

**1. Course Title: Ship Familiarization Training****2. Scope With reference to convention Imo Model Course:**

This course is designed for change of Ratings to Deck Ratings and fresh direct entry Cadets. The course orientation and familiarization of ship in general and navigational bridge and deck equipments.

**3. Objective:**

This course provide sufficient knowledge for a person intending to go to sea as a fresh direct entry Cadets or Deck Rating to operate and work on the shipboard machinery and efficient manner on maintenance of deck equipment, rope and wirework. Also understand the safety requirements and precaution associated with various types of modern merchant vessels.

**4. Course Outline Shore base & On board Training:**

No.	Subject Area	Hours	
		<u>Lectures</u> × 60 min	<u>Practical</u> × 60 min
1	<b>Introduction:</b> Ship, Shipboard organization, structure and process	1.50	
2	Common Nautical terms.	2.25	
3	Type of ship and layout.	1.50	
4	Operational mode of various types of ship with Gears.	2.25	
5	General safety and Accident Prevention.	3.00	
6	Dangerous goods.	.75	
7	Bridge Operation and Watch keeping <ul style="list-style-type: none"><li>➤ Lookout Watch keeping</li><li>➤ Lights and Shapes</li><li>➤ Distress signals</li><li>➤ Bridge equipment,</li><li>➤ Compass</li><li>➤ 4Steering</li></ul>	7.50	2.25
8	Deck operation <ul style="list-style-type: none"><li>➤ Types of equipment</li><li>➤ Mooring and anchor operation</li><li>➤ Pilot ladder and means of access</li></ul>	3.75	
9	Port duties <ul style="list-style-type: none"><li>➤ Heavy weather precaution</li><li>➤ Enclosed space</li></ul>	4.50	
10.	Ship Maintenance and Painting.		4.5
11.	Rope and wirework		9.00

	Practical Assessment		
12.	Assessment	2.25	
	Subtotals :	29.25	15.75
	Total:---- Lecture:- 29.25 Hours and Practical:- 15.75 Hours		

**5. Competence Standard/Course Syllabus Checked with up-to-date STCW/IMO Model Course:**

<b><i>Learning Objectives</i></b>			
No.	Subject Area	Hours	
		<b><i>Lectures</i></b> x 60 min	<b><i>Practical</i></b> x 60 min
1	<p><b><i>Introduction:</i></b></p> <p><b><i>Ship, Shipboard organization, structure and process</i></b></p> <p>Understand the importance of this course:</p> <p>Describes ship, shipboard organization at set up.</p> <p>Knows duties and responsibilities of different ranks;</p>	1.50	
2	<p><b>Common Nautical terms.</b></p> <p>2.1 Write the definition of common nautical terms, eg. Deck, bridge, hold, hatch, tank, BD tank, ballast tank, air pipes, bilges, anchors, windlass, winch, derricks, etc.</p> <p>2.2 Knows the application and relevance of these terms to ship.</p>	2.25	
3	<p><b>Type of ship and layout</b></p> <p>3.1 Describes the different trades of cargo ships.</p>	1.50	
4	<p><b>Operational mode of various types of ship with gears</b></p> <p>4.1 Tanker with understand the use of pump and pumping system.</p> <p>4.2 Solid bulk carriers with understand the use of conveyor belt, extractors,</p> <p>4.3 Roll- on / Roll – off ships with understand the use of horizontal movement, trucks, forklift and trailers.</p> <p>4.4 Container ships with understand the use of various lashing gears;</p> <p>4.5 General cargo ships with understand the use of derricks and cranes.</p>		
5	<p><b>General safety and accident Prevention:</b></p> <p>5.1 Code of Safe Working Practice for seaman,</p> <p>5.2 Understand the use of Safety signs and tables,</p> <p>5.3 Work activities</p> <ul style="list-style-type: none"> <li>o Lest the dangers associated with working aloft and over side;</li> <li>o Describes the general safety associated with the use of cradles, stages and boson's chair,</li> <li>o State safe procedures for manual lifting and carrying.</li> </ul> <p>5.4 Working tools</p> <p>5.5 Lifting plant.</p>	1.50	
		1.50	

6	<b>Dangerous good</b> a. Understands the basic principles of IMDG code and associated manuals; b. States the classification of dangerous goods; c. Recognizes the dangerous goods tables.	.75	
7	<b>Bridge Operation and Watch keeping</b> 7.1 Lookout Watch keeping a. Describes the duties of AB as efficient member of the operational team; b. Knows appropriate responses as AB in various situation; 7.2 Lights and Shapes a. Recognizes different lights and shapes for navigational purpose; b. Knows meanings of various lights and steps; c. Understands the importance of exhibit lights and shapes; 7.3 Distress signals a. Identifies distress signals; b. Knows response to distress signals; c. Understands the need of assistance 7.4 Bridge equipment, a. Identifies all bridge equipment; b. Knows function and use of all bridge equipment; 7.5 Compass 7.6 Steering a. Understands the meanings of helm orders; b. Knows how to respond to helm orders c. Able to steer vessel on the simulator	1.50 2.25 .75 2.25 .75 2.25	
8	<b>Deck operation</b> 8.1 Types of equipment i. Identifies various types of mooring and anchoring equipment ii. Enclosed was safe of windlass and winches	1.50	
	8.2 Mooring and anchor operation i. Describes different types of mooring as jetty, buoy and anchor mooring ii. Describes general mooring arrangement including use of stoppers and making fast to bitts; iii. State anchoring terms, types and operations; 8.3 Pilot ladder and means of access <b><u>Has knowledge of:</u></b> i. Inspection, rigging and maintenance of pilot ladders and pilot hoists; ii. Inspection, rigging and maintenance of gangways, accommodation ladders; iii. Safety nets, side rails, stanchions, securing and portable ladders.	1.50 .75	

9	<p><b>Port duties</b></p> <p>9.1 Port duties</p> <ul style="list-style-type: none"> <li>a. Describes the safety preparation prior to arrival;</li> <li>b. Understands the importance of safety precautions and care required for different cargo types on arrival port including liquid cargo;</li> </ul> <p>9.2 Departure port duties</p> <ul style="list-style-type: none"> <li>a. Describes the safety preparation prior to departure</li> <li>b. Describes proper securing arrangements of cargo and ship equipment.</li> </ul> <p>9.3 Heavy weather precaution</p> <ul style="list-style-type: none"> <li>a. Describes personal safety precautions in heavy weather;</li> <li>b. States the extra securing arrangement of ship's equipment and gear.</li> </ul> <p>9.4 Enclosed space</p> <ul style="list-style-type: none"> <li>a) States the dangers and hazards associated with an enclosed space</li> <li>b) Explains why an enclosed space is hazardous;</li> <li>c) Describes the precautions necessary prior entering an enclosed space and checklist.</li> </ul>	.75	
10.	<p><b>Ship Maintenance and Painting.</b></p> <p>10.1 Corrosion in marine environment</p> <ul style="list-style-type: none"> <li>a. Explains the causes of corrosion as moisture, weather, electro-chemical;</li> <li>b. Lists the types of corrosion and common location onboard ship;</li> <li>c. States the importance of painting to prevent corrosion.</li> </ul> <p>10.2 Surface preparation equipment and techniques</p> <ul style="list-style-type: none"> <li>a. Describes different methods of surface preparation</li> <li>b. Identifies different equipment used in surface preparation</li> <li>c. Explains different techniques of surface preparation.</li> </ul>	2.25	2.25
11	<p><b>Rope and wirework</b></p> <p>11.1 Identifies various types of ropes wires,</p> <p>11.2 Recognizes wire, natural and synthetic ropes.</p> <p>11.3 Knows the properties and use of natural fiber, synthetic fiber and wire ropes;</p> <p>11.4 Understands the construction, safe working load, markings and measurement on ropes and wires;</p> <p>11.5 States the use of common knots, hitches, whippings and</p>	2.25	2.25

	<p>splicing;</p> <p>11.6 Knows proper storage of ropes and wires;</p> <p>11.7 Describes method of uncoiling, flaking and kinking out new coils of rope/ wire;</p> <p>11.8 States proper method of rope maintenance and wire lubrication.</p> <p>11.9 <b><u>Practical Assessment on Rope and wire work.</u></b></p>		2.25
			2.25
12	<p>Assessment : <b><u>Written &amp; Practical steering assessment</u></b></p> <p><b>Subtotals :</b></p> <p><b>Total:-</b> Theory:- 29.25 Hours and Practical :- 15.75 Hours</p>	2.25 29.25	15.75

**6. Entry Standard, Selection Criteria of Students:**

Ratings must hold a valid CDC

N.O.C issued by Department of Shipping for direct entry Cadets.

**7. Intake limitation, with specific mention Instructor-student ratio:**

For practical exercises student/teacher ratio should not exceed 10:1.

**8. Qualification and experience of instructors:**

Minimum qualification of any instructor must be class 3 Deck Certificate of Competency or equivalent with relevant sea experience as required by the Department of Shipping.

**9. Qualification and experience of assessors:** The practical exercises must be conducted and achievement of competency must be assessed under the supervision of a retained or serving fire fighter (or a person with equivalent qualifications and experience). The person conducting the practical training must be in possession of a recognized First Aid qualification. The ratio of staff to students for the practical exercises involving live fires or the use of breathing apparatus should not exceed 1:8.

**10. Details Facilities & Equipment, materials and resources available for the training; Visual aids lecture Notes, Library facilities, Rental documents, Workshops Training Equipment: Navigational, Engineering, Communication, Seamanship etc:**

To run this course, the Center provides normal classroom facilities with an overhead projector, VCR, Television and instructional video tapes and an equipped Boson's Workshop.

**11. Conduct of Training with number of classroom lectures, practical work use of simulator, video etc:**

Theoretical and practical instruction is given with appropriate arrangement and combination. Laboratory demonstration and guided hands-on followed by assigned group activities shall be employed to facilitate training & assessment.

**12. Total duration of Training; Duration of Practical's:**

Theory- 29.25 hrs.

Practical- 15.75 hrs.

Assessment- 2.25 hrs.

**13. Assessment procedure, whether independent of instruction or continuous performance evaluation:**

Short Answer, multiple choice, fill in the blanks and true/false type questions in a written test are used for assessment. Practical assessment includes direct observation, oral questioning, simulation and role-play.

**14. Formats of certificate to be issued with correct reference to STCW and reference to approval and authorization by the Department of Shipping and contact point of the issuing institution for verifying authenticity:**

To be in corporate.

**15. Maintenance of records in Data-base for facilitation of checking including assessments:**

NMI will maintain a data-base of all the students who have completed the course. The following records for each individual will be kept so as to ensure that the certificate is issued to a candidate who has met the requirements as laid down by the governing authority regarding issuance of a certificate on Bridge Resource Management.

- Application form
- Assessment papers after completion of course
- Attendance Sheet
- Attested Xerox copy of the issued certificates & licenses
- A registered data-base in hard copy and soft form

**16. Internal Quality Standard System if any. Students Impressions, past results:**

The institute maintains quality standard system ISO 9001:2008, Certified by DNV GL

**17. Course notice served, course conducted as per course notice, progression report served:**

Will be complied as per DOS Instruction.

**18. Attendance of Students and Instructors:**

Students and Instructor attendance sheet attached.



## Annex- 03

NATIONAL MARITIME INSTITUTE

## TRAINING RECORD

Instructor:

**Venue:**

**Subject:**

**Brief description on training material:**

### Attendance:

Signature  
Management Representative

Signature  
Principal