

## CONTENTS

<b>TRAINING .....</b>	<b>2</b>
1. SCOPE .....	2
2. CODES .....	2
3. RESPONSIBILITY AND AUTHORITY .....	2
4. <b>ONBOARD TRAINING .....</b>	<b>2</b>
5. FAMILIARISATION TRAINING.....	3
5.1. Personal Safety and MARPOL Precautions Booklets .....	4
6. SHIP SPECIFIC FAMILIARIZATION .....	4
7. SAFE WATCHKEEPING .....	4
8. HAND OVER PERIOD .....	4
9. <b>HANDOVER NOTES .....</b>	<b>5</b>
10. SPECIFIC DUTIES.....	5
11. MUSTERS AND DRILLS .....	5
12. TRAINING FOR NEXT LEVEL .....	5
13. INSTRUCTION OF PERSONNEL OTHER THAN CREWMEMBERS.....	6
14. LEARNING ENGAGEMENT TOOLS (LET's).....	6
15. <b>REFLECTIVE LEARNING .....</b>	<b>7</b>
16. CADET OFFICERS TRAINING .....	8
17. <b>JUNIOR OFFICERS TRAINING .....</b>	<b>10</b>

## TRAINING

### 1. SCOPE

This procedure covers the general requirements of on-board training and includes Familiarization Training and Handover of Duties.

### 2. CODES

ISO 9001	6.2.2
ISM	6, 8; STCW 95, A-I/14, A-VI/1
ISO 14001	4.2.2

### 3. RESPONSIBILITY AND AUTHORITY

The Master has overall responsibility for ensuring appropriate training is implemented onboard his/her vessel.


### 4. ONBOARD TRAINING

On board training can be imparted by:

- a. On the job demonstrations and briefings by the Department Heads and persons, familiar with the equipment on board.
- b. Conducting drills regularly in accordance with the Company's drill schedule to achieve proficiency and to discuss any shortcomings identified and need for improvement.
- c. Viewing instructional videos supplied by the Company (KARKO) and by discussions thereafter with reference to own ship.
- d. Referring to the SOLAS Training Manual and Technical Publications produced by various organisations within the Marine Industry.
- e. Referring to Statutory publications and Regulations.
- f. Referring to Marine Notices produced by various Authorities.
- g. Referring to the HSEQ manuals and Circulars of the Company.
- h. Referring to the Operating Instructions of Equipment.
- i. Referring to Lessons Learnt in [CFM<sup>1</sup>](#).
- j. On job training issued by company
- k. Learning engagement tools
- l. Reflective learning

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<sup>1</sup> W 03 / 2024

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p><b>5.0. TRAINING</b></p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect : 5.0  Page : 3 of 12  Date : 6-Aug-25  Rev : 10.2  Appr : DPA</p>
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#### m. Personal Safety and MARPOL Precautions Booklets

The Master and Officers shall supervise all training on board, ensuring that the crew are aware of rules, regulations, and guidelines relevant to their position. All personnel shall have access to these publications.

It is the responsibility of each seafarer to ensure that his/her training records are completed as per the training matrix.

All officers are to endeavour to complete at least 3 CBT Modules in its entirety each month. Ratings are to complete at least 2 CBT modules in its entirety each month. Understandably there would be occasions, when due to the vessel's commercial operations and work/rest hour requirements that it may not always be possible to keep abreast of this training requirement weekly. However, crew are to plan and manage their training requirements to ensure compliance with above requirement on a monthly basis.

Seafarer shall submit the training records to Master during their assessment. Number of trainings completed shall be recorded in the Fleet assessment form.

Also, each seafarer shall ensure that they sign off from Karko system prior leaving vessel.


Master and Chief Engineer shall ensure that training matrix provided by KARKO is complied with and records exported on monthly basis. Refer MEMO section for the matrix.

## 5. FAMILIARISATION TRAINING

The Master must ensure that all new crew members are properly trained in shipboard safety procedures and that they are familiar with the proper use and location of the lifesaving and firefighting equipment on board. The 'Safety Familiarisation Training Checklist' must be completed and signed by all joining crewmembers, and counter signed by the Master.

Further training of new crewmembers is to include, but not be limited to the following and should be carried out as soon as possible after they have joined:

- a. Emergency procedures.
- b. The location and use of all Safety Equipment.
- c. Fire prevention and firefighting.
- d. Lifesaving appliances, including survival craft equipment
- e. Pollution prevention.
- f. Health hazards and precautions.
- g. Safe working practices.
- h. Cargo equipment and cargo operations.
- i. Safe use of equipment which crewmembers are normally required to use.

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p><b>5.0. TRAINING</b></p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect : 5.0  Page : 4 of 12  Date : 6-Aug-25  Rev : 10.2  Appr : DPA</p>
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- j. Safe use and storage of chemicals or hazardous materials.

### 5.1. Personal Safety and MARPOL Precautions Booklets<sup>2</sup>

Personal Safety and MARPOL Precautions Booklets have been provided on board for the familiarization purpose.

These booklets are also available digitally on Karko Training PC and in Memo section of SHEQ.

## 6. SHIP SPECIFIC FAMILIARIZATION

Each new crewmember must be provided with familiarization training for ship specific installations, equipment, procedures and characteristics that are relevant to their routine or emergency duties. This can be conducted during the handover tour of the vessel together with the outgoing crewmember, and supplemented by any additional training that the Master or Chief Engineer Officer may deem necessary.

## 7. SAFE WATCHKEEPING

The Master must ensure that all Officers are properly trained in the principles of safe watchkeeping prior to assuming sole responsibility for the watch.


## 8. HAND OVER PERIOD

This will depend on the individual joining the vessel and shall take into account the following:

- a. Rank
- b. Experience in the rank
- c. Previous experience on board the ship, or on sister vessels
- d. Watchkeeping duties
- e. Length of time in the Company

The hand over period should be agreed between the Master and Crewing Department, and should take into account the above and any constraints imposed by the vessels schedule and air flights for crewmembers etc. If necessary and with permission of the Ship Manager, consideration should be given to a shorthand over voyage for senior officers depending on their experience in the rank and their experience on board the vessel or sister vessels.

<sup>2</sup> W 48/2017 (Entire Section 5.1)

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p><b>5.0. TRAINING</b></p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect : 5.0  Page : 5 of 12  Date : 6-Aug-25  Rev : 10.2  Appr : DPA</p>
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## 9. HANDOVER NOTES

The Officer being relieved must prepare clear and concise Hand Over Notes detailing specifically those items which he considers are important and which the new Officer must know. The joining Officer must sign the Handover Note, and a signed copy given to the Master for his records.

The handover period between these two Officers is to be utilised effectively in covering all the normal and critical functions and responsibilities associated with the rank. Special features, safety devices and safety practices peculiar to the vessel must be pointed out.

Special reference must be made to any deficiencies, non-conformances, conditions of class, outstanding repairs and the status of corrective action initiated.

[Handover notes must be filed in Sharepoint.<sup>3</sup>](#)

## 10. SPECIFIC DUTIES

The Master must ensure that all new crewmembers are aware of their specific duties and are given a copy of their responsibilities.

## 11. MUSTERS AND DRILLS

Musters and drills have the objective of preparing a trained and organised response to emergency situations that may unexpectedly threaten life and property. The Master and Officers must ensure that these are carried out as realistically as possible to simulate actual emergency situations so that the Emergency Organisation is trained effectively. De-briefing session is to be held after the drills and any training needs is to be identified and dealt with accordingly.

## 12. TRAINING FOR NEXT LEVEL

The Company encourages its Officers to familiarise themselves with the duties and responsibilities of the person in the next rank up, and to obtain higher certificates of competency.


To achieve this, they must be trained effectively for the next level, which would help build their knowledge and self-confidence and prepare them to take over next level duties in an emergency.

The Master should ensure they are given the opportunity to do this by delegating the functions of a higher rank. Some examples are:

- a. Chief Officer carrying out the planning and execution of an anchoring operation, but always under the Master's supervision.

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<sup>3</sup> W 26 / 2024

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p><b>5.0. TRAINING</b></p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect : 5.0  Page : 6 of 12  Date : 6-Aug-25  Rev : 10.2  Appr : DPA</p>
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- b. Assuming the Master is incapacitated during an emergency drill and the Chief Officer assuming command of the vessel, but always under the Master's supervision.
- c. Learning the documentation and reporting procedures of the next level.

Officers and Ratings that are looking to be promoted to the next rank, need to ensure that they complete all CBT modules that is required for the next rank. A review of the crew members Bulker Industry Training Standard (BITS) program completion and assessments will be carried out prior to being considered for promotion.

### 13. INSTRUCTION OF PERSONNEL OTHER THAN CREWMEMBERS

The Master shall ensure that supernumeraries, sea going repair squads and any other personnel who do not classify as ship's crew are properly instructed on the following prior to, or as soon as practicable after, departure:

- a. General Emergency Alarm.
- b. Muster Stations.
- c. Abandon Ship Order and Procedures.
- d. Operational Safety Practices.
- e. Use of Protective Clothing and Equipment.

Form 4.1.2 C to be used for familiarization.


### 14. LEARNING ENGAGEMENT TOOLS (LET'S)

This is an engagement session held on board by one of the shipboard team, typically facilitated by a Supervisor, where a small group of 5 to 7 people take time out to discuss a theme which has led to high consequence outcomes.

Flip over charts content containing Learning Engagement Tool theme will be provided to all vessels.

Each chart contains 6 to 7 sheets consisting of one theme based on different scenarios. Sheets contain pictorial and descriptive material for discussion in the group. The session shall be conducted by one of the member of the group called the Supervisor. It is recommended one of the Senior Officers act as the Supervisor and goes through the material before starting of the session. The session involves the Supervisor asking number of the questions which are visible on his side of the sheet and pictorial side of the sheet facing the rest of the participants of the group.

A key message is included in each issue presented, but it is possible that a participant finds a different message which is relevant to him and that is acceptable. The engagement requires the group to share their experiences on the topic presented and gain deeper learning from incidents, and apply the correct actions in the future.

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p><b>5.0. TRAINING</b></p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect : 5.0  Page : 7 of 12  Date : 6-Aug-25  Rev : 10.2  Appr : DPA</p>
--	---	--

Sufficient time should be set aside for these sessions, and the setting should be one where there is no time pressure involved.

The engagement sessions using these booklets are not tool box meetings or part of a safety meeting but it is a learning through the incidents using open dialogue. The Master/CEO is to ensure that each member of the crew has participated in an engagement session and sessions can be repeated during the allocated period to include new crew members along with current staff.

The last page of the booklet contains guidance notes which shall be read and understood by all officers.

One theme is recommended to be allocated for discussion for a period of three months.

These LET's can also be used as part of corrective training aboard, or part of a close out to Near Misses.

LET's shall be kept in the custody of the deck officer designated for Karko CBT training. He will be maintaining the record of the engagement sessions held on board. The Master shall ensure that engagement sessions are conducted and recorded. The time period of staff involved in the engagement session shall be counted as work hours.

## 15. REFLECTIVE LEARNING

Reflective Learning is learning from each other which provides an opportunity to reflect on the causes of incidents in order to gain a deeper behavioural understanding on learning. It is a face to face structured engagement session.

Reflective learning comprises facilitated interactive group discussions through simple and engaging materials (video).

Aim is to make Learning from Incidents more effective by supporting people to internalise the learning using a structured engagement method.

One of the key elements of the process is to build of people sharing their personal experiences as that is very impactful and key to the learning from each other experience.

A typical reflective learning session:

- Ideally 10 participants<sup>4</sup>
- Session is about 70-90 minutes (This is a large investment of people's time, so it must be taken seriously to prepare well and follow up)
- Welcome and safety brief – 5 minutes
- Introduction – 5 minutes

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<sup>4</sup> W 26 / 2024

- What are barriers? – 5 minutes
- Video part 1 & group discussion – 15 minutes
- Video part 2 & group discussion – 20 minutes
- Video part 3 & group discussion and team action – 15 minutes
- Video part 4 & Personal action commitment – 5 minutes
- Collect actions & Wrap up

Company will provide Reflective learning videos to all vessels. Superintendents visiting vessels will initially conduct reflective learning until the Master/CEO is trained.

Upon receiving necessary training, Master / CEO shall conduct reflective learning sessions on board.

One theme is recommended to be allocated for discussion for a period of three months.

## 16. CADET OFFICERS TRAINING


Cadet Officers are placed aboard for a twelve-month minimum experiential training sea time component prior to them being eligible to sit their oral examination in order to qualify as a Deck/Engineering Watchkeeping Officer. On board training of Cadets is designed to reinforce theoretical knowledge acquired at the tertiary institutions, with practical hands on training in the Deck and Engineering disciplines. The training is guided by the Training Record Book to ensure that Cadets follow a structured program of on board practical training.

The training currently administered on board The Company's owned/managed vessels is structured as follows, and Masters and Training Officers are requested to ensure that Cadets are afforded the opportunity of exposure to all these aspects so that training quality is not compromised:

- a. Practical Ship Maintenance Experience;
- b. Practical Watchkeeping Experience; and
- c. Combined Experience and Research to complete Assignments.

All Officers aboard have a duty to assist with the training of Cadets. This is both a moral and company responsibility to ensure the next generation of seafarers uphold our traditions and contribute to the sustainability of our industry. To this end we require the cooperation of all the Officers aboard, to ensure all Cadets are assisted and tutored on board. Training records are to be, correctly, and honestly filled in. Candidates should only have tasks signed off once they display the required standard of proficiency. Further Masters and Chief Engineers must be objective when completing the company assessments of Cadets. This should not be a tick box exercise, but a genuine reflection of the Cadets further training or skills needs.



	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p><b>5.0. TRAINING</b></p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect : 5.0  Page : 9 of 12  Date : 6-Aug-25  Rev : 10.2  Appr : DPA</p>
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The various responsibilities toward Cadet Officer training are outlined below:

a. The Master shall:

- Provide the link between the ship's officers responsible for training and the company
- appointed training officer ashore;
- Communicate with the Cadet Administration ashore if there is any doubt or discrepancies found regarding a Cadet's education, training or administration;
- Ensure that Cadets are fully integrated as a potential officer onboard;
- Designate, in writing, the ship's officer(s) / mentors who are to be responsible for organising and supervising on-board training for each voyage and frequently review the training activities for effectiveness;
- Ensure that the Training Officer is effectively supervising the experiential training;
- Ensure continuity in the case of any change of the ship's officers during voyages;
- Ensure that all personnel concerned carry out effectively the on-board training programme;
- Review and sign off the Cadet's on-board Training Record Book at the specified intervals;
- Ensure that sufficient time periods are set aside for the completion of on-board training within the normal operational requirements of the ship;
- Ensure, in a supervisory capacity, that Training Record Books are properly maintained and that all other requirements are met;
- Ensure, so far as practicable, that the time the Cadet spends on-board is as useful as possible in terms of training and experience and is consistent with the objectives of the training programme and the progress of training;
- Submit assessment reports and interim reports as required by the Training Officer (shore-based);
- Review and sign off the Cadet's on-board Training Record Book at the specified intervals as prescribed in the Cadet Officer's Training Record Book.

b. Appointed Ships Officers Responsible for Training shall ensure that:

- Appropriate times are set aside for completion of on-board training within the normal
- operational requirements of the ship;
- At the beginning of a programme and at the start of each voyage on a different ship, Cadets are given comprehensive information and guidance as to what is expected of them and how the training programme is to be conducted;
- Ship's officers who are responsible for training and assessment know and understand their duties and responsibilities regarding training;

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p><b>5.0. TRAINING</b></p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect : 5.0  Page : 10 of 12  Date : 6-Aug-25  Rev : 10.2  Appr : DPA</p>
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- During the required period of qualifying service, a Cadet receives systematic practical training and experience in tasks, duties and responsibilities relevant to the desired qualifications;
- Assessment of Cadets are conducted without undue delay, when a Cadet is considered ready for assessment;
- A comprehensive record is kept of all training conducted and to frequently review the training activities for effectiveness;
- A trainee progress assessment report is completed and forwarded to the Training Officer after each period of sea time.

c. Cadet Officers shall:


- Be subject to the orders and discipline of the Master;
- Utilise their time constructively and work diligently on the tasks in the Training Record Book;
- Ensure that timeous application is made to the Training Officer to assess competencies whenever possible;
- Present his\her Training Record Book to the Master at the specified intervals;
- Assist with maintenance, under supervision, so as to gain exposure and practical knowledge of equipment and systems on board the vessel;
- Comply with the watch-keeping routine so as to gain supervised watch-keeping experience and cover the associated at sea and in port objectives in the Training Record Book.

Considering the amount of work contained in the Training Record Books, Cadets will have to concentrate most of their efforts, while appointed to vessels, to completing these tasks, if they are to complete these tasks within this period. It is highly likely that the Cadets may require more sea time in order to achieve all the competencies/outcomes specified in the Training Record Book and therefore pointless and demeaning duties are to be curtailed. The designated Training Officers should make every effort to assist Cadets to complete the Training Record Books by structuring training schedules that can reasonably accomplish this aim. This will ensure that those Cadets who are dedicated and committed to achieving their first qualification within the minimum time frame, are able to do so.

## 17. JUNIOR OFFICERS TRAINING<sup>5</sup>

Newly qualified officers often do not possess the skills, and/or levels of confidence necessary to stand their own watches, safely. These come naturally to a fortunate few, but others take longer to acquire these attributes depending on the standard of preparation they receive. This company has accordingly introduced the rank of Junior Navigating Officer (“JNO”) or Junior Engineering

<sup>5</sup> W 26 / 2020 (Entire Section)

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p><b>5.0. TRAINING</b></p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect : 5.0  Page : 11 of 12  Date : 6-Aug-25  Rev : 10.2  Appr : DPA</p>
---	---	---

Officer (“JEO”) in order to bridge the gap between Cadet, and 3rd Mate / 4th Engineer, and to provide these officers with an opportunity to gain the necessary confidence and skills.

This bridging process obviously comes at a cost to both the Officer as well as the Company, and the duration is thus limited to a maximum of two months. Extensions will only be permitted on merit, under exceptional circumstances. It follows that the two-month cycle should be carefully managed so that the JO obtains the best possible preparation for the next rank.

STCW Section B-II/1-5.3 and the Fleet Procedures Manual 4.1.1.2.18, 5.4, 5.12 and 5.16 summarise the responsibilities of the Master **and officers in facilitating and monitoring the training and progress of cadets and Junior Officers. The Master – as a representative of the Company – prepares the new officer for promotion to a Watchkeeping officer by performing these responsibilities objectively and pro-actively**, continuously assessing the abilities of the Officer and reporting them to the Company. All Masters are required to recommend them for promotion when they are ready. **Similarly, the Chief Engineer** in respect of Junior Engineering Officers.

Masters/Chief Engineers must accordingly :


- Submit an interim report (“performance review”) to the Company, within a month of the JO signing on. This assessment should include notes about the specific training received.
- In the case of a JNO, this should include a BWK Officer’s Assessment. This must be conducted objectively, complying especially with items 5 & 6 of the “Scope of Assessment.”
- Submit a Karko “Records Summary of Selected Person (name)” for the period the officer has served aboard.
- The above three documents should be scanned as a single document, in the order listed, and saved in the Vessel’s holding folder as well as sent to [the Training Officer](#)<sup>6</sup>.
- Ensure that the training program follows the steps listed below.

Junior Officers must:

- Understudy and assist the Third Navigating Officer / Fourth Engineer in both his/her on-watch and off-watch tasks and responsibilities, at sea and in port.
- familiarise themselves with the Company SMS and all the tasks and responsibilities of that position, specifically those stated in the Company Fleet Procedures Manual, Section 4.3 (Responsibility and Authority): THIRD NAVIGATING OFFICER or Section 4.4 (Responsibility and Authority) : FOURTH ENGINEER OFFICER
- demonstrate the necessary readiness for keeping their own sea-watch within a limited time, by demonstrating a reasonably sound knowledge of the Nautical Manual, (Technical Manual for JEO’s) as well as by undergoing a satisfactory BWK Officers Assessment (JNO’s)
- demonstrate their familiarity and competency with all instruments, machinery, equipment and logbooks as are relevant to the role they are preparing for.

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<sup>6</sup> W 09 / 2024

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p><b>5.0. TRAINING</b></p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect : 5.0  Page : 12 of 12  Date : 6-Aug-25  Rev : 10.2  Appr : DPA</p>
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- Select as many Karko CBT modules as possible, ensuring that these are relevant to the rank being prepared for, and complete these diligently without assistance of any aids.

It must follow that **the Junior Officer's time is to be spent productively**, understudying the current 3NO or 4EO, and not wasted on unnecessary admin tasks, gangway duties or such like. To the contrary, this provides an ideal opportunity for coaching and mentoring the aspiring officer.