

1. Course Title: Personal Safety and Social Responsibilities

2. Scope With reference to convention Imo Model Course: This training is intended to meet the requirements set out in Table A-VI/1-4 of the STCW Code for training in personal safety and social responsibilities. The training forms part of the requirements for Basic Safety Training for seafarers employed or engaged in any capacity on board ship on the business of that ship as part of the ship's complement with designated safety or pollution prevention duties in the operation of the ship. The training must be undertaken before new entrants are assigned to any such shipboards duties.

3. Objective:

1. The objective of the training is to give all persons intending to go to sea a basic induction in safety procedures and accident and to familiarize them with the emergency conditions and working environment on board merchant vessels.
2. On successful completion of this module, the trainee should be able to:
 - a. Know the emergencies, including pollution, on board ships.
 - b. Understand the contingency plans for response to emergency.
 - c. Observe safe working practices on board the vessels at all times.
 - d. Understand the value of good and effective human relationship onboard ships.

4. Course Outline Shore base & On board Training:

Subject Area		Hours	
		Lectures	Practical
1.	Emergency Procedures		
	1.1 Types of emergency		
	1.2 Response to emergencies		
	1.3 Escape routes, internal communicating and alarm systems	3.75	
	1.4 Drills		
2.	Marine Pollution Prevention		
	2.1 Effects of marine pollution	3.75	
	2.2 Contingency plan		
3.	Safe Working Practices		
	3.1 Shipboard dangers and hazards		
	3.2 Enclosed space	3.75	
	3.3 Occupational Health and Safety measures		
4.	Team Work and Personal Communication		
	4.1 Interpersonal communication		
	4.2 Workplace Communication	3.0	
	4.3 Teamwork		
5.	Human Relationship		
	5.1 Interpersonal relations		
	5.2 Social responsibilities	3.2	
	5.3 Employment conditions		
	5.4 Drug and alcohol abuse		
6.	Final Assessment	0.75	
	TOTAL	18.0	

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

	Learning Objectives	Hours
1	Emergency Procedures	3.75
1.1	Types of emergency .1 Lists types of emergency as collision, fire, foundering etc. .2 Lists all possible accidents that can occur onboard ships e.g. electric shock, accidents with machinery, leakage, slipping, during cargo work and morning operations etc. .3 States the causes of emergencies and accidents	0.75
1.2	Response to emergencies .1 Knows that there are contingency plans for response to emergencies .2 Understands the specific duties allocated to crew members in the muster list and muster station .3 States the importance of knowing correct use of personal safety equipment .4 States the actions to be taken on discovering potential emergency .5 Describes the actions to be taken on hearing emergency alarm signals	1.5
1.3	Escape routes, internal communication and alarm systems .1 Knows that there are escape routes at different locations of the ship .2 Lists all the internal communication arrangements in the ship .3 Lists all alarm systems of the ship	1.25
1.4	Drills .1 Understands the value of training and drills .2 States all possible types of drills that are carried out onboard ships	0.25
2	Marine Pollution Prevention	3.75
2.1	Effects of marine pollution .1 Lists all pollutants that may come out from the ships .2 States the causes of pollution as accidents, leakage, equipment failure, human error, deliberate discharge etc. .3 Describes the effects of the operational or accidental pollution of the marine environment .4 States the consequences of causing pollution e.g. ship may be fined etc.	2.25
2.2	Contingency plan .1 Knows that MARPOL regulations are designed to prevent pollution .2 Lists the pollution prevention equipment available onboard ships .3 States the basic principles in prevention of marine pollution .4 Knows that there is a contingency plan available on all ships to minimize the effects of pollution	1.5
3	Safe Working Practices	3.75
3.1	Shipboard dangers and hazards .1 Lists all the possible dangers and hazards onboard ships .2 Knows that sources of guidance for safe working practice are code of safe working practices for merchant ships, marine notices, instruction manuals, newsletters from classification societies etc. .3 Understands the importance of adhering to safe working practices at all times e.g. checklist, permit to work etc. .4 Lists all safety and protective devices available to protect against potential hazards aboard ship	1.5
3.2	Enclosed space .1 States the dangers and hazards associated with an enclosed space .2 Explains why an enclosed space is hazardous .3 Describes the precautions necessary prior entering an enclosed space	0.75
3.3	Occupational health and safety measures	1.5

	<p>.1 Knows that there are international measures concerning accident prevention and occupational health issues</p> <p>.2 Lists the common hazardous storks aboard ship e.g. lifting, carrying, working aloof, hot works etc.</p> <p>.3 Understands that strict adherence to safety rules are precondition to prevent workplace accidents</p> <p>.4 Lists common health hazards aboard ship e.g. contagious and infectious diseases, cargo vapors, noise pollution, eating ashore etc.</p> <p>.5 States the measures to ensure personal hygiene aboard ship</p> <p>.6 Understands the importance and working of safety committee aboard ship</p>	
4	Teamwork and Personal Communication	3.0
4.1	Interpersonal communication	
	<p>.1 Defines communication as the transfer of information and knowledge</p> <p>.2 Knows that feedback is essential for effective communication</p> <p>.3 Lists basic modes of communication as:</p> <ul style="list-style-type: none"> - one-way communication - two-way communication - verbal communication - written communication <p>.4 Lists the communication barriers as personal, semantic and physical</p> <p>.5 Lists the common factors which produce communication barriers as organizing, communication channels, status, language, personal conflicts, misunderstanding and emotions</p> <p>.6 Describes how communication can be improved by:</p> <ul style="list-style-type: none"> - avoidance of oversimplification - checking the formal system - checking who is responsible - checking the language - an awareness of personal conflicts - the use of informal channels to improve the formal approach 	
4.2	Workplace communication	0.75
	<p>.1 States the importance of understanding orders and communicate with others in relations to shipboard duties</p> <p>.2 Knows the importance of understanding workplace terminology for accomplishment of assignments onboard ship</p> <p>.3 States that feedback is essential in accomplishment of shipboard jobs while giving and taking orders</p>	
4.3	Teamwork	
	<p>.1 Defines teamwork as more than one person working on the same job simultaneously or may be individually at different times to accomplish it</p> <p>.2 States that for any job onboard ship people work more as a team than as individuals</p> <p>.3 Knows that good organizing makes a teamwork successful</p> <p>.4 Understands that teamwork requires good interpersonal communication and relationship</p>	
5	Human Relationship	3.0
5.1	Interpersonal relations	0.75
	<p>.1 States that human relationship aboard ship is affected by such factors as status, religion, race, ethnic background, gender, personal gains etc.</p> <p>.2 Knows that good human and working relationships are essential for smooth and efficient operation of ships</p>	

	<p>.3 Status that a work environment may be happy, neutral or unhappy</p> <p>.4 Understands that motivation and job satisfaction exist in a happy work environment</p> <p>.5 States that any personal conflict must be avoided aboard a ship and a win- win situation is essential for a successful conflict resolution</p>	
5.2	<p>Social responsibilities</p> <p>.1 Describes that conformity with social and work environment involve agreement to avoid conflict, agreement on legitimacy of interest and satisfaction with the balance of power</p> <p>.2 States conditions defining rights of privacy</p> <p>.3 States that rights of privacy normally refer to organizational invasion of a person's private life and to the unauthorized release of confidential information about a person</p> <p>.4 Lists activities that may invade privacy as:</p> <ul style="list-style-type: none"> - Investigation reports - compiling and keeping of confidential records - performance appraisal of shipboard personnel - medical examination and records - treatment of alcohol or drug abuse - etc. 	0.75
5.3	<p>Employment conditions</p> <p>.1 Describes shipboard organizational set up</p> <p>.2 Knows that flag administration makes statutory rules for the ships in conformity with IMO and ILO regulations</p> <p>.3 Lists the different ranks aboard ships</p> <p>.4 Describes the functions of Mercantile Marine Office</p> <p>.5 Describes ship's Article and states procedures for joining and leaving a ship</p> <p>.6 Knows how to make complaints onboard ships</p> <p>.7 States that discipline stems from legal requirements or from behavior norm of society</p> <p>.8 Explains that self discipline is always preferable to enforced discipline</p>	0.75
5.4	<p>Drug and alcohol abuse, STDs</p> <p>.1 Explains what is meant by alcohol and drug abuse and their consequences</p> <p>.2 Knows that professional help is available for treatment of alcohol and drug addicted persons</p> <p>.3 States that consumption of alcohol and drug is limited by law</p> <p>.4 Knows that drug trafficking may attract death sentence in some countries</p> <p>.5 Lists the sexually transmitted diseases including Hepatitis and AIDS</p> <p>.6 States the precautions that may be taken to prevent contraction of STDs</p> <p>.7 States the actions to be taken if any shipboard person suspects that he is contracted with any STD</p>	0.75
6	Assessment	0.75

6. Entry Standard, Selection Criteria of Students:

Passed Secondary School Certificate.

Age limits: 16-20 years.

Good health condition to be certified by a qualified doctor.

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

For practical exercises student/teacher ratio should not exceed 30:1

8. Qualification and experience of instructors:

All training and instruction should be given, and assessments carried out by a person holding at least a class 2 DECK or Engineer Officer Certificate of Competency recognized by the Department of Shipping. All staff must understand the specific purposes of the training and be familiar with the operational environment in merchant vassals

9. Qualification and experience of assessors: For practical exercises, there should be a minimum of two suitably qualified staff available. The person conducting the practical training must be in possession of a recognized First Aid qualification. The person conducting the practical training should also be in possession of a recognized life saving qualification.

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:

The Centre provides a normal classroom facility with an overhead projector, posters, diagrams, Television and instructional video.

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

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

Theory- 17.25 hrs.

Practical- 0.00 hrs.

Assessment- 0.75 hrs.

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

The training is organized so that, by demonstration, trainees *are* able to show that they meet the requirements of column 2 of Table A-VI-4 in accordance with the methods for demonstrating competence shown in column 3 of that table and the criteria for evaluating competence in column 4.

A variety of sources of evidence are used which include evidence of candidates' ability, under realistic conditions, to act immediately in case of an emergency.

Short answer, multiple choices, fills in the blanks and true/false type questions in a written test are used for assessment.

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:



**Course Completion Certificate
PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES**

This is to certify that, Mr. MD. SHAJAHAN Son of Mr. LATE FAKIR AHMED , Date & Place of Birth 15-06-1971 & CHITTAGONG, C.D.C.No. T/29105 has successfully completed course on **PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES** conducted from **06-10-2016** to **10-10-2016** at the National Maritime Institute, Chittagong, Bangladesh

Issue Date: 17-10-2016 and Expiry Date 17-10-2021

Has been found duly qualified and satisfied the condition in accordance with the provisions of Regulation VI/1 Paragraph 1 & 2 and Section A-VI/1, Paragraph 2.1.1.4 of Annex to the International convention on standards of Training, certification and watch keeping for seafarers(STCW), 1978 as amended.



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 have 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