

M.S. Notice 30 of 2002

No. 7-NT(13)/2002

Dated: November 25, 2002

Sub: Structured shipboard training programme for deck cadets

The Chief Examiner of Master and Mates has approved Structured Shipboard Training Programmes (SSTP) conducted by the following institutions in accordance with STCW regulation II/1 read with the requirements of Section A-II/1 and Section B-II/1 of the STCW Code.

1 Tolani Maritime Institute, Sher-e-Panjab Society, Andheri (E) Mumbai-93.

2 Mumbai Maritime Training Institute, Victor House, 1st Floor, V.D. Road, Next to Chitralekha House, Andheri (W), Mumbai-400 053

3 Applied Research Institute, E-36, Hauz Khas, New Delhi.

This notice specifies the role of the Institutes, Assessment centre, Company Training Officer (CTO), the Shipboard Training Officer (STO) and the master.

1. The role of the Approved Institutions

a) The approved institutions shall conduct the course of "on board training" taking into account requirements of the Sections B-II/1 sub-sections 1 to 4 of the STCW code. In such applications, they are expected to take on the role of the Company training Officer (CTO) as specified in Section B- II/1 subsection 5.1, in addition to the responsibility of conducting and coordinating the SSTP in entirety. Approved institutes shall ensure that the training plan and all other instructions given to cadet are made available to the assessment centre for their information and necessary action.

b) The institution shall ensure that the students under their control submit evidence regularly with respect to completion of the Cadet Record Book (CRB) tasks and the certification necessary under sections 6,7 and 8 of the CRB in the implementation of programme. Underpinning knowledge necessary to acquire skills and competence at sea shall be provided beforehand and its acquisition shall reflect in the student's submissions to the Institute.

c) When monitoring the completion of the tasks the Institute may not require cadets to carry out tasks relating to the Tankers and or dry-docking where they have not been exposed to such environment. Cadets should in any case be provided under pinning knowledge in such tasks, for their information and understanding.

d) The Institute shall ensure that the Cadet completes the tasks in the CRB as per the planner as far as practicable and submit its evidence to the Institute. Such evidence shall include a written process of such completion, which shall be verified, and corrected where necessary by the institute. Normally the task shall be completed under the supervision of a STO and the cadet shall obtain an endorsement by the STO on the record book thereafter. Hence the completed CRB should show STO endorsements well spread out date wise from commencement to completion.

e) The Institute shall ensure that the cadets, at the end of each quarter (normally three to four months), submit the tear off quarterly report card to the institute. After verifying the correctness of the same, the institute shall forward the same to the Assessment centre. Each quarterly report shall carry the INDos number and the institutes name for identification purpose Reports shall be sent to the assessment centre every two months.

The institute on satisfactory completion of the 'on board training' shall.

(i) Verify the cadet record book in possession of the Cadet and check that the same has been duly endorsed by the STO, CTO and the Master in the appropriate pages and that the certificates specified in Sections 6,7 and 8 of the CRB are duly completed and that the cadet has provided evidence thereof to the institutes.

(ii) Prepare a certificate for issue to the cadet indicating clearly that the cadet has completed the SSTP satisfactorily, has completed the prescribed CRB tasks and has been issued appropriate certificates specified in sections 6, 7 and 8 of the CRB, and

(iii) Forward a consolidated Quarterly report card to the Assessment Centre along with the prepared certificate in duplicate for issue to the cadet after necessary verification and endorsement by Assessment centre.

2. The role of the Company Training Officer (CTO)

The CTO is required to carry out the responsibility specified in Section B-II/1 Sub-section 5.1 of the STCW code. CTO shall make a declaration on CRB whether it intends to discharge CTO responsibilities or it intends to delegate the same to the institute. However, where the institute has the responsibility relating to the monitoring of the on board training, the CTO shall monitor the progress of the student through the institute and the STO. Whenever the cadet is ashore, CTO shall interview the cadet to ascertain that he is receiving the support of the shipboard personnel. Whenever the institute reports any inadequacies in the cadet's progress, the CTO shall take appropriate action where so

required by the institute to improve the cadets performance.

3. Shipboard Training Officer (STO) shall be responsible for:

- a) organising the programmes of practical training at sea as planned by the institute.
- b) ensuring in a supervisory capacity that the CRB is properly maintained and that all other requirements given therein are fulfilled, and
- c) making sure, as far as practicable, that the time the prospective officer spends on board is as useful as possible in terms of training and experience and is consistent with the objectives of the training programme, the progress of training and the operational constraints of the ship.

4. The Master shall be responsible to: (in bold)

- a) provide the link between the STO and the CTO.
- b) fulfil the role of STO if such officer is relieved during the voyage, and
- c) ensure that all concerned are effectively carrying out the on-board training programmes,
- d) proactively facilitate exposure of the cadet to perform tasks with 'hands on' repetitions in order to assimilate necessary underlying skills.

5. Role of the assessment centre.

- a) Lal Bahadue Shastri College of Advanced Maritime Studies And Research (LBSCAMSAR) has been designated as the Assessment Centre and shall be responsible for maintenance of records relating to the SSTP and generally monitor the reports submitted by the institutes. The institute shall submit a consolidated report along with the completion certificate. The report shall indicate that the student is in possession of the certificates required under section 6,7 and 8.
- b) Assessment Centre on verifying the same shall endorse the certificate issued by the institute. In such issuance delays should be avoided and queries if any, are raised directly with concerned institute.
- c) Where Assessment Centre is not satisfied with the reports submitted it may withhold the issue of the endorsement till satisfactory explanations have been received from the institutes. Where any doubt arises the case (may / shall) be submitted directly to the Chief Examiner of Master and Mates for decision. Certificate duly endorsed by Assessment Centre shall be accepted by MMDs as satisfactory

completion of SSTP programme and the candidate allowed to appear for the Second Mates examination on satisfying other requirements. Throughout this process, the cadet ought to remember that the CRB might be required to be presented to the assessing and examining authority if so required by them for verification.

6. All concerned related to Shipboard structured Training Programme are required to ensure that the conduct of the entire programme is covered under the valid Quality Management System.

Sd/-
(Capt. S.K.Mishra)
Nautical Surveyor