the designated training officer.
* Before 'Competence Demonstrated' is recorded the master or designated on hoard training officer may record any appropriate advice about areas for improvement. A large blank space for this purpose is provided beneath the criteria for evaluation, as competence in these primary tasks is demonstrated, the appropriate blank next to the criteria for evaluation, on the far right hand side of the page, should be signed and dated(day, month and year )by the master or designated training officer on board ship to attest that competence has been demonstrated.
* A trainee’s attainment of the competence should only be recorded as 'Competence Demonstrated' when the master or designated training officer is indeed satisfied that the trainee can perform the duty without supervision.

When recording 'Competence Demonstrated', careful account should be taken of the criteria for evaluation contained on the right hand side of the page, which is taken from the STCW Code, as well as the best practices of seafarers and good safe working practice.

**第三部分 见习科目**

**SECTION 3 SUBJECT OUTLINE**

**第一次货物装卸 the first cargo handling**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No** | **培训 training** | | | **评估标准 criteria for evaluation** | **表明适任**  指定培训师/专业评估员  （姓名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor(Initials/Date) | |
| **1** | **适任：装货监控**  **competence: monitor the loading** | | |
| **1.1** | **监督液舱装货的准备工作**  **supervise the preparation of tanks for loading** | | | **在进入货舱之前采取措施或确保舱室安全。货舱状态良好且够干净。加热设施功能正常。**  **Precautions are taken before entering the tank to ensure the safe atmosphere. The tanks are in good order and condition, sufficiently cleaned. Any heating arrangement are functioning well.** |  |  |
|  | 任务/职责  task/ duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 了解船舶安全手册相关规定  Read and understand ship’ safety manual |  |  |  |  |  |
| .2 | 了解国际油轮、化学品船和码头的安全指南相关规定  Read and understand the international safety guide of the Oil Tankers and Terminals (ISGOTT) |  |  |  |  |
| .3 | ★协助制定装货计划及压载水排放计划  Assist to make loading & deballasting plan |  |  |  |  |
| .4 | ★装货前完成安全检查表  Complete the Safety Check List before loading |  |  |  |  |
| .5 | 监控压载水排放  supervise the deballasting |  |  |  |  |
| .6 | 除气  Purging |  |  |  |  |
| .7 | 惰化  Inerting |  |  |  |  |
| .8 | 根据公司和港口规定放置防污染器材  Positioning the pollution control equipment in accordance with the company and terminal regulations |  |  |  |  |
| .9 | 应急停泵测试并按规定记录  Testing of documented emergency shut-down procedures |  |  |  |  |
| .10 | 熟悉泵舱、货控室设备、相关管线及货泵操作的相关知识，并清楚相关阀门位置及操作。  Demonstrate a knowledge of pump room, cargo control room, pipeline system and the cargo pump operation and the layout/operation of check valve |  |  |  |  |
| **1.2** | **装货过程监控**  **Supervise loading** | | | **根据装货计划在确保船舶稳性和合适吃水差的基础上进行装货作业，装卸过程中发生的任何事故应及时报告并妥善处理。**  **The cargo is loaded in accordance with cargo plan while maintaining proper trim and stability at all times. Any incidents or accidents during loading are reported immediately and proper action taken** |  |  |
| .1 | 监督装货supervise loading |  |  |  |  |  |
| .2 | 惰化作业 inert operation |  |  |  |  |
| .3 | 计算每小时的装货速率并核对管线压力  Calculate hourly loading rate and check back the pressures |  |  |  |  |
| .4 | 协助收舱作业  Assist with topping-off tanks |  |  |  |  |
| .5 | 协助计量作业  Assist with the operation of gauges |  |  |  |  |
| .6 | 装货和压载作业记录  Keep a record of loading and ballasting operation |  |  |  |  |
| .7 | 协助透气系统和P/V阀操作  Assist with the operation of gas venting system and pressure vacuum valve |  |  |  |  |
| **编号**  **No** | **培训**  **training** | | | **评估标准**  **criteria for evaluation** | **表明适任**  指定培训师/专业评估员  （姓名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor(Initials/Date) | |
| **2** | **适任：卸货监控**  **competence: monitor discharging of cargoes** | | |
| **2.1** | **在卸货前或卸货时检查泵，管道和阀门**  **Inspect pumps, lines. valves before and during discharge** | | | **卸货前管线、阀门、泵浦、计量仪器/仪表及相关系统检查。防污染设备/器材备妥，并处于随时可用状态。**  **Pipes, valves, pumps, gauges and systems are checked before starting to discharge. Pollution control equipment is check and correctly located and ready for use.** |  |  |
|  | 任务/职责  task/ duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | ★协助制定卸货计划及压载计划  Assist to make cargo unloading & Ballasting plan. |  |  |  |  |  |
| .2 | ★卸货前完成安全检查表  Complete a Safe Check List prior to discharging |  |  |  |  |
| .3 | 协助值班驾驶员监督控货作业  Understudy a deck officer in supervising tanker discharging operations |  |  |  |  |
| .4 | 协助值班驾驶员监控泵舱，货控室相关设备/仪表  Understudy a deck officer in supervising pump room, cargo control room checks |  |  |  |  |
| .5 | 协助值班驾驶员监控压载作业  Understudy a deck officer in supervising ballasting operations |  |  |  |  |
| .6 | 协助操作以下设备  Assist with the operation of the following equipment:：  ★★备泵Set up and start cargo pumps  扫舱泵和相关系统Stripping pumps and associated system  ★★惰气装置Inert gas plant |  |  |  |  |
| .7 | 卸货及压载作业记录  keep a record of discharging and ballasting operations |  |  |  |  |
| **2.2** | **协助洗舱作业**  **Assist in tank cleaning** | | | **遵守MARPOL公约、行业规范和相关指南、公司体系文件规定和码头的相关要求。并保留相关记录。**  **MARPOL appropriate industry code and guidelines, company’s documented requirement and those of terminals are followed. Appropriate records are maintained.** |  |  |
| .1 | ★熟悉洗舱计划制定  Familiarizing the tank cleaning plan procedure |  |  |  |  |  |
| .2 | ★清舱前完成安全检查表中内容  Complete a Safe Check List prior to tank cleaning |  |  |  |  |
| .3 | 协助驾驶员完成下列操作：洗舱、置换、通风、下舱作业  Understudy a deck officer in supervising the following operations: tank cleaning, purging, gas freeing, tank entry |  |  |  |  |
| .4 | 协助完成下列设备的操作：温度测量装置、量油尺、油水界面仪、便携式洗舱机、固定式洗舱机、通风机、液位测量系统、 测氧仪、测爆仪、 组合气体检测仪等；  ★协助排油监控系统操作；  Assist with the operation of the following equipment:  ODME system, thermometers, sounding rods, interface detectors, portable tank washing machines, fix tank washing machines, programmable washing units, gas freeing fans, ullage gauges, oxygen analyses, explosimeters, multi-gas indicators  Assist with the operation of the following equipment:ODME system。 |  |  |  |  |
| .5 | 液货舱清洁作业记录  Keep a record of tank cleaning operations |  |  |  |  |
| **编号**  **No** | **培训 training** | | | **评估标准**  **criteria for evaluation** | **表明适任**  指定培训师/专业评估员  （姓名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor(Initials/Date) | |
| **3** | **适任：维护、修理装卸货系统和相关设备**  **competence: maintain and overhaul cargo system and associated equipment** | | |
| **3.1** | **货泵和相关设备检查，协助设备保养工作**  **inspect cargo pump and equipment and assist with maintenance work** | | | **根据生产商的建议维护阀门、泵浦、计量仪表，对任何缺陷采取正确措施并报告。**  **Valves, pumps, gauges are maintained in accordance with manufactures’ recommendations. Any defects are reported and appropriate action are taken.** |  |  |
|  | 任务/职责 task/ duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 货泵应急切断测试  Test emergency shutdown of cargo pumps |  |  |  |  |  |
| .2 | 防污染设备/器材位于指定位置  Take inventory of pollution control equipment at designated locations |  |  |  |  |
| .3 | 协助检修下列设备：洗舱机、通风机、液位测量系统  Assist with the overhaul of:  Tank washing machines, gas free fans, ullage gauges |  |  |  |  |
| .4 | 完成下列设备维护：压力真空阀、阀门压盖、泥箱、油舱盖、气动葫芦、喷射泵  Assist with the overhaul of:  Pressure vacuum valves, valve gland, mud box, tank lids, air hoist, ejector |  |  |  |  |
| .5 | 下列设备的保养：惰性气体装置及管线、排油监控、 封闭装货布置、 相关管线和阀门等  Assist with the maintenance of:  Inert gas plant and pipelines, oily discharge monitor, closed circuit loading arrangements, pipelines and valves |  |  |  |  |
| **编号**  **No** | **培训**  **training** | | | **评估标准**  **criteria for evaluation** | **表明适任**  指定培训师/专业评估员  （姓名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor(Initials/Date) | |
| **4** | **适任：确保符合防污染要求**  **competence: ensure compliance with pollution prevention requirement** | | |
| **4.1** | **采取措施保护海洋环境**  **Implement proactive measures to protect the marine environment** | | | **采取的操作已合理规划并完全符合国际规则的要求**  **The operations are properly planned and comply with international regulation in spirit as well as world** |  |  |
|  | 任务/职责  task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | ★了解环境保护要求，包括MARPOL公约关于海洋和大气环境保护的要求细则  Understand that environment protection includes both sea and air which are protected by detailed MARPOL regulations |  |  |  |  |  |
| .2 | 说出至少两个特殊水域（PSSAs）  Name at least two particularly sensitive sea areas |  |  |  |  |
| .3 | 举例说明采取保护海洋环境措施的个人责任  Demonstrate by example preparedness to take personal responsibility for actions to protect the marine environment |  |  |  |  |
| .4 | 理解会造成海洋污染的污染物必须根据MARPOL公约进行岸上处理的相关规定  Understand that marine pollution must landed ashore for safe disposal in compliance with MARPOL |  |  |  |  |
| .5 | 了解适用于所有船舶的关于含油污水处理的法律法规  Understand that there are strict rules covering disposal at sea and oily water mixtures applicable to all ships |  |  |  |  |
| .6 | ★了解排油监控装置正确使用方法，包括正确记录要求  Understand the safe and correct operation of oil discharge monitor, including requirement for accurate recording keeping |  |  |  |  |
| .7 | ★了解适用于所有船舶的关于有毒液体物质处理的法律、法规  Understand that there are strict rules covering disposal of noxious liquid substance applicable to all ships |  |  |  |  |
| .8 | ★了解适用于所有船舶的有关处理有害包装物的法律、法规  Understand that there are strict rules covering disposal of harmful substances carried in packaged form applicable to all ships |  |  |  |  |
| .9 | ★★了解适用于所有船舶关于生活污水排放的法律、法规  Understand that there are strict rules covering pollution prevention by sewage applicable to all ships |  |  |  |  |
| .10 | 了解适用于所有船舶的关于防止垃圾污染的法律法规。  Understand that there are strict rules for prevention pollution by garbage from ship applicable to all ships |  |  |  |  |
| .11 | 了解逐步生效并适用于所有船舶的防止大气污染的相关法律法规  Understand that there are strict rules covering air pollution from ships which will progressively apply to all ships |  |  |  |  |
| .12 | 了解硫氧化物和氮氧化物对大气的影响以及减少大气污染的措施  Understand the impact of SOx, NOx and why effort are needed to reduce atmospheric pollution |  |  |  |  |
| .13 | ★了解压载水管理及压载水处理的相关规定  Understand that there are strict rules covering the management and treatment of ballast water |  |  |  |  |
| .14 | 了解ISM规则对环境保护的相关要求  Understand the requirements under ISM code regarding environment protection |  |  |  |  |
| **4.2** | **确保燃油加装前，加装计划已制定，加装程序已获准且甲板所有落水孔已堵死。**  **Ensure that procedures are agreed and properly planned and all scuppers are blocked before bunkering** | | | **在加油作业前，合理计划各项操作，堵塞所有甲板排水口并检查燃油加装相关管线。**  **The operations are properly planned, all scuppers are blocked and pipes and hoses inspected before bunkering** |  |  |
| .1 | 堵塞甲板落水孔  plug deck succpers |  |  |  |  |  |
| .2 | 描述加油作业相关程序  demonstrate knowledge of ship bunkering procedures |  |  |  |  |
| .3 | ★★加油操作的实操训练  Participate in bunkering operations |  |  |  |  |
| .4 | 演示紧急停止操作  demonstrate the emergency shutdown operations |  |  |  |  |
| **4.3** | **船舶周围发现污染时，紧急调查污染源**  **Initiate immediate investigation to detect the source on discovering any pollution around the ship** | | | **发现任何污染时，应立即查找污染源**  **Detect the source on discovering any pollution when appearing pollution** |  |  |
| 1 | 在溢油或其他防污染演习中完成实操训练  Complete real conduct training during oil spilling drills or other pollution prevention drills |  |  |  |  |  |
| **4.4** | **防止或控制有害液体或固体物质的泄露或溢出**  **Stop or prevent leakage and spills of harmful liquid and solid substance** | | | **利用一切手段调查出污染源并及时向船长和有关部门报告**  **All available resources are utilized to detect the source and master or authorities are informed as appropriate** |  |  |
| .1 | 能够从货物的MSDS及IMDG Code中获取货物危害性知识及操作时注意事项等信息  Demonstrate use of Material Safety Data Sheet and the IMDG code for obtaining information on cargo hazards and handling instruction |  |  |  |  |  |
| .2 | 在演习中演练回收泄露的有害货物  Participate in drill for clean-up of hazardous and handling spillage |  |  |  |  |
| **4.5** | **打排和置换压载水、加装燃油作业**  **Carry out ballast and bunkering operations** | | | **所有作业符合MARPOL公约的要求并特别注意《船舶油污应急计划》（SOPEP）的要求**  **All operations are carried out in accordance with MARPOL and due regard paid to Shipboard Oil Pollution Emergency Plan** |  |  |
|  | 任务/职责  task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 指出压载水控制图的位置并演示对其的理解  Locate the ship ballast management plan and demonstrate an understanding of its content |  |  |  |  |  |
| .2 | 协助驾驶员监控：压载水作业及洗舱作业  Understudy the deck officer in supervising a ballast/tank cleaning operation |  |  |  |  |

**第二次货物装卸 the second cargo handling**

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| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No** | **培训 training** | | | **评估标准 criteria for evaluation** | **表明适任**  指定培训师/专业评估员  （姓名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor(Initials/Date) | |
| **1** | **适任：装货监控**  **competence: monitor the loading** | | |
| **1.1** | **监督液舱装货的准备工作**  **supervise the preparation of tanks for loading** | | | **在进入货舱之前采取措施或确保舱室安全。货舱状态良好且够干净。加热设施功能正常。**  **Precautions are taken before entering the tank to ensure the safe atmosphere. The tanks are in good order and condition, sufficiently cleaned. Any heating arrangement are functioning well.** |  |  |
|  | 任务/职责  task/ duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 了解船舶安全手册相关规定  Read and understand ship’ safety manual |  |  |  |  |  |
| .2 | 了解国际油轮、化学品船和码头的安全指南相关规定  Read and understand the international safety guide of the Oil Tankers and Terminals (ISGOTT) |  |  |  |  |
| .3 | ★协助制定装货计划及压载水排放计划  Assist to make loading & deballasting plan |  |  |  |  |
| .4 | ★装货前完成安全检查表  Complete the Safety Check List before loading |  |  |  |  |
| .5 | 监控压载水排放  supervise the deballasting |  |  |  |  |
| .6 | 除气  Purging |  |  |  |  |
| .7 | 惰化  Inerting |  |  |  |  |
| .8 | 根据公司和港口规定放置防污染器材  Positioning the pollution control equipment in accordance with the company and terminal regulations |  |  |  |  |
| .9 | 应急停泵测试并按规定记录  Testing of documented emergency shut-down procedures |  |  |  |  |
| .10 | 熟悉泵舱、货控室设备、相关管线及货泵操作的相关知识，并清楚相关阀门位置及操作。  Demonstrate a knowledge of pump room, cargo control room, pipeline system and the cargo pump operation and the layout/operation of check valve |  |  |  |  |
| **1.2** | **装货过程监控**  **Supervise loading** | | | **根据装货计划在确保船舶稳性和合适吃水差的基础上进行装货作业，装卸过程中发生的任何事故应及时报告并妥善处理。**  **The cargo is loaded in accordance with cargo plan while maintaining proper trim and stability at all times. Any incidents or accidents during loading are reported immediately and proper action taken** |  |  |
| .1 | 监督装货supervise loading |  |  |  |  |  |
| .2 | 惰化作业 inert operation |  |  |  |  |
| .3 | 计算每小时的装货速率并核对管线压力  Calculate hourly loading rate and check back the pressures |  |  |  |  |
| .4 | 协助收舱作业  Assist with topping-off tanks |  |  |  |  |
| .5 | 协助计量作业  Assist with the operation of gauges |  |  |  |  |
| .6 | 装货和压载作业记录  Keep a record of loading and ballasting operation |  |  |  |  |
| .7 | 协助透气系统和P/V阀操作  Assist with the operation of gas venting system and pressure vacuum valve |  |  |  |  |
| **编号**  **No .** | **培训**  **training** | | | **评估标准**  **criteria for evaluation** | **表明适任**  指定培训师/专业评估员  （姓名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor(Initials/Date) | |
| **2** | **适任：卸货监控**  **competence: monitor discharging of cargoes** | | |
| **2.1** | **在卸货前或卸货时检查泵，管道和阀门**  **Inspect pumps, lines. valves before and during discharge** | | | **卸货前管线、阀门、泵浦、计量仪器/仪表及相关系统检查。防污染设备/器材备妥，并处于随时可用状态。**  **Pipes, valves, pumps, gauges and systems are checked before starting to discharge. Pollution control equipment is check and correctly located and ready for use.** |  |  |
|  | 任务/职责  task/ duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | ★协助制定卸货计划及压载计划  Assist to make cargo unloading & Ballasting plan. |  |  |  |  |  |
| .2 | ★卸货前完成安全检查表  Complete a Safe Check List prior to discharging |  |  |  |  |
| .3 | 协助值班驾驶员监督控货作业  Understudy a deck officer in supervising tanker discharging operations |  |  |  |  |
| .4 | 协助值班驾驶员监控泵舱，货控室相关设备/仪表  Understudy a deck officer in supervising pump room, cargo control room checks |  |  |  |  |
| .5 | 协助值班驾驶员监控压载作业  Understudy a deck officer in supervising ballasting operations |  |  |  |  |
| .6 | 协助操作以下设备  Assist with the operation of the following equipment:：  ★★备泵Set up and start cargo pumps  扫舱泵和相关系统Stripping pumps and associated system  ★★惰气装置Inert gas plant |  |  |  |  |
| .7 | 卸货及压载作业记录  keep a record of discharging and ballasting operations |  |  |  |  |
| **2.2** | **协助洗舱作业**  **Assist in tank cleaning** | | | **遵守MARPOL公约、行业规范和相关指南、公司体系文件规定和码头的相关要求。并保留相关记录。**  **MARPOL appropriate industry code and guidelines, company’s documented requirement and those of terminals are followed. Appropriate records are maintained.** |  |  |
| .1 | ★熟悉洗舱计划制定  Familiarizing the tank cleaning plan procedure |  |  |  |  |  |
| .2 | ★清舱前完成安全检查表中内容  Complete a Safe Check List prior to tank cleaning |  |  |  |  |
| .3 | 协助驾驶员完成下列操作：洗舱、置换、通风、下舱作业  Understudy a deck officer in supervising the following operations: tank cleaning, purging, gas freeing, tank entry |  |  |  |  |
| .4 | 协助完成下列设备的操作：温度测量装置、量油尺、油水界面仪、便携式洗舱机、固定式洗舱机、通风机、液位测量系统、 测氧仪、测爆仪、 组合气体检测仪等；  ★协助排油监控系统操作；  Assist with the operation of the following equipment:  ODME system, thermometers, sounding rods, interface detectors, portable tank washing machines, fix tank washing machines, programmable washing units, gas freeing fans, ullage gauges, oxygen analyses, explosimeters, multi-gas indicators  Assist with the operation of the following equipment:ODME system。 |  |  |  |  |
| .5 | 液货舱清洁作业记录  Keep a record of tank cleaning operations |  |  |  |  |
| **编号**  **No** | **培训 training** | | | **评估标准**  **criteria for evaluation** | **表明适任**  指定培训师/专业评估员  （姓名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor(Initials/Date) | |
| **3** | **适任：维护、修理装卸货系统和相关设备**  **competence: maintain and overhaul cargo system and associated equipment** | | |
| **3.1** | **货泵和相关设备检查，协助设备保养工作**  **inspect cargo pump and equipment and assist with maintenance work** | | | **根据生产商的建议维护阀门、泵浦、计量仪表，对任何缺陷采取正确措施并报告。**  **Valves, pumps, gauges are maintained in accordance with manufactures’ recommendations. Any defects are reported and appropriate action are taken.** |  |  |
|  | 任务/职责 task/ duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 货泵应急切断测试  Test emergency shutdown of cargo pumps |  |  |  |  |  |
| .2 | 防污染设备/器材位于指定位置  Take inventory of pollution control equipment at designated locations |  |  |  |  |
| .3 | 协助检修下列设备：洗舱机、通风机、液位测量系统  Assist with the overhaul of:  Tank washing machines, gas free fans, ullage gauges |  |  |  |  |
| .4 | 完成下列设备维护：压力真空阀、阀门压盖、泥箱、油舱盖、气动葫芦、喷射泵  Assist with the overhaul of:  Pressure vacuum valves, valve gland, mud box, tank lids, air hoist, ejector |  |  |  |  |
| .5 | 下列设备的保养：惰性气体装置及管线、排油监控、 封闭装货布置、 相关管线和阀门等  Assist with the maintenance of:  Inert gas plant and pipelines, oily discharge monitor, closed circuit loading arrangements, pipelines and valves |  |  |  |  |
| **编号**  **No** | **培训**  **training** | | | **评估标准**  **criteria for evaluation** | **表明适任**  指定培训师/专业评估员  （姓名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor(Initials/Date) | |
| **4** | **适任：确保符合防污染要求**  **competence: ensure compliance with pollution prevention requirement** | | |
| **4.1** | **采取措施保护海洋环境**  **Implement proactive measures to protect the marine environment** | | | **采取的操作已合理规划并完全符合国际规则的要求**  **The operations are properly planned and comply with international regulation in spirit as well as world** |  |  |
|  | 任务/职责  task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | ★了解环境保护要求，包括MARPOL公约关于海洋和大气环境保护的要求细则  Understand that environment protection includes both sea and air which are protected by detailed MARPOL regulations |  |  |  |  |  |
| .2 | 说出至少两个特殊水域（PSSAs）  Name at least two particularly sensitive sea areas |  |  |  |  |
| .3 | 举例说明采取保护海洋环境措施的个人责任  Demonstrate by example preparedness to take personal responsibility for actions to protect the marine environment |  |  |  |  |
| .4 | 理解会造成海洋污染的污染物必须根据MARPOL公约进行岸上处理的相关规定  Understand that marine pollution must landed ashore for safe disposal in compliance with MARPOL |  |  |  |  |
| .5 | 了解适用于所有船舶的关于含油污水处理的法律法规  Understand that there are strict rules covering disposal at sea and oily water mixtures applicable to all ships |  |  |  |  |
| .6 | ★了解排油监控装置正确使用方法，包括正确记录要求  Understand the safe and correct operation of oil discharge monitor, including requirement for accurate recording keeping |  |  |  |  |
| .7 | ★了解适用于所有船舶的关于有毒液体物质处理的法律、法规  Understand that there are strict rules covering disposal of noxious liquid substance applicable to all ships |  |  |  |  |
| .8 | ★了解适用于所有船舶的有关处理有害包装物的法律、法规  Understand that there are strict rules covering disposal of harmful substances carried in packaged form applicable to all ships |  |  |  |  |
| .9 | ★★了解适用于所有船舶关于生活污水排放的法律、法规  Understand that there are strict rules covering pollution prevention by sewage applicable to all ships |  |  |  |  |
| .10 | 了解适用于所有船舶的关于防止垃圾污染的法律法规。  Understand that there are strict rules for prevention pollution by garbage from ship applicable to all ships |  |  |  |  |
| .11 | 了解逐步生效并适用于所有船舶的防止大气污染的相关法律法规  Understand that there are strict rules covering air pollution from ships which will progressively apply to all ships |  |  |  |  |
| .12 | 了解硫氧化物和氮氧化物对大气的影响以及减少大气污染的措施  Understand the impact of SOx, NOx and why effort are needed to reduce atmospheric pollution |  |  |  |  |
| .13 | ★了解压载水管理及压载水处理的相关规定  Understand that there are strict rules covering the management and treatment of ballast water |  |  |  |  |
| .14 | 了解ISM规则对环境保护的相关要求  Understand the requirements under ISM code regarding environment protection |  |  |  |  |
| **4.2** | **确保燃油加装前，加装计划已制定，加装程序已获准且甲板所有落水孔已堵死。**  **Ensure that procedures are agreed and properly planned and all scuppers are blocked before bunkering** | | | **在加油作业前，合理计划各项操作，堵塞所有甲板排水口并检查燃油加装相关管线。**  **The operations are properly planned, all scuppers are blocked and pipes and hoses inspected before bunkering** |  |  |
| .1 | 堵塞甲板落水孔  plug deck succpers |  |  |  |  |  |
| .2 | 描述加油作业相关程序  demonstrate knowledge of ship bunkering procedures |  |  |  |  |
| .3 | ★★加油操作的实操训练  Participate in bunkering operations |  |  |  |  |
| .4 | 演示紧急停止操作  demonstrate the emergency shutdown operations |  |  |  |  |
| **4.3** | **船舶周围发现污染时，紧急调查污染源**  **Initiate immediate investigation to detect the source on discovering any pollution around the ship** | | | **发现任何污染时，应立即查找污染源**  **Detect the source on discovering any pollution when appearing pollution** |  |  |
| 1 | 在溢油或其他防污染演习中完成实操训练  Complete real conduct training during oil spilling drills or other pollution prevention drills |  |  |  |  |  |
| **4.4** | **防止或控制有害液体或固体物质的泄露或溢出**  **Stop or prevent leakage and spills of harmful liquid and solid substance** | | | **利用一切手段调查出污染源并及时向船长和有关部门报告**  **All available resources are utilized to detect the source and master or authorities are informed as appropriate** |  |  |
| .1 | 能够从货物的MSDS及IMDG Code中获取货物危害性知识及操作时注意事项等信息  Demonstrate use of Material Safety Data Sheet and the IMDG code for obtaining information on cargo hazards and handling instruction |  |  |  |  |  |
| .2 | 在演习中演练回收泄露的有害货物  Participate in drill for clean-up of hazardous and handling spillage |  |  |  |  |
| **4.5** | **打排和置换压载水、加装燃油作业**  **Carry out ballast and bunkering operations** | | | **所有作业符合MARPOL公约的要求并特别注意《船舶油污应急计划》（SOPEP）的要求**  **All operations are carried out in accordance with MARPOL and due regard paid to Shipboard Oil Pollution Emergency Plan** |  |  |
|  | 任务/职责  task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 指出压载水控制图的位置并演示对其的理解  Locate the ship ballast management plan and demonstrate an understanding of its content |  |  |  |  |  |
| .2 | 协助驾驶员监控：压载水作业及洗舱作业  Understudy the deck officer in supervising a ballast/tank cleaning operation |  |  |  |  |

**第三次货物装卸 the third cargo handling**

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| **编号**  **No.** | **培训 training** | | | **评估标准 criteria for evaluation** | **表明适任**  指定培训师/专业评估员  （姓名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor(Initials/Date) | |
| **1** | **适任：装货监控**  **competence: monitor the loading** | | |
| **1.1** | **监督液舱装货的准备工作**  **supervise the preparation of tanks for loading** | | | **在进入货舱之前采取措施或确保舱室安全。货舱状态良好且够干净。加热设施功能正常。**  **Precautions are taken before entering the tank to ensure the safe atmosphere. The tanks are in good order and condition, sufficiently cleaned. Any heating arrangement are functioning well.** |  |  |
|  | 任务/职责  task/ duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 了解船舶安全手册相关规定  Read and understand ship’ safety manual |  |  |  |  |  |
| .2 | 了解国际油轮、化学品船和码头的安全指南相关规定  Read and understand the international safety guide of the Oil Tankers and Terminals (ISGOTT) |  |  |  |  |
| .3 | ★协助制定装货计划及压载水排放计划  Assist to make loading & deballasting plan |  |  |  |  |
| .4 | ★装货前完成安全检查表  Complete the Safety Check List before loading |  |  |  |  |
| .5 | 监控压载水排放  supervise the deballasting |  |  |  |  |
| .6 | 除气  Purging |  |  |  |  |
| .7 | 惰化  Inerting |  |  |  |  |
| .8 | 根据公司和港口规定放置防污染器材  Positioning the pollution control equipment in accordance with the company and terminal regulations |  |  |  |  |
| .9 | 应急停泵测试并按规定记录  Testing of documented emergency shut-down procedures |  |  |  |  |
| .10 | 熟悉泵舱、货控室设备、相关管线及货泵操作的相关知识，并清楚相关阀门位置及操作。  Demonstrate a knowledge of pump room, cargo control room, pipeline system and the cargo pump operation and the layout/operation of check valve |  |  |  |  |
| **1.2** | **装货过程监控**  **Supervise loading** | | | **根据装货计划在确保船舶稳性和合适吃水差的基础上进行装货作业，装卸过程中发生的任何事故应及时报告并妥善处理。**  **The cargo is loaded in accordance with cargo plan while maintaining proper trim and stability at all times. Any incidents or accidents during loading are reported immediately and proper action taken** |  |  |
| .1 | 监督装货supervise loading |  |  |  |  |  |
| .2 | 惰化作业 inert operation |  |  |  |  |
| .3 | 计算每小时的装货速率并核对管线压力  Calculate hourly loading rate and check back the pressures |  |  |  |  |
| .4 | 协助收舱作业  Assist with topping-off tanks |  |  |  |  |
| .5 | 协助计量作业  Assist with the operation of gauges |  |  |  |  |
| .6 | 装货和压载作业记录  Keep a record of loading and ballasting operation |  |  |  |  |
| .7 | 协助透气系统和P/V阀操作  Assist with the operation of gas venting system and pressure vacuum valve |  |  |  |  |
| **编号**  **No.** | **培训**  **training** | | | **评估标准**  **criteria for evaluation** | **表明适任**  指定培训师/专业评估员  （姓名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor(Initials/Date) | |
| **2** | **适任：卸货监控**  **competence: monitor discharging of cargoes** | | |
| **2.1** | **在卸货前或卸货时检查泵，管道和阀门**  **Inspect pumps, lines. valves before and during discharge** | | | **卸货前管线、阀门、泵浦、计量仪器/仪表及相关系统检查。防污染设备/器材备妥，并处于随时可用状态。**  **Pipes, valves, pumps, gauges and systems are checked before starting to discharge. Pollution control equipment is check and correctly located and ready for use.** |  |  |
|  | 任务/职责  task/ duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | ★协助制定卸货计划及压载计划  Assist to make cargo unloading & Ballasting plan. |  |  |  |  |  |
| .2 | ★卸货前完成安全检查表  Complete a Safe Check List prior to discharging |  |  |  |  |
| .3 | 协助值班驾驶员监督控货作业  Understudy a deck officer in supervising tanker discharging operations |  |  |  |  |
| .4 | 协助值班驾驶员监控泵舱，货控室相关设备/仪表  Understudy a deck officer in supervising pump room, cargo control room checks |  |  |  |  |
| .5 | 协助值班驾驶员监控压载作业  Understudy a deck officer in supervising ballasting operations |  |  |  |  |
| .6 | 协助操作以下设备  Assist with the operation of the following equipment:：  ★★备泵Set up and start cargo pumps  扫舱泵和相关系统Stripping pumps and associated system  ★★惰气装置Inert gas plant |  |  |  |  |
| .7 | 卸货及压载作业记录  keep a record of discharging and ballasting operations |  |  |  |  |
| **2.2** | **协助洗舱作业**  **Assist in tank cleaning** | | | **遵守MARPOL公约、行业规范和相关指南、公司体系文件规定和码头的相关要求。并保留相关记录。**  **MARPOL appropriate industry code and guidelines, company’s documented requirement and those of terminals are followed. Appropriate records are maintained.** |  |  |
| .1 | ★熟悉洗舱计划制定  Familiarizing the tank cleaning plan procedure |  |  |  |  |  |
| .2 | ★清舱前完成安全检查表中内容  Complete a Safe Check List prior to tank cleaning |  |  |  |  |
| .3 | 协助驾驶员完成下列操作：洗舱、置换、通风、下舱作业  Understudy a deck officer in supervising the following operations: tank cleaning, purging, gas freeing, tank entry |  |  |  |  |
| .4 | 协助完成下列设备的操作：温度测量装置、量油尺、油水界面仪、便携式洗舱机、固定式洗舱机、通风机、液位测量系统、 测氧仪、测爆仪、 组合气体检测仪等；  ★协助排油监控系统操作；  Assist with the operation of the following equipment:  ODME system, thermometers, sounding rods, interface detectors, portable tank washing machines, fix tank washing machines, programmable washing units, gas freeing fans, ullage gauges, oxygen analyses, explosimeters, multi-gas indicators  Assist with the operation of the following equipment:ODME system。 |  |  |  |  |
| .5 | 液货舱清洁作业记录  Keep a record of tank cleaning operations |  |  |  |  |
| **编号**  **No.** | **培训 training** | | | **评估标准**  **criteria for evaluation** | **表明适任**  指定培训师/专业评估员  （姓名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor(Initials/Date) | |
| **3** | **适任：维护、修理装卸货系统和相关设备**  **competence: maintain and overhaul cargo system and associated equipment** | | |
| **3.1** | **货泵和相关设备检查，协助设备保养工作**  **inspect cargo pump and equipment and assist with maintenance work** | | | **根据生产商的建议维护阀门、泵浦、计量仪表，对任何缺陷采取正确措施并报告。**  **Valves, pumps, gauges are maintained in accordance with manufactures’ recommendations. Any defects are reported and appropriate action are taken.** |  |  |
|  | 任务/职责 task/ duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 货泵应急切断测试  Test emergency shutdown of cargo pumps |  |  |  |  |  |
| .2 | 防污染设备/器材位于指定位置  Take inventory of pollution control equipment at designated locations |  |  |  |  |
| .3 | 协助检修下列设备：洗舱机、通风机、液位测量系统  Assist with the overhaul of:  Tank washing machines, gas free fans, ullage gauges |  |  |  |  |
| .4 | 完成下列设备维护：压力真空阀、阀门压盖、泥箱、油舱盖、气动葫芦、喷射泵  Assist with the overhaul of:  Pressure vacuum valves, valve gland, mud box, tank lids, air hoist, ejector |  |  |  |  |
| .5 | 下列设备的保养：惰性气体装置及管线、排油监控、 封闭装货布置、 相关管线和阀门等  Assist with the maintenance of:  Inert gas plant and pipelines, oily discharge monitor, closed circuit loading arrangements, pipelines and valves |  |  |  |  |
| **编号**  **No.** | **培训**  **training** | | | **评估标准**  **criteria for evaluation** | **表明适任**  指定培训师/专业评估员  （姓名/日期）  **Competence Demonstrate** Designated Training Officer/  In Service Assessor(Initials/Date) | |
| **4** | **适任：确保符合防污染要求**  **competence: ensure compliance with pollution prevention requirement** | | |
| **4.1** | **采取措施保护海洋环境**  **Implement proactive measures to protect the marine environment** | | | **采取的操作已合理规划并完全符合国际规则的要求**  **The operations are properly planned and comply with international regulation in spirit as well as world** |  |  |
|  | 任务/职责  task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | ★了解环境保护要求，包括MARPOL公约关于海洋和大气环境保护的要求细则  Understand that environment protection includes both sea and air which are protected by detailed MARPOL regulations |  |  |  |  |  |
| .2 | 说出至少两个特殊水域（PSSAs）  Name at least two particularly sensitive sea areas |  |  |  |  |
| .3 | 举例说明采取保护海洋环境措施的个人责任  Demonstrate by example preparedness to take personal responsibility for actions to protect the marine environment |  |  |  |  |
| .4 | 理解会造成海洋污染的污染物必须根据MARPOL公约进行岸上处理的相关规定  Understand that marine pollution must landed ashore for safe disposal in compliance with MARPOL |  |  |  |  |
| .5 | 了解适用于所有船舶的关于含油污水处理的法律法规  Understand that there are strict rules covering disposal at sea and oily water mixtures applicable to all ships |  |  |  |  |
| .6 | ★了解排油监控装置正确使用方法，包括正确记录要求  Understand the safe and correct operation of oil discharge monitor, including requirement for accurate recording keeping |  |  |  |  |
| .7 | ★了解适用于所有船舶的关于有毒液体物质处理的法律、法规  Understand that there are strict rules covering disposal of noxious liquid substance applicable to all ships |  |  |  |  |
| .8 | ★了解适用于所有船舶的有关处理有害包装物的法律、法规  Understand that there are strict rules covering disposal of harmful substances carried in packaged form applicable to all ships |  |  |  |  |
| .9 | ★★了解适用于所有船舶关于生活污水排放的法律、法规  Understand that there are strict rules covering pollution prevention by sewage applicable to all ships |  |  |  |  |
| .10 | 了解适用于所有船舶的关于防止垃圾污染的法律法规。  Understand that there are strict rules for prevention pollution by garbage from ship applicable to all ships |  |  |  |  |
| .11 | 了解逐步生效并适用于所有船舶的防止大气污染的相关法律法规  Understand that there are strict rules covering air pollution from ships which will progressively apply to all ships |  |  |  |  |
| .12 | 了解硫氧化物和氮氧化物对大气的影响以及减少大气污染的措施  Understand the impact of SOx, NOx and why effort are needed to reduce atmospheric pollution |  |  |  |  |
| .13 | ★了解压载水管理及压载水处理的相关规定  Understand that there are strict rules covering the management and treatment of ballast water |  |  |  |  |
| .14 | 了解ISM规则对环境保护的相关要求  Understand the requirements under ISM code regarding environment protection |  |  |  |  |
| **4.2** | **确保燃油加装前，加装计划已制定，加装程序已获准且甲板所有落水孔已堵死。**  **Ensure that procedures are agreed and properly planned and all scuppers are blocked before bunkering** | | | **在加油作业前，合理计划各项操作，堵塞所有甲板排水口并检查燃油加装相关管线。**  **The operations are properly planned, all scuppers are blocked and pipes and hoses inspected before bunkering** |  |  |
| .1 | 堵塞甲板落水孔  plug deck succpers |  |  |  |  |  |
| .2 | 描述加油作业相关程序  demonstrate knowledge of ship bunkering procedures |  |  |  |  |
| .3 | ★★加油操作的实操训练  Participate in bunkering operations |  |  |  |  |
| .4 | 演示紧急停止操作  demonstrate the emergency shutdown operations |  |  |  |  |
| **4.3** | **船舶周围发现污染时，紧急调查污染源**  **Initiate immediate investigation to detect the source on discovering any pollution around the ship** | | | **发现任何污染时，应立即查找污染源**  **Detect the source on discovering any pollution when appearing pollution** |  |  |
| 1 | 在溢油或其他防污染演习中完成实操训练  Complete real conduct training during oil spilling drills or other pollution prevention drills |  |  |  |  |  |
| **4.4** | **防止或控制有害液体或固体物质的泄露或溢出**  **Stop or prevent leakage and spills of harmful liquid and solid substance** | | | **利用一切手段调查出污染源并及时向船长和有关部门报告**  **All available resources are utilized to detect the source and master or authorities are informed as appropriate** |  |  |
| .1 | 能够从货物的MSDS及IMDG Code中获取货物危害性知识及操作时注意事项等信息  Demonstrate use of Material Safety Data Sheet and the IMDG code for obtaining information on cargo hazards and handling instruction |  |  |  |  |  |
| .2 | 在演习中演练回收泄露的有害货物  Participate in drill for clean-up of hazardous and handling spillage |  |  |  |  |
| **4.5** | **打排和置换压载水、加装燃油作业**  **Carry out ballast and bunkering operations** | | | **所有作业符合MARPOL公约的要求并特别注意《船舶油污应急计划》（SOPEP）的要求**  **All operations are carried out in accordance with MARPOL and due regard paid to Shipboard Oil Pollution Emergency Plan** |  |  |
|  | 任务/职责  task/duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | | 改进建议  advice on areas for improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (Initials/Date) | |
| .1 | 指出压载水控制图的位置并演示对其的理解  Locate the ship ballast management plan and demonstrate an understanding of its content |  |  |  |  |  |
| .2 | 协助驾驶员监控：压载水作业及洗舱作业  Understudy the deck officer in supervising a ballast/tank cleaning operation |  |  |  |  |

**第四部分 评价报告**

**SECTION 4 REPORT OF EVALUATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名  Name |  | 船上见习时间  Date of training |  | 船员服务簿编号  Seaman’s registration |  |
| 船长鉴定意见Evaluating competence by master    签名 日期 Signature Date | | | | | |
| 船公司鉴定意见Evaluating competence by company  签名 日期  Signature Date | | | | | |
| 海事机构意见Evaluating competence by administration  签名 日期 Signature Date | | | | | |

# 14.申请高级值班水手适任证书船上培训记录簿

申请高级值班水手适任证书

船上培训记录簿（2018版）

ON BOARD TRAINING RECORD BOOK FOR CANDIDATES

FOR CERTIFICATION AS ABLE SEAFERER DECK

姓名 Name: \_\_\_\_\_\_\_

­ 船员服务簿号码 Seafarer’s Registration:

海事机构 Maritime Administration: \_\_\_

启用时间 Date training started: \_\_\_\_\_\_\_

**前 言**

经2010年修正的《1978年海员培训、发证和值班标准国际公约》已于2012年1月1日生效。为了使普通船员具有发展的空间，和适应现代化船舶对普通船员的新要求，船舶增加了高级值班水手职务。

**为了便利值班水手晋升高级值班水手，便利高级值班水手适任证书的申请，证明申请人业已完成认可的培训，达到《STCW规则》所规定的适任标准，我局组织专家编写了《申请高级值班水手适任证书船上见习记录簿》。**

**本记录簿依据经2010年修正的《1978年海员培训、发证和值班标准国际公约》、《中华人民共和国海船船员适任考试和发证规则》、和《中华人民共和国海船船员船上培训管理办法》制定，列明了值班水手为晋升高级值班水手，所应进行的训练任务和评价标准，指导船上培训师和受训船员按计划完成在船培训任务。本记录簿是海事管理机构评价和鉴定船员适任能力，签发适任证书的依据。**

**本记录簿由中华人民共和国海事局组织，青岛远洋船员职业学院起草，在编写过程中得到各海事机构、航运企业、航海院校等相关单位多位专家的指导与支持，在此表示感谢。**

**中华人民共和国海事局**

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| 第一部分 使用说明  Part 1 Guidance |

使用说明

中华人民共和国海事局根据经2010年修正的STCW公约的要求，结合我国船员管理的实际情况，分别编制了申请高级值班水手和申请高级值班机工的《船上培训记录簿》。

《船上培训记录簿》适用于申请高级值班水手、高级值班机工适任证书者并作为适任要求的一个组成，申请人在取得适任证书前，按照公司制定的船上培训计划要求，在经海事机构认可的公司培训监督员、船长和高级船员或专职教员的监督和指导下，经过规定时间的船上实践，完成《船上培训记录簿》中列明的训练内容，并接受评估。

开展船上培训的公司和船舶应保证船舶的正常操作与安全，承担船上培训的船长和高级船员有适当的时间和精力从事相应的船上培训工作呢。

在确保船舶安全和海洋环境清洁的前提下，有效地实施船上培训计划并按公司培训管理程序逐一落实。对某些无法执行或临时调整的训练内容，要认真做好记录。

船公司应科学和严密地组织船上培训，建立和健全相应的管理组织，保证培训资源的落实，确保培训质量。

关于正确填写《船上培训记录簿》的几点说明：

1、船舶编号（Ship Ref. No.）栏填写船舶的IMO编号，倘若无IMO编号，可填写船舶国籍证书上的登记编号。

2、训练完成（Task completed）栏勾选“是”（Yes）或“否”(No)，并填写日期。

3、教员和评估员审核（Confirmed）栏填写标准用语、签名和日期：

A：标准用语：好，中，差。

好 – 系指完成了第一栏内规定的训练内容，并达到或80%以上达到了第二栏要求的评价标准。

中 – 系指完成了第一栏内规定的训练内容，但未达到第二栏要求的评价标准的80%。

差 – 系指没有完成（或缺项）第一栏内规定的训练内容或者虽然完成了训练内容，但未达到第二栏要求的评价标准的60%。

B：填写周期：每一训练内容完成后。

4、评估方法（Type of Assessment）栏填写，在下列评估方法中选择：

A：认可的工作经历（填写代码A）

B：实操培训（填写代码B）

5、备注（Remarks）栏，指填写需说明的问题，如无说明可空白；如有问题，可另附纸粘贴在培训记录簿的最后，此时应在备注栏中按下列要求填入索引标记：

·JS No. – “教员审核”索引标记

·PS No. – “评估员审核”索引标记

6、培训方式（Training methods）栏，填入讲授、训练、演习、视频、计算机软件等培训方式。

7、评语（Comments）栏填写的标准和周期

A：标准用语：正常，基本正常，不正常

正常 – 系指按照培训计划的进度。

基本正常 – 系指80%的训练项目按照计划的进度，但有的训练项目因故未进行。

不正常 – 系指缺项或完成培训要求进度的80%以下。

B：填写检查周期：

·船上指导培训的教员检查进度表至少每一个月填写一次。

·船长或轮机长检查培训记录表和船公司培训监督员对记录簿检查见习记录表至少每三个月填写一次。

8、“附页”供受训者填写具体描述某一训练内容结果时使用，并按照该内容在《船上培训记录簿》中所属的职能，顺着序号分页写出实际任务的细节，作为一份获取实际技能情况的报告。这不要求理论性的长篇文章，但可以附加些图标、功能图解、复印件和天气传真图等必要信息。

9、请在进行船上培训前，学习和理解《中华人民共和国海船船员船上培训管理办法》。

**Guide to the Training Record Book**

According to the requirements of STCW convention with 2010 amendments, and considering the actual situation of our seaman management, the Maritime Safety Administration of the People’s Republic of China has drawn up “on board training record book” individually for the candidates for certification as able seafarer deck and the candidates for certification as able seafarer engine.

“On board training record book” is designed for able seafarer deck who apply for proficiency certificate and regarded as a part of the requirements on proficiency; the applicants should, before obtaining certificate of proficiency, complete the training items specified in “on board training record book”, under the supervision and instruction of the supervisor/captain/chief engineer or full-time instructor of the company approved by Marine Administration, finish a certain period of practice on board ship according to the training plan and requirement made by the company, and take final assessment.

The company and ship conducting training on board should ensure ship’s normal operation and safety, and the captain/chip officer undertaking the training program on board should have appropriate time to do the relevant training work on board.

The training plan should be put into effect step by step according to the procedures of the company. Records should be taken about the training program that has been changed temporarily or can’t be carried out.

The ship’s company should well-organize and conduct the training on board scientifically and strictly, by establishing and developing the managerial organization, thus ensuring the good use of resources and quality of training program.

Some notes to the correct use of the “onboard training book” are as below:

1. Fill Ship IMO No. in the column for Ship Ref No., if IMO No. is not available, fill in the Registry No. of the Certificate of Vessel’s Nationality.

2. Tick “Yes” or “No” and fill date in the column for task completed.

3. Fill in standard words, signature and date in the Confirmed Column by qualified instructor and qualified assessor:

A: Standard words: Good, Medium, Poor.

Good - - - means finished the training items specified in the first column and more than 80% of them are up to the assessment standard specified in the second column.

Medium - - - means finished the training items specified in the first column, but no more than 80% of them are up to the assessment standard specified in the second column.

Poor - - - means not have finished the training items specified in the first column (or missing items) , of finished the training items but no more than 60% of then are up to the assessment standard specified in the second column.

B: The interval of filling in: after completing the each training item.

4. To fill in the column for the Type of Assessment, select from the types listed below:

A: approved in-service experience (fill A in it)

B: practical training (fill B in it)

5. The column for Remarks, referring to the matters that need to be explained, can be left blank if not applicable; if applicable, the remarks can be attached with at the last page of the training record book; in that case, index should be filled in the Remarks column according to the following requirements:

·JS No. - - -“confirmed by qualified instructor” index

·PS No. - - -“confirmed by qualified assessor” index

6. Fill training methods such as teaching, exercise, drill, video, pc software and etc. in column for training methods.

7. The standard words and interval for filling in the column for comments

A: Standard words: Good, Acceptable, Fail.

Good --- means the progress of the training are as planned.

Acceptable ---means the progress of the training are finished by 80%, some training items aren’t carried out with some reasons.

Fail - - - means most training items are missing or the progress of the training are finished with less than 80%.

B: The interval between inspections:

·Shipboard training officer (qualified instructor) who instruct training on board should inspect the training record book and sign it once every month at least.

·As for the training record book for the Master or Chief Engineer, the training supervisor of the company should fill in the inspection form every three months at least.

8.”Extra papers” are provided for the trainee to use when the trainee describe the results of a training item. Details of the training item can be stated page by page in the sequence No. according to the Function in the Record Book, It will be regarded as a report on the practical skills of the trainee. Such report will not necessarily be too long. However, such information as some charts, diagrams, weather fax and etc. can be attached with.

9. Study and understand “the regulations for the management of seafarers training on board, the People’s Republic of China” before undertaking on – board training.

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| 第二部分 数据资料  Part 2 Data |

一、个人资料

**PERSONAL HISTORY**

|  |  |  |
| --- | --- | --- |
| 姓名Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 出生日期 Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 照片  Photograph |
| 家庭住址Permanent Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 船员服务簿号码Seaman’s Registration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 毕业院校 Training College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 开展船上培训的船公司及其地址 Shipping Companies Undertaking Training and Their Address | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 海事机构 Administration | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

二、船舶服务记录

**SHIP SERVICE RECORD**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 船名/船舶编号  SHIP’S NAME  / SHIP REF. NO. | | | | | | | 船舶类型/船籍港  TYPE OF SHIP  /PORT OF REGISTRY | 服务期 SERVICE PERIOD | | | | 船长签名/船长注册号  SIGNATURE OF MASTER  /MASTER’S  REGISTRY NO. | | | | | | | | |
| 日期 Date | | 累计时间 Service | |
| 任职  Joining | 离职  Leaving | 月  m | 日  d |
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船舶资料（每一条船填写一张）

SHIP DATA (Use different sheet for each ship)

**三、船舶资料**

**SHIP DATA**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 船名  SHIP’S NAME MV\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 船舶编号  SHIP REFERENCE NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | 呼号  CALL SIGN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 船舶类型  Ship Type | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 货舱数量  Number of cargo holds/tanks | | \_\_\_\_\_\_\_\_\_ | 救生设备  Life-saving equipment | 数量和容量  Number and capacity |
| 建造年代  Year built | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 压载舱数量  Number of water ballast tanks | | \_\_\_\_\_\_\_\_\_ | 救生艇  Lifeboats | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 总吨位  Gross tonnage | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 淡水舱数量  Number of fresh water tanks | | \_\_\_\_\_\_\_\_\_ | 救生筏  Life rafts | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 净吨位  Net tonnage | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 装卸货物装置负荷  Cargo handling gear | 数量和安全工作负荷  Number and SWL | | 救助艇  Rescue Boats | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 总长  Length O.A. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 克令吊  Crane | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 救生圈数量  Lifebuoys (No.) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 船宽  Breathe | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 吊杆  Derricks | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 消防设备  Fire-fighting equipment | 数量  Number |
| 船深  Depth | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 其他设备  Other equipment | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 泡沫灭火器  Foam extinguishers | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 夏季吃水  Summer draught | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 舱盖板  hatch covers | 类型  Type | | 干粉灭火器  Dry powder extinguishers | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 夏季干舷  Summer freeboard | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 主甲板  Main deck | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 二氧化碳灭火器  CO2 extinguishers | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 载重吨  Deadweight | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 二层甲板  Tween-deck | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 消防水龙  Fire hoses | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 营运速度  Service speed | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | | 应急逃生呼吸器  EEBDs | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

船舶资料（每一条船填写一张）

SHIP DATA (Use different sheet for each ship)

**三、船舶资料**

**SHIP DATA**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 船名  SHIP’S NAME MV\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 船舶编号  SHIP REFERENCE NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | 呼号  CALL SIGN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 船舶类型  Ship Type | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 货舱数量  Number of cargo holds/tanks | | \_\_\_\_\_\_\_\_\_ | 救生设备  Life-saving equipment | 数量和容量  Number and capacity |
| 建造年代  Year built | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 压载舱数量  Number of water ballast tanks | | \_\_\_\_\_\_\_\_\_ | 救生艇  Lifeboats | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 总吨位  Gross tonnage | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 淡水舱数量  Number of fresh water tanks | | \_\_\_\_\_\_\_\_\_ | 救生筏  Life rafts | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 净吨位  Net tonnage | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 装卸货物装置负荷  Cargo handling gear | 数量和安全工作负荷  Number and SWL | | 救助艇  Rescue Boats | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 总长  Length O.A. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 克令吊  Crane | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 救生圈数量  Lifebuoys (No.) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 船宽  Breathe | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 吊杆  Derricks | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 消防设备  Fire-fighting equipment | 数量  Number |
| 船深  Depth | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 其他设备  Other equipment | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 泡沫灭火器  Foam extinguishers | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 夏季吃水  Summer draught | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 舱盖板  hatch covers | 类型  Type | | 干粉灭火器  Dry powder extinguishers | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 夏季干舷  Summer freeboard | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 主甲板  Main deck | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 二氧化碳灭火器  CO2 extinguishers | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 载重吨  Deadweight | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 二层甲板  Tween-deck | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 消防水龙  Fire hoses | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 营运速度  Service speed | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | | 应急逃生呼吸器  EEBDs | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

船舶资料（每一条船填写一张）

SHIP DATA (Use different sheet for each ship)

**三、船舶资料**

**SHIP DATA**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 船名  SHIP’S NAME MV\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 船舶编号  SHIP REFERENCE NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | 呼号  CALL SIGN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 船舶类型  Ship Type | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 货舱数量  Number of cargo holds/tanks | | \_\_\_\_\_\_\_\_\_ | 救生设备  Life-saving equipment | 数量和容量  Number and capacity |
| 建造年代  Year built | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 压载舱数量  Number of water ballast tanks | | \_\_\_\_\_\_\_\_\_ | 救生艇  Lifeboats | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 总吨位  Gross tonnage | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 淡水舱数量  Number of fresh water tanks | | \_\_\_\_\_\_\_\_\_ | 救生筏  Life rafts | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 净吨位  Net tonnage | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 装卸货物装置负荷  Cargo handling gear | 数量和安全工作负荷  Number and SWL | | 救助艇  Rescue Boats | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 总长  Length O.A. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 克令吊  Crane | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 救生圈数量  Lifebuoys (No.) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 船宽  Breathe | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 吊杆  Derricks | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 消防设备  Fire-fighting equipment | 数量  Number |
| 船深  Depth | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 其他设备  Other equipment | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 泡沫灭火器  Foam extinguishers | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 夏季吃水  Summer draught | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 舱盖板  hatch covers | 类型  Type | | 干粉灭火器  Dry powder extinguishers | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 夏季干舷  Summer freeboard | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 主甲板  Main deck | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 二氧化碳灭火器  CO2 extinguishers | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 载重吨  Deadweight | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 二层甲板  Tween-deck | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 消防水龙  Fire hoses | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 营运速度  Service speed | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | | 应急逃生呼吸器  EEBDs | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 第三部分 训练科目  Part 3 Subject outline  一、航行  Navigation  二、货物装卸和积载  Cargo handling and stowage  三、船舶作业管理和人员管理  Controlling the operation of the ship and care persons on board  四、维护和修理  Maintenance and repair | | | | | | |

**一、职能：航行（支持级）**

**Function: Navigation at the support level**

1. 适任：有助于安全航行值班

Competence: Contribute to safe navigational watch

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| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | 训练内容  Task | 评价标准  Criteria for assessment | 训练完成  Task completed | 教员审核  Confirmed by  qualified instructor | 评估员审核  Confirmed by  qualified assessor | 评估类型  Type of  assessment | 备注  Remarks |
| **1.1** | 有能力理解值班驾驶员的命令，并能就值班职责相关事宜与值班驾驶员进行沟通。  Ability to understand orders and to communicate with the officer of the watch on matters relevant to watch-keeping duties | 交流清楚简明  Communications are clear and concise. | □Yes（是）  □No（否） |  |  |  |  |
| **1.2** | 值班程序与职责  Watch-keeping procedure and duty | 值班符合可接受的做法和程序  Maintenance of the watch is in conformity with acceptable practices and procedures | □Yes（是）  □No（否） |  |  |  |  |
| **1.3** | 交接班程序  Procedures for handover of a watch | 接班和交班符合可接受的做法和程序  Handover and relief of the watch is in conformity with acceptable practices and procedures | □Yes（是）  □No（否） |  |  |  |  |
| **1.4** | 保持安全值班所需的信息  Information required to maintain a safe watch | 由罗经、计程仪、测深仪等设备，读取航向、航速、水深等基本信息。  Basic information such as course, speed, depth is correctly read from magnetic and gyro-compasses, speed log, echo sounder, GPS, AIS, etc. | □Yes（是）  □No（否） |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | 训练内容  Task | 评价标准  Criteria for assessment | 训练完成  Task completed | 教员审核  Confirmed by  qualified instructor | 评估员审核  Confirmed by  qualified assessor | 评估类型  Type of  assessment | 备注  Remarks |
| **1.5** | 保持适当的视觉和听觉瞭望  Keep a proper look-out by sight and hearing | 及时地发现外界的声号、灯光和其他物体，并将他们的方位度数或罗经点报告给值班驾驶员。  Sound signals, lights and other objects are promptly detected and their approximate bearing, in degrees or points, is reported to the officer of the watch | □Yes（是）  □No（否） |  |  |  |  |
| **1.6** | 了解《国际海上避碰规则》相关知识：识别追越、对遇、交叉相遇态势；识别号灯与号型  Knowledge of COLREG: Recognize overtaking, head-on and crossing situation. Recognize lights and shapes. | 正确识别船舶会遇态势、号灯与号型，并报告给值班驾驶员。  Situation, lights and shapes are correctly recognized, and reported to the officer of the watch. | □Yes（是）  □No（否） |  |  |  |  |
| **1.7** | 识别遇险信号  Recognize distress signals | 正确识别遇险信号，并报告给值班驾驶员。  Distress signals are correctly recognized, and reported to the officer of the watch. | □Yes（是）  □No（否） |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | 训练内容  Task | 评价标准  Criteria for assessment | 训练完成  Task completed | 教员审核  Confirmed by  qualified instructor | 评估员审核  Confirmed by  qualified assessor | 评估类型  Type of  assessment | 备注  Remarks |
| **1.8** | 手动操舵  Steer the ship in hand steering mode. | 在不同的航区和海况下均能在适当的限度内保持稳定的航向。转向流畅且可控。  A steady course is steered within acceptable limits, having regard to the area of navigation and prevailing sea state. Alterations of course are smooth and controlled. | □Yes（是）  □No（否） |  |  |  |  |
| **1.9** | 按照（英文）舵令操舵  Comply with helm orders in the English language | 交流清楚简明，舵令以海员方式确认。  Communications are clear and concise at all times and orders are acknowledged in a seamanlike manner. | □Yes（是）  □No（否） |  |  |  |  |
| **1.10** | 手动操舵与自动操舵的相互转换  Change-over from automatic pilot to hand steering and vice versa | 操舵控制系统的转换符合正确的操作程序  Change-over of steering control systems comply with correct operational procedure. | □Yes（是）  □No（否） |  |  |  |  |
| **1.11** | NFU手柄操舵  Steer the ship in Non-Follow-Up steering mode. | 按照操作规程操作  Operations are carried out in accordance with operating instructions | □Yes（是）  □No（否） |  |  |  |  |
| **1.12** | 舵机间应急操舵与转换程序  Operation of emergency steering in steering gear room, and change-over procedure. | 按照操作规程操作  Operations are carried out in accordance with operating instructions | □Yes（是）  □No（否） |  |  |  |  |

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| No. | 训练内容  Task | 评价标准  Criteria for assessment | 训练完成  Task completed | 教员审核  Confirmed by  qualified instructor | 评估员审核  Confirmed by  qualified assessor | 评估类型  Type of  assessment | 备注  Remarks |
| **1.13** | 正确监视引航员登离船时的安全  Properly monitor the pilot’s safety when boarding and disembarking | 保证引航员登离船时的安全  The pilot’s safety is ensured when boarding and disembarking | □Yes（是）  □No（否） |  |  |  |  |
| **1.14** | 履行安全巡逻  Perform safety patrol | 任何有关安全、防火、保安事件的发现均报告给值班驾驶员  Any findings regarding safety, fire, and security matters are reported to the officer of the watch | □Yes（是）  □No（否） |  |  |  |  |

**一、职能：航行（支持级）**

**Function: Navigation at the support level**

2. 适任：有助于靠泊，锚泊和其他系泊操作

Competence: Contribute to berthing, anchoring, and other mooring operations

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| No. | 训练内容  Task | 评价标准  Criteria for assessment | 训练完成  Task completed | 教员审核  Confirmed by  qualified instructor | 评估员审核  Confirmed by  qualified assessor | 评估类型  Type of  assessment | 备注  Remarks |
| **2.1** | 系缆和拖缆的功能以及每根缆绳作为整体系统一部分的功能  Working knowledge of the function of mooring and tug lines and how each line functions as part of an overall system | 按照既定的安全做法和设备操作规程进行操作  Operations are carried out in accordance with established safety practices and equipment operating instructions | □Yes（是）  □No（否） |  |  |  |  |
| **2.2** | 系泊设备的承载能力、安全工作负荷和破断强度，包括系泊钢丝缆、合成纤维缆、绞车、锚机、绞盘、缆柱、导缆钳和缆桩  Working knowledge of the capacities, safe working loads, and breaking strengths of mooring equipment, including mooring wires, synthetic and fiber lines, winches, anchor windlasses, capstans, bitts, chocks and bollards | 按照既定的安全做法和设备操作规程进行操作  Operations are carried out in accordance with established safety practices and equipment operating instructions | □Yes（是）  □No（否） |  |  |  |  |

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| No. | 训练内容  Task | 评价标准  Criteria for assessment | 训练完成  Task completed | 教员审核  Confirmed by  qualified instructor | 评估员审核  Confirmed by  qualified assessor | 评估类型  Type of  assessment | 备注  Remarks |
| **2.3** | 系、离码头的程序和顺序  Working knowledge of the procedures and order of events associated with mooring/unmooring to a wharf | 按照既定的安全做法和设备操作规程进行操作  Operations are carried out in accordance with established safety practices and equipment operating instructions | □Yes（是）  □No（否） |  |  |  |  |
| **2.4** | 系、离单浮筒或多浮筒的程序与顺序  Working knowledge of the procedures and order of events associated with mooring/unmooring to a buoy or buoys | 按照既定的安全做法和设备操作规程进行操作  Operations are carried out in accordance with established safety practices and equipment operating instructions | □Yes（是）  □No（否） |  |  |  |  |
| **2.5** | 系住和解掉拖船缆、包括拖带缆的程序和顺序  Working knowledge of the procedures and order of events for making fast and letting tug lines, including towing lines | 按照既定的安全做法和设备操作规程进行操作  Operations are carried out in accordance with established safety practices and equipment operating instructions | □Yes（是）  □No（否） |  |  |  |  |
| **2.6** | 绞缆移泊的程序与顺序  Working knowledge of the procedures and order of events associated with shifting ship by warping | 按照既定的安全做法和设备操作规程进行操作  Operations are carried out in accordance with established safety practices and equipment operating instructions | □Yes（是）  □No（否） |  |  |  |  |

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| No. | 训练内容  Task | 评价标准  Criteria for assessment | 训练完成  Task completed | 教员审核  Confirmed by  qualified instructor | 评估员审核  Confirmed by  qualified assessor | 评估类型  Type of  assessment | 备注  Remarks |
| **2.7** | 撇缆的使用与操作  Use and handling of heaving line | 按照既定的安全做法进行操作  Operations are carried out in accordance with established safety practices | □Yes（是）  □No（否） |  |  |  |  |
| **2.8** | 锚泊用锚的程序和顺序  Working knowledge of the procedures and order of events for the use of anchors in anchoring operations | 按照既定的安全做法和设备操作规程进行操作  Operations are carried out in accordance with established safety practices and equipment operating instructions | □Yes（是）  □No（否） |  |  |  |  |
| **2.9** | 操纵用锚的程序和顺序  Working knowledge of the procedures and order of events for the use of anchors in maneuvering operations | 按照既定的安全做法和设备操作规程进行操作  Operations are carried out in accordance with established safety practices and equipment operating instructions | □Yes（是）  □No（否） |  |  |  |  |
| **2.10** | 应急用锚的程序和顺序  Working knowledge of the procedures and order of events for the use of anchors in emergency operations | 按照既定的安全做法和设备操作规程进行操作  Operations are carried out in accordance with established safety practices and equipment operating instructions | □Yes（是）  □No（否） |  |  |  |  |
| **2.11** | 读取并报告链长标志  Read and report the anchor chain length markings | 正确读取并报告链长标志  Chain length markings are correctly read and reported | □Yes（是）  □No（否） |  |  |  |  |

**二、职能：货物装卸和积载**

**Function: Cargo handling and stowage at the support level**

3. 适任：有助于货物和物料的装卸

Competence: Contribute to the handling of cargo and stores

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| No. | 训练内容  Task | 评价标准  Criteria for assessment | 训练完成  Task completed | 教员审核  Confirmed by  qualified instructor | 评估员审核  Confirmed by  qualified assessor | 评估类型  Type of  assessment | 备注  Remarks |
| **3.1** | 货舱装载前的准备  Preparation of cargo holds or tanks for loading | 货舱处于良好状态并适货  The holds or tanks are in good condition and cargo-worthy. | □Yes（是）  □No（否） |  |  |  |  |
| **3.2** | 了解货物配积载图、装载计划和卸载计划的基本知识，有能力掌握货物与压载水操作的顺序  Knowledge of cargo stowage plan and loading/unloading plan, ability to understand the sequence of cargo operation and ballast operation | 货物与压载水操作按照计划进行  Cargo operations and ballast operations are carried out in accordance with the cargo plan | □Yes（是）  □No（否） |  |  |  |  |
| **3.3** | 货物安全装卸和积载程序的知识  Knowledge of procedures for safe handling and stowage of cargoes | 按照既定的安全程序进行货物装卸与积载，按照操作规程安全操作装卸设备  Cargo are handled and stowed in accordance with established safety procedures. The gear is safely operated in accordance with operating instructions. | □Yes（是）  □No（否） |  |  |  |  |

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| No. | 训练内容  Task | 评价标准  Criteria for assessment | 训练完成  Task completed | 教员审核  Confirmed by  qualified instructor | 评估员审核  Confirmed by  qualified assessor | 评估类型  Type of  assessment | 备注  Remarks |
| **3.4** | 货物安全系固和绑扎操作的知识  Knowledge of operation for safe securing and lashing of cargoes | 按照既定的安全程序与货物系固手册进行货物系固与绑扎  Cargo are secured and lashed in accordance with established safety procedure and cargo securing plan. | □Yes（是）  □No（否） |  |  |  |  |
| **3.5** | 货物系固绑扎的定期检查  Routine inspection of cargo securing and lashing at regular intervals | 考虑到货物和天气的状况执行定期检查  Routine inspection are carried out, taking into account the condition of the cargo and the weather | □Yes（是）  □No（否） |  |  |  |  |
| **3.6** | 与特定种类货物有关的基本知识和需要遵循的预防措施  Basic knowledge of and precautions to observe in connection with particular types of cargo | 对危险货物、重货和车辆的积载需要特别引起注意  Special attention is paid to dangerous goods, heavy loads and vehicles | □Yes（是）  □No（否） |  |  |  |  |
| **3.7** | 物料的安全装卸、积载和系固的操作知识  Knowledge of operation for safe handling, stowage and securing of stores | 按照既定的安全程序和设备操作规程进行物料操作  Stores operations are carried out in accordance with established safety procedures and equipment operating instructions | □Yes（是）  □No（否） |  |  |  |  |

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| **3.8** | 货物通风的操作知识  Knowledge of procedures for cargo ventilation | 通风时足以避免货物和船舶的汗湿，并利于排掉有害气体  Ventilation is sufficient to avoid sweat from cargo and ship, and harmful gases are let out | □Yes（是）  □No（否） |  |  |  |  |
| **3.9** | 危险、有毒和有害物质和液体的安全装卸、积载和系固知识  Knowledge of procedures for safe handling, stowage and securing of dangerous, hazardous and harmful substances and liquids | 危险、有毒和有害货物的装运按照既定的安全程序进行  The handling of dangerous, hazardous and harmful substances and liquids are carried out in accordance with established safety procedures | □Yes（是）  □No（否） |  |  |  |  |
| **3.10** | 与识别IMDG标签有关的基本知识和需要遵循的预防措施  Basic knowledge of and precautions to observe in connection with identification of IMDG label | 危险、有毒和有害货物的装运按照既定的安全程序进行  The handling of dangerous, hazardous and harmful substances and liquids are carried out in accordance with established safety procedures | □Yes（是）  □No（否） |  |  |  |  |
| **3.11** | 与货物和船舶物料相关的检查方法的知识  Knowledge of inspection methods relating to the cargo and ship’s stores | 程序和措施符合《国际船舶和港口设施保安规则》的要求  Procedures and actions are in accordance with the principles established by the ISPS Code | □Yes（是）  □No（否） |  |  |  |  |

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| **3.12** | 在港装卸货期间值班程序与职责  Watch-keeping procedure and duty during cargo loading/unloading operation in port | 值班、接班和交班符合可接受的做法和程序  Maintenance, handover and relief of the watch is in conformity with acceptable practices and procedures | □Yes（是）  □No（否） |  |  |  |  |
| **3.13** | 读取船舶吃水的知识  Knowledge of draft reading | 正确读取船舶吃水并报告值班驾驶员  Ship draft is correctly read and reported to the officer of the watch. | □Yes（是）  □No（否） |  |  |  |  |

**三、职能：船舶作业管理和人员管理**

**Function: Controlling the operation of the ship and care for persons on board at the support level**

4. 适任：有助于甲板设备和机械的安全操作

Competence: Contribute to the safe operation of deck equipment and machinery

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| **4.1** | 绞车、绞盘，及相关设备的功能、使用和操作  Knowledge of function, uses and handling of winches, capstans and related equipment | 按照既定的安全做法和设备操作规程进行操作  Operations are carried out in accordance with established safety practices and equipment operating instructions | □Yes（是）  □No（否） |  |  |  |  |
| **4.2** | 锚机和相关设备的功能和使用知识  Knowledge of function and use of windlasses and related equipment  在各种情况下操作锚设备的能力，例如锚泊、起锚、出海固定以及紧急情况  Ability to operate anchoring equipment under various conditions, such as anchoring, weighing anchor, securing for sea, and in emergencies | 按照既定的安全做法和设备操作规程进行操作  Operations are carried out in accordance with established safety practices and equipment operating instructions | □Yes（是）  □No（否） |  |  |  |  |
| **4.3** | 克令吊、吊杆、升降机，及相关设备的功能、使用和操作  Knowledge of function, uses and handling of cranes, derricks, hoists and related equipment | 按照既定的安全做法和设备操作规程进行操作  Operations are carried out in accordance with established safety practices and equipment operating instructions | □Yes（是）  □No（否） |  |  |  |  |

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| **4.4** | 安装和拆卸升降机的程序和能力  Procedures and ability to rig and unrig hoists | 表明安装和拆卸的适当方法符合安全的行业做法  Demonstrate the proper methods for rigging and unrigging in accordance with safe industry practice | □Yes（是）  □No（否） |  |  |  |  |
| **4.5** | 使用和理解操作设备的基本信号的能力，包括绞车、锚机、克令吊和升降机  Ability to use and understand basic signals for the operation of equipment, including winches, windlasses, cranes, and hoists | 在操作者责任范围内的交流持续有效  Communications within the operator’s area of responsibility are consistently successful | □Yes（是）  □No（否） |  |  |  |  |
| **4.6** | 舱口和相关设备的知识  Knowledge of hatches and related equipment  舱口及舱口盖的使用操作  Use and handling of hatches and hatch covers | 按照既定的安全做法和设备操作规程进行操作  Operations are carried out in accordance with established safety practices and equipment operating instructions | □Yes（是）  □No（否） |  |  |  |  |
| **4.7** | 水密门、驳门，及相关设备的知识  Knowledge of watertight doors, ports, and related equipment | 按照既定的安全做法和设备操作规程进行操作  Operations are carried out in accordance with established safety practices and equipment operating instructions | □Yes（是）  □No（否） |  |  |  |  |

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| **4.8** | 使用和操作登船装置、登陆舌门、舷侧/船首/船尾门或升降梯  Use and handling of access arrangements, ramps, side/bow/stern doors or elevators | 设备操作是按照既定的程序安全地进行  Equipment operation is safely carried out in accordance with established procedures | □Yes（是）  □No（否） |  |  |  |  |
| **4.9** | 安装和拆卸引航梯、舷梯和鼠挡的程序和能力  Procedures and ability to rig and unrig pilot ladders, gangways and rat-guards | 表明安装和拆卸的适当方法符合安全的行业做法  Demonstrate the proper methods for rigging and unrigging in accordance with safe industry practice | □Yes（是）  □No（否） |  |  |  |  |
| **4.10** | 阀、泵及相关设备的功能和使用  Knowledge of function and uses of valves and pumps, and related equipment | 按照既定的安全做法和设备操作规程进行操作  Operations are carried out in accordance with established safety practices and equipment operating instructions | □Yes（是）  □No（否） |  |  |  |  |
| **4.11** | 使用和操作管系–污水和压载水、吸入口和污水井  Use and handling of pipeline systems – bilge and ballast suctions and wells | 设备操作是按照既定的程序安全地进行  Equipment operation is safely carried out in accordance with established procedures | □Yes（是）  □No（否） |  |  |  |  |
| **4.12** | 压载水舱和污水井的舱水测量  Sounding of ballast water tanks, bilge well and fresh water tanks | 水位正确测量并记录  Sounding is correctly taken and recorded | □Yes（是）  □No（否） |  |  |  |  |

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| No. | 训练内容  Task | 评价标准  Criteria for assessment | 训练完成  Task completed | 教员审核  Confirmed by  qualified instructor | 评估员审核  Confirmed by  qualified assessor | 评估类型  Type of  assessment | 备注  Remarks |
| **4.13** | 淡水补给操作，和淡水舱的测量  Operation of fresh water supply and sounding of fresh water tanks | 淡水补给操作适当  Fresh water is properly supplied  水位正确测量并记录  Sounding is correctly taken and recorded. | □Yes（是）  □No（否） |  |  |  |  |
| **4.14** | 纤维绳和钢丝绳、绳索和链索的知识，包括其构造、使用、标志、保养和正确堆存  Knowledge of fiber and wire ropes, cables and chains, including their construction, use, markings, maintenance and proper stowage | 表明操作缆绳、钢丝绳、绳索和链索的方法适当  Demonstrate the proper methods for handling lines, wires, cables and chains | □Yes（是）  □No（否） |  |  |  |  |
| **4.15** | 使用扩索锥的水手技能，包括适当使用绳结、插接和制缆索Procedures and ability to use marlin spike seamanship skills, including the proper use of knots, splices and stoppers | 表明绳结、插接、制缆索、绳头缠扎、卷缠的制作和使用以及帆布的操作适当  Demonstrate the proper creation and use of knots, splices, stoppers, whippings, servings as well as proper canvas handling | □Yes（是）  □No（否） |  |  |  |  |

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| No. | 训练内容  Task | 评价标准  Criteria for assessment | 训练完成  Task completed | 教员审核  Confirmed by  qualified instructor | 评估员审核  Confirmed by  qualified assessor | 评估类型  Type of  assessment | 备注  Remarks |
| **4.16** | 坐板和架板的安装与拆卸的程序和能力  Procedures and ability to rig and unrig bosun’s chairs and staging | 表明滑车和绞辘的使用适当  Demonstrate the proper use of blocks and tackle  表明安装和拆卸的适当方法符合安全的行业做法  Demonstrate the proper methods for rigging and unrigging in accordance with safe industry practice | □Yes（是）  □No（否） |  |  |  |  |
| **4.17** | 升旗和行点旗礼的知识  Knowledge of hoisting and dipping flags | 表明升旗和行点旗礼的方法适当  Demonstrate the proper methods for hoisting and dipping | □Yes（是）  □No（否） |  |  |  |  |
| **4.18** | 主要单旗信号的知识(A, B, G, H, O, P, Q)  Knowledge of main single-flag signals. (A, B, G, H, O, P, Q) | 正确识别并悬挂单旗信号  Main single-flag signals are correctly recognized and hoisted | □Yes（是）  □No（否） |  |  |  |  |

**三、职能：船舶作业管理和人员管理**

**Function: Controlling the operation of the ship and care for persons on board at the support level**

5. 适任：采取职业健康和安全预防措施

Competence: Apply occupational health and safety precautions

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| No. | 训练内容  Task | 评价标准  Criteria for assessment | 训练完成  Task completed | 教员审核  Confirmed by  qualified instructor | 评估员审核  Confirmed by  qualified assessor | 评估类型  Type of  assessment | 备注  Remarks |
| **5.1** | 高空作业的安全工作做法  Safe working practices of working aloft | 始终遵守安全工作做法与程序  Safe working practices and procedures are observed at all times | □Yes（是）  □No（否） |  |  |  |  |
| **5.2** | 舷外作业的安全工作做法  Safe working practices of working over the side | 始终遵守安全工作做法与程序  Safe working practices and procedures are observed at all times | □Yes（是）  □No（否） |  |  |  |  |
| **5.3** | 封闭场所作业的安全工作做法  Safe working practices of working in enclosed spaces | 始终遵守安全工作做法与程序  Safe working practices and procedures are observed at all times | □Yes（是）  □No（否） |  |  |  |  |
| **5.4** | 作业许可制度的知识  Knowledge of permit to work systems | 始终遵守为保护人员和船舶而制定的程序  Procedures designed to safeguard personnel and the ship are observed at all times | □Yes（是）  □No（否） |  |  |  |  |
| **5.5** | 缆索操作的安全工作做法  Safe working practices of line handling | 始终遵守安全工作做法  Safe working practices are observed at all times | □Yes（是）  □No（否） |  |  |  |  |
| **5.6** | 吊装技术的安全工作做法和防止后背受伤的方法  Safe working practices of lifting techniques and methods of preventing back injury | 始终遵守安全工作做法  Safe working practices are observed at all times | □Yes（是）  □No（否） |  |  |  |  |

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| No. | 训练内容  Task | 评价标准  Criteria for assessment | 训练完成  Task completed | 教员审核  Confirmed by  qualified instructor | 评估员审核  Confirmed by  qualified assessor | 评估类型  Type of  assessment | 备注  Remarks |
| **5.7** | 有关电气安全的实用知识  Working knowledge of electrical safety | 始终遵守安全工作做法  Safe working practices are observed at all times | □Yes（是）  □No（否） |  |  |  |  |
| **5.8** | 有关机械安全的实用知识  Working knowledge of mechanical safety | 始终遵守安全工作做法  Safe working practices are observed at all times | □Yes（是）  □No（否） |  |  |  |  |
| **5.9** | 有关化学品和生物危害的安全的实用知识  Working knowledge of chemical and biohazard safety | 始终遵守安全工作做法  Safe working practices are observed at all times | □Yes（是）  □No（否） |  |  |  |  |
| **5.10** | 个人安全设备的使用知识  Working knowledge of personal safety equipment | 始终正确使用适合的防护设备  Appropriate safety and protective equipment is correctly used at all times | □Yes（是）  □No（否） |  |  |  |  |

**三、职能：船舶作业管理和人员管理**

**Function: Controlling the operation of the ship and care for persons on board at the support level**

6. 适任：采取预防措施和有助于防止海洋环境污染

Competence: Apply precautions and contribute to the prevention of pollution of the marine environment

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| No. | 训练内容  Task | 评价标准  Criteria for assessment | 训练完成  Task completed | 教员审核  Confirmed by  qualified instructor | 评估员审核  Confirmed by  qualified assessor | 评估类型  Type of  assessment | 备注  Remarks |
| **6.1** | 防止船舶污染的预防措施  Precautions for preventing ship pollution of the marine environment | 始终遵循保护海洋环境的程序  Procedures designed to safeguard the marine environment are observed at all times | □Yes（是）  □No（否） |  |  |  |  |
| **6.2** | 船舶污染发生时应采取的行动  Action to be taken if ship pollution occurs | 始终遵循保护海洋环境的程序  Procedures designed to safeguard the marine environment are observed at all times | □Yes（是）  □No（否） |  |  |  |  |
| **6.3** | 防污染设备的使用和操作的知识  Knowledge of the use and operation of anti-pollution equipment | 正确运用船舶防污染设备  Correctly apply ship’s anti-pollution equipment | □Yes（是）  □No（否） |  |  |  |  |
| **6.4** | 船舶垃圾分类与存储的知识  Knowledge of garbage sorting and storage | 始终遵循保护海洋环境的程序Procedures designed to safeguard the marine environment are observed at all times | □Yes（是）  □No（否） |  |  |  |  |
| **6.5** | 船舶垃圾处理的知识  Knowledge of garbage disposal | 始终遵循保护海洋环境的程序Procedures designed to safeguard the marine environment are observed at all times | □Yes（是）  □No（否） |  |  |  |  |

**三、职能：船舶作业管理和人员管理**

**Function: Controlling the operation of the ship and care for persons on board at the support level**

7. 适任：操作救生筏和救助艇

Competence: Operate survival craft and rescue boats

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| No. | 训练内容  Task | 评价标准  Criteria for assessment | 训练完成  Task completed | 教员审核  Confirmed by  qualified instructor | 评估员审核  Confirmed by  qualified assessor | 评估类型  Type of  assessment | 备注  Remarks |
| **7.1** | 救生艇筏和救助艇的构造和装备及其各种设备  Construction and outfit of survival craft and rescue boats and individual items of their equipment | 根据厂商操作说明操作  Equipment is operated in accordance with manufacturers’ instructions | □Yes（是）  □No（否） |  |  |  |  |
| **7.2** | 用于释放救生艇筏和救助艇的各种装置  Various types of device used for launching survival craft and rescue boats | 根据厂商关于释放和重置的操作说明进行操作  Equipment is operated in accordance with manufacturers’ instructions for release and resetting | □Yes（是）  □No（否） |  |  |  |  |
| **7.3** | 在恶劣海况下释放救生艇筏的方法  Methods of launching survival craft into a rough sea | 救生艇筏的准备、登乘和降放在设备的限度内并使救生艇筏能安全驶离船舶  Preparation, boarding and launching of survival craft are within equipment limitations and enable survival craft to clear the ship safely | □Yes（是）  □No（否） |  |  |  |  |
| **7.4** | 回收救生艇筏的方法  Methods of recovering survival craft | 救生艇筏的回收在设备的限度内  Recovery of survival craft is within equipment limitations | □Yes（是）  □No（否） |  |  |  |  |

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| No. | 训练内容  Task | 评价标准  Criteria for assessment | 训练完成  Task completed | 教员审核  Confirmed by  qualified instructor | 评估员审核  Confirmed by  qualified assessor | 评估类型  Type of  assessment | 备注  Remarks |
| **7.5** | 在恶劣海况下释放和回收救生艇筏和救助艇的方法  Methods of launching and recovering rescue boats in a rough sea | 救助艇的回收在设备的限度内  Recovery of rescue boats is within equipment limitations | □Yes（是）  □No（否） |  |  |  |  |
| **7.6** | 与使用承载释放装置有关的危险  Dangers associated with use of on-load release devices | 根据厂商关于释放和重置的操作说明进行操作  Equipment is operated in accordance with manufacturers’ instructions for release and resetting | □Yes（是）  □No（否） |  |  |  |  |
| **7.7** | 操作救生艇筏艇机  Operate a survival craft engine | 根据操纵需要提供推进并保持  Propulsion is available and maintained as required for maneuvering | □Yes（是）  □No（否） |  |  |  |  |
| **7.8** | 弃船后应采取的行动  Action to be taken after leaving the ship | 弃船时的初步行动最大程度地减少了对逃生的威胁  Initial actions on leaving the ship minimize threat to survival | □Yes（是）  □No（否） |  |  |  |  |
| **7.9** | 使用定位装置，包括通信和信号装置及烟火信号  Use locating devices, including communication and signaling apparatus, and pyrotechnics | 对通信和信号装置的使用和选择适合当时的情况和状况  Use and choice of communication and signaling apparatus is appropriate to prevailing circumstances and conditions | □Yes（是）  □No（否） |  |  |  |  |

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| No. | 训练内容  Task | 评价标准  Criteria for assessment | 训练完成  Task completed | 教员审核  Confirmed by  qualified instructor | 评估员审核  Confirmed by  qualified assessor | 评估类型  Type of  assessment | 备注  Remarks |
| **7.10** | 海上求生技能的知识  Knowledge of survival at sea techniques | 弃船和求生情况下的应急行动适合于当时环境和条件，并符合公认的安全做法和标准  Actions in responding to abandon ship and survival situations are appropriate to the prevailing circumstances and conditions and comply with accepted safety practices and standards | □Yes（是）  □No（否） |  |  |  |  |

**四、职能：维护和修理**

**Function: Maintenance and repair at the support level**

8. 适任：有助于船舶维护和修理

Competence: Contribute to ship maintenance and repair

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| No. | 训练内容  Task | 评价标准  Criteria for assessment | | 训练完成  Task completed | | 教员审核  Confirmed by  qualified instructor | | 评估员审核  Confirmed by  qualified assessor | | 评估类型  Type of  assessment | 备注  Remarks |
| **8.1** | 除锈的知识与能力，和相关设备的使用  Knowledge and ability of derusting, and usage of relevant equipment | 按照技术、安全和程序规范进行维护和修理活动  Maintenance and repair activities are carried out in accordance with technical, safety and procedural specifications | | □Yes（是）  □No（否） | |  | |  | |  |  |
| **8.2** | 油漆的知识与能力，和相关设备的使用  Knowledge and ability of painting, and usage of relevant equipment | □Yes（是）  □No（否） | |  | |  | |  |  |
| **8.3** | 使用润滑材料和设备的能力  Ability to use grease, lubrication materials and equipment | □Yes（是）  □No（否） | |  | |  | |  |  |
| **8.4** | 使用清洁材料和设备的能力  Ability to use cleaning materials and equipment | □Yes（是）  □No（否） | |  | |  | |  |  |
| No. | 训练内容  Task | | 评价标准  Criteria for assessment | | 训练完成  Task completed | | 教员审核  Confirmed by  qualified instructor | | 评估员审核  Confirmed by  qualified assessor | 评估类型  Type of  assessment | 备注  Remarks |
| **8.5** | 理解和执行常规维护和修理程序的能力  Ability to understand and execute routine maintenance and repair procedures | | 评价标准  Criteria for assessment  按照技术、安全和程序规范进行维护和修理活动  Maintenance and repair activities are carried out in accordance with technical, safety and procedural specifications | | □Yes（是）  □No（否） | |  | |  |  |  |
| **8.6** | 了解制造商安全准则和船上规程  Understanding manufacturer’s safety guidelines and shipboard instructions | | □Yes（是）  □No（否） | |  | |  |  |  |
| **8.7** | 安全处置废料的知识  Knowledge of safe disposal of waste materials | | □Yes（是）  □No（否） | |  | |  |  |  |
| **8.8** | 应用、保养和使用手动和电动工具的知识  Knowledge of the application, maintenance and use of hand and power tools | | □Yes（是）  □No（否） | |  | |  |  |  |
| 第四部分 记录与附页  Part 4 Record and extra papers | | | | | | | | | | | |

一、驾驶台值班记录

**BRIDGE WATCH-KEEPING RECORD**

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| --- | --- | --- | --- | --- | --- | --- |
| 船名  Ship’s Name | 年·月  Month & Year | 值班时间  Watching time | 驾驶台值班天数  Days of bridge watch-keeping | | 值班驾驶员签名  Signature of  Officer on Watch | 大副签名  Signature of  Chief Officer |
| 日间  By day | 夜间  By night |
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**二、操舵记录**

**STEERING RECORD**

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| 日期  Date | 时间  Time | 港口或海区  Port or sea area | 操纵状态  Maneuvering status | 引航员在船  Pilot on board | 风向/风级Wind direction / wind scale | 值班驾驶员签名  Signature of  Officer on Watch | 船长签名  Signature of Master |
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| 备注：  Remark： | “操纵状态”栏：填入缩写字母如果船舶处于进出港操纵状态： A – 锚泊；B – 靠泊；D – 离港。  “Maneuvering status” column：Fill in abbreviation if ship in maneuvering status of: A–Anchoring ; B–Berthing; D–Departure.  “引航员在船”栏：如果操舵时引航员在船，填入缩写字母P。  “Pilot on board” column：Fill in abbreviation “P” if steering when pilot on board.  “风向/风级”栏：如果在恶劣天气操舵，填入风向和蒲氏风级。  “Wind direction / Wind scale” column：Fill in wind direction and Beaufort scale if steering in severe weather. | | | | | | |

**二、操舵记录**

**STEERING RECORD**

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| 日期  Date | 时间  Time | 港口或海区  Port or sea area | 操纵状态  Maneuvering  status | 引航员在船  Pilot on board | 风向/风级  Wind direction / wind scale | 值班驾驶员签名  Signature of  Officer on Watch | 船长签名  Signature of Master |
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| 备注：  Remark： | “操纵状态”栏：填入缩写字母如果船舶处于进出港操纵状态： A – 锚泊；B – 靠泊；D – 离港。  “Maneuvering status” column：Fill in abbreviation if ship in maneuvering status of: A–Anchoring ; B–Berthing; D–Departure.  “引航员在船”栏：如果操舵时引航员在船，填入缩写字母P。  “Pilot on board” column：Fill in abbreviation “P” if steering when pilot on board.  “风向/风级”栏：如果在恶劣天气操舵，填入风向和蒲氏风级。  “Wind direction / Wind scale” column：Fill in wind direction and Beaufort scale if steering in severe weather. | | | | | | |

**二、操舵记录**

**STEERING RECORD**

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| 日期  Date | 时间  Time | 港口或海区  Port or sea area | 操纵状态  Maneuvering  status | 引航员在船  Pilot on board | 风向/风级  Wind direction / wind scale | 值班驾驶员签名  Signature of  Officer on Watch | 船长签名  Signature of Master |
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| 备注：  Remark： | “操纵状态”栏：填入缩写字母如果船舶处于进出港操纵状态： A – 锚泊；B – 靠泊；D – 离港。  “Maneuvering status” column：Fill in abbreviation if ship in maneuvering status of: A–Anchoring ; B–Berthing; D–Departure.  “引航员在船”栏：如果操舵时引航员在船，填入缩写字母P。  “Pilot on board” column：Fill in abbreviation “P” if steering when pilot on board.  “风向/风级”栏：如果在恶劣天气操舵，填入风向和蒲氏风级。  “Wind direction / Wind scale” column：Fill in wind direction and Beaufort scale if steering in severe weather. | | | | | | |

**三、在船培训记录**

**SHIPBOARD TRAINING RECORD**

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| 日期  Date | 培训内容  Training contents | | 培训方式  Training methods | | 评语  Comments | | 教员职务与姓名  Rank and name of training officer | | 签名  Signature |
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**三、在船培训记录**

**SHIPBOARD TRAINING RECORD**

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**三、在船培训记录**

**SHIPBOARD TRAINING RECORD**

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**三、在船培训记录**

**SHIPBOARD TRAINING RECORD**

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**三、在船培训记录**

**SHIPBOARD TRAINING RECORD**

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| 日期  Date | 培训内容  Training contents | | 培训方式  Training methods | | 评语  Comments | | 教员职务与姓名  Rank and name of training officer | | 签名  Signature |
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**三、在船培训记录**

**SHIPBOARD TRAINING RECORD**

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| 日期  Date | 培训内容  Training contents | | 培训方式  Training methods | | 评语  Comments | | 教员职务与姓名  Rank and name of training officer | | 签名  Signature |
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|  | | 大副核实并签名  Verified by and Signature of Chief Office | |  | | 船长签名  Signature of Master | |  | |

**三、在船培训记录**

**SHIPBOARD TRAINING RECORD**

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| 日期  Date | 培训内容  Training contents | | 培训方式  Training methods | | 评语  Comments | | 教员职务与姓名  Rank and name of training officer | | 签名  Signature |
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|  | | 大副核实并签名  Verified by and Signature of Chief Office | |  | | 船长签名  Signature of Master | |  | |

**三、在船培训记录**

**SHIPBOARD TRAINING RECORD**

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| 日期  Date | 培训内容  Training contents | | 培训方式  Training methods | | 评语Comments | | 教员职务与姓名  Rank and name of training officer | | 签名  Signature |
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|  | | 大副核实并签名  Verified by and Signature of Chief Office | |  | | 船长签名  Signature of Master | |  | |

**四、演习记录**

**RECORD OF DRILLS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 日期  Date | 记述你在船培训期间经历的各次演习，以及你在演习中的职责任务。  Describe the drills carried out during your onboard training period, and your duty/task in the drill. | | | |  | |
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|  | | 大副核实并签名  Verified by and Signature of Chief Officer |  | 船长签名  Signature of Master | |  |

**四、演习记录**

**RECORD OF DRILLS**

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| 日期  Date | 记述你在船培训期间经历的各次演习，以及你在演习中的职责任务。  Describe the drills carried out during your onboard training period, and your duty/task in the drill. | | | |  | |
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|  | | 大副核实并签名  Verified by and Signature of Chief Officer |  | 船长签名  Signature of Master | |  |

**四、演习记录**

**RECORD OF DRILLS**

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| 日期  Date | 记述你在船培训期间经历的各次演习，以及你在演习中的职责任务。  Describe the drills carried out during your onboard training period, and your duty/task in the drill. | | | |  | |
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|  | | 大副核实并签名  Verified by and Signature of Chief Officer |  | 船长签名  Signature of Master | |  |

**五、维护保养记录**

**RECORD OF MAINTENANCE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 日期  Date | 记述你在船培训期间执行的维护保养工作。  Describe the maintenance work done during your onboard training period. | | | |  | |
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|  | | 大副核实并签名  Verified by and Signature of Chief Officer |  | 船长签名  Signature of Master | |  |

**五、维护保养记录**

**RECORD OF MAINTENANCE**

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| 日期  Date | 记述你在船培训期间执行的维护保养工作。  Describe the maintenance work done during your onboard training period. | | | |  | |
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**五、维护保养记录**

**RECORD OF MAINTENANCE**

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| --- | --- | --- | --- | --- | --- | --- |
| 日期  Date | 记述你在船培训期间执行的维护保养工作。  Describe the maintenance work done during your onboard training period. | | | |  | |
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**五、维护保养记录**

**RECORD OF MAINTENANCE**

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| 日期  Date | 记述你在船培训期间执行的维护保养工作。  Describe the maintenance work done during your onboard training period. | | | |  | |
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**五、维护保养记录**

**RECORD OF MAINTENANCE**

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| 日期  Date | 记述你在船培训期间执行的维护保养工作。  Describe the maintenance work done during your onboard training period. | | | |  | |
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|  | | 大副核实并签名  Verified by and Signature of Chief Officer |  | 船长签名  Signature of Master | |  |

**六、安全会议记录**

**RECORD OF ONBOARD SAFETY MEETING**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 日期  Date | 记录在船培训期间参加的船舶安全会议及主要讨论内容。  Record the safety meeting attended and main content discussed during onboard training period. | | | |  | |
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|  | | 大副核实并签名  Verified by and Signature of Chief Officer |  | 船长签名  Signature of Master | |  |

**七、险兆报告**

**NEAR MISS REPORT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 日期  Date | 发现、记录在船日常工作的险兆，并报告给大副。  Find, record the near miss during onboard daily work, and report to chief officer. | | | |  | |
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|  | | 大副核实并签名  Verified by and Signature of Chief Officer |  | 船长签名  Signature of Master | |  |

**八、船上培训指导驾驶员（教员）检查培训进度表**

**SHIPBOARD TRAINING OFFICER’S REVIEW OF TRAINING PROGRESS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 船名  Ship Name | 评语  Comments | 驾驶员（教员）姓名  Name of shipboard  training officer | 签名  Initials | 日期  Date |
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**九、船长检查培训记录表**

**MASTER’S INSPECTION OF RECORD BOOK**

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| 船名  Ship Name | 评语  Comments | 船长姓名  Name of Master | 船长签名  Master’s Initial | 日期  Date | 船印  Ship’s Official Stamp |
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十、公司培训监督员检查记录表

COMPANY TRAINING OFFICER’S INSPECTION OF RECORD BOOK

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| --- | --- | --- | --- | --- |
| 公司名称  Company Name | 评语  Comments | 培训监督员姓名  Name of Company Training Officer | 签名  Initials | 日期  Date |
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**十一、 附页**

**EXTRA PAPERS**

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**十一、 附页**

**EXTRA PAPERS**

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| 第五部分 评价报告  Part 5 Report of evaluation |

**评 价 报 告**

**REPORT OF EVALUATION**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 学员姓名  Full Name |  | 出生日期  Date of Birth |  | 船员服务簿号码  Seaman’s Registration |  | | 见习职务  Rank applied | |  |
| （船上培训师）在船见习结果评价 Evaluating proficiency by shipboard training officer | | | | | |  | | | |
| 签名  Signature | | 日期  Date | |
| 船长鉴定意见 Evaluating proficiency by master: | | | | | |  | | | |
| 签名(船章)  Signature and stamp | | 日期  Date | |

**评 价 报 告**

**REPORT OF EVALUATION**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 学员姓名  Full Name |  | 出生日期  Date of Birth |  | 船员服务簿号码  Seaman’s Registration |  | | 见习职务  Rank applied | |  |
| 船公司评定意见 Evaluating proficiency by company  （船公司应清楚地说明是否按要求进行了培训，是否建议海事机构发证） | | | | | |  | | | |
| 签名(公章)  Signature and stamp | | 日期  Date | |
| 海事机构意见 Evaluating proficiency by administration | | | | | |  | | | |
| 签名  Signature | | 日期  Date | |

# 15.申请高级值班机工适任证书船上培训记录簿

申 请 高 级 值 班 机 工 适 任 证 书 船 上 培 训 记 录 簿（2018版）

ON BOARD TRAINING RECORD BOOK FOR CANDIDATES

FOR CERTIFICATION AS ABLE SEAFARER ENGINE

申请高级值班机工适任证书

船上培训记录簿（2018版）

ON BOARD TRAINING RECORD BOOK FOR CANDIDATES

FOR CERTIFICATION AS ABLE SEAFARER ENGINE

姓名 Name:

船员服务簿注册号码 Seafarer’s Registration No.:

公司名称 Company:

海事管理机构 Maritime Administration:

目 录

**第一部分 使用指南**

**SECTION 1 GUIDE TO COMPLETION**

**第二部分 资料与检查表**

**SECTION 2 DATA AND INSPECTION LIST**

1、个人资料 Personal information

2、船舶资料 Ship’s particulars

3、船上培训师检查培训进程Designated training officer’s review of training progress

4、轮机长检查培训记录簿 Chief Engineer's Inspection of Record Book

5、公司检查培训记录簿 Company's Inspection of Record Book

**第三部分 培训任务和要达成的适任目标**

**SECTION 3 INFORMATION ON TRAINING TASKS AND COMPETENCES TO BE ACHIEVED**

**第四部分 培训科目**

**SECTION 4 SUBJECT OUTLINE**

1、轮机工程Marine Engineering

2、电子、电气和控制工程 Electrical、Electric and Control Engineering

3、维护和修理 Maintenance and Repair

4、船上操作管理和人员管理Controlling the Operation of the Ship and Care for Persons on Board

**第五部分 任务摘要图表**

**SECTION 5 TASK SUMMARY CHART**

**第六部分 培训记录簿附页**

**SECTION 6 EXTRA PAPERS FOR ON BOARD TRAINING RECORD BOOK**

**第七部分 评价报告**

**SECTION 7 REPORTS OF EVALUATION**

**第一部分 使用指南**

轮机长、指定的船上培训师和参训船员需注意：

**1、记录簿的目的：**

培训记录簿是根据《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》的要求编制的，其目的是确保需要在船培训的船员按照结构化的培训计划，充分利用海上航行时间，在船上培训师的指导下，完成预定的培训任务。在充分完成培训任务后，就可以获得实际的工作经验和必要的海上服务资历，成为与《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》中适任要求相一致的合格船员。

**2、当持有记录簿时：**

参训船员应完成有关个人信息的填写。

参训船员应在船上培训师的指导下，按培训计划，分阶段地完成培训任务的填写。

参训船员在整个培训期间应个人负责记录簿的保管。

**3、加入船舶后，尽可能地：**

参训船员应完成第二部分关于船舶技术细节内容的填写，轮机长和指定的船上培训师应提供进行训练的机会。

轮机长和指定的船上培训师应检查此记录薄的记录情况，以核查实习进程。

参训船员应根据船舶的实际情况，在船上培训师的指导下，制定相应的培训计划以解决适任证明情况，在第五部分可以看到任务摘要图。

**4、实习船员海上资历期间：**

在第四部分所列出的一系列船上培训任务，应在船上培训师的指导下积极的完成。

一旦上船，只要航行情况允许，此记录薄应每个星期提交给指定的船上培训师检查。船上培训的开展要及时记录。船上培训师的检查要及时记录，在对需要改进的地方进行验证后，签名并标注日期。

记录薄每个月应提交给轮机长检查，轮机长的评论要及时记录，标注日期。该评论应仅涉及参训船员的适任情况和培训进程

记录薄应在每条船见习结束后提交给公司检查，公司培训师的评价要及时记录，标注日期。该评论应仅涉及参训船员的适任情况和培训进程。

**SECTION 1 GUIDE TO COMPLETION**

For the attention chief engineer designated on board training officers and rating trainees

1. Object of the record book

The record book was designed in accordance with the STCW Convention as amended in 2010 and the Regulations of the People’s Republic of China governing Competency Examination and Certification for Seafarers Serving on Seagoing Ships, which is to help ensure that ratings follow a structured programme of training and make best use of their time at sea to complete the tasks under the direction of onboard trainer. In so doing they will gain the practical training and experience to become competent watchkeeping deck ratings in accordance with the STCW Convention as amended in 2010 and the Regulations for the examination and certification of seafarers of the People’ republic of china.

1. On receipt of this book

The trainee should complete the information of personal history.

The trainee should complete the information required on the following pages by stages, under the supervision of the designated training officer on schedule.

The trainee should be personally responsible for the safe keeping of this record book throughout training.

1. As soon as possible after joining the ship:

The trainee should complete Section 2 which concerning the data of the ship details. The chief engineer and the designated training officer on board each ship should provide an opportunity for this exercise to be undertaken.

The chief engineer and the designated training officer on board each ship should inspect this book in order to check progress already made.

The trainee should make a plan to tackle the competences that still need to be demonstrated under the direction of the designated training officer. A task summary can be found in section 5.

1. Throughout the rating’s seagoing service

Sections 4, which contain a list of on board training tasks, should be progressively completed under the direction of the designated training officer.

The Book should be submitted to the designated training officer for inspection on joining the ship, so far as the voyage pattern allows, every week. The training progress should be recorded in time. The inspection of the designated training officer should also be recorded in time and sign his name with the date after inspecting the area for improvements.

The Book should be submitted to the chief engineer for inspection every month and the chief engineer’s comments should be recorded with date timely, Comments should only be related to the trainee’s practical progress and competence.

The Book should be submitted to the company for inspection after completion of training on every vessle and the comments should be recorded with date timely, Comments should only be related to the trainee’s practical progress and competence.

**第二部分** **资料与检查表**

**SECTION 2 DATA AND INSPECTION LIST**

1.个人资料

**Personal information**

姓名Name: 出生日期Date of Birth:

海员证编号Seafarer’s Passport No.:

船员服务簿注册号码Seafarer’s Registration No.:

培训起止时间Starting and Ending Time of Training:

公司名称 Company:

公司地址Address of Company:

家庭住址Permanent Address:

备注Remarks:

PHOTO

**2.船舶资料 Ship’s particulars**

获得你所服务船舶的信息对于你的训练很有必要，为了帮助你满足规则要求，当你在船上的时候记录如下的详情。

To get the shipping data for your training is necessary, in order to help you to meet the regulatory requirements,you should record the following details on the ship.

**第一艘船舶 The first ship**

|  |  |  |
| --- | --- | --- |
| 船名/类型SHIP’S NAME/TYPE: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺度和容积Dimensions and Capacities**  全长Length O.A. m  船宽Breadth m  船深Depth m  夏季吃水Summer Draught m  总吨位Gross Tonnage  净吨位 Net Tonnage  总载重量Dead Weight t  空船排水量Light Displacement t 散装容积Grain Capacity m3  液舱容积Liquid Capacity m3  **救生设备Lifesaving equipment**  快速救助艇 (艇机型号) Fast Rescue Boat (engine/type)  救生艇(数量/容量/艇机型号) Lifeboats (no./cap/engine)  救生筏 (数量/.容量) Life-rafts (no./capacity)    求生服(数量/型号) Survival suits  (no./type)  应急逃生呼吸器（数量/类型）Escape sets (no./type) | **主机Main Engine**  制造商/型号Maker/type  最大持续功率MCR KW at revs per min  营运船速Service speed knots  **造水机**（制造商/型号）**Fresh water generators (maker/type)**  **锅炉**（制造商/型号）**Boilers(maker/type)**  重油容量HFO capacity m3/tonnes  柴油容量DO capacity m3/tonnes  重油消耗HFO consumption tonnes/day  柴油消耗DO consumption tonnes/day  **消防设备Fire Fighting Equipment**  应急消防泵 (型号/排量)  Emergency fire pump (type/cap.)  灭火器 (数量/容量)  Fire extinguishers (number and capacity)    **货物操作设备Cargo Handling Gear**  吊杆/克令吊（数量/安全工作负荷）Derricks/Cranes(No. and SWL) t | **发电机Generators**  发电柴油机（数量/型号）Engines (no./type)  最大功率Max electrical output Kw  应急发电机（型号）  Emergency generator engine (type)  最大功率Max electrical output Kw  **防污染设备 Pollution Prevention Equipments**  油水分离器（制造商/型号）Oily water separator  (**maker/type**)  焚烧炉（制造商/型号）Incinerator (**maker/type**.)    生活污水处理装置（制造商/型号）Sewage treatment unit (**maker/type**)  排油监控装置（制造商/型号）Oil discharge monitoring and control system (**maker/type**)  **舵机和侧推装置Steering and Propulsion**  舵机（制造商/型号）Steering gear (maker/type)  螺旋桨（型号）Propeller (type)  螺旋桨（叶片数量 /直径）Propeller  (no. of blades /diameter)  侧推器（数量/型号/推力）Trusters (no./type/thrust) |

**第二艘船舶 The second ship**

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| 船名/类型SHIP’S NAME/TYPE: | IMO编号IMO NUMBER: | 呼号CALL SIGN: |
| **尺度和容积Dimensions and Capacities**  全长Length O.A. m  船宽Breadth m  船深Depth m  夏季吃水Summer Draught m  总吨位Gross Tonnage  净吨位 Net Tonnage  总载重量Dead Weight t  空船排水量Light Displacement t 散装容积Grain Capacity m3  液舱容积Liquid Capacity m3  **救生设备Lifesaving equipment**  快速救助艇 (艇机型号) Fast Rescue Boat (engine/type)  救生艇(数量/容量/艇机型号) Lifeboats (no./cap/engine)  救生筏 (数量/.容量) Life-rafts (no./capacity)    求生服(数量/型号) Survival suits  (no./type)  应急逃生呼吸器（数量/类型）Escape sets (no./type) | **主机Main Engine**  制造商/型号Maker/type  最大持续功率MCR KW at revs per min  营运船速Service speed knots  **造水机**（制造商/型号）**Fresh water generators (maker/type)**  **锅炉**（制造商/型号）**Boilers(maker/type)**  重油容量HFO capacity m3/tonnes  柴油容量DO capacity m3/tonnes  重油消耗HFO consumption tonnes/day  柴油消耗DO consumption tonnes/day    **消防设备Fire Fighting Equipment**  应急消防泵 (型号/排量)  Emergency fire pump (type/cap.)  灭火器 (数量/容量)  Fire extinguishers (number and capacity)    **货物操作设备Cargo Handling Gear**  吊杆/克令吊（数量/安全工作负荷）Derricks/Cranes(No. and SWL) t | **发电机Generators**  发电柴油机（数量/型号）Engines (no./type)  最大功率Max electrical output Kw  应急发电机（型号）  Emergency generator engine (type)  最大功率Max electrical output Kw  **防污染设备 Pollution Prevention Equipments**  油水分离器（制造商/型号）Oily water separator  (**maker/type**)  焚烧炉（制造商/型号）Incinerator (**maker/type**.)  生活污水处理装置（制造商/型号）Sewage treatment unit (**maker/type**)  排油监控装置（制造商/型号）Oil discharge monitoring and control system (**maker/type**)  **舵机和侧推装置Steering and Propulsion**  舵机（制造商/型号）Steering gear (maker/type)  螺旋桨（型号）Propeller (type)  螺旋桨（叶片数量 /直径）Propeller  (no. of blades /diameter)  侧推器（数量/型号/推力）Trusters (no./type/thrust) |

**3.船上培训师检查培训进程**

参训船员根据培训任务，结合航次任务，按每星期的时间间隔填写完成任务；

以记录簿中的编号或文字表述

**Designated training officer’s review of training progress**

This table should be completed weekly in accordance with the training task during the voyage

The training tasks are listed as number or words in this record book

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training Tasks | 培训师姓名  Name of trainer | 培训师签名  Initials | 签名日期  Data |
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**船上培训师检查培训进程（续表）**

**Designated training officer’s review of training progress (continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training Tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Data |
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**船上培训师检查培训进程（续表）**

**Designated training officer’s review of training progress (continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training Tasks | 培训师姓名  Name of training officer | 培训师签名  Initials | 签名日期  Data |
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**4.轮机长检查培训记录簿**

轮机长每个月结束后进行检查。该评论应仅涉及参训船员的适任情况和培训进程。

**Chief engineer’s inspection of record book**

The Book should be submitted to the chief engineer for inspection every month

Comments should only be related to the trainee’s practical progress and competence

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 起止时间  Starting and ending time | 培训内容  Contents | 评论  Comments | 轮机长签字  chief engineer’s initials | 日期  date | 船章  Ship’s official stamp |
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**5.公司培训师检查见习记录簿**

每条船见习结束后，公司培训师应对见习人员的见习进程、见习记录和适任情况进行检查和评估。

**Company’s inspection of record book**

The Book should be submitted to the company’s trainer for inspection after completion of training on every vessel.

Comments should only relate to the trainee’s practical progress,record and competence.

|  |  |  |  |
| --- | --- | --- | --- |
| 评论  Comments | 公司培训师姓名  Name of company’s trainer | 公司培训师签名  Initials | 日期  Date |
|  |  |  |  |
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**第三部分 培训任务和要达成的适任目标**

**SECTION 3 INFORMATION ON TRAINING TASKS AND COMPETENCES TO BE ACHIEVED**

完成清单中培训任务和达成胜任的例子

Example of how to complete the list of training task and competences achieved

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| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence Designated trainer/professional assessor (Initials /date)** | |
| **1** | **适任：保养安全操作**  **Maintenance safe operations** | | |
| **1.1** | **船上安全做法的应用**  **Application of safe work practice on board** | | | **保养和修理有计划并按照安全规程执行**  **maintenance and repair are planned and carried out in accordance with safety rules and procedures** | **XXXX** | **XXXX** |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed Trainer (initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 描述船上许可工作制定  Describe the system of permits to work on board | XXXX | 2013,4,11 | “列举许可工作检查项目”描述不清楚 |  |  |
| .2 | 列举许可工作检查项目  List the items to be checked in a work permit | XXXX | 2013,4,11 | XXXX | 2013,4,13 |
| .3 | 列举热工作业许可检查项目  List the items to be checked in a hot work permit | XXXX | 2013,4,11 |  |  |
| .4 | 描述封闭空间  Describe an enclosed space | XXXX | 2013,4,1,3 |  |  |

* 粗体部分的适任（在此例中**保养安全操作**等等）直接取自STCW规则
* 主要的任务（在此例中**船上安全做法的应用**等）也取自STCW规则。主要的任务被细分为页码左手边的任务和职责。参训船员应尽可能地完成培训任务，但是考虑到可能的设备货物或船舶航行模式，并不要求所有的任务都能完成，在参训船员被认为在主要任务方面适任前。必须注意到，构成适任基础的一些知识和技能也可以在岸上培训中获得。
* 船上培训师可以在所提供的空白处两次记录完成任务的情况。这不意味着每项任务应完成两次，如果船上培训师认为一次已足够的话。
* 监督参训船员的船上培训师和教员由轮机长指定的具有丰富经验的合格船员担任。
* 在证明适任被记录之前，轮机长或指定的船上培训师可以记录下要改进部分的建议，在评估标准正下方有用于此目的的大空格。当表明适任主要的任务时，评估标准最右手边的空格子里，轮机长或指定的船上培训师应签字并标注日期（年，月，日），证明已经胜任。

当记录“表明适任”时，应该仔细考虑到表中所提出的评估标准。评估标准和船员良好的技能都来自STCW规则。

* The competence with **bold fonts** (**Maintenance safe operations**) is directly taken from the text of the STCW Code.
* The primary task (in this case **Application of safe work practice on board**) is also taken from the STCW Code. The primary task is sub-divided into training tasks or duties on the left hand side of the page. The trainee should complete as many of these training tasks as possible. However, in view of the likely equipment cargo or voyage pattern of the ship, it is not expected that all these tasks will be completed before the trainee is considered competent in the primary task. It should be noted that some of the skills and knowledge that underpin the competences may well have been obtained during shore based training.
* Space is provided to record completion of each training task twice by the supervising officer. This does not mean that each task must be completed twice if, in the opinion of the officer, once is considered sufficient.
* The officer supervising the trainee does not necessarily have to be the designated training officer.
* Before 'Competence Demonstrated' is recorded the chief engineer or designated on hoard training officer may record any appropriate advice about areas for improvement. A large blank space for this purpose is provided beneath the criteria for evaluation, as competence in these primary tasks is demonstrated, the appropriate blank next to the criteria for evaluation, on the far right hand side of the page, should be signed and dated(day, month and year )by the chief engineer or designated training officer on board ship to attest that competence has been demonstrated.
* A trainee’s attainment of the competence should only be recorded as 'Competence Demonstrated' when the chief engineer or designated training officer is indeed satisfied that the trainee can perform the duty without supervision.

When recording 'Competence Demonstrated', careful account should be taken of the criteria for evaluation contained on the right hand side of the page, which is taken from the STCW Code, as well as the best practices of seafarers and good safe working practice.

**第四部分 培训科目**

**SECTION 4 SUBJECT OUTLINE**

**职能：轮机工程支持级**

**Function: Marine engineering at the support level**

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| **编号**  **No：** | **培训**  **Training** | | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (Initials/date)** | |
| **1.** | **适任：有助于安全的轮机值班**  **Contribute to a safe engineering watch** | | | |
| **1.1** | **理解值班指令以及与值班高级船员就值班职责相关事宜进行交流的能力**  **Ability to understand orders and to communicate with the officer of the watch in matters relevant to watchkeeping duties** | | | | **交流清楚简明**  **Communications are clear and concise**  **值班和交接班符合可接受的做法和程序**  **Maintenance, handover and relief of the watch is in conformity with acceptable practices and procedures** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 车钟与车钟记录簿  Telegraph & telegraph record book |  | |  |  |  |  |
| .2 | 机舱集中监视和报警装置  Engine room monitoring & alarm system |  | |  |  |  |
| .3 | 主动力装置故障减速与停车报警信号  Slow down and shut down alarm signals for ME failure |  | |  |  |  |
| .4 | 值班过程中与高级船员的交流  Communicate with the officer of the watch in matters relevant to watchkeeping duties |  | |  |  |  |
| **1.2** | **交班、值班和接班的程序**  **Procedures for the relief, maintenance and handover of a watch** | | | | **交流清楚简明**  **Communications are clear and concise**  **值班和交接班符合可接受的做法和程序**  **Maintenance, handover and relief of the watch is in conformity with acceptable practices and procedures** |  |  |
| .1 | 轮机值班应遵循的原则  Principles to be observed in keeping an engineering watch | |  |  |  |  |  |
| .2 | 航行轮机值班安排  Engineering watchkeeping arrangements | |  |  |  |  |
| .3 | 航行轮机值班交接  Relief and handover of an engineering watch at sea | |  |  |  |  |
| .4 | 航行轮机值班职责  Engineering watchkeeping duties at sea | |  |  |  |  |
| .5 | 港内轮机值班  Engineering watchkeeping in port | |  |  |  |  |
| .6 | 港内轮机值班的交接班  Relief and handover of an engineering watchkeeping in port | |  |  |  |  |
| **1.3** | **保持安全值班所需的信息**  **Information required to maintain a safe watch** | | | | **交流清楚简明**  **Communications are clear and concise**  **值班和交接班符合可接受的做法和程序**  **Maintenance, handover and relief of the watch is in conformity with acceptable practices and procedures** |  |  |
| .1 | 船舶搁浅后的应急安全措施  Emergency procedures for ship grounding |  | |  |  |  |  |
| .2 | 船舶碰撞后的应急安全措施  Emergency procedures for ship collision |  | |  |  |  |
| .3 | 船舶在恶劣海况下（大风浪中航行、大风浪中锚泊、能见度不良航行、冰区航行）轮机部安全管理事项  Safety operating measures for rough sea (sailing at rough sea, anchorage at rough sea, sailing during restricted visibility and sailing in ice zone) |  | |  |  |  |
| .4 | 全船失电时的应急措施  Emergency procedures for ship blackout |  | |  |  |  |
| .5 | 船舶在航行中舵机失灵时的应急措施  Emergency procedures for ship steering gear failure |  | |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (Initials/date)** | |
| **2.** | **适任：有助于机舱值班的监控**  **Contribute to the monitoring and controlling of an engine-room watch** | | | |
| **2.1** | **主推进装置和辅助机械的功能和操作的基本知识**  **Basic knowledge of the function and operation of main propulsion and auxiliary machinery** | | | | **对主推进装置和辅助机械的监控频度和程度符合公认的原则和程序**  **The frequency and extent of monitoring of main propulsion and auxiliary machinery conforms with accepted principles and procedures**  **发现异常情况**  **Deviations from the norm are identified**  **在工作继续进行之前能够立即察觉不安全状况或潜在危险，报告并纠正**  **Unsafe conditions or potential hazards are promptly recognized, reported and rectified before work continues** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 主机备车操作  Operations for main engine stand by |  |  |  | |  |  |
| .2 | 主机完车操作  Operations for finish with main engine |  |  |  |  |
| .3 | 液压舵机的功能、基本结构与操作程序  Hydraulic steering gear functions, basic structure and operating procedures |  |  |  |  |
| .4 | 锚机、绞缆机的功能、基本结构与操作程序  Windlass & winch functions, basic structure and operating procedures |  |  |  |  |
| .5 | 船舶制冷装置的功能、基本结构与操作程序  Ship’s refrigerating plant functions, basic structure and operating procedures |  |  |  |  |
| .6 | 船舶空调装置的功能、基本结构与操作程序  Ship’s air conditioning plant functions, basic structure and operating procedures |  |  |  |  |
| .7 | 海水淡化装置的功能、基本结构与操作程序  Fresh water generator functions, basic structure and operating procedures |  |  |  |  |
| **2.2** | **基本理解主推进装置和辅助机械的控制压力、温度和液位**  **Basic understanding of main propulsion and auxiliary machinery control pressures, temperature and levels** | | | **对主推进装置和辅助机械的监控频度和程度符合公认的原则和程序**  **The frequency and extent of monitoring of main propulsion and auxiliary machinery conforms with accepted principles and procedures**  **发现异常情况**  **Deviations from the norm are identified**  **在工作继续进行之前能够立即察觉不安全状况或潜在危险，报告并纠正**  **Unsafe conditions or potential hazards are promptly recognized, reported and rectified before work continues** | |  |  |
| .1 | 主机机动操纵时的管理  Management works for maneuvering of main engine |  |  |  | |  |  |
| .2 | 船舶定速航行时主机运行管理  Management works for main engine at sea speed |  |  |  |  |
| .3 | 了解主机封缸运行、停增压器运转、紧急刹车时应采取的措施  Understand the measures to be taken when securing one cylinder of main engine, stopping turbocharger operation and emergency stop main engine |  |  |  |  |
| .4 | 了解主机拉缸、敲缸、扫气箱着火、曲轴箱爆炸、烟囱冒火的现象、发生原因以及应采取的安全措施  Understand the phenomenon, causes and safety measures to be taken for cylinder seizure, cylinder knock, scavenge air box fire, crankcase explosion and flaming chimney |  |  |  |  |
| .5 | 液压舵机的调试与日常管理要点  Adjustment and daily management of main points of the hydraulic steering gear |  |  |  |  |
| .6 | 锚机、绞缆机的管理要点  Management main points for windlass & winch |  |  |  |  |
| .7 | 船舶制冷装置的管理要点  Management main points for ship’s refrigerating plant |  |  |  |  |
| .8 | 船舶空调装置的管理要点  Management main points for ship’s air conditioning plant |  |  |  |  |
| .9 | 海水淡化装置的运行管理要点  Management main points for fresh water generator |  |  |  |  |

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| **编号**  **No：** | **培训**  **Training** | | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (Initials/date)** | |
| **3.** | **适任：有助于加燃油和驳油作业**  **Contribute to fuelling and oil transfer operations** | | | |
| **3.1** | **燃油系统的功能和操作以及驳油作业的知识，包括：**  **Knowledge of the function and operation of fuel system and oil transfer operations, including:**  **．1 加燃油和驳油作业的准备**  **.1 preparations for fuelling and transfer operations**  **．2 燃油管和驳油管的连接和拆开程序**  **.2 procedures for connecting and disconnecting fuelling and transfer hoses**  **．3与在加燃油和驳油作业过程中可能出现的事故相关的程序**  **.3 procedures relating to incidents that may arise during fuelling or transferring operation**  **．4安全进行加燃油和驳油作业**  **.4 securing from fuelling and transfer operations**  **．5正确测量和报告油舱液位的能力**  **.5 ability to correctly measure and report tank levels** | | | | **驳油作业符合既定的安全规程和设备操作说明**  **Transfer operations are carried out in accordance with established safety practices and equipment operating instructions**  **危险、有毒和有害液体的处理符合既定的安全规程**  **The handling of dangerous, hazardous and harmful liquids complies with established safety practices**  **操作人员职责范围内的交流持续有效**  **Communications within the operator’s area of responsibility are consistently successful** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 加装燃油和内部驳油前，机舱应做好的准备工作  Engine room preparation works before fuelling and transfer operation |  |  |  | |  |  |
| .2 | 燃油加装前与供油船的联络  Communication with oil barge before fuelling |  |  |  |  |
| .3 | 燃油加装过程中的注意事项  Precautions during fuelling |  |  |  |  |
| .4 | 油舱液位的正确测量与报告  Correctly measure and report tank levels |  |  |  |  |
| .5 | 燃油取样  Fuel oil sampling |  |  |  |  |
| .6 | 燃油加装结束后的工作  Works after fuelling |  |  |  |  |
| .7 | 加装燃油和驳油过程中发生油污染时的应急处理  Emergency procedures for oil pollution caused by fuelling and transfer operation |  |  |  |  |

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| **编号**  **No.** | **培训**  **Training** | | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (Initials/date)** | |
| **4.** | **适任：有助于舱底水和压载水作业**  **Contribute to bilge and ballast operations** | | | |
| **4.1** | **舱底水和压载水系统的安全功能、操作和维护的知识，包括：**  **Knowledge of the safe function, operation and maintenance of the bilge and ballast systems, including:**  **．1 报告驳水过程中的事故**  **.1 reporting incidents associated with transfer operations**  **．2正确测量和报告液舱水位的能力**  **.2 ability to correctly measure and report tank levels** | | | | **操作和维护符合既定的安全规程和设备操作说明，并防止海洋环境污染**  **Operations and maintenance are carried out in accordance with established safety practices and equipment operating instructions and pollution of the marine environment is avoided**  **操作人员职责范围内的交流持续有效**  **Communications within the operator’s area of responsibility are consistently successful** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 舱底水系统的基本组成与功能  Basic components and functions for bilge system |  |  |  | |  |  |
| .2 | 舱底水系统的操作程序  Operating procedures for bilge system |  |  |  |  |
| .3 | 舱底水系统操作过程中的安全注意事项  Safety precautions for the operation of bilge system |  |  |  |  |
| .4 | 压载水系统的基本组成与功能  Basic components and functions for ballast system |  |  |  |  |
| .5 | 压载水系统的操作程序  Operating procedures for ballast system |  |  |  |  |
| .6 | 压载水系统操作过程中的安全注意事项  Safety precautions for the operation of ballast system |  |  |  |  |

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| **编号**  **No.** | **培训**  **Training** | | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (Initials/date)** | |
| **5.** | **适任：有助于设备和机械的操作**  **Contribute to the operation of equipment and machinery** | | | |
| **5.1** | **安全操作各种设备，包括：**  **Safe operation of equipment, including:**  **.1阀和泵**  **.1 valves and pumps**  **.2吊装设备**  **.2 hoists and lifting equipment**  **.3舱盖、水密门、驳门和相关设备**  **.3 hatches, watertight doors, ports and related equipment**  **使用和理解克令吊、绞车和升降机的基本信号的能力**  **Ability to use and understand basic crane, winch and hoist signals** | | | | **操作和维护符合既定的安全规程和设备操作说明**  **Operations are carried out in accordance with established safety practices and equipment operating instructions**  **操作人员职责范围内的交流持续有效**  **Communications within the operator’s area of responsibility are consistently successful** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 往复泵的使用与管理  Operation and maintenance of reciprocating pumps |  |  |  | |  |  |
| .2 | 齿轮泵的使用与管理  Operation and maintenance of gear pumps |  |  |  |  |
| .3 | 螺杆泵的使用与管理  Operation and maintenance of screw pumps |  |  |  |  |
| .4 | 离心泵的使用与管理  Operation and maintenance of centrifugal pumps |  |  |  |  |
| .5 | 船舶常用阀门、阀箱及其遥控系统的基本知识  Basic knowledge of conventional ship valves, valve box and their remote control system |  |  |  |  |
| .6 | 舱口盖、孔盖装置的种类、使用与管理  Types, operation and maintenance for hatch cover and ports cover device |  |  |  |  |
| .7 | 船用门的种类、使用与管理  Types, operation and maintenance for ship’s door |  |  |  |  |
| .6 | 船用吊装设备的种类、使用与管理  Types, operation and maintenance for ship’s lifting device |  |  |  |  |

**职能：电子、电气和控制工程支持级**

**Function: ELECTRICAl、electronic and control engineering at the support level**

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| **编号**  **No.** | **培训**  **Training** | | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (Initials/date)** | |
| **6.** | **适任：电气设备的安全使用**  **Safe use of electrical equipment** | | | |
| **6.1** | **电气设备的安全使用和操作**  **Safe use of electrical equipment** | | | | **对值班信息不清楚或指令不清楚，能够从轮机员处寻求说明和建议**  **Seek advice or clarification from the officer of the watch where watch information or instruction is not clearly understood** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 开始工作或修理前的安全预防措施  Safety precautions before commencing work or repair |  | |  |  |  |  |
| .2 | 电气隔离程序  Electrical isolation procedures |  | |  |  |  |
| .3 | 电气设备操作的应急程序  Emergency procedures for the operation of electrical equipment |  | |  |  |  |
| .4 | 了解常规电工仪表、工具的使用  Understanding of the use of conventional electrical instruments and tools |  | |  |  |  |  |
| **6.2** | **触电的原因和防止触电应采取的预防措施**  **The causes of electric shock and precautions to be observed to prevent shock** | | | | **对值班信息不清楚或指令不清楚，能够从轮机员处寻求说明和建议，值班维修，交接班要遵守STCW的要求。**  **Seek advice or clarification from the officer of the watch where watch information or instruction is not clearly understood**  **Maintenance, handover and relief of the watch are in conformity with principles and procedures in STCW.** |  |  |
| .1 | 触电伤害的种类和触电方式  Kind of electric shock injury and ways of electric shock | |  |  |  |  |  |
| .2 | 防止触电应采取的预防措施  Precautions to be observed to prevent shock | |  |  |  |  |
| .3 | 触电时的隔离程序及急救程序  Isolation procedures and first aid procedures for electric shock | |  |  |  |  |
| .4 | 熟练掌握绝缘安全用具的使用  Mastering the use of safety equipment insulation | |  |  |  |  |  |
| **6.3** | **船舶电力系统及配电装置**  **Ship power systems and power distribution equipment** | | | | **对值班信息不清楚或指令不清楚，能够从轮机员处寻求说明和建议**  **Seek advice or clarification from the officer of the watch where watch information or instruction is not clearly understood** |  |  |
| .1 | 船舶电力系统的组成、特点及基本参数  Composition, characteristics and basic parameters of the ship power system |  | |  |  |  |  |
| .2 | 船舶电网  Ship power grid |  | |  |  |  |
| .3 | 船舶配电装置分类  Classification of ship power distribution equipment |  | |  |  |  |
| .4 | 熟练掌握发电机手动准同步并车、负荷转移和分配、解列  Master manual generator quasi - synchronization, load transfer and distribution, splitting |  | |  |  |  |
| **6.4** | **三相异步电动机**  **Three phase asynchronous motor** | | | | **对值班信息不清楚或指令不清楚，能够从轮机员处寻求说明和建议**  **Seek advice or clarification from the officer of the watch where watch information or instruction is not clearly understood** |  |  |
| .1 | 三相异步电动机结构及工作原理  Structure and working principle of three phase asynchronous motor |  | |  |  |  |  |

**职能：维护与修理支持级**

**Function: Maintenance and repair at the support level**

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| **编号**  **No.** | **培训**  **Training** | | | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (Initials/date)** | |
| **7.** | **适任：船舶维护与修理**  **Competence: contribute to shipboard maintenance and repair** | | | | |
| **7.1** | **安全处置废料**  **Knowledge of safe disposal of waste materials** | | | | | **维修工作能按照技术、安全、程序规范进行。正确选择和使用设备和工具。**  **Maintenance activities are carried out in accordance with technical, safety and procedural specifications. Selection and use of equipment and tools are appropriate** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 了解储存和处理剩余油漆、溶剂和油布  Demonstrate a knowledge of the procedures for storage and disposal of paint residues, solvents and oily rags | |  | |  |  |  |  |
| .2 | 了解垃圾、污油、含油污水存放和焚烧处理程序  Demonstrate a knowledge of the procedures for storage and disposal of combustion waste, waste oils and slops | |  | |  |  |  |
| .3 | 会操作粉碎机和焚烧炉  Operate shredder and incinerator |  | | |  |  |  |
| **7.2** | **理解制造商的安全说明和船上指令**  **Understand manufacture’s safety guidelines and shipboard instructions** | | | | | **维修工作能按照技术、安全、程序规范进行。正确选择和使用设备和工具。**  **Maintenance activities are carried out in accordance with technical, safety and procedural specifications. Selection and use of equipment and tools is appropriate.** |  |  |
| .1 | 遵守船上安全规章  Demonstrate an understanding of safety guidelines provided |  | | |  |  |  |  |
| .2 | 清楚进入封闭处所安全程序  Demonstrate an understanding of enclosed space entry routine |  | | |  |  |  |
| .3 | 了解制造商提供的说明书可提供工作安全相关信息  Demonstrate an understanding of what safety information may be provided in manufacturer’s manuals |  | | |  |  |  |
| .4 | 了解操作保养手册能提供的信息  Demonstrate an understanding of what information may be provided in the ship’s operations and maintenance manuals |  | | |  |  |  |
| **7.3** | **手动或电动工具或量具的使用和保养**  **Knowledge of the application, maintenance and use of hand and power tools and measuring instruments and machine tools** | | | | | **维修工作能按照技术、安全、程序规范进行。正确选择和使用设备和工具。**  **Maintenance activities are carried out in accordance with technical, safety and procedural specifications. Selection and use of equipment and tools is appropriate.** |  |  |
| .1 | 使用与保养风动冲击扳手  Maintenance and use of pneumatic impact wrench |  | |  | |  |  |  |
| .2 | 使用与保养弹性手钳  Maintenance and use of elastic pliers |  | |  | |  |  |
| .3 | 使用与保养吊装工具  Maintenance and use of hoisting tools |  | |  | |  |  |
| .4 | 使用与保养活塞环拆装钳  Maintenance and use of piston ring pliers | |  |  | |  |  |
| .5 | 使用与保养气缸专用工具  Maintenance and use of the cylinder liner special tools | |  |  | |  |  |
| .6 | 使用与保养液压拉伸器  Maintenance and use of hydraulic stretching equipment | |  |  | |  |  |
| .7 | 使用与保养轴承拉出器  Maintenance and use of bearing remover | |  |  | |  |  |
| .8 | 使用内外卡钳进行测量  Take measurement with inside/outside callipers | |  |  | |  |  |
| .9 | 使用塞尺进行测量  Take measurement with feeler gage | |  |  | |  |  |
| .10 | 使用游标卡尺进行测量  Take measurement with vernier caliper | |  |  | |  |  |
| .11 | 使用外径千分尺进行测量  Take measurement with outside micrometer | |  |  | |  |  |

**职能：船舶操作控制和船上人员管理支持级**

**Function: CONTROLLING THE OPERATION OF THE SHIP AND CARE FOR PERSONS ON BOARD at the support level**

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| **编号**  **No.** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (Initials/date)** | |
| **8.** | **适任：有助于物料管理**  **Contribute to the handling of stores** | | |
| **8.1** | **安排物料上船及其存放的基本知识**  **Knowledge of procedures for safe handling, stowage and securing of stores** | | | **物料管理符合既定的安全做法和设备操作说明**  **Stores operations are carried out in accordance with established safety practices and equipment operating instructions**  **危险、有毒和有害物料的处理符合既定的安全规程**  **The handling of dangerous, hazardous and harmful stores complies with established safety practices**  **操作人员职责范围内的交流持续有效**  **Communications within the operator’s area of responsibility are consistently successful** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 船舶物料的种类  Types of ship’s store |  |  |  |  |  |
| .2 | 物料的申请与供应  Requisition and supply of ship’s store |  |  |  |  |
| .3 | 物料的管理  Management of ship’s store |  |  |  |  |

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| **编号**  **No.** | **培训**  **Training** | | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (Initials/date)** | |
| **9.** | **适任：采取预防措施和有助于防止海洋环境污染**  **Apply precautions and contribute to the prevention of pollution to the marine environment** | | | |
| **9.1** | **采取措施防止海洋环境污染的知识**  **Knowledge of the precautions to be taken to prevent pollution of the marine environment** | | | | **始终遵循保护海洋环境的程序**  **Procedures designed to safeguard the marine environment are observed at all times** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 船舶污染海洋的主要性质与途径  Main properties and ways of marine pollution from ships |  | |  |  |  |  |
| .2 | 国际防止船舶造成污染公约  MARPOL73/78 |  | |  |  |  |
| .3 | 国际船舶压载水和沉积物控制与管理公约  International Convention for the Control and Management of Ships' Ballast Water and Sediments |  | |  |  |  |
| .4 | 中华人民共和国关于防止船舶污染海洋的有关法规  Laws & regulations on the prevention of marine pollution from ships of People's Republic of China |  | |  |  |  |
| **9.2** | **防污染设备使用和操作的知识**  **Knowledge of use and operation of anti-pollution equipment** | | | | **始终遵循保护海洋环境的程序**  **Procedures designed to safeguard the marine environment are observed at all times** |  |  |
| .1 | 油水分离器的结构和工作原理  Structure and working principle of oil water separator | |  |  |  |  |  |
| .2 | 油水分离器的使用管理  Operation and maintenance of oil water separator | |  |  |  |  |
| .3 | 生活污水处理装置的结构和工作原理  Structure and working principle of sewage treatment plant | |  |  |  |  |
| .4 | 生活污水处理装置的使用管理  Operation and maintenance of sewage treatment plant | |  |  |  |  |
| .5 | 焚烧炉的结构和工作原理  Structure and working principle of incinerator | |  |  |  |  |
| .6 | 焚烧炉的使用管理  Operation and maintenance of incinerator | |  |  |  |  |
| **9.3** | **处置海洋污染物的认可方法的知识**  **Knowledge of approved methods for disposal of marine pollutants** | | | | **始终遵循保护海洋环境的程序**  **Procedures designed to safeguard the marine environment are observed at all times** |  |  |
| .1 | 船舶防污染技术  Ship pollution prevention technologies |  | |  |  |  |  |
| .2 | 污油舱、污水排岸系统  Waste oil tank, sewage discharge system to the shore |  | |  |  |  |
| .3 | 海洋污染的处理方法  Processing methods for marine pollution |  | |  |  |  |

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| **10.** | **适任：应用职业健康和安全的程序**  **Apply occupational health and safety procedures** | | | |
| **10.1** | **安全工作做法和船上人身安全的实用知识**  **Working knowledge of safe working practices and personal shipboard safety** | | | | **始终遵循旨在保护人员和船舶安全的程序**  **Procedures designed to safeguard personnel and the ship are observed at all times**  **遵循安全工作做法，始终正确使用合适的安全和防护设备**  **Safe working practices are observed and appropriate safety and protective equipment is correctly used at all times** |  |  |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 电气安全作业注意事项  Precautions for electrical safety |  |  |  | |  |  |
| .2 | 锁定/挂牌注意事项  Precautions for lockout/tagout |  |  |  |  |
| .3 | 机械安全作业注意事项  Precautions for mechanical safety |  |  |  |  |
| .4 | 工作许可证制度  Permit to work systems |  |  |  |  |
| .5 | 高空作业注意事项  Precautions for working aloft |  |  |  |  |
| .6 | 封闭舱室作业注意事项  Precautions for working in enclosed spaces |  |  |  |  |
| .7 | 吊装技术和防止背部伤害的方法  Lifting techniques and methods of preventing back injury |  |  |  |  |
| .8 | 化学品和生物危害的安全  Chemical and biohazard safety |  |  |  |  |
| .9 | 个人安全设备  Personal safety equipment |  |  |  |  |

**第五部分 任务摘要图**

**SECTION 5 TASK SUMMARY CHART**

任务摘要图是为参训船员、船上培训师、轮机长和公司培训师提供指导并帮助检查参训船员所完成的任务或职责的数量。参训船员在培训计划的表格填写时，以任务摘要图的方式进行。在培训的过程中，勾除掉你已经完成的任务。

The purpose of the summary chart is to provide trainee, training officer, chief engineer and company trainer with a guide and continuous check on the numbers of tasks or duties that you have completed. Trainees should fill the blank of training plan by using the task summary task. Tick off only those tasks you have completed.

**职能：轮机工程** Marine engineering

1适任：有助于安全的轮机值班

Competence 1:Contribute to a safe engineering watch

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1.1.1 | 1.1.2 | 1.1.3 | 1.1.4 | 1.2.1 | 1.2.2 | 1.2.3 | 1.2.4 | 1.2.5 | 1.2.6 | 1.3.1 | 1.3.2 | 1.3.3 | 1.3.4 | 1.3.5 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

2适任：有助于机舱值班的监控

Competence 2: Contribute to the monitoring and controlling of an engine-room watch

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2.1.1 | 2.1.2 | 2.1.3 | 2.1.4 | 2.1.5 | 2.1.6 | 2.1.7 | 2.2.1 | 2.2.2 | 2.2.3 | 2.2.4 | 2.2.5 | 2.2.6 | 2.2.7 | 2.2.8 | 2.2.9 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

3适任：有助于加燃油和驳油作业

Competence 3: Contribute to fuelling and oil transfer operations

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 3.1.1 | 3.1.2 | 3.1.3 | 3.1.4 | 3.1.5 | 3.1.6 | 3.1.7 |
|  |  |  |  |  |  |  |

4适任：有助于舱底水和压载水作业

Competence 4: Contribute to bilge and ballast operations

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 4.1.1 | 4.1.2 | 4.1.3 | 4.1.4 | 4.1.5 | 4.1.6 |
|  |  |  |  |  |  |

5适任：有助于设备和机械的操作

Competence 5:Contribute to the operation of equipment and machinery

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5.1.1 | 5.1.2 | 5.1.3 | 5.1.4 | 5.1.5 | 5.1.6 |
|  |  |  |  |  |  |

**职能：电子、电气和控制工程**Electrical、Electric and Control Engineering

6适任：电气设备的安全使用

Competence 6: Safe use of electrical equipment

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 6.1.1 | 6.1.2 | 6.1.3 | 6.1.4 | 6.2.1 | 6.2.2 | 6.2.3 | 6.2.4 | 6.3.1 | 6.3.2 | 6.3.3 | 6.3.4 | 6.4.1 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**职能：维护与修理**Maintenance and Repair

7适任：船舶维护与修理

Competence 7 Contribute to shipboard maintenance and repair

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 7.1.1 | 7.1.2 | 7.1.3 | 7.2.1 | 7.2.2 | 7.2.3 | 7.2.4 | 7.3.1 | 7.3.2 | 7.3.3 | 7.3.4 | 7.3.5 | 7.3.6 | 7.3.7 | 7.3.8 | 7.3.9 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.3.10 | 7.3.11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**职能：船舶作业管理和人员管理**Controlling the Operation of the Ship and Care for Persons on Board

8适任：有助于物料管理

Competence 8: Contribute to the handling of stores

|  |  |  |
| --- | --- | --- |
| 8.1.1 | 8.1.2 | 8.1.3 |
|  |  |  |

9适任：采取预防措施和有助于防止海洋环境污染

Competence 9:Apply precautions and contribute to the prevention of pollution to the marine environment

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 9.1.1 | 9.1.2 | 9.1.3 | 9.1.4 | 9.2.1 | 9.2.2 | 9.2.3 | 9.2.4 | 9.2.5 | 9.2.6 | 9.3.1 | 9.3.2 | 9.3.3 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

10适任：应用职业健康和安全的程序

Competence 10: Apply occupational health and safety procedures

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 10.1.1 | 10.1.2 | 10.1.3 | 10.1.4 | 10.1.5 | 10.1.6 | 10.1.7 | 10.1.8 | 10.1.9 |
|  |  |  |  |  |  |  |  |  |

**第六部分 培训记录簿附页（另加附页）**

**SECTION 6 On Board Training Record Book (additional pages)**

1、专题一，船上培训的基本情况、收获与体会，不少于1000字。

Topic 1, The basic conditions, your experience and your understanding, not less than 1,000 words.

2、专题二，航行中，机舱值班主要工作及巡回检查，不少于1500字。

Topic 2, Engine room watchkeeping duties and tour inspection during sailing, not less than 1,000 words.

3、专题三，对紧急情况的控制（包括对旅客和其他人员的控制），不少于2000字。

Topic 3, Control of emergency conditions (including the control of passengers and other personals), not less than 2,000 words.

**第七部分 评价报告**

**SECTION 7 REPORT OF EVALUATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名 Name |  | 船上培训时间Training time on board |  | 船员服务簿注册号码 Seafarer’s Registration No. |  |
| 轮机长鉴定意见  Chief Engineer’s Assessment  签名 日期  Signature Date | | | | | |
| 船公司鉴定意见  Shipping Company’s Assessment  签名 日期  Signature Date | | | | | |
| 海事机构意见  Maritime Authority’s Opinion  签名 日期  Signature Date | | | | | |

**16. 申请使用气体或者其他低闪点燃料船舶船员高级培训船上见习记录簿**

申请适用《IGF规则》船舶船员高级培训合格证船上见习记录簿（2018版）

ON BOARD TRAINING RECORD BOOK FOR CANDIDATES

IN ADVANCED TRAINING FOR SHIPS SUBJECT TO THE IGF CODE

姓名 Name:

船员注册号码 Seafarer’s Registration:

海事机构 Maritime Administration:

启用时间 Date training started:

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**第一部分 使用指南**

船长、指定的船上培训师和参训船员需注意：

**1、记录簿的目的：**

见习记录簿是根据《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》的要求编制的，其目的是确保需要在船培训的船员按照结构化的培训计划，充分利用海上航行时间，在船上培训师的指导下，完成预定的培训任务。在充分完成培训任务后，就可以获得实际的工作经验和必要的海上服务资历，成为与《STCW公约马尼拉修正案》和《中华人民共和国海船船员考试和发证规则》中适任要求相一致的合格船员。

**2、当持有记录簿时：**

参训船员应完成有关个人信息的填写。

参训船员应在船上培训师的指导下，按培训计划，分阶段地完成培训任务的填写。

参训船员在整个培训期间应个人负责记录簿的保管。

**3、在船期间，尽可能地：**

参训船员应完成第二部分关于船舶技术细节内容的填写，船长和指定的船上培训师应提供进行训练的机会。

船长和指定的船上培训师应检查此记录薄的记录情况，以核查见习进程。

参训船员应根据船舶的实际情况，在船上培训师的指导下，制定相应的培训计划，完成见习内容，以证明适任能力，在第五部分附有任务摘要图。

**4、见习船员海上资历期间：**

在第四部分所列出的一系列船上培训任务，应在船上培训师的指导下积极的完成。

一旦上船，只要航行情况允许，此记录薄应每个星期提交给指定的船上培训师检查。船上培训师的检查要及时记录，在对需要改进的地方进行验证后，签名并标注日期。

记录薄每个月应提交给船长检查，船长的评论要及时记录，标注日期。该评论应仅涉及参训船员的适任情况和培训进程。

记录薄应在每条船见习结束后提交给公司检查，公司培训师的评价要及时记录，标注日期。该评论应仅涉及参训船员的适任情况和培训进程。

**SECTION 1 GUIDE TO COMPLETION**

For the attention master designated on board training officers and rating trainees

1. Object of the record book

The record book was designed in accordance with the STCW Convention as amended in 2010 and the Regulations of the People’s Republic of China governing Competency Examination and Certification for Seafarers Serving on Seagoing Ships, which is to help ensure that ratings follow a structured programme of training and make best use of their time at sea to complete the tasks under the direction of onboard trainer. In so doing they will gain the practical training and experience to become competent watchkeeping deck ratings in accordance with the STCW Convention as amended in 2010 and the Regulations for the examination and certification of seafarers of the People’ republic of china.

1. On receipt of this book

The trainee should complete the information of personal history.

The trainee should complete the information required on the following pages by stages, under the supervision of the designated training officer on schedule.

The trainee should be personally responsible for the safe keeping of this record book throughout training.

1. As soon as possible after joining the ship:

The trainee should complete Section 2 which concerning the data of the ship details. The chief engineer and the designated training officer on board each ship should provide an opportunity for this exercise to be undertaken.

The master and the designated training officer on board each ship should inspect this book in order to check progress already made.

The trainee should make a plan to tackle the competences that still need to be demonstrated under the direction of the designated training officer. A task summary can be found in section 5.

1. Throughout the rating’s seagoing service

Sections 4, which contain a list of on board training tasks, should be progressively completed under the direction of the designated training officer.

The Book should be submitted to the designated training officer for inspection on joining the ship, so far as the voyage pattern allows, every week. The training progress should be recorded in time. The inspection of the designated training officer should also be recorded in time and sign his name with the date after inspecting the area for improvements.

The Book should be submitted to the master for inspection every month and the master’s comments should be recorded with date timely, Comments should only be related to the trainee’s practical progress and competence.

The Book should be submitted to the company for inspection after completion of training on every vessel and the comments should be recorded with date timely, Comments should only be related to the trainee’s practical progress and competence.

**第二部分** **资料与检查表**

**SECTION 2 DATA AND INSPECTION LIST**

1. 个人资料 Personal information

姓名Name: 出生日期Date of Birth:

海员证编号Seafarer’s Passport No.:

船员注册号码Seafarer’s Registration No.:

见习起止时间Starting and Ending Time of Training:

公司名称 Company:

公司地址Address of Company:

家庭住址Permanent Address:

备注Remarks:

PHOTO

**2、船舶资料**

获得你所服务船舶的信息对于你的训练很有必要，为了帮助你满足规则要求，当你在船上的时候记录如下的详情。

**2.船舶资料 Ship’s particulars**

获得你所服务船舶的信息对于你的训练很有必要，为了帮助你满足规则要求，当你在船上的时候记录如下详情。

To get the shipping data for your training is necessary, in order to help you to meet the regulatory requirements, you should record the following details on the ship.

**第一艘船舶 The first ship**

|  |  |  |
| --- | --- | --- |
| 船名  SHIP’S NAME MV\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 船舶IMO编号  SHIP’S IMO NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 呼号  CALL SIGN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 船舶类型  Ship Type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  建造年代  Year built \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  总吨位  Gross tonnage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  净吨位  Net tonnage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  总长  Length O.A. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  船宽  Breathe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  船深  Depth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  夏季吃水  Summer draught \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  夏季干舷  Summer freeboard \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  载重吨  Deadweight \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  营运速度  Service speed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 货舱数量  Number of cargo holds/tanks \_\_\_\_\_\_\_\_\_  压载舱数量  Number of water ballast tanks \_\_\_\_\_\_\_\_\_  淡水舱数量  Number of fresh water tanks \_\_\_\_\_\_\_\_\_  装卸货物装置负荷  Cargo handling gear \_\_\_\_\_\_\_\_\_  数量和安全工作负荷  Number and SWL \_\_\_\_\_\_\_\_\_  克令吊  Crane \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  吊杆  Derricks \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  其他设备  Other equipment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  舱盖板  hatch covers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  类型  Type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  主甲板  Main deck \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  二层甲板  Tween-deck \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 救生设备  Life-saving equipment \_\_\_\_\_\_\_\_\_  数量和容量  Number and capacity \_\_\_\_\_\_\_\_\_  救生艇  Lifeboats \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  救生筏  Life rafts \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  救助艇  Rescue Boats \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  救生圈数量  Lifebuoys (No.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  消防设备  Fire-fighting equipment \_\_\_\_\_\_\_\_\_  数量  Number \_\_\_\_\_\_\_\_\_  泡沫灭火器  Foam extinguishers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  干粉灭火器  Dry powder extinguishers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  二氧化碳灭火器  CO2 extinguishers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  消防水龙  Fire hoses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  应急逃生呼吸器  EEBDs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**第二艘船舶 The second ship**

|  |  |  |
| --- | --- | --- |
| 船名  SHIP’S NAME MV\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 船舶IMO编号  SHIP’S IMO NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 呼号  CALL SIGN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 船舶类型  Ship Type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  建造年代  Year built \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  总吨位  Gross tonnage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  净吨位  Net tonnage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  总长  Length O.A. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  船宽  Breathe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  船深  Depth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  夏季吃水  Summer draught \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  夏季干舷  Summer freeboard \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  载重吨  Deadweight \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  营运速度  Service speed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 货舱数量  Number of cargo holds/tanks \_\_\_\_\_\_\_\_\_  压载舱数量  Number of water ballast tanks \_\_\_\_\_\_\_\_\_  淡水舱数量  Number of fresh water tanks \_\_\_\_\_\_\_\_\_  装卸货物装置负荷  Cargo handling gear \_\_\_\_\_\_\_\_\_  数量和安全工作负荷  Number and SWL \_\_\_\_\_\_\_\_\_  克令吊  Crane \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  吊杆  Derricks \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  其他设备  Other equipment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  舱盖板  hatch covers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  类型  Type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  主甲板  Main deck \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  二层甲板  Tween-deck \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 救生设备  Life-saving equipment \_\_\_\_\_\_\_\_\_  数量和容量  Number and capacity \_\_\_\_\_\_\_\_\_  救生艇  Lifeboats \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  救生筏  Life rafts \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  救助艇  Rescue Boats \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  救生圈数量  Lifebuoys (No.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  消防设备  Fire-fighting equipment \_\_\_\_\_\_\_\_\_  数量  Number \_\_\_\_\_\_\_\_\_  泡沫灭火器  Foam extinguishers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  干粉灭火器  Dry powder extinguishers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  二氧化碳灭火器  CO2 extinguishers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  消防水龙  Fire hoses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  应急逃生呼吸器  EEBDs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**3.船上培训师检查见习进程**

参训船员根据培训任务，结合航次任务，按每星期的时间间隔填写完成任务；

以记录簿中的编号或文字表述。

**Designated training officer’s review of training progress**

This table should be completed weekly in accordance with the training task during the voyage.

The training tasks are listed as number or words in this record book.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期  Date | 培训任务  Training Tasks | 培训师姓名Name of train | 培训师签名  Initials | 签名日期  Data |
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**4.船长检查见习记录簿**

船长每月应对见习人员的见习情况进行检查。该评论应仅涉及参训船员的适任情况和见习进程。

**Master’s inspection of record book**

The Book should be submitted to the master for inspection every month.

Comments should only be related to the trainee’s practical progress and competence.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 起止时间  Starting and ending time | 培训内容  Contents | 评论  Comments | 船长签字  Master’s initials | 日期  Date | 船章  Ship’s official stamp |
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**5.公司培训师检查见习记录簿**

每条船见习结束后，公司培训师应对见习人员的见习进程、见习记录和适任情况进行检查和评估。

**Company’s inspection of record book**

The Book should be submitted to the company’s trainer for inspection after completion of training on every vessel.

Comments should only relate to the trainee’s practical progress, record and competence.

|  |  |  |  |
| --- | --- | --- | --- |
| 评 论  Comments | 公司培训师  Name of company’s trainer | 公司培训师签名  Initials | 日期  Date |
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**第三部分 见习任务和要达成的适任目标**

**SECTION 3 INFORMATION ON TRAINING TASKS AND COMPETENCES TO BE ACHIEVED**

完成清单中见习任务和达成胜任的例子

Example of how to complete the list of training task and competences achieved

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No.** | **培 训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (Initials /date)** | |
| **1** | **适任：保养安全操作**  **Maintenance safe operations** | | |
| **1.1** | **船上安全做法的应用**  **Application of safe work practice on board** | | | **保养和修理有计划并按照安全规程执行**  **maintenance and repair are planned and carried out in accordance with safety rules and procedures** | XXX | 2017/3/20 |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见 Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 描述船上许可工作制定  Describe the system of permits to work on board | XXX | 2017/3/10 |  | XXX | 2017/3/12 |
| .2 | 列举许可工作检查项目  List the items to be checked in a work permit | XXX | 2017/3/11 | XXX | 2017/3/15 |
| .3 | 列举热工作业许可检查项目  List the items to be checked in a hot work permit | XXX | 2017/3/14 |  |  |
| .4 | 描述封闭空间  Describe an enclosed space | XXX | 2017/3/18 |  |  |

* 粗体部分的适任（在此例中**保养安全操作**等等）直接取自STCW规则
* 主要的任务（在此例中**船上安全做法的应用**等）也取自STCW规则。主要的任务被细分为页码左手边的任务和职责。见习船员应尽可能地完成见习任务，但是考虑到可能的设备，货物或船舶航行方式，在认为见习船员被认为在主要任务方面适任前，并不强求所有的任务都能完成。必须注意到，构成适任基础的一些知识和技能也可以在岸上培训中获得。
* 船上培训师可以在所提供的空白处两次记录完成任务的情况。这不意味着每项任务应完成两次，如果船上培训师认为一次已足够的话。
* 监督见习船员的船上培训师和教员由船长指定的具有丰富经验的合格船员担任。
* 在证明适任被记录之前，船长或指定的船上培训师可以记录下要改进部分的建议，在评估标准正下方有用于此目的的大空格。当表明适任主要的任务时，评估标准最右手边的空格子里，船长或指定的船上培训师应签字并标注日期（年，月，日），证明已经胜任。
* 当记录“表明适任”时，应该仔细考虑到表中所提出的评估标准。评估标准和船员良好的技能都来自STCW规则。
* The competence with **bold fonts** (**Maintenance safe operations**) is directly taken from the text of the STCW Code.
* The primary task (in this case **Application of safe work practice on board**) is also taken from the STCW Code. The primary task is sub-divided into training tasks or duties on the left hand side of the page. The trainee should complete as many of these training tasks as possible. However, in view of the likely equipment cargo or voyage pattern of the ship, it is not expected that all these tasks will be completed before the trainee is considered competent in the primary task. It should be noted that some of the skills and knowledge that underpin the competences may well have been obtained during shore based training.
* Space is provided to record completion of each training task twice by the supervising officer. This does not mean that each task must be completed twice if, in the opinion of the officer, once is considered sufficient.
* The officer supervising the trainee does not necessarily have to be the designated training officer.
* Before 'Competence Demonstrated' is recorded the master or designated on hoard training officer may record any appropriate advice about areas for improvement. A large blank space for this purpose is provided beneath the criteria for evaluation, as competence in these primary tasks is demonstrated, the appropriate blank next to the criteria for evaluation, on the far right hand side of the page, should be signed and dated(day, month and year )by the master or designated training officer on board ship to attest that competence has been demonstrated.
* A trainee’s attainment of the competence should only be recorded as 'Competence Demonstrated' when the master or designated training officer is indeed satisfied that the trainee can perform the duty without supervision.
* When recording 'Competence Demonstrated', careful account should be taken of the criteria for evaluation contained on the right hand side of the page, which is taken from the STCW Code, as well as the best practices of seafarers and good safe working practice.

**第四部分 见习科目**

**SECTION 4 SUBJECT OUTLINE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **编号**  **No：** | **培训**  **Training** | | | **评估标准**  **Criteria for Evaluation** | **表明适任**  **指定培训师/专业评估员（姓名/日期）Demonstrating competence**  **Designated trainer/professional assessor (Initials/date)** | |
| **1** | **适任：计划和监控适用《IGF规则》船舶的燃料安全充装、存放和保护**  **Competence: Plan and monitor safe bunkering, stowage and securing of the fuel on board ships subject to the IGF Code** | | |
|  | **适用《IGF规则》船舶的一般知识**  **General knowledge of ships subject to the IGF Code**  **使用船上有关《IGF规则》燃料充装、存放和保护的所有可用数据的能力**  **Ability to use all data available on board related to bunkering, storage and securing of fuels addressed by the IGF Code**  **在船舶与码头、卡车或者燃料供应船之间建立清晰简明通信的能力**  **Ability to establish clear and concise communications and between the ship and the terminal, truck or the bunker- supply ship**  **关于适用《IGF规则》船舶的机器操作、燃料和控制系统的安全和应急程序的知识**  **Knowledge of safety and emergency procedures for operation of machinery, fuel- and** **control systems for ships subject to the IGF Code**  **熟练进行适用《IGF规则》船舶的燃料充装系统的操作**  **Proficiency in the operation of bunkering systems on board ships subject to the IGF Code**  **熟练进行燃料系统测量和计算**  **Proficiency to perform fuel-system measurements and calculations**  **在港内和海上确保燃料充装及与船上作业并行的其它《IGF规则》燃料相关作业的安全管理的能力**  **Ability to ensure the safe management of bunkering and other IGF Code fuel related operations concurrent with other onboard operations, both in port and at sea** | | | **确定燃料质量和数量考虑到当时条件并采取必要的安全修正措施**  **Fuel quality and quantity is determined taking into account the current conditions and necessary corrective safe measures are taken**  **安全监控系统程序能确保迅速监测到所有报警并按照既定的程序采取行动**  **Procedures for monitoring safety systems to ensure that all alarms are detected promptly and acted upon in accordance with established procedures**  **作业事先有计划并按照燃料驳运手册进行以确保作业安全及避免泄漏损失和环境污染**  **Operations are planned and carried out in accordance with fuel transfer manuals and procedures to ensure safety of operations and avoid spill damages and pollution of the environment**  **分配人员工作，以适合相关人员的方式告知应遵循的工作程序和标准，并符合安全工作程序**  **Personnel are allocated duties and informed of procedures and standards of work to be followed, in a manner appropriate to the individuals concerned and in accordance with safe working procedures** |  | |
|  | 任务/职责  Task/Duty | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | | 改进意见  Advice on Areas for Improvement | 任务完成  船上培训师（签名/日期）  Task completed  Trainer (initials/date) | |
| .1 | 燃料充装和储存的基本知识  General knowledge of bunkering and storage of fuel |  |  |  |  |  |
| .2 | 获取和使用该批次燃料的基本信息（安全说明书（SDS））的能力  Ability to acquire and use general information of fuel (Safety Data Sheet (SDS)) |  |  |  |  |  |
| .3 | 船舶的适装性、码头和操作海域通航条件和天气条件的评估  Evaluation of adaptability of ships, navigational conditions of ports and sea area for operation and weather conditions |  |  |  |  |  |
| .4 | 基本通信语言和术语  Basic communication language and terminology |  |  |  |  |  |
| .5 | 航行警告（信号和照明）  Navigational warning (signaling and lighting) |  |  |  |  |  |
| .6 | 靠泊、锚泊、驳运和解缆操作过程中的通信  Communication in operations for berthing, anchoring, transferring and letting tug lines |  |  |  |  |  |
| .7 | 通信故障应急程序  Emergency procedures for communication failure |  |  |  |  |  |
| .8 | 了解燃料充装的合同和相关文件  Understanding of contracts and related documents of fuel bunkering |  |  |  |  |  |
| .9 | 充装作业前的准备和检查，包括安全检查表的格式和使用  Preparation and inspection before bunkering operation， including the format and use of Safety Checklist for bunkering operation |  |  |  |  |  |
| .10 | 连接和断开燃料加装软管或充装臂的程序  Procedures for connection and disconnection of bunkering hose or filling arms |  |  |  |  |  |
| .11 | 充装作业后的操作和检查  Operation and inspection after bunkering operation |  |  |  |  |  |
| .12 | ESD应急停止系统、ERS应急泄放系统的操作、连接、测试和使用  Operation, connection, test and use of ESD system and ERS system |  |  |  |  |  |
| .13 | 燃料泄漏、人员冻伤、突发性恶劣天气海况、船舶碰撞、直升机救援操作和使用海上救生设施的应急程序  Emergency procedures for fuel leakage, frostbite of personnel, sudden extreme weather and rough sea, ship collision, operations of helicopter rescue and use of lifesaving facilities |  |  |  |  |  |
| .14 | 船-岸/船-船接口  ship-shore/ ship-ship interface |  |  |  |  |  |
| .15 | 防止翻滚  Prevention of rollover |  |  |  |  |  |
| .16 | 值班程序与职责  Watch-keeping procedure and duty |  |  |  |  |  |
| .17 | 测量和计算最大填充量  Maximum fill quantity measurement and calculation |  |  |  |  |  |
| .18 | 测量和计算船上载有量(OBQ)  On Board Quantity (OBQ) measurement and calculation |  |  |  |  |  |
| .19 | 测量和计算最少船上剩余量(ROB)  Minimum Remain On Board (ROB) measurement and calculation |  |  |  |  |  |
| .20 | 测量和计算燃料消耗  Fuel consumption calculation |  |  |  |  |  |

**第五部分 任务摘要图**

**SECTION 5 TASK SUMMARY CHART**

任务摘要图是为见习船员、船上培训师、船长和公司培训师提供指导并帮助检查参训船员所完成的任务或职责的数量。见习船员在培训计划的表格填写时，以任务摘要图的方式进行。在培训的过程中，勾除掉你已经完成的任务。

The purpose of the summary chart is to provide trainee, training officer, chief engineer and company trainer with a guide and continuous check on the numbers of tasks or duties that you have completed. Trainees should fill the blank of training plan by using the task summary task. Tick off only those tasks you have completed.

1、适任：计划和监控适用《IGF规则》船舶的燃料安全充装、存放和保护

Competence: Plan and monitor safe bunkering, stowage and securing of the fuel on board ships subject to the IGF Code

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1.1.1 | 1.1.2 | 1.1.3 | 1.1.4 | 1.1.5 | 1.1.6 | 1.1.7 | 1.1.8 | 1.1.9 | 1.1.10 | 1.1.11 | 1.1.12 | 1.1.13 | 1.1.14 | 1.1.15 | 1.1.16 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1.17 | 1.1.18 | 1.1.19 | 1.1.20 |
|  |  |  |  |

**第六部分 见习记录簿附页（另加附页）**

**SECTION 6 On Board Training Record Book (additional pages)**

专题一，船上见习的基本情况、收获与体会，不少于1000字。

Subject 1：The basic information of the trainee on board, gain and experience, not less than 1000 words.

专题二，在计划和监控适用《IGF规则》船舶的燃料安全充装、存放和保护作业的体会，不少于800字。

Subject 2 ：The experience of plan and monitor safe bunkering, stowage and securing of the fuel on board ships subject to the IGF Code, not less than 800 words.

**附 页 EXTRA PAPERS**

**内容 Content 日期 Date**

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**第七部分 评价报告**

**SECTION 7 REPORT OF EVALUATION**

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| --- | --- | --- | --- | --- | --- |
| 姓名  Name |  | 船上培训时间Training time on board |  | 船员服务簿注册号码 Seafarer’s Registration No. |  |
| 轮机长鉴定意见  Chief Engineer’s Assessment    签名 日期 Signature Date | | | | | |
| 船公司鉴定意见  Shipping Company’s Assessment    签名 日期 Signature Date | | | | | |
| 海事机构意见  Maritime Authority’s Opinion    签名 日期 Signature Date | | | | | |

# 附件2

# 船员船上见习信息表

# 编号：

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 船员姓名 |  | 国籍 |  | 照片 | |
| 身份证号 |  | | |
| 申请证书类型 |  | | |
| 航区和等级 |  | 申请职务 |  |
| 联系人 |  | 联系电话 |  | | |
| 见习船名 |  | 国籍 |  | | |
| 船舶类型 |  | 船籍港 |  | | |
| 总吨位 |  | IMO编号/船舶识别号 |  | | |
| 主机类型及功率 |  | 航行区域 |  | | |
| 船长  姓名 |  | 轮机长  姓名 |  | | |
| 见习船舶所属公司  联系方式 |  | | | | |
| 培训起讫时间 | 培训开始时间 |  | 培训结束  时间 | |  |
| 公司培训师姓名 |  | 职务 |  | | |
| 船上培训师姓名 |  | 职务 |  | | |
| 具体计划 |  | | | | |

备注：船上培训师可以是多人，根据申请的航区、等级、职务和见习任务确定。