..... Ship

3.1 Priority, Familiarisation and Safety Tasks

Priority, Familiarisation and Safety tasks should be signed off within two to three weeks of joining each ship. At the discretion of the person supervising completion of these tasks, the officer trainee may be required to demonstrate an understanding of the actual operation and use of selected items of equipment and systems, depending on the level of prior experience of the officer trainee.

SHIP NAME:		
SHIP TYPE:		
IMO NUMBER:		
Task	**Signature**	**Date**
Undertake a conducted safety tour of the ship		
Demonstrate a knowledge of the ship's emergency plans and procedures		
Demonstrate recognition of the alarm signals for Fire, Emergency and Abandon Ship, and a knowledge of the immediate actions you must take on hearing any of these signals		
Demonstrate a knowledge of the immediate actions you must take if you see fire, smoke, a person fall overboard, or any other emergency occurrence		
Locate your Fire, Emergency and Abandon Ship stations		
Locate your life jacket (or approved immersion suit, where carried) and demonstrate the donning procedure		
Locate all survival craft, lifebuoys, additional lifejackets, immersion suits, personal survival equipment, and any other lifesaving appliances		
Locate the ship's distress rockets, flares and line throwing apparatus		
Locate the portable emergency lifeboat radio, lifeboat radios, EPIRB's and SARTs		

..... Ship

Task	Signature	Date
Locate all medical and first aid equipment		
Locate all fire fighting equipment including alarm activating points, alarms, extinguishers, hydrants, fire axes and hoses, breathing apparatus, escape sets, firefighter's outfits, escape routes and other emergency equipment on deck and in the engine room		
Locate all equipment spaces, machinery and controls for smothering systems in engine room spaces, pump rooms, cargo holds and tanks, and any other compartments, and demonstrate recognition of associated alarms		
Locate the emergency fire pump and fire main isolating valves		
Locate the emergency generator		
Locate all the engine room spaces machinery emergency remote stop switches, quick closing valves and other controls		
Locate all the fire, weathertight and watertight doors on the vessel, other than hull openings		
Demonstrate a knowledge of security procedures		
Demonstrate a knowledge of waste disposal and pollution prevention procedures		
Demonstrate a knowledge of the location and use of key publications, including the Code Of Safe Working Practices, Emergency Procedures Manuals, Security Procedures manuals, Safety Management System manuals, and Legislation		
Demonstrate an ability to safely isolate electrical systems and machinery		

..... Ship

3.2 Outline Diagram of Vessel

Draw approximately to scale a longitudinal cross section through the centre line of your ship, marking the position and name of the following spaces: holds/tanks and other cargo spaces; the engine room; accommodation decks; double-bottom and ballast tanks; and all other major compartments/spaces.

DSTO Signature:	Date:

3.3 Particulars of Ship

It is essential that you gain a thorough knowledge of the ships on which you serve. You should record the following particulars as early on in the voyage as possible. In depth questions will be put to you during your oral examination for your certificate of competency, particularly on your most recent ships.

Please complete all of the grey shaded areas below during each sea voyage. However, on your final trip at sea, you will need to ensure that all of the details in both grey and white areas are completed.

SHIP NAME:	SHIP TYPE:	IMO Number:

Dimensions and capacities

Length OA (metres)	
Breadth (metres)	
Depth (metres)	
Summer draft (metres)	
Summer freeboard (metres)	
Net tonnage (tonnes)	
Gross tonnage (tonnes)	
Deadweight (tonnes)	
Light displacement (tonnes)	
TPC at load draft (tonnes)	
Fresh water allowance (mm)	
Cargo capacity (m^3)	
Ballast capacity (m^3)	
Fresh water capacity (m^3)	
Container capacity (20 TEU)	
Passenger capacity (persons)	
Survival craft capacity (persons)	

Firefighting appliances

Water extinguishers (no./capacity)	
Foam extinguishers (no./capacity)	
Dry powder extinguishers (no./capacity)	
CO_2 extinguishers (no./capacity)	
Other extinguishers (no./capacity)	
Hoses (no. & size (mm))	
Breathing apparatus (no./type)	
Fixed installations (no./type)	

Lifesaving appliances

Lifeboats (no./type/capacity)	
Liferafts (no./type/capacity)	
Davits (no./type/falls)	
Rescue boats/craft (no./type/capacity)	
Survival suits (no./type)	
Escape sets (no.type)	

..... Ship

Bridge

Magnetic compasses (no./type)	
Gyro compasses (no./type)	
Autopilot (type)	
Radars (no./type)	
Echo sounders (no./type)	
GPS (no./type)	
Integrated navigation system (type)	
DP system (no./type)	
SATCOM (no./type)	
GMDSS (type)	

Pumps

Cargo pumps (no./type/rating(t/hr))	
Ballast pumps (no./type/rating(t/hr))	
Pipelines (diameter)	

Main engines

Engine (type)	
Engine (make)	
Stroke and Bore (mm)	
Shaft power (kW @ rpm)	
Bunker capacity FO / DO (tonnes)	
Daily consumption (tonnes)	
Service speed (kts @ rpm)	
Propellor (type)	
Propellor (no. of blades/diameter)	

Boilers

Boiler (type)	
Boiler (make)	
Steam pressure and temperature	
Fresh water generators (type)	
Generating capacity (tonnes/day)	
Total domestic FW capacity	
Total distilled FW capacity	

Generators

Main generator engines	
Number	
Type	
Emergency generator engine	
Type	
Max electrical output	
Electrical supply	
Control & GS air compressors (No)	
Type	
Capacity	
Fridge & A/C compressors (No.)	
Type	
Capacity	

..... Ship

Steering gear

Type	
Manufacturer	

Cargo handling & operations gear

Derricks/cranes (no./type/SWL)	
Winches (no./type/SWL)	
Cargo pumps (no./type/rating(t/hr))	
Ballast pumps (no./type/rating(t/hr))	
Pipelines (diameter)	
Refrigeration	
Dredging	
Survivor rescue	
Anchor handling	
Towing	
Dive support	
Survey	
Cargo securing	
Helicopter operations	

Anchoring & Mooring Machinery

Windlasses (no./type)	
Winches (no./type)	

..... Ship

3.4 Designated Shipboard Training Officer's review of progress

Comments should include progress being made in the workbook as well as the TRB

Comments	DSTO Signature	Date
Month 1		
Month 2		
Month 3		
Month 4		
Month 5		

..... Ship

3.5 Company Training Officer's inspection of progress following completion of the voyage

It is recommended that TRB and Engineering and Operations Workbook progress inspections are carried out immediately following each voyage and no later than two weeks following completion of the voyage, wherever possible. Where a number of short voyages contribute to the sea time during any one sea phase, the timing of progress inspections may need to be carried out in a different way. Where relevant, the CTO should liaise with the MCA.

Once sea time has been completed, the CTO should check the information and sign the declaration on page i before the TRB is sent to the MCA for review.

Comments	Signature	Date

..... Ship

3.6 Sea Service Testimonials

The following pages contain the testimonials that must be presented to the Maritime and Coastguard Agency (MCA) when you apply for a Notice of Eligibility to sit the oral examination for an engineering officer of the watch certificate of competency.

Part 3 is to be completed by those trainees on tankers who intend to apply for Tanker Endorsement. Evidence of experience of these cargoes is also a pre-requisite for entry to Advanced Tanker Training courses.

The completed Testimonials will need to be removed from the Training Record Book to accompany the application to the MCA.

Unless there are exceptional circumstances, the Master of the ship in which the qualifying sea service is performed MUST sign the testimonials. You must ensure that this is done before you leave the ship.

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..... Ship

MNTB Training Record Book: Sea Service Testimonial (Engineer) for Maritime and Coastguard Agency

Company Address/Contact Details

Company Name:		
Address:		
Contact Details:	Tel:	
	E-mail:	

This is to certify that:	
Full name of Trainee:	
Date of Birth:	
Discharge Book Number:	

has served on:

Name of Vessel:		IMO Number:	
Type/make of main propelling machinery:		Type/make of auxiliary machinery:	
Power (kW):		Shaft Power (kW):	
Type of boilers:			
Date of joining:		**Date of discharge:**	

Please record, below, the actual watchkeeping/UMS time undertaken on this voyage.
During this period the above-named trainee accrued the following engine room watchkeeping (under the supervision of a certificated engineer officer) for not less than 8 hours out of every 24 hours whilst the vessel was engaged on seagoing voyages:

_____ days

In addition the above-named trainee:

a) Regularly carried out other duties in connection with the routine and maintenance of the ship*
b) Was granted no leave of absence*
c) Was granted leave of absence as follows:

_____

*Delete as appropriate

Continue to Part 2 overleaf .....

..... Ship

PART 2 – TESTIMONIAL

This section must be completed.

My report on the service of the above-named trainee, during the period stated, is as follows:

Conduct	
Ability	
General comments	

PART 3 – REPORT OF TANKER SERVICE

Type of Tanker	
During this period the ship carried the following types of cargo(es) (the different types and grades of oil, gas and chemicals should be specified):	
I confirm that the above-named trainee has gained experience in carrying out regular cargo handling duties during the period stated.	

PART 4 – OFFICIAL ENDORSEMENT

Name of Master: BLOCK LETTERS	
Certificate Details:	
Grade	
Number	
Expiry Date	
Issuing Country	
Signature of Master:	
Date:	
Ship's/Company stamp:	

In exceptional circumstances this testimonial may be signed by a responsible official of the Company, who holds an engineer officer certificate of competency and has knowledge of the trainee's sea experience.