



PRESS
FILE

STUDY ON SEA TRAINING SYSTEM
For Arab Maritime Transport Academy

JICA

Japanese

Advisory
April



STUDIES OF SEA TRAINING SYSTEM
FOR THE ARAB MARITIME TRANSPORT ACADEMY

REPORT NO. 1
RECOMMENDATION FOR DEVELOPMENT OF
ORGANIZATION FOR SEA TRAINING

REPORT NO. 2
STUDY'S SCHEME FOR GUIDED SEA TRAINING
IN PHASE II OF THE ACADEMY

APRIL 1983

JAPANESE ADVISORY TEAM
JICA-AMTA TECHNICAL CO-OPERATION

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ARAB MARITIME TRANSPORT ACADEMY

P. O. BOX 1029 , MIAMI , ALEXANDRIA , EGYPT

YOUR REF :

OUR REF : AMTA 82-20

DATE : April 19th, 1983.

TELEX : 54160 ACAD UN

TEL 865720, 865429

CABLE - ARABCADEMY

Dr. Gamal El Din Moukhtar,
Director General,
Arab Maritime Transport Academy.

Dear Director General Dr. Moukhtar,

I am pleased to submit our reports on the studies of sea training system for the Academy, which consist of two reports as follows:-

Report No. 1 : Recommendation for Development of Organization for Sea Training.

Report No. 2 : Study's Scheme of Guided sea Training in the Phase II of the Academy.

The objectives of these studies are to set up a skeleton of sea training system for the Academy to execute the new project for the reformation of the sea training programmes in the Academy, which would be carried out into effect from the Academic year 1983/1984.

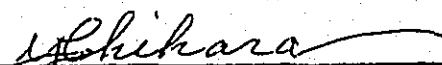
In order to commence the new project with the necessary preparations which are indicated in the reports, a great deal of time is required to make the detailed preparations in co-operation with the staff members of the educational departments from now on. Therefore, I would like to advice you that the necessary number of additional full-time staff personnel should be arranged for the Sea Training Department as soon as possible in order to expedite the work.

I would like to express my appreciation for the advice and assistance presented by Capt. Abdel Wahab Fahmy, Head of the Sea Training Department and Eng. Adel Soliman, Engineering Training Supervisor during the study.

I am eagerly hoping that the new project would set out successfully.

With the best regards, I remain,

Yours faithfully,


Capt. Yoshio Chihara,
Chief Advisor,
Japanese Advisory Team.

国際協力事業団

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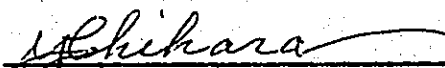
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RECOMMENDATION FOR DEVELOPMENT OF
ORGANIZATION FOR SEA TRAINING

APRIL 1983

CAPT. YOSHIO CHIHARA
CHIEF ADVISOR
JAPANESE ADVISORY TEAM
JICA-AMTA TECHNICAL CO-OPERATION

STUDIES OF SEA TRAINING SYSTEM
FOR THE ARAB MARITIME TRANSPORT ACADEMY
REPORT NO. 1
RECOMMENDATION FOR DEVELOPMENT OF
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APPENDIX

A. Background

1. Existing sea training programmes in the Academy

(1) At present, the sea training programmes in the Academy include the following shipboard training.

(a) Guided sea training on board the training ship AIDA III:

For cadets in Phase I of the Academy

<u>Courses</u>	<u>Classes</u>	<u>No. of Cadets</u>	<u>Training Periods</u>
Nautical Basic Studies	June- group*1	50 persons	3 weeks*3
	Feb.- group*2	50 persons	3 weeks*4
Engineering Basic Studies	June - group	50 persons	3 weeks*3
	Feb. - group	50 persons	3 weeks*4

*1 : A group of cadets who complete the Phase I at the end of the second semester.

*2 : A group of cadets who complete the Phase I at the end of the first semester.

*3 : A summer cruise

*4 : A winter cruise

For cadets of the Specialized Seamen Training Centre

<u>Courses</u>	<u>Classes</u>	<u>No. of Cadets</u>	<u>Training Periods</u>
Deck, Mechanic & Electric Basic Studies	Feb.- group*1	50 persons*3	10 days
	June- group*2	50 persons*3	10 days

*1 : A group of cadets in the first session

*2 : A group of cadets in the second session

*3 : Deck Studies 20 persons, Mechanic Studies 20 persons and Electric Studies 10 persons.

(b) Apprenticed sea training on board merchant ships:

For Cadets in Phase II of the Academy

<u>Courses</u>	<u>Classes</u>	<u>No. of Cadets</u>	<u>Training Periods</u>
Nautical*1 Studies	June - group	50 persons	18 months
	Feb.- group	50 persons	18 months
Engineering*1 Studies	June - group	50 persons	24 months
	Feb. - group	50 persons	24 months

*1 : Basic Studies and B.Sc. Degree Studies

(2) The existing Sea Training Department is responsible for the apprenticed sea training on board merchant ships.

In case of the guided training for the cadets in the Phase I of the Academy and the cadets of the S.S.T.C., the Department is responsible only for coordination with the Academy and the S.S.T.C. in providing the training ship, preparing a schedule for the training voyage and supervising ship operation.

2. The Academy's new project for the reformation of the sea training programmes

The new project for the reformation of the sea training programmes for the purpose of solving the perennial problem of the ship-board training and complying with the IMO convention of the STCW, would be carried into effect from 1983/1984 academic year in the following measures (being not yet fixed).

(a) For the Nautical Studies and the Engineering Studies in Phase II:

Executing the new scheme of a four-month guided sea training on board the training ship AIDA III, which reduces the period of sea training on board merchant ships by six months.

* : A 18-month for the Nautical Studies and
a 24-month for the Engineering Studies

(b) For the Nautical Studies in the Phase II:

Establishing a six-month apprenticed sea training on board a training/trading ship in order to provide the practical training as well as the additional period of sea service required for the certification of the watch officer.

(c) For the Engineering Studies in the Phase II:

Executing the new scheme of a 16 - week additional engineering practical training at the workshops of the Academy, which reduces the period of sea training on board merchant ships by six months in addition to the reduction of the item (a), and ensures the requirement for the certification of the watch engineer or the designated duty engineer after completing both the above mentioned new programmes.

(d) For the Nautical Studies and the Engineering Studies in the Phase II:

Ensuring the apprenticed sea training on board merchant ships for different periods depending on each sea training programme in order to provide the practical training as well as the additional periods of sea service required for the certification of the second mate or the second engineer.

3. Present organization of the Sea Training Department

The present overall organization of the Academy is shown in Fig.1 and that of the Sea Training Department is shown in Fig.2.

The Sea Training Department is placed under the supervision of the Deputy Director General for Education and Training, and it is noted that the training ship AIDA III is placed under the supervision of the Director General, but not under supervision of the Deputy Director General for Education and Training, or the Head of the Sea Training Department as shown in Fig.1.

At present, the Head of the Sea Training Department is assuming the responsibility for the nautical sea training affairs in addition to his own duties because the personnel in charge of the nau-

tical training shown in Fig.2 is not appointed for a long time. The formal job descriptions for the staff members of the Department are available.

B. Recommendation on Organization for Sea Training

1. Duties of the organization for sea training.

- (1) The organization for sea training should be responsible for implementing the sea training programmes in the Academy that include the following shipboard training.
 - (a) Guided sea training on board the training ship AIDA. III : for the cadets in the Phase II and Phase I* of the Academy, and the cadets of the Specialized Seamen Training Centre:*.
 - * : Summer cruise and winter cruise
 - ** : A 10-day cruise
 - (b) Apprenticed sea training on board the training/trading ship and merchant ships for the cadets in the Phase II of the Academy after completing the guided sea training.
- (2) The duties of the organization for sea training would be assumed on the basis of the study's scheme for executing the sea training programmes for the Academic Year shown in Fig.3 and Fig.3' and other schemes for the sea training on board merchant ships.

2. Organizational level of the organization for sea training.

- (1) Along with the reformation of the seatraining programmes in the Academy, the position of Deputy Director General for Sea Training should be established instead of the Head of the Sea Training Department which should also be strengthened in its organization and staffing, and then would be called a Sea Training Institute.

This means that the responsibility of sea training is to be separated from the Deputy Director General for Education and Training and then rested under the new position of the Deputy Director General for Sea Training who is placed under the supervision of the Director General.

By being separated from education, this top level group could concentrate on developing the sea training programmes and could strengthen the staff members to execute the practical training on board the training ships, who must be experienced practitioners being able to perform the practical applications of the knowledge gained in the classrooms, workshops and laboratories.

- (2) However, under the present conditions, the organization for sea training need not assume the responsibility of operation and maintenance of the above-mentioned ships because of being not owned by the Academy. Therefore, in order to meet the reformation of the sea training programmes for the time being, the existing Sea Training Department might remain at the same organizational level by being strengthened in its structure and staffing, if the burden imposed by its additional duties, of the Deputy Director General for Education and Training would not exceed the limitation of his control.

3. Organization structures of the training ship AIDA III and the training/trading ship.

- (1) The proposed organization of the training ship AIDA III to execute the guided sea training is presented in Fig.4 that shows the staff organization in the relationship between the existing crew members and the new additional training staff members.

The advisable staffing for a training ship should be composed of crew members and training staff members who could perform both purposes of training instructions and ship operations, for example, the organization of the Japanese training ship is shown in Fig.5.

But, in case of the AIDA III, as the Academy does not own the ship on which the crew members are placed under supervision of the Lighthouse Authority owning the ship, the staffing for the ship would be obliged to be composed in the form of separation of the training staff and the crew as shown in the Fig.4.

The training staff members should be stationed to perform training instructions and cadets' affairs only during the periods of the sea training programmes, and in order to strengthen in establishing the training staff, the deck and engineering officers as the fixed crew members should be composed of the Academy's personnel as many as possible, who would be also able to serve for training instructions and cadets' affairs.

- (2) Regarding the training staff on board the AIDA III, they must have the practical abilities to perform not only ship operations and training instructions but also cadets' affairs such as guidance of cadets in discipline, morale, autonomous activities, physical and social activities, and personal counselling in practical training and cadet life on board the ship. And, in order to develop these abilities, they should be made of good staff and should have accumulated experience in both seagoing service and training instructions. Under the present conditions, it seems that there are only a few members of the Academy who are competent for the above mentioned training staff. Consequently, on the occasion of commencing the new project of the guided sea training, it would be an effective staffing -as a tentative scheme- to arrange the training staff members composed of the instructors and the cadets' supervisors who

perform cadets' affairs only as shown in Fig.6.

But, this staffing should be dissolved to form the better staffing mentioned in the Fig.4, when the necessary number of the competent training staff members are available.

- (3) As for the staffing of the training/trading ship, which arrangement to obtain is not yet actualized, the Academy plans to provide its personnel for the support of crew members on board the ship. They would be composed of the staff members to serve for training instructions and cadets affairs as shown in Fig.7.

The number of both Nautical and Engineering Instructors aboard the ship should be studied in detail on the basis of the number of cadets aboard the ship and method of practical training before commencing the programme.

4. Organization structure of the shore administrative organization for sea training.

- (1) The proposed organization of the Sea Training Institute to meet the reformation of the sea training programme is presented in Fig.7 that shows the staff organization in the relationships between the administrative staff members ashore and both the training staff and the crew members on board the training ship AIDA III and the training/trading ship. The new Deputy Director-General should have the following four major divisions:-

(a) Nautical Training Department:

The Department should be responsible for the guided sea training and the apprenticed sea training of nautical cadets as stated in item B-2.

The staffing of the department should be composed of the staff members shown in the Fig.7.

The new Head of Nautical Training Department would be responsible for implementation of the nautical sea training programmes and supervision of the staff members of his own department.

The Chief Nautical Instructor and nautical instructors for the guided sea training would perform training instructions and cadets' affairs while being stationed on board the AIDA III during the sea training periods, and in case of needlessness of the shipboard service they would engage in planning, preparing and reviewing the shipboard training and studying techniques of sea training at shore office of the department. Their duties would be supervised by the Chief Nautical Instructor.

The Chief Nautical Instructor for the apprenticed sea training would serve at the shore office for arranging liaison with masters and shipping companies, selecting ships for cadets, coordinating training programmes with the educational departments, connecting with cadets on board merchant ships, following up on cadets' and companies' complaints, reviewing

of cadet performance and appropriateness of instruction, maintaining records of cadets' performance, etc. Some nautical instructors and a trainer would serve for training instructions and cadets' affairs on board the training/trading ship during sea training periods.

(b) Engineering Training Department:

The same proposal is noted as that of the Nautical Training Department in changing the word of Nautical for that of Engineering.

(c) Marine and Cadet Affairs Division:

The function of marine affairs, cadet and crew affairs should be structured in the organization of the Institute, because in order to execute the new scheme of the shipboard training on board the AIDA III and the training/trading ship, the Institute would have to strengthen to serve for marine affairs such as the liaison and co-ordination on ships operation, maintenance and emergency with the Lighthouse Authority and the navigation company, and the support of the masters of the AIDA III; and cadet and crew affairs such as distribution of cadets, manning of crew of the Academy, embarkation of the cadets and the crew and arrangement of human services, residential services, and health and safety for the cadets and the crew to support the cadets' supervisors on the AIDA III and the instructors on the training/trading ship.

Therefore, the new Marine and Cadet Affairs Division should be responsible for the marine affairs, and cadet and crew affairs as stated above.

The staffing of the Division would be composed of the Head of the Division, the marine affairs clerk and cadet and crew affairs clerk as shown in the Fig.7 at the time of start. The Head of the Division should be a professional person in marine and cadet affairs.

(d) Administration Division:

This Division should serve for administrative affairs, financial affairs and public relations.

The staffing of the Division would be composed of the staff members shown in the Fig.7.

- (2) If the existing Sea Training Department would be obliged to remain at the same organizational level for the reason as stated in item B-2-(2), the Department might be organized into the structure shown in Fig.8 that shows the staff organization as a tentative scheme.

In this organizational structure, there is not a marine and cadet affairs division in comparison with the organization of the Sea Training Institute shown in Fig.7.

But, as the marine affairs and cadet and crew affairs function at the shore organization would be required for the shipboard training activities, these functions should be performed by some of the positions shown in Fig.8, for instance, the marine affairs could be performed by the Director assisted by the Head of Nautical or Engineering Training Division, and

the cadet and crew affairs could be performed by the Head of Administration Division assisted by his staff members." However, this organization should be dissolved to establish the Sea Training Institute when settling the condition of staffing.

5. Operation of the organization for sea training.

In order to develop and maintain the new organization and its operation, the following considerations should be observed.

(1) Considerations for the organization of the AIDA III

For improving the safety and efficiency of the ship operation and the efficiency of the practical training, it is the most important to facilitate the formations of a sympathetic cooperation between the crew members and an educational atmosphere in the ship, and the motivations of the cadets for the practical training and of the crew members for the shipboard service.

Particularly, this is an essential prerequisite to the practical training and supervision of the cadets who are green in experience and would be liable to dissatisfactions and frustrations by their life aboard the ship extended over a long period of time, which are obliged to be isolated from shore life in the unfavorable environment of the ship. From these viewpoints the following considerations would be proposed:

(a) Distribution and definition of duties

Job descriptions to distribute and define duties and responsibilities, should be prepared for both all new training staff members and all existing crew members including that of the Lighthouse Authority aboard the AIDA III. The outline of the job descriptions for the main training staff members is presented in the Appendix of this report, but the accurate descriptions for all members must be written separately hereafter.

When arranging the descriptions, it is important that the duties and responsibilities of the crew members are distributed with a clear identification, and also the chain of authority through each of the departments* is established with a distinct flow on the basis of the principle of a direct line of command.

* : Deck Department, Engineering Department, Radio Department, Purser's Department, Medical Department, Training Department, etc.

Particularly, in the case of the organization structure which is stationed the instructors only or both the instructors and cadets' supervisors being separated from the crew members, the relationships between their responsibilities must be defined so that the smooth operation of the ship might not be disturbed and jeopardized by practical training activities.

Moreover, when defining the responsibility of crew members, it is desirable to be designed to form a structure of decentralization of authority in harmony with responsibility and accountability.

It would facilitate the motivation for shipboard service, the development of management skills and techniques, and the improvement of work efficiency of the crew members.

However, the degree of decentralization of authority should be arranged on the basis of their experiences and techniques.

(b) Communication and human relations

The top level staff of each of the departments must serve for promoting the mutual good communications and the close human relations between the members of their own department and between each of the departments in order to form the sympathetic cooperation between the crew members.

This is the most important condition for the smooth operation of the ship in which, as the ship is a complete and complex organization of men and machinery, the activities of each of the departments must function as coordinated units of the whole structure.

Especially, in the case of the organization structure of the form separated between the training staff and the crew, the instructors must have the closest contact and coordination with the crew staff members so as to give the cadets the chances of practical training as possible as it could, but not to disturb the smooth operation of the ship.

Regarding the educational atmosphere in the ship, all the members should realize that it is important to have not only the strong sense of responsibility, the strict observance of discipline and the sympathetic cooperation for the jobs, but also the mutual good understanding and the close friendship in the formal and informal human relationships between various kinds of group members.

(c) Meeting

The following meetings should be established in the organization of the AIDA III.

- A faculty meeting on planning & execution of training and cadets' affairs, should be established with instructors, cadets' supervisors (in case of being stationed), the fixed crew members from the Academy except rating and other crew members concerned.
- A liaison meeting on ship operation, and training and cadets' affairs should be established with a small top-level membership.
- A meeting on safety and sanitation should be established with personnel in charge of safety and sanitation from each of the departments.

(d) Qualification and cultivation of instructors and trainers

Regarding the qualification requirements for the training staff aboard the ship, the instructors should be experienced practitioners who are competent respectively in the duties of

all aspects of ship operation, training instructions and guidance for cadets' training life as stated in item B-3-(2). The objectives of the practical training aboard the ship is to develop the practical knowledge and proficiency of the cadets through sea-going experience for the purpose of cultivating the necessary quality and ability to be a competent ships's officer.

Consequently, as it is an essential prerequisite that the training activities performed by the instructors have to be executed through practical ship operation activities and also have to cover the aspect of cultivation of practical attributes and abilities of cadets, it is the most desirable that the training activities are executed in the form of integration of ship operation, training instructions and guidance for cadets' training life by the instructors who are competent respectively in the integrated these duties.

These ability of the competent instructor is cultivated only through accumulating the experiences in both ship operation and training instructions service on board the training ship. Therefore, in order to provide the training staff of the ship with the necessary number of the competent instructors including recruits and reserved members, the instructors as the training staff aboard should be arranged in the system of interchanging the personnel between the positions of the instructor or the staff ashore of the Sea Training Institute, the officer or the engineer as the fixed crew members of the AIDA III and the lecturer of the education departments of the Academy.

In this system, the period of office of the instructor aboard the ship should be not less than two years. Moreover, this system would be so effective that it gives the instructors aboard the opportunity to update their theoretical knowledge at the Academy's position and to be promoted to their optional courses on the basis of the Academy's promotion standard that should be established newly, and also it serves for enriching the classroom instructions of the Academy in the field of practical knowledge.

Furthermore, a training and development programme should be established for the trainer of the Institute and the crew members of the Lighthouse Authority as the fixed members of the AIDA III, in order to obtain their assistance to form a sympathetic cooperation and an educational atmosphere in the ship during sea training periods.

(2) Considerations for the shore administration organization for sea training:

In the new scheme of the organization for sea training, the Head office of the Sea Training Institute (or Department) as the shore administrative organization has to supervise its personnel and the cadets on board the AIDA III and the training/trading ship, and the cadets on board many merchant ships. In order to provide the cadets with safety, smooth and effective shipboard training, it is very important that the Head Office keeps in close contact with the persons on board the

ships to establish effective supervision through better mutual understanding, and gives active and full support to them, because the Head Office could not give the direct supervision to the persons on board the ships which run about from place to place when at sea, and on the other hand the ships which are a floating community respectively are isolated excessively from shore-based facilities.

From these viewpoints the following considerations would be proposed:-

(a) Administration

Under present conditions the following administration activities should be noted:-

- Developing and maintaining consistent practical training standards through close interactions between the classroom instructions by the education departments and the shipboard training by the Institute in due consideration of the recent situation on maritime affairs and ship operation techniques.
- Promoting the plan for providing the competent training staff aboard the training ship.
- Developing the sea training methods.
- Promoting the plan for maintaining and improving textbooks, cadets' report books, and training aids, equipment and materials for shipboard training including the procedure of budget.
- Promoting the plan for arrangement to obtain a new training ship.

(b) Communication

In planning and executing the shipboard training, the liaisons with the Lighthouse Authority, and the master of the ships and their shipping companies concerned in addition to the communications with the internal subdivisions mentioned above should be performed sufficiently, so as to provide safety, smooth and effective shipboard training.

(c) Rules and regulations

In order to settle and develop the organization for sea training, the following rules and regulations should be prepared:-

- Managerial Regulations of the Sea Training Institute.
- By-laws of the shipboard training.
- By-laws of the shipboard service.
- Personnel rules and regulations concerning all positions for the Sea Training Institute such as recruitment and selection, job descriptions and qualifications requirements, performance evaluation, position classification and pay administration, promotion practices, training and development, and other personnel practices.

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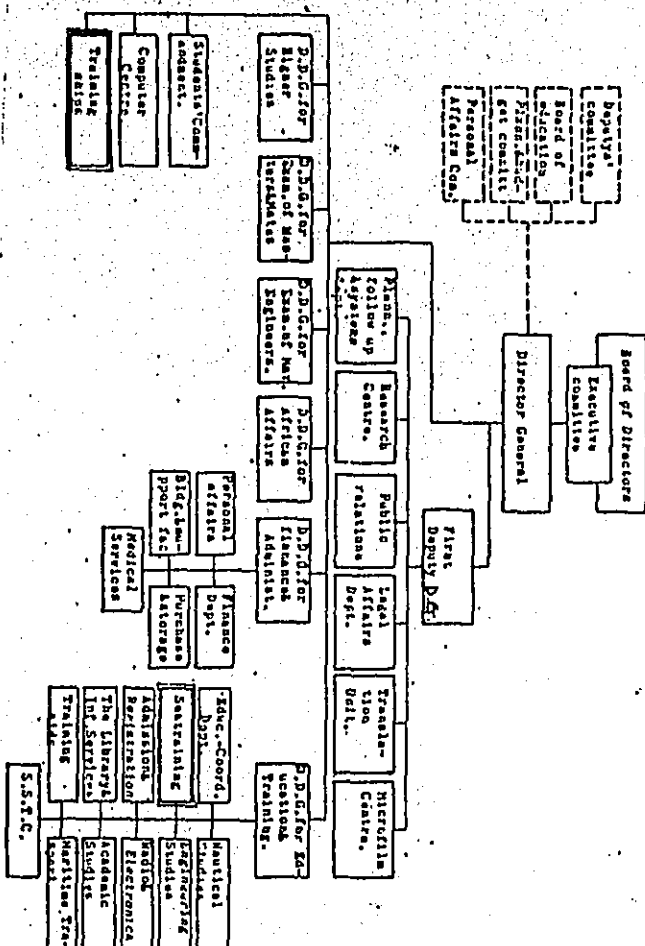
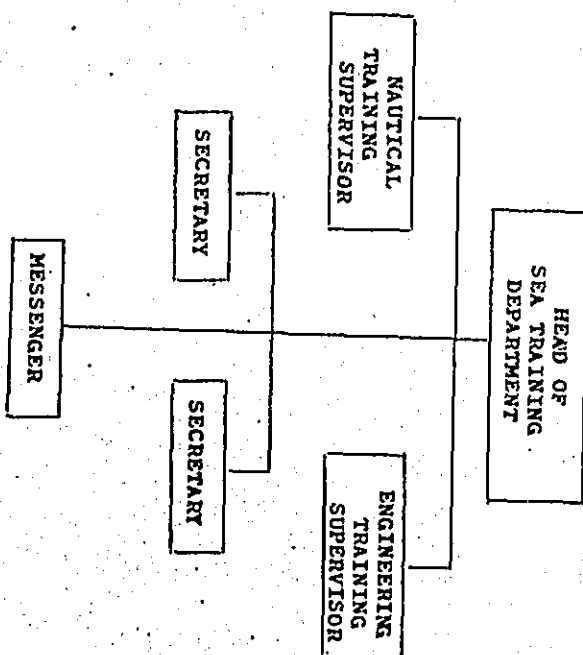


Fig. 1

Present Overall Organization of the
Arab Maritime Transport
Academy



F18.2

Present Organization of
The Sea Training Department.

Fig. 3

Study's Scheme for Executing the Sea Training Programmes for
The Academic Year

Kind of Ship	Kind of Cadets	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.
Training Ship AIDA III	Academy	Nautical Basic Studies	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)
	Academy	Engineering Basic Studies	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)
	S.S.T.C.	Deck, Machine and Electric Basic Studies	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)
Training Ship	Academy	Nautical Basic Studies	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)
	Academy	Engineering Basic Studies	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)
	S.S.T.C.	Deck, Machine and Electric Basic Studies	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)	Sept. 1st (Start)

(Continued on Sept. of the left end co-
lumn)

* : The four-month guided sea training from Sept. to Dec. could start from the beginning of July.

June-Group : A group of cadets who complete the Phase I at the end of the second semester.
Feb.-Group : A group of cadets who complete the Phase I at the end of the first semester.



Winter cruise for the cadets
in Phase I.



Summer cruise for the cadets
in the Phase I.



Short term training for the cadets of
the S.S.T.C. in the first season.

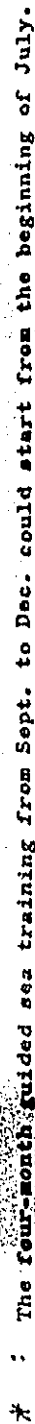


Short term training for the cadets of
the S.S.T.C. in the second session.



Apprenticed sea training for the limited cadets of the Engineering Basic Studies to pre-
pare the sea experience for the Second Engineer Examination.

Studies Scheme of Training Programmes for Phase II and Phase III of Nautical & Engineering Basic Studies



June-Group: A group of cadets who complete the Phase I at the end of the second semester.

June-Group: A group of cadets who complete the Phase I at the end of the second semester.

Feb.-Group: A group of cadets who complete the Phase I at the end of the first semester.

Phase II
Guided sea training
on board the AIDA III

Phase II
In-servi
on board

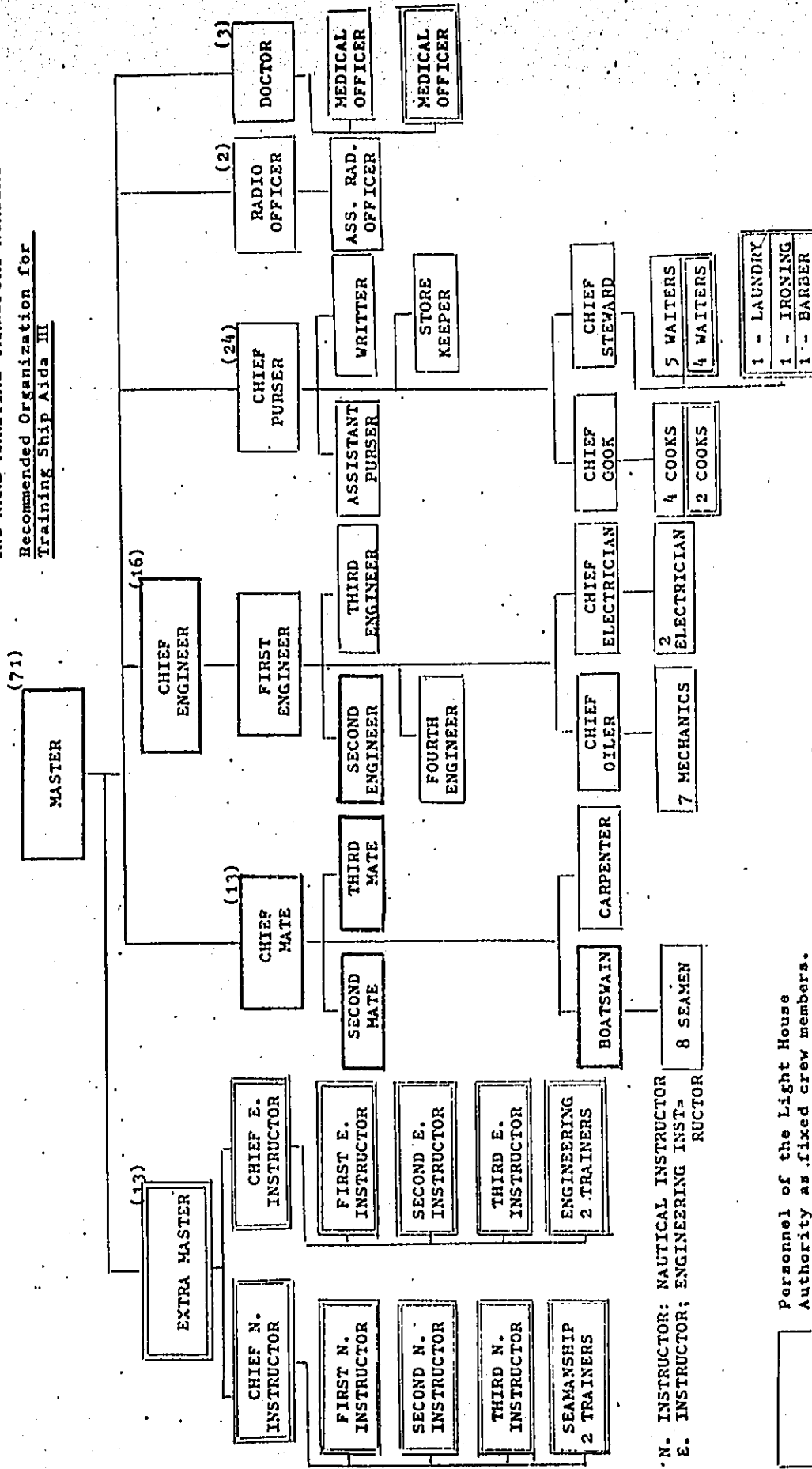
Phase II
Engineering
at the wo

Phase III
Compulsory qualifying semester

Phase I Studies

Fig. 4

THE ARAB MARITIME TRANSPORT ACADEMY
Recommended Organization for
Training Ship Aida III



N. INSTRUCTOR: NAUTICAL INSTRUCTOR
E. INSTRUCTOR: ENGINEERING INSTRUCTOR

Personnel of the Light House
Authority as fixed crew members.

Personnel of the AMTA as
fixed crew members.

Personnel of the AMTA being
stationed during sea training periods.

Fig. 5

Organization of Japanese
Training ship "SHINTOKU-MARU"

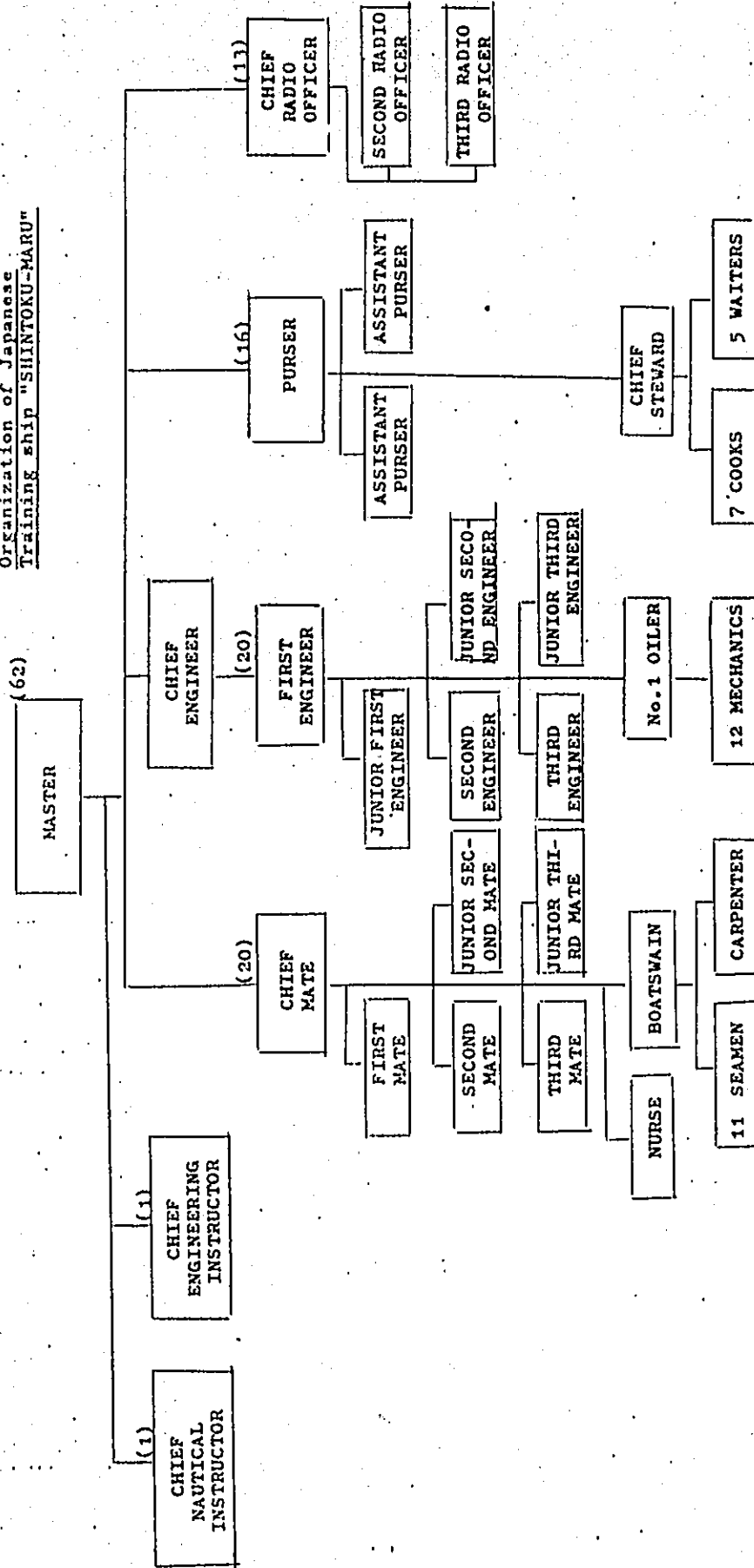
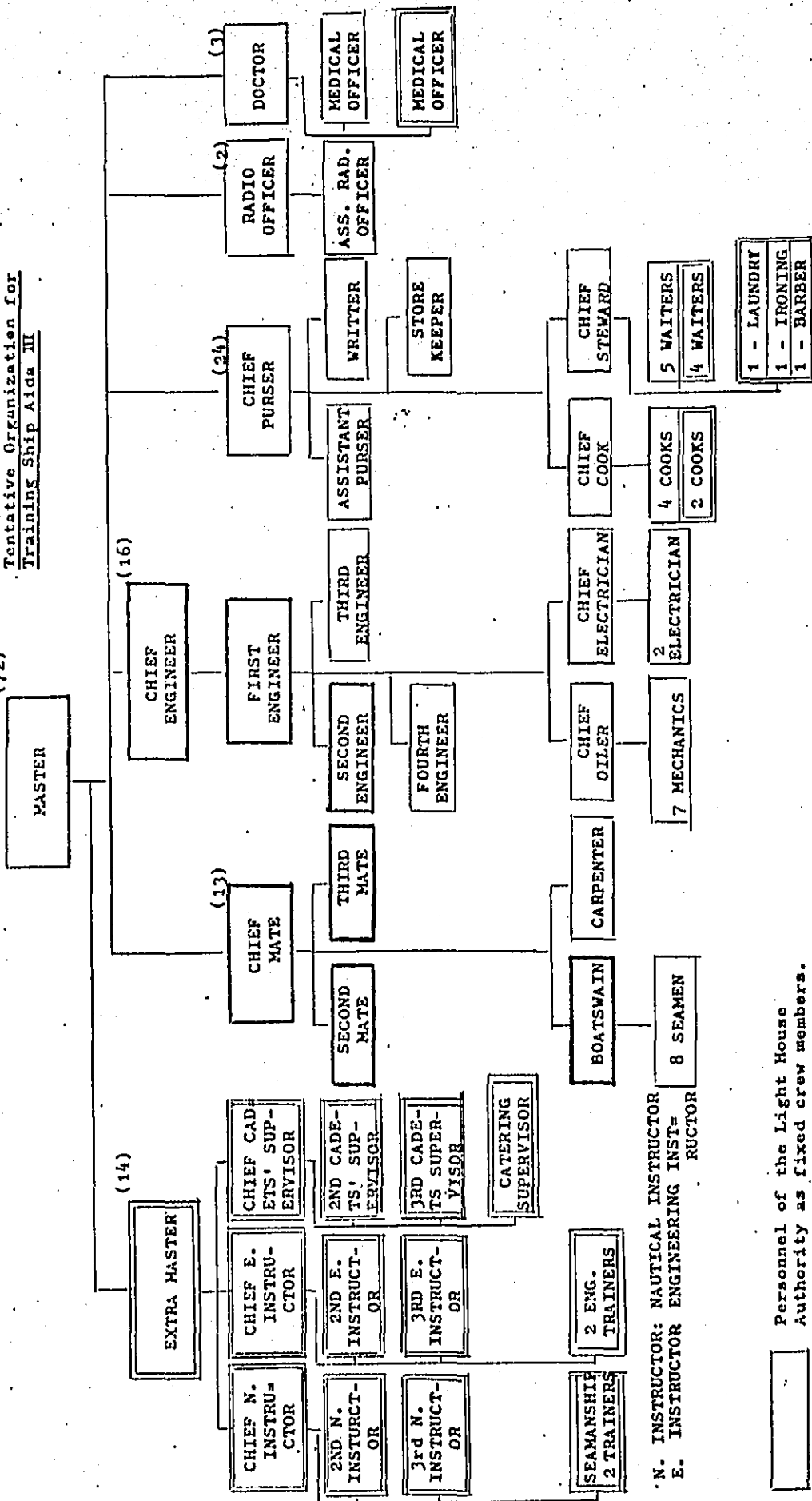


Fig. 6

THE ARAB MARITIME TRANSPORT ACADEMY
Tentative Organization for
Training Ship Aida III

(72)

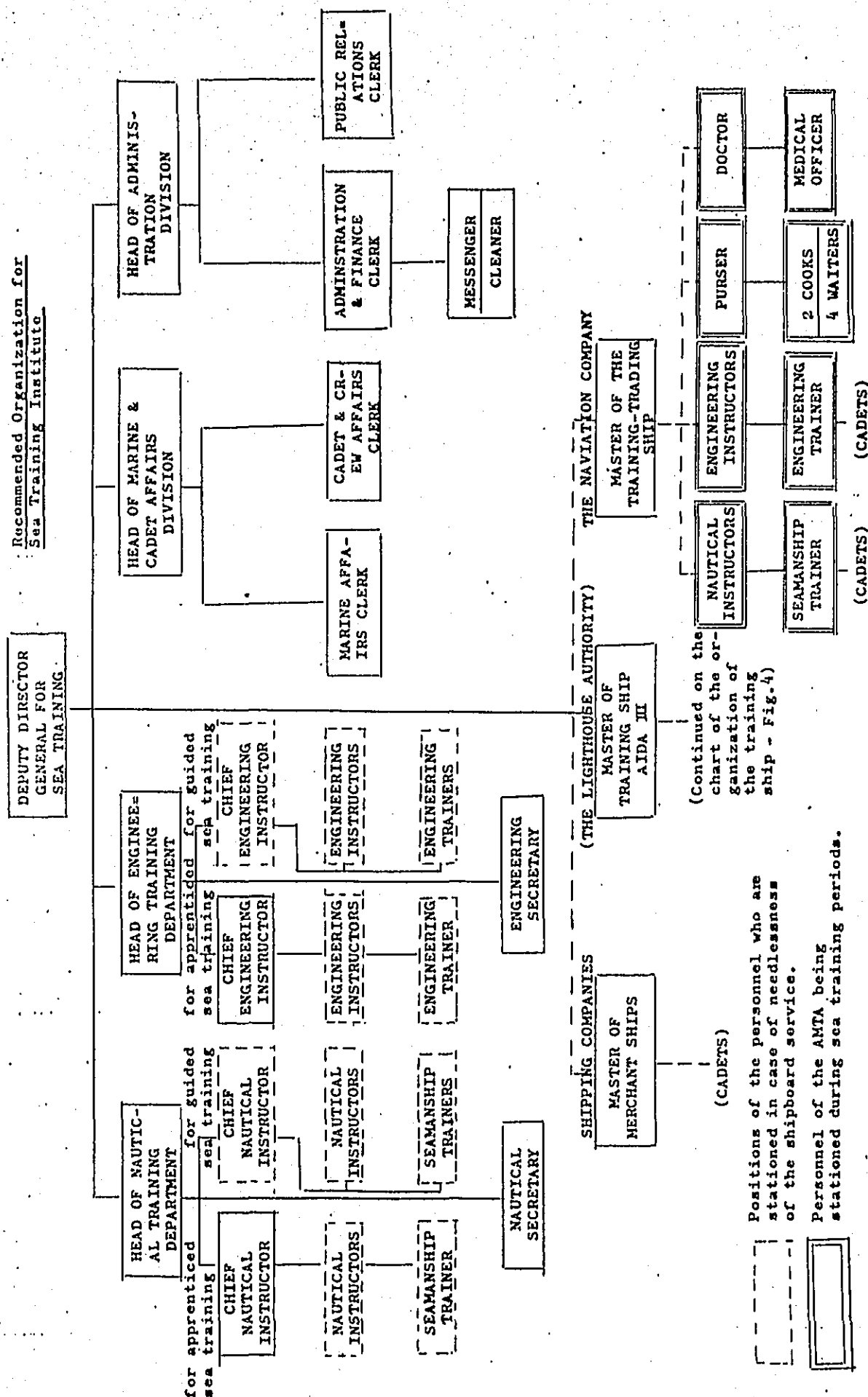


Personnel of the AMTA being stationed during sea training periods.

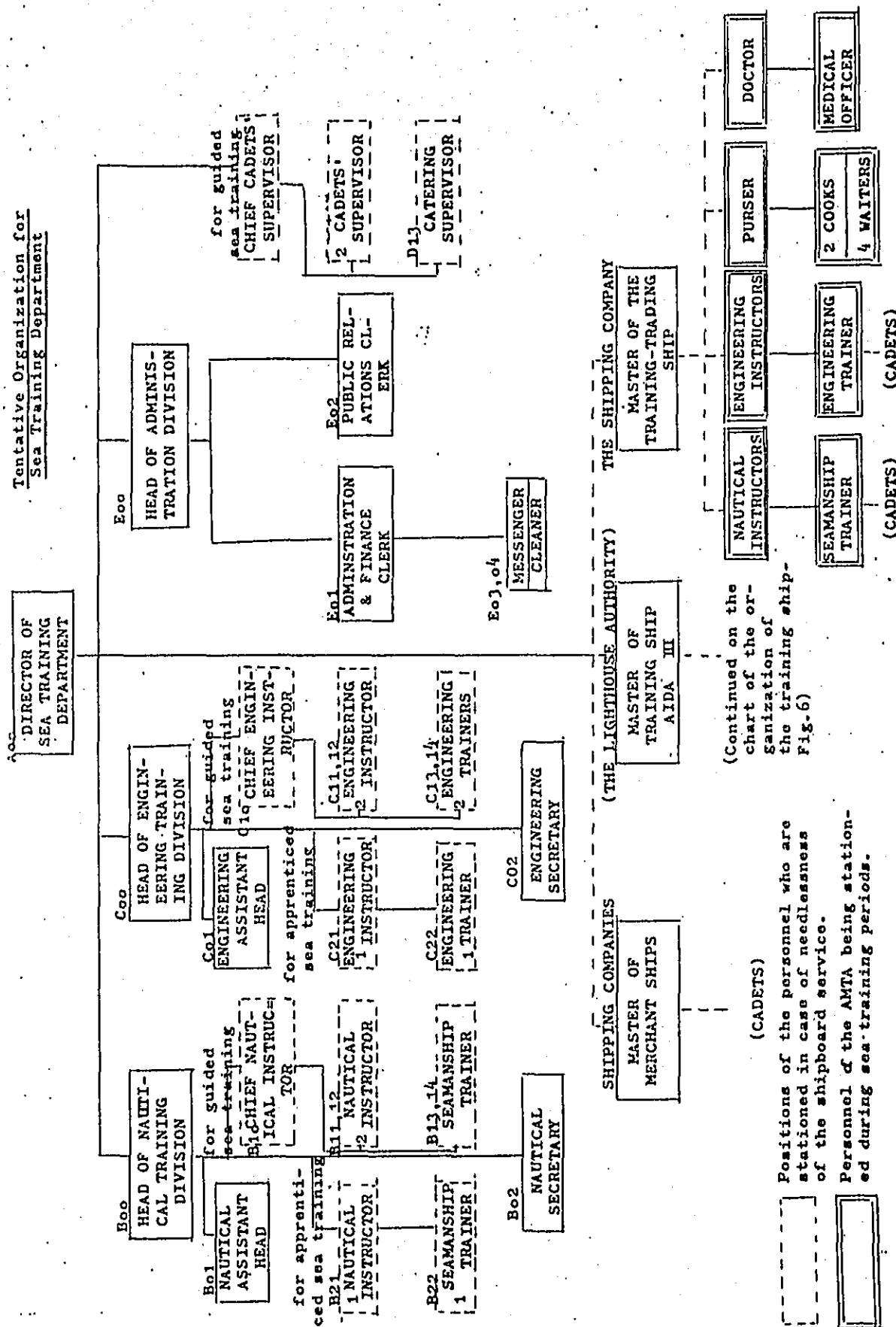
Personnel of the Light House Authority as fixed crew members.

Personnel of the AMTA as fixed crew members.

Recommended Organization for
Sea Training Institute



THE ARAB MARITIME TRANSPORT ACADEMY
Tentative Organization for
Sea Training Department



APPENDIX

OUTLINE OF

JOB DESCRIPTIONS FOR THE PERSONNEL
OF THE SEA TRAINING INSTITUTE

STUDIES OF SEA TRAINING SYSTEM
FOR THE ARAB MARITIME TRANSPORT ACADEMY

REPORT NO. 1

RECOMMENDATION FOR DEVELOPMENT OF
ORGANIZATION FOR SEA TRAINING

Outline of
Job Description for the Personnel
of the Sea Training Institute

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Chief Engineering Instructor for Apprenticed Sea Training	5
Head of Marine & Cadets' Affairs Division	6
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Supplements:	
Chief Cadets' Supervisor	8
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Aoo: Deputy Director General for Sea Training:

- (1) Representing the faculty of sea training matter.**
- (2) Developing and maintaining consistent practical training standards through close interactions between the classroom instructions by the education department and the shipboard trainings by the Institute.**
- (3) Providing safety, smooth and effective shipboard trainings.**
- (4) Approving sea service certificates for cadets issued by the Institute.**
- (5) Supervising the duties of the heads of the departments and the administration office of the Institute.**
- (6) Being accountable and responsible for sea training aspects of academic policy and performance.**
- (7) Being responsible for the administration and organization of the Institute's duties.**

Boo: Head of Nautical Training Department:

Coo: Head of Engineering Training Department:

- (1) Developing the sea training programmes and training methods in coordination with the education departments concerned, and maintaining consistent practical training standards through close interactions between the guided sea trainings and the sea service trainings.
- (2) Preparing a plan for the academic year for executing the sea training programmes in coordination with the other departments of the Institute.
- (3) Preparing a plan for the academic year for maintaining and improving text books, cadets' report books and training aids, equipment and materials.
- (4) Investigating, collecting and distributing materials concernign training and education.
- (5) Checking up the admissions, completions and withdrawals of cadets.
- (6) Maintaining the records on cadets' course completion, grade averages, period of sea service and other information needed to monitor cadets progress.
- (7) Issuing notifications for cadets on board the training /trading ship and merchant ships, who failed to fulfil their study assignments by the responsables of the sea trainings.
- (8) Receiving the reports of the sea training from the instructors in charge on board the AIDA III and the training/trading ship, and following up the sea training programmes after execution.
- (9) Supervising the duties of the staff members of his own department in a systematic order.
- (10) Being accountable and responsible for executing the sea training programmes concerned.

B1o: Chief Nautical Instructor for Guided Sea Training:
C1o: Chief Engineering Instructor for Guided Sea Training:

Duties on board the AIDA III

- (1) Contributing in developing the guided sea training programmes for the Phase II, Phase I and the S.S.T.C. on the AIDA III.
- (2) Preparing a plan for executing each guided sea training programme concerned in coordination with the other departments of the Institute and the staff members concerned of the AIDA III.
- (3) Following up the execution of the practical sea training of cadets concerned through supervising the subordinate instructors and having close communication with the staff members concerned of the AIDA III.
- (4) Adjusting the subordinate instructors' allotted tasks on training subjects.
- (5) Contributing in utilizing effectively and maintaining the training aids and equipment.
- (6) Improving and maintaining consistent cadet discipline standards in practical training and cadet life on board the ship.
- (7) Giving the lessons on training subjects of own tasks which are allotted by the training syllabus, and evaluating the training achievements of cadets concerning the subjects.
- (8) Supervising the duties of the instructors and trainers of his subordinate.

B11: } First, Second and Third Nautical Instructors
B12: } For Guided Sea Training
C11: } First Second and Third Engineering Instructors
C12: } For Guided Sea Training
C13: }

Duties on board the AIDA III
(Training instructions and affairs)

- (1) Giving the lessons on training subjects of their own tasks which are allotted by the training syllabus, and evaluating the training achievements of cadets concerning the subjects.
- (2) Participating in watches at sea and in port together with the officer or the engineer in charge of the watch to train cadets in the duties of watchkeeping.
- (3) Participating in the assigned position on each occasion of stations for entering and leaving port, and emergency drills to give cadets guidance concerning technical skills.
- (4) Carrying out their work assignment concerning training affairs.
(Cadet affairs)
- (5) Making necessary arrangements for the embarkation and disembarkation, accommodation, clothing, health, safety and recreational needs of the cadets.
- (6) Giving attention and guidance to improve cadet discipline and morale in practical training and cadet life on board the ship.
- (7) Serving as a counsellor of cadets in practical training and cadet life matters.
- (8) Providing necessary guidance to facilitate autonomous activities in practical training and cadet life, and sports and social activities of cadets.

B2o: Chief Nautical Instructor for Apprenticed Sea Training

C2o: Chief Engineering Instructor for Apprenticed Sea Training

- (1) Contributing in developing the apprenticed service training programmes on the training/trading ship and merchant ships.
- (2) Preparing a plan for executing each apprenticed sea training programme concerned.
- (3) Taking the steps necessary to provide places for the training of cadets on board the training/trading ship and merchant ships in connection with egyptian and foreign navigational companies.
- (4) Receiving the cadets who are scheduled to go on board the training/trading ship or merchant ships while explaining and guiding them about the method of working on board.
- (5) Following up the cadets on board merchant ships through their companies in coordination with the companies' training responsables.
- (6) Making necessary arrangements for correcting and evaluating the cadets' study assignments (reports) which are sent from the cadets on board the training/trading ship and merchant ships and are distributed to the lecturers concerned after classifying the cadets' assignments.
- (7) Participating in the correction and evaluation of the cadets' assignments with the lecturers.
- (8) Participating with the lecturers in work of the committee of evaluating cadets' assignments and the amount of benefit during the sea service training and before joining the Qualifying Courses.
- (9) Notifying the cadets of the evaluation and notifying the Head of the department concerned for sending the necessary warning notices for the cadets who failed to fulfil their assignments.
- (10) Guiding the Cadets on board merchant ships during their sea service about their faults and the inadequacy of their assignments.
- (11) Providing the needs of training needed to execute the training schemes.
- (12) Supervising the instructor and the trainer concerned on board the training/trading ships.

Doo: Head of Marine and Cadets Affairs Division:

Marine Affairs:

- (1) Preparing a schedule of the training cruises for the academic year for executing the guided sea trainings on board the AIDA III in coordination with the other departments of the Institute and the Lighthouse Authority.
- (2) Preparing a navigation schedule for each training voyage of the AIDA III in coordination with the Master of the ship and the other departments of the Institute and obtaining the navigation schedule of the training/trading ship in connection with the navigation company.
- (3) Obtaining information in regard to the actual movement of the AIDA III and the training/trading ship.
- (4) Obtaining the operation records of the AIDA III through the Lighthouse Authority and the training/trading ship.
- (5) Taking the necessary procedure for executing the foreign-going cruise of the AIDA III in coordination with the Master of the ship.
- (6) Assisting the Port Authority and the Masters of the AIDA III and the training/trading ship in emergency measures on occurrences of sea disasters of the ships, or cadets and crew casualties.
- (7) Supporting the Master of the AIDA III in the following matters:-
 - a) Investigating and collecting information concerning navigation and weather conditions.
 - b) Taking the necessary procedure for entering and leaving the home port, and berthing and unberthing.
 - c) Arranging boats for transportation from the ship to the shore in the home port in case of need.
 - d) Maintenance of equipment for use.
 - e) Specialized stores for routine refitting and repairs.
 - f) Maintenance of necessary state of sea-worthiness including stores, crews, equipment, etc.

Cadets and Crew Affairs:

- (1) Making necessary arrangements in manning for the crew members of the Academy on board the AIDA III and the training/trading ship.
- (2) Taking necessary procedure for embarkation and disembarkation of cadets and crew on board the AIDA III, the training/trading ship and merchant ships.

- (3) Supporting the personnel in charge of cadet and crew affairs on board the AIDA III and the training/trading ship in executing human services, residential services, and health and safety services.
- (4) Following up on complaints of cadets on board merchant ships and their companies.
- (5) Taking the necessary procedure regarding cadets' and crew's honours and punishments.

Eoo: Head of Administration Division

- (1) Preparing an activity plan for the Institute annually, including requests for resources (personnel, financial, facilities, equipment) and plans for new endeavors.**
- (2) Taking necessary procedures concerning budget execution and follow up.**
- (3) Making necessary arrangements for purchasing procedures and inventory management.**
- (4) Making necessary arrangements for personnel management.**
- (5) Supervising the duties of the staff members of his own department.**

• Supplements

Chief Cadets' Supervisor:

- (1) He is to be responsible for cadets' discipline from the moment they board the training vessel.
- (2) He is to be responsible for checking cadets' attendance in the registration book.
- (3) He has to make sure that cadets are properly involved in their assigned harbour daily routine.
- (4) He is to be responsible for solving cadets' problems if any.
- (5) He is to be responsible for the availability of transportation.
- (6) He is to be responsible for cadets' amusements: monthly parties, graduation ceremony, etc...
- (7) He is to see that cadets abide by uniform regulations on board and during leaves.
- (8) He is to be responsible for co-ordination between teaching staff and cadet-trainers.
- (9) He is to make sure that cadets keep up appearance particularly in foreign harbours.
- (10) He is to keep a record of cadets valuable possessions.
- (11) Ensure the termination of the procedures necessary prior to the training cruises in co-ordination with public relations agent.

Cadets' Supervisor:

- (1) He is to be responsible for the distribution of cadets in cabins in co-ordination with instructors of the Nautical and Engineering Training Departments.
- (2) He is to ensure that cadets keep their cabins clean & tidy.
- (3) He is to ensure that cadets abide by uniform regulations during meal time and that they are offered meals conformable with the specifications set.
- (4) He is to be responsible for cadets' watches when the vessel is berthing at Alex. harbour.
- (5) He is to ensure that cadets wake up early enough for breakfast and to start their day-work. Moreover, in compliance with the commandant and teaching staff orders, he is to wake up cadets at the times required.
- (6) When the vessel is berthing in Alexandria, he is to organize and supervise a morning physical training formation twice a week.
- (7) He is to control laundry affairs.

STUDIES OF SEA TRAINING SYSTEM
FOR THE ARAB MARITIME TRANSPORT ACADEMY

REPORT NO. 2

STUDY'S SCHEME FOR GUIDED SEA TRAINING
IN THE PHASE II OF THE ACADEMY

APRIL 1983

CAPT. YOSHIO CHIHLARA
CHIEF ADVISOR

AND

ENG. TAKERO SUNAGAWA
ENGINEERING EXPERT

JAPANESE ADVISORY TEAM

JICA-AMTA TECHNICAL COOPERATION

Studies of Sea Training System
for the Arab Maritime Transport Academy

Report No. 2

Study's Scheme for Guided Sea Training
in the Phase II of the Academy

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APPENDIXES

A. TRAINING COURSES AND OBJECTIVES

1. Training courses, kinds and number of cadets and training periods

These items of the new scheme of the guided sea training on board the training ship AIDA III in the Phase II are presented in the previous report* as follows:-

*: Report No.1, the item A-2-(a) and the Fig.3 and 3' of the item B-1-(2).

(1) Nautical Practical Course

<u>Kinds of cadets</u>	<u>No. of cadets</u>	<u>Training period</u>
Nautical Studies { June-group*2	50 persons	120 days *4
{ Feb.-group*3	50 persons	120 days

(2) Engineering Practical Course

<u>Kinds of cadets</u>	<u>No. of cadets</u>	<u>Training period</u>
Engineering Studies { June-group	50 persons	120 days
{ Feb.-group	50 persons	120 days

*1: Basic Studies and B.Sc. Degree Studies.

*2: A group of cadets who complete the Phase I at the end of the second semester.

*3: A group of cadets who complete the Phase I at the end of the first semester.

*4: Is the number of days equivalent to a four-month training period, that must count out the number of 121 calendar days but the day of the disembarkation should not be counted as one day of the training period irrespective of whether it falls full of a day or not.

2. Objectives of the guided sea training in the Phase II

The purpose of the guided sea training in the Phase II is to train the above-mentioned cadets intentionally and effectively to cultivate the necessary attribute and ability to be a competent ship's officer.

The immediate objectives would be set up as follows:-

(1) To cultivate such attributes of the cadets as the adaptability, the discipline, the sense of responsibility, the determination, the endurance, the spirit of cooperation and international mindness that are indispensable elements for the ships' officers.

(2) To develop the practical knowledge and proficiency of the cadets through sea-going experience which makes integration of their theoretical study and practical training, to a desired standard based on the syllabi for the sea training,

which would be set up to meet the requirements for the certification of the Second Mate or the Second Engineer.

B. OUTLINE OF PRACTICAL TRAINING

1. Programme of Training Cruises

- (1) The advisable programme of the training cruises of the AIDA III for the academic year to execute the guided sea training for the June and the Feb. groups is shown in Fig. (1) in which the following cruises are included in the training period of each of the groups:-
 - Inland cruises of the Red Sea, which are arranged three times for a 13-day trip taking the chance of the cruises* replenishing the Lighthouses under the supervision of the Lighthouse Authority.
*: 8~9 times a year for a 10~13-day trip at the regular interval.
 - A foreign going cruise of the Mediterranean Sea, which is arranged once for a 20-day trip only for the purpose of practical training.
 - A cruise for specialized practices, which is arranged once for a three or four-day trip restricting in the Alexandria port offing for the purpose of measurement and adjustment of magnetic compass, trials of speed, inertia and turning, ship handling, main engine handling, etc.
- (2) However, when scheduling the programme of the cruises actually, it would be extremely restricted by the programmes of replenishing the Lighthouses. So, it is the most important to obtain helpful co-operation of the Lighthouse Authority through close communication with them.
- (3) In this programme of the cruise, the total number of days at sea* in the training period barely satisfies the requirements of the Decree of the Ministry of Maritime Transport, which is found only in the item 18 of the Supplementary to the Decree for the certification of Marine Engineer and then is set forth that in the case of the calculation of sea service period, the period spent at sea must not be less than one third of the period required for the certification.
*: Including the days at temporary anchor.
For reference, the example of the past statistical records of the cruises of the AIDA III are shown in Table 1.

2. Formation and assignment of the cadets:

(1) Formation:

Both the Nautical and the Engineering cadets should be divided into four groups respectively which are identified with numbers.

(2) Assignments of the cadets:

In order to promote autonomous activities of the cadets and practice of leadership, the following chiefs in charge should be elected, one person for each group from among the cadets and appointed by the Master at his choice, provided that some of the chiefs in charge may be omitted by the Master in consideration of the training conditions:-

- Group leader for deck (for the Nautical course only)
- Group leader for Engine (for the Engineering course only)
- Chief in charge of study
- Chief in charge of library
- Chief in charge of tools and equipment
- Chief in charge of sanitation

The term of office, duties and responsibilities of these chiefs in charge should be defined separately.

(3) Rota of chores:

In addition to the chiefs mentioned in the item (2), the cadets on duties that are assigned under a system of rotation should be responsible for respective chores such as keeping of boats, mess rooms, cabins, bathrooms, cadets' quarters, workshops, etc.

The types of chores, number of persons on duty, roster and the duties and responsibilities should be defined in accordance with the standing orders of the ship.

3. Daily Routine:

- (1) The proposed typical daily routine work of the cadets and crew on board the AIDA III -except the cadets and crew on watches in port or at sea- should be performed as follows, provided that the Master has the right to modify it whenever he finds it proper to do so.

0630	Réveille
0645 - 0715	Morning work period, callisthenics & cleaning up
0730	Morning Mess
0800	Morning formation and salute the Flag of the Arab League
0900 - 1100	First work period
1115 - 1315	Second work period
1330	Noon Mess
1400 - 1600	Third work period

1900	Evening Mess
2000 - 2130	Individual study period
2230	Lightout

- (2) At the beginning of each period of the morning work, first work and third work, all the complement - except the persons on watches - should line up and muster. When at sea, those who are assigned to morning work period and first work period should be mustered at the beginning of these work periods.

4. Watches and other assignments:

(1) System of watches and assignments:

The watches and other assignments of the cadets when ship is in port or at sea should be arranged according to a separately established system as shown in Table 2.

(2) Port and starboard watches:

In order to prepare for dealing immediately and efficiently with any emergency or eventuality, in addition to the normal tasks of the ship, the deck cadets and engineering cadets should be divided into two parties* respectively called port and starboard watches.

*: each party would consist of two groups of the cadets.

(3) Watches in port:

The watch in port should be undertaken by the parties of the port and starboard watches alternately, and the shift should take place, in principle, at 8 a.m. on the hour every day. Moreover, one group of the cadets on duty in the watch party should be assigned to the watch in port of the day. The group of cadets on duty should undertake the watchkeeping in port, and in the event that the group on duty is too busy to get around to all duties, the members of the watch party or the whole complement should join the watchkeeping. The group of cadets on duty should install one or two deck watches in case of the Nautical course and one or two engine watches in case of the Engineering course who serve on two~four-hour shifts.

(4) Watches at sea:

- (a) The watches at sea should be divided into six watch periods of four hours each as follows:-

0000-0400	Midnight watch,	1200-1600	afternoon watch
0400-0800	Morning watch,	1600-2000	Evening watch
0800-1200	Forenoon watch,	2000-2400	First night watch

- (b) When at sea, one group of the cadets is assigned to the watch at sea, and the relieving is made according to

the system specified elsewhere, for example, as shown in Table 2.

- (c) The duties of the watch of the deck cadets include the officer's sub-watch, lookout, steering watch, lee side watch, instrument watch, radio room watch and engine room watch.
- (d) The duties of the watch of the engineering cadets include the engineer's sub-watch, main engine watch, auxiliary engine watch, electric machinery watch, refrigerator watch and bridge watch.

(5) Duties and responsibilities of the men on watch:

The number of men on watch in port or at sea, watch hours, and their duties and responsibilities should be specified separately.

5. Holidays and Going Ashore:

(1) Holidays:

During the guided sea training period, the Master of AIDA III would observe the following holidays, but might give lessons at his own discretion irrespective of the days specified below when at sea or whenever he considers it necessary to do so.

- (a) National holidays and Islamic holidays stipulated by the Academy's regulations.
- (b) A two-day weekend, Thursday and Friday as a period of holiday.

(2) Going Ashore:

- (a) Leaving the training ship would be permitted on the following occasions:-

- Holiday shore leave: Shore leave on the holidays stated in the item 5-(1).
- Promenading shore leave: Shore leave for taking a walk on the days other than the holidays stated in item 5-(1).
- Special shore leave: Shore leave for study and observation, sports activities, official business, etc.
- Exigency shore leave: Shore leave permitted for special reasons other than above at the request of the cadets.

- (b) The time, period and other details of the holidays shore leave stated in the item 5-(2)-(a) should be determined by the Master.

- (c) Regarding the exigency shore leave on the occasion of a death of cadet's family, the period of the shore leave for the mourning should be specified separately.
- (d) The holiday shore leave should in principle be for a day (24 hours), and the leaving and closing times including the terms of permitting the stopping-out should be appointed by the Master on each occasion.
- (e) The leaving and closing times for the promenading shore leave and the special shore leave should be appointed by the Master on each occasion.
- (f) Those who require the exigency shore leave or the stopping-out on the occasion of the shore leave permitted should submit to the duty personnel concerned of the ship a written application stating the reason, destination and the period of leave for approval by the Master.

6. Discipline aboard, Clothing and other rules:

- (1) The discipline aboard as the rules observed by the cadets and crew should be specified separately.
- (2) The clothing standard for the cadets aboard, the seasonal change of clothing, the standard of the style of dressing on the occasion of the cadets' training life and the supply of clothing should be specified separately.
- (3) Formation of a voluntary group, meeting, party, show, use of facilities, carrying-in and -out of goods, publications, notifications, etc, which are performed by the cadets should be controlled by the rules separately.
- (4) A system of cadet honours and disciplinary punishment should be established separately.
- (5) The rules concerning provision of meals, medical expenses, accident compensation and necessary lendings for training, should be set forth separately.

7. Admission and completion:

The rules concerning the following items should be established separately:

- (1) Admission requirements to the sea training on board the AIDA III including the medical and physical fitness standards.
- (2) Requirements for the completion, and certificate of the completion.
- (3) The standard for calculation of the number of days aboard

the ship as well as the sea service period required for the certification of the ship's officers.

- (4) Extension of the training period.
- (5) Postponement of the training.
- (6) Withdrawal from the shipboard training and release for disciplinary punishment.

C. TRAINING SYLLABI, TRAINING SCHEDULE AND EVALUATION ON THE TRAINING

1. Training Syllabi

- (1) The outlines of the training syllabi are shown in Table 3 and 4 for the Nautical practical course and Table 5 and 6 for the Engineering practical course.

The training subjects and their structure of the syllabus for each course are mainly based on the training syllabus for each course on the training ship of the Institute for Sea Training in Japan, in which the knowledge required by the IMO Convention on STCW is made good.

The kinds of means of practical training are as follows:-

- Lecture (L) : The explanation on the training subject before the training, which includes the summary of theoretical knowledge, the outline of the actual equipment of the ship and the procedure, main point and precautions of practical training.
- Exercise (E): The individual study, which includes exercises and practice by oneself.
- Practice (P): The practical training.

The content and training hours of each of the subjects for each course were set up on the basis of the objectives and method of the practical training stated in the chapter B, but those in the tables are very rough because of having not enough information on the content of classroom instructions in the Academy and having not enough time to study. So, the detailed syllabi should be prepared separately with reference to the frame work of the syllabi of the Tables and besides the charge of training instructions on the subjects should be assigned to the training staff of the AIDA III.

- (2) The result of rough calculation of the training hours during the guided sea training period is shown in Table 7. In the table, the net available lesson hours and practice

hours, total hours programmed and total hours reserved could be noted.

2. Training Schedule:

- (1) The example of the guided sea training schedule is shown in Table 8 for the Nautical practical course and Table 9 for the Engineering practical course.

In the Tables, the programme of the training cruises was set up simply as the same schedules in each of the inland cruises during the training period, and the work periods are as follows:-

- First work period: 0900 - 1100
- Second work period: 1115 - 1315
- Third work period: 1400 - 1600

Moreover, the following weekly routine works are observed in the third work period in principle:-

- On Monday Sport activities
- On Tuesday Emergency station drills
- On Wednesday General cleaning

And the weekend holidays are observed on Thursday and Friday in principle.

- (2) Before starting the practical training, these sea training schedules would be prepared for the whole period or at intervals of one month on the basis of the programme of the training cruises in due consideration of the scheme of executing the training syllabus.

3. Evaluation on the training:

The system of evaluation on the practical training should be established separately. For reference, the example of the system of evaluation on the training for the S.S.T.C., which was modified on the basis of the evaluation system of the sea training on board the Japanese training ship, is shown in Appendix 1 of this report.

4. Report book for the cadets:

The Report book for the cadets of both the Nautical and the Engineering practical courses should be prepared. For reference, the manual for sea oriented training for the S.-S.T.C. which was modified on the basis of the report book for the cadets on board the Japanese training ship, is attached as Appendix 2 of this report.

... ..

Fig. (1)

An Example of the Guided Sea Training Schedule and Training Cruise Programme for the AIDA III for the Academic Year

Kind of Cadets	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY
NAUTICAL BASIC STADIES	8/15 JUNE-GROUP I (50 p.)			12/15 JUNE-GROUP I (50 p.)			2/10 2/11 (50 p.)	3/1 FEB.-GROUP (50 p.)			5/1 (50 p.)	7/1 2/1 (50 p.)
ENGINEER- ING BASIC STADIES	8/15 FEB.-GROUP (50 p.)			12/15 FEB.-GROUP (50 p.)			2/10 2/11 (50 p.)	3/1 JUNE-GROUP (50 p.)			5/1 (50 p.)	7/1 2/1 (50 p.)
DECK, ME- CHANIC AND ELECTRIC BASIC STADIES						1/11 (50 p.)		4/15 5/1 (50 p.)		6/1 (50 p.)	7/1 2/1 (50 p.)	

JUNE-GROUP : A group of cadets who complete the Phase I at the end of the second semester.

FEB.-GROUP : A group of cadets who complete the Phase I at the end of the first semester.



An inland cruise for the cadets in the Phase II.



A foreign-going cruise for the cadets in the Phase II.



The winter cruise for the cadets in the Phase I.



The summer cruise for the cadets in the Phase I.



The short term cruise for the cadets of the S.S.T.C. in the first session.



The short term cruises for the cadets of the S.S.T.C. in the second session in company with the cadets in the Phase II.

Table I Records of Cruises of the AIDA III

Inland cruises of the Red Sea for replenishing the light-houses

Period of cruises	Places of call	Total distance	Total hours		
			At sea	At anchor	Total
20/11 ~ 2/12 / 1978	ALEX., PORT SAID, SUEZ, ASHRAFI I ^d L.H., HURGHADA, AKHAWAIN L.H., ABUEL KIZAN L.H., SAFAGA, HURGHADA, SUEZ, PORT SAID, ALEX.	1291'	6 ^d -02 ^h -50 ^m	6 ^d -01 ^h -10 ^m	12 ^d -04 ^h -00 ^m
9/5 ~ 18/5 / 1979	ALEX., PORT SAID, SUEZ, ASHRAFI I ^d L.H., HURGHADA, AKHAWAIN L.H., ABUEL KIZAN L.H., HURGHADA, SUEZ, PORT SAID, ALEX.	1264'	5 ^d -01 ^h -20 ^m	3 ^d -22 ^h -40 ^m	9 ^d -00 ^h -00 ^m
26/12 / 79 ~ 4/1 / 80	ALEX., PORT SAID, SUEZ, ASHRAFI I ^d L.H., HURGHADA, ABUEL KIZAN L.H., AKHAWAIN L.H., HURGHADA, SUEZ, PORT SAID, ALEX.	1264'	5 ^d -01 ^h -40 ^m	3 ^d -22 ^h -20 ^m	9 ^d -00 ^h -00 ^m
13/12 ~ 23/12 / 1980	ALEX., PORT SAID, SUEZ, ASHRAFI I ^d L.H., HURGHADA, AKHAWAIN L.H., ABUEL KIZAN L.H., HURGHADA, SUEZ, PORT SAID, ALEX.	1264'	5 ^d -13 ^h -35 ^m	4 ^d -12 ^h -25 ^m	10 ^d -02 ^h -00 ^m

Foreign-going cruise of the Mediterranean Sea

Period of cruises	Places of call	Total distance	Total hours		
			At sea	At anchor	Total
20/6 ~ 11/7 / 1980	ALEX., NAPLES, MARSEILLE, ALEX.	2968'	12 ^d -07 ^h -10 ^m	6 ^d -06 ^h -50 ^m	18 ^d -19 ^h -00 ^m

Table 2

One method of the arrangement of watches at sea and other assignments of the cadets

Type of shift	Ordinal day	Watch hours at sea							Work period *			
		00 -04	04-08	08-12	12-16	16-20	20-24	Morning	First	Second	Third	
1	First	A	B	C	D	A	B	(B)**	D	-	C	
	Second	C	D	A	B	C	D	(D)	B	-	A	
2	First	B	C	D	A	B	C	(C)	A	-	D	
	Second	D	A	B	C	D	A	(A)	C	-	B	
3	First	C	D	A	B	C	D	(D)	B	-	A	
	Second	A	B	C	D	A	B	(B)	D	-	C	
4	First	D	A	B	C	D	A	(A)	C	-	B	
	Second	B	C	D	A	B	C	(C)	A	-	D	

A, B, C, D : Marking of the cadets' groups

* : Morning period : 0645 - 0715, First period : 0900 - 1100
Second period : 1115 - 1315, Third period : 1400 - 1600

** : () Most members of the cadets' group on watch perform morning works by being released from the watch.

Table 3

Summary of Training Syllabus for Nautical Practice Course
(A rough draft)

Training Subject & title	L	E	P	T'L
A. Watchkeeping	6	-	115	121
1. Watchkeeping at sea	4	-	100	104
2. Watchkeeping in port	2	-	15	17
B. Navigation	34	8	48	90
1. Voyage planning	2	-	2	4
2. Coastal Navigation	8	-	10	18
3. Celestial navigation	6	-	15	21
4. Electronic navigation	6	4	7	17
5. Meteorology and oceanography	8	-	8	16
6. Nautical instruments	4	4	6	14
C. Shiphandling	24	20	34	78
1. Shiphandling in general	8	8	10	26
2. Shiphandling in different circumstances	6	-	8	14
3. Handling ship with different maneuverability	-	4	8	12
4. Entering and leaving ports	10	8	8	26
D. Ship maintenance	10	4	32	46
1. Ship construction and fittings	4	4	2	10
2. Maintenance	2	-	24	26
3. Ship survey and repair	4	-	6	10
E. Ship safety and prevention of pollution	18	8	23	49
1. Prevention of shipping casualties	6	-	10	16
2. Emergency stations	6	4	13	23
3. Management of shipping casualties	2	4	-	6
4. Prevention of pollution	4	-	-	4
F. Ship business	30	4	20	54
1. Communications and signalling	6	-	10	16
2. Ship document and report	10	4	4	18
3. Cargo handling	10	-	2	12
4. Marine engineering	4	-	4	8
G. Marine service aboard ship	16	4	17	37
1. General affairs aboard ship	6	-	6	12
2. Labour management	4	4	-	8
3. Health and medical aid	6	-	11	17
GRAND TOTAL HOURS	138	48	289	477

Table 4. Outline of Training Syllabus for Nautical Practical Course

A. Watchkeeping	L	E	P	Remarks
1. Watchkeeping at sea				
1.1. Duties and responsibilities of the officer of the watch	(2/H)	—	(all) 100	Lookout, observations, position fixing, plotting, collision avoidance, communication, entry of log, etc.
2. Watchkeeping in port				
2.1. Duties and responsibilities of the officer of the watch	(2/H)	—	(all) 15	Sound of inspection, observations, safety measures, supervision of the ship's routine, communication, etc.
B. Navigation	L	E	P	Remarks
1. Voyage planning				
1.1. Coastal routes planning	(1/H)	—	(1/H) 2	Obtaining information of passages and port, plotting coastal charts, planning a navigation schedule, etc.
1.2. Ocean routes planning	2	—	—	ditto
1.3. Efficiency of navigation	—	—	—	Setting a planned speed, fuel consumption and a reserve fuel, optimum weather routing, etc.
2. Coastal navigation				
2.1. Nautical publications	(2/H)	—	(all) 2	Practical use of publications, correction of charts and directions, and chart work, etc.
2.2. Aids to navigation	(2/H)	—	(all) 2	Obtaining information of aids to navigation, calculation of the apparent visible range of L, H, etc.
2.3. Conditions of tide, moon and moon	(2/H)	—	(all) 2	Calculations of tide and tidal stream, sunrise and setting, and moon rising, setting and ages, etc.

L: Lecture E: Exercise P: Practice
H: Nautical instructor

1.4. Position fixing	(2/11) 2	—	(all) 4	Dead reckoning, cross bearings, running fix, and horizontal angles of objects.
3. Celestial navigation				
3.1. Calculations of movement of heavenly bodies	(1/11) 2	—		Kinds of times and adjustment of ship's times, calculation of meridian transit, time and azimuths of heavenly bodies and preparation for finding stars.
3.2. Position lines of heavenly bodies	(1/11) 2	—	(all) 15	Celestial observations, calculations of position lines of heavenly bodies and latitude by meridian altitudes
3.3. Position fixing	(1/11) 2	—		Sun-run-sun, sun-meridian, simultaneous observations and treatment of position errors.
4. Electronic navigation				
4.1. Navigation by D.F. and Echo sounder	(1/11) 2		(all) 2	Applications of Radio direction finder and Echo sounder and method of position fixing
4.2. Radar navigation	(1/11) 2	4	(all) 3	Detection and identification of echoes and method of position fixing.
4.3. Hyperbolic navigation	(1/11) 2		(all) 2	Applications of Decca Navigator, Loran and Omega system and position fixing by them.
4.4. Satellite navigation	—	—	—	—
5. Meteorology and oceanography				
5.1. Weather observations	(3/10) 2	—	(all) 2	measurements of meteorological and oceanographic elements.
5.2. Weather report.	(1/11) 4	—	(1/11)	Transmission of weather observations datum and preparing and interpreting weather charts
5.3. Weather forecasting	(1/11) 2	—	6	method of weather forecasting

L : Lecture E : Exercise P : Practice

6. Nautical instruments						
6.1. Operation, adjustment and maintenance of nav. instruments	(2/4)	2	—	(all)	2	Mag. compass, Ship's logs, Azimuth mirror, Sextant, Gyro compass, Automatic pilot, Echo sounder.
6.2. Operation and adjustment of nav. instruments	(1/4)	2	4	(all)	2	Radio direction finder, Radar, Decca navigator, Loran, Omega and Satellite nav. system.
C. Shiphandling	L		E	P		Remarks
1. Shiphandling in general						
1.1. Handling characteristics of ships	(C/H)	2	—	—		Propeller action, turning, acceleration and deceleration, factors affecting speed and ship's handling characteristics.
1.2. Trials of ship's speed, inertia and turning	(1/4)	2	4	(all)	8	Methods of trials, planning and executing the trials and working-out of the results of the trials.
1.3. Rules of road	(2/4)	4	4	(all)	4	The International Regulations for Preventing collision at sea and local rules of road
2. Shiphandling in different circumstances						
2.1. Handling ships in restricted visibility	(C/H)	2	—	(all)		General principles, Rule of road, look out, safety speed, signals, radar plotting, etc.
2.2. Handling ships in narrow waters	(C/H)	2	—	8		General principles, planning of handling ships, method of turning in a confined space.
2.3. Handling ships in heavy weather	(C/H)	2	—			Ensuring ship's stability and seaworthiness, method of shiphandling in heavy weather, heaving to, etc.
2.4. Handling ships in ice, coral reef, etc.	—	—	—	—		General principles.
3. Handling ships with different manoeuvrability						

3.1. Boat handling	—	—	(all) 10	lowering and hoisting boats, handling a power boat and handling a boat under oars and sail.
3.2. Light loading conditions	—	(9/11) 4	—	general consideration
3.3. Heavy ships	—	—	—	—
4. Entering and leaving ports	—	—	—	—
4.1. Preparation for sea	(9/11) 2	—	—	inspection of seaworthiness before leaving port, works of preparation for sea, etc.
4.2. Ship handling in berthing and unberthing	(9/11) 4	4	(all) 4	Planning of handling a ship, method of ship-handling and use of tugs, etc.
4.3. Duties of officers and rating in each station	4	—	10	Duties of officers and rating in each station for entering and leaving ports.
4.4. Anchor work	(9/11) 2	2	—	anchoring, weighing and clearing a foul hauler
4.5. Mooring work	(9/11) 2	2	—	Securing to a buoy, slipping from a buoy, docking and undocking, etc.
D. Ship maintenance	L	E	P	Remarks
1. Ship construction and fittings	—	—	—	—
1.1. Ship construction	(9/11) 1	(9/11) 4	—	Particulars of the ship, parts of a ship, terms relating to a ship.
1.2. Ship fittings	(9/11) 1	4	—	Firefighting appliances, life saving appliances, etc.
1.3. Deck machinery	(2/10) 2	—	(2/10) 2	Operation of winches, windlars, autotensible winches and steering engines.

2. Maintenance					
2.1. Planning of maintenance work	—	—	—	—	Making a long-term plan and a short-term plan for ship maintenance.
2.2. Maintenance work	(70) Z	—	—	(all)	Kinds and use of tools for maintenance work, method of paint work, regular inspection, etc.
2.3. Manual and deck seaman ship	—	—	—	30	Rope work, canvas work, breaking the cable, handling a barge anchor, etc.
2.4. Management of ship's stores	—	—	—		Supplying and controlling ship's stores, entry of the inventory.
3. Ship survey and repair					
3.1. Ship survey	(90) Z	—	—	—	Rules relating to ship survey, system of ship survey, preparation for ship survey
3.2. Supervision of repair work in dockyards	—	—	—	—	—
3.3. Methods of repair work in dockyards	—	—	—	—	Drydocking, methods of repair work, trials, etc.
3.4. Organization and facilities of dockyards	(90) Z	—	—	(90) 6	Organizational structure of dockyards, structure of dry docks.
E. Ship safety and prevention of pollution	L	Z	P		Remarks
1. Prevention of shipping casualties					
1.1. Security stations	(3/11) Z	—	—	(all) 10	Station for entering and leaving port, and navigation security
1.2. Preservation of seaworthiness	(9/11) Z	—	—	(all) Z	Precautions against fire, flooding, general damage and casualties to personnel.

L: Lecture E: Exercise P: Practice

1.3.	Measures against heavy weather	(C/M1) 2	—	(all) 2	Ensuring ship's stability and seaworthiness, anchor, watch, anchoring in heavy weather, measures to avoid a heavy weather, etc.
2.	Emergency measure				
2.1.	Emergency station	(3/M1) 2	—	(all) 10	Stations for firefighting, flooding, man overboard, and abandoning ship.
2.2.	Damage control	(C/M1) 2	—	(all) 3	Measures of firefighting, emergency stopping of leaks, life preservers provision, emergency steering, etc.
2.3.	Search and rescue	(C/M1) 2	(C/M1) 4	—	Knowledge of the IMO Merchant Ship Search and Rescue Manual
3.	Management of shipping casualties				
3.1.	Fire and emergency procedure	(C/M1) 2	(C/M1) 4	—	Emergency procedure in searching, grounding, floating a grounded ship, a collision, a fire, abandoning ship, man overboard, etc.
3.2.	Legal procedure, on shipping casualties	—	—	—	—
4.	Prevention of pollution				
4.1.	Prevention of pollution by oil	(1/M1) 2	—	—	
4.2.	Prevention of pollution by sewage and garbage	(1/M1) 1	—	—	Knowledge of the International Convention for the Prevention of Pollution from Sea.
4.3.	Prevention of pollution by harmful substances	(1/M1) 1	—	—	

F.	Ship business	L	E	P	Remarks
1.	Communications and signalling				
1.1.	Signalling	(3/10) 2	—	(3/10) 6	Signalling by hand flags, international code flags, flashing light and sound of the Morse code, hand signals.
1.2.	Outline of radio communication	(9/10) 4	—	(12/10) 4	Procedure in communication by radio telephony, and interior communication system.
2.	Ship document and report				
2.1.	Ship document	—	—	—	Documents relating to marine laws and companies' regulations.
2.2.	Ship's log book	(1/11) 6	(1/11) 4	—	a official log book, abstract log book, ship's log book, radar log book, etc.
2.3.	Ship's report	—	—	—	Reports relating to marine laws and companies' regulations.
2.4.	Procedure for port entry	(1/11) 4	—	(all) 4	Outline of port organization and administration, and procedure of entering and leaving port.
3.	Cargo handling				
3.1.	Outline of maritime transport	(9/10) 2	—	—	
3.2.	Preparation for cargo work	(9/10) 2	—	—	Planning of stowage, preparation for cargo gears and equipment.
3.3.	Cargo work	(9/10) 2	—	(9/10) 2.0	Persons concerned cargo work, supervision of cargo work, safety precaution, etc.
3.4.	Settlement after cargo work	(9/10) 2	—	—	Tally or measurement of loading or unloading cargoes, replacing cargo gears, etc.

L: Lecture E: Exercise P: Practice 7

3.5. Management of cargo storage	(%) 2	—	—	Taking care of cargo storage, cargo documentation and damage reports, etc.
4. Marine engineering				
4.1. Outline of marine engineering	(%) 4	—	(Eng.) 4	
4. Marine service aboard ship				
1. General affairs aboard ship				
1.1. Life aboard ship	(3/411) 2	—	(all) 6	Special character of seamen's life, daily routine, custom and manners aboard ship.
1.2. Leadership and human relations	(1/411) 2	—	—	
1.3. Ceremonial and public relations	(1/411) 2	—	—	Dressing ship, relations between ships, etc. manner of reception and negotiations
2. Labour management				
2.1. Discipline aboard ship	(2/411) 2	—	—	
2.2. Ship organization and duties of seamen	(1/411) 2	(1/411) 4	—	
2.3. Safety of seamen	—	—	—	
2.4. Maritime Labour relations	—	—	—	
3. Health and medical aid				

Table 5

Summary of Training Syllabus for Engineering Practical Course
(A rough draft)

Training Subject & Title	L	E	P	T.L
A. Watch Keeping	10	0	115	125
1. Watch Keeping at sea	6	0	100	106
2. Watch Keeping in port	4	0	15	19
B. Engine Plant Operation	34	14	44	92
1. Leaving and entering ports	8	0	30	38
2. Maneuvering	24	12	12	48
3. Optimum plant operation	2	2	2	6
C. Maintenance and preservation for engine plant	34	14	46	94
1. Planning of maintenance works and survey	8	6	2	16
2. Check and adjustment	14	0	24	38
3. Preservative works	6	4	8	18
4. Repair works in dockyard	6	4	12	22
D. Ships safety and prevention of pollution	20	6	34	60
1. Prevention of casualties	6	0	22	28
2. Emergency measure	6	0	6	12
3. Management of shipping casualties	4	2	0	6
4. Prevention of pollution	4	4	6	14
E. Ships Business	26	12	26	64
1. Voyage planning	10	6	12	28
2. Equipping ships	2	0	0	2
3. Ships document and report	8	6	8	22
4. Navigation and radio communication	6	0	6	12
F. Marine Service aboard ship	16	4	13	33
1. General affairs aboard ship	4	0	6	10
2. Labour management	8	4	0	12
3. Health and medical aid	4	0	7	11
GRAND TOTAL HOURS	140	50	278	468

Table 5 Outline of Training Syllabus for Engineering Practical Course

A	Watch Keeping	L	E	P	Remarks
1	Watch Keeping at Sea	6	0	100	
	Duties & Responsibilities of duty engineer	6	0	100	Operation & testing of all machinery equipment, taking & efficient operation and up keep of important machinery, prompt execution of bridge orders, suitable records of all events. Knock of changing watch etc.
2	Watch Keeping in Port	4	0	15	
	Duties & Responsibilities of duty engineer	4	0	15	Round inspection, proper directions for ratings on duty, safety measure, taking care for cargo gears etc.
B	Engine Plant Operation				
1	Leaving & Entering Ports	8	0	30	
	i Preparation of Starting Eng. Plant	2	0	12	Checking points, knock of warming up engine plant, Trial of engine plants, Testing safety devices & communication system, Steaming up of boilers, Changing over auxiliary machinery etc.
	ii Maneuvering Main Propulsion Engines	2	0	6	Maneuvering standards, Knock of starting, stopping and reversing main eng. Packing steam control, manual and program control of engine plant. etc.
	iii Changing Plant Mode	2	0	6	Knock of increasing output and general informations, Changing over aux. machinery. Starting of exhaust gas economizers etc.
	iv Cooling down Engine Plant	2	0	6	Preparation for lying, Knock of decreasing output, Protection of the marine environment, Knock of cooling-down engine plants, etc.
2	Maneuvering	24	12	12	
	Structures and Workings of Machinery of Engine Plant	12	12	6	General arrangement, main propulsion engines, boilers, electric plant, Auxiliary machinery, Auto or remote control system. etc.

L : Lecture E : Exercise P : Practice

	L	E	P	Remarks;
Controlling & Handling ii of Machinery	12	0	6	Knack of starting, stopping, reversing, controlling and handling machinery including deck machinery etc. efficient operation, packing steam, prevention of leaking losses, recovery of exhaust heat, Heat balance and engine performance, etc.
3 Optimum Plant Operation	2	2	2	
Maintenance and Preservation for Engine Plant				
1 Planning of Maintenance Works and Survey	8	6	2	
i Planning of Maintenance Works	2	2	2	Planning of short and long term works, cost etc. Kind of inspections, preparations of legal inspections and timing, foregin ship classification societies.
ii Legal Inspections & Tests Wear down and life limit	2	2	0	important working parts of main engines, generator(s), boilers & shaftings etc.
iii of working parts decision for limit of Repairing	2	2	0	Materials, crew number and their technical standard, time limit, precision of tools. etc.
iv on board	2	0	0	
2 Check and Adjustment	14	0	24	
General Overhauling & Tests i on board ship	6	0	12	Working hour and timing, checking part of machinery, Knack of testing on board ship.
Check & Adjustment for ii Working Parts & clearance	4	0	8	Adjusting limit and standard clearance, measuring valve timing of diesel engines, setting safety valve etc.
Check & Adjustment for iii Control System of Engine Plant	4	0	4	functioning Tests: Changing & adjusting setting points of sensing unit, control unit and actuating unit, etc.

L: Lecture E: Exercise P: Practice

	L	E	P	Remarks:
3 Preservative Works	6	4	8	
i General Maintenance Works	2	2	4	Overhaul of turbines, diesel engines, boilers and other machinery, facing up valves. etc.
ii Longterm Preservative Work	4	2	4	Preparations for Preservative works, Cleaning, Washing, greasing, Chemicals. etc.
4 Repair Works in Dockyards	6	4	12	
i. Proceedings of Docking	2	2	0	application of docking. Knot of writing document, preparations before docking. etc.
ii Supervision of repair works by dock yards	2	0	0	general cautions, Knot of supervision incl. repairing, material recording. etc.
iii Confirmation of Completion of Repairing in Dock	0	0	0	Knot of confirming repair works; final document of repair works. etc.
iv. Drawings	2	2	12	kind of drawings, symbols, writing practice. etc.
Ships Safety and Prevention of Pollution				
D				
1 Prevention of Casualties	6	0	22	
Security Station and	1		10	station for entering & leaving port, fire fighting, flooding, man-overboard. and abandoning ship.
i Emergency Stations	4	0	10	
Measures against Heavy Weather	2	0	2	preparation for heavy weather, cold start of engine planties. etc.

L: Lecture E: Exercise P: Practice

	L	E	P	Remarks:
iii Manoeuvring main engines in heavy weather.	2	0	0	knot of manoeuvring engines in heavy weather, handling of automatic control system in heavy weather, etc.
2. Emergency Measure	6	0	6	
i Emergency Operation	4	0	4	cutting off operations and pressure reducing operation; knot of emergency operation, safety limit, etc.
ii Damage Control	2	0	2	overheating and rupture of machinery, troubles on control system, etc.
3 Management of Shipping Casualties	4	2	0	
i Kinds of Casualties	3	2	0	explanation of casualties, casualties in engine department, document and reports of casualties, etc.
ii Legal Procedure & Rescue	1	0	0	
4 Prevention of Pollution	4	4	6	
Prevention of Pollution by				
i oil and waste matter	2	2	6	Knowledge of the international Convention for the Prevention of Pollution from sea
Prevention of Pollution by				
ii harmful substances.	2	2	0	
E Ship Business				
1 Voyage Planning	10	6	12	

L : Lecture E : Exercise P : Practice

		L	E	P	Remarks:
	Running Costs and				general description of running costs, tariff, navigation cost,
i	Sea Service Speed	2	2	0	managing cost, fixed cost, service speed, etc.
	Check of Seaworthiness				meaning of seaworthiness, checking items before departure,
ii	Preparation for Sea-going	2	0	4	supply of ships articles, fuel in reserve, etc.
	Fuel Oil, Lub Oil				choice of fuel oil and Lub oil, specification, purpose, bunkering
iii	and Boiler Water	4	2	6	boiler water, feed water, analysis of water, treatment, etc.
	Spare Parts & Expendables				list of handling spare parts, tools, expendables etc.
iv		2	2	2	
2	Equipping Ships				
	Duties & Responsibilities of				
i	Superintendent	2	0	0	general description of fitting out, approval of final drawings etc.
	Inspections & Tests				
ii	in course of Construction	0	0	0	important points of inspection in course of ship construction, the first periodical inspection etc.
	Engine Trial and				
iii	Official Trial	0	0	0	engine rehearsal, flashing, official trial, overhauling after trials, etc.
	Guarantee Works				meaning of guarantee works, limit, etc.
3	Ships Document and Report				
		8	6	8	
i	Ships Document				
		2	2	2	kind of document, purpose, subject matter, knot of filing, etc.
ii	Log Book Writing				
		4	4	4	general description of Engine Log Book, abstract log sheets, knot of filing, etc.
iii	Ships Report				
		2	0	2	reports of fuel consumption, line wear-down, crank deflection, personnel report, etc.

L: Lecture E: Exercise P: Practice

		L	E	P	Remarks
4	Navigation and Radio Communication	6	0	6	
	i Outline of Navigation	%NI 4	0	4	outline of ships construction, principal items, legal equipment, signalling, rope work, etc.
	ii Outline of Radio Communication	%R 2	0	2	outline of ships radio communication, handling of portable wireless telegraph and batteries etc.
F	Marine Service aboard Ship	12	4	6	
1	General Affairs aboard Ship	4	0	6	
	i Life aboard Ship	2	0	6	special characters of seamen's life, routine work
	Leadership and				custom and manners on board ship.
	ii Human Relations	2	0	0	
2	Labour Management	8	4	0	
	i Discipline aboard Ship	%NI 2	0	0	
	Ships Organization and				
	ii Duties of Seamen	%NI 2 %NE 2	4	0	
	iii Safety of Seamen	2	0	0	
	iv Maritime Labour Relations	2	0	0	

L : Lecture E : Exercise P : Practice

Table 7

Calculation of Training Hours

Guided Sea Training in the Phase II

Kinds and number of cadets			D and E cadets 50 persons each	D and E cadets 50 persons each
Types of formation of cadets' groups			In case of three groups	In case of four groups
Code	Items	Description	Days or hours	Days or hours
A	Total number of training days		121 days	121 days
B	Days in the home port		58 days	58 days
C	Days of inland cruises	13 days x 3 times	39 days	39 days
C ₁	Days in ports	1 days x 3 times	3 days	3 days
C ₂	Days at sea	12 days x 3 times	36 days	36 days
C ₃	Hours under way	6 days x 24 hrs x 3 times	432 hrs (18 days)	432 hrs (18 days)
D	Days of a foreign-going cruise		20 days	20 days
D ₁	Days in ports		7 days	7 days
D ₂	Days at sea		13 days	13 days
D ₃	Hours under way		288 hrs (12 days)	288 hrs (12 days)
E	Days of a cruise for specialized practice		4 days	4 days
E ₁	Days in ports		0	0
E ₂	Days at sea		4 days	4 days
E ₃	Hours under way		24 hrs (1 day)	24 hrs (1 day)
	Days to be deducted from training days		51 days	51 days
F	In the home port		25 days	25 days
F ₁	Thursdays and Fridays	8/4 x 2	17 days	17 days
F ₂	National holidays	12 days/year x 1/3	4 days	4 days
F ₃	The day of disembarkation		1 day	1 day
F ₄	Examination		3 days (18 hrs)	3 days (18 hrs)
G	In the foreign-going cruise		6 days	6 days
G ₁	Days in foreign port		6 days (36 hrs)	6 days (36 hrs)

(Continued on next page)

Code	Items	Description	Days or Hours	Days or Hours
H	Net available lesson hours in port	$\{(B - F_1) + C_1 + (D_1 - G_1)\} \times 6 \text{ hrs}$	222 hrs	222 hrs
I	Net available lesson hours at sea	(1) $(C_3 + D_3) \times \frac{1}{24} \times \frac{1}{3} \times 3 \text{ hrs}$ (2) $(C_3 + D_3) \times \frac{1}{24} \times \frac{1}{4} \times 6 \text{ hrs}$	(1) 30 hrs	(2) 45 hrs
J	Net available practice hours for watchkeeping	(1) $(C_3 + D_3) \times \frac{1}{3} - H$ (2) $(C_3 + D_3) \times \frac{1}{4}$	(1) 210 hrs	(2) 180 hrs
K	Net available practice hours for specialized practice	$E_3 + (C_2 - C_3 \times \frac{1}{24}) \times 2 \text{ hrs}$	60 hrs	60 hrs
L	Hours of morning work	(1) * 1 (2) * 2	(1) 37 hrs	(2) 38 hrs
M	Net available training hours	$H + I + J + K$	522 hrs	507 hrs
...	Semi-training hours	$F_4 (\text{hrs}) + G + L$	91 hrs	91 hrs
	Total		613 hrs	598 hrs

$$* 1 : \{ A - (F_1 + F_2) - (C_3 + D_3) \times \frac{1}{24} \} \times \frac{30}{60} + (C_3 + D_3) \times \frac{1}{24} \times \frac{1}{6} \times \frac{30}{60}$$

$$* 2 : \{ A - (F_1 + F_2) - (C_3 + D_3) \times \frac{1}{24} \} \times \frac{30}{60} + (C_3 + D_3) \times \frac{1}{24} \times \frac{1}{4} \times \frac{30}{60}$$

	Nautical Practical Course			
	Net available training hours	M	522 hrs	507 hrs
	Hours programmed		—	477 hrs
	Hours reserved		—	30 hrs (5.9%)
	Engineering Practical Course			
	Net available training hours	M	522 hrs	507 hrs
	Hours programmed		—	468 hrs
	Hours reserved		—	39 hrs (7.6%)

Table 8 An Example of Guided Sea Training Schedules Nautical Practical Course

Date	Operational programme	First work period	Second work period	Third work period	Remarks
①					
2	0400 Embarkation of cadets, 0.50, 1.50	Opening cast weekly	Study tour inside the ship	Daily routine	Landing of articles, examinations of cadets in charge
3		Description about ships	1st emergency stations	Rehearsal of life boats station	
4		Watchkeeping in port	Weather observing	Sport activities	
5		Watchkeeping at sea		Fire station drill	Stand of watch in port
6		Security stations	Conditions of tide, sun and moon	General cleaning	
7			Holiday		
②			Holiday		
9	1600 Lv. Alexandria (170, 185)	Use of nautical publications and charts (weekly)	Position fixing by land marks	W.L.P., WK.	
10	0900 Ar. Port Said	W.E.P.	Shore	Leave	
11	0100 Lv. Port Said (500 Suez, 1230, 1300)	WK.	WK.	WK.	
12	0700 Ar. Port Said (150, 160, 1700 Ar. Hurgada)	Rehearsal and use of life jackets	1st LP. WK.	Suez Canal WK, W.E.P.	
13	2200 Ar. Hurgada (150, 160, 1700 Ar. Suez)	Lifeboat drill	drill	general cleaning WK.	
14	0100 Ar. Suez (150, 160, 1700 Ar. Port Said)	W.L.P.	W.L.P.	WK.	
③	0100 Ar. Port Said (150, 160, 1700 Ar. Hurgada)	W.L.P., WK.	WK.	WK.	
16	0200 Ar. Suez		holiday		
17	0300 Lv. Suez (150, 160, 1700 Ar. Hurgada)	W.L.P., WK.	W.L.P.	Maintenance work	Flashing light signalling drill
18	1400 Lv. Hurgada (140, 150, 1600 Ar. Suez)	Maintenance work	W.L.P.	WK. May, 1st station drill	
19	0800 Ar. Suez		Holiday		
20	0800 Lv. Suez (150, 160, 1700 Ar. Port Said)	W.L.P., WK.	WK. Observation of Suez Canal	WK.	
21	1200 Ar. Alexandria	WK.	W.E.P.	General cleaning	
④			Holiday		
23			Holiday		
24		Handling character (of ships)	Training of ships speed, manouver and turning		
25		Voyage planning	Radio navigation	Sport activities	Flashing light signalling drill
26		Ship's log book writing		Fire station drill	
27		Rules of Road		General cleaning	
28			Holiday		
⑤			Holiday		
30		Ship handling in different circumstances			
31		Ship handling in berthing	Anchor work		

a date with 0 mark : Friday
 WK : Practice of watchkeeping at sea.
 W.L.P. : Practices of works of leaving port.
 W.E.P. : Practices of works of entering port.

August

Guided Sea Training Schedule

No.	Operation programme	First practice period	Second practice period	Third practice period	Remarks
1		Mooring work	Ship organization and drills	Sport activities	Flashing light signalling drill
2		Outline of marine engineering		Preparation for sea	
3		Ship construction and fittings	Deck machinery	General cleaning	
4		—	Holiday	—	
5		—	Holiday	—	
6	1000 Lx Alexandria	W.L.P.	Coal station drill	Specialized practices	
7	The cruise for special- ized practices in Alexandria offing	(Spec. d. trial) Specialized		practices	
8		(Mantra and turning trials) Specialized		practices	
9	1600 Ar. Alexandria	(Mag. comp. S. p. d. trial) Specialized	practices	W.E.P.	
10		Working out of the results of the trials		General cleaning	
11		—	Holiday	—	
12		—	Holiday	—	
13		Organization of dockyard	Ship survey	Flag, signalling drill	
14		Study tour to a dockyard			
15		Nautical instruments		Sport activities	Flashing light signalling drill
16		Electric navigation		Fire station drill	
17		Electric navigation		General cleaning	
18		—	Holiday	—	
19		—	Holiday	—	
20		Weather report		Weather forecasting	
21		The meeting for the result of the trial	the study on the trial	Flag signalling drill	
22		Presentation of seaworthiness	Measure against heavy weather	Sport activities	Flashing light signalling drill
23	1600 Lx Alexandria	Damage control	Maintenance work	W.L.P. WK.	
24	0900 Ar. Port Said	W.E.P. General cleaning	Shore leave	leave	
25	0100 Lx Port Said (1200 Suez)	WK. Observation of Suez Canal	WK.	WK.	
26	0700 Ar. Port Said L.H. 1200 Lx Suez 1200 Ar. Hurgada	Maintenance work	W.L.P. WK.	WK. W.E.P.	
27	2200 Lx Hurgada	Lifeboat		drill	
28	0400 Ar. Alexandria L.H. 1300 Lx Suez	W.E.P.	Maintenance work	W.L.P. WK.	
29	0500 Ar. Port Said L.H. 1000 Lx Suez	W.L.P. WK.	WK.	WK. Boat station drill	
30	0200 Safage	Midterm examination	Midterm examination	Midterm examination	
31	0300 Lx Safage 1300 Ar. Hurgada	W.L.P. WK.	W.E.P.	General cleaning	

September

Guided Sea Training Schedule

Date	Operations proceeding in line	First practice period	Second practice period	Third practice period	Remarks
1	1400 Lv. Khargheda	Lifeboat drill	W.L.P.	Man overboard drill	
(2)	0800 Ar. Suez	—	Holiday	—	
3	0800 Lv. Suez (2000 Post. Said)	W.L.P. WK.	WK. Description of Suez Canal	WK. Maintenance work	
4	1200 Ar. Alexandria	WK.	W.E.P.		
5		Calcutal	navigation		
6		Procedure for port entry		Sport activities	Firearms Light drill
7		Outline of radio communication		General cleaning	
8		—	Holiday	—	
(9)		—	Holiday	—	
10	2000 Lv. Alexandria (1140 Ar. Suez)	Pop. action	for the foreign going cruise		
11		WK.	WK.	WK.	
12		WK.	WK.	WK.	
13		WK.	WK.		
14		WK.	WK.	Post station bill General cleaning	
15	0900 Ar. Naples		Special activities		
(16)			Special activities		
17			Special activities		
18	0900 Lv. Naples (1470 Ar. Suez)	WK.	WK.	WK.	
19		WK.	WK.	WK. General cleaning	
20	1000 Ar. Marseille	W.E.P.	Special activities		
21			Special activities		
22			Special activities		
(23)	1900 Lv. Marseille (1400 Ar. Suez)		Special activities		
24		WK.	WK.	WK.	
25		WK.	WK.	WK.	
26		WK.	WK.	WK.	
27		WK.	WK.	WK. Fire station bill	
28		WK.	WK.	WK. General cleaning	
29	1000 Ar. Alexandria	W.E.P.	Procedure for immigration		
(30)		—	Holiday	—	
31					

October Guided Sea Training Schedule

Date	Operation - Port of Call	First practice period	Second practice period	Third practice period	Remarks
1		—	Idol day	—	
2		"Outline of medical aids"	First aid practice		
3		"Leadership and Human relations"	"Ceremonies and public relations"	"Field emergency procedure"	
4		"Prevention of pollution"	Sport activities		flashing light signalling drill
5		"Preparation for cargo work"	"Cargo work"	General cleaning	
6		—	National Holiday	—	
(7)		—	Idol day	—	
8	1600 Lv. Alexandria	"Settlement after cargo work"	"Management of cargo & B.C."	W.L.P., WK.	
9	0400 Ar. Port Said	W.E.P.	Shore leave		
10	0100 Lv. Port Said (1800 Ar. Suez)	WK.	WK.	WK.	
11	0700 Ar. Suez 1200 Lv. Suez 1700 Ar. Hurgada	Observation of Suez Canal Maintenance work	W.L.P. WK.	WK., W.E.P.	
12	2200 Lv. Hurgada	Life boat drill	General cleaning		
13	0100 Ar. Alexandria L.H. 1300 Lv. Suez	W.L.P.	Maintenance work	W.L.P., WK.	
(14)	0600 Ar. Port Said 1000 Lv. Suez	W.L.P., WK.	WK.	WK.	Host station drill
15	0200 Ar. Suez	Final examination	Final examination	Final examination	
16	0800 Lv. Suez 1300 Ar. Hurgada	ditto	ditto	ditto	
17	1400 Lv. Hurgada	Maintenance work	W.L.P.	WK.	
18	0500 Ar. Suez	Shore leave			
19	0300 Lv. Suez (1000 Port Said)	W.L.P. WK.	WK.	WK.	Observation of Suez Canal
20	1200 Ar. Alexandria	WK.	WK., W.E.P.	General cleaning	
(21)		—	Idol day	—	
22		—	Idol day	—	
23		"Outline of maintenance training"	Special activities	Sport activities	
24		Special	activities		
25		Special	activities		
26		"Host station drill"	"The meeting formation in the sea training"	"The guidance in the operational sea training"	
27		—	Idol day	—	
(28)		—	Idol day	—	
29		Putting cadets efforts in	personal order	General cleaning	
30	0900 Disembarkation of cadets	Closing ceremony	—	—	
31		—	—	—	

Table 9 An Example of **Engineering Practical**
July **Guided Sea Training Schedule** **Course**

Date	Observation Programme	First work period	Second work period	Third work period	Remarks
①					
2	0900 Embarkation of cadets, D 50, E 50	Openning ceremony	Study tour inside the ships	Daily routine	issuing of uniform nomination of cadets in charge
3		Discipline aboard ships	Emergency drill	Rehearsal of life boat station	
4		Ships Organization Duties of Seamen	Duties Responsibilities of Watchengineers SS	Sports activities	
5		Structures & Workings of Machinery OP	Duties Responsibilities of Watchengineers port	Fire station drill	
6		Log Book Writing SB	Structures & Workings OP	General cleaning	
7			Holiday		
⑧			Holiday		
9	1600 Lv. Alexandria (1700 165)	Preparation of starting engine plants SP	Duties & Responsibilities of Watchengineers SS	W.L.P., WK.	
10	0400 Ar. Port Said	W.E.P.	Shore	leave	
11	0100 Lv. Port Said (1300 Suez 1230 124)	WK.	WK.	WK.	
12	0700 Ar. Alexandria (1200 Lv. Suez 1150 116) 1200 Ar. Alexandria (1700 165)	Duties responsibilities of Watchengineers also	W.L.P. WK.	Suez Canal WK, W.E.P.	
13	2200 Lv. Alexandria (1200 115)	Liberal drill		general cleaning WK.	
14	0400 Ar. Alexandria L.H. (1300 Lv. Suez 1230 124) 0600 Ar. Port Said L.H. (1000 Lv. Suez 1150 116)	W.E.P.	W.L.P.	WK.	
⑮		W.L.P., WK.	WK.	WK.	
16	0200 Ar. Safage		Holiday	Boat station drill	
17	0500 Lv. Safage (1400 135) 1300 Ar. Port Said	W.L.P. WK.	W.L.P.	Structures & workings OP	
18	1400 Lv. Port Said (1400 135)	Ships Sanitation MS	W.L.P.	WK man overboard station drill	
19	0800 Ar. Suez		Holiday		
20	0800 Lv. Suez (1230 124) (1400 Port Said)	W.L.P., WK.	WK. Observation	WK. of Suez Canal	
21	1200 Ar. Alexandria	WK.	W.E.P.	General cleaning	
②②			Holiday		
23			Holiday		
24		Structures & workings OP	Outline of Navigation SB	Changing plant modes OP	
25		Structures & workings OP	Outline of Radio communication SB	Sports activities	
26		Structures & workings OP	Planning of maintenance work M/P	Fire station drill	
27		Controlling & handling of machinery OP	General overhauling & Tests M/P	General cleaning	
28			Holiday		
②⑨			Holiday		
30		Duties responsibilities of watchengineers in port	Measures against heavy weather SS	Wind down & working M/P	
31		Controlling & handling of machinery OP	Spare parts & Expendables SB	Log Book Writing SB	

0. Date with Omark : Sunday

① : a title of a lecture

WK : Practice of watchkeeping at sea.

W.L.P. : Practices of works of leaving port.

W.E.P. : Practices of works of entering port.

August

Guided Sea Training Schedule

Date	Operation programme	First period	Second period	Third period	Remarks
1		Control & handling of machinery CP	General overhauling & Test	Sport activities	
2		Outline of Navigation SB	Cooling down eng. plant OP	Optimum plant operating OP	
3		Manoeuvring main propulsion engines OP	Charging plant mode. OP	General cleaning	
4			Holiday		
5			Holiday		
6	1000 Lv. Alexandria	W.L.P.	Boat station drill	Specialized practices	Practice for ① Warming up ② Cooling down eng. ③ Manoeuvring them engines and auxiliaries.
7	9 hr cruise for specialized practices in Alexandria offing		Specialized	practices	
8		Specialized	practices	practices	
9	1600 Ar. Alexandria	Specialized	practices	W.F.P.	
10		Control & handling of machinery CP	Fuel, Lub oil and Boiler waters WB	General cleaning	
11			Holiday		
12			Holiday		
13		Presentation I	Presentation II	Drawings WP	
14		Check & Adjustment for working parts clearance	Observation Practice Maintenance work	Duties & Responsibilities of Superintendent	
15		Check & Adjustment for control system of fog plants	- ditto -	Sport activities	
16		General overhauling & Test	- ditto -	Fire station drill	
17		Check & adjustment for working parts clearance	- ditto - control system	General cleaning	
18			Holiday		
19			Holiday		
20		Running tests and sea service speeds WB	Check of seaworthiness and preparations for sea	Control & handling of machinery	
21		Legal inspections & Tests WP	Decision for limit of repair on board WP	Control & handling of machinery	
22		Fuel oil, Lub oil and Boiler waters	Bunkering practice	Sport activities	
23	1600 Lv. Alexandria	General maintenance works	Long term preservative works	W.L.P. WK.	
24	0900 Ar. Port Said	W.E.P. General cleaning	Short	leave	
25	0100 Lv. Port Said	WK.	WK.	WK.	
26	1100 Lv. Port Said	W.L.P. WK.	W.L.P. WK.	W.L.P. WK.	
27	0700 Ar. Ashmud L.H.	Ships documents WB	W.L.P. WK.	W.L.P. WK.	
28	1200 Lv. Ashmud L.H.				
29	1200 Ar. Hurgada L.H.				
30	2200 Lv. Hurgada L.H.				
31	0100 Ar. Ashmud L.H.	W.E.P.	Ships report WB	W.L.P. WK.	
32	1300 Lv. Ashmud L.H.	W.L.P. WK.	WK.	WK.	
33	0600 Ar. Port Said L.H.	W.L.P. WK.	WK.	WK.	
34	1000 Lv. Ashmud L.H.	W.L.P. WK.	WK.	WK.	
35	0200 Safage	Medical examination	Medical examination	Medical examination	
36	0800 Lv. Safage	W.L.P. WK.	W.E.P.	General cleaning	
37	1300 Ar. Hurgada				

September Guided Sea Training Schedule

Date	Operational purpose	First practice period	Second practice period	Other practice period	Remarks
1	1400 Lx Kharghada	Lifeboat drill	W.L.P.	WK Main engine board station drill	
2	0800 Ar. Suez	---	Holiday	---	
3	0800 Lx Suez (2000 Port Said)	W.L.P. WK.	WK. Shore patrol	WK. Suez Canal	
4	1200 Ar. Alexandria	WK.	W.E.P.	Bunkering Practice	
5		maneuvering manovg. in heavy weather	Emergency operation	Emergency operation	
6		Prevention of pollution by oil and waste matter	Self Study of the international Convention for Prevention of Pollution.	Sport activities	
7		Prevention of pollution by harmful substances		General cleaning	
8		---	Holiday	---	
9		---	Holiday	---	
11	2000 Lx Alexandria (1900 3 rd 2000)	Preparation	for the foreign going cruise		
11		WK.	WK.	WK.	
12		WK.	WK.	WK.	
13		WK.	WK.	WK.	
14		WK.	WK.	WK. Port station drill General cleaning	
15	0700 Ar. Naples	Special	activities		
16		Special	activities		
17		Special	activities		
18	0700 Lx Naples (4700 1 st 1900)	WK.	WK.	WK.	
19		WK.	WK.	WK. General cleaning	
20	1000 Ar. Marseille	W.E.P.	Special	activities	
21		Special	activities		
22		Special	activities		
23	1900 Lx Marseille (1400 5 th 1500)	Special	activities		
24		WK.	WK.	WK.	
25		WK.	WK.	WK.	
26		WK.	WK.	WK.	
27		WK.	WK.	WK. Fire station drill	
28		WK.	WK.	WK. General cleaning	
29	1000 Ar. Alexandria	W.E.P.	Procedure for immigration and customs		
30		---	Holiday	---	
31					

October

Guided Sea Training Schedule

Date	Operation - Log, etc. etc.	First practice period	Second practice period	Third practice period	Remarks
1		—	Holiday	—	
2		Proceedings of docking	Supervision of repair works by dockhands	Preparation & self- study of presentation	
3		Presentation II	Presentation IV	Comment upon Proceedings by Y	
4		Safety of seamen	Long term prescriptive work	Sport activities	
5		Life aburship	Leadership and human relations	General cleaning	
6		—	national holiday	—	
7		—	Holiday	—	
8	1600 Lv. Alexandria	Maritime labour relations	EXERCISE	W. LP, WK.	
9	0800 Arr. Port Said	W. LP.	Shore leave		
10	0100 Lv. Port Said	WK.	—	WK.	
11	1800 Arr. Port Said	Observation of Suez Canal	W. LP, WK.	WK., W. EP.	
12	2200 Lv. Port Said	Outline of medical aid	EXERCISE	General cleaning	
13	0800 Arr. Port Said	W. LP.	EXERCISE	W. LP, WK.	
14	1300 Arr. Port Said	W. LP, WK.	WK.	WK.	
15	0800 Arr. Port Said	Practical examination	Final examination	Final examination	
16	0800 Lv. Port Said	ditto	ditto	ditto	
17	1400 Lv. Port Said		W. LP.	WK.	
18	0300 Arr. Port Said		Shore leave		
19	0800 Arr. Port Said	W. LP, WK.	WK.	WK.	
20	1200 Arr. Port Said	WK.	Observation of Suez Canal	General cleaning	
21		—	Holiday	—	
22		—	Holiday	—	
23		Practical Examination Exercise	— " —	— " —	
24		Completion of Report	— ditto —	Sport activities	
25		Field Trip (Shipyard in merchantship)	report of trip.		
26		Master's special lecture	The master's personal in the training	The guidance in the practical training	
27		—	Holiday	—	
28		—	Holiday	—	
29		Putting caps in effect	personal order	General cleaning	
30	0900 Distribution of certificates	Closing ceremony	—	—	
31		—	—	—	

APPENDIX 1

THE SYSTEM OF EVALUATION
ON THE TRAINING FOR
THE SPECIALIZED SEAMEN TRAINING CENTRE
A.M.T.A.

STUDIES OF SEA TRAINING SYSTEM
FOR THE ARAB MARITIME TRANSPORT ACADEMY

REPORT NO. 2
STUDY'S SCHEME FOR GUIDED SEA TRAINING
IN THE PHASE II OF THE ACADEMY



Arab Maritime Transport Academy Project
P. O. Box 1029, Miami, Alexandria, Egypt

Your Ref:

Our Ref:

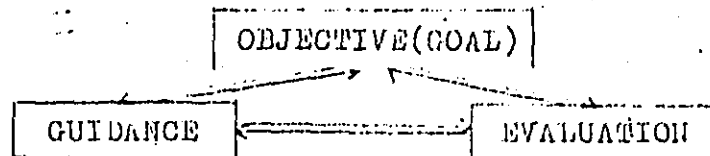
Date

Telex: 4160 ACAD an

Tel. 865129

Cable: ARABCADEMY

I. The meaning and the purpose of evaluation on the training.



- 1. To set up the training objective.
- 2. To guide trainees for the successful achievement of the objective.
- 3. To evaluate how far trainees approach to the objective after a certain period.
 - Based on the results of the evaluation, the following feed back works shall have to be done.
- 4. To modify the objective.
- 5. To modify the method of guidance.
- 6. To modify the method of evaluation.

2. The composition of the marks for the training.

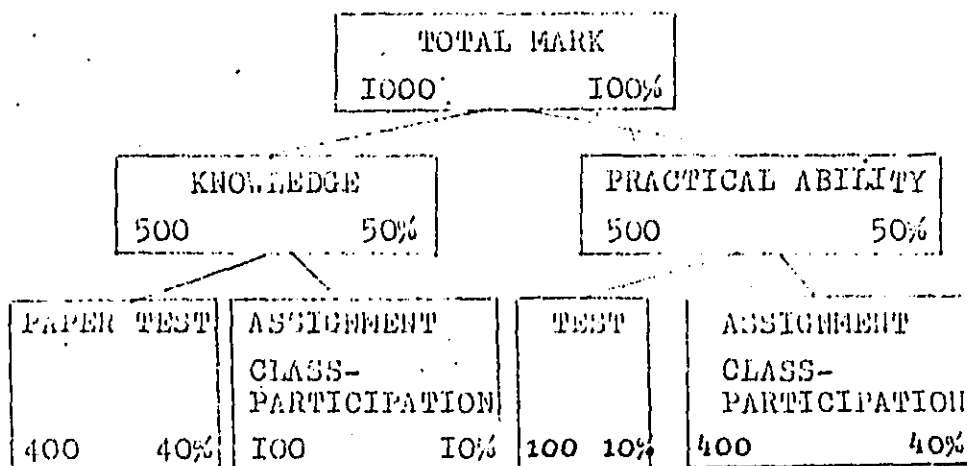


fig. I



Arab Maritime Transport Academy Project
P. O. Box 1029, Miami, Alexandria, Egypt

Your Ref:

Our Ref:

Date

Telex. 4160 ACAD un

Tel. 865429

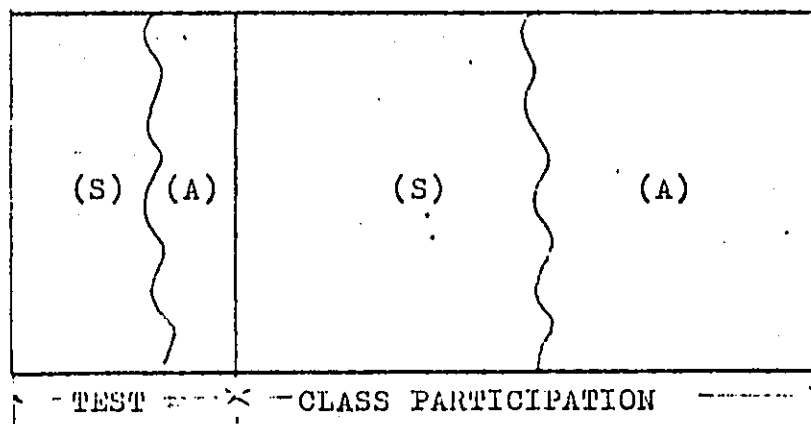
Cable. ARABCADEMY

3. A method to evaluate the practical ability.

The practical ability is evaluated from both points of view, namely skill and attitude.

The portion of the practical ability shown in Fig.1 is therefore elaborated further into detail as per Fig.2. below;

TOTAL MARK FOR PRACTICAL ABILITY



(S): SKILL

(A): ATTITUDE

fig. 2

The method necessary for the evaluation and the meaning of "SKILL" and "ATTITUDE" are as follows.

- 1. The contents of each subject are to be divided into two different marks(scores), one is for the test and another is for the class participation.
- 2. Mark for tests.

The amount of points(mark) to be allocated to and the way of test for every work(task) shall be decided reasonably.



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Date

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Cable. ARABCADEMY

(2) The elaborateness of
a task.

(1) The result of a task was
done well or not.

- * Scaling
- * Painting
- * Filing

(2) The practice and maturity
of a motion were skillful or
not.

- * Skillfulness in handling
machine or equipment.

(3) The rate and amount
of a task.

(1) The rate and amount of a
task were satisfactory or
not compared with the pro-
gramed one.

- * Signalling
- * Maintenance work
- * Manual seamanship

(ATTITUDE)

(1) ATTENDANCE
MEETING & FALLING IN

(2) ATTIRE
ATTITUDE

(3) PROPER ARRANGEMENT

4. The lists of distribution of marks are as follows ;



Arab Maritime Transport Academy Project
P. O. Box 1029, Miami, Alexandria, Egypt

Your Ref :

Our Ref :

Date

(DECK COURSE)

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Tel. 865129

Cable : ARABCADEMY

ITEM	KNOWLEDGE	PRACTICAL ABILITY	TOTAL
SEAMANSHIP	180	180	360
1	80	20	100
2	40	100	140
3	40	20	60
4	20	40	60
NAVIGATION	80	60	140
1	20	0	20
2	40	60	100
3	20	0	20
SAFETY	80	140	220
1	20	60	80
2	40	20	60
3	20	0	20
4	0	60	60
MARINE SERVICE ONBOARD SHIP	40	0	40
1	20	0	20
2	20	0	20
ENGINEERING KNOWLEDGE	60	20	80
ENGLISH	60	0	60
ONBOARD TRAINING	0	100	100
GRAND TOTAL	500	500	1000



Arab Maritime Transport Academy Project
P. O. Box 1029, Miami, Alexandria, Egypt

Your Ref :

Our Ref :

Date

(ELECTRIC COURSE)

Telex. 4160 ACAD un

Tel. 865129

Cable . ARABCADEMY

ITEM	KNOWLEDGE	PRACTICAL ABILITY	TOTAL
SEAMANSHIP	80	20	100
SAFETY :	80	140	220
1	20	60	80
2	40	20	60
3	20	0	20
4	0	60	60
MARINE SERVICE ONBOARD SHIP	40	0	40
1	20	0	20
2	20	0	20
WORK SHOP TECHNOLOGY	10	20	30
ENGINEERING KNOWLEDGE	60	60	120
AUTOMATION	30	20	50
MARINE ELECTRICAL ENGINEERING	140	140	280
ENGLISH	60	0	60
ONBOARD TRAINING	0	100	100
GRAND TOTAL	500	500	1000



Arab Maritime Transport Academy Project
P. O. Box 1029, Miami, Alexandria, Egypt

Your Ref :

Our Ref :

Date

(ENGINE COURSE)

Telex. 1160 ACAD uni

Tel. 865129

Cable : ARABCADEMY

ITEM	KNOWLEDGE	PRACTICAL ABILITY	TOTAL
INTERNAL COMBUSTION ENGINES	60	50	110
STEAM ENGINES	70	30	100
1	40	20	60
2	30	10	40
AUXILIARY MACHINES	50	50	100
AUTOMATION	30	40	70
SEAMANSHIP	80	20	100
ELECTRICAL EQUIPMENT	20	30	50
WORKSHOP TECHNOLOGY	10	40	50
MARINE SERVICE ONBOARD SHIP	40	0	40
SAFETY	80	140	220
1	20	60	80
2	40	20	60
3	20	0	20
4	0	60	60
ENGLISH	60	0	60
ONBOARD TRAINING	0	100	100
GRAND TOTAL	500	500	1000

APPENDIX 2

MANUAL FOR SEA ORIENTED TRAINING
FOR
SPECIALIZED SEAMEN TRAINING CENTRE
A.M.T.A.

STUDIES OF SEA TRAINING SYSTEM
FOR THE ARAB MARITIME TRANSPORT ACADEMY

REPORT NO. 2
STUDY'S SCHEME FOR GUIDED SEA TRAINING
IN THE PHASE II OF THE ACADEMY

MANUAL FOR SEA ORIENTED TRAINING

FOR

SPECIALIZED SEAMEN TRAINING CENTRES

THE ARAB MARITIME TRANSPORT ACADEMY

APRIL 1982

JICA-AMTA PROJECT
JAPAN INTERNATIONAL COOPERATION AGENCY

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Attachment:

General arrangement of the Aida lll and others.
copies.

PHASE I

1. Personaleffects to be prepared by
the trainees prior to their sea oriented
training.

- (1) Life insurance policy.
- (2) Working clothes (2 sets), working hat, working gloves (2 pairs), Working shoes (a pair of safety shoes or a pair of shoes of which soles are made of leather), a pair of athletic shoes, name tug (a name tug made of white cloth whose width and length are 70 mm and 110 mm respectively shall be fixed on the left breast of the working cloth).
- (3) Personal effects such as under-wears, needle and thread to repair clothing tone, winter clothing such as a jumper and a sweater, etc.
- (4) 2 bed sheets, 1 pillow case.
- (5) Daily necessities (a pair of slippers to be used in the washing face equipments, writing paper, envelops, etc.).
- (6) Stationary such as pencils, note-books, an errasor, etc
- (7) Some money.
- (8) Some favorite food stuff such as some biscuit, etc.

(note)

The space of a cabin is limited and not enough to bring into the cabin other personal belongings than those mentioned above. No musical instrument is allowed to bring it with him.

The following articles of goods are to be leased by the training ship while a trainee is on board the ship.

- (1) Suitable number of blankets.
- (2) Pillow and pillow case. 1 peice each
- (3) Helmet 1 peice each
- (4) Life-jacket 1 peice.
- (5) Some articles of glassware.

Confirm your personal effects by giving ticks to the following items.

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)
- (7)
- (8)

(Memorandum)

111 Discipline on board the training ship.

The trainees must, while they are on board the training ship, "Aida 111", observe strictly the following regulations necessary for maintaining the good discipline which is essential from the following viewpoints.

- A) Safety of life at sea.
- B) Safety of ship at sea.
- C) Maintenance of a good health of each crew member.
- D) Keeping of orders on board ship as the training ship is sacred from the educational points of view.
- E) Fostering to the sense adoptable to the international custom.

Regulations:

1. A trainee shall always be punctual. He shall not miss time and date instructed by the Center for his embarkation on board the training ship.
He shall also not miss the time for returning to the ship from his shore leave.
2. A trainee shall not leave the ship without permission given by the authorized personnel.
3. A trainee shall keep himself away from such misconduct as specified hereunder.
 - a. Quarrelling,
 - b. Drunkenness,
 - c. Other conducts which demoralize the discipline.
4. A trainee shall strictly refrain himself from the following misconducts.
 - a. The negligence of the duty on watch keeping
 - b. The negligence of the proper implementation of the roster and other assignments.
5. A trainee must always be careful not to disturb assignments being implemented by his colleagues or duties of crew members.
6. Smoking as well as using of fire must be done at places where it is allowed.
7. Fresh water in the training ship must not be wasted carelessly. The trainee should understand the importance of fresh water on board the ship.
8. A trainee shall observe the domestic and international laws and regulations concerning seamen, customs laws, quarantine laws and harbour regulations, etc.

IV. Presentive measures against casualty,
safety and preservation of good health.

The "Discipline" on board ship is extremely important and contributes much to the safety navigation of a ship as well as the prevention of casualty to the crew members.

Moreover, such behaviors as mentioned below shall have to be observed automatically with a reflex action as those behaviors are essential to prevent us from casualty and to spend a healthy daily life on board the ship from both the mental and physical points of view under the natural environments in which the ship is put or some conditions physically inavoidable to the ship.

- * A cap shall always be worn outside the cabin.
- * A safety helmet and a pair of safety shoes, etc. shall always be worn for the safe work.
- * Steps shall always be watched carefully. Slippers must not be used from the safety point of view.
- * You must not walk with your hands in your pockets in order to prevent yourself from any casualty.
- * you must always keep your one hand free as possible as you can in order to prevent you from falling down.
- * You should not run inside the ship unless you are requested. You should remember that some crew members are working. Some are, on the other hand, taking rest around-the-clock.
- * Don't lean against the hand rail and the wall, etc.
- * Insufficient sleep is a cause of casualty. Keep yourself away from insufficient sleep and be careful not to let your friend have insufficient sleep.
- * "Answering back" is important for confirmation.
- * Be careful for safety marks (fire fighting marks, prohibition marks, danger marks).
- * Put every thing in order.
- * Clean every place thoroughly.

- * A cap will protect your head from serious injury.
If you will wear a cap, you may not be injured seriously but have only a bump when you hit on the head.
- * You may be burnt seriously if you will not wear protectors.
- * To wear slippers or to walk with your hands in your pockets may cause you to fall down resulting in having you injured seriously such as loeing your sight, etc.
- * Don't run on board the ship unless you are requested.
You are likely to jump up at the entrance is high. As a result you may hit seriously in your forehead by the frame of the entrance.
- * You may fall into the sea if you lean against the hand rail and distract your attention.
- * Insufficient sleep may cause us to relax our attention and to become slow in action, resulting in having accident.
- * Perfect implementation of action and work is confirmed by "answering back".
There are two different types of "answering back" . One is for the confirmation of an order given by an officer-in-charge and is made to the officer-in-charge immediatly after his order before implementation of the order. The other is made to the officer-in-charge when the order has been implemented.
- * Attention shall always be directed to how to make best use of the limited space and how to prevent you from accidents.
- * illness shall be prevented by the clean enviromement.

(Memorandum)

"Life on board ship" shall be put in order in the following blank with reference to chapter 1 of the text book "Marine Service On Board ship" and memorize the contents in comparison with the contents appeared in the previous pages.

(memorandum)

. Describe in the following blank safety marks, discrimination colors applied to piping, and protective devices.

PHASE 11

1. Schedule on the day when you are on board the training ship.

1-1. Opening ceremony for the sea oriented training.
(Captain's address of instructions.)

The contents of the Captain's address of instructions, after putting them in order, shall be noted down in next page.

1-2. Introduction of crew members in responsible posts.

Crew members in responsible posts are to be introduced to the trainees.

Names of crew members of the training ship as well as the organization of the training ship shall be well known by the trainees.

The following organization chart shows an example concerning the organization on board a merchant vessel.

	Carpenter	
Chief officer----	Boatswain----	Deck store keeper
	2nd officer	Quarter master
	3rd officer	Sailors

	Oiler	
	Oiler	
Captain -Chief Engineer--	1st engineer-----no. 1 oiler--	Electrician
	2nd engineer	Assistant oilers
	3rd engineer	

Chief radio officer--	2nd radio officer
	3rd radio officer

	Cook	
Purser-----	Chief steward--	assistant cook
		Steward
		assistant steward

Doctor

(Memorandum)

* Captain's address of instructions.

*Lecturer-in-charge
Official title _____ Name _____

1-3. Observation inside the training ship.

After changing your clothes for working clothes in your individual cabins, you will be shown over the ship.

In order to make your observation easy, you will be divided into several groups.

The following items important to the daily life on board the training ship shall be confirmed by each of you through the observation. Ticks for confirmation shall be entered into the mark . .

- (1) Lavatories for trainees and methods to use the lavatories.
(disposition of excreta)
- (2) Roster for cleaning places mainly used by the trainees,
kinds of tools and places where the tools are stored.

	Number of trainees assigned	
	In port.	At sea
Cabin		
Class room No. 1		
Class room No. 2		
Passage		
Dinning room		
Practice room		
Bath		
Toilet		

*Broom * Dustpan * Snap * Swab * Tub * Holy Stone
* Coconut * Sand

- (3) Location of mail box and method to post mails.

(Memorandum)

- (4) Location , directions for use and cautions on use of microphone (s).
- (5) Location of dispensary and directions for seeing doctor at dispensary.
- (6) Location of anchor light and its switch.
- (7) Location of radio office .
- (8) Place , time and method for falling in for lessons. (muster for lessons.)
- (9) Place where national flag and house flag are stored.
- (10) Directions on entering engine room (s).
- (11) Location of life boats.
- (12) Signs and marks concerning safety (refer to Page 10)

- * Arrow marks indicating escape passages.
- * Location of fire-extinguishers.
- * Location of fire hoses, nozzles.

(Memorandum)

I_4 lending articles

Blanket	_____	Pieces
Pillow	_____	Pieces
Cup	_____	Pieces
Key for rocker	_____	Pieces NO. _____
Helmet	_____	Pie ces NO. _____
Life jacket	_____	Pieces NO. _____

I_5 Leaders, rota of jobs, explanation on daily schedule.

Leaders (Group leaders, assistant group leaders,

Daily schedule(Refer to Page 3)

A daily schedule will
Be distributed among
The trainees or will
Be posted up on the
Notice board.

Roster for cleaning(Refer to Page I3)

When is the cleaning implemented?

At the time of the
Morning assignment.....

At the time of the
Round

How to clean the table in particular?

After breakfast, Lunch
Supper and late-night
meal (snack).

What is a round?

* The working of the senses must be exerted at its maximum during a round or an inspection implemented on board the ship.

The sense of sight (Let eyes work) -- The surroundings must be seen carefully.

The sense of hearing (Let ears work) -- Attention must be concentrated to hear unusual sounds.

The sense of smell (Let a nose work)-- The sense of smell is a censor for preventing the ship from fire and maintaining safety and hygiene on board the ship.

The sense of taste (Let a tongue work)

Leaking water or standing water must be tasted in order to confirm whether it is fresh water or salt water.

The sense of touch (Let hands work)

Condition of stretching lashing ropes against cargo, injury from salt and condition of cleaning inside the ship must be confirmed by the sense.

Why such conducts as listening to the radio , making a noise and playing instruments are prohibited at a round ?

}

* The actual expense of a lending article may be liquidated by a trainee , if the trainee contaminates, breaks or loses the lending article.

The same treatment is applicable to a case when a trainee drops a lending article into the sea.

The detail of the terms and conditions regarding the above-mentioned liquidation shall be confirmed with a lecturer-in- charge who takes care of your group.

* The self-evaluation shall be made on whether the table for today's supper was cleaned nicely or not.

Encircle based on your own evaluation one of the following marks.

A B C

If the mark given by you is not "A" , you must think over measures to improve your evaluation from "B" or "C" to "A" next time.

The roles of leadres, assistant leaders and yourself.

* The today's round is to be made by an officer on watch from 2000 hours.

The work for cleaning and putting the room in order is normally done when an announcement "fifteen minutes before a round" is made. You must know exactly your role.

Where is your right post to be held ?-----

(Reports to be made to the officer on watch)

Necessary reports shall be made to the officer on duty when he comes to your post.

A trainee whose duty post is one of the living quarters must, in addition to the aforesaid reports, include a report on the condition of trainees' health in his living quarters if necessary.

The reports shall be made in such a way as mentioned here-under , if there is nothing unusual.

After a salute to the officer on duty, "No. x room, all right Sir ! " shall be voiced loudly and clearly.

Class rooms and toilets ,etc. are normally cleaned by several trainees in their joint efforts. A trainee represents his colleagues and a report is made by him as follows.

" (name of place) , all right !

(Memorandum)

The way to make use of this manual.

This manual consists of problems essential for the successful implementation of the sea oriented training as shown in the table of contents.

The following notices shall have to be strictly observed by the trainees in order to make the best use of the manual.

- i) The manual shall be carefully read by each trainee before embarking on board the training ship. Problems interrelated with some contents of textbooks shall be well prepared by entering necessary particulars into the manual.
- ii) The manual shall always be carried by each trainee with the exception of the following cases and be ready for noting memorandums down.
 - a) When it is rain. The manual shall be kept away from becoming wet.
 - b) When he is engaged in the practical training. It is impossible for him to bring the manual with him.
- iii) The marks, , appeared in the manual are provided with the intention of preventing each trainee from overlooking matters he can confirm by himself. A tick must be entered when he has confirmed a matter.
- iv) An ordinary note-book is available if the space provided in the manual for memorandums is not sufficient.

(Your mental attitude towards the sea oriented training).

Your motto which represents your spirit at the very inception of the sea oriented training shall be entered with big letters hereunder.

Let us open this page and try to restore the spirit you had at the begining of the training when you will be discouraged during your training.

(Examples)

Hold out Draw friends' attention to preventing us
from casuality or disease

2. Practical training to be imposed on a day that the training ship leaves a port or enters a port.

2-1 Safety and emergency.

(1) Kind of stations and attire required for each station.

Fire fighting station and station for preventing ship from flooding	Safety hat (helmet)
---	---------------------

Station for (life boat)	The skin must not be exposed to the sun
-------------------------	---

Station for Emergency boat)	Towel
-----------------------------	-------

Station for entering and leaving port	Thick cloth (blanket)
---------------------------------------	-----------------------

Winter clothing

Station for passing narrow channel	Safety shoes
------------------------------------	--------------

Life jacket

(2) Stations and signals.

Fill in the blank with reference example

Signals	emergency alarming system	Whistle bell and siren	Flag
Stations			

Fire
prevention
Flood
prevention

Abandoning
ship

(Example)

..... -

Life
boat

Entering
and
leaving
port
Stand-by
safety of
navigation

(short blast , long blast)

(3) Station for preventing fire and flood.

- The station fill for preventing fire and flood must be confirmed.
- Equipment and tools necessary for the fire fighting must be well understood.

The location of the above-mentioned equipment and tools must be well known.

- (a) Fill in the blank with reference to 2-1-(1) concerning the kind of stations and attire required for each station.

Attire	Safety hat (helmet)	The skin must not be exposed to the sun.	Towel	Thick cloth blanket	Winter clothing	Safety shoes
--------	------------------------	--	-------	---------------------	-----------------	--------------

Name of station

Fire prevention
prevention
Glood prevention

Example

~~Abandoning~~ Life
~~ship~~ boat

example

~~EMERGENCY~~
boat

Entering and leaving port

Stand-by for safety navigation

- (b) A table shown in (2) stations and signals must be learned by heart and each signal must be confirmed through the drills on the spot.
- (c) Equipment and tools for Fire fighting and Flood prevention (ticks must be entered into the marks for confirmation)

Fire fighting pump (engine room)	
Emergency fire fightin pump	
Fire hoses, nozzles	No
Fire fighting equipment	
Portable fowm (CO ₂ gas) fire extinguisher	No.
Tub	Sand
Gas-mask	Respiratory device
Safety lamp	Life line
Fire fighting as.	
Electric drill	Collision mat
Fire clothes	

(d) Station for "abandoning ship".

The roster concerning the station fill for the abandoning ship and an individual duty station must be confirmed.

The following attentions must be paid before boarding a life boat.

1. Hands must not be extended outside the gunwale (gunnel). Why?
2. We must posture low. Why?
We must keep ourselves low. Why?
3. The weight of our bodies is to be supported by the life line. Why?
4. A served wire on one side of a 'Jacob's ladder should be held by both hands when you climb the ladder or get down the ladder. Why?
5. We must keep our faces and bodies as far away as possible from an iron block which is used for hanging a life boat when we handle it. Why?

EMERGENCY

(e) Station for "~~Life~~ Boat"

Among many life boats on board the training ship, what number of a life boat is assigned as a rescue boat?

No.

Equipment to be kept on board the life boat. (Ticks for confirmation must be entered into the marks.

Life buoy No. No.

Self-igniting light

Self smoking signal

- (d) Supporting equipment to be kept on board the life boat. (Ticks for confirmation must be entered into the marks.

Life boat Jacob's ladder

Life line

Long painter

Life jacket

Portable radio equipment

Life raft

- (e) Make a precise observation on both a life boat assigned to a rescue boat and a life boat.

Describe difference between the life boat assigned to an emergency boat and an ordinary life boat.

(Memorandum) ----- A review shall be made on the contents of Chapter 6 of the textbook on "Seamanship 1".

2-2 Entering and leaving port.

- (1) Station for entering and leaving port and a distribution of the crew members to their individual duty stations.

Bridge, Bow, Stern, Midship, Engine room, Radio room.

- (2) Bridge.

An example of the distribution of crew members.

Captain 1st Officer
3rd Officer
Quarter master
Pilot

Observe carefully the preparatory work before leaving port.
A special attention shall be concentrated to the following points.

Who does the work?
What does he?
How does he the work?

- X Steering equipment and rudder test.
-

- X Confirmation on the working condition of navigational instruments.

Gyro compass _____ 6

Checking repeater(s) and correcting error, if any _____

Starting a course recorder _____

Radar _____

Sounding machine _____

- X Preparation on microphones, interphones and VHF.

X Confirmation on whether the navigation lights are okay or not.

X Necessary data such as tide of that day and so on shall be entered in the notice board. Chart-tables shall be cleaned and tidied up.

X Test on whistles and sirens (Drains shall be taken away from the whistles and sirens). -----

X Telegraph test -----

X Adjustment of clocks -----

Communication with the engine room.

X Trial on main propulsive engines -----

X Flags

National flag

House flag

Jack

Signal letters or Code letters

International signal flags

P _____ G _____ H _____ UW _____

UW1 _____

Plying signals, Anchorage signals

X Flags hoisted and meaning of flags

Date -----Port entering
leaving

Port

Starboard

(3) Bow

X Distribution of crew members --- --an example.

Chief officer Junior 3rd officer

Boatswain Deck hands

X Contents of work

Anchorage _____

Buoys _____

Mooring to the pier or wharf _____

X Terminologies relating to the matters to be reported to the bridge and the methods to be adopted for communication with the bridge. (Ticks for confirmation must be entered into the marks)

Anchor

Anchor cable

One shackle, Two shackles

Windlass

Walk back

What are meant by the following phrases?

a) "et go anchor

b) Brought up anchor

c) Heave in cable

d) Up and down anchor

Wire rope

Manila rope

Hawser

Mooring winch

Mooring hole

Fair leader

Rope stopper

Chain stopper

Bollard

Bitt

Cleat

(Memorandum) Important points shall be extracted from Chapter 3 of the textbook on "Seamanship 1" and kept hereunder.

(4) Stern

X Distribution of crew members -- an example
2nd officer

Deck store keeper

Quarter master

Deck hands

X Preparatory work for leaving port

Who does the trial of steering engine(s)?

When will the steering engine(s) be trialed ?

(Notices)

The trial of steering engine(s) shall oftenly be made before the following orders are announced through microphones.

"Stand-by for leaving port"

"Stand-by for heaving anchor"

"Stand-by for shifting anchorage"

It is therefore, likely to miss the chance for observing the trial of steering engine(s). A special attention shall then be paid in order not to miss the chance.

When, in principle, does the ship make it a rule to do a trial engine?

The trial engine is made _____ minutes before an expected time to leave the port when the ship lies at anchor.

The trial engine is made _____ minutes before an expected time to leave the port, when the ship is moored to the wharf (or buoy(s))

X Contents of work

Anchoring -----

Mooring to the wharf (or buoys) -----

Lookout -----

Application to "emergency steering"

- X The following things which are prepared for mooring the ship to the wharf at each station the bow shall have to be observed by the trainees.

Tender

Heaving line

Rat guard

- X Names of mooring lines.

The condition of anchoring or mooring shall have to be sketched as shown in the following figures,

Names of mooring lines shall also have to be filled in the figures.

(5) Engine room.

- Distribution of crew members -- an example.

Chief engineer

Engineer

No. 1 Oiler Engine room store keeper,

Oiler

Assistant oiler

- Preparatory work for leaving port.

What is meant by "warming up engine" ?

Engines are warmed up _____ hours _____ minutes
before the departure time of the ship.

The trainees are requested to observe in the vicinity
of the maneuvering handle of the main engine(s) or the
engine control room what is going on in the engine
room, circumstance permitting.

- The trainees are also requested to observe how the work
necessary for each engine and its supporting equipment
is accomplished upon receiving an order of "stand-by for
leaving port" or "finished with engines".

Special attentions shall have to be directed to the
following points :

Vessels equipped
with steam turbines

Vessels equipped
with steam turbines

Packing steam
Drain
Vacuum
Lubricating oil
Cooling water
Turning gear
Cooling down engine

Fuel oil (F.O.)
Lubricating oil
Cooling water
Starting air
Air running
Turning gear
Cooling engine down

(Terminology) (Ticks for confirmation must be entered
into the marks)

Telegraph
Main engine
Maneuvering handle
Stand-by engine, S/B eng.
Ring up engine, R/up eng.
Finished with engine, F/W eng.

(Memorandum) Important points shall be extracted from
Chapter 3 of the textbook on "Marine Engines II"
and kept hereunder.

3. Practice at sea.

(1) Shifts at sea.

The shifts for watch-keeping on board the training ship and an ordinary merchant marine vessel are tabulated as follows :
in the column of the "midnight watch".

Duration of time	Name of shift	Merchant Vessel Training ship	Bridge	Engine room	Radio room
0-4	Midnight watch	Merchant vessel (A)	2/0, Q/M		
		Training ship (B)	2/0, J3/0 Q/M		
4-8	Morning watch	(A) (B)			
8-12	Forenoon watch	(A) (B)			
12-16	Afternoon watch	(A) (B)			
16-20	Evening watch	(A) (B)			
20-24	First night watch	(A) (B)			

- (2) Referring to Chapter 3, Paragraph 1 of the textbook under the title of "Duty on board ship", fill in the blanks of the above tabulation with the shifts observed on board an ordinary ocean going ship.
- (3) Notices are given by a predecessor to the successors 30 minutes and 15 minutes before commencing their watchkeeping on board the training ship. What sort of preparatory work do the successors make before commencing their duties?

- Those who engage in the watch-keeping duty shall have to wash their faces and hands well in advance before commencing their duty in order not to leave their duty stations while they are on duty.
They shall also be ready for not taking much water before commencing their duty in the attempt of eliminating chance to go to washing hands while they are on duty.
- To the bridge : You must go to the bridge after making provisions against the cold.

To the engine room : You must go to the engine room after changing your ordinary shoes for the safety shoes at the dressing room (or locker room).

- The bridge is always kept dark at night.
The brightness of the space in the vicinity of the chart table which is surrounded by curtains is also kept as dark as possible in order to obtain a minimum brightness necessary for the proper implementation of the chart work.
Consider the reason why the brightness of the above mentioned places are adjusted..
- Are instructions written in the "Briefing not on night watch" directed from whom to whom?
Is it necessary for successors to read the contents of the briefing note on night watch before the briefing on the watch-keeping is made by predecessors?

(Memorandum) Important points shall be extracted from Chapter 3 Paragraph 1 of the text book on "Duties on board ship" and Chapter 4, Paragraph 1 of the textbook on "Seamanship 1".

3-2 Watch-keeping on the bridge at sea.

- (1) Duties of officer(s) and deck hand(s) on duty shall have to be extracted from Chapter 3, Paragraph 1 of the textbook on "Duties on board ship" and noted here in this page. In addition, to the above articles, supplementary notes shall be entered in corresponding columns after observing the real condition on the spot.

- Officers on duty.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

(Memorandum) Important points concerning "Look-out" shall be extracted from Chapter 2 of the textbook on "Seamanship IV" and noted here in this page

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(Terminology) (Ticks for confirmation must be entered into the marks)

- Navigation light
 - Mast head light (fore)
 - Mast head light (after)
 - Green side light
 - Red side light
 - Stern light
- Course Gyro Compass Course
Magnetic Compass Course)
- Ship position
- Steering orders
 - Starboard Port
 - Ease the wheel
 - Midship
 - Steady she goes, steady
- Ship's log book

(memorandum)

The outline of navigation lights, etc. shall have to be entered here after reviewing Chapter 2 of the textbook on "Maritime Laws".

- Deck hands on duty

1
2
3
4
5
6
7
8
9
10
11
12

(Memorandum)

The key points regarding the navigation aids must be extracted from Chapter 1 of the textbook named "Navigation 1"

Check navigation aids you have seen actually.

(Terminology) (Ticks for confirmation must be entered into the marks)

Barometer	Barograph
Thermometer	Wind van
International signal flag	
Morse code light	
Steam whistle	Siren
Steering wheel	Telemotor
Auto pilot	
Rudder angle indicator	
Speed through the water, Log)	
Speed over the ground, OG)	
Distance run	
Knot	Nautical mile
Pressure log	
Electro magnetic log	
Doppler sonar	
Revolution indicator	
Echo sounder	
Gyro compass	
Repeater compass	
Magnetic compass	
Course recorder	

(2) Terminology of other nautical instruments.

(Ticks for confirmation must be entered into
the marks)

Hand lead

Sextant

Chronometer

Quartz clock, Crystal controlled chronometer

Direction finder

Radar

Loran

Decca navigator

Omega

Satellite navigation system

The roster of your own must be checked in advance before
commencement of your navigation watch.

The date and time of your watch-keeping must be entered
in the blanks of the following table.

Watch keeping	1st hour	2nd hour	3rd hour	4th hour
---------------	-------------	-------------	-------------	-------------

Steering

Lookout

Lee side

Engine room

Wireless room

(Memorandum)

The key points shall be extracted from Chapter 2 of the text book on "Navigation 1" and Volume 2 of the text book on "Navigation II".

3-3 Watch-keeping in the engine room.

(1) Duties.

Duties of watch-keeping engineers and watch-keeping engine room ratings shall be extracted from Paragraph 1, Chapter 3 of the textbook on "Duties on board ship" and be kept in this page.

The duties being implemented by the above-mentioned personnel on board the ship shall be observed with much care.

- Duty engineers.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

(Memorandum)

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(Terminology) (Ticks for confirmation must be entered in the marks).

* Main engine and its supporting equipment .

Main engine

Revolution per minute , r.p.m.

Telegraph

Emergency telegraph

Ahead Astern Reverse

Maneuvering handle

Indicated horse power

Shaft horse power

L.O. Pressure , Temperature

(Ship equiped with
steam turbine)

(Ship equiped with
diesel engine

Steam pressure

Vacuum

Exhaust gas temperature

Cooling water pressure,
temperature

* Associated equipment of
main engine

Reduction gear

Main condenser

Condensate pump

Air ejector

Circulating pump

L.O. pump

Cooling fresh water pump

L.O. Pump

Starting air reservoir

Air compressor

Super charger

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(Terminology) (Ticks for confirmation must be entered in the marks)

* Boiler and its mountings.

Main boiler	Auxiliary boiler
Boiler pressure	
Water level	Water gauge
Steam stop valve	
Feed water valve	Safety valve

* Associated equipment of boiler.

Feed water pump	
F.O. burning pump	Draft fan

* Auxiliary machines . (independent).

F. O. transfer pump , F.O. shifting pump	
Cooling sea water pump	
Fresh water pump	
Ballast pump	
Fire and bilge pump	
Sanitary pump	
General service pump	
Bilge separator	Bilge pump
Purifier	Fresh water generator
Evaporator	Distiller
Heater	Cooler

(Terminology) (Ticks for confirmation must be entered in the marks)

* Electricity

A.C. Generator

D.C. Generator

Switch board

Voltmeter

Ammeter

Walt meter

Motor

Feeder pannel

* Terminology of other apparatuses and equipment.

Steering engine

Fuel oil tank

Service tank

Feed water tank

Refrigerator

Incinator

Cheif Engineer log book

Pressure gauge

Vacuum gauge

Compound gauge

Thermometer

Tachometer

Settling tank

Revolution counter

Engine room hands on duty.

The outline of the duties imposed on the engine room ratings shall be extracted from Chapter 3, Paragraph 11 of the textbook on "duties on board ship" and shall be kept in this page.

The duties being implemented by the above-mentioned ratings on board the ship shall be observed with much care.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____

((Terminology)

Terminology written in the paragraph 3-3 shall be referred to this case.

Memorandum

(Memorandum)

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2- Winding up of the following items shall be made by using the textbook "Marine Engine I ,Volume I ".

1. Marine engine (steam turbine or diedel engine) and its associated equipment).

2. Boiler and its associated equipment.

(Memorandum)

(Memorandum)

3-4. Watch-keeping in the wireless room.

(I) Duties.

Duties of watch-keeping radio officers shall be extracted from Paragraph I, Chapter 3 of the textbook "Duties on board ship" and shall be kept in this page. Furthermore, some notes shall be added by observing the working condition of an officer on duty on the spot.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

(2) Names of equipments and apparatuses. (Ticks for confirmation must be entered into the marks:

Sending set (transmitting equipment)

Receiving set

Associated equipment

Antenna

Facsimile

International VHF

Communication arrangement on board ship

Automatic alarm receiver

Automatic distress signal transmitter

Wireless telephone system

(Terminology)

Reception of 500KHz

Distress signal _____

Emergency
communication _____Safety
communication _____

Call sign _____

Answer _____

Silent time _____

Receiving of regular alarm on navigation

Harbour service

Wireless telegram, telephone

(Memorandum)

4. Practice implemented on days in port

4-1. Meaning and condition of lying on berth

- (1) Definition on "Underway " appeared in paragraph 3-5 article 1 of "Rules of the Roads".

"Underway " of ships or hydroplanes means that those are on the water and shall not be in one of the following conditons .

- 1) at anchor .
- 2) Made fast to the shore .
- 3) aground.

- (2) The following table shows demarction between (lying on berth and (underway)

The meaning of these technical terms shall be well understood

	Commencement of the navigational condition from the condition of lying at anchor	Commencement fo the condition of lying at anchor from t e navigational condition
Anchoring	Up and down anchor	Let go anchor
Moorin; to buoy	When the last line connecting the ship with a buoy or the wharf is released	When the first line connecting the ship with a buoy or the Wharf is fixed
Moorin; to wharf		

Refer to page 29.

- (3) Figures and lights showing the condition of lying at anchor

* A black ball is used from sunrise till sunset.

* An anchor light is ordinarily available from sunset to sunrise.

What do we make use of for knowing sunrise and sunset ?

- (4) Handking of the national flag and the house flag

	In port	At sea
* Time and occasion to hoist flags	_____	_____
*Time and occasion to hoist flags	_____	_____

(Memorandum)

The important points shall have to be extracted from paragraph 1 , Chapter 2 of the textbook on "Seamanship" and entered hereunder.

A practice shall be implemented together with the relevant problems covered by 2 "Practical training to be imposed on a day that the training ship leaves a port or enters a port".

The gist relating to the following items shall have to be filled in hereunder.

- 1) Problems concerning "anchor light" and "black ball"
(with reference to paragraph 2, Chapter 11 , of the textbook on " Maritime law".
- 2) Hoisting the national flag (with reference to Paragraph 3, Chapter 11 of the textbook on " Maritime law".

4-2 Watch -keeping while turning lying on berth for
Deck Department.

* Watch-keeping officer.

The outline of duties to be implemented by a watch-keeping officer while a ship is in port shall be extracted from Paragraph 2, Chapter 111 of the textbook "Duties on board ship " and shall be filled in hereunfer.

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____
- (7) _____
- (8) _____

* Gangway watch (Deck watch)

The outline of duties at the gangway shall be extracted from Paragraph 2, Chapter 111 of the textbook on "Duties on board ship " and be kept hereunder.

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____

- (7) _____
- (8) _____
- (9) _____
- (10) _____
- (11) _____
- (12) _____
- (13) _____
- (14) _____
- (15) _____

(Memorandum) Lee-side book.

4-3. Watch-Keeping while turning lying on berth for Engineering Department.

*Watch-Keeping engineer.

The outline of duties to be implemented by a watch-keeping engineer while a ship is in port shall be extracted from Paragraph 2, Chapter 111 of the textbook on "Duties on board ship" and shall be filled in hereunder.

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____

* Donkey watch.

The outline of duties to be implemented by a watchman engaged in the donkey watch while a ship is in port shall be posted up hereunder from Paragraph 2, Chapter 111 of the textbook on "duties on board ship".

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____
- (7) _____
- (8) _____
- (9) _____
- (10) _____

- (11) _____
- (12) _____
- (13) _____

Memorandum

4-4 . Cleaning and maintenance work.

Terminology (Ticks for confirmation must be entered into
the marks)

Turn to
Scrubbing deck
Washing deck
Polishing brass work
Coconut
Nolystone
Broom
Wash tub
Swab
Snap
Scupper
Water way
Bilge
Oil seperator
Incinerator
Sewage treatment plant

(Memorandum)

Terminology relating to items of equipment necessary for the cargo work , covers (owings, covers, etc .) , stores and consumable articles shall be posted up from Paragraph 1, Chapter 1V of the textbook on "Seamanship 11".

Those terminologies shall also be confirmed by real things.

(Memorandum)

4-5. Shore leave.

It is mentioned in Page 40 ,Paragraph 2, "Watch-keeping in port " of the textbook on "Duties on board ship " that shore leaves may be granted if the following terms and conditions are met.

- 1) No hinderance concerning safety of ship and implementation of duties on board ship is expected .
- 2) Time for shore leaves is not within the working hours .

However , it is also requested in the paragraph that in principle more than half of the crew members of each section i.e., more than half of deck hands , deck officers and radio officers etc. , shall remain on board ship from the security point of view in order to prepare for an accident.

This does mean that a ship is always secured by at least half of the crew members while she is in port.

Shore leaves may be granted during the sea oriented training when they are considered to be suitable. To have some experience of shore leaves is as a matter of course a sort of practical training necessary for students.

Instead of giving half the students aboard the training ship a shore leave at one time on account of the sailing schedule of the ship or the weather.

It will be appreciated if the trainees can see more of life through their shore leaves.

All activities taken by you during the shore leave shall be noted hereunder as those activities will become of your good memories of the sea oriented training.

5-. General Problems.

The following items must be clarified by each trainee during schooling hours at sea or in port of the sea oriented training.

5-I. The principal dimensions of the training ship .

These dimensions shall be entered in the blanks respectively

Ship's number No. _____	Find the place where those
Gross tonnage _____	figures are carved or the
Net tonnage _____	place where a wooden board
	on which those figures are
	sculptured is nailed.

Length , overall, L.O.A. _____

Breadth, moulded, B. _____

Depth , moulded, D. _____

Type of engine , number _____

Power _____

Speed _____

5-2. Fresh water , fuel oil , food : Ticks shall be entered in the marks , , after confirming each location of the following places .

(1) Food .

location of stores .

Rice store

Dry provision store

Wet provision store

Ref. chamber

Galley

Hours for cooking and spreading the table for each meal.

	Breakfast	Lunch	Dinner	Mid night supper (available only at sea)
Time for commencing cooking				
Time for commencing spreading the table for meal				

(2) Fresh water ,fuel oil.

How many tons or kiloliters of fresh water and fuel oil does the ship consume ?

Fill with the correct figures in the blanks of the following table.

	At sea	in Port
Fresh water (tons)		
Fuel oil (Kls)		

(Terminology)

- Double Bottom tank
- Fresh water tank , F.W.T.
- Fuel oil tank ,F.O.T.
- Lubricating oil tank, L.O.T.
- Fore peak tank,F.P.T.
- After peak tank,A.P.T.
- Ballast water tank ,B.W.T.
- Deep tank, D.T.

Margin space for pasting up the tank arrangement

The tank arrangement of the training ship shall be drawn by each trainee and be attached here to.

5-3. Terminologies relating to ship construction and associated equipment.

You are getting familiar with the general arrangement of the training ship through the observation tour inside the ship you had on the very first day of your practical training you have already had.

The following nomenclature are, therefore, thought to have been understood by all of you.

Ticks for confirmation must be entered into the marks.

Forecastle (deck), Focske (d'k)

Navigation bridge

Compass bridge

Wheel house

Chart room

Radio room

Poop (deck)

Boat deck

Shelter deck

Upper deck

2nd deck

3rd deck

Fore mast

Main mast

Loop antenna

Scanner

Ventilator

Skylight

Hand rail

Scuttle

Accommodation ladder
Frame
Beam
Outside plating, Shell plating
Draft Marks
Load (water) line ,L.W.L.
Watertight bulkhead
Thruster
Funnel mark
Control room
Escape trunk
Dispensary
Hospital
Crew's cabin
Officer's saloon
Crew's mess room
Purser's office
Gyro (compass) room
Boatswain's store
Cargo winch
Derrick apparatus
Paint locker , Paint store
Lamp locker, Lamp room
Engine store

Electric store
Battery room
Work shop
Emergency pump room

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(Memorandum)

The following problems shall be clarified with reference to paragraph I, Seamanship I of the textbook ,

1. Confirm whether all the terminologies appeared in the phase II of this manual can be found in the abovementioned textbook (Paragraph I, Seamanship I) or not.
2. Mark with a pencil terminologies of this manual, if they are found in the textbook.
2. As a result of the above procedure , you may find some terminologies which have no marks . Those terminologies shall be noted down in the margin hereunder for your further confirmation with real things in the training ship.

(Memorandum)

- 21
- 5-4. The general arrangement of navigational instruments and equipment in the bridge and the chart room.

(Bridge)

Sketch the general arrangement of navigational instruments and equipment installed in the bridge and paste the sketch up on the specified place hereunder.

(chartroom)

Sketch the general arrangement of navigational instruments and equipment installed in the chartroom and paste the sketch up on the specified place hereunder.

5-5. Drawing on general arrangement of main items of equipment installed in the engine room .

The location of each item of equipment in the engine room together with its name and purpose shall be confirmed with reference to the abovementioned drawing .

The drawing shall be pasted up on the margin provided hereunder.

Margin space
for pasting up
the general
arrangement

Places to be cleaned	Roster	Methods for general cleaning
1. Entrance	1. Entrance	1. Entrance
2. Hallway	2. Hallway	2. Hallway
3. Classroom	3. Classroom	3. Classroom
4. Office	4. Office	4. Office
5. Restroom	5. Restroom	5. Restroom
6. Kitchen	6. Kitchen	6. Kitchen
7. Gymnasium	7. Gymnasium	7. Gymnasium
8. Cafeteria	8. Cafeteria	8. Cafeteria
9. Library	9. Library	9. Library
10. Auditorium	10. Auditorium	10. Auditorium
11. Parking lot	11. Parking lot	11. Parking lot
12. Grounds	12. Grounds	12. Grounds
13. Maintenance shop	13. Maintenance shop	13. Maintenance shop
14. Storage area	14. Storage area	14. Storage area
15. Janitor's closet	15. Janitor's closet	15. Janitor's closet
16. Boiler room	16. Boiler room	16. Boiler room
17. Electrical room	17. Electrical room	17. Electrical room
18. Roof	18. Roof	18. Roof
19. Scaffolding	19. Scaffolding	19. Scaffolding
20. Outside areas	20. Outside areas	20. Outside areas

(2) Checking of furniture and interior decoration .

As a result of the general cleaning, if you find out defect points of curtains in your cabin or desks and chairs in the class rooms, you must report the finding to the officer-in-charge for his record. (You shall report the fact to the officer-in-charge at the inspection of the general cleaning when it is held.)

(Example)

- I) Missing a bed curtain (small).
Missing 7 curtain hooks in total.
Improper movement of the door knob of a cabin.
Breaking down of 5 tiles in the bathroom.

6-2 . On the very day when you leave the ship.

(1) Returning articles borrowed from the ship during the sea oriented training shall have to be returned and re-stored to the place as instructed . Blankets which belong to the ship shall be placed neatly on your bunk after folding them up in such a manner as instructed so that the number of blankets may be checked easily by an officer-in-charge.

Dust in the drawers of the bunk and a small box (casket) shall be cleaned. The drawers must be drawn out halfway for the inspection . Special attentions shall be paid by the trainees in order not to leave anything behind.

Reports on missing or damaged articles which have been used by trainees on a loan basis shall be made honestly without delay to an officer-in-charge . An actual expenses necessary for compensating the aforesaid loss or damage may be levied by the ship.

The following points shall have to be confirmed once again before commencement of the closing ceremony of the sea oriented training.

1- Personal effects.

No personal effects have been left behind.

2- Blankets .

Blankets are folded neatly with a pillow on them.

3- Drawers.

The drawers are opened halfway and the inside of them is clean.

4- Living quarters, etc.

The living quarters are kept clean and tidy.

No rubbish is in the dustbins.

(2) The closing ceremony of the sea oriented training.

The closing ceremony is held in the same manner with the opening ceremony of the sea oriented training.

Salient points of the captain's address of instructions as well as your impressions of the sea oriented training shall be kept in next page at your earliest convenience.

(3) It is likely to happen that a trainee is injured seriously by tumbling down or falls overboard on account of carrying many luggages when he leaves the training ship.

You must always keep your one hand free from luggages, as you have already learned during the sea oriented training .

You must divide your luggages into two parts and carry them one by one by using only one hand in case if many luggages require your both hands to carry them at one time.

Brace yourself up till your feet get tough with the flat ground.

(Memorandum)

(Memorandum)

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6-3 Mental attitude to be taken by the trainees after the completion of the sea oriented training

You have now completed the sea oriented training and you are presumably recalling many memories such as embarrassment, amusement and pressure of study which you experienced during the training.

The manual does not cover all the contents of the textbooks you use in the Center, nor does it cover many things you will have to learn or experience when you go out into the world.

The manual is however compiled to cover a considerably wide scope concerning the ship so that it can be used effectively by the trainees within the limited period of time.

Hence the manual has no doubt been of a great help to you and it has, we are sure, contributed much to the successful implementation of the valuable sea oriented training.

The experience already acquired through the valuable sea oriented training may only be maintained and applied to the case by making persistent efforts in studying at the Center and exerting a steady endeavour on board a merchant vessel to which you may be assigned after the completion of your study in the Center.

It therefore entirely depends upon your mental attitude to be taken from now on whether you will make a good use of the manual in paving the way for your success in your life.

Bear deep in your mind, "Your everlasting strenuous effort will find yourself on the royal road."

The manual is inspected by:

Ship's name	Period of the training	Captain	Chief Engineer
	From: To:		
Date			
Signature of the instructor-in-charge at the Center & his views			

