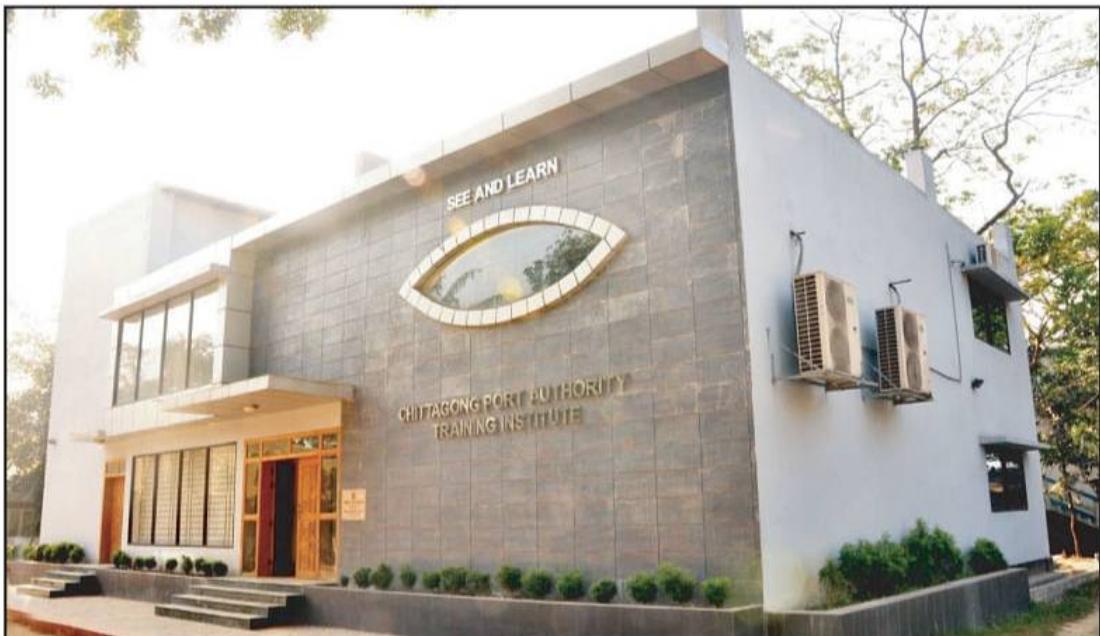




CHITTAGONG PORT AUTHORITY TRAINING INSTITUTE



Training Calendar
2024-2025

HISTORICAL BACKGROUND OF CHITTAGONG PORT

The history of Chittagong Port dates back to the 4th century B.C. Chittagong was known in the 9th Century onwards to 15 th century as SHETGANG, an Arabic word meaning 'Delta of the Ganges'. According to history, this old port had sufficient trade and was important enough to attract fleet from the Middle East Port, China and other South Eastern Countries. The Omani and Yemeni traders landed on the Port of Chittagong in the 9th century A.D. During the 16th century the Portuguese took great interest in the locality around Chittagong which was then popularly known as 'PORTE GRANDE'. The present location of the port was, however, established in the year 1887 and by 1910 four jetties were constructed to handle 0.5 million tons of cargo annually. At that time, the port was administered jointly by port Commissioners and Port Railway. To do away with the dual administration of port Railway and Port Commissioners, the Port trust was formed in July, 1960. The Liberation of Bangladesh in 1971 set a new trend in the external trade of Bangladesh and to cope with the rapid development and expansion of the Port, the government promulgated the Chittagong Port Authority Ordinance in 1976 and dissolved the port trust thus Chittagong Port Authority came in existence.

CHITTAGONG PORT AUTHORITY TRAINING INSTITUTTE (CPATI)

The Chittagong Port being the principal port of Bangladesh is the nerve center of trade and commerce through which 93% of total maritime trade of the country is handled. Keeping in view the handling of ever-increasing cargo and container at the port, it is necessary to upgrade operational efficiency by improving productivity and level of services.

In order to impart on-the-job training to all categories of port officials and port users, the Chittagong port Authority established a Training institute (CPATI) in 25 April, 1980. It is located in serene natural environment and lies at a distance of 5 (five) Kilometers form the center of the city and adjacent to the port Administrative Building (PAB) and CPA Hospital. It has an aesthetic beauty with verdant surrounding that creates the perfect ambience for training discussion, reflection and introspection.

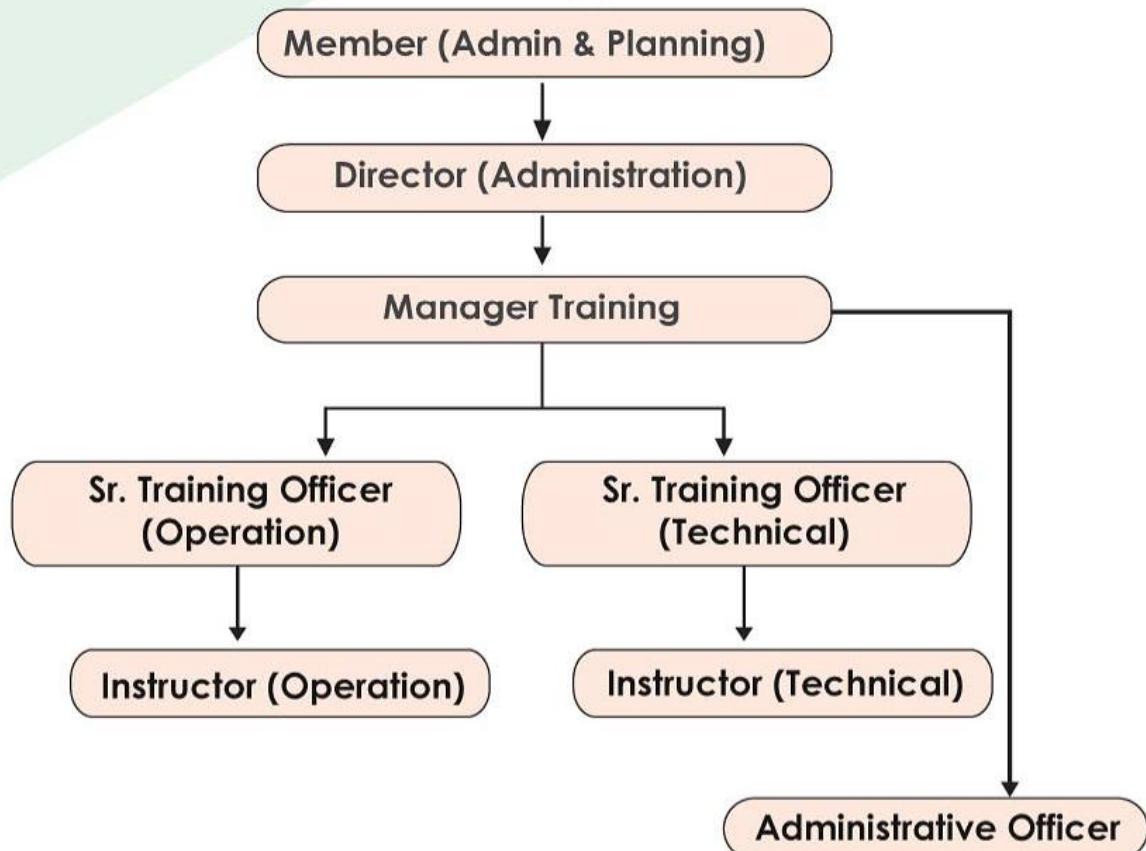
Since its inception, CPATI has been regarded as centre of excellene and offering fundamental skill building traning as part of progressive development of human resources.

The institute is under the control of administration department, while the Training Institute is headed by Manager Training. He is assisted by Senior Traning Officer (Technical), Senior Training Officer (Operation), Instructor (Technical), Intructor (Operation), Administrative Officer, Librarian and other staff.

CPATI has installed a combined simulator to train the container handling equipment Operators and thus create a pool of skilled and efficient equipment operators. Training on combined/integrated operations of straddle Carrier (SC), Rubber Tyred Gantry Crane (RTG) and Ship to Shore Gantry Crane (STS) are being provided through the simulator program. To cater for the demand of national and international market to develop skilled manpower, provisions have been made to extend the simulator training facilities to the public and private organizations.

CPATI has modern facilities to support its training activities. These include Air-conditioned Lecture Rooms, Computer Lab, Multimedia, Over Head Projector system and a library wityh numerous collection of books, periodicals, journals and magazines. There is and auditorium with 250 seats capacity with modern PA System.

CPA TRAINING INSTITUTE (ORGANIZATION CHART)



LIST OF OFFICERS AT TRAINING INSTITUTE

Md. Qudrat-E-Khuda (Millat)
Manager Training
Tel: 031-726921
031-2522200 Ext-5310

Md. Habibur Rasul
Sr. Training Officer (Operation)
Tel: 031-2522200
Ext.5311

Engr. Md. Sayed Imam
Instructor (Technical)
Tel: 02333322200-23
Ext.5320

Sharmin Akter
Administrative Officer
Tel: 02333322200-23
Ext.5319

THE CPA BOARD



Rear Admiral S M Moniruzzaman
OSP, ndc, ncc, psc
Chairman



Md Habibur Rahman
Additional Secretary
Member (Admin and Planning)



Commodore M Fazlur Rahman
(C), BSP, psc, BN
Member (Harbour and Marine)



Mohammad Shahidul Alam
Additional Secretary
Member (Finance)



Captain Kaosar Rashid
(E), psc, BN
Member (Engineering)

GLIMPSES OF CPATI ACTIVITIES



GLIMPSES OF CPATI ACTIVITIES



GLIMPSES OF CPATI ACTIVITIES



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CHITTAGONG PORT AUTHORITY

FLOW CHART OF TRAINING PROGRAM

(Non-Technical)

Sl No.	Name of the course	Number of course	Duration (Working Days)	Number of participants in each course			
					July	Aug	Sept
General Course							
1.	Foundation Course (officer)	01	20	20			
2.	Foundation Course (Staff)	06	20	30			<u>1-1/9</u>
3.	Occupational Safety & First Aid (Staff)	01	05	30			
4.	Fire Fighting Course (Officer)	01	05	30			
5.	Fire Fighting Course (Staff)	08	05	30			<u>4-8</u>
Operational Course							
6.	ISPS Code	12	02	50			<u>4-5 18-19</u>
7.	ISPS Code (Non-security Personnel)	01	02	30			
8.	Safety Induction Training (For Dock Workers)	03	01	100			
Financial Course							
9.	Financial Rules & Regulations of CPA (Staff)	01	05	20			
Workshop							
10.	Workshop for APA	12	01	40	<u>13,20</u>		
	Total	46		1930			

ORITY TRAINING INSTITUTE
AM : JULY 2024 TO JUNE 2025 (Tentative)

Technical Course



July 2024 to June 2025									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
		<u>3-28</u>							
	<u>1-29</u>		<u>1-30</u>	<u>1-29</u>		<u>2-31</u>		<u>4-29</u>	
	<u>6-10</u>								
		<u>3-7</u>							
<u>1-5</u>	<u>6-10</u>		<u>1-5</u>	<u>5-9</u>	<u>9-13</u>	<u>9-13</u>	<u>20-24</u>		
<u>22-23</u>	<u>15-16</u>	<u>19-20</u>	<u>10-11</u>	<u>26-27</u>	<u>16-17</u>	<u>23-24</u>	<u>6-7</u>	<u>18-19</u>	<u>1-2</u>
<u>11-12</u>					<u>5-6</u>				
	<u>15</u>			<u>12</u>				<u>15</u>	
<u>14</u>	<u>19</u>	<u>16</u>	<u>14</u>	<u>11</u>	<u>08</u>	<u>22</u>	<u>19</u>	<u>17</u>	<u>21</u>

CHITTAGONG PORT AUTHORITY

FLOW CHART OF TRAINING PROGRAM

(Technical)

Sl No.	Name of the course	Number of course	Duration (Working Days)	Number of participants in each course		
					July	Aug
01.	D-Nothi System (For Office)	02	05	20		<u>4-8</u>
02.	D-Nothi System (For Staff)	12	05	20	<u>7-12</u>	<u>18-22</u>
03.	VHF Radio Equipment Operation Course	01	03	20		
04.	Foundation Course For ECM Drivers	01	05	15		
05.	Advance Electrical maintenance Course	03	05	20		
06.	Advance Mechanical Maintenance course	01	05	20		
07.	Terminal Management System (TOS)	01	10	25		
08.	Workshop on Handling of Dangerous Goods	02	02	30		
09.	e-gp Course	04	05	20		
10.	Utility Support System (Water, Gas, Telephone and Air Conditioning) Maintenance Training	02	05	20		
11.	Rubber Tyred Gantry (RTG) Operation by Simulator	06	10	8		<u>1-14</u>
12.	Straddle Carrier(SC) Operation by Simulator	06	10	8	<u>14-28</u>	
13.	Fork Lift Operation by Simulator	06	10	10	<u>21-1</u>	
14.	Reach Steamer Operation by Simulator	03	10	10		<u>4-18</u>
15.	Container Handler by Simulator	03	10	10		
16.	Ship Crane Operation by Simulator	03	10	10		<u>25-5</u>
	Total	56		846		

ORITY TRAINING INSTITUTE
AM : JULY 2024 TO JUNE 2025 (Tentative)

cal Course)



July 2024 to June 2025

Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
					<u>2-6</u>				
<u>8-12</u>	<u>6-10</u>	<u>10-14</u>	<u>1-5</u>	<u>12-16</u>	<u>9-13</u>	<u>2-6</u>	<u>20-24</u>	<u>18-22</u>	<u>1-5</u>
				<u>5-7</u>					
							<u>6-10</u>		
<u>1-5</u>		<u>3-7</u>					<u>4-8</u>		
					<u>2-6</u>				
		<u>20-31</u>							
			<u>13-14</u>		<u>18-19</u>				
<u>22-26</u>			<u>8-12</u>			<u>9-13</u>		<u>11-15</u>	
				<u>19-23</u>					
<u>1-12</u>		<u>3-14</u>			<u>2-13</u>	<u>2-13</u>		<u>4-15</u>	
		<u>6-20</u>		<u>1-12</u>	<u>12-23</u>			<u>6-20</u>	<u>18-29</u>
<u>1-12</u>	<u>6-20</u>		<u>15-30</u>		<u>2-13</u>		<u>15-28</u>		
				<u>19-30</u>		<u>9-23</u>			
<u>15-29</u>		<u>10-21</u>						<u>11-22</u>	
					<u>16-27</u>				<u>15-26</u>

NON-TECHNICAL COURSE

Foundation Course

(For Officers)

Objectives : The objectives of the course are to familiarize the participants with the management of CPA, service rules and other rules related to CPA, different aspects and procedures of personnel and office management, financial rules & regulations etc.

For whom : Officials of CPA (Grade 09 and above)

Duration : 20 working days(40 hours)

Date (Tentative) : 03-28 November, 2024

Number of course : 01 (One)

Number of participants : 20

Teaching Methodology : Class Lecture and Group Discussion
Operational Area visit

Course Plan:

Module-01: CPA History, Familiarization and Function of Several Departments

Total Number of Session : 04 (9.30-14.00)

Session Hour : 01

Speaker : Senior Staff of CPA

Evaluation : Class wise attendance, Punctuality, Q & A.

Module-02: CPA Act-1991, 2022, Government Service Rules

Total Number of Session : 08 (9.30-14.00)

Session Hour : 01

Area of Lecture : ● CPA ACT-1991, 2022

● Probidhanmala

● The Government Service Rule- 1979, 2018, 2019;

● Prescribed Leave Rules-1959

● ACR

Speaker : HOD of CPA & Guest Speaker

Evaluation : Class wise attendance, Punctuality, Q & A.

Module-03: Ethics for Government Employees

Total Number of Session : 08 (9.30-14.00; 2 working days)

Session Hour : 01

Area of Lecture :

- Constitutional Obligation;
- Manner, Etiquettes, Attitudes, Morals and Dress

Code;

- Changing Mind and loyalty
- Religious Values in Combating Corruption
- Empathy Building
- Social Accountability Tools: RTI, CC, GRS, APA & NIS

Speaker : Senior Staff of CPA & Guest Speaker

Evaluation : Class wise attendance, Punctuality, Exercise.

Module-04: Smart Office Management

Total Number of Session : 08 (9.30-14.00; 2 working days)

Session Hour : 01

Area of Lecture :

- File and Record Management as per Secretariat Instructions
- Preparing Draft, Writing Note & Summary
- Forms of Written Communication (Official Letter, DO and Office Memorandum)
- Conducting Meeting, Preparing Working Paper and Writing Minutes
- Office Inspection
- Seniority Rules & Criteria for Promotion
- D-Nothi: Introduction, Application & Maintenance
- Unicode: Bangla Typing, Blind Typing practice (Bangla & English)
- প্রমিত বাংলা বানান রীতি
- দাঙ্গরিক কাজে ব্যবহারিক বাংলা

Speaker : Senior Staff of CPA & Guest Speaker

Evaluation : Class wise attendance, Punctuality, Q & A.

Module-05: Financial Rules & Procedure

Total Number of Session :	08 (9.30-14.00; 2 working days)
Session Hour :	01
Area of Lecture :	<ul style="list-style-type: none">● General Financial Rules● TA & DA Rules (with exercise)● Pension and Gratuity● Annual Procurement Plan (APP)● Public Procurement Emphasizing on e-GP● Audit, Audit Objections and Settlement Procedure● Budgetary Process in Bangladesh Using MTBF● Overview on PPA 2005 & PPA 2008● Public Procurement Emphasizing on e-GP● Project Management and Project Cycle● Delegation of Financial Power● Store Management
Speaker :	Senior Staff of CPA & Guest Speaker
Evaluation :	Class wise attendance, Punctuality, Q & A, Practical Exercise.

Module-06: Safety, Hygiene, Nutrition and Deserter Management

Total Number of Session :	04 (9.30-14.00)
Session Hour :	01
Area of Lecture :	<ul style="list-style-type: none">● Occupational Safety Practice in workplace.● Primary Health care.● Hygiene, Nutrition.● Deserter Management.
Speaker :	HOD of CPA & Guest Speaker
Evaluation :	Class wise attendance, Punctuality, Exercise.

Module-07: Department wise Specialized Training

Total Number of Session :	40 (9.30-14.00; 10 working days)
Session Hour :	Flexible
Training Place :	Concerned Department

Area of Lecture, Practical Demonstration, Practice

- **Secretariats-**

- Secretariats matters
- Electronic and print media handling
- Board meeting arrange and placement of issue

- **Security**

- Existing security system of CPA
- ISPS Code and awareness of security duties (both Security and Non-security personnel)
- Access control system, Contiguous zone security, Ship-Shore interface, materials handling
- Maritime security exercise
- Fast Aid and Fire Fighting training
- Security personnel Shotgun training
- Ansar port duty training

- **Marine-**

- Marine Service Management- Safe Mooring, Ship Handling, Navigation
- VTMIS operation training
- Radio controlling training
- Wireless communication support training

- **Traffic-**

- Port operation and Port management
- TOS operation, Billing and MIS
- Methodology of investigation
- IMDG cargo/container handling
- Service rules, manners and etiquette, secretarial instructions

- **Engineering-**

- DPP
- Cost Estimation
- Analysis



- **Accounts & Finance-**
 - Financial rules and regulations
 - Financial statement analysis
 - Advance Microsoft Excel
 - Pension and GPF
 - PPA-2006 and PPR-2008
- **Electrical-**
 - H.T. and L.T. electrical network of CPA
 - 33/11KV transformation system
 - High mast lighting system
 - Different types of electrical loads
 - Reefer power supply system
 - Utility support
 - Generator
 - Telephone network system
 - TOS
- **Mechanical-**
 - Container handling equipment maintenance
 - Store management
 - PLC training
 - Advanced welding training
 - Underground fuel tank safety and maintenance
 - Equipment allocation system
- **Medical-**
 - Hospital Management
 - Medicine Purchases
 - Outdoor and Indoor patient management
- **Audit-**
 - PPR-2008
 - CPA tariff schedule
 - General financial rules
 - Treasury rules
- **Store-**
 - Store Inventory Management.
 - PPA-2006, PPR-2008

- **Marine Workshop-**
 - Different types of metal fabricating machine training
 - Store management
 - PLC training
 - Advanced welding training
- **Hydrography-**
 - Survey
 - Mapping
 - Dredging
 - Tide schedule
- **Planning-**
 - DPP
 - Project Management
 - Development planning
- **Computer Center-**
 - Personnel management information system(PMIS)
 - Budget monitoring system
 - House allotment system
 - Central inventory management system
 - e-GP
 - e-File/ d-File
 - Cyber security
 - Letter tracking
- **Land-**
 - RTK GPS system training
 - GIS
 - AutoCAD Training
 - Total station training
 - CPA land management
 - Lend acquisition
 - Lend leasing, licensing and agreement renewing

: Senior Staff of CPA & Guest Speaker

: Class wise attendance, Punctuality, Q & A.

Foundation Course

(For Staff)

Objectives : The objectives of the course are to familiarize the participants with the management of CPA, service rules and other rules related to CPA, different aspects and procedures of personnel and office management, financial rules & regulations etc.

For whom : Staff of CPA (Grade 10 to 20)
Duration : 20 working days(80 hours)
Date (Tentative) : 01/8-01 September, 01-29 October, 01-30 December, 01-29 January, 02-31 March, 04-29 May.
Number of course : 06 (Six)
Number of participants : 30
Teaching Methodology : Class Lecture and Group Discussion
Operational Area visit

Course Plan:

Module-01: CPA History, Familiarization and Function of Several Departments

Total Number of Session : 04 (9.30-14.00)
Session Hour : 01
Speaker : Senior Staff of CPA
Evaluation : Class wise attendance, Punctuality, Q & A.

Module-02: CPA Act-1991, 2022, Government Service Rules

Total Number of Session : 08 (9.30-14.00; 2 working days)
Session Hour : 01
Area of Lecture : ● CPA ACT-1991, 2022
● Probidhanmala
● The Government Service Rule- 1979, 2018, 2019;
● Prescribed Leave Rules-1959
● ACR
Speaker : HOD of CPA & Guest Speaker
Evaluation : Class wise attendance, Punctuality, Q & A.

Module-03: Ethics for Government Employees

Total Number of Session	:	08 (9.30-14.00; 2 working days)
Session Hour	:	01
Area of Lecture	:	<ul style="list-style-type: none">● Constitutional Obligation;● Manner, Etiquettes, Attitudes, Morals and Dress Code;● Changing Mind and loyalty● Religious Values in Combating Corruption● Empathy Building● Social Accountability Tools: RTI, CC, GRS, APA & NIS
Speaker	:	Senior Staff of CPA & Guest Speaker
Evaluation	:	Class wise attendance, Punctuality, Exercise.

Module-04: Smart Office Management

Total Number of Session	:	08 (9.30-14.00; 2 working days)
Session Hour	:	01
Area of Lecture	:	<ul style="list-style-type: none">● File and Record Management as per Secretariat Instructions● Preparing Draft, Writing Note & Summary● Forms of Written Communication (Official Letter, DO and Office Memorandum)● Conducting Meeting, Preparing Working Paper and Writing Minutes● Office Inspection● Seniority Rules & Criteria for Promotion● D-Nothi: Introduction, Application & Maintenance● Unicode: Bangla Typing, Blind Typing practice (Bangla & English)● প্রমিত বাংলা বানান রীতি● দার্শনিক কাজে ব্যবহারিক বাংলা
Speaker	:	Senior Staff of CPA & Guest Speaker
Evaluation	:	Class wise attendance, Punctuality, Q & A.

Module-05: Financial Rules & Procedure

Total Number of Session :	08 (9.30-14.00; 2 working days)
Session Hour :	01
Area of Lecture :	<ul style="list-style-type: none">● General Financial Rules● TA & DA Rules (with exercise)● Pension and Gratuity● Annual Procurement Plan (APP)● Public Procurement Emphasizing on e-GP● Audit, Audit Objections and Settlement Procedure● Budgetary Process in Bangladesh Using MTBF● Overview on PPA 2005 & PPA 2008● Public Procurement Emphasizing on e-GP● Project Management and Project Cycle● Delegation of Financial Power● Store Management
Speaker :	Senior Staff of CPA & Guest Speaker
Evaluation :	Class wise attendance, Punctuality, Q & A, Practical Exercise.

Module-06: Safety, Hygiene, Nutrition and Deserter Management

Total Number of Session :	04 (9.30-14.00)
Session Hour :	01
Area of Lecture :	<ul style="list-style-type: none">● Occupational Safety Practice in workplace.● Primary Health care.● Hygiene, Nutrition.● Deserter Management.
Speaker :	HOD of CPA & Guest Speaker
Evaluation :	Class wise attendance, Punctuality, Exercise.

Module-07: Department wise Specialized Training

Total Number of Session :	40 (9.30-14.00; 10 working days)
Session Hour :	Flexible
Training Place :	Concerned Department

Area of Lecture, Practical Demonstration, Practice

- **Secretariats-**

- Secretariats matters
- Electronic and print media handling
- Board meeting arrange and placement of issue

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- Existing security system of CPA
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- Maritime security exercise
- Fast Aid and Fire Fighting training
- Security personnel Shotgun training
- Ansar port duty training

- **Marine-**

- Marine Service Management- Safe Mooring, Ship Handling, Navigation
- VTMIS operation training
- Radio controlling training
- Wireless communication support training

- **Traffic-**

- Port operation and Port management
- TOS operation, Billing and MIS
- Methodology of investigation
- IMDG cargo/container handling
- Service rules, manners and etiquette, secretarial instructions

- **Engineering-**

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- Cost Estimation
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 - General financial rules
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 - Store Inventory Management.
 - PPA-2006, PPR-2008

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 - Budget monitoring system
 - House allotment system
 - Central inventory management system
 - e-GP
 - e-File/ d-File
 - Cyber security
 - Letter tracking
- **Land-**
 - RTK GPS system training
 - GIS
 - AutoCAD Training
 - Total station training
 - CPA land management
 - Land acquisition
 - Land leasing, licensing and agreement renewing

:

 Senior Staff of CPA & Guest Speaker

:

 Class wise attendance, Punctuality, Q & A.

Occupational Safety & FIRST AID

(For Staff)

Objectives :

First Aid is an emergency care or treatment given to any casualty or any disease condition on the spot & without delay. After successful completion of the course the participants will be able to manage the patient until such time when a doctor is available in case of bleeding, burn, shock, drowning, heat injury, cold injury, chest pain, poisoning etc. Besides, it will also help to create awareness on occupational hazards/ accidents particularly in port operational area.

For Whom : Staff of CPA

Course Contents :

- Importance of First Aid.
- The value of First Aid training.
- General principles in First Aid.
- First Aid Tools
- Rescue.
- Cardio-pulmonary resuscitation (CPR).
- Chemical-induced disturbances of consciousness, convulsion.
- Chemical-induced Bleeding, Burning shock, drowning, heat injury, chest injury.
- Poisoning.
- Occupational Hazards/ Accidents/ Diseases in port operational area.

Duration : 05 working days.

Date (Tentative) : 06-10 October, 2024

Number of course : 01 (One)

Number of participants : 20

Teaching Methodology :

- Class Lecture and Discussion
- Practical.

FIRE FIGHTING

(For Officers)

Objectives :

The objectives of the course are to familiarize the participants with the classification and cause of fire, acknowledged them with the first hand knowledge on how to prevent, control fire and use of fire extinguisher including other modern equipment and appliances.

For whom : CPA Officers.

Course Contents :

- Classification of fire.
- Causes of fire at key/vulnerable points.
- Preventive measures.
- Immediate action on fire hazard.
- Precautionary measures on fire hazard.
- Fire Fighting appliances/equipment.
- Uses of fire extinguisher.
- Emergency rescue.
- Evacuation.

Duration : 05 working days

Date (Tentative) : 03-07 November, 2024

Number of course : 01 (One)

Number of Participants : 30

Teaching Methodology :

- Class Lecture and Discussion
- Drill & Exercise.

FIRE FIGHTING

(For Staff)

Objectives : The objectives of the course are to familiarize the participants with the classification and cause of fire, acknowledged them with the first hand knowledge on how to prevent, control fire and use of fire extinguisher including other modern equipment and appliances.

For whom : Staff of CPA.

Course Contents :

- Classification of fire.
- Causes of fire at key/vulnerable points.
- Preventive measures.
- Immediate action on fire hazard.
- Precautionary measures on fire hazard.
- Fire fighting appliances/equipment.
- Uses of fire extinguisher.
- Emergency rescue.
- Evacuation.

Duration : 05 working days

Date (Tentative) : 04-08 August, 01-05 September, 06-10 October, 01-05 December/2024, 05-09 January, 09-13 February, 09-13 March, 20-24 April/2025.

Number of course : 08 (Eight)

Number of Participants : 30

Teaching Methodology :

- Class Lecture and Discussion
- Drill & Exercise.

ISPS Code

(For Security Personnel)

Objectives : The course intends to revision of the security related rules and regulations in general and ISPS Code in particular.

For whom : Officials of Security departments of CPA.

Course Contents :

- KPI Regulation 2013
- ISPS Code
- The Chittagong Port Entry into Protected area Act 1948, Rules 1968
- Crowed Management
- Testing, calibration and maintenance of security equipment.
- Security related communication

Duration : 2 (Two) Working days

Date (Tentative) : 04-05 August, 18-19 August, 22-23 September, 15-16 October, 19-20 November, 10-11 December/2024, 26-27 January, 16-17 February, 23-24 March, 06-07 April, 18-19 May, 01-02 June/2025.

Number of course : 12 (Twelve)

Number of participants : 50

Teaching Methodology : Class Lecture and Discussion

ISPS Code

(For Non-Security Personnel)

Objectives : The course intends to revision of the security related rules and regulations in general and ISPS Code in particular.

For whom : Officials of all departments of CPA

Course Contents : ● KPI Regulation 2013
● ISPS Code
● The Chittagong Port Entry into Protected area Act 1948, Rules 1968
● Crowed Management
● Testing, calibration and maintenance of security equipment.
● Security related communication

Duration : 02 (Two) Working days

Date (Tentative) : 11-12 September/2024, 05-06 February/2025

Number of course : 02 (Two)

Number of participants : 30

Teaching Methodology : Class Lecture and Discussion

Safety Induction Course

(For Dock Workers)

Objectives : To Increase the safety culture of the dock-workers at the Chittagong port.

For whom : All categories of blue color officials employed by the Berth Operators (Supervisor, Lashing men, Hatch Men, Crane/equipment operator, Tally Clerk etc.)

Course Contents : ● What are safety/ safety culture and importance of having same?
● List of Risk items when working in a port environment
● Basic safety training, items and use of PPE
● Interactive questions and answers

Duration : 01 (One) Day

Date (Tentative) : 15th October, 12th January, 15th May

Number of Course : 03 (Three)

Number of Participants : 100

Teaching Methodology : Lecture
Multimedia Presentation
Video Show
Displays and Posters etc.

Financial Rules and Regulations of CPA

Objectives : To improve participants' knowledge and skill about the basic matters and rules & regulations related to financial management of CPA.

For whom : Staff - All Departments of CPA.

Course Contents : ● Important aspects of Financial Rules
● Budget Estimate & approval procedure
● Rules relating to TA & DA
● Salary & allowances
● Pension & Gratuity Rules
● Impress
● General Provident Fund, Benevolent Fund and Group Insurance Rules etc.
● Auditing System Rising of Audit Objection and its Disposal.

Duration : 05 (Five) Days

Date (Tentative) : 22-29 December, 2024

Number of Courses : 01(One)

Number of Participants : 20

Teaching Methodology : Class lecture (Multimedia Presentation)
Group Exercise
Case study

WORKSHOP ON APA

Cyber Security Awareness Workshop

Objectives : Security awareness training is the process of educating people to understand, identify, and avoid cyber threats. The ultimate goal is to prevent or mitigate harm to both the organization and its employees and reduce human cyber risk.

For Whom : Officers & Staffs of CPA

Course Contents :

- Threat intelligence
- Social engineering
- Passphrases management
- Phishing awareness
- Malware
- Mobile device security
- Cloud security
- Data protection
- Incident response
- Continuous learning

Duration : Throughout the day

Date (Tentative) : Within 2024-2025 Fiscal Year

Number of Workshop : 04(Four) .

Number of Participant : 30 (Thirty)

Teaching Methodology : Class Lecture and Discussion
Practical Demonstration.
Individual & Group Exercise.

Facilities : Multimedia & OHP presentation system.

Workshop on 4IR

Objectives : A Workshop on the Fourth Industrial Revolution (4IR) typically has several objectives aimed at educating, engaging, and empowering participants to understand and harness the potential of 4IR technologies and trends. The Fourth Industrial Revolution refers to the ongoing transformation of traditional industries through digitalization, automation, artificial intelligence, and other advanced technologies. The objective of a Workshop on the Fourth Industrial Revolution is to empower individuals and organizations to adapt, thrive, and contribute positively to the ongoing transformation of industries and society driven by advanced technologies.

For Whom : Officers & Staffs of CPA

Course Contents :

- Introduction to the Fourth Industrial Revolution (4IR)
- Previous Industrial Revolutions (1st, 2nd, 3rd)
- Technologies behind the 4th Industrial Revolution (Artificial Intelligence, IoT, Robotics, 3D Printing, Block Chain, VR and Augmented Reality etc.)
- Smart Bangladesh and 4th Industrial Revolution
- Prospects of 4IR Technology in Port.
- Challenges
- Initiatives to overcome the challenges.

Duration : Throughout the day

Date (Tentative) : Within 2024-2025 Fiscal Year

Number of Workshop : 04(Four) .

Number of Participant : 30 (Thirty)

Teaching Methodology : Class Lecture and Discussion
Practical Demonstration.
Individual & Group Exercise.

Facilities : Multimedia & OHP presentation system.

PPR-2008 Workshop

Objectives : To Impart & sound understanding on PPR-2008.

For Whom : Officers & Staff of CPA

Course Contents :

- Over view of PPA,2006 and PPR,2008
- Procurement cycle steps- in Public Procurement
- Procurement Related Committees; TOC, TEC etc
- Procurements methods for Goods and Works
- JVCA, Standard Procurement Related Documents
- Bill of quantities, GCC and PCC; Example- Evaluation of Tenders
- Procurements of low value Works introducing PW1 and PW2A, PW2B
- Overview of e-GP System, Role of Administrator
- Overview of e-GP Web Application/Web Site/Portal
- Overview of User Dashboard, APP Creation, APP Package Approval/Publish/Edit/Search
- Tender preparation, cost estimation, tender notice
- Overview of Evaluation committee, opening committee, subcommittees etc.
- Preparation and Submission of Tender
- Deposit performance security, contract signing
- Practical session.

Duration : Throughout the day

Date (Tentative) : Within 2024-2025 Fiscal Year

Number of Workshop : 02(Two)

Number of Participant : 30 (Thirty)

Teaching Methodology :

- Class Lecture and Discussion
- Practical Demonstration.
- Individual & Group Exercise.

Facilities :

- Multimedia & OHP presentation system.

TECHNICAL COURSE

COURSE ON d-FILE SYSTEM

(For Officer)

Objective : Ensuring convenience to citizens through faster movement of files and documents through different layers of CPA offices, improving service delivery and ensuring accountability.

For Whom : Officers of CPA

Course contents :

- Dak Upload, Application Trucking, Memo print, Registration Book, Maintain of draft dak.
- Dak forward, Dak Trucking, settlement of dak.
- Preparation of Nothi, Types of Nothi, Approved the nothi,
- Edit previous Nothi, To write paragraph. Submit the dak
- Preparation of Nothi, Types of Nothi, Approved the nothi,
- Edit previous Nothi, To write paragraph. Submit the dak.
- Attached document with note sheet.
- Prepare draft letter, Edit letter & circulation of letter.
- Nothi Closing, OCR, Voice Typing, Clone document and Storage Management
- Dash Board, Mobile Apps.

Duration : 05(Five) Working days

Date (Tentative) : 04-08 August, 02-06 February/2025

Number of Courses : 02 (Two)

Number of Participant : 20(Twenty Five)in each course

Teaching Methodology :

- Class Lecture and Discussion
- Practical Demonstration
- Individual & Group Exercise

Facilities : Multimedia & OHP presentation system

COURSE ON d-FILE SYSTEM

(For Staff)

Objective : Ensuring convenience to citizens through faster movement of files and documents through different layers of CPA offices, improving service delivery and ensuring accountability.

For Whom : For Staff .

Course contents :

- Dak Upload, Application Trucking, Memo print, Registration Book, Maintain of draft dak.
- Dak forward, Dak Trucking, settlement of dak.
- Preparation of Nothi, Types of Nothi, Approved the nothi,
- Edit previous Nothi, To write paragraph. Submit the dak
- Preparation of Nothi, Types of Nothi, Approved the nothi,
- Edit previous Nothi, To write paragraph. Submit the dak.
- Attached document with note sheet.
- Prepare draft letter, Edit letter & circulation of letter.
- Nothi Closing, OCR, Voice Typing, Clone document and Storage Management
- Dash Board, Mobile Apps.

Duration : 05 (Five) Working days

Date (Tentative) : 07-12 July, 18-22 August, 08-12 September, 06-10 October, 10-14 November, 01-05 December/2024, 12-16 January, 09-13 February, 02-06 March, 20-24 April, 18-22 May, 01-05 June/2025

Number of Courses : 12 (Twelve)

Number of Participant : 20(Twenty Five)in each course

Teaching Methodology :

- Class Lecture and Discussion
- Practical Demonstration
- Individual & Group Exercise

Facilities : Multimedia & OHP presentation system

VHF RADIO EQUIPMENT OPERATION COURSE

Objectives : At the end of the course the participants will acquire knowledge for developing communication skill in conversation, maintenance & servicing of the VHF equipment effectively.

For whom : Employees of Marine , Security, Traffic, Medical, Electrical & Mechanical, Hydrography, Marine engineering Department dealing with radio communication.

Course Contents :

- Classification of Radio Waves, Radio waves and its transmission and reception, Frequency, Time period, Amplitude, Modulation, Demodulation, Side Bands, Channel Distress Frequency, Distress Signal.
- Different types of Radio communication, Radio Telegraphy , Radio Telephony, Simplex & Duplex, R PTR.
- Radio Transmitter and Radio receiver, Operation procedure of VHF equipment.
- Radio communication and its characteristics, Effective Communication and Barriers of Communication.
- Radio Communication network of Chittagong Port .
- Phonetic Alphabet and speaking procedure.
- Volume Squalach, Dual watch, Base, Mobile , Handy Talkie Antenna.
- Battery charging & its maintenance.
- Stand by Battery & instant supply.
- Super heterodyne Radio receiver and its application in Radio Communication.

Duration : 03 (Three) working days.

Date (Tentative) : 05-07 January, 2025

Number of Courses : 01 (One).

Number of Participant : 20 (Twenty)

Teaching Methodology :

- Class Lectures and Discussion
- Practical Demonstration.
- Individual & Group Exercise.

Facilities : Multimedia & OHP presentation system.

FOUNDATION COURSE FOR ECM DRIVERS

Objectives : To impart a thorough general knowledge and technical competence in all aspects of the functioning, repair maintenance of motor vehicles and various cargo handling equipment.

For whom : ECM Drivers.

Course Contents :

- Duties and Responsibilities of ECM Drivers.
- Measuring Tools and Hand Tools.
- Lubricants and Lubrications.
- General idea on equipment components.
- Engine components & trouble shooting.
- Hydraulic system & trouble shooting.
- Transmission system & trouble shooting.
- Operational procedures.
- Operation of switches and control.
- Check point.
- Various Cargo Handling equipment and its operation.
- Loading and Unloading procedures.
- Traffic Rules and signals.
- Preventive maintenance.
- Engine Overhauling (sequence of dismantling, sequence of re-assembling and trail run procedure).
- Safety Rules and Personal Protective Equipment.

Duration : 05 (Five) working days.

Date (Tentative) : 06-10 April, 2025.

Number of Courses : 01(One) .

Number of Participant : 15 (Fifteen)

Teaching Methodology :

- Class Lecture and Discussion
- Practical Demonstration.
- Individual & Group Exercise.

Facilities : Multimedia & OHP presentation system

Advanced Electrical Maintenance Course

Objectives : At the end of course the participants will be able to, understand electricity and its uses, identify electrical machines and their components, maintenance functions of the electrical installations of Chittagong Port Authority.

For whom : Mistry ,Skilled I & II of electrical personnel.

Course Contents :

- Electricity. Maintenance and its functions.
- Different types of maintenance.
- Maintenance of electrical installations of CPA.
- Principles of generation of electricity.
- Tool used for maintenance work.
- Ohm's law, Kirchhoff's law, electrical circuits and wiring.
- switch gears, common electrical faults.
- Safety practices.
- Benefits of maintenance.

Duration : 05 (Five) working days.

Number of Course : 03 (Three)

Date (Tentative) : 01-05 September, 03-07 Novemmmber, 2024, 04-08 May/2025

Number of Participant : 20 (Twenty)

Teaching Methodology :

- Class Lecture and Discussion
- Practical Demonstration.
- Individual & Group Exercise.

Facilities : Multimedia & OHP presentation system.

Advance Mechanical Maintenance course

Objective : To impart a sound understanding of the construction and functioning of mobile plant and equipment and competence in maintenance under skilled supervision.

For Whom : Mechanic Grade I, II, III and Mechanical khalashi of mechanical workshop of CPA, MPA and ICD/Off dock.

Course Contents :

- Hand Tools
- Measuring Tools
- Lubricants & Lubrication.
- Engine
- Preventative Maintenance.
- Auto Electricity.
- Welding.
- Safety Procedure.
- House Keeping.
- Engine Overhauling (Practical).

Duration : 05(Five) Working days

Date (Tentative) : 02-06 March/2025

Number of Courses : 01(one)

Number of Participant : 20 (Twenty)

Teaching Methodology :

- Class Lecture and Discussion
- Practical Demonstration
- Individual & Group Exercise

Facilities : Multimedia & OHP presentation system

Terminal Management System (TOS)

Objectives : To get a comprehensive overview of the managerial aspects of modern ports with special focus on the technical management.

For Whom : Officers & Staff of CPA

Course Contents : ● CTMS Administration (Hardware, Software & network etc.)
● EDI Module, Ship, planning & Operation Modules.
● Yard Planning & Operation Modules.
● Warehouse Management Module
● Labour Module.
● Container Handling Equipment, Billing Modules & Online Billing.
● Marine Operation Module (Stakeholders & their Functions, Related Act/Rules/Manuals, Berthing Systems & Billing etc.)
● Gate Operation Modules.

Duration : 10 (Ten) Working days

Date (Tentative) : 20-31 October, 2024.

Number of Courses : 01 (Two)

Number of Participant : 25 (Twenty Five)

Teaching Methodology : ● Class Lecture and Discussion
● Practical Demonstration
● Individual & Group Exercise
● Case Study

Facilities : Multimedia & OHP presentation system

Workshop on Handling of Dangerous Goods.

Objective : To enhance the safe transport of dangerous goods while facilitating the free unrestricted movement of goods.

For Whom : Staff & Officers of Traffic and Security Department.

Course Contents :

- Over view of IMDG Code, Dangerous goods declaration.
- Classify dangerous goods and Identify PSNs of dangerous goods.
- Pack dangerous Goods in packages.
- Mark, label or placard Dangerous Goods.
- Pack and unpack cargo transport units.
- Storage and handling of Dangerous goods at port.
- Prepare transport documents for Dangerous Goods.
- Offer Dangerous goods for transport.
- Accept Dangerous Goods in Transport.
- Handle Dangerous Goods in Transport.
- Prepare Dangerous Goods loading and Stowage plans.
- Load and unload Dangerous Goods into or from ships.
- Recommendations on the safe Transport of dangerous cargoes.
- Emergency Response plan & MFAG.

Duration : 02 Working days.

Date : 13-14 November 2024, 18-19 February, 2025

Number of Courses : 02(Two)

Number of Participants : 30(Thirty)

Teaching Methodology :

- Class Lecture and Discussion.
- Practical Demonstration.
- Individual & Group Exercise.

e-GP Courses

Objective : To impart a sound understanding on e-GP.

For Whom : Officers & Staff of CPA

Course Contents : ● Over view of PPA,2006 and PPR,2008
● Procurement cycle steps- in Public Procurement
● Procurement Related Committees; TOC, TEC etc
● Procurements methods for Goods and Works
● JVCA, Standard Procurement Related Documents
● Bill of quantities, GCC and PCC; Example- Evaluation of Tenders
● Procurements of low value Works introducing PW1 and PW2A, PW2B
● Overview of e-GP System, Role of Administrator
● Overview of e-GP Web Application/Web Site/Portal
● Overview of User Dashboard, APP Creation, APP Package Approval/Publish/Edit/Search
● Tender preparation, cost estimation, tender notice
● Overview of Evaluation committee, opening committee, Technical sub-committees etc.
● Contract signing
● Practical session.

Duration : 05(Five) Working days

Date (Tentative) : 22-26 September, 08-12 December/2024, 09-13 March, 11-15 May

Number of Courses : 04(Four)

Number of Participant : 20 (Twenty)

Teaching Methodology : ● Class Lecture and Discussion
● Practical Demonstration
● Individual & Group Exercise
● Case Study

Facilities : Multimedia & OHP presentation system

Utility Support System Maintenance Training

Objectives : At the end of course the participants will be able to understand basic of Electromechanical (Air Conditioning System), Intercom system, Water Treatment Plant and Water Supply System, Household Electric wiring and Gas Supply installations as well as maintenance of Chittagong Port Authority. The aim of this course is to skilled up CPA personnel for verious sector of activicice

For Whom : Mistry , Skilled I & II of electrical personnel.

Course Contents :

- Electricity. Maintenance and its functions.
- Different types of maintenance.
- Maintenance of electrical installations of CPA.
- Principle of Air Conditioning System and its maintenance
- Water Treatment Plant and Water Supply System maintenance
- Principle of CPA Intercom system and its maintenance
- Gas Supply System installations as well as maintenance
- Safety practices.
- Benefits of maintenance.

Duration : 05 (Five) working days.

Number of Course : 02 (Two)

Date (Tentative) : 27-31 October, 19-23 January/2025

Number of Participant : 20 (Twenty) .

Teaching Methodology : Class Lecture and Discussion

Practical Demonstration.

Individual & Group Exercise.

Facilities : Multimedia & OHP presentation system.

COURSE ON RUBBER TYRED GANTRY CRANE(RTG) OPERATION BY SIMULATOR

Objectives :

To gain understanding of safe operation of RTG equipment and handling of containers, to have necessary knowledge of handling of containers, to have necessary knowledge of system, components, functions, to have knowledge of common faults of the real equipment that can be happened during operation through simulation.

For whom

: Junior Operator, Sr. Operator, Master Operator, Gantry Master, ECM Operator of CPA & MPA, ICD/Off Dock Operator and Others who are interested and eligible.

Course contents :

Simulator Overview

- Student station-
- Main display
- Audio(Volume)
- Motion System
- Retractable Stairs
- Seat control
- Control Consoles for RTG
- Move Order(RTG)
- Intercom
- Motion Control

Instructor Operator Station(IOS)-

- IOS Display & Mimic Panel
- SID(Situation Display) & Controls(Joystick)
- Student Camera
- Intercom
- Motion Emergency stop.

System Startup Procedure-

- Initial Startup
- Verification of Visual Startup

Troubleshooting locked systems

Starting and Shutting down Visual Display.

IOS Launcher

Twin-Lift Controls

Auto Park

Trim controls

Introduction to Scenario Design.

Creating a Scenario-

Opening the Scenario Editor
Simulated Training Arena.
Loads & Traffic Toolbar.
Scenario Creation Cursor.
Placing the crane.

Container Tab-

Adding a container stack
Modifying a Container stack
Configuring Containers
Adding faults
Changing Weights/Balances.
Adding Vehicles
Adding Waypoints
Cargo list
Container Ship Configuration
General cargo and general cargo ships & feeder ship.

Scenario Building for RTG**Advanced scenario Building for RTG****Scenario Editing for RTG****Weather Condition for RTG****Practice, Practice & Practice.**

Duration : 10 (ten) days

Number of Course per Year : 06 (Six).

Date (Tentative) : 01-14 August, 01-12 September, 03-14 November, 02-13 February, 02-13 March, 04-15 May, 2025

Number of Participants per Course : 08

Qualification of the Participant : (i) SSC/Equivalent with basic Computer knowledge.
(ii) Candidate should not have height phobia.
(iii) Height minimum 5'-4", Chest mini 30"(Normal) 32"(expansion) with sound health and eye vision.

Teaching Methodology : Class Lecture and Discussion
Practical Demonstrations
Individual Exercise.

Evaluation : Practical Test (For 30 Min) 100 Marks.

Course Fee : Free for CPA Participants.
Tk. 10,000/- (Ten Thousand) per participant for other Participants.

COURSE ON STRADDLE CARRIER (SC) OPERATION BY SIMULATOR

Objectives : To gain understanding of safe operation of SC equipment and handling of containers, to have necessary knowledge of handling of containers, to have necessary knowledge of system, components, functions, to have knowledge of common faults of the real equipment that can be happened during operation through simulation.

For whom : Junior Operator, Sr. Operator, Master Operator, Gantry Master, ECM Operator of CPA & MPA, ICD/Off Dock Operator and Others who are interested and eligible.

Course contents :

- Simulator Overview**
 - Student station-
 - Main display
 - Audio(Volume)
 - Motion System
 - Retractable Stairs
 - Seat control
 - Control Consoles for SC
 - Intercom
 - Motion Control
- Instructor Operator Station(IOS)-**
 - IOS Display & Mimic Panel
 - SID(Situation Display) & Controls(Joystick)
 - Student Camera
 - Intercom
 - Motion Emergency stop.
- System Startup Procedure-**
 - Initial Startup
 - Verification of Visual Startup
- Troubleshooting locked systems**
- Starting and Shutting down Visual Display.**
- IOS Launcher**
- Twin-Lift Controls**
- Auto Park**
- Trim controls**
- Introduction to Scenario Design.**

Creating a Scenario-

- Opening the Scenario Editor
- Simulated Training Arena.
- Loads & Traffic Toolbar.
- Scenario Creation Cursor.
- Placing the crane.

Container Tab-

- Adding a container stack
- Modifying a Container stack
- Configuring Containers
- Adding faults
- Changing Weights/Balances.
- Adding Vehicles
- Adding Waypoints
- Cargo list
- Container Ship Configuration
- General cargo and general cargo ships & feeder ship.

Scenario Building for SC.

Advanced scenario Building for SC.

Scenario Editing for SC.

Weather Condition for SC.

Practice, Practice & Practice.

Duration	: 10 (ten) days
Number of Course per Year	: 06 (Six).
Date (Tentative)	: 14-28 July, 06-20 October, 01-12 December, 12-23 January, 06-20 April, 18-29 May/2025.
Number of Participants per Course	: 08
Qualification of the Participant	: (i) SSC/Equivalent with basic Computer knowledge. (ii) Candidate should not have height phobia. (iii) Height minimum 5'-4", Chest mini 30"(Normal) 32"(expansion) with sound health and eye vision
Teaching Methodology	: Class Lecture and Discussion Practical Demonstrations Individual Exercise.
Evaluation	: Practical Test (For 30 Min) 100 Marks.
Course Fee	: Free for CPA Participants. Tk. 10,000/- (Ten Thousand) per participant for other Participants.

COURSE ON FORKLIFT (FLT) OPERATION BY FULL MISSION SIMULATOR

Objectives : To gain understanding of safe operation of FLT equipment and handling of cargo, to have necessary knowledge of handling cargo, to have necessary knowledge of system, components, functions, to have knowledge of common faults of the real equipment that can be happened during operation through simulation.

For whom : Junior Operator, Sr. Operator, Master Operator, Gantry Master, ECM Operator of CPA & MPA, ICD/Off Dock Operator and Others who are interested and eligible.

Course Contents : Full Mission Simulator Overview

Student Station-

- Main display
- Audio(Volume)
- Motion System
- Seat control
- Control Consoles for FLT
- IR (Infared Sensor)
- HMI(Human Machine Interface)
- LMI(Load Moment Indicator)
- CameraView for FLT
- Intercom
- Motion Switch
- VR Goggles

Instructor Operator Station(IOS)-

- IOS Display, Mimic Panel & Controls(Joystick)
- Host Computer
- Closed Circuit Camera Display
- AAR (After Action Review) & Controls(Joystick)
- Intercom
- Motion / VR Switch.

System Startup Procedure-

- Initial Startup
- Verification of Visual Startup

Troubleshooting locked systems
Starting and Shutting down Visual Display.
IOS Launcher

Steering Wheel Control

- Steering Wheel
- Direction Control Lever
- Start Engine Switch
- Parking Brake
- Front work light switch
- Rear work light switch
- Pedal assembly (Accelerator, Brake Pedal)

Right Console Control

- Fork Lower/Raise
- Tilt Forward/Backward
- Shift Left/Right.

Introduction to Scenario Design.

Creating a Scenario-

- Opening the Scenario Editor
- Simulated Training Arena.
- Loads & Traffic Toolbar.
- Scenario Creation Cursor.
- Placing the Crane/Vehicles/Ships.

Container Tab-

- Adding a container stack
- Modifying a Container stack
- Configuring Containers
- Adding faults
- Changing Weights/Balances.
- Adding Vehicles
- Adding Waypoints
- Cargo list
- Container Ship Configuration
- General cargo and general cargo ships & feeder ship.

Scenario Building for FLT

Advanced scenario Building for FLT

Scenario Editing for FLT

Weather Condition for FLT

Practice, Practice & Practice.

Duration : 10 (Ten) days

Number of Course per Year : 06 (Six).

Date (Tentative) : 21-01 July, 01-12 September, 06-20 October, 15-30 December, 02-13 February, 15-28 April/2025

Number of Participants per Course : 10

Qualification of the Participant : (i) SSC/Equivalent with basic Computer knowledge.
(ii) Candidate should not have height phobia.
(iii) Height minimum 5'-4", Chest mini 30"(Normal) 32"(expansion) with sound health and eye vision.

Teaching Methodology : Class Lecture and Discussion
Practical Demonstrations
Individual Exercise.

Evaluation : Practical Test (For 30 Min) 100 Marks.

Course Fee : Free for CPA Participants.
Tk. 10,000/- (Ten Thousand) per for other participant.

COURSE ON REACH STACKER (RST) OPERATION BY FULL MISSION SIMULATOR

Objectives :	To gain understanding of safe operation of RST equipment and handling of containers, to have necessary knowledge of handling containers, to have necessary knowledge of system, components, functions, to have knowledge of common faults of the real equipment that can be happened during operation through simulation.
For whom	: Junior Operator, Sr. Operator, Master Operator, Gantry Master, ECM Operator of CPA & MPA, ICD/Off Dock Operator and Others who are interested and eligible.

Course Contents : Full Mission Simulator Overview

Student Station-

- Main display
- Audio(Volume)
- Motion System
- Seat control
- Control Consoles for RST
- IR (Infared Sensor)
- HMI(Human Machine Interface)
- LMI(Load Moment Indicator)
- CameraView for RST
- Intercom
- Motion Switch
- VR Goggles

Instructor Operator Station(IOS)-

- IOS Display, Mimic Panel & Controls(Joystick)
- Host Computer
- Closed Circuit Camera Display
- AAR (After Action Review) & Controls(Joystick)
- Intercom
- Motion / VR Switch.

System Startup Procedure-

- Initial Startup
- Verification of Visual Startup

Troubleshooting locked systems

Starting and Shutting down Visual Display.

IOS Launcher

Steering Wheel Control

Right Console Controls & Joystick Movement

Pedal Assembly

Introduction to Scenario Design. Creating a Scenario-

Opening the Scenario Editor
Simulated Training Arena.
Loads & Traffic Toolbar.
Scenario Creation Cursor.
Placing the Crane/Vehicle/Ships.

Container Tab-

Adding a container stack
Modifying a Container stack
Configuring Containers
Adding faults
Changing Weights/Balances.
Adding Vehicles
Adding Waypoints
Cargo list
Container Ship Configuration
General cargo and general cargo ships & feeder ship.

Scenario Building for RST Advanced scenario Building for RST Scenario Editing for RST Weather Condition for RST Practice, Practice & Practice.

Duration	: 10 (Ten) days
Number of Course per Year	: 03 (Three).
Date (Tentative)	: 04-18 August, 19-30 January, 09-23 March/2025
Number of Participants per Course	: 10
Qualification of the Participant	: (i) SSC/Equivalent with basic Computer knowledge. (ii) Candidate should not have height phobia. (iii) Height minimum 5'-4", Chest mini 30"(Normal) 32"(expansion) with sound health and eye vision.
Teaching Methodology	: Class Lecture and Discussion Practical Demonstrations Individual Exercise.
Evaluation	: Practical Test (For 30 Min) 100 Marks.
Course Fee	: Free for CPA Participants. Tk. 10,000/- (Ten Thousand) per for other Participant.

COURSE ON FULL CONTAINER HANDLER (FCH) OPERATION BY FULL MISSION SIMULATOR

Objectives : To gain understanding of safe operation of FCH equipment and handling of containers, to have necessary knowledge of handling containers, to have necessary knowledge of system, components, functions, to have knowledge of common faults of the real equipment that can be happened during operation through simulation.

For whom : Junior Operator, Sr. Operator, Master Operator, Gantry Master, ECM Operator of CPA & MPA, ICD/Off Dock Operator and Others who are interested and eligible.

Course Contents : Simulator Overview

Student Station-

- Main display
- Audio(Volume)
- Motion System
- Seat control
- Control Consoles for FCH
- IR (Infared Sensor)
- HMI(Human Machine Interface)
- LMI(Load Moment Indicator)
- CameraView for FCH
- Intercom
- Motion Switch
- VR Goggles

Instructor Operator Station(IOS)-

- IOS Display, Mimic Panel & Controls(Joystick)
- Host Computer
- Closed Circuit Camera Display
- AAR (After Action Review) & Controls(Joystick)
- Intercom
- Motion / VR Switch.

System Startup Procedure-

- Initial Startup
- Verification of Visual Startup

Troubleshooting locked systems

Starting and Shutting down Visual Display.

IOS Launcher

Steering Wheel Console

- Steering Wheel
- Gear Selected Lever
- Start Engine Switch



- Parking Brake
- Front/Rear Work Light Switch

Right Console Pedal Assembly

Introduction to Scenario Design.

Creating a Scenario-

- Opening the Scenario Editor
- Simulated Training Arena.
- Loads & Traffic Toolbar.
- Scenario Creation Cursor.
- Placing the crane.

Container Tab-

- Adding a container stack
- Modifying a Container stack
- Configuring Containers
- Adding faults
- Changing Weights/Balances.
- Adding Vehicles
- Adding Waypoints
- Cargo list
- Container Ship Configuration
- General cargo and general cargo ships & feeder ship.

Scenario Building for FCH

Advanced scenario Building for FCH

Scenario Editing for FCH.

Weather Condition for FCH.

Practice, Practice & Practice.

Duration : 10 (Ten) days

Number of Course per Year : 03 (Three).

Date (Tentative) : 15-29 September, 10-21 November, 11-22 May/2025

Number of Participants per Course : 10

Qualification of the Participant : (i) SSC/Equivalent with basic Computer knowledge.
(ii) Candidate should not have height phobia.
(iii) Height minimum 5'-4", Chest mini 30"(Normal)
32"(expansion) with sound health and eye vision.

Teaching Methodology : Class Lecture and Discussion
Practical Demonstrations
Individual Exercise.

Evaluation : Practical Test (For 30 Min) 100 Marks.

Course Fee : Free for CPA Participants.
Tk. 10,000/- (Ten Thousand) per for other Participant.

COURSE ON SHIP PEDESTAL (SP) OPERATION BY FULL MISSION SIMULATOR

Objectives :	To gain understanding of safe operation of SP equipment and handling of containers, to have necessary knowledge of handling containers, to have necessary knowledge of system, components, functions, to have knowledge of common faults of the real equipment that can be happened during operation through simulation.
For whom	: Junior Operator, Sr. Operator, Master Operator, Gantry Master, ECM Operator of CPA & MPA, ICD/Off Dock Operator and Others who are interested and eligible.

Course Contents : Simulator Overview

Student Station-

Main display
Audio(Volume)
Motion System
Seat control
Control Consoles for SP
IR (Infared Sensor)
HMI (Human Machine Interface)
LMI (Load Moment Indicator)
Camera View for SP
Intercom
Motion Switch
VR Goggles

Instructor Operator Station(IOS)-

IOS Display, Mimic Panel & Controls(Joystick)
Host Computer
Closed Circuit Camera Display
AAR (After Action Review) & Controls(Joystick)
Intercom
Motion / VR Switch.

System Startup Procedure-

Initial Startup
Verification of Visual Startup

Troubleshooting locked systems

Starting and Shutting down Visual Display.

IOS Launcher

Left Console

- Left Joystick Movement
- Safety Lever



Right Console

- Right Joystick Movement
- Forward console controls
- Rear console controls.

Introduction to Scenario Design.

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Container Tab-

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- Modifying a Container stack
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- Adding Vehicles
- Adding Waypoints
- Cargo list
- Container Ship Configuration
- General cargo and general cargo ships & feeder ship.

Scenario Building for SP

Advanced scenario Building for SP

Scenario Editing for SP.

Weather Condition for SP.

Practice, Practice & Practice.

Duration : 10 (Ten) days

Number of Course per Year : 03 (Three).

Date (Tentative) : 25-05 August, 16-27 February, 15-26 June/2025.

Number of Participants per Course : 10

Qualification of the Participant : (i) SSC/Equivalent with basic Computer knowledge.
(ii) Candidate should not have height phobia.
(iii) Height minimum 5'-4", Chest mini 30"(Normal)
32"(expansion) with sound health and eye vision.

Teaching Methodology : Class Lecture and Discussion
Practical Demonstrations
Individual Exercise.

Evaluation : Practical Test (For 30 Min) 100 Marks.

Course Fee : Free for CPA Participants.
Tk. 10,000/- (Ten Thousand) per for other Participant.

CONDUCTED COURSES SINCE 1980 AT CPA TRAINING INSTITUTE

Year	No. of Courses	No. of Participants
1980	03	64
1981	13	308
1982	12	221
1983	03	66
1984	04	73
1985	06	112
1986	06	112
1987	07	139
1988	21	363
1989	23	292
1990	24	402
1991	25	339
1992	20	252
1993	16	190
1994	26	200
1995	27	280
1996-1997	29	260
1997-1998	33	400
1998-1999	32	324
1999-2000	33	373
2000-2001	31	429
2001-2002	39	439
2002-2003	43	529
2003-2004	61	1296
2004-2005	66	1038
2005-2006	34	488
2006-2007	10	196
2007-2008	28	360
2008-2009	26	433
2009-2010	20	283
2010-2011	12	127
2011-2012	11	190
2012-2013	25	335
2013-2014	09	277
2014-2015	30	421
2015-2016	26	712
2016-2017	73	2507
2017-2018	33	793
2018-2019	47	2367
2019-2020	40	2876
2020-2021	54	2084
2021-2022	75	2451
2022-2023	47	1533
2023-2024	51	1434