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Maritime safety and environmental protection depends on capable deck officers says the International Shipping Federation (ISF) which has updated its widely-used On Board Training Record Book for Deck Cadets, to meet latest requirements governing seafarers' training. ISF Secretary General, Peter Hinchliffe explained: "The competence of deck officers is critical to safety and environmental protection. The updated ISF Book enables cadets and their companies to monitor and evaluate their on board training in a structured manner in accordance with the new STCW Convention requirements." New regulations set out in the 2010 amendments to the IMO STCW Convention controlling seafarers' training standards came into force in January 2012. Use of a training record book providing evidence of structured on board training is mandatory for trainees seeking to qualify as ships' officers, and the ISF books are referred to as a model in the footnotes to STCW 2010. The STCW 2010 standards must be applied to new trainees from July 2013. The revised publication is the third in a series of updated ISF training record books following the recent publication of revised On Board Training Record Books for both Deck and Engine Ratings which address the new STCW grade of Able Seafarer. A revised On Board Training Record Book for Engine Cadets will be published later this year. The new ISF Book for Deck Cadets contains structured on board training tasks formulated around the revised standards stipulated by STCW 2010, including new competences such as use of Electronic Chart Display and Information Systems (ECDIS), application of leadership and team working skills and proactive measures to protect the marine environment. As the principal international employers' organisation for ship operators, representing national shipowners' associations and some 80% of the world merchant fleet, ISF wishes to ensure that deck cadets make the best use of their seagoing service. ISF is currently in discussion with the Philippines and other important seafarer supply countries to ensure that use of the ISF Books are approved as a part of their national STCW certification process. "Many shipping companies are training cadets, across their fleets, from more than one country and it is important that they are able to use a standard international book," said Mr Hinchliffe. Source: ISF 80%(10)80% found this document useful (10 votes)13K viewsThe document summarizes an updated On Board Training Record Book for Deck Cadets published by the International Chamber of Shipping (ICS). The updated record book is designed to comply with ...AI-enhanced title and descriptionSaveSave on-board-training-record-book-for-deck-cadets.pdf For Later80%(80)80% found this document useful, undefined 0 ratings50% found this document useful (0 votes)2K viewsThis document provides instructions for how to fill out an ISF Onboard Training Record Book. It explains: 1. Key sections of the record book including sections for personal details, trainin...AI-enhanced title and descriptionSaveSave How to Use Isf trb & School Requirements For Later%0% found this document useful, undefined 0 ratings% found this document useful (0 votes)2K viewsThis document provides instructions for how to fill out an ISF Onboard Training Record Book. It explains: 1. Key sections of the record book including sections for personal details, trainin...AI-enhanced title and description Maritime Education and Training Center SHIPBOARD TRINING OFFICE HOW TO FILL USE OF THE ISF ONBOARD TRAINING RECORD BOOK Read carefully the important explanatory notes on the first few pages of your ISF On Board Training Record Book Accomplished Data written on your Training Record Book shall always be related to a certain page of your Training Record Book Journal How to use the Record Book can be read in page 7 : this block is the section where the cadet writes his particulars (Like a bio-data) and should be in block letters: Seafarer Identification Record Book or plainly a as applicable: College phases: are the trainings that you have during your 3 year in college, write only date FROM: beginning to the completion of your training (ex. Safety 1); Sea Phases: are the training that you have acquired during your Shipboard Training. ; are trainings that is required by Section A-VIII/ paragraph 2 of the STCW Code, Write the data of the dates and duration of your Safety 1 (BST and PSSR) on the certificate issued by the Training Center. Record of other Trainings : if you already have the certificate of the training that is written on this block. Use the data on the certificate. Shipboard Service Record: This block will be filled up if you received already your Certificate of Service (CS)(note be sure that the data is the same as it is on your SIRB as: IMO number of your ship, if available. (Ask the Chief Officer/Engineer regarding this (Data) number); is the start of your training on-board) on that vessel LEFT is the end of your training on board that vessel. The dates should be the same date written on the following documents: Company Sea Service (Certificate of Sea-Going Service) Time spent on the bridge watchkeeping duties (DECK cadet only): this is the duration in months and days that you are on duty on the bridge as a member of the navigational watch keeping team (minimum of 6 months or 180 days which shall be documented using the Section 2 of your Training Record Book Journal). this is the duration of your Shipboard Training in months and days. (Example you have 1 year and 5 months and 10 days it will written as 17 months and 10 days). NOTE: Every row is good for one ship only, so if you have two ship you will be using two rows and add your total service and use the row for total service. The requirement for completion of your Shipboard Training Program is 1 year or 12 months as Apprentice Mate or cadet, currently under CMO 20 s2014 36 months for any position under deck department is acceptable as an alternative to the 12 months requirement of Sea-Going Service. eview of Training Progress In this block is where the training officer will put his comments and initials after each completion of his inspection of the TRB. TRB will be inspected weekly if time permits or at such intervals as the trading of the vessels allows. Cadet should see to it that ship ame should be written on each rows and the name of the officer who make the inspection is in block capital. Do not forget to write the date every time you will have an inspection. Always remember that even if your d on't have an activity your let your designated training officer to inspect and sign your Training progress. tion of Training Record Book In this block is where the Master will write his comment after each inspection, monthly, make it sure that you will write all necessary entry before you let the master check your TRB. name before you let the Master inspect your TRB. I have a comment leave it blank. Masters Name in BLOCK CAPITALS : Always write the name of the Master in Block Capital Letters, before the inspection. forget to ask the Master to sign his initials in every time he check your TRB. Write the actual date when the Master makes his initial on the TRB. al or Stamp should always be marked on this area each month of inspection. Remember this part of the record is the most important because it bares the signature of the Master and the Ship stamp. Be sure to have the Master Stamp embedded on the pages one shi stamp each month. The inspection should be equal to the number of months you have been on board. Inspection of Record Book Every inspections of the company representative of your record book must be recorded on this block; There must be one inspection recorded from the company; Comments: If the company representative will not write a comment write anything; Name in BLOCK CAPITALS: Write the name of the company s representative in Block Capital Letters; Initials: Is where the inspector write his initial; Date should be the actual date when the inspectors affix his initial. 100%(8)100% found this document useful (8 votes)7K viewsThis document provides guidance on completing an ISF On Board Training Record Book for deck cadets in accordance with the revised STCW Convention. It notes that the revised STCW places more ...AI-enhanced title and descriptionSaveSave On Board Training Record Book for Deck Cadets For Later100%100% found this document useful, undefined ISF ON BOARD TRAINING IMPORTANT RECORD BOOKS NOTE TO COMPANIES Thank you for purchasing this ISF training record book which has been updated to take account of the 1995 amendments to the IMO Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW). Approval of This Book Use of this book should provide sufficient documentary evidence that a cadet has completed a properly structured on board training programme as required by the revised STCW Convention. However: • the structured on board training that is provided to trainees during their period of seagoing service must be approved by the maritime administration which issues the certificate of competence to the cadet on completion of training, i.e. the administration must be satisfied that the on board training does indeed meet the STCW Convention requirements. If cadets are to be trained on multi-flag fleets, companies should ensure that any seagoing service that is served on ships of different flags is acceptable to the certificate issuing administration; • more specifically, this On Board Training Record Book must be approved by the certificate issuing administration as suitable documentation for recording the conduct of structured on board training. Companies should therefore contact relevant certificate issuing administrations as soon as possible. Except in a few countries which have their own national training record books - often written in the language of that country - gaining approval for use of this book should not prove difficult since the alternative would be for the administration to develop a book of its own. However, in discussions with the relevant administration it is suggested that companies indicate that ISF training record books are recommended as suitable documentation for on board training in the footnotes to the official text of the amended STCW Convention. Mandatory The following mandatory requirements Requirements of the amended STCW Convention must also be complied with: In-service trainin~ Any person conducting in-service training of a seafarer, either on board or ashore, which is intended to be used in qualifyingfor certification under the Convention, shall: .1 have an appreciation of the training programme and an understanding of the specific training objectivesfor the particular type of training being conducted; 2 be qualified in the taskfor which training is being conducted. [Section A-I/6] The explanatory text in this ISF book should be sufficient to ensure that those conducting or supervising training tasks do indeed have an adequate appreciation of the training programme and an understanding of the training objectives. But it is vital that all instructions in the book are carefully read, by all involved, before the book is completed or training of individual cadets is commenced. "Assessment" To avoid confusion, the use of the word "assessment" has been deliberately avoided in this book. Instead the book includes boxes marked "considered competent" next to the various competences required by the revised STCW Convention, to be initiated by the master or the designated training officer. Although this will clearly involve some form of assessment or evaluation by the officer concerned, unless the certificate issuing administration has explicitly indicated otherwise, completion of this book will not itself constitute the final or official assessment of the cadet's competence since this is normally the task of government appointed assessors. ISF October 1996 While the advice given in this book has been developed using the best information currently available, it is intended purely as guidance to be used at the user's own risk. No responsibility is accepted by the International Shipping Federation Ltd or by any person, firm, corporation or organisation who or which has been in any way concerned with the furnishing of information or data, the compilation, publication or any translation, supply or sale of this book, for the accuracy of any information or advice given herein or for any omission herefrom or from any consequences whatsoever resulting directly or indirectly from compliance with or adoption of guidance contained herein even if caused by a failure to exercise reasonable care. International Shipping Federation On Board Training Record Book for Deck Cadets Introduction In 1995, the IMO Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) was effectively re-written. This On Board Training Record Book takes full account of these new requirements, including new provisions concerning shipboard familiarisation. The revised STCW Convention places much more emphasis on assessment of the outcome of training, i.e. the ability of seafarers to perform their duties competently. In particular, the revised Convention requires that a cadet's seagoing service must be recorded in a training record book approved by the maritime administration responsible for issuing certificates of competence. The footnotes of the amended STCW text specifically refer to ISF training record books as an example of such documentation. The STCW Code, which contains the detailed requirements of the revised STCW Convention, sets out new uniform standards for the attainment of competences in the various maritime skills required to qualify as a watchkeeping officer. The STCW Code also stipulates criteria by which a cadet's attainment of these competences should be assessed by official and duly qualified examiners recognised by the certificate issuing country. The tasks contained in this Record Book have been carefully designed to help ensure that cadets meet the Introduction requirements for certification stipulated by the "competences"1 and that as far as possible the officers supervising their training use evaluation based on Table A-II/1 of the STCW Code. However, the tasks have been arranged with on board training in mind. The tasks do not cover areas which are normally covered in college phases of the cadet's training. The competences and associated criteria are, in many instances, presented in more detail than in the text of the Convention. This is to assist cadets in their training and officers supervising cadets to make a more objective evaluation of whether the cadet is indeed competent. Completion of this Book will not itself constitute an official assessment of competence. This is the task of government appointed examiners. However, completion of the ISF On Board Training Record Book should provide sufficient documentary evidence that a cadet has completed a properly structured on board training programme and demonstrated competence in the skills required by the amended STCW Convention. 1 Additional guidance on the competence-based approach to training is given in the ISF Guide to the Revised STCW Convention. Contents ~ 6 SECTION 1 Guide to Completion SECTION 2 8 Summary Record of Progress 8 9 32 SECTION 5 International Regulations for Preventing Collisions at Sea, 1972 34 SECTION 6 List of Training Tasks and Competences Achieved 36 Function: Navigation at the Operational Level Cadet's Steering Certificate Particulars of Cadet Training Programme 9 9 10 Basic Training Record of Other Training Shipboard Service Record 11 Designated Training Officer's Review of Training Progress 58 Function: Cargo Handling and Stowage at the Operational Level 13 Master's Monthly Inspection of Record Book 66 Function: Cargo Handling and Stowage Tasks for Tankers 15 16 Company's Inspection of Record Book Task Summary Chart " . . . Listof Publ Icatlons, Video or Computerbased Training Programmes Studied/Used 72 Function: Controlling the Operation of the Ship and Care for Persons on Board at the Operational Level 84 S ECTION 7 21 SECTION 3 22 26 Mandatory Safety and Shipboard Familiarisation SECTION 4 Particulars of Ships 54 Project Work 86 SECT IO N 8 Recommended Publications ISF Record of Training Section 1 Guide to Completion For the attention of Masters, Designated On Board Training Officers and Cadets Object of the Record Book The purpose of this Record Book is to help ensure that cadets follow a structured programme of training and make the best use of their time at sea. In so doing they will gain the practical training and experience necessary to become competent watch keeping deck officers in accordance with the STCW Convention as amended in 1995. It is therefore important that the following guidance is carefully followed. Given that this Training Record Book will be submitted to government appointed examiners (and may also be made available to instructors at maritime training colleges) proper use and completion of this Record Book is essential. It should be subject to close scrutiny by the masters of the ships on which the cadet serves, by the cadet's designated on board training officers and the shipping company. fHowto use the Record Book In receipt of this Book: Throughout the cadet's seagoing service: • The cadet should complete the information required on ~ges 8 a~d 9, including detail~ of Basic Training, received in acco~dance with the STCW Convent~on. The Cadet will t~en be personally responsible for the safe keeping of this Record Book throughout training. 1 Sect?n 3. ~concerning details of mandatory Safety Fam~l~ar~sat~on (page 22) and mandatory Shipboard ~aml~nsatJon (page 23), s~ould be completed lm~edately after the cadet Joinseach ship. An officer should sign to signify that mandatory familiarisation as required by the 1995 STCW Convention has been undertaken. • Section 6, which contains a comprehensive list of on board training tasks, should be progressively completed. Additional guidance on recording progress is given at the start of Section 6, on page 34. .s soon as possible after joining each ship: The cadet should complete Section 4 (page 26) concerning the technical details of the vessel. The master and the designated training officer on board each ship should provide an opportunity for this exercise to be undertaken. The designated on board training officer appointed by the master should inspect this Book in order to check progress already made. A plan should be made to tackle the competences that still need to be demonstrated. • I' rta t l ~rttPonl1o' The STCW Con~ention requires that any The Task Summary Chart on page 16 is to be used person conducting on boardtrainin~ shall for recording tasks or duties completed. It should be do soonlywhenitVillnot. • ~verlyaffecf kept up to date. The Chart can be used for planningtMnCJrrnal1oJ8rat1(nf): tMts11p and time the achievement of training tasks or duties which contJedeli~ted(tU)~ ~tmining a many still have to be completed, evaluation of competence. • The Book should be submitted to the master for inspection every month and at the end of each voyage. The master's comments should be recorded, dated and stamped on page 13. Comments should only relate to the cadet's competence and practical progress. • The Book should be submitted to the designated on board training officer on joining each vessel - and then, so far as the voyage pattern allows, every week. Comments should be recorded on page 11. • A precise record should be kept of the cadet's seagoing service including time spent on bridge watchkeeping duties (see page 10). In addition to practical training, throughout seagoing service cadets should practise their knowledge of the International Regulations for Preventing Collisions at Sea (see page 32) . • Cadets are also expected to complete a number of written projects, some examples of which are set out on page 84. ISF Record of Training Section 2 Summary Record of Progress Page 8 Designated Training Officer's Review of Training Progress This table should be completed weekly or at such intervals as the trading of the vessel allows. Comments should only relate to the cadet's practical progress and competence and should not refer to character. ISF Record of Training Page 16 Task Summary Chart The purpose of the summary chart is to provide you, your company and your ships' masters and officers with a guide and continuous check on the numbers of tasks or duties listed in Section 6 that you have completed, and those that remain outstanding. Tick off only those tasks which you have completed. In the charts below the tinted boxes simply indicate the start of a new group of tasks or duties. Navigation at the Operational Level ISF Record of Training Cargo Handling and Stowage at the Operational Level Page 18 List of Publications, Video or Computer-based Training Programmes Studied/Used Date Note: Subject/Title Officer's Initials See list of recommended publications in Section 8. Summary Record of Progress Page 21 ISF Record of Training Page 22 Section 3 Mandatory Safety and Shipboard Familiarisation Safety Familiarisation as required by Section A-VI/1 paragraph 1 of the STCW Code Before being assigned to shipboard duties you must receive safety familiarisation to know what to do in an emergency. The master or a responsible officer on each ship should sign and date below to signify that you have received training or instruction to be able to carry out the following tasks or duties. Shipboard Familiarisation as required by Regulation 1/14 of the STCW Convention You will be given a period of time during which you will have an opportunity to become acquainted with the equipment you will be using, and specific watchkeeping, safety, environmental and emergency procedures and arrangements required to perform your duties. The location of safety and emergency equipment varies from ship to ship. To be sure that you are familiar with your duties and all ship arrangements, installations, equipment procedures and ship characteristics that are relevant to your routine or emergency duties, you must complete the following tasks or duties as soon as possible on joining your ship. ISF Record of Training Shipboard Familiarisation Page 24 as required by Regulation 1/14of the STCW Convention (continued) SF Record of Training Page 26 Section 4 Particulars of Ships It is an essential feature of your cadet training that you obtain a thorough knowledge of the ships on which you serve. To assist you in meeting this important requirement the following particulars are to be recorded during the time spent on each ship. Questions on this subject, with particular reference to your last ship, are likely to be put to you during an oral examination and assessment for your certificate of competency. ISF Record of Training Page 32 Section 5 International Regulations for Preventing Collisions at Sea, 1972 When cadets are examined for certificates of competency they will be required to demonstrate a thorough knowledge of the rules and their application. 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 initiated and dated by an officer. Annex I Only an outline knowledge is required, but the provisions of Section 9a should be fully understood. Annexes II and III A general knowledge of these annexes is required. Annex IV A full and comprehensive knowledge of distress signals is required. Note: Whilst an outline knowledge of each rule and the Annex is required, a thorough knowledge is required of the rules where shaded in blue. ISF Record of Training Page 34 Section 6 List of Training Tasks and Competences Achieved This section of your Record Book gives details of the training tasks that you should follow to make best use of your time at ~ea. You will see that each page lis~s the tasks or duties you should undertake. Completion of these will lead to meeting the competences. ~senlor o~ic~r, s~ouldreview your progress and l~dicate, Wit~ Initials and date In the blue box on th~ nght ~hand side of the pag~t~at your perfo~mance IS considered to meet the Cntena for Evaluation and that, ~ompetence has been demonstrated In that element. ' ' ~h Th. e o f f Icer m~y o ffer advice on areas In w ICh Improvement ISnecessary. The competences required by a watchkeeping officer. . . as tabulated In the STCW Code are listed below. This Section is organised as follows: Function: Cargo Handling and Stowage at the Operational Level Monitor the loading, stowage, securing and unloading of cargoes and their care during the voyage (page 58) This Book includes an extra section for cadets (not mentioned in STCW Code Table A-II/1) whose training at sea includes experience on tankers: Function: Cargo Handling and Stowage Tasks for Tankers Function: Controlling the Operation of the Ship and Care for Persons on Board at the Operational Level " . . Ensure comp lIance With po lIut Ion-prevention ' t (72) requiremen s page Maintain seaworthiness of the ship (page 73) Competences for officers in charge of a navigational watch on ships of 500 gross tonnage Prevent, control and fight fires on board (page 75) Operate life-saving appliances (page 78) or more (STCW Code Table A-II/1): Apply medical first aid on board ship (page 81) . . . " Monitor compliance with legislative requirements (page 82) Function: Navigation at the Operational Level Plan and conduct a passage and determine position (a e 36) p ~ . . . Maintain a safe navigational watch (page 41) Use of ~adar and ~RPA to maintain safety of navigation (page 5) Respond to emergencies (page 46) Respond to a distress signal at sea (page 48) 'e C' . Use th e IMO St an da rd Mann ommy n Icat Ion Phrases and use English in written and oral form (page 48) Transmit and receive information by visual signalling (page 51) . Manoeuvre the ship (page 51) completed before the cadet is considered competent in the primary tasks marked in blue. It should be noted that ~ome of the skills and knowledge that underpin the competences marked in blue may well have been obtained during shore based training. • Space is provided to record completion of each training task twice by the officer supervising the cadet. The officer supervising the cadet does not. ~ng necessar~ly have to be th e d eSIgnat ed t raln1' ' off Icer. Th is d oes not mea n th at ea ch t ask m ust be completed twice if, in the opinion of the officer, once 'd ere d su ff IClent I Sconst ~ Before the cadet is recorded "considered ~competent" for the competences marked in blue, the master or designated on board training officer may record any appropriate advice about areas for improv~ment. A large blank space for this purpose ISprovided beneath the cntena for evaluation. How to complete the list of training tasks and competences achieved: • As competence in these primary tasks is demonstrated, the appropriate light blue boxes next to the criteria for evaluation, on the far right-hand side of the page, should be signed and dated (day, month and year) by the master or designated training officer on board the ship to attest that the cadet is "considered competent". • The competences marked in blue are directly relevant to the competences required by the STCW Convention. By the end of the period of seagoing service the cadet should be recorded as being "considered competent" in as many of these ~ competences as possible. • The primary tasks are sub-divided into training • A cadet's attainment of the ~ competences marked should only be recorded as "considered competent" when the master or designated training officer is indeed satisfied that the cadet can perform the duty without supervision or, where appropriate, that the ~ cadt ISable t~ supervise others In the per ormance 0 the duty, tasks or duties on the left-hand side of the page . • The cadet should complete as many of these training tasks as possible. However, in view of the likely equipment, cargo or voyage pattern of the ship, it is not expected that all these tasks will be When recording a cadet as "considered competent", account should be taken of the criteria for evaluation contained on the right-hand side of the page, as well as the ordinary practices of seafarers and safe working practices. ISF Record of Training Page 54 Steering Certificate It is important that you learn to steer the ship at sea and understand how to execute helm orders correctly. You should take turns at the wheel by day, by night and when entering and leaving port. Ensure that you keep a proper record of your steering experience by asking the officer in charge to complete the steering record on page 55. When you have completed the turns at the wheel for at least the periods shown on page 56, ask the master to sign the Cadet's Steering Certificate. ISF Record Training Page Section 8 Recommended Publications The following marine publications, many of which are referred to in the revised STCW Convention, are available from: Witherby & Co Ltd Book Dept, 2nd Floor 32-36 Aylesbury Street London EC1R 0ET Tel: +441 71 251 5341 Fax: +441 71 251 1296 Bridge Procedures Guide (IGS) Guide to Helicopter/Ship Operations (IGS) International Safety Guide for Oil Tankers and Terminals (ISGOTT) (IGS/OGIMF/IAPH) Liquefied Gas Handling Principles on Ships and in Terminals (SIGTTO) Peril at Sea and Salvage - A Guide for Masters (IGS/OGIMF) Prevention of Oil Spillages Through Cargo Pumproom Sea Valves (IGS/OGIMF) Safety in Chemical Tankers (IGS) Safety in Liquefied Gas Tankers (IGS) Safety in Oil Tankers (IGS) Ship to Ship Transfer Guide (Liquefied Gases) (IGS/OGIMF) Ship to Ship Transfer Guide (Petroleum) (IGS/OGIMF) Tanker Safety Guide (Liquefied Gas) available direct from ICS In addition to the major international conventions and mandatory codes dealing with safety and pollution prevention, a series of other useful publications is available from the International Maritime Organization (IMO). A full list of publications can be obtained from: Publications Section International Maritime Organization 4 Albert Embankment London SE1 7SR Tel: +44 171 735 7611 Fax: +44 171 5873210