



# ITU MARITIME FACULTY



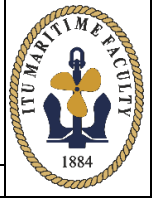
DEPARTMENT OF MARITIME  
TRANSPORTATION AND MANAGEMENT  
ENGINEERING

ONBOARD TRAINING RECORD BOOK

İSTANBUL TEKNİK ÜNİVERSİTESİ DENİZCİLİK FAKÜLTESİ 34940  
TUZLA/İSTANBUL - TURKEY



***ISTANBUL TECHNICAL UNIVERSITY  
MARITIME FACULTY  
ONBOARD TRAINING RECORD BOOK  
FOR MTME (DECK) CADETS***





**Revision No:**

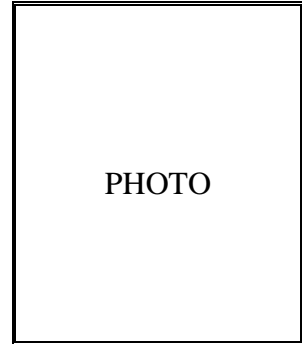
**03**

**Revision Date:**



**28.05.2015**

**İDARE ONAYI  
(ADMINISTRATION APPROVAL)**

	<b>ISTANBUL TECHNICAL UNIVERSITY</b> <b>MARITIME FACULTY</b> <b>ONBOARD TRAINING RECORD BOOK</b> <b>FOR MTME (DECK) CADETS</b>			
	Revision No:	03	Revision Date:	





<i>Full Name:</i>	
<i>Seamen's Registration Number:</i>	
<i>Student Number:</i>	
<i>Date of Birth:</i>	
<i>Permanent address:</i>	
<i>Tel:</i>	
<i>E-mail:</i>	
<i>Date training started:</i>	



	<p style="text-align: center;"><b>ISTANBUL TECHNICAL UNIVERSITY</b>  <b>MARITIME FACULTY</b>  <b>ONBOARD TRAINING RECORD BOOK</b>  <b>FOR MTME (DECK) CADETS</b></p>				
	Revision No:	03	Revision Date:	28.05.2015	

## CONTENTS

<b>SECTION 1 - INTRODUCTION</b>	<b>1</b>
1.1 GUIDANCE FOR ONBOARD INSTRUCTORS/SUPERVISING OFFICERS	1
1.2 GUIDANCE FOR OTRB	2
<b>SECTION 2 - SUMMARY RECORD OF ON BOARD TRAINING</b>	<b>3</b>
2.1 CERTIFICATES ACHIEVED	3
2.2 SHIPBOARD SERVICE RECORD	5
2.3 CHIEF OFFICER'S REVIEW OF TRAINING PROGRESS	6
2.4 COMPANY'S INSPECTION OF ONBOARD TRAINING BOOK	7
<b>SECTION 3 - PARTICULARS OF SHIPS</b>	<b>8</b>
<b>SECTION 4 - MANDATORY SAFETY AND ONBOARD FAMILIARIZATION</b>	<b>16</b>
4.1 SAFETY FAMILIARIZATION AS REQUIRED BY STCW CODE	16
4.2 ONBOARD FAMILIARIZATION AS REQUIRED BY SECTION 1/14 STCW CONVENTION	18
<b>SECTION 5 - ONBOARD TRAINING AT THE SUPPORT LEVEL AND RECORD OF ACHIEVEMENT</b>	<b>20</b>
5.1 CODE OF SAFE WORKING PRACTICE	20
5.2 GENERAL SEAMANSHIP	21
5.3 MAINTENANCE OF DECK MACHINERY AND OUTFIT, DECK MAINTENANCE WORKS	22
5.4 BASIC ENVIRONMENTAL PROTECTION PROCEDURES	22
5.5 ENGINE-ROOM FAMILIARIZATION	23
5.6 CONTRIBUTE TO MONITORING AND CONTROLLING A SAFE WATCH	23
5.7 KEEPING A PROPER LOOK-OUT BY SIGHT AND HEARING. LOOK- OUT DUTIES.	24
5.8 STEERING & HELM ORDERS	24
5.9 EMERGENCY PROCEDURES, LIFE SAVING, SEARCH AND RESCUE	24
5.10 FIRE-FIGHTING AND FIRE-FIGHTING EQUIPMENT	25
<b>SECTION 6 - ONBOARD TRAINING AT THE OPERATIONAL LEVEL AND RECORD OF COMPETENCE ACHIEVED</b>	<b>26</b>
6.1 WATCHKEEPING	26
6.2 BRIDGE RESOURCES MANAGEMENT	26
6.3 UNDERSTANDING OF APPLYING THE COLREG RULES	27
6.4 NAVIGATION	28
6.5 RADAR AND ELECTRONIC NAVIGATION	29
6.6 METEOROLOGY AND OCEANOGRAPHY	30
6.7 COMMUNICATION	30
6.8 USE ENGLISH IN WRITTEN AND ORAL FORM	31
6.9 SHIP MANOEUVRING	32
6.10 SHIP'S CONSTRUCTION AND STABILITY	32

	<p style="text-align: center;"><b>ISTANBUL TECHNICAL UNIVERSITY</b>  <b>MARITIME FACULTY</b>  <b>ONBOARD TRAINING RECORD BOOK</b>  <b>FOR MTME (DECK) CADETS</b></p>				
	<b>Revision No:</b>	<b>03</b>	<b>Revision Date:</b>	<b>28.05.2015</b>	

<b>6.11 CARGO HANDLING AND STOWAGE</b>	<b>32</b>
<b>6.12 EMERGENCY PROCEDURES</b>	<b>34</b>
<b>6.13 PREVENTION OF POLLUTION OF THE MARINE ENVIRONMENT</b>	<b>34</b>
<b>6.14 LIFE SAVING, SEARCH AND RESCUE</b>	<b>34</b>
<b>6.15 FIRE-FIGHTING AND FIRE-FIGHTING EQUIPMENT</b>	<b>34</b>
<b>6.16 APPLY MEDICAL FIRST AID ON BOARD SHIP</b>	<b>34</b>
<b>6.17 APPLICATION OF LEADERSHIP AND TEAMWORKING SKILLS</b>	<b>35</b>
 <b>SECTION 7 - FAMILIARIZATION TRAINING FOR ALL TANKER PERSONNEL AND RECORD OF ACHIEVEMENT</b>	 <b>36</b>
<b>7.1 SAFETY</b>	<b>36</b>
<b>7.2 CONSTRUCTION, CARGO, CARGO TANKS AND PIPELINES</b>	<b>36</b>
<b>7.3 TRIM AND STABILITY</b>	<b>37</b>
<b>7.4 CARGO OPERATIONS</b>	<b>37</b>
<b>7.5 TANK WASHING / CLEANING</b>	<b>38</b>
<b>7.6 INERT GAS SYSTEMS</b>	<b>38</b>
<b>7.7 POLLUTION PREVENTION AND CONTROL</b>	<b>38</b>
<b>7.8 GAS-DETECTION EQUIPMENT AND INSTRUMENTS</b>	<b>38</b>
<b>7.9 PUBLICATIONS</b>	<b>39</b>
 <b>SECTION 8. HAND WRITTEN ASSIGNMENTS</b>	 <b>40</b>

	<p style="text-align: center;"><b>ISTANBUL TECHNICAL UNIVERSITY</b>  <b>MARITIME FACULTY</b>  <b>ONBOARD TRAINING RECORD BOOK</b>  <b>FOR MTME (DECK) CADETS</b></p>				
	<b>Revision No:</b>	<b>03</b>	<b>Revision Date:</b>	<b>28.05.2015</b>	

## ***Section 1. Introduction***

The aim of onboard training program (OTP) is to develop a Cadet's understanding of the technical, practical and social characteristics required of a highly trained professional in the maritime industry. This purpose is achieved by placing the Cadet in an actual on-the-job marine environment (both aboard ship and ashore) under normal work conditions and guided by stringent practical and academic requirements. All the contents of OTRB specifically designed to meet the requirements of the STCW CONVENTION 1978, as amended 2010.

The aim of the practical training is for trainees to:

- gain experience in relevant aspects of shipboard activities as they occur on board the ship or ships on which the trainee is sailing;
- test and compare the knowledge acquired at school with the daily practice on board;
- consolidate and expand theoretical knowledge;
- build a practical basis to achieve the standards of competence in accordance with the standards of competence specified in section A-II/1, paragraphs 1 to 7, section A-II/3, paragraphs 1 to 6, section A-II/4, paragraphs 1 to 4, section A-II/5, paragraphs 1 to 3, section A-VI/1, paragraph 2, section A-VI/2, paragraphs 1 to 4, section A-VI/3, paragraphs 1 to 4, section A-VI/4, paragraphs 1 to 3 and standards regarding watchkeeping specified in section A-VIII/2, part 4-1 and the guidance regarding the training programme stated in section B-II/1 of the STCW Code.
- prepare for a future position on board.

### ***1.1 Guidance for onboard Instructors/Supervising Officers***

1. The instructor should review the OTRB to identify what training the candidate has already completed, and what training remains to be conducted.
2. The instructor should have clear, measurable, training objectives. These should be organized by reference to other related skills and abilities needed by the student to achieve the level of competence being pursued. The training objectives should be approved by the responsible person supervising the training and assessment program.
3. The instructor should conduct training only when the necessary equipment is operational and will be available throughout the training exercise.
4. The instructor should follow an outline, checklist, or training plan which organizes information and instructional activities in a logical and progressive manner.
5. The instructor should ensure the candidate has sufficient opportunities to observe the skill or ability being properly performed. When the skill or ability requires the use of certain shipboard equipment, the instructor should ensure that the candidate is given adequate opportunities for hands-on use of that equipment along with constructive comments directing the candidate to preferred or proper ways of using the equipment.
6. Instruction should include explanations of misuse or improper procedure; problems that may be encountered and proper corrective actions to take; and descriptions of important differences which may exist from ship to ship.
7. The following guidelines are taken from section B-II/1 of the STCW Code for the conduct of assessment and should be taken into account:
  - a. The scope of knowledge is implicit in the concept of competence. Assessment of competence should, therefore, encompass more than the immediate technical requirements of the job, the skills and tasks to be performed, and should reflect the broader aspects needed to meet the full expectations of competent performance as a ship's officer. This includes relevant knowledge, theory principles, and cognitive skills which, to varying degrees, underpin all levels of competence. It also encompasses proficiency in what to do, how and when to do it, and why it should be done. Properly applied, this will help to ensure that a candidate can:
    - i. work competently in different ships and across a range of circumstances;
    - ii. anticipate, prepare for, and deal with contingencies; and
    - iii. adapt to new and changing requirements.
  - b. The criteria for evaluating competence (column 4 of table A-II/1 of the STCW Code) identify primarily in outcome terms the essential aspects of competent performance. They are expressed so that assessment of a candidate's performance can be made against them and should be adequately documented in the training record book.

c. Evaluation of competence is the process of:

- i. collecting sufficient valid and reliable evidence about the candidate's knowledge, understanding and proficiency to accomplish the tasks, duties and responsibilities listed in column 1 of table A-II/1; and
- ii. judging that evidence against the criteria specified in the standard.

d. The arrangements for evaluating competence should be designed to take account of different methods of assessment which can provide different types of evidence about the candidate's competence, e.g.:

- i. direct observation of work activities (including seagoing service);
- ii. skills/proficiency/competency tests;
- iii. projects and assignments;
- iv. evidence from previous experience; and
- v. written, oral and computer-based questioning techniques.

8. The instructor should continuously observe the cadet during performance of the skill or ability and should only note in the training record book when the performance is acceptable. In the event the candidate does not perform a critical phase of the assessment exercise at an acceptable level of proficiency, assessment should be suspended and should not be conducted until further instruction is provided.

9. Successful or acceptable performance should be based on the cadet's proved ability to safely perform:



- a. the assigned tasks in accordance with competency criteria identified in the OTB;
- b. such tasks in a manner which demonstrates that the required level of skill, knowledge and ability was never in serious doubt; and
- c. such tasks in a manner which demonstrates sound and professional judgment.

10. Unsuccessful or unacceptable performance may be based on the cadet's failure to prove his/her ability in accordance with paragraph 8, or because the candidate otherwise performs improperly in the judgment of the assessor, based on events such as the following:

- a. an action, or lack of action, by the candidate which required corrective action or intervention by the assessor to prevent injury, damage, or the development of a hazardous condition;
- b. the candidate failed to use proper procedures (including appropriate communication procedures);
- c. the candidate failed to take prompt corrective action when required.

## 1.2 Guidance for OTRB

1. The cadet is personally responsible for completion of the OTRB during his/her whole sea service on different ships.
2. Immediately after joining each ship, the cadet should:
  - i. start with ship's familiarization and safety tasks,
  - ii. record the particulars of the ship.
3. The cadet should complete the tasks laid down in the OTRB and obtain the shipboard supervising officer's signature.
4. The shipboard supervising officer are designated by master from on board officers.
5. It is not necessary to complete all tasks on one ship. It can be done on subsequent ships.
6. The cadet has a right to fulfil the tasks more than once. The decision to repeat the task depends on the shipboard supervising officer.
7. After the confirmation of each task done by the supervising officer or chief officer, OTRB and enclosed "Training Record Assessment Sheet" should be approved by master before leaving the ship.
8. Every pages for hand written assignments (Section 8) must be signed and official stamped by chief officer. If needed, the cadet can add official stamped empty pages for hand written assignments.

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	Revision No:	03	Revision Date:	28.05.2015	

**Section 2. Summary record of on board training**

**2.1 Certificates achieved**

Type of Certificate of Proficiency	Number/Date of expiry





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**FOR MTME (DECK) CADETS**





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**Revision Date:**

**28.05.2015**


	<b>ISTANBUL TECHNICAL UNIVERSITY</b> <b>MARITIME FACULTY</b> <b>ONBOARD TRAINING RECORD BOOK</b> <b>FOR MTME (DECK) CADETS</b>				
	Revision No:	03	Revision Date:	28.05.2015	



### 2.2 Shipboard service record

	Ship IMO Number	Dates		Time Spent on Bridge Watchkeeping Duties		Total Seagoing Service		Signature of Master Official Ship's Stamp
		Sign On	Sign Off	Months	Days	Months	Days	
1								
2								
3								
4								
5								
6								
7								
8								
<b>Total Seagoing Service</b> (This part is filled by ITUMF Sea Training Office)								

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	Revision No:	03	Revision Date:	



**2.3 Chief officer's review of training progress**

	Ship IMO Number	Date	Comments	Name Signature
1				
2				
3				
4				
5				
6				
7				
8				

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	Revision No:	03	Revision Date:	

#### 2.4 Company's Inspection of On Board Training Book

	Ship IMO Number	Date	Comments	Name Signature
1				
2				
3				
4				
5				
6				
7				
8				

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	Revision No:	03	Revision Date:	28.05.2015	

### Section 3. Ship's Particulars



#### 1st Ship

Ship's Name:

IMO Number:

Call Sign:

General		Anchors type and weight	
gross tonnage		port	
net tonnage		starboard	
length O.A.		spare	
breadth		cable size/length	
depth		type of windlass	
summer draught		or capstans	
summer freeboard		<b>Moorings size</b>	
deadweight		natural fibre	
light displacement		synthetic fibre	
bale capacity	m <sup>3</sup>	wires	
grain capacity	m <sup>3</sup>	towing wire	
liquid capacity	m <sup>3</sup>	type of mooring winches	
refrigerated capacity	m <sup>3</sup>	<b>Safety equipment No, cap.</b>	
total ballast capacity		life boats	
<b>Cargo gear no and SWL</b>		life-rafts	
derricks		rescue boats	
cranes		davits (type)	
winches		lifebuoys	
type of hatchcovers		lifejackets	
main deck		immersion suits	
tween deck		<b>Firefighting equipment</b>	
<b>Navigational aids type</b>		fire-exting. foam –No., cap	
magnetic compasses		dry powder	
gyrocompass		CO <sub>2</sub>	
log		firefighting system hy-	
echo sounder		drants(No., place)	
radars		fire pumps(No.,cap.)	
ARPA		fire-hoses (dim. length)	
autopilot		fire- hose nozzles	
GPS		BA -breathing apparatus	
AIS		EEBD-emergency escape	
VDR		breathing devices	
ECDIS		shaft power	kW
other electronic nav. aids		propellers	
<b>Communication equipment type</b>		service speed	
SATCOM		service r.p.m.	
VHF		<b>Electrical power plant</b>	
MF/HF		main generators	kVA V Hz szt
Navtex Receiver		shaft generators	kVA V Hz szt
EPIRB		emergency generator	kVA V Hz szt
SART			
GMDSS Radiotelephone			

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	Revision No:	03	Revision Date:	28.05.2015	



## 2nd Ship

Ship's Name:

IMO Number:

Call Sign:

General		Anchors type and weight	
gross tonnage		port	
net tonnage		starboard	
length O.A.		spare	
breadth		cable size/length	
depth		type of windlass	
summer draught		or capstans	
summer freeboard		<b>Moorings size</b>	
deadweight		natural fibre	
light displacement		synthetic fibre	
bale capacity	m <sup>3</sup>	wires	
grain capacity	m <sup>3</sup>	towing wire	
liquid capacity	m <sup>3</sup>	type of mooring winches	
refrigerated capacity	m <sup>3</sup>	<b>Safety equipment No, cap.</b>	
total ballast capacity		life boats	
<b>Cargo gear no and SWL</b>		life-rafts	
derricks		rescue boats	
cranes		davits (type)	
winches		lifebuoys	
type of hatchcovers		lifejackets	
main deck		immersion suits	
tween deck		<b>Firefighting equipment</b>	
<b>Navigational aids type</b>		fire-exting. foam –No., cap	
magnetic compasses		dry powder	
gyrocompass		CO <sub>2</sub>	
log		firefighting system hy-	
echo sounder		drants(No., place)	
radars		fire pumps(No.,cap.)	
ARPA		fire-hoses (dim. length)	
autopilot		fire- hose nozzles	
GPS		BA -breathing apparatus	
AIS		EEBD-emergency escape	
VDR		breathing devices	
ECDIS		shaft power	kW
other electronic nav. aids		propellers	
<b>Communication equipment type</b>		service speed	
SATCOM		service r.p.m.	
VHF		<b>Electrical power plant</b>	
MF/HF		main generators	kVA V Hz szt
Navtex Receiver		shaft generators	kVA V Hz szt
EPIRB		emergency generator	kVA V Hz szt
SART			
GMDSS Radiotelephone			

	<b>ISTANBUL TECHNICAL UNIVERSITY</b> <b>MARITIME FACULTY</b> <b>ONBOARD TRAINING RECORD BOOK</b> <b>FOR MTME (DECK) CADETS</b>				
	Revision No:	03	Revision Date:	28.05.2015	



### 3th Ship

Ship's Name:

IMO Number:

Call Sign:

General		Anchors type and weight	
gross tonnage		port	
net tonnage		starboard	
length O.A.		spare	
breadth		cable size/length	
depth		type of windlass	
summer draught		or capstans	
summer freeboard		<b>Moorings size</b>	
deadweight		natural fibre	
light displacement		synthetic fibre	
bale capacity	m <sup>3</sup>	wires	
grain capacity	m <sup>3</sup>	towing wire	
liquid capacity	m <sup>3</sup>	type of mooring winches	
refrigerated capacity	m <sup>3</sup>	<b>Safety equipment No, cap.</b>	
total ballast capacity		life boats	
<b>Cargo gear no and SWL</b>		life-rafts	
derricks		rescue boats	
cranes		davits (type)	
winches		lifebuoys	
type of hatchcovers		lifejackets	
main deck		immersion suits	
tween deck		<b>Firefighting equipment</b>	
<b>Navigational aids type</b>		fire-exting. foam –No., cap	
magnetic compasses		dry powder	
gyrocompass		CO <sub>2</sub>	
log		firefighting system hy-	
echo sounder		drants(No., place)	
radars		fire pumps(No.,cap.)	
ARPA		fire-hoses (dim. length)	
autopilot		fire- hose nozzles	
GPS		BA -breathing apparatus	
AIS		EEBD-emergency escape	
VDR		breathing devices	
ECDIS		shaft power	kW
other electronic nav. aids		propellers	
<b>Communication equipment type</b>		service speed	
SATCOM		service r.p.m.	
VHF		<b>Electrical power plant</b>	
MF/HF		main generators	kVA V Hz szt
Navtex Receiver		shaft generators	kVA V Hz szt
EPIRB		emergency generator	kVA V Hz szt
SART			
GMDSS Radiotelephone			

	<b>ISTANBUL TECHNICAL UNIVERSITY</b> <b>MARITIME FACULTY</b> <b>ONBOARD TRAINING RECORD BOOK</b> <b>FOR MTME (DECK) CADETS</b>				
	Revision No:	03	Revision Date:	28.05.2015	

#### 4th Ship



Ship's Name:

IMO Number:

Call Sign:

General		Anchors type and weight	
gross tonnage		port	
net tonnage		starboard	
length O.A.		spare	
breadth		cable size/length	
depth		type of windlass	
summer draught		or capstans	
summer freeboard		<b>Moorings size</b>	
deadweight		natural fibre	
light displacement		synthetic fibre	
bale capacity	m <sup>3</sup>	wires	
grain capacity	m <sup>3</sup>	towing wire	
liquid capacity	m <sup>3</sup>	type of mooring winches	
refrigerated capacity	m <sup>3</sup>	<b>Safety equipment No, cap.</b>	
total ballast capacity		life boats	
<b>Cargo gear no and SWL</b>		life-rafts	
derricks		rescue boats	
cranes		davits (type)	
winches		lifebuoys	
type of hatchcovers		lifejackets	
main deck		immersion suits	
tween deck		<b>Firefighting equipment</b>	
<b>Navigational aids type</b>		fire-exting. foam –No., cap	
magnetic compasses		dry powder	
gyrocompass		CO <sub>2</sub>	
log		firefighting system hy-	
echo sounder		drants(No., place)	
radars		fire pumps(No.,cap.)	
ARPA		fire-hoses (dim. length)	
autopilot		fire- hose nozzles	
GPS		BA -breathing apparatus	
AIS		EEBD-emergency escape	
VDR		breathing devices	
ECDIS		shaft power	kW
other electronic nav. aids		propellers	
<b>Communication equipment type</b>		service speed	
SATCOM		service r.p.m.	
VHF		<b>Electrical power plant</b>	
MF/HF		main generators	kVA V Hz szt
Navtex Receiver		shaft generators	kVA V Hz szt
EPIRB		emergency generator	kVA V Hz szt
SART			
GMDSS Radiotelephone			



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	Revision No:	03	Revision Date:	28.05.2015	



### 5th Ship

Ship's Name:

IMO Number:

Call Sign:

General		Anchors type and weight	
gross tonnage		port	
net tonnage		starboard	
length O.A.		spare	
breadth		cable size/length	
depth		type of windlass	
summer draught		or capstans	
summer freeboard		<b>Moorings size</b>	
deadweight		natural fibre	
light displacement		synthetic fibre	
bale capacity	m <sup>3</sup>	wires	
grain capacity	m <sup>3</sup>	towing wire	
liquid capacity	m <sup>3</sup>	type of mooring winches	
refrigerated capacity	m <sup>3</sup>	<b>Safety equipment No, cap.</b>	
total ballast capacity		life boats	
<b>Cargo gear no and SWL</b>		life-rafts	
derricks		rescue boats	
cranes		davits (type)	
winches		lifebuoys	
type of hatchcovers		lifejackets	
main deck		immersion suits	
tween deck		<b>Firefighting equipment</b>	
<b>Navigational aids type</b>		fire-exting. foam –No., cap	
magnetic compasses		dry powder	
gyrocompass		CO <sub>2</sub>	
log		firefighting system hy-	
echo sounder		drants(No., place)	
radars		fire pumps(No.,cap.)	
ARPA		fire-hoses (dim. length)	
autopilot		fire- hose nozzles	
GPS		BA -breathing apparatus	
AIS		EEBD-emergency escape	
VDR		breathing devices	
ECDIS		shaft power	kW
other electronic nav. aids		propellers	
<b>Communication equipment type</b>		service speed	
SATCOM		service r.p.m.	
VHF		<b>Electrical power plant</b>	
MF/HF		main generators	kVA V Hz szt
Navtex Receiver		shaft generators	kVA V Hz szt
EPIRB		emergency generator	kVA V Hz szt
SART			
GMDSS Radiotelephone			

	<b>ISTANBUL TECHNICAL UNIVERSITY</b> <b>MARITIME FACULTY</b> <b>ONBOARD TRAINING RECORD BOOK</b> <b>FOR MTME (DECK) CADETS</b>				
	Revision No:	03	Revision Date:	28.05.2015	



### 6th Ship

Ship's Name:

IMO Number:

Call Sign:

General		Anchors type and weight	
gross tonnage		port	
net tonnage		starboard	
length O.A.		spare	
breadth		cable size/length	
depth		type of windlass	
summer draught		or capstans	
summer freeboard		<b>Moorings size</b>	
deadweight		natural fibre	
light displacement		synthetic fibre	
bale capacity	m <sup>3</sup>	wires	
grain capacity	m <sup>3</sup>	towing wire	
liquid capacity	m <sup>3</sup>	type of mooring winches	
refrigerated capacity	m <sup>3</sup>	<b>Safety equipment No, cap.</b>	
total ballast capacity		life boats	
<b>Cargo gear no and SWL</b>		life-rafts	
derricks		rescue boats	
cranes		davits (type)	
winches		lifebuoys	
type of hatchcovers		lifejackets	
main deck		immersion suits	
tween deck		<b>Firefighting equipment</b>	
<b>Navigational aids type</b>		fire-exting. foam –No., cap	
magnetic compasses		dry powder	
gyrocompass		CO <sub>2</sub>	
log		firefighting system hy-	
echo sounder		drants(No., place)	
radars		fire pumps(No.,cap.)	
ARPA		fire-hoses (dim. length)	
autopilot		fire- hose nozzles	
GPS		BA -breathing apparatus	
AIS		EEBD-emergency escape	
VDR		breathing devices	
ECDIS		shaft power	kW
other electronic nav. aids		propellers	
<b>Communication equipment type</b>		service speed	
SATCOM		service r.p.m.	
VHF		<b>Electrical power plant</b>	
MF/HF		main generators	kVA V Hz szt
Navtex Receiver		shaft generators	kVA V Hz szt
EPIRB		emergency generator	kVA V Hz szt
SART			
GMDSS Radiotelephone			

	<b>ISTANBUL TECHNICAL UNIVERSITY</b> <b>MARITIME FACULTY</b> <b>ONBOARD TRAINING RECORD BOOK</b> <b>FOR MTME (DECK) CADETS</b>				
	Revision No:	03	Revision Date:	28.05.2015	



### 7th Ship

Ship's Name:

IMO Number:

Call Sign:

General		Anchors type and weight	
gross tonnage		port	
net tonnage		starboard	
length O.A.		spare	
breadth		cable size/length	
depth		type of windlass	
summer draught		or capstans	
summer freeboard		<b>Moorings size</b>	
deadweight		natural fibre	
light displacement		synthetic fibre	
bale capacity	m <sup>3</sup>	wires	
grain capacity	m <sup>3</sup>	towing wire	
liquid capacity	m <sup>3</sup>	type of mooring winches	
refrigerated capacity	m <sup>3</sup>	<b>Safety equipment No, cap.</b>	
total ballast capacity		life boats	
<b>Cargo gear no and SWL</b>		life-rafts	
derricks		rescue boats	
cranes		davits (type)	
winches		lifebuoys	
type of hatchcovers		lifejackets	
main deck		immersion suits	
tween deck		<b>Firefighting equipment</b>	
<b>Navigational aids type</b>		fire-exting. foam –No., cap	
magnetic compasses		dry powder	
gyrocompass		CO <sub>2</sub>	
log		firefighting system hy-	
echo sounder		drants(No., place)	
radars		fire pumps(No.,cap.)	
ARPA		fire-hoses (dim. length)	
autopilot		fire- hose nozzles	
GPS		BA -breathing apparatus	
AIS		EEBD-emergency escape	
VDR		breathing devices	
ECDIS		shaft power	kW
other electronic nav. aids		propellers	
<b>Communication equipment type</b>		service speed	
SATCOM		service r.p.m.	
VHF		<b>Electrical power plant</b>	
MF/HF		main generators	kVA V Hz szt
Navtex Receiver		shaft generators	kVA V Hz szt
EPIRB		emergency generator	kVA V Hz szt
SART			
GMDSS Radiotelephone			

	<b>ISTANBUL TECHNICAL UNIVERSITY</b> <b>MARITIME FACULTY</b> <b>ONBOARD TRAINING RECORD BOOK</b> <b>FOR MTME (DECK) CADETS</b>				
	Revision No:	03	Revision Date:	28.05.2015	



### 8th Ship

Ship's Name:

IMO Number:

Call Sign:

General		Anchors type and weight	
gross tonnage		port	
net tonnage		starboard	
length O.A.		spare	
breadth		cable size/length	
depth		type of windlass	
summer draught		or capstans	
summer freeboard		<b>Moorings size</b>	
deadweight		natural fibre	
light displacement		synthetic fibre	
bale capacity	m <sup>3</sup>	wires	
grain capacity	m <sup>3</sup>	towing wire	
liquid capacity	m <sup>3</sup>	type of mooring winches	
refrigerated capacity	m <sup>3</sup>	<b>Safety equipment No, cap.</b>	
total ballast capacity		life boats	
<b>Cargo gear no and SWL</b>		life-rafts	
derricks		rescue boats	
cranes		davits (type)	
winches		lifebuoys	
type of hatchcovers		lifejackets	
main deck		immersion suits	
tween deck		<b>Firefighting equipment</b>	
<b>Navigational aids type</b>		fire-exting. foam –No., cap	
magnetic compasses		dry powder	
gyrocompass		CO <sub>2</sub>	
log		firefighting system hy-	
echo sounder		drants(No., place)	
radars		fire pumps(No.,cap.)	
ARPA		fire-hoses (dim. length)	
autopilot		fire- hose nozzles	
GPS		BA -breathing apparatus	
AIS		EEBD-emergency escape	
VDR		breathing devices	
ECDIS		shaft power	kW
other electronic nav. aids		propellers	
<b>Communication equipment type</b>		service speed	
SATCOM		service r.p.m.	
VHF		<b>Electrical power plant</b>	
MF/HF		main generators	kVA V Hz szt
Navtex Receiver		shaft generators	kVA V Hz szt
EPIRB		emergency generator	kVA V Hz szt
SART			
GMDSS Radiotelephone			



	<b>ISTANBUL TECHNICAL UNIVERSITY</b> <b>MARITIME FACULTY</b> <b>ONBOARD TRAINING RECORD BOOK</b> <b>FOR MTME (DECK) CADETS</b>				
	Revision No:	03	Revision Date:	28.05.2015	

## Section 4. Mandatory safety and onboard familiarization

### 4.1 Safety familiarization as required by STCW Code

Every crewmember before being assigned to onboard duties must receive safety familiarization to know what to do in emergency as required by *section A-VI / paragraph 1 of the STCW Code*. The master or responsible officer must confirm the completion of following training on each ship.



Tasks and duties	1st Ship	2nd Ship	3th Ship	4th Ship
	Supervisor Officer's signature, date	Supervisor Officer's signature, date	Supervisor Officer's signature, date	Supervisor Officer's signature, date
Is able to communicate with other person on board on elementary safety matter.				
Understands safety information symbols, signs and alarm signals.				
Knows what to do if: A person falls overboard, Fire or smoke is detected, The fire or abandon ship alarm is sounded				
Is able to identify muster and embarkation station, emergency escape routes and emergency exits.				
Is able to locate and don life jacket.				
Is able to raise the fire alarm and has a basic knowledge of the use of portable fire-extinguishers.				
Is able to take immediate action upon encountering an accident or other medical emergency before seeking further medical assistance on board.				
Is able to close and open the fire, weathertight and watertight doors fitted in the particular ship, other than those for hull openings.				
Tasks and duties	5th Ship	6th Ship	7th Ship	8th Ship
	Supervisor Officer's signature, date	Supervisor Officer's signature, date	Supervisor Officer's signature, date	Supervisor Officer's signature, date
Is able to communicate with other person on board on elementary safety matter.				
Understands safety information symbols, signs and alarm signals.				
Knows what to do if: A person falls overboard, Fire or smoke is detected, The fire or abandon ship alarm is sounded				
Is able to identify muster and embarkation station, emergency escape routes and emergency exits.				
Is able to locate and don life jacket.				
Is able to raise the fire alarm and has a basic knowledge of the use of portable fire-extinguishers.				
Is able to take immediate action upon encountering an accident or other medical emergency before seeking further medical assistance on board.				
Is able to close and open the fire, weathertight and watertight doors fitted in the particular ship, other than those for hull openings.				

	<b>ISTANBUL TECHNICAL UNIVERSITY</b> <b>MARITIME FACULTY</b> <b>ONBOARD TRAINING RECORD BOOK</b> <b>FOR MTME (DECK) CADETS</b>				
	Revision No:	03	Revision Date:	28.05.2015	

*Boat and Fire Muster Station and other details- insert in the appropriate space*



	<i>Ship's name</i> IMO Number	<i>Boat</i> <i>Muster Station</i>	<i>Fire</i> <i>Muster Station</i>	<i>Master's name</i> BLOCK CAPITALS	<i>Master's</i> <i>signature</i>	<i>Date</i>
1						
2						
3						
4						
5						
6						
7						
8						

*Remarks:*

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	Revision No:	03	Revision Date:	28.05.2015	



#### 4.2 Onboard familiarization as required by Section 1/14 STCW Convention

Tasks and duties	1st Ship	2nd Ship	3th Ship	4th Ship
	Supervisor Officer's signature, date	Supervisor Officer's signature, date	Supervisor Officer's signature, date	Supervisor Officer's signature, date
Visited bridge, lookout post, forecandle, poopdeck, main deck and other work areas.				
Is familiar with steering controls, telephones, telegraphs, and other bridge equipment and displays.				
Activated, under supervision, equipment to be used in routine duties.				
Read and demonstrated an understanding of Company's Fire and Safety Regulation.				
Demonstrated recognition of the alarm signals for: FIRE, GENERAL EMERGENCY ALARM, ABANDON SHIP				
Knows location of: Medical and first aid equipment.				
Distress rockets, flares and other pyrotechnics.				
Rocket line throwing apparatus.				
Fire-fighting equipment, alarm activating points, alarm bells, extinguishers, hydrants, fire-axes and hoses.				
Breathing apparatus and other fire-f. equipment.				
Deck stop mechanism for main engines including other emergency stop valves and understands its operation in emergency.				
CO <sub>2</sub> bottle room, and control valves for smothering apparatus in pump rooms, cargo tanks and holds.				
Emergency pump and understands the operation of it.				
<b>Is familiar with:</b> The procedures for garbage management, rubbish and other wastes.				
The use of garbage compactor or other equipment as appropriate				

	<b>ISTANBUL TECHNICAL UNIVERSITY</b> <b>MARITIME FACULTY</b> <b>ONBOARD TRAINING RECORD BOOK</b> <b>FOR MTME (DECK) CADETS</b>				
	<b>Revision No:</b>	<b>03</b>	<b>Revision Date:</b>	<b>28.05.2015</b>	

Tasks and duties	5th Ship	6th Ship	7th Ship	8th Ship
	Supervisor Officer's signature, date	Supervisor Officer's signature, date	Supervisor Officer's signature, date	Supervisor Officer's signature, date
Visited bridge, lookout post, forecastle, poopdeck, main deck and other work areas.				
Is familiar with steering controls, telephones, telegraphs, and other bridge equipment and displays.				
Activated, under supervision, equipment to be used in routine duties.				
Read and demonstrated an understanding of Company's Fire and Safety Regulation.				
Demonstrated recognition of the alarm signals for: Fire, General Emergency Alarm, Abandon Ship				
Knows location of: Medical and first aid equipment.				
Distress rockets, flares and other pyrotechnics.				
Rocket line throwing apparatus.				
Fire-fighting equipment, alarm activating points, alarm bells, extinguishers, hydrants, fire-axes and hoses.				
Breathing apparatus and other fire-f. equipment.				
Deck stop mechanism for main engines including other emergency stop valves and understands its operation in emergency.				
CO <sub>2</sub> bottle room, and control valves for smothering apparatus in pump rooms, cargo tanks and holds.				
Emergency pump and understands the operation of it.				
<b>Is familiar with:</b> The procedures for garbage management, rubbish and other wastes.				
The use of garbage compactor or other equipment as appropriate				





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	<b>Revision No:</b>	<b>03</b>	<b>Revision Date:</b>	<b>28.05.2015</b>	



### **Section 5. Onboard training at the support level and record of achievements**

Each of the tasks and duties itemized in the training record book should be signature by chief officer or supervising officer when, the deck cadet has achieved a satisfactory standard of proficiency.



No	Training tasks and duties	Assignment Completed	
		Date	Chief Off. /Supervising Off. Signature
<b>5.1</b>	<b>Code of safe working practice</b>		
5.1.1	Has a working knowledge of following CoSWPrelevant to a seaman's duties.		
5.1.2	Knows, understands, applies at the work: <ul style="list-style-type: none"> <li>– Personal protective equipment.</li> <li>– Safety signs.</li> <li>– Safety induction.</li> <li>– Fire precautions.</li> </ul>		
5.1.3	Is able to correctly use protective clothing, safety helmet, safety line and harness.		
5.1.4	Knows, understands, performs the emergency procedures.		
5.1.5	Understands reasons, needs and procedures of the security on board.		
5.1.6	Demonstrates safe movement onboard ship including boarding arrangements, companionways, gangways.		
5.1.7	Knows, understands, applies safe systems of the work including work aloft, outboard and in machinery spaces.		
5.1.8	Knows and understands hazards resulting from entry into enclosed or confined spaces.		
5.1.9	Is familiar with the procedures for entering spaces where serious risk may be expected.		
5.1.10	Performs the procedures and precautions for entry into enclosed spaces.		
5.1.11	Is able to calibrate and use an oxygen meter.		
5.1.12	Is able to work with the available explosive concentration detectors (if applicable).		
5.1.13	Knows proceeding and first aid rules in the case of a man found unconscious in a tank or other enclosed spaces.		
5.1.14	Understands and applies safe system of work at the manual lifting and carrying weights.		
5.1.15	Is able to operate lifting plant.		
5.1.16	Knows, understands, applies safe systems of the work during anchoring, mooring and towing the operation.		
5.1.17	Identifies potentially hazardous working conditions on board.		
5.1.18	Understands the safe use, operation, and precautions to be taken when working with hand tools such as hammer, chisel, knife, hack, saw, screwdriver, pliers, wire cutters, file or rasp, fid, socket set, open ended spanners, ring spanners, electric drill, battery drill, grinder, power saw. Describes the appropriate personal protective equipment to be worn when using this various equipment.		
5.1.19	Reports recognition of worn out or dangerous equipment.		
5.1.20	Defines conditions that would lead to injury or loss of life.		
5.1.21	Stowage and safe handling of oils and chemical. Understands the precautions to be observed when handling chemical agents such as clean-		

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	<b>Revision No:</b>	<b>03</b>	<b>Revision Date:</b>	<b>28.05.2015</b>	



No	Training tasks and duties	Assignment Completed	
		Date	Chief Off. /Supervising Off. Signature
	ing fluids, rust remover, thinners etc. Knows where details of precautions, storage, handling, use, and any medical treatment that may be required following contact, inhalation or ingestion may be found.		
5.2	<b>General seamanship</b>		
5.2.1	Demonstrates knowledge of shipboard terms and definitions and understanding the names and functions of various parts of a ship (construction and equipment).		
5.2.2	Presents ability to express oneself using nautical terminology.		
5.2.3	Distinguishes and names of various types of rope.		
5.2.4	Demonstrates capacity of making knots, hitches, bends and whippings: reef knot, clove hitch, bowline, sheet bend, rolling hitch, round turn and two half hitches, figure of eight knot.		
5.2.5	Got acquainted of the different make-up of wire rope and an appreciation of its uses. Use of bulldog clips to join wire.		
5.2.6	Distinguishes of chains, shackles and turnbuckles.		
5.2.7	Got acquainted with the accessories characteristic of the given ship for securing cargoes.		
5.2.8	Assisted in preparing for mooring: ropes, wires stoppers, lights, telephones, signals, fenders etc.		
5.2.9	Demonstrates knowledge of the operating principles and starting / stopping procedure for electric and hydraulic mooring winches, windlasses and capstans. Under supervision is able to operate for windlasses and mooring gears with the safe and proper manners.		
5.2.10	Is able to handle mooring ropes and wires. Ran, heaved, stopped and turned up mooring lines.		
5.2.11	Installed rat guards.		
5.2.12	Is able to care and storage of ropes and wires.		
5.2.13	Assisted in dropping and heaving up anchor.		
5.2.14	Understands joining shackles and markings of anchor cable.		
5.2.15	Demonstrates knowledge of the signals required in anchor work (bell and anchor ball or light).		
5.2.16	Demonstrates the safe and proper procedures for: - slinging a stage and bosun chair - rigging overside ladders, gangways and accommodation ladder - rigging of hydrostatic releases		
5.2.17	Demonstrates knowledge of the operating principles for life boats and gangway winches.		
5.2.18	Demonstrates the proper procedures for: - securing the deck for heavy weather, - securing hatches and watertight doors including, stern, side and other shell openings, - securing of anchors for sea.		
5.2.19	Knows the way of markings on the hand lead and demonstrate ability to cast and get the readings correctly.		
5.2.20	Knows internal sounding of holds, tanks and bilges. Is able to take bilge and ballast soundings.		
5.2.21	Demonstrates ability to read draft markings.		
5.2.22	Under supervision inspected chain locker, boatswain's locker and other forward compartments.		

	<p style="text-align: center;"><b>ISTANBUL TECHNICAL UNIVERSITY</b>  <b>MARITIME FACULTY</b>  <b>ONBOARD TRAINING RECORD BOOK</b>  <b>FOR MTME (DECK) CADETS</b></p>				
	<b>Revision No:</b>	<b>03</b>	<b>Revision Date:</b>	<b>28.05.2015</b>	



No	Training tasks and duties	Assignment Completed	
		Date	Chief Off. /Supervising Off. Signature
<b>5.3</b>	<b>Maintenance of deck machinery and outfit, deck maintenance works</b>		
5.3.1	Understands a maintenance plans of deck machinery and outfit, particularly windlasses, mooring winches, deck cranes and hatch covers opening systems.		
5.3.2	Participated inspections and maintenance, correctly performed ordered works.		
5.3.3	Knows and understands requirements for check of machinery prior its use, especially wires rigging (visual and detailed). Checks if handling of vessel's equipment is not creating dangers for personnel and other equipment in vicinity (at shore).		
5.3.4	Understands principles of identification of wire/ropes in use, with their certificates, procedures of replacement of worn out/damaged wires, handling of new wires, their storage on drums and unreeling, technical conditions for replacement. Greasing new and directly used wires.		
5.3.5	Knows the lubricant plans or systems for all deck equipment. Distinguishes applied greases and grease nipples. Used hand and/ or pressure lubricant guns.		
5.3.6	Is familiar with rigging the cargo gear and its use.		
5.3.7	Is able to inspect hatch covers, cargo gears before, during and before the end of loading/discharging. Is able to identifies damages.		
5.3.8	Under supervision operated, external hull opening, including side and stern doors, and hatches.		
5.3.9	Understands the hazards and precautions to be taken when operating power operated doors and hatches.		
5.3.10	Knows the hotel service systems in the ship including heating and ventilation systems, water making systems, domestic pumping and piping arrangements, service lifts and elevators.		
5.3.11	Understands the procedures to be followed and precautions to be observed when carrying out a full wash down of the ship's decks and superstructure. Is able to use precautions to eliminate risk to personnel, avoid pollution, and to minimize effect to adjacent ships.		
5.3.12	<b>Paint locker.</b> Knows the contents of the paint locker, and use of the different products. Understands the significance of product shelf life. Read product data sheets for details of storage, safe handling and application.		
5.3.13	Got acquainted, can point and apply: - products for wood, steel, aluminium, GRP etc., - types of primers, fillers, undercoats and topcoats, - which paints and varnishes are to be used with which thinners, - which products are used by themselves or with their thinners, single part products, - which are twin pack epoxy based products which require a catalyst.		
<b>5.4</b>	<b>Basic environmental protection procedures</b>		
5.4.1	Knows, understands and respects prohibitions for discharge of oils, sewage and residues overside.		
5.4.2	Knows, understands and respects prohibitions for disposal and/or discharge of garbage. Identifies MARPOL special areas.		

	<b>ISTANBUL TECHNICAL UNIVERSITY</b> <b>MARITIME FACULTY</b> <b>ONBOARD TRAINING RECORD BOOK</b> <b>FOR MTME (DECK) CADETS</b>				
	<b>Revision No:</b>	<b>03</b>	<b>Revision Date:</b>	<b>28.05.2015</b>	



No	Training tasks and duties	Assignment Completed	
		Date	Chief Off. /Supervising Off. Signature
5.4.3	SOPEP- Knows the location and use of anti pollution equipment. Knows and performs emergency duties in case of an oil or chemical spillage.		
5.4.4	Assisted during carried out bilge, ballast and bunkering operations.		
5.4.5	Pollution prevention: <ul style="list-style-type: none"> <li>▪ is able to ensure that procedures are agreed and properly planned and all scuppers are sealed before bunkering),</li> <li>▪ is able to initiate immediate investigation to detect the source of the pollution and to discover any spillage around the ship,</li> <li>▪ is able to stop or prevent leakages and spills of harmful liquids and solid substances.</li> </ul>		
<b>5.5</b>	<b>Engine-room familiarization</b>		
5.5.1	Understands the general arrangement of the engine room in the ship, and identifies the main and auxiliary machinery; electrical switchboards; main pipe work systems and sea water shut-off valves.		
5.5.2	Understands the safe working practices as related to engine room operations.		
5.5.3	Understands the engine room watch keeping procedures.		
5.5.4	Has an knowledge of machinery space emergency escape routes.		
5.5.5	Understands bunkering and refuelling procedures with regards to protection of the marine environment.		
5.5.6	Understands bilge pumping arrangements.		
5.5.7	Describes the bilge pump piping and suction arrangements in the ship for all spaces including engine room, void spaces, storerooms, steering flat and peak spaces including any hand pumping arrangements.		
<b>5.6</b>	<b>Contribute to monitoring and controlling a safe watch</b>		
5.6.1	Is able to use of appropriate internal communications equipment and alarms.		
5.6.2	Demonstrates the ability to understand common orders and commands from the OOW in matters relevant to watch keeping duties.		
5.6.3	Demonstrates the ability to respond to orders and commands, and communicate with the OOW in a clear and concise fashion.		
5.6.4	Knows, understands and performs the procedures for the relief and handover of the navigational watch in accordance with accepted principles.		
5.6.5	Demonstrates ability to maintain effective communication during loading and unloading operations with the officer in charge of the watch.		
5.6.6	Understands the ISPS aspect of watch at sea.		
5.6.7	Understands the general procedures for carrying out a deck watch in port at night including with respect to the ISPS Code.		
5.6.8	Knows the areas of special concern given the particular nature of the ship and where lying.		
5.6.9	Knows the duty of regular checks and identifies circumstances, in which the assistance would be summoned.		
5.6.10	Carried out a stowaway search.		

	<b>ISTANBUL TECHNICAL UNIVERSITY</b> <b>MARITIME FACULTY</b> <b>ONBOARD TRAINING RECORD BOOK</b> <b>FOR MTME (DECK) CADETS</b>				
	Revision No:	03	Revision Date:	28.05.2015	

No	Training tasks and duties	Assignment Completed	
		Date	Chief Off. /Supervising Off. Signature
<b>5.7</b>	<b>Keeping a proper look-out by sight and hearing. Look- out duties.</b>		
5.7.1	Demonstrates ability to report ships, lights, navigation mark and other floating and fixed object.		
5.7.2	Lights and other objects are properly detected and their appropriate bearing in degrees or points is reported to the officer of the watch.		
5.7.3	Demonstrates ability to report sound signals; sound signals are properly detected and their appropriate bearing in degrees or points is reported to the officer of the watch.		
<b>5.8</b>	<b>Steering &amp; helm orders</b>		
5.8.1	Demonstrates knowledge of the compass card in 360° notation. Understands directions and tendencies of their changes.		
5.8.2	Steers the ship and complies with helm orders in the English.		
5.8.3	Communication is clear and concise all the time and orders are confirmed in a seamanlike manner.		
5.8.4	Demonstrates ability to steer using magnetic and gyro-compass in open waters.		
5.8.5	Demonstrates ability to steer in pilotage waters.		
5.8.6	Demonstrates change over procedures from helm to auto steering and vice-versa.		
5.8.7	Knows emergency steering procedures.		
5.8.8	Participated in exercises of emergency steering. Is able to steer on the emergency steering position.		
5.8.9	Assisted with testing steering gear prior to sailing.		
5.8.10	Distinguishes and understands the alarm of the steering pump.		
<b>5.9</b>	<b>Emergency procedures, life saving, search and rescue</b>		
	Life saving- tasks and duties at the support and operational level		
5.9.1	Is able to interpret the markings on survival craft.		
5.9.2	Is able to locate and use the ship's distress pyrotechnics.		
5.9.3	Knows location and is able to use throwing apparatus.		
5.9.4	Knows location and is able to describe how to use a EPIRB.		
5.9.5	Knows location and procedures for using and testing radar transponders SART.		
5.9.6	Is able to prepare and launch a lifeboat and clear the ships side, under supervision.		
5.9.7	Is able to prepare and launch a rescue boat (if not, the lifeboat which is also a rescue boat) and clear and return to the ship's side under supervision.		
5.9.8	Is able to cruise a boat under: <ul style="list-style-type: none"> <li>oars,</li> <li>motor,</li> <li>sail, if fitted.</li> </ul>		
5.9.9	Knows the required equipment in lifeboat and rescue boats.		
5.9.10	Is able to rig an aerial and demonstrate the use of lifeboat portable radio equipment.		

	<b>ISTANBUL TECHNICAL UNIVERSITY</b> <b>MARITIME FACULTY</b> <b>ONBOARD TRAINING RECORD BOOK</b> <b>FOR MTME (DECK) CADETS</b>				
	Revision No:	03	Revision Date:	28.05.2015	

No	Training tasks and duties	Assignment Completed	
		Date	Chief Off. /Supervising Off. Signature
5.9.11	Is able to start and operate a survival craft engine.		
5.9.12	Assisted during operations with and performed maintenance of: <ul style="list-style-type: none"> <li>– lifeboats and rescue boats,</li> <li>– davits, falls and associated gear,</li> <li>– lifebuoys and lifejackets,</li> <li>– other survival craft, specify type.</li> </ul>		
<b>5.10</b>	<b>Fire-fighting and fire-fighting equipment</b>		
	Fire fighting - tasks and duties at the support and operational level		
5.10.1	Knows and understands the Fire Control Plan.		
5.10.2	Knows ship's fire protection and fire-fighting installations and systems: <ul style="list-style-type: none"> <li>▪ sea water,</li> <li>▪ CO<sub>2</sub>,</li> <li>▪ fire and smoke detection,</li> <li>▪ fire alarms,</li> <li>▪ fire doors,</li> <li>▪ fire dampers,</li> <li>▪ automatic sprinklers,</li> <li>▪ sprinklers,</li> <li>▪ other if fitted.</li> </ul>		
5.10.3	Knows the ship's fire-fighting team appliances.		
5.10.4	Knows the method of use of different type of portable extinguishers.		
5.10.5	Knows how to use and maintain of breathing apparatus.		
5.10.6	Knows the location of, and how to start, the emergency fire pump.		
5.10.7	Knows the fire – prevention measures necessary to be taken during the welding, taking fuel and loading / unloading dangerous cargo.		
5.10.8	Performed the duty of a member of the fire-fighting team during the drill.		
5.10.9	Performed fire-patrol duties.		
5.10.10	Carried out a full inspection of fire-fighting equipment and reported its results to the chief officer.		



	<p style="text-align: center;"><b>ISTANBUL TECHNICAL UNIVERSITY</b>  <b>MARITIME FACULTY</b>  <b>ONBOARD TRAINING RECORD BOOK</b>  <b>FOR MTME (DECK) CADETS</b></p>				
	<b>Revision No:</b>	<b>03</b>	<b>Revision Date:</b>	<b>28.05.2015</b>	

## Section 6. Onboard training at the operational level and record of competence achieved

Each of the tasks and duties itemized in the training record book should be signature by chief officer or supervising officer when, the deck cadet has achieved a satisfactory standard of proficiency.



No	Training tasks and duties	Assignment Completed	
		Date	Chief Off. /Supervising Off. Signature
<b>6.1</b>	<b>Watchkeeping</b>		
6.1.1	Performed watchkeeping duties at sea and at port under the supervision of a qualified officer for a minimum 6 months. Enter the completion date.		
6.1.2	Assisted (if possible in the engine-room when ship was entering or leaving port.		
6.1.3	Accompanied the bosun and officer of the watch on rounds: – at sea, – at anchor, – at port.		
6.1.4	Assisted ch/off on the check of the ship before sailing and completed a pre - sailing checklist.		
6.1.5	Completed a pre-arrival checklist under the supervision of qualified officer.		
6.1.6	Prepared under the supervision of qualified officer nav. bridge before leaving port.		
6.1.7	Checked rigging the pilot ladder incl. pilot hoists under the supervision of qualified officer.		
6.1.8	Read draughts and checked freeboard and underkeel clearance.		
6.1.9	Took dock water density and calculated dock water allowance.		
6.1.10	Checked and calibrated draft gauge, when fitted.		
6.1.11	Demonstrated the correct procedures for handing over a watch, knowledge and understanding of the principle of safe watchkeeping: at sea, at anchor, at port.		
6.1.12	Knows the recommended procedures when visibility decreases.		
6.1.13	Knows the circumstances in which the officer of the watch should notify the master.		
6.1.14	Knows duties of the officer of the watch when pilot is on board.		
6.1.15	Knows how to make entries into the log books and understands the importance of it.		
<b>6.2</b>	<b>Bridge resources management</b>		
6.2.1	Knows the principles of bridge resource management and is able to allocate and assign proper duties, as needed in correct priority to perform necessary task.		
6.2.2	Performing assigned task as the bridge team member is able to communicate clearly and unambiguously.		
6.2.3	Understands that questionable decisions and/or actions should result in appropriate challenge and response..		
6.2.4	Manifests the proper assertiveness and leadership ability.		
6.2.5	As the bridge team member shares accurate understanding of current and predicted vessel state on required route and influence of external environment.		





	<b>ISTANBUL TECHNICAL UNIVERSITY</b> <b>MARITIME FACULTY</b> <b>ONBOARD TRAINING RECORD BOOK</b> <b>FOR MTME (DECK) CADETS</b>				
	Revision No:	03	Revision Date:	28.05.2015	

No	Training tasks and duties	Assignment Completed	
		Date	Chief Off. /Supervising Off. Signature
6.3	Understanding of applying the COLREG rules		
	Parts A, B, C, D, and E A thorough knowledge of the rules is required. When the Cadet can demonstrate that each rule has been committed to memory, the appropriate box should be signed and dated by a supervising officer or chief officer.		
6.3.1	Part A – Rule 1 - Knows importance of the COLREG and understands general provisions included.		
6.3.2	Part A – Rule 2 - Knows importance of the COLREG and understands general provisions included.		
6.3.3	Part A – Rule 3 - Knows importance of the COLREG and understands general provisions included.		
6.3.4	Part B – Section 1 - Rule 4 Demonstrates a thorough knowledge and their application.		
6.3.5	Part B – Section 1 - Rule 5 Demonstrates a thorough knowledge and their application.		
6.3.6	Part B – Section 1 - Rule 6 Demonstrates a thorough knowledge and their application.		
6.3.7	Part B – Section 1 - Rule 7 Demonstrates a thorough knowledge and their application.		
6.3.8	Part B – Section 1 - Rule 8 Demonstrates a thorough knowledge and their application.		
6.3.9	Part B – Section 1 – Rule 9 Demonstrates a thorough knowledge and their application.		
6.3.10	Part B – Section 1 - Rule 10 Demonstrates a thorough knowledge and their application.		
6.3.11	Part B – Section 2 – Rule 11 Demonstrates a thorough knowledge and their application.		
6.3.12	Part B – Section 2 – Rule 12 Demonstrates a thorough knowledge and their application.		
6.3.13	Part B – Section 2 – Rule 13 Demonstrates a thorough knowledge and their application.		
6.3.14	Part B – Section 2 – Rule 14 Demonstrates a thorough knowledge and their application.		
6.3.15	Part B – Section 2 – Rule 15 Demonstrates a thorough knowledge and their application.		
6.3.16	Part B – Section 2 – Rule 16 Demonstrates a thorough knowledge and their application.		
6.3.17	Part B – Section 2 – Rule 17 Demonstrates a thorough knowledge and their application.		
6.3.18	Part B – Section 2 – Rule 18 Demonstrates a thorough knowledge and their application.		
6.3.19	Part B – Section 3 – Rule 19 Demonstrates a thorough knowledge and their application.		
6.3.20	Part C – Lights and shapes. Demonstrates a thorough knowledge of the rules 20-31, their application and is able to distinguish lights and shapes.		
6.3.21	Part D – Sound and light signals. Demonstrates a thorough knowledge of the rules 32-37 and their application.		
6.3.22	Part E – Exemptions. Understand the rule 38.		
6.3.23	Annex I - Only an outline knowledge of Lights and shapes and technical details is required, but the provisions of Section 9a should be fully understood.		





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	<b>Revision No:</b>	<b>03</b>	<b>Revision Date:</b>	<b>28.05.2015</b>	



No	Training tasks and duties	Assignment Completed	
		Date	Chief Off. /Supervising Off. Signature
6.3.24	Annex II - A general knowledge of of the additional signals for fishing vessels is required.		
6.3.25	Annex III - A general knowledge of sound signal appliance and technical details is required.		
6.3.26	Annex IV - A full and comprehensive knowledge of distress signals is required. Cadet should understand distress signals and should be able to apply.		
<b>6.4</b>	<b>Navigation</b>		
6.4.1	Knows and correctly interprets symbols and abbreviations used on charts.		
6.4.2	Knows the IALA System of Buoyancy in Region A and B.		
6.4.3	Identifies the aids to navigations including lighthouses, beacons and buoys.		
6.4.4	Updates charts and navigational publications.		
6.4.5	Selects charts and nav. publications for the route to be followed. Assisted in voyage planning.		
6.4.6	Understands the contents and knows the principle of the use of: <ul style="list-style-type: none"> <li>- Annual Summary of Notices to Mariners,</li> <li>- Notices to Mariners,</li> <li>- Charts catalogue,</li> <li>- Sailing Directions &amp; Ocean Passages for the World,</li> <li>- List of Lights &amp; Fog Signals,</li> <li>- Tide Tables, Tidal Stream and Current Atlas,</li> <li>- List of Radio Signals,</li> <li>- Navigational Warnings,</li> <li>- Ships' routing,</li> <li>- other nav. publications.</li> </ul>		
6.4.7	Lays off and checks courses on charts.		
6.4.8	Calculates the rhumb line and great circle sailing.		
6.4.9	Estimates and makes allowance for leeway, set and drift (tidal stream, current, surface current).		
6.4.10	Calculates: <ul style="list-style-type: none"> <li>- average speed,</li> <li>- set and drift,</li> <li>- course made good,</li> <li>- ETA.</li> </ul>		
6.4.11	Applies variation, deviation and gyro error.		
6.4.12	Checks and aligns the gyro repeaters.		
6.4.13	Determines the compass error by azimuth of the sun and stars.		
6.4.14	Determines the magnetic compass deviation and makes entries in the compass error book.		
6.4.15	Performs practical tidal calculation for port areas and coastal waters.		
6.4.16	Estimates the tidal stream direction and rate.		
6.4.17	Calculates the dead reckoning position (DR) and estimated position (EP).		
6.4.18	Obtains visual bearings and fixes the ship.		
6.4.19	Fixes position by horizontal angles, uses protractor.		
6.4.20	Determines ship's MPP (most probable position) derived from available navigational aids and estimates its accuracy.		

	<b>ISTANBUL TECHNICAL UNIVERSITY</b> <b>MARITIME FACULTY</b> <b>ONBOARD TRAINING RECORD BOOK</b> <b>FOR MTME (DECK) CADETS</b>				
	Revision No:	03	Revision Date:	28.05.2015	



No	Training tasks and duties	Assignment Completed	
		Date	Chief Off. /Supervising Off. Signature
6.4.21	The proper record is maintained of the movements and activities relating to the navigation of the ship.		
6.4.22	Is able to prepare the report determined and required by VTS as well as can establish appropriate communication.		
6.4.23	Got acquainted with making use of ECDIS to maintain the safety of navigation.		
6.4.24	Knows limitations and errors of information received from ECDIS..		
6.4.25	Uses and understands astronomical publications.		
6.4.26	Identifies star constellations, stars and planets and learn to use star chart (star finder and identifier).		
6.4.27	Determines the chronometer error and makes entries in the Rate Book.		
6.4.28	Determines the sextant errors and makes the necessary adjustments.		
6.4.29	Obtains position lines from observation of the: <ul style="list-style-type: none"> <li>– sun,</li> <li>– Polar Star,</li> <li>– other stars.</li> </ul>		
6.4.30	Plots position lines from astronomical observations.		
6.4.31	Obtains the noon position from sun and performs calculations for day's run, distance to go and ETA.		
<b>6.5</b>	<b>Radar and electronic navigation</b>		
6.5.1	<ul style="list-style-type: none"> <li>– gyrocompass and its repeater,</li> <li>– autopilot,</li> <li>– course recorder,</li> <li>– log,</li> <li>– echo sounder,</li> <li>– GPS and/or GALILEO, Glonass receiver,</li> <li>– DGPS and/or DGALILEO, DGLonass receiver,</li> <li>– radar,</li> <li>– ARPA,</li> <li>– AIS receiver,</li> <li>– other available bridge electronic equipment.</li> </ul>		
6.5.2	Knows principle of use and limitations of: <ul style="list-style-type: none"> <li>– log of various types</li> <li>– autopilot,</li> <li>– satellite nav. systems,</li> <li>– differential satellite nav. systems,</li> <li>– radar,</li> <li>– ARPA or other radar equipment with target tracking facility,</li> <li>– other electronic nav. equipment, when fitted.</li> </ul>		
6.5.3	Uses radar for avoiding collision and for navigation and is able to: <ul style="list-style-type: none"> <li>– make radar report from observation,</li> <li>– make radar plotting on the true and relative motion,</li> <li>– use parallel indexing technique,</li> <li>– obtain position by ranges and bearings,</li> <li>– apply blind pilotage techniques</li> </ul>		
6.5.4	Uses in practise ARPA for collision avoiding and navigation.		
6.5.5	Knows limitations and errors of information received from ARPA.		
6.5.6	Knows how to update and check of the 'Static Information' recorded in		

	<b>ISTANBUL TECHNICAL UNIVERSITY</b> <b>MARITIME FACULTY</b> <b>ONBOARD TRAINING RECORD BOOK</b> <b>FOR MTME (DECK) CADETS</b>				
	Revision No:	03	Revision Date:	28.05.2015	



No	Training tasks and duties	Assignment Completed	
		Date	Chief Off. /Supervising Off. Signature
	the AIS unit: vessel's name, vessel's type, vessel's dimensions, IMO and MMSI numbers, relative position of AIS unit and correct updating of the 'Voyage Information', i.e. the destination, ETA and draught, before each departure.		
6.5.7	Uses the information from AIS in order to agree and execute a anti-collision manoeuvre.		
6.5.8	Fixes the ship's position by any other available electronic aids.		
6.5.9	Is able to operate the echo sounder and apply obtained information correctly; knows limitations of readings of device.		
6.5.10	Knows the steering control systems, operational procedures and change over from manual to automatic control and inversely. Is able to select proper mode of steering depending on prevailing weather, sea and traffic conditions, as well as intended manoeuvres.		
<b>6.6</b>	<b>Meteorology and oceanography</b>		
6.6.1	Determines: <ul style="list-style-type: none"> <li>– temperature and density of sea water,</li> <li>– air temperature,</li> <li>– direction, height and length of the wind waves and swell,</li> <li>– direction and speed of the wind,</li> <li>– sea state,</li> <li>– visibility,</li> <li>– relative and absolute atmospheric humidity, corrected air pressure and barometric tendency.</li> </ul>		
6.6.2	Identifies main types of the clouds and connects them with the type of the weather.		
6.6.3	Knows how to use in practice meteorological code book to code and decode observations.		
6.6.4	Knows sources of weather information available on board and is able to operate devices at this target, Navtex, INMARSAT C - EGC, Weather Fax.		
6.6.5	Is able to analyse the weather forecast received on board in the form of text and graphical announcements.		
6.6.6	Is able to describe the sea state and wind force. Applies scales of Douglas and Beaufort.		
6.6.7	Is able to predict short-term changes of weather on the basis of own observation made on the ship.		
6.6.8	Has knowledge of ice terms and is able to recognize the ice situation at sea.		
6.6.9	Has knowledge about ship's icing.		
6.6.10	Is able to use Routeing charts and other seasonal weather charts.		
6.6.11	Tropical cyclones. Analyzed tropical storm plotting, avoiding, weathering and obtaining safe courses.		
<b>6.7</b>	<b>Communication</b>		
6.7.1	Knows how to maintain the daylight signalling lamps and batteries.		
6.7.2	Demonstrated the practical knowledge of signalling by the Morse Code.		
6.7.3	Is able to use: <ul style="list-style-type: none"> <li>– signalling flags,</li> <li>– ICS for coding and decoding signals.</li> </ul>		

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	<b>Revision No:</b>	<b>03</b>	<b>Revision Date:</b>	<b>28.05.2015</b>	

No	Training tasks and duties	Assignment Completed	
		Date	Chief Off. /Supervising Off. Signature
6.7.4	<i>If possible performed onboard following actions:</i>		
6.7.5	Got acquainted with the publications concerning ship's radio equipment.		
6.7.6	Carried out stocktaking of the required by the SOLAS Convention radio equipment taking into account their use.		
6.7.7	Got acquainted with the onboard ship methods of ensuring the radio equipment operational readiness..		
6.7.8	Got acquainted with the radio equipment power supply sources including their utilization, maintenance and testing principles.		
6.7.9	Got acquainted with an antenna installation, is able to define the types and their use.		
6.7.10	Got acquainted with ship's distress communication procedures using the GMDSS equipment.		
6.7.11	Got acquainted with ship's urgency communication procedures using the GMDSS equipment, in particular concerning the medical advice and assistance.		
6.7.12	Got acquainted with ship's safety communication procedures using the GMDSS equipment.		
6.7.13	Got acquainted with ship's public communication procedures using the GMDSS equipment, in particular the VHF radiotelephone communication.		
6.7.14	Got acquainted with the radio watch keeping principles.		
6.7.15	Got acquainted with ship's procedures after receiving DSC alarm signal.		
6.7.16	Got acquainted with the official documents regarding ship's radio station.		
6.7.17	Got acquainted with ship's official publications concerning the maritime radiocommunication.		
6.7.18	Got acquainted with the operation of the radio equipment designed for receiving Maritime Safety Information (MSI).		
6.7.19	Basing on the publications knows how to get MSI essential for ship safe navigation.		
6.7.20	Got acquainted with the test principles of the onboard radio equipment: DSC, EPIRB, SART and Inmarsat terminals.		
6.7.21	Got acquainted with ship's procedures for false alert canceling.		
6.7.22	Got acquainted with the principles of a radio-log running.		
6.7.23	Got acquainted with a course of a ship radio equipment inspection .		
6.7.24	Carried out communication by the VHF radiotelephone with other vessels, VTS station and / or Harbour Master Office using IMO Standard Marine Communication Phrases (under the supervision of a qualified officer).		
<b>6.8</b>	<b>Use English in written and oral form</b>		
6.8.1	Demonstrates adequate knowledge of the English language to enable: <ul style="list-style-type: none"> <li>- to use charts and other nautical publications,</li> <li>-to understand meteorological information and messages concerning ship's safety and operation,</li> <li>-to communicate with other ships, coast stations and VTS centres,</li> <li>- to perform the officer's duties also with a multilingual crew,</li> <li>-to use and understand the IMO Standard Marine Communication Phrases (IMO SMCP.)</li> </ul>		



	<b>ISTANBUL TECHNICAL UNIVERSITY</b> <b>MARITIME FACULTY</b> <b>ONBOARD TRAINING RECORD BOOK</b> <b>FOR MTME (DECK) CADETS</b>				
	Revision No:	03	Revision Date:	28.05.2015	

No	Training tasks and duties	Assignment Completed	
		Date	Chief Off. /Supervising Off. Signature
6.8.2	Is able to use the engineering publications (technical documentation) with understanding.		
6.8.3	Actively participated in the preparation of the English version of documents such as reports of works carried out, watchkeeping records, orders of materials and spare parts, shipyard works specifications, etc.		
6.8.4	Deepens the knowledge in the marine technical vocabulary.		
<b>6.9</b>	<b>Ship manoeuvring</b>		
6.9.1	Understands the operation of the steering gear and associated alarms.		
6.9.2	Is able to estimate the limitations of different methods of steering.		
6.9.3	Is able to demonstrate where to find ship's manoeuvring information.		
6.9.4	Got acquainted, understands and knows relevant concerning values: <ul style="list-style-type: none"> <li>- the ship's turning circles,</li> <li>- stopping characteristics and emergency manoeuvres.</li> </ul>		
6.9.5	Is able to carry out the manoeuvres of the vessel using the rudder and engine (under supervision).		
6.9.6	Is able to demonstrate proper berthing and anchoring procedures.		
6.9.7	Assisted during berthing / unberthing operations on the bridge.		
6.9.8	Knows manoeuvre to rescue „Man Overboard”.		
6.9.9	Participated in a „Man Overboard” exercise.		
6.9.10	Under supervision, practiced the „Williamson's turn” or other method for positioning the vessel to recover a man overboard.		
<b>6.10</b>	<b>Ship's construction and stability</b>		
6.10.1	Got acquainted with: <ul style="list-style-type: none"> <li>- drawings of: <ul style="list-style-type: none"> <li>▪ ballast system,</li> <li>▪ vent. system,</li> <li>▪ drinking and sanitary water systems,</li> <li>▪ D.B., side and top tanks,</li> <li>▪ holds,</li> <li>▪ antiheeling system, when fitted,</li> <li>▪ general arrangement,</li> </ul> </li> <li>- stability booklets and documentation,</li> <li>- use of „Load master” and / or computer, when fitted, for stability calculations.</li> </ul>		
6.10.2	Knows criteria of ship's stability and is able to estimate the influence of organisation of the cargo handling operations on the ship's stability and structural strength.		
<b>6.11</b>	<b>Cargo handling and stowage</b>		
6.11.1	Assisted OOW in loading/ discharging the ship.		
6.11.2	Is able to read the ship's draught and apply the necessary corrections.		
6.11.3	Is able to calculate hogging and sagging.		
6.11.4	Got to know, understands and applies principles of keeping an efficient and safe cargo watch in practice.		
6.11.5	Involved in a loading of dry cargoes such as:		



	<p style="text-align: center;"><b>ISTANBUL TECHNICAL UNIVERSITY</b>  <b>MARITIME FACULTY</b>  <b>ONBOARD TRAINING RECORD BOOK</b>  <b>FOR MTME (DECK) CADETS</b></p>				
	<b>Revision No:</b>	<b>03</b>	<b>Revision Date:</b>	<b>28.05.2015</b>	

No	Training tasks and duties	Assignment Completed	
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	bulk cargoes, bulk cargoes- grain general cargoes timber deck cargo container cargoes ro-ro vessels stowage & securing reefer cargoes		
6.11.6	Involved in a loading of liquid and gas cargoes such as: crude oil & product cargoes chemical cargoes liquefied gas cargoes		
6.11.7	Talked to C/O about the hazards associated with the transport of bulk cargoes: liquefaction, risk of cargo shift, structural damage due to improper distribution, chemical and other health hazards.		
6.11.8	Got acquainted with cargo planning. Understand cargo plan showing: location of cargo for different ports, cargo quantities, location of any dangerous or special cargo.		
6.11.9	Is able to use in practice: the IMGD Code, solid bulk code, compatibility list, the oil tankers and terminals safety guide (in particular the check list).		
6.11.10	Is able to ensure satisfactory trim and stability all the time.		
6.11.11	Checked proper labelled of dangerous cargo ex. on containers.		
6.11.12	Checks to be made prior to the cargo being loaded. Participated in the preparation and the inspection of the cargo hold, tanks, lifting plants, dunnage materials and lashing gear.		
6.11.13	Performed checks during loading to ensure that the cargo is not damaged.		
6.11.14	Knows procedures for dealing with damage cargo.		
6.11.15	Is able to notice and report any damage to cargo and ship and establish possible causes.		
6.11.16	Is able to supervise the loading operations taking into account the effect of cargo, including heavy lifts, on the seaworthiness and stability of the ship, the stowage, dunnaging and ballasting.		
6.11.17	Is able to judge that all cargo operations are carried out properly.		
6.11.18	Is able to use data concerning max. stackload (hold, deck)		
6.11.19	Is able to supervise separation between bulk cargoes or packaged goods if required.		
6.11.20	Is familiar with taking samples, use of the waterfinder and taking ullages.		
6.11.21	Has an understanding of the correct slinging of loads and is familiar with construction, operation and use of the proper lifting gear		
6.11.22	Has working knowledge of tank safety system.		
6.11.23	Is familiar with the arrangement of the cargo pumproom, with the operation and purpose of the available safety devices and alarms of the cargo pump installation and the operation and control of the inert gas plant.		
6.11.24	Is able to supervise stowing and securing of all solid cargoes in packaged form (inc. cont. etc.).Got acquainted with Cargo Stowage & Securing Code.		
6.11.25	Knows how to stow and secure dangerous, hazardous and harmful cargoes and their effect on the safety of life and of ship.		
6.11.26	Knows the rules for the care of cargo during the voyage.		
6.11.27	Is able to supervise that the adequate precautions are taken to ensure ventilation and facilitate inspections during the voyage.		





	<b>ISTANBUL TECHNICAL UNIVERSITY</b> <b>MARITIME FACULTY</b> <b>ONBOARD TRAINING RECORD BOOK</b> <b>FOR MTME (DECK) CADETS</b>				
	Revision No:	03	Revision Date:	28.05.2015	

No	Training tasks and duties	Assignment Completed	
		Date	Chief Off. /Supervising Off. Signature
6.11.28	Is able to make draft survey calculations to find the quantity of cargo.		
<b>6.12</b>	<b>Emergency procedures</b>		
6.12.1	Knows and understands the provisions of ship owner safety management.		
6.12.2	Got acquainted with established emergency procedures.		
6.12.3	Knows and understands the ILO booklet „Accident prevention on board ship at sea and in port” and the national code of safety working practice.		
6.12.4	Knows and understands the regulations, codes of safe practice and safety guides appropriate to the ship and cargo: <ul style="list-style-type: none"> <li>– tanker,</li> <li>– chemical tanker,</li> <li>– gas carrier,</li> <li>– bulk carrier,</li> <li>– grain regulations,</li> <li>– IMDG Code,</li> <li>– timber deck cargo,</li> <li>– other, specify.</li> </ul>		
<b>6.13</b>	<b>Prevention of pollution of the marine environment</b>		
6.13.1	Got acquainted with international, flag State and company regulations, documentation and plans.		
6.13.2	Got acquainted with SOPEP ship’s pollution prevention and control plan.		
6.13.3	Demonstrates the working knowledge of the precautions to be taken to prevent pollution of the marine environment.		
6.13.4	Has the working knowledge about operation of the pollution-prevention systems and equipment.		
6.13.5	Understands importance of proactive measures to protect the marine environment.		
6.13.6	Prevention of pollution of the marine environment remaining training tasks and duties have been laid down in section 5 of the record book and are common for the support and operational level.		
<b>6.14</b>	<b>Life saving, search and rescue</b>		
6.14.1	<b>Life saving-</b> training tasks and duties have been laid down in section 5 of the record book and are common for the support and operational level.		
<b>6.15</b>	<b>Fire-fighting and fire-fighting equipment</b>		
6.15.1	<b>Fire-fighting and fire-fighting equipment-</b> training tasks and duties have been laid down in Section 5 of the record book and are common for the support and operational level.		
<b>6.16</b>	<b>Apply medical first aid on board ship</b>		
6.16.1	Participated in an emergency first aid drill at sea.		
6.16.2	Understands the need of handing over the information about the accident to other crew members.		

	<b>ISTANBUL TECHNICAL UNIVERSITY</b> <b>MARITIME FACULTY</b> <b>ONBOARD TRAINING RECORD BOOK</b> <b>FOR MTME (DECK) CADETS</b>			
	<b>Revision No:</b>	<b>03</b>	<b>Revision Date:</b>	

No	Training tasks and duties	Assignment Completed	
		Date	Chief Off. /Supervising Off. Signature
6.16.3	Knows location and is able to apply immediate first aid in the event of accident or illness on board.		
6.16.4	Has knowledge and understands toxicological hazards on board.		
6.16.5	Knows the content and is able to use the Medical First Aid Guide for Use in Accidents Involving Dangerous Goods (MFAG).		
6.16.6	Demonstrates a basic understanding of first aid principles: stopping bleeding, treatment of suffocation/drowning, placing casualty in recovery position.		
6.16.7	Has knowledge how to request Radio Medical for advice.		
6.16.8	Knows how to detect signs of shock and heat stroke and act accordingly.		
6.16.9	Knows procedure for dealing with a casualty of electric shock.		
6.16.10	Knows procedures for treating burns, minor fractures, casualty with hypothermia.		
<b>6.17</b>	<b>Application of leadership and teamworking skills</b>		
6.17.1	Got acquainted with the systems of shipboard personnel management and training.		
6.17.2	Understands the importance and need for training a leadership and teamwork skills.		
6.17.3	Demonstrates ability to effective communication onboard and ashore.		
6.17.4	Understands the need for planning the allocation of tasks including prioritization.		
6.17.5	He observed results of effective management experience and skills of the crew.		
6.17.6	In carrying out the tasks acquires self-confidence and develops leadership skills.		





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	<b>Revision No:</b>	<b>03</b>	<b>Revision Date:</b>	<b>28.05.2015</b>	



### **Section 7. Familiarization training for all tanker personnel and record of achievement**

Each of the tasks and duties itemized in the training record book should be signature by chief officer or supervising officer when, the deck cadet has achieved a satisfactory standard of proficiency.



No	Training tasks and duties	Assignment Completed	
		Date	Chief Off./Supervising Off. Signature
	<i>The onboard training should at least provide knowledge and experience, relevant to the applicable tanker type, of the following:</i>		
<b>7.1</b>	<b>Safety</b>		
	<b>All tankers types</b>		
7.1.1	Got acquainted and understands the Ship's Safety-Management System.		
7.1.2	Got acquainted with cargo-specific fire-fighting equipment and procedures.		
7.1.3	Knows cargo-specific first-aid procedures, including the Medical First Aid Guide for Use in Accidents involving Dangerous Goods (MFAG).		
7.1.4	Demonstrates knowledge of ship-/cargo-specific hazards, including smoking regulations, oxygen-depleted atmospheres, cargo hydrocarbon narcosis and toxicity.		
7.1.5	Got acquainted and understands the risk assessment system.		
7.1.6	Knows procedures of issuing permits to work, including hot works and enclosed spaces entry procedures.		
7.1.7	Demonstrates safe working practices as related to use of personal protective equipment .		
7.1.8	Knows and understands dangers and precautions related to handling and storage of cargoes at cryogenic temperatures.		
<b>7.2</b>	<b>Construction, cargo, cargo tanks and pipelines</b>		
	<b>All tanker types</b>		
7.2.1	Demonstrates knowledge of hull/tank construction and limitations.		
7.2.2	Distinguishes and locates cargo connections /manifolds.		
7.2.3	Got acquainted with properties and hazards associated with the types of cargo being carried, including use of Material Safety Data Sheets.		
7.2.4	Understands the risks that cargo operations (such as purging/gas-freeing/tank cleaning) may have on the accommodation ventilation systems and knows actions to mitigate these risks.		
7.2.5	Got acquainted with configuration of cargo and ballast system.		
7.2.6	Got acquainted with pumps and associated equipment .		
7.2.7	Distinguishes and names the specialist equipment associated with the cargo operations.		
7.2.8	Demonstrates knowledge of particulars of the tanker's construction and how this affects the cargo operations.		
	<b>Additional for liquefied gas tankers</b>		
7.2.9	Understands and knows how to use of segregation, separation and air-locks to maintain gas-safe areas.		
7.2.10	Knows and distinguishes cargo tanks, inter-barriers, insulation spaces, and pipeline relief valves and vapour venting systems.		
7.2.11	Got acquainted with cargo vapour compressors and associated equipment.		

	<b>ISTANBUL TECHNICAL UNIVERSITY</b> <b>MARITIME FACULTY</b> <b>ONBOARD TRAINING RECORD BOOK</b> <b>FOR MTME (DECK) CADETS</b>				
	Revision No:	03	Revision Date:	28.05.2015	



No	Training tasks and duties	Assignment Completed	
		Date	Chief Off./Supervising Off. Signature
7.3	Trim and stability		
	<b>All tanker types</b>		
7.3.1	Got acquainted with tanker's stability information and calculating equipment.		
7.3.2	Understands importance of maintaining stress levels within acceptable limits.		
7.3.3	Understands dangers of free surface effect and "sloshing" effect.		
7.4	Cargo operations		
	<b>All tanker types</b>		
7.4.1	Assisted in pre-planning of loading/in-transit care, discharge /ballast operations.		
7.4.2	Got acquainted with keeping records.		
7.4.3	Knows start up/stopping procedures, including emergency shutdown.		
7.4.4	Understands that attention is required for mooring arrangements during cargo operations.		
7.4.5	Knows and understands purging and inerting requirements and associated hazards.		
7.4.6	Assisted in loading cargo, including topping-off operations.		
7.4.7	Assisted in discharging cargo, including draining and stripping operations.		
7.4.8	Has working knowledge of procedures for monitoring of cargo during loading/discharging operations, including sampling where applicable.		
7.4.9	Got acquainted with tank gauging and alarm systems.		
7.4.10	Knows and understands dangers from electrostatic discharge and its prevention.		
7.4.11	Assisted in ballasting and de-ballasting operations.		
7.4.12	Got acquainted with maintenance requirements, including coating inspections.		
	<b>Additional for chemical tankers</b>		
7.4.13	Understands issues of the polymerization , cargo compatibility, tank coating compatibility and other reactions.		
7.4.14	Understands functions of inhibitors and catalysts.		
7.4.15	Understands issue of the vapour/gas dispersion.		
	<b>Additional for liquefied gas tankers</b>		
7.4.16	Understands issues of the polymerization , cargo compatibility, tank coating compatibility and other reactions.		
7.4.17	Understands functions of inhibitors and catalysts.		
7.4.18	Understands causes of backpressure and pressure surge effects.		
7.4.19	Has knowledge about the use of boil-off gas as a fuel.		
7.4.20	Understands issue of the vapour/gas dispersion.		
7.4.21	Assisted in purging and cool-down operations.		
7.4.22	Got acquainted with operation and maintenance of re-liquefaction equipment.		
7.4.23	Demonstrates understanding and use of the custody transfer system.		
	<b>Additional for oil tankers</b>		
7.4.24	Got acquainted with crude oil washing systems.		

	<p style="text-align: center;"><b>ISTANBUL TECHNICAL UNIVERSITY</b>  <b>MARITIME FACULTY</b>  <b>ONBOARD TRAINING RECORD BOOK</b>  <b>FOR MTME (DECK) CADETS</b></p>				
	<b>Revision No:</b>	<b>03</b>	<b>Revision Date:</b>	<b>28.05.2015</b>	

No	Training tasks and duties	Assignment Completed	
		Date	Chief Off./Supervising Off. Signature
<b>7.5</b>	<b>Tank washing / cleaning</b>		
	<b>All tanker types</b>		
7.5.1	Distinguishes and names tank cleaning systems and equipment fitted on the tanker.		
7.5.2	Assisted in pre-planning of tank washing/cleaning operations.		
7.5.3	Has working knowledge of tank washing procedures, including purging and inerting.		
7.5.4	Has the working knowledge about controlling of slops/waste product.		
7.5.5	Knows and understands electro-static hazards.		
7.5.6	Got acquainted with cleanliness requirements.		
7.5.7	Got acquainted with maintenance requirements.		
	<b>Additional for chemical tankers</b>		
7.5.8	Has working knowledge about removal of inhibitors and residues.		
7.5.9	Demonstrates the working knowledge about applying absorbents, cleaning agents and detergents.		
	<b>Additional for liquefied gas tankers</b>		
7.5.10	Has a knowledge of hot-gassing/boil-off of liquid residues and regassification process.		
<b>7.6</b>	<b>Inert gas systems</b>		
	<b>All tanker types</b>		
7.6.1	Knows inerting system(s) and equipment fitted to the tanker .		
7.6.2	Knows and understands hazards associated with inerting spaces, with particular reference to safe entry into tanks.		
7.6.3	Assisted in purging, maintaining inert atmosphere and gas-freeing operations .		
7.6.4	Got acquainted with maintenance requirements.		
<b>7.7</b>	<b>Pollution prevention and control</b>		
	<b>All tanker types</b>		
7.7.1	Got acquainted with international, Flag State and company regulations, documentation and plans.		
7.7.2	Got acquainted with SOPEP ship's pollution prevention and control plan and VRP- Vessel Response Plan in the case of oil spill in U.S. waters.		
7.7.3	Has the working knowledge about operation of the tanker's pollution-prevention systems and equipment, including discharge monitoring.		
7.7.4	Knows and understands an application and operation of the tanker's pollution-containment equipment.		
<b>7.8</b>	<b>Gas-detection equipment and instruments</b>		
	<b>All tanker types</b>		
7.8.1	Got acquainted with the use and the calibration of personal, portable and fixed gas analysers, with particular reference to oxygen and hydro-carbon monitoring equipment.		
7.8.2	Got acquainted with operation, maintenance and limitation of cargo tank level measuring, level alarm and temperature measuring systems.		

	<b>ISTANBUL TECHNICAL UNIVERSITY</b> <b>MARITIME FACULTY</b> <b>ONBOARD TRAINING RECORD BOOK</b> <b>FOR MTME (DECK) CADETS</b>			
	<b>Revision No:</b>	<b>03</b>	<b>Revision Date:</b>	



No	Training tasks and duties	Assignment Completed	
		Date	Chief Off./Supervising Off. Signature
	Additional for liquefied gas tankers		
7.8.3	Got acquainted with operation and maintenance of hull temperature measurement.		
<b>7.9</b>	<b>Publications</b>		
	<b>All tanker types</b>		
7.9.1	Got acquainted with the international, flag State and company publications relevant to the operation of the tanker, including SOLAS, MARPOL and applicable guidance manuals inc. ISGOTT (International Safety Guide for Oil Tankers and Terminals).		
7.9.2	Got acquainted with the operating and maintenance manuals specific to the equipment on board.		
7.9.3	Got acquainted with established industrial standards and code of safe working practice (e.g., ICS, OCIMF, SIGTTO).		

	<p style="text-align: center;"><b>ISTANBUL TECHNICAL UNIVERSITY</b>  <b>MARITIME FACULTY</b>  <b>ONBOARD TRAINING RECORD BOOK</b>  <b>FOR MTME (DECK) CADETS</b></p>				
	<b>Revision No:</b>	<b>03</b>	<b>Revision Date:</b>	<b>28.05.2015</b>	

### **Section 8. Hand Written Assignments**

Answer the questions below in English in your own handwriting. You don't need to answer questions for each vessel, only one is needed.

1. Prepare scale drawing Load Line Disc and Load Lines (Plimsol marks).
2. What is the freeboard of your vessel in loaded and ballast condition
3. Draw a diagram of the water ballast pipeline systems, indicating the positions off all valves. (for cadets serving in ships other than tankers).
4. Draw a diagram of the cargo pipeline system (excluding the pumproom), indicating the position of all valves by colour code or other means to indicate their function (for cadets serving in tankers).
5. Prepare scale drawing of your mooring arrangement.
6. Draw a block diagram showing the layout of the bridge with its various navigational equipment on your vessel.
7. Make a list of LSA and FFA equipment.
8. Describe preparations on deck for :
  - a. Arrival port tween deck.
  - b. Departure port
  - c. Securing for sea
9. List the stowage factors of 5 common cargoes carried by your vessel.
10. Draw up a table showing various classes of fire and which type of extinguisher would be most effective. Also show which type of extinguisher should not be used. Draw up another table showing different areas of your vessel (other than cargo holds) and the best mode of extinguishing a fire occurring in these places.
11. Make a comprehensive list of all the Life Saving Appliances fitted onboard
12. Make a comprehensive list of all the Fire Fighting Appliances fitted on board
13. Make a table of the various spaces on board listing the ventilators that must be shut in case of fire, eg. Foc'sle store, holds, bow thruster room, masts, duct keel, battery room, emergency generator room, steering flat, Engine room, accommodation spaces, radio room, galley, etc.
14. Explain the type of paint coating used for various areas of your vessel.
15. Where exactly is anti-fouling paint applied on your vessel? When do you think it will release the most toxins, underway or at anchor? Give reasons for your answers.
16. Describe sequentially procedure for correction of :
  - a) Charts
  - b) List of lights
  - c) ALRS
  - d) Sailing Directions
17. How will you test Radar / ARPA performance?
18. During a typical watch, write down :
  - a) The procedure of taking over the watch.
  - b) Describe your duties during the watch.
19. Describe the preparation of cargo holds / tanks for receiving cargo.
20. Describe the factors to be taken into account while preparing a Cargo Plan on your ship.
21. What is ship-shore safety checklist and what kind of clauses might be included ?
22. Describe all sections of MSDS and its importance.
23. Make a block diagram of the Steering system on your ship, and show the procedure for change over and operation of the Emergency Steering System.
24. Tabulate readings taken by draft gauges and visual draft readings taken at varying drafts at various ports and state the probable reason.
25. Prepare a passage plan for a particular voyage by your ship.  
If available list the contents of the ship's Lashing Plan and discuss how it is to be used. If your vessel carries a securing manual indicate its contents
26. If available list most common jobs that are undertaken during a drydock.
27. Read the GPS equipment manual on board your vessel and explain the following:
  - a. The make and model of the GPS

	<p style="text-align: center;"><b>ISTANBUL TECHNICAL UNIVERSITY</b>  <b>MARITIME FACULTY</b>  <b>ONBOARD TRAINING RECORD BOOK</b>  <b>FOR MTME (DECK) CADETS</b></p>				
	<b>Revision No:</b>	<b>03</b>	<b>Revision Date:</b>	<b>28.05.2015</b>	

- b. Any 2 Special Features (e.g. Marking MOB, Events etc)
  - c. Using the 'Anchor Watch' facility (including a neat diagram)
  - d. Route planning including waypoints
28. Compare the GPS position with a position obtained by using range and bearing from the radar. In your opinion, why is there a difference in the two positions?
29. Understand the operation of the Echo Sounder (refer to the Manual) and give the following details:
  - a. The make and model of the echo sounder
  - b. ranges available
  - c. allowing for draft.
  - d. How to set depth alarms
30. Practice the operation of the Autopilot on board and indicate details of the following:
  - a. The make and model of the autopilot
  - b. How to set and test the off course alarm
  - c. How to set and test the "Auto Pilot" audio visual alarm
  - d. Difference between operating in open sea and confined modes (indicate sea/weather adjustments).
31. Write the make and model of at least three components of the GMDSS Station on board your vessel. Assist your communication officer in testing of the GMDSS equipment. Note down the battery voltages on and off load.
32. Describe the safety equipment placed in your GMDSS battery room.
33. Refer to your Deck Logbook and list out all the entries made in the normal 4-hour period that you were assisting the duty officer while coasting. List all the entries made in the Deck Log Book during cargo operations while in port during the 6-hour period when you were assisting the duty officer.
34. List the reporting requirements at any one point of the VTS that your vessel.
35. Sight Calculation  
 On any given day take a morning sun's altitude and calculate the observed longitude and LOP at the time of observation. Plot the LOP through the Observed longitude and DR latitude. Also, calculate the approximate ship's time of the sun's meridian passage.  
 Take the sun's altitude when on your meridian and calculate the Observed Latitude at the time of MP.  
 "Run" the morning sun sight LOP to the meridian passage LOP and obtain a position at MP. Allow for the run between MP time and Noon time to obtain the position and Noon. Compare the position so obtained with that of your GPS and report findings.
36. Great Circle Sailing - Plot a transoceanic Rhumb line track on a Mercator chart between the same ports used above. Calculate the distance on the Rhumb line track and compare with that on the GC track. Tabulate your results in an organized manner and note down your observations.
37. Manoeuvring Characteristics - From your vessel's manoeuvring characteristics, explain what are advance, transfer and tactical diameter.
38. Tugs and Towing - Sketch and explain all the components of your vessel's forward/aft emergency towing appliance if available.
39. Observe the operation of the emergency generator and list out the steps taken to bring it 'on load' manually.
40. Pollution - What are your duties during a pollution incident? Will you use Oil Spill Dispersant if readily available in your SOPEP store? Locate and list the equipment as required by your vessels SOPEP / VRP to minimize the pollution damage to the environment.
41. Man Overboard - What is your duty during a Man Overboard drill? Explain the types of turns.
42. How many volumes does the International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual have? Which volume mentions various search patterns available? What are these search patterns? Draw a neat sketch of each one of them.
43. Weather reporting system - Under what circumstances must your vessel positively make reports with respect to prevailing weather? Make one weather report on board and record the same explaining the various codes used. Explain the precautions to be taken while taking observations from:
  - a) Barometer
  - b) Hygrometer/ Whirling Psychrometer / Wet-Dry Thermometers
  - c) Anemometer.
44. Explain the actions must be done by the Master's standing orders.



45. List all security measures undertaken during your watch, if your vessel's transit in pirate-infested waters. Explain the various security levels.
46. Explain the responsibilities of Ship Security Officer, Company Security Officer, and Recognised Security Organisation.
47. Fill in completely a sample DoS from your vessel and submit it along with your workbook.
48. Locate the VDR on board your vessel. Explain the operational use.
49. Locate the incinerator on your vessel. Find out its make, type and capacity. Verify by means of a photocopy of the certificate if it has IMO Type Approval or not.
50. Which method of Ballast Water Management is approved on board your vessel?
51. Explain the responsibilities during bunker operations for deck officers. Where are the bunker tanks located on your vessel?
52. If available, explain the type and pressure rating of the high pressure fresh water washing equipment on board your vessel.

#### **Additional Onboard Tasks for Oil Tankers**

1. Draw a schematic diagram of the Inert Gas System on board your vessel showing the location of its components and their functions.
2. Assist Chief Officer in drawing up one loading and one discharging plan of the vessel and make a report of the same. Use the vessel's loadicator to calculate the various parameters.
3. Draw a plan showing the cargo pipelines on deck and label them.
4. Cargo Loading Procedure - make the following process sheets.
  - a. Deballasting
  - b. Purging
  - c. Inerting
  - d. Loading, including topping up
5. Cargo Discharging Procedure - make the following process sheets :
  - a. Ballasting
  - b. COW
  - c. Inerting
  - d. Stripping
6. Describe in detail the specifications of various cargo and ballast pumps / eductors you have on board your vessel. What are cargo pump (QH) curves and what information is available from them.
7. Describe the ODMCS equipment. Draw and label associated pipelines in engine room / pump room and deck.

#### **Additional Onboard Tasks for Chemical Tankers**

1. Give the details of the cargo heating system on your vessel with diagrams and blanking arrangements.
2. What physical data of liquid chemicals are given in the Cargo Data Sheets placed on board your vessel?
3. Find the following information and record it :
  - a) Uses of vegetable and animal oils and fats
  - b) Details provided on data sheet on two animal and vegetable oils each
  - c) Inhibitor certificate and the information given therein.
4. How corrosion problems are dealt with in chemical carriers with respect to tanks and the vessel's structure?
5. How would you identify the class of chemicals carried and how do their carriage conditions differ?
6. What are the basic precautions that personnel should take when any chemical cargo is to be carried?

#### **Additional Onboard Tasks for Gas Tankers**

1. Identify the following and describe them as they apply to your vessel :
  - a. Void spaces
  - b. Tank cover and the method of its closure
  - c. Span gases

- d. Intrinsically safe equipment
- e. Insulating flange
2. Explain how the cargoes are identified according to their hazards.
3. Describe the general lay out of a cargo vapour condenser on board your vessel and the process through which gas is liquified and pumped back into the tank.
4. Describe why it is necessary to heat or liquify the gas cargoes. Is such heating and Reliquification necessary when the vessel is at sea and if so under what circumstances? Why are knock out drums fitted inline?
5. Write short notes on the type of gauging system on board your vessel.

#### **Additional Onboard Tasks for Container Ships**

1. State the procedure of carrying out of the operational checks and recording the Temperature log for Reefer Containers.
2. Explain Anti heeling system, its purpose and how it functions?
3. How are containers identified, list out various markings on a container.
4. How do you plan stowage of Containers on your vessel and what are the factors affecting the Stowage Plan? Explain in a Bay Plan the location of the following containers:
5. What are the most common types of container damage?
6. Explain the securing arrangements for Containers loaded on deck?
7. What personal safety precautions are required to be taken while engaging in 'lashing containers'?
8. Why ventilation is needed for carriage of some of the cargoes and how is it monitored? What checks need to be carried before the cargo is accepted for carriage?

#### **Additional Onboard Tasks for Bulk Carriers**

1. Write the procedure for carrying out a close up inspection for cracks in cargo holds, tanks and other ships structure.
2. State the factors to be taken into account in preparation of loading or discharging sequences.
3. What publications for bulk carrier are necessary to be carried on board. Write briefly the contents of these books.
4. Identify the cargoes that your vessel loaded on the last two voyages and indicate their properties and the hazards associated with them.
5. Describe the procedure that needs to be followed before commencement of loading of bulk cargoes at a terminal.
6. Write a detailed account of the preparation of the compartment that was required for loading one particular cargo on your vessel.
7. Check from the appropriate plan the permissible load density of various tank tops. How would you determine the height of cargo to be loaded in that hold? What other factors do you need to take into account?

#### **Additional Onboard Tasks for Forest Product Carrier**

1. Draw a block diagram of de humidifier. Explain the principle on which it works?
2. Explain how a Gantry crane is :
  - a. Stowed and secured for sea passage
  - b. Prepared for port operation
  - c. Safety features
  - d. Emergency operation
  - e. Total number of wires, types of wires and their usage
3. Explain with sketches / photos various cargo gear used for handling forest products eg. Vaccum clamps, etc.





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MARITIME FACULTY  
ONBOARD TRAINING RECORD BOOK  
FOR MTME (DECK) CADETS***



**Revision No:**

**03**

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***ISTANBUL TECHNICAL UNIVERSITY  
MARITIME FACULTY  
ONBOARD TRAINING RECORD BOOK  
FOR MTME (DECK) CADETS***



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***ISTANBUL TECHNICAL UNIVERSITY  
MARITIME FACULTY  
ONBOARD TRAINING RECORD BOOK  
FOR MTME (DECK) CADETS***



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***ISTANBUL TECHNICAL UNIVERSITY  
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ONBOARD TRAINING RECORD BOOK  
FOR MTME (DECK) CADETS***



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MARITIME FACULTY  
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FOR MTME (DECK) CADETS***



**Revision No:**

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**Revision Date:**

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***ISTANBUL TECHNICAL UNIVERSITY  
MARITIME FACULTY  
ONBOARD TRAINING RECORD BOOK  
FOR MTME (DECK) CADETS***



**Revision No:**

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***ISTANBUL TECHNICAL UNIVERSITY  
MARITIME FACULTY  
ONBOARD TRAINING RECORD BOOK  
FOR MTME (DECK) CADETS***



**Revision No:**

**03**

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***ISTANBUL TECHNICAL UNIVERSITY  
MARITIME FACULTY  
ONBOARD TRAINING RECORD BOOK  
FOR MTME (DECK) CADETS***



**Revision No:**

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**Revision Date:**

**28.05.2015**





***ISTANBUL TECHNICAL UNIVERSITY  
MARITIME FACULTY  
ONBOARD TRAINING RECORD BOOK  
FOR MTME (DECK) CADETS***



**Revision No:**

**03**

**Revision Date:**

**28.05.2015**



***ISTANBUL TECHNICAL UNIVERSITY  
MARITIME FACULTY  
ONBOARD TRAINING RECORD BOOK  
FOR MTME (DECK) CADETS***



**Revision No:**

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**Revision Date:**

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***ISTANBUL TECHNICAL UNIVERSITY  
MARITIME FACULTY  
ONBOARD TRAINING RECORD BOOK  
FOR MTME (DECK) CADETS***



**Revision No:**

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***ISTANBUL TECHNICAL UNIVERSITY  
MARITIME FACULTY  
ONBOARD TRAINING RECORD BOOK  
FOR MTME (DECK) CADETS***



**Revision No:**

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**Revision Date:**

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***ISTANBUL TECHNICAL UNIVERSITY  
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FOR MTME (DECK) CADETS***



**Revision No:**

**03**

**Revision Date:**

**28.05.2015**



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