

Appendix II: Outline of the Course

The following Scenarios will be developed.

- Scenario 1: Boarding the Vessel
- Scenario 2: Check the Ship's Certificates and Documents
- Scenario 3: Check Crew Certificates of Competences
- Scenario 4: On the Bridge
- Scenario 5: On the Deck
- Scenario 6: In the Engine Room
- Scenario 7: Operational Control (Fire Drill)
- Scenario 8: Ending the Inspection
- Scenario 9: On a Bulk Carrier
- Scenario 10: On an Oil Tanker
- Scenario 11: On a Ro-Ro Passenger Ship
- Scenario 12: On a Container Ship
- Interactive Library

SCENARIO 1: BOARDING THE VESSEL

Learning Outcome (L.O.): Demonstrate an understanding of the relevance of English requirements necessary to start the inspection with the first checks from the dock, make requests, greet and introduce people.

Vocabulary: Phrases for planning an inspection.

Maritime focus: Berthing, types of mooring lines, maritime security.

1. DIALOGUE 1

1.1 In the office

Inspector 1: The expected time of arrival (ETA) of the SAFESE 1 was at 09.00 but it seems that the actual time of arrival (ATA) is 08.30, half an hour before scheduled.

Inspector 2: Yes, the Vessel Traffic Service (VTS) has just informed me by VHF that the vessel moored at dock 1 and she is going to start commercial operations soon.

Inspector 1: Ok, as soon as we finish the pre-boarding preparation and the checks on the state of ratification of the relevant instruments as per IMO and ILO ratification table we can go on board.

Inspector 2: Fine, just 5 more minutes and I am ready, I have already checked the ILO ratification table and I am going to check the IMO one too.

Inspector 1: Ok, in the mean time I will download the last PSC inspection report so we can bring it with us, it will be easier to check the outstanding deficiencies. By the way do you mind having a look at GISIS' contact details of the Port Facility Security Officer (PFSO) of dock 1? Just in case we need to contact him I would suggest saving his contact.

Inspector 2: Sure, no problem. please have also a look to the list of the Recognized Security Organizations (RSO) authorized by the Flag, it will be useful when we check the International Ship Security Certificate (ISSC).

Inspector 1: Ok, almost ready to go.

1.2 On the dock:

Inspector 1: Today is really a nice day but this strong wind is quite annoying, let's check the mooring ropes conditions before boarding.

Inspector 2: According to the weather forecast we are at Beaufort eight, this means gale, better to check the ropes carefully. I will go to check the mooring lines at the bow and you can go to the stern ones.

Inspector 1: Ok bow lines, forward breast lines and forward spring lines for you and stern lines, aft breast lines and aft spring lines for me. I will reach the last bollard.

Inspector 2: Ok we can meet at midships at the gangway as soon as we finish.

1.3 Boarding the vessel:

Inspector 1: Let's make sure that the gangway is properly secured.

Inspector 2: Yes, the gangway safety net seems well mounted, the treads' non-slip surface is in good maintenance condition, stanchions and hand rails are also ok. We can board!

Inspector 1: Good morning, my name is Paul Brown, I am here with my colleague Craig White for a Port State Control Inspection.

Watchman: Good morning Sirs, welcome on board, may I see your identification documents (IDs)?

Inspector 1: Here you have our IDs.

Watchman: Thank you Sirs, I need only to fill in the visitor's log book, and here you have your visitor's pass, I will call the Second Officer to escort you to the waiting room near the Captain's cabin as the Captain asked not to be disturbed until lunch time. He is busy with very important stuff which I am not authorized to disclose.

Inspector 2: I see your point but please note that we are here for a ship's inspection.

Inspector 1 (speaking to Inspector 2): I am curious to know about the extremely important stuff which keeps your Captain so busy, we will see!

1. TEST 1

1.1 TEST 1 – Gap fill exercise

“ETA” stands for exp_____t____ of a_____

How do you call the deficiencies which have not been rectified yet? Out_____

What is the name of the ladder allowing access on board? _____ way

The name of the ropes to secure the ship to the dock mo_____ l_____

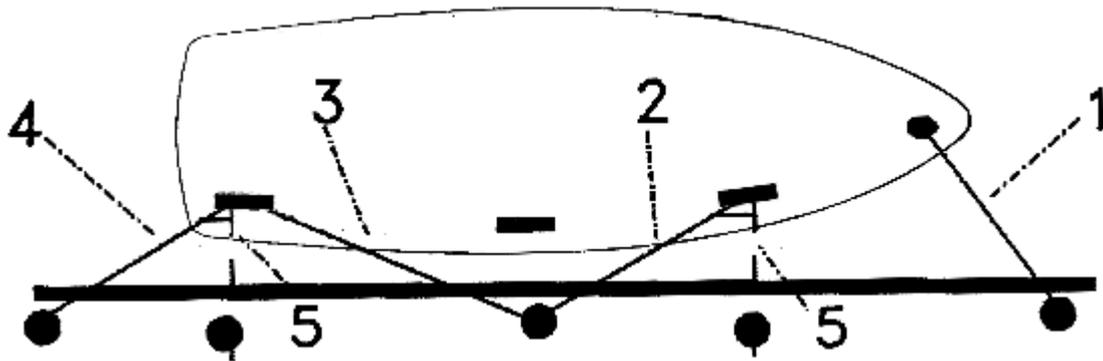
How do you call the iron post to which a ship’s rope may be secured? B_____

1.2 TEST 2 – Matching techniques

Match the words in the different columns

Ladder	ETA
Watchman	Gangway
Bollard	Seafarer
ATA	Recognized Security Organization (RSO)
International Ship Security Certificate (ISSC)	Mooring lines

1.3 TEST 3 – Labelling the pictures



Bow line n. ____ Forward and aft breast line n. ____ Stern line n. ____
 Aft spring line n. ____ Forward spring line n. ____

1.4 Test 4 – True or false

The ship's gangway does not need to be strictly secured as the ship might need to un-berth quickly for emergency situations in case of bad weather conditions TRUE or FALSE

The surface of the gangway is very slippery TRUE or FLASE

The Captain is busy with his staff TRUE or FALSE

Mr White and Mr Brown filled in the visitor's log book by themselves TRUE or FLASE

The weather forecasts are fine, no wind and clear sky TRUE or FALSE

1.5 Test 5 – Pronunciation

Listen and repeat: BERTH, MAINTENANCE, SURFACE, BOW, and WEATHER.

SCENARIO 2: CHECK SHIP'S CERTIFICATES AND DOCUMENTS

L.O.: Describe the purpose of the inspection, discuss aspects related to the planning of the inspection and explain the stages of the inspection process. Greetings and introducing people. Ask for clarifications/explanations and describe the expected behaviours of the crew

Vocabulary: Phrases to describe situations, ask for explanations

Maritime focus: Ship's certificates and documents

2. DIALOGUE 2

2.1 In the waiting room

Inspector 1: I understand that the Captain must be busy but we can wait only for some minutes, let's agree to wait for maximum 10 minutes what do you think?

Inspector 2: I fully agree with you, we need to start as soon as possible with our inspection!

Inspector 1: We can't start our inspection before meeting the Captain; he is ultimately responsible for the vessel and all those on board. If he does not show up in 5 minutes I will speak to the Chief Mate to clarify this issue.

2.2 In the Captain's cabin

Captain:_(after a couple of minutes)_Good morning, sorry to keep you waiting. Pleased to meet you I am the Captain.

Inspector 1: Good morning, no problem we have just arrived, pleased to meet you, I am Paul White and my colleague here is Brian Brown, we are from the Harbour Master's Office. (The inspectors show the Captain their professional IDs).

Inspector 2: Pleased to meet you, we are here for a Flag State inspection.

Captain: You are welcome, I was just going to finish an internal quarterly check of the ship's and crew certificates as per safety management system (SMS) procedures, that's why I asked not to be disturbed.

Inspector 1: Captain we are here to carry out a Flag state inspection on your ship, we will start checking the ship's certificates and documents and we will then check also the crew certificates.

Captain: Ok I have them here on my desk in this folder.

Inspector 2: After certificates we need to check the overall conditions of the ship: bridge, deck, life-saving appliances (LSA), galley, engine room, crew accommodation and we will agree with you the best time for operational controls: fire drill and an abandon ship drill.

Captain: no problem.

Inspector 1: We would like to interfere as little as possible with the ship-shore commercial operations, when is the best time to carry out the fire and abandon ship drills?

Captain: In about 3 hours I think it is the best time for the drills, right after crew's lunch, if it is fine with you.

Inspector 1: Perfect, my colleague and I will witness the drills. Please ensure that drills are carried out as far as possible like a real emergency: therefore muster list should be strictly followed. The drills shall be held with the crew in accordance with the muster list in order to demonstrate the applicability of the muster list in practice. If according to the muster list some responsibilities are assigned to crew members temporarily busy with other duties connected to the on-going commercial operations, please inform us and we can agree for a replacement. Please consider that we would like to assist to the drills since the beginning, by the way, we can discuss about it later. We can now start with the certificates and documents.

Inspector 2: May I ask you for a copy of the ship's particulars please? If you have a list of the certificates we can compare it with the list of the certificates we need to check and we can follow the order of your list, we need to check all the certificates one by one.

Captain: Here you have the ship's particulars and here you have the first certificates of the list: Document of Compliance (DOC) and the Safety Management certificate (SM).

Inspector 2: (Starting to check certificates) Thank you, could you please clarify why the IMO Company number recorded in DOC is different from the one recorded in the ship's particulars?

Inspector 1: Did you realize that there is one more zero here?

Captain: Please let me check, I was not aware of that, for sure there is a typo in the ship's particulars, since the IMO Company number, as recorded in the DOC, is the correct one.

Inspector 1: By the way, I can double check on IMO GISIS webpage. I am consulting the website member's area and I can confirm that the IMO Company number, as displayed in the "Ship and Company particulars", matches with the one recorded on the DOC, so please update the ship's particulars accordingly.

Captain: Sure, thank you, I made a typo in the last revision of the ship's particulars.

Inspector 2: I see that your Company has been issued with DOC and that the types of ships listed in the certificate correctly match the type of ship as per SMC, thank you ISM certificates are ok. With reference to MARPOL Annex 1 the IOPP Certificate please.

Captain: Here you have the IOPP certificate.

Inspector 1: The IOPP supplement is not attached to the certificate.

Captain: Here it is sorry.

Inspector 2: Ok we would like to compare the information recorded in the IOPP supplement with the Oil Record book and the ship's capacity plan.

Captain: Ok I call the Chief Engineer for the Oil Record Book and for any information you may need.

Inspector 2: Ok thank you. We can go on with the other certificates in the meantime.

Chief Engineer: Good morning, I am the Chief Engineer; here you have the Oil record book and the relevant waste delivery receipts as evidence of the last disposals to the reception facilities.

Inspector 2: Ok thank you. I see from the IOPP supplement that you have one oil bilge water tank and 2 sludge tanks, the same information is reported in the capacity plan and in the Oil record book. The weekly records in the oil record book are also fine but there is no additional information about Bilge tank soundings, therefore we want to verify and make some soundings too

Chief Engineer: We almost don't produce bilges, there are no leaks in Engine Room. You will see, I will be waiting for you in Engine Control Room Ok I will be waiting for you in the engine room.

2. TEST 2

2.1 TEST 1 – Gap fill exercise

ISM stands for Int _____ S _____ M _____ t

SMS stands for S _____ Man _____ Sy _____

DOC stands for D _____ t of C _____ e

LSA stands for L _____ e S _____ A _____

IOPP stands for In _____ P _____ Prev _____ n C _____ e

2.2 TEST 2 – Matching techniques

DOC-SMC	I.O.P.P.
MARPOL Annex 1	Port reception facilities
Waste delivery receipt	ISM
Chief Mate	Sounding

Tank	First Officer
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2.3 TEST 3 – Labelling the pictures

Extract of Safety Management Certificate n. _____

Extract of IOPP supplement n. _____

Extract of waste delivery receipt n. _____

Extract of Document of Compliance n. _____

ANNEX
Number 1
STANDARD FORMAT FOR THE

*The designated representative of the reception facility provider should provide the following form to the master of a ship that has just delivered waste.
This form should be retained on board the vessel along with the appropriate Oil RB, Cargo RB or Garbage RB.*

1. RECEPTION FACILITY AND PORT PARTICULARS

1.1 Location/Terminal name:	
1.2 Reception facility provider(s)	
1.3 Treatment facility provider(s) – If different from above:	
1.4 Waste Discharge Date and Time from:	to

2. SHIP PARTICULARS

2.1 Name of ship:	2.5 Owner or operator:
2.2 IMO number:	2.6 Distinctive number or letters:
2.3 Gross tonnage:	2.7 Flag State:
2.4 Type of ship: <input type="checkbox"/> Oil tanker <input type="checkbox"/> Chemical tanker <input type="checkbox"/> Bulk carrier <input type="checkbox"/> Container <input type="checkbox"/> Other cargo ship <input type="checkbox"/> Passenger ship <input type="checkbox"/> Ro-ro <input type="checkbox"/> Other (specify)	

3. TYPE AND AMOUNT OF WASTE RECEIVED

MARPOL Annex I – Oil	Quantity (m ³)	MARPOL Annex V – Garbage	Quantity (m ³)
Oil/water		A. Plastics	
Oil/water residues (sludge)		B. Food wastes	
Oil/water tank washings		C. Domestic wastes (e.g. paper products, rags, glass, metal, bottles, crockery, etc.)	
Dirty ballast water		D. Cooking oil	
Scale and sludge from tank cleaning		E. Incinerator ashes	
Other (please specify)		F. Operational wastes	
MARPOL Annex II – NLS	Quantity (m³)/Name¹	G. Cargo residues ²	
Category X substance		H. Animal carcass(es)	
Category Y substance		I. Fishing gear	
Category Z substance		MARPOL Annex VI – related	Quantity (m³)
OS – other substance		Ozone-depleting substances and equipment containing such substances	
MARPOL Annex IV – Sewage	Quantity (m³)	Exhaust gas-cleaning residues	

On behalf of the port facility I confirm that the above wastes were delivered.

Number 2

REPUBLIC OF [REDACTED]
MINISTRY OF TRANSPORT

Issued under the provisions of the INTERNATIONAL CONVENTION FOR
THE SAFETY OF LIFE AT SEA, 1974, as amended

under the authority of the Government of R [REDACTED]

by the MARITIME ADMINISTRATION OF [REDACTED]

Name and address of Company
(see paragraph 1.1.2 of the ISM Code)

Company identification number 1959879

THIS IS TO CERTIFY THAT the safety management system of the Company has been audited and that it complies with the requirements of the International Management Code for the Safe Operation of Ships and for Pollution Prevention (ISM Code) for the types of ships listed below (delete as appropriate):

Passenger-ship
Passenger high-speed craft
Cargo high-speed craft
Bulk carrier
Oil-tanker
Chemical-tanker
Gas-carrier
Mobil-offshore-drilling-unit
Other cargo ship

[REDACTED] is valid until [REDACTED]
subject to periodical verification.

Completion date of the verification on which this certificate is based: [REDACTED]

Issued at [REDACTED]

Date of issue: [REDACTED]

DIRECTOR, MARITIME
ADMINISTRATION - [REDACTED]

No.972

Number 3

“3 Means for retention and disposal of oil residues (sludge) (regulation 12) and oily bilge water holding tank(s)”

3.1 The ship is provided with oil residue (sludge) tanks for retention of oil residues (sludge) on board as follows:

Tank identification	Tank location		Volume (m ³)
	Frames (from)-(to)	Lateral position	
Total volume:			m ³

3.2 Means for the disposal of oil residues (sludge) retained in oil residue (sludge) tanks:

3.2.1 Incinerator for oil residues (sludge), maximum capacity kW or kcal/h (delete as appropriate).....

3.2.2 Auxiliary boiler suitable for burning oil residues (sludge).....

3.2.3 Other acceptable means, state which

3.3 The ship is provided with holding tank(s) for the retention on board of oily bilge water as follows:

Tank identification	Tank location		Volume (m ³)
	Frames (from)-(to)	Lateral position	
Total volume:			m ³

Issued under the provisions of the
INTERNATIONAL CONVENTION FOR THE SAFETY OF LIFE AT SEA, 1974, as amended

Number 4

Under the authority of the Government of:

Name of the State

by

person or organization authorized

Name of ship:

Distinctive numbers or letters:

Port of registry:

Type of ship*:

Gross tonnage:

IMO Number:

Name of ship:

Name and address of Company:

.....

see paragraph 1.1.2 of the ISM Code

THIS IS TO CERTIFY THAT the safety management system of the ship has been audited and that it complies with the requirements of the International Management Code for the Safe Operation of Ships and for Pollution Prevention (ISM Code),** following verification that the Document of Compliance for the Company is applicable to this type of ship.

This [redacted] is valid until, subject to periodical verification and the validity of the Document of Compliance.

Issued at(place of issue of the document)

Date of issue

.....

(Signature of the duly authorized official issuing the certificate)

2.4 TEST 4 – True or False

The Captain is waiting for the inspectors and he is immediately available. TRUE or FALSE

The inspectors can wait for several minutes. TRUE or FALSE

According to the safety management system, the Captain is supposed to check the certificates and documents every 4 months. TRUE or FALSE

The IMO Company number has been wrongly recorded in the DOC. TRUE or FALSE

The inspectors inform the Captain that they should make some sounds while inspecting the engine-room.
TRUE or FALSE

2.5 TEST 5 – Pronunciation

Listen and repeat: QUARTERLY, SOUNDINGS, BILGE WATERS, SAFETY MANAGEMENT

COURSE OUTLINE 03

SCENARIO 3: CHECK CREW CERTIFICATES OF COMPETENCE

L.O.: Demonstrate an understanding of the relevance of English requirements in the STCW and Maritime Labour Convention.

Vocabulary: Phrases to assess competencies

Maritime focus: responsibilities of crew members, minimum safe manning and crew list

3.DIALOGUE 3

3.1 In the office

Inspector 1: Ship's certificates are ok, we need now to check the crew certificates of competence, please a copy of the crew list and please keep the Minimum Safe Manning document ready. If possible, kindly print out a copy of the muster list, otherwise I can have a look at one of the muster lists posted on the ship.

Captain: Ok, I have just updated the muster list as two new crew members have joined the vessel today, this is a copy of the updated muster list for you.

Inspector 2: Ok, what is the rank of the 2 new crew members? Do they have the same nationality of the Flag?

Captain: The Second Engineer and a sailor, they are not of the same nationality of the Flag.

Inspector 2: Ok thank you for informing, we can start with the Second Engineer certificate of competence then and the relevant endorsement, please along with his entire personal file where you store all his certificates including the medical certificate attesting he is medically fit to perform the duties at sea.

Captain: Here you have the requested documents.

Inspector 1: Captain I read from the muster list that you have a 17-year-old sailor on board, could you provide me with the evidence that he is not involved in night-work? I need the table of shipboard working arrangements and records of working and/or resting periods

Captain: Ok, I take the folder. The 17-year-old sailor on board according to the legislation is excluded from the night shifts.

Inspector 2: I see that the Second Engineer certificate is issued in accordance to STCW III/3, therefore with a limitation to 3000 KW, can you provide me with the Main propulsion machinery Engine International Air Pollution Prevention Certificate (EIAPP)?

Captain: Here you have the EIAPP certificate and here the rest period sheets duly signed as requested.

Inspector 1: Ok it is fine, thank you. I would like to compare randomly for the Chief Mate and for one engine rating the records of the rest periods with the port arrival and departure times of the last 10 port of calls, the last 2 fire and abandon ship drills and bunkering operation timings.

Captain: Here the documentary evidence of what requested.

Inspector 1: May I speak to the sailor who embarked today? It will take only some minutes

Captain: Sure, no problem I will call him for you.

Inspector 2: Captain I have just finished to counter check the rest periods with the other documents you gave me and everything is fine.

Sailor: Good morning Sir

Inspector 1 (speaking to the sailor): Good morning, we are carrying out a ship's inspection and we are now checking the crew certificates, as you embarked today I would like to ask you if you have been provided with any information about your duties in case of emergency.

Sailor: Yes Sir, I was just having a briefing with the Chief Mate and I am supposed to familiarize with the Fire training manual and the training manual on Life Saving Appliances (LSA) of the ship.

Inspector 1: Well done, two more questions, if you hear 7 short blasts followed by a prolonged blast on the ship's whistle what would you do?

Sailor: This is the general alarm signal, upon hearing this signal I will proceed to my emergency muster station with my lifejacket, possibly wearing suitably warm clothing immediately.

Inspector 1: Have you received any other instruction on emergency situations on board?

Sailor: I have not been provided yet with any instruction on all the above .

Inspector 1: Ok I will need to ask you something more about this.

3. TEST

3.1 TEST 1 – Gap fill exercise

The certificate stating the minimum number of crew members who need to be on board to run the ship is the M_____ S___e M_____ n_

EIAPP stands for E_____e Int_____ Po_____n Prev_____ Cert_____

An exercise on board is called d_____

3.2 TEST 2 – Matching techniques

Muster station	Crew list
Endorsement	Night shifts
Minimum safe manning	General alarm
Seven short blasts	Assembly station
Rest periods	Certificate of competence

3.3 TEST 3 – Labelling the pictures

Crew list n. ____

Muster list n. ____

Minimum Safe manning n. ____

Endorsement n. ____

Number 1

RANK	MANOVERBOARD ALARM (3 LONG BLASTS)	FIRE ALARM (CONTINUOUS SOUND OF ALARM)	GENERAL ALARM (7 SHORT BLASTS + 1 LONG BLAST)	ABANDON SHIP ALARM (ORDERED BY MASTER)	L/RAFT
MASTER	ON BRIDGE IN COMMAND CALCULATE RECIPROCAL COURSE DISTRESS COMMS - COORDINATE & INITIATE RESCUE PROCEDURES	ON BRIDGE IN COMMAND MANOUVER VESSEL INTO BEST POSITION DISTRESS COMMS. EMERGENCY COORDINATION	ON BRIDGE IN COMMAND MANOUVER VESSEL INTO BEST POSITION COORDINATE OPERATIONS DISTRESS COMMUNICATIONS	ON BRIDGE IN COMMAND GATHER SHIP'S DOCUMENTS DISTRESS COMMUNICATIONS # 1 L/RAFT COMMAND	1
CHIEF OFFICER	PRIMARY SPOTTER - COORDINATE RESCUE WITH CAPTAIN RESCUE BOAT HELMSMAN	ON SCENE COMMANDER. HEADS ON FIRESUIT & B.A. ESTABLISH COMMS WITH BRIDGE - SEARCH AND RESCUE FI-FI TEAM # 1	ON BRIDGE ASSISTING MASTER	COLLECT EPIRB & SART (ACTIVATE EPIRB) COLLECT GRAB BAGS, GMDSS VHFS ASSIST WITH GUEST INTO RAFTS # 3 L/RAFT COMMAND	3
CHIEF ENGINEER	PREPARE LIFELINE PREPARE BOARDING LADDER PREPARE RESCUE BOAT	ENGINE ROOM CONTROL STOP A/C & E.R. VENTILATION, FUEL FEEDS. CUT OFF ELECTRICITY IN INTERESTED AREA. ACTIVATE ER FI-FI FIXED SYSTEMS	ENGINE ROOM CONTROL ESTABLISH COMMUNICATION WITH BRIDGE	LAUNCH L/RAFTS & SECURE FOR BOARDING WHEN ORDERED BY CAPTAIN # 2 L/RAFT COMMAND	2
DECKHAND	PRIORITY SPOTTING WHEN REQUIRED ASSIST ENGINEER WITH PREPARATION AND C. OFFICER WITH RESCUE	REPORT TO MUSTER STATION WITH PORTABLE FIRE EXTINGUISHERS ASSIST C.OFFICER - FI-FI TEAM # 2	PROCEED TO MUSTER STATION	ASSIST IN LAUNCH OF L/RAFTS MANOUVER INTO POSITION # 1 LIFERAFT	1
CHEF	PRIORITY SPOTTING FIRST AID TEAM ON ARRIVAL ON BOARD OF MAN OVERBOARD	ISOLATE GALLEY VENTS BE ON STANDBY WITH PORTABLE EXTINGUISHERS TO ASSIST FIRE FIGHTING TEAM(S)	PROCEED TO MUSTER STATION	COLLECT POTABLE WATER AND FOOD PROCEED TO MUSTER STATION # 4 L/RAFT	4
CHIEF STEWARDESS	REPORT TO MUSTER STATION IN CONTACT WITH THE BRIDGE ORGANIZE GUESTS TO ASSIST WITH SEARCH	REPORT TO MUSTER STATION HEAD COUNT OF ALL GUEST CONFIRM THEY ARE ALL WEARING CORRECTLY PFD'S ASSURE GUESTS & MAINTAIN CALM	REPORT TO MUSTER STATION HEAD COUNT OF ALL GUEST CONFIRM THEY ARE ALL WEARING CORRECTLY PFD'S ASSURE GUESTS & MAINTAIN CALM	REPORT TO MUSTER STATION HEAD COUNT OF ALL GUEST CONFIRM ALL WEARING CORRECTLY PFD'S - ASSURE GUESTS & MAINTAIN CALM # 4 L/RAFT	4
STEWARDESS 1	COLLECT WARM CLOTHES AND BLANKETS TO MUSTER STATION	MUSTER STATION ASSISTING CH STEWARDESS IF REQUIRED ASSIST FI-FI TEAM # 2	REPORT TO MUSTER STATION HEAD COUNT OF ALL GUEST, CONFIRM THEY ARE ALL WEARING CORRECTLY PFD'S ASSURE GUESTS & MAINTAIN CALM	COLLECT FIRST AID KIT TO MUSTER STATION ASSIST CH STEWARDESS # 2 L/RAFT	2
STEWARDESS 2	COLLECT THE FIRST AID BOX AND BRING IT TO THE MUSTER STATION	MUSTER STATION ASSISTING CH STEWARDESS	MUSTER STATION ASSISTING CH STEWARDESS	COLLECT WARM BLANKETS TO MUSTER STATION - ASSIST CH STEWARD # 3 L/RAFT	3

Number 2

Grade/capacity	Number of Persons	STCW Regulation
Master		II/2 or II/3
Chief Mate		II/2
Officer in Charge of a Navigation Watch		II/1
Chief Engineer		III/2 or III/3, or III/1 < 750kW
Second Engineer		III/2 or III/3
Officer in Charge of an Engineering Watch		III/1
Electro-technical officer		III/6
Rating serving as Able Seafarer Deck		II/5
Rating forming part of a Navigational Watch		II/4
Other Deck Rating		----
Rating serving as able seafarer engine		III/5
Rating forming part of an Engineering Watch		III/4
Other Engine Rating		----
Electro-technical Rating		III/7
General Purpose Rating		II/4 & III/4
Cook		----
Additional Personnel		----

3.4 TEST 4 – TRUE or FALSE

An updated copy of the muster list is available on board. TRUE or FALSE

The 17-year-old sailor is not involved in night shifts. TRUE or FALSE

The general alarm signal is 7 short blasts followed by a prolonged blast. TRUE or FALSE

The Chief Mate will start to brief the sailor about emergency procedures during the week. TRUE or FALSE

During the first week the new embarked sailor is supposed to fill in the ship's familiarization questionnaire. TRUE or FALSE

3.5 TEST 5 – Pronunciation

Listen and repeat: GENERAL ALARM SIGNAL, DUTIES, ENGINEER, FAMILIARIZATION, CREW.

SCENARIO 4: ON THE BRIDGE

L.O.: Demonstrate an understanding of the relevant English requirements in the SOLAS Convention with reference in particular to check bridge equipment, ask for clarification about on-board navigation procedures and relevant documentary evidence.

Vocabulary: Words and phrases describing bridge equipment

Maritime focus: Bridge equipment and navigation

4.DIALOGUE 4

4.1 On the bridge

Inspector 1: We would like to carry out some routine check of bridge equipment and we need to interview at least one deck officer.

Captain: I can call the Third Mate, he oversees nautical publications and charts' updates and he is responsible of the first draft of the voyage plan.

Inspector 2: Then we will proceed with the radar, voyage data recorder (VDR) and the GMDSS radio station.

Captain: I will call also the Second Mate then and here we have the Third Mate.

Inspector 1 (speaking to the Third Mate): Good morning, could you please show me the last Notice to Mariners you received on board or did you download them? Please show me the last voyage plan too please.

Third Mate: Yes, we received the last Notice to Mariners last week, in any case we have ECDIS on board and we receive periodic updates, the voyage planning is here, I draft it on the sms form and then it is revised by the First Mate and approved and signed by the Captain. Later is signed for acceptance from all duty officers

Inspector 1: Ok thank you, please show me the voyage plan and the relevant route traced on the charts, the waypoints you have identified and the evidence that it has been drafted berth to berth.

Third Mate: Here you have the way points and the route, as you can see the waypoints and other relevant information reported on the voyage plan have been duly recorded on the charts.

Inspector 1: Checking the ship's certificates I noticed that in the record of equipment attached to the Cargo Ship Safety Equipment an Electronic chart display information systems (ECDIS) is fitted on board and its back-up system are the paper nautical charts we have just checked. How would you check if the ECDIS works properly? Can you show me how you insert a waypoint on ECDIS?

Third Mate: If it is fine with you I can show you that ECDIS position sensor is in working condition, as you can see it is displayed right against the berth and I insert the latitude and longitude of the waypoint here, that is the symbol of the waypoint.

Inspector 1: Thank you, everything is fine, just one more question, in case of black out or problems to the ECDIS' power supplies how would you manage?

Third Mate: I have the portfolio of nautical charts, I can use it.

Inspector 1: Ok, well done, that's why it is of the utmost importance to keep always on board an updated portfolio of nautical charts, I do not have any more questions, thank you for your cooperation.

Inspector 2 (speaking to Inspector 1): I have just finished to check the GMDSS radio station:

- The call sign, Maritime Mobile Service Identity (MMSI) number and the GMDSS equipment installed on board are in accordance with the Record of equipment of the Radio certificate;
- Certificates of the personnel operating the GMDSS station are in order;
- The ship's radio station complies with GMDSS in areas A1 and A2;
- MMSI number is correctly marked close to EPIRB;
- I checked some records of distress and safety calls received in the last weeks through VHF and DSC as well as safety information received through NAVTEX and everything seems ok.

If you have checked the voyage plan you could counter-check if the ship's route is included in areas A1 and A2.

Inspector 1: Yes, the route checked was included in the GMDSS areas you mentioned, have you carried out any GMDSS operational control?

Inspector 2: No, but the captain is here we can do it together, Captain can you ask one of your officers to run a link test for the INMARSAT Unit, as soon as you receive the feed-back from the radio station ashore kindly inform us. In the meantime please using the INMARSAT telephone make a call to my own mobile, here you have my number.

Captain: Ok

Inspector 1: Where do you have the VDR display? Please carry out a lamp test

Captain: Here it is, it is regularly switched on and as you can see the visual indicators and audible alarm are operational and no malfunctioning are displayed

Inspector 1: Ok it seems in order, when the last annual performance test was carried out? Can you show me the relevant certificate of conformity?

Captain: It was carried out last month, here you have the VDR APT and relevant certificate of conformity.

Inspector 2: Before moving to the deck, please switch on your X band radar, how would you check if the search and rescue transponder (SART) you have on board works fine?

Captain: According to the sms we carry out regularly checks on SART and I just switch it on outside and I check if the circles are displayed on the screen, but an appropriate Scale of 6 or 12 NM should be chosen in order to display them.

Inspector 2: Thank you it is fine. Let's go to the deck now and I noticed something on the hull almost at the bow which captured my attention.

4. TEST 4

4.1 TEST 1 – Gap fill exercise

VDR stands for V_____e D_____R_____

GMDSS stands for G_____I Mar_____D_____s Sa_____y S_____m

SART stands for Sea_____and R_____R_____r Tra_____

ECDIS stands for Ele_____c C_____Dis_____y Inf_____S_____m

4.2 TEST 2 – Matching techniques

MMSI	VDR
Waypoints	Radar
SART	NAVTEX
Certificate of conformity/annual test	EPIRB
GMDSS	Passage planning

4.3 TEST 3 – Labelling the pictures

EPIRB n. _____

Extract of the record of equipment attached to the Cargo Ship Safety Equipment n. _____

NAVTEX n. _____

SART n. _____

Number 1 <i>Item</i>	<i>Actual provision</i>
1.1 Standard magnetic compass*
1.2 Spare magnetic compass*
1.3 Gyro compass*
1.4 Gyro compass heading repeater*
1.5 Gyro compass bearing repeater*
1.6 Heading or track control system*
1.7 Pelorus or compass bearing device*
1.8 Means of correcting heading and bearings
1.9 Transmitting heading device (THD)*
2.1 Nautical charts/Electronic chart display and information system (ECDIS)**
2.2 Back up arrangements for ECDIS
2.3 Nautical publications
2.4 Back up arrangements for electronic nautical publications

Number 2





Number 3

Number 4



4.4 TEST 4 – True or False

The ship's radio station complies with GMDSS in areas A1, A2 and A3. TRUE or FALSE

Nautical charts are a back-up system of ECDIS. TRUE or FALSE

The ECDIS shows the ship's position against the berth. TRUE or FALSE

The radar shows some circles once the SART is activated on board. TRUE or FALSE

One of the two inspectors informs the Captain that he would like to visit the engine-room after the bridge.
TRUE or FALSE

4.5 TEST 5 – Pronunciation

Listen and repeat: ROUTE, NAUTICAL, MALFUNCTIONING, LATITUDE, LONGITUDE.

SCENARIO 5: ON THE DECK

L.O.: Demonstrate an understanding of the relevant English requirements in the Load Line Convention, ask for explanations of incidents/damages

Vocabulary: Phrases to discuss aspects of safety on deck

Maritime focus: Ship's structure

5.DIALOGUE 5

5.1 On the deck

Inspector 1: We can have a walk on the deck to check the hull maintenance conditions and the general state of the deck, we can start going fore to the bow.

Captain: You mentioned you wanted to check something at the bow what are you interested in particular?

Inspector 2: For the sake of efficiency Captain, if someone can escort me I will go to the stern and then we will meet at midship.

Captain: Ok, the Chief Mate will come with you

Inspector 2: Thank you as I read from your garbage management plan he is the designated person in charge of carrying out the garbage management plan I will also ask him to show me the garbage store on the deck.

Inspector 1: Guard rails and air pipes closing devices seem in good condition I don't see any sign of pitting or areas of corrosion on hatch coamings, when did you have your last dry-dock?

Captain: We work hard to keep the ship at a good state of maintenance, by the way our last dry dock was last summer.

5.2 In the garbage store on the deck

Inspector 2 (speaking to the Chief Mate): When did you last dispose your garbage? I would like to have a look at the garbage store and I need to check the last receipt of the waste disposal and the relevant record on the garbage record book.

Chief Mate: Last disposal of garbage was at the last port of call, when you finish your check on the deck I will show you the garbage management plan, the ship's garbage record book and the relevant receipts to the reception facilities and all the necessary documentary evidence you may need.

Inspector 2: Ok thank you, do you have an incinerator on board?

Chief Mate: No, except for food waste which is discharged at sea respecting the criteria set in MARPOL Annex V, all the garbage is always discharged to the reception facilities.

Inspector 2: It is fine. Can you open the food bin please? I want to make sure that you have only food inside. Last thing on the garbage management plan, please later show me the evidence of the placards posted on board about disposal requirements and what type of training you provide to all crew members who are involved in handling and disposing of garbage as part of their operational responsibilities.

Chief Mate: Ok no problem.

5.3 On the deck at the bow

Inspector 1: Captain, from the dock, before boarding the ship, I noticed that on the starboard side bow it seems the ship suffered a small damage most probably hitting something at sea, are you aware of it?

Captain: Yes, it is a known issue, it happened three months ago, I can show you all the relevant documentary evidence of the information duly sent to the Flag State Administration and to the Port State Control Authority. A port barge hit the hull. Some of your colleagues have already carried out further checks from the fore peak ballast tank, they confirmed that it is not anything affecting the ship's seaworthiness, it is mainly a surface damage and permanent repairs will be carried out during next dry dock, according class condition imposed.

Inspector 1: Thank you we will have a look at the documentation you mentioned and the evidence of the good conditions of the side shell frames and end brackets and side platings.. As they have inspected from the tank I would like to check also the relevant enclosed space entry permit according to your sms procedure

Captain: Ok, no problem.

Inspector 1: We can go to midship to meet my colleague and the Chief Mate and we will go on with the inspection to the engine room

5.4 At the embarkation deck

Inspector 1: The last checks we need to carry out on the deck are the life-saving appliances, let's start from the life-boats and the general maintenance conditions of the davits and limit switches

Captain: We have just carried out the launching appliances overload test last month and we usually carry out the monthly and weekly LSA inspections as required by SOLAS Chapter III. I can provide you with the necessary evidence as per ship's log book.

Inspector 1: Is there any evidence the test was carried out by an authorized service station? I will check manufacturer's authorization

5.TEST 5

5.1 TEST 1 - Gap fill exercise

The garbage is collected and stored on board in accordance with the G_____ e M_____ t p__ n

On the deck there were no signs of p_____g or corrosion

Garbage on ship except for food waste is disposed to re_____ f_____ s

Pl_____ are posted on board about disposal garbage requirements

The inspectors want to check the condition of the life-boat's d_____ s and l_____ t s_____ es

5.2 TEST 2 – Matching techniques

Starboard side	Left side looking forward
Port side	Stern
Shell frames	corrosion
Pitting	Right side looking forward
Bow	End brackets

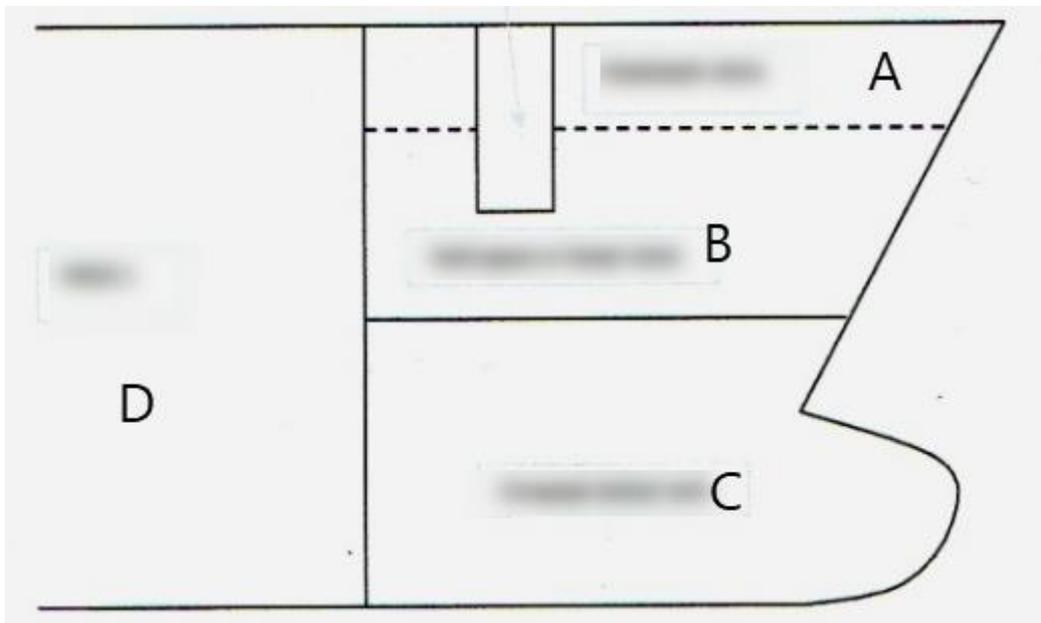
5.3 TEST 3 – Labelling the pictures

In picture 1 the fore peak tank is identified by letter _____

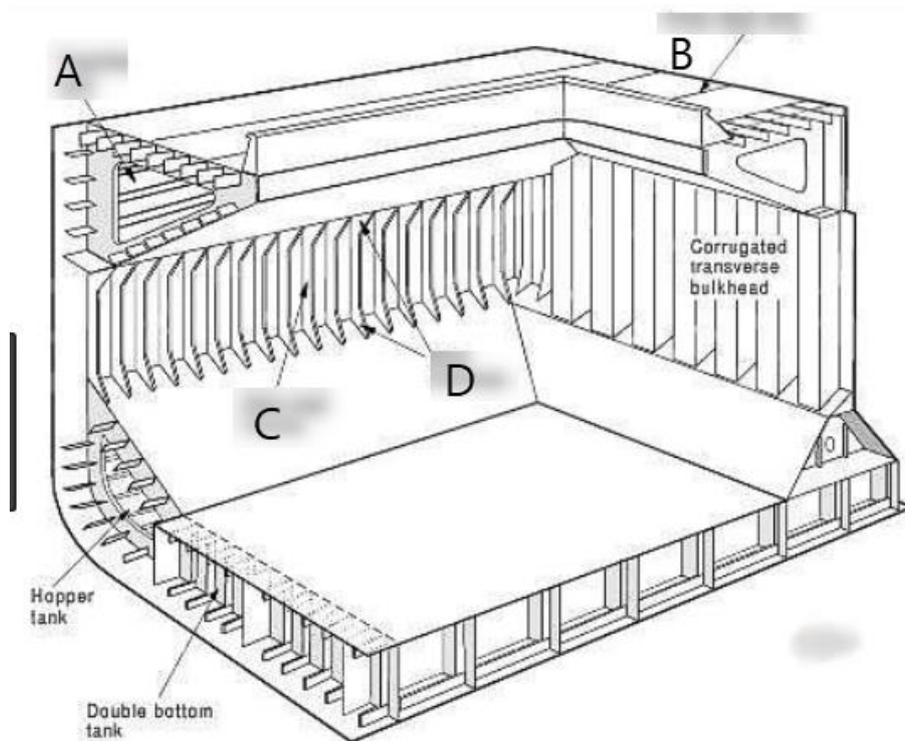
In picture 2 the side shell frames are identified by letter _____

In picture 2 the end brackets are identified by letter _____

Picture 1



Picture 2



5.4 TEST 4 – True or False

One of the two inspectors asks the Captain to start checking the deck from the stern. TRUE or FALSE

The Second Engineer is the designated person to carry out the garbage management plan. TRUE or FALSE

One inspector noticed that from the port side bow the ship suffered a damage. TRUE or FALSE

The Captain is aware that the ship suffered a small damage. TRUE or FALSE

The documentary evidence of the weekly inspections carried out on board will be provided to the inspectors. TRUE or FALSE

5.5 TEST 5 – Pronunciation

Listen and repeat: SEAWORTHINESS, BOW, DAVITS, PIPE COVERINGS, DAMAGE

SCENARIO 6: IN THE ENGINE ROOM

L.O.: Demonstrate an understanding of the relevance English requirements in the MARPOL Annex I Convention, be able to brief on engineering operations.

Vocabulary: Words and phrases related to Engine machineries, engine control room and anti-pollution

Maritime focus: Engine room, pressures, sounding, operation of main engine and auxiliary machinery, Oil water separator

6. DIALOGUE 6

6.1 On the deck

Inspector 1: We would like to start the inspection in the engine room if the Chief Engineer is available now.

Captain: Yes, I will escort you to the engine control room to meet the Chief Engineer and when you finish please give me a ring to my cabin.

6.2 In the Engine control room

Inspector 1 and 2: Pleased to see you again, we are here to carry out an inspection in the engine room.

Chief Engineer: Please to meet you, I am the Chief Engineer.

Inspector 1: We would like to start with some checks related to MARPOL Annex I such as sounding the bilge water tank and the sludge tank counter-checking it with the oil record book and the supplement IOPP.

Inspector 2: To conclude the random inspection on pollution prevention we will ask you to show how the oil water separator works, in this respect we will need to check the relevant piping diagram for a better understanding.

Inspector 1: After the MARPOL checks we will agree to test some engine alarms from the engine control room.

Chief Engineer: No problem, we can start with the soundings then.

6.3 In the Engine room – MARPOL checks (near the oil water separator and the sounding pipes)

Chief Engineer: We are going to sound the sludge tank first, this is the current ship's trim, here you have the conversion table of the tank, it is 9 centimetres and as you can see from the conversion table it corresponds to 0.2 cubic meters against a total capacity of 1.3 cubic meters, almost empty as we have recently discharged oil residues to the reception facilities as duly recorded in the oil record book.

Inspector 2: Ok, where can we check the standard discharge connection you use to discharge to port reception facilities? Before sounding the bilge holding tank, I noticed there is a modest quantity of bilge in the bottom, please pump it to the bilge holding tank before sounding.

Chief Engineer: I will show you later the standard discharge connection on the deck. Yes, we were just carrying out the routine cleaning operations that's why you find some dirty water in the bottom but no leaks are coming from machinery and or equipment.

Inspector 2: No problem, if the pumping now is over please go on with the sounding, Chief, why do you have this rope attached to the counter weight self-closing device of the sounding pipe?

Chief Engineer: We use it only to fix the device in opening position during the periodic sounding operations.

Inspector 2: Please remove it, the risk is that somebody can forget the device lashed in the opening position.

Chief Engineer: Ok, already removed.

Inspector 1: Fine, we can now test the oil water separator and the correct functioning of the 15ppm alarm, please describe how the system works.

Chief Engineer: Here you have the three- way valve which is automatically activated once the content of oil detected exceeds the maximum amount allowed diverting the flow from the outboard lane to the bilge. I remove this tap and I put a bit of oil, simulating an oil content more than 15 ppm, did you hear the activation of the three-way valve and the alarm? As you can see it works perfectly.

Inspector 1: Ok, we can check later in the oil record book when you last used the OWS and in which position. So far it is fine. Thank you. We can go back to the engine control room.

6.4 In the engine control room

Inspector 1: My colleague will follow one of the engine ratings to test the high-level bilge alarm and we will be waiting here to check if the alarm panel of the engine control room duly receives the alarms.

Chief Engineer: Ok, we can just wait a few minutes as they are supposed to remove part of the bottom panels to reach the alarm. Ok they were faster than scheduled, here you can see the alarm and you can also hear the sound.

Inspector 1: As we are carrying out random checks I consider satisfactory to test only one high level bilge alarm sensor. I would have gone for additional checks just in the case some findings were raised during the test. Before finishing with the engine room checks we need to check the quick closing valves and the correct functioning of the fire dampers.

Chief Engineer: Ok, all the fire dampers on board are manually operated mainly from the deck and duly identified with the relevant IMO fire control symbol, so we can have a look at the fire dampers going back to the Captain's cabin if you agree.

6.5 In the engine room - Fire prevention checks (near the fuel tanks)

Inspector 1: Fine, for the quick closing valves the engine rating together with my colleague could activate a couple of them from the activation panel out of the engine room and we will go to check at the relevant tank, you can decide which quick closing valves can be activated, we don't want to create problems to the normal operation of the ship closing the diesel oil tank currently feeding the auxiliary engine for example!

Chief Engineer: Ok we can go to check.

(Speaking by VHF) Please activate number 5 and 7.

(Speaking to the inspector) Number 5 and 7 if closed they do not have any impact on the ship as they are the 2 Heavy Fuel Oil holding tanks currently not in use.

Inspector 1: Ok, fine closed correctly I can see, we can go back to the Engine control room

6.6 In the engine control room

Inspector 1: Before going back to the Captain's cabin please provide me with the last 2 bunker delivery notes, I need to check the sulphur content and please bring me the last sealed sample you have on board.

Chief Engineer: Here you have the bunker delivery notes and here you have the sample.

Inspector 1: Ok thank you, it is fine. We have finished with the engine room, everything is fine. We have only one finding for which by the way you took immediate action which is the lash found to keep the counter-weight self-closing device in opening position. I will need to write in the inspection report giving the evidence that it was promptly rectified during the inspection.

Chief: Ok, I will accompany you to the Captain's cabin. You can discuss about the finding with Captain, cause I m not sure he will accept it

6. TEST 6

6.1 TEST 1 – Gap fill exercise

Oil residues on board are the sl_ _ _ and b_ _ _ _ w_ _ _ _.

The sounding is made through a s_ _ _ _ _ g p_ _ e.

The activation panel of the q_ _ _ k cl_ _ _ _ g valves id always out of the engine room.

Fire d_ _ _ _ s on the ship are manually operated from the deck.

HFO stands for H_ _ _ _ F_ _ _ O _ _

6.2 TEST 2 – Matching techniques

Oil water separator	Fire protection
Sounding	Bunker delivery note
Sulphur content	Port reception facilities
Quick closing valves	Three-way valve
International shore connection	Conversion table

6.3 TEST 3 – Labelling the pictures

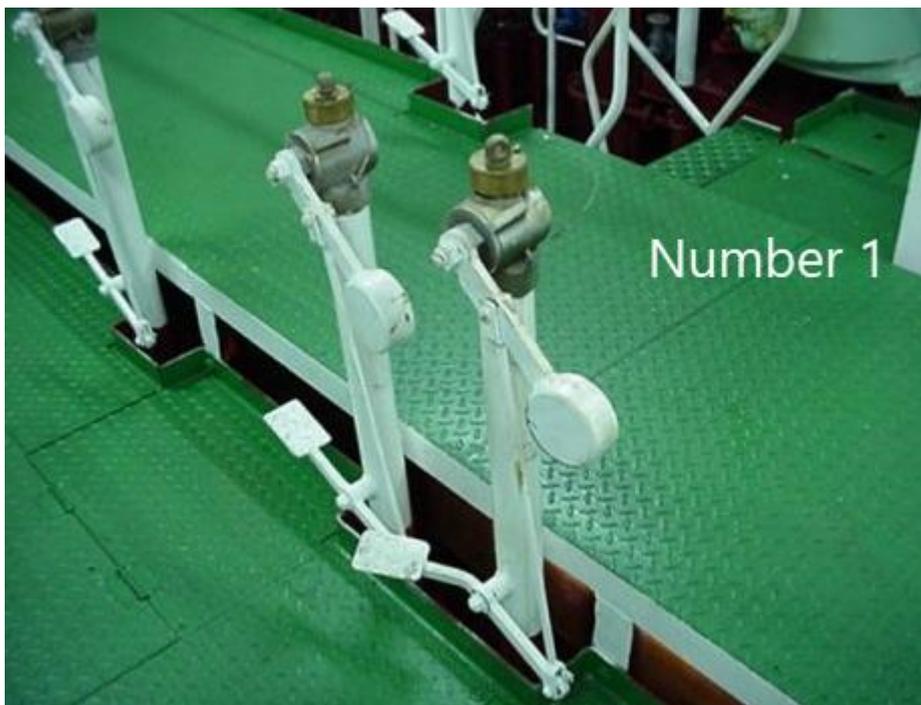
High bilge level alarm n. ____

Sounding pipe with counter-weight self-closing device n. ____

Quick closing valve n. _____

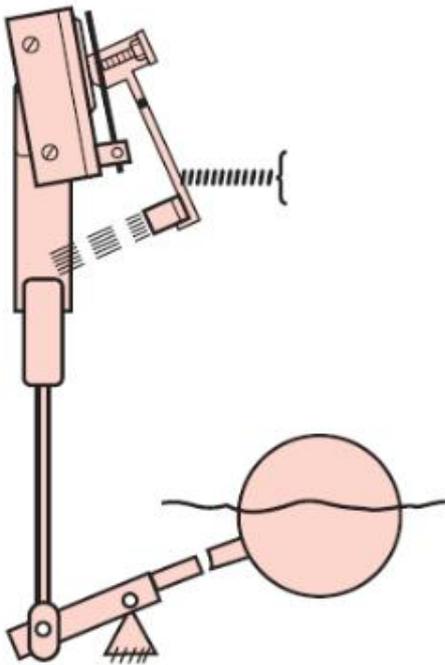
Three-way valve n. ____

International shore connection n. ____



Number

3



Number 4



6.4 TEST 4 – True or False

The sludge tank is almost full. TRUE or FALSE

The inspector needs to check the piping diagram. TRUE or FALSE

The high-level bilge water alarm is successfully tested. TRUE or FALSE

The quick closing valves can only be activated outside the engine room. TRUE or FALSE

All the quick closing valves have been tested. TRUE or FALSE

6.5 TEST 5 – Pronunciation

Listen and repeat: OIL RESIDUES, BILGE WATERS, BUNKER, SAMPLE, SOUNDING

SCENARIO 7: OPERATIONAL CONTROL - FIRE DRILL

L.O.: Demonstrate an understanding of the relevance English requirements to be able to request and plan an emergency drill on board

Vocabulary: Words and phrases related to emergency situations

Maritime focus: Fire control techniques, fire equipment, fire outfit. Communication process

7. DIALOGUE 7:

7.1 In the Captain's cabin

Inspector 1: We should now carry out the drills, we can start with the fire drill, if we do not find any clear ground we will finish the inspection with the fire drill otherwise we will go on also with the abandon ship drill. We consider the ship in good state of maintenance and, so far, your crew demonstrated to be conversant with the tasks assigned.

Captain: Thank you, we are all committed to safely manage the ship according to the rules, during last week periodical internal ISM audit our Designated Person Ashore (DPA) concluded his report without any remark.

Inspector 2: Ok Captain, as mentioned before during the planning of the inspection we would like to assist to a fire drill as it is usually carried out on board, it should be similar as far as practicable to a real emergency. Could you describe how do you intend to organize the fire drill? I mean where the fire will be detected, how you plan to fight it, in a nutshell please describe what operations are supposed to be carried out by the fire team. Please imagine we are sailing now.

Captain: As you can see from the fire control plan here, we can simulate a fire in the galley, the activation of smoke detector will raise an alarm on the bridge, a sailor will be sent to investigate, he will inform the bridge that smoke is coming out from the galley. I will be alerted by the Officer on Duty and I will take the command of the operations activating the fire alarm and following the procedures as per our sms.

Inspector 1: Fine, I will go to the fire station to check the fire team's outfits and fire-fighting equipment while my colleague will follow you on the bridge.

7.2 On the bridge

(The Captain arrives to the bridge)

Captain (speaking to the Duty Officer): So, at what time did the alarm sound, please write everything down on the ship's log book now.

Duty Officer: Three minutes ago, the alarm panel on the bridge sounded as a smoke detector in the galley was activated, the sailor on the watch was immediately sent to check on the spot and he has just reported by VHF that a dense black smoke is coming out from the ceiling of the corridor next to the galley.

Captain: Ok, raise immediately the fire alarm, inform the engine room about what is going on. Ask the Engine Officer on Duty to electrically isolate the area, shut off the ventilation and activate the concerned fire dampers. Bring me the fire plan please. The fire shall be fought from the corridor while another team will be in charge of cooling operations from the deck.

7.3 In the fire station

Team leader (speaking to the fire team): Wear the fire suits and bring some spare bottles of the self-contained breathing apparatus (SCBA) with you. You write down the pressure and the timing of the operation, let's go. We are going to use the fire hoses in the corridor next to the galley if feasible.

Team member: Roger, 2 spare bottles with us and fire hoses in the corridor. Ready!

Team leader (speaking by VHF to the bridge): Fire team ready to start fighting operations, pressure values XXX, the smoke is quite dense the team is on the spot right now and started fighting, the cooling operations started as well.

Captain (from the bridge via VHF): Roger we can see the cooling operation started, next report in 5 minutes!

Team leader (speaking by VHF to the bridge): Fighting operations are continuing, still a dense smoke in the area.

Captain (from the bridge via VHF): Are we sure nobody is inside? Give priority to search operations in the galley before anything else.

Team leader (speaking by VHF): Roger, the cook just informed me that he locked the door of the galley before leaving about 30 minutes ago, therefore nobody should be inside

Captain (VHF): Roger, good news!

Team leader (VHF): Roger.

Captain (VHF): How is the situation?

Team leader (VHF): Better now the smoke is reducing.

Captain (VHF): Roger. Please consider that the exercise is over now. Waiting for all you here on the bridge for the final de-briefing

Inspector 1: Ok captain, from my point of view the crew seemed to react quite well in accordance with your procedures, good communications between the bridge and the fire team. I will assist to your debriefing but first let me speak to my colleague if he has anything to report from his side.

Inspector 2 (speaking to Inspector 1) : The crew seemed to be quite familiar with fire-fighting operations. Fire fighter's outfit were correctly dressed, communications seemed effective, I have only one remark and as the team leader is here I will direct my question to him: what are you supposed to check before wearing the SCBA?

Team leader: You are right I see your point and it is also written in our training fire-fighting manual, before wearing the SCBA the low-level pressure alarm should be checked.

Inspector 2: Great that you realized at least now, you can imagine the disastrous consequences if the alarm is not operational, the operator might not have the time to leave the area once the bottle is empty!

Inspector 2: Ok this is what you were supposed to do before entering.

Inspector 1 (speaking to Inspector 1): We can finish the inspection filling in our report and we can discuss about the relevant inspection's findings in your cabin Captain accordingly.

7. TEST 7

7.1 TEST 1 – Gap fill exercise

DPA stands for Desig_____ d Pe_____ A_____ e

SCBA stands S___ f C_____ e Bre_____ g A_____ s

The fire started in the g_____ y

The word used to acknowledge speaking by VHF is R_____

The team leader gave instruction to use the f___ e h___ s to fight the fire in the galley

7.2 TEST 2 – Matching techniques

SCBA	SMS
DPA	Smoke detector
Fire plan	Low pressure alarm
Fire alarm panel	Cooling
Fire-fighting operation	Planning a fire drill

7.3 TEST 3 – Labelling the pictures

Smoke detector n. _____

SCBA n. _____

Fire hose n. _____

Galley n. _____

Fire protective clothing n. _____

Number 1



Number 2





Number 4





Number 5

7.4 TEST 4 – True or False

The DPA carried out last internal sms audit without remarks TRUE or FALSE

The SCBA low pressure alarm was correctly tested before starting the fire-fighting operations TRUE or FALSE

The smoke detector was activated in the galley 30 minutes before the Captain was informed TRUE or FALSE

One of the two inspectors informed the Captain that Communications between the fire team and the bridge were effective TRUE or FALSE

The cooling operations from the deck started only 30 minutes after the fire team entered in the galley TRUE or FALSE

7.5 TEST 5 – Pronunciation

Listen and repeat: BREATHING APPARATUS, FIRE HOSE, SPARE BOTTLES, MANOMETER, COOLING.

SCENARIO 8: FINISH THE INSPECTION

L.O.: Demonstrate ability to write an inspection report, drafting deficiencies using appropriate terminology

Vocabulary: words for describing technical deficiencies

Maritime focus: ISM procedures

8. DIALOGUE 8

8.1 In the Captain's cabin

Inspector 1: While my colleague with the First Mate is checking the last documents and documentary evidence of LSA periodic inspections and some other items we wrote in our notes during the inspection, I can start filling in our inspection report. In this respect, I would like to share with you that we appreciated the good cooperation of your crew and we are quite satisfied of the outcome of this inspection. The random checks carried out gave a good overall evidence that you are committed in following the rules and the safety management system seems well implemented on board.

Captain: thank you we do our best

Inspector 2: I have just finished to check the last documents as per our notes and everything is fine.

Inspector 1: Ok we can start the final debriefing. As mentioned, according to the random checks carried out, the ship is in good maintenance conditions and the preparation of the crew is satisfactory. We only have two findings, nothing serious but they will be reported in our report.

One is related to the Engine Department, I have already informed the Chief Engineer about this, we found a lash to keep in the opening position a counter weight self-closing device of a sounding pipe, the Chief explained me that they only lash it while sounding but we found it still lashed during the inspection and nobody was making any sounding.

The lash upon my request was promptly removed but you are aware of the possible consequences of such unsafe habits to lash pipes covers in the opening positions.

My colleague can describe better than me the second finding related to the fire drill as he was on the spot.

Inspector 2: In general, the fire drill was satisfactory, all the team was committed to fight the fire and the crew behaved like in a real emergency. The only finding is related to the fact that the SCBA low pressure alarm was

not tested before its use. As clearly stated also in your fire [training manual](#), before each use of the SCBA the low-pressure alarm should be tested. This operation was not carried out by the operator nor requested by the fire team leader.

Captain: Could you please describe better the finding?

Inspector 2: I refer to the low-pressure alarm of the SCBA. Let's see if the Chief Mate can describe how to test the low pressure alarm.

Chief Mate: I open the bottle with the mask valve closed, I close the bottle, I release the air content slowly operating on the mask valve, the red button on the front of the mask, you need to push it very slowly, once the manometer reaches the low level, you can hear the alarm.

Inspector 2: Very good, these is exactly the procedure which has not been followed during the drill.

Captain: Ok, thank you, I will ask the Chief Mate to brief all the crew about the checks you mentioned which I understand should be carried out before using the SCBA. Crew members will better familiarized with this test and they will be requested one by one to demonstrate their competence in the safe use of SCBA.

Inspector 1: Captain just the time to fill in the report, I need to describe the 2 mentioned findings, add the Convention reference, identify the precise defective item and the related action taken. In this case, one of the 2 findings was immediately rectified and for the second one it is fine the corrective action you proposed to have a specific briefing with the crew dedicated to show how the low-pressure alarm is supposed to be tested before its use.

Captain: Ok thank you.

Inspector 1: here you have the inspection report, please sign here, if you need any further clarification please do not hesitate to ask. We would like to thank you also for the nice cooperation of your crew.

Captain: Thank you, see you at the next inspection

Inspectors 1 and 2: Goodbye

8. TEST 8

8.1 TEST 1 – Gap fill exercise

The ship was found in good m_____t _____ e conditions

The bottle of the SCBA is provided with a m_____ r to check the pression

Deficiencies should be recorded with comments and the Convention re_____ e

The self-closing device of a sounding pipe was found l_____ d in the opening position

In the inspection report you find the deficiencies or f_____ s raised during the inspection

8.2 TEST 2 – Matching techniques

Deficiency	Mask
SCBA	Manometer
Pressure	Convention reference
Low pressure	Finding
Deficiency	Alarm

8.3 TEST 3 – True or False

Only serious deficiencies should be recorded in the inspection report TRUE or FALSE

The inspectors concluded the inspection without any deficiency TRUE or FALSE

The deficiencies rectified during the inspection were not recorded in the inspection report TRUE or FALSE

The fire drill was fully satisfactory TRUE or FALSE

The fire drill was carried out like a real emergency TRUE or FALSE

SCENARIO 9: ON A BULK CARRIER

L.O.: Demonstrate an understanding of the relevance of English requirements for inspecting a Bulk carriers

Vocabulary: Words for describing technical deficiencies

Maritime focus: Ship hull structure conditions

9. DIALOGUE 9:

9.1 In the Captain's cabin on board of a bulk carrier

Inspector: Captain, as you know your bulk carrier is subjected to the Enhanced Survey Programme (ESP) for inspection, I need the entire Survey Report File containing the condition evaluation report, the Thickness Measurements (TM) and survey planning document.

Captain: Here you have the Condition evaluation report.

Inspector: Ok, thank you, could you provide me with the evidence that the survey report file has been duly endorsed by the Flag Administration or by a R.O. acting on its behalf?

Captain: Yes you have the stamp and the surveyor's signature here.

Inspector: Ok Thank you, I see from the last condition evaluation report that some tanks were found with fair coating conditions, therefore I would like to inspect at least one of those ballast tanks and check the conditions of coating. Please let me know which tank can be inspected.

Captain: No problems for the ballast tanks' inspection I will ask the Chief Mate to make sure that the tank you choose to be inspected is duly gas freed, ventilated and illuminated. While the tank will be prepared for the inspection is there anything else you need to check in the Survey Report File?

Inspector: Yes please, I need some more information about the TM, in particular as the last TM were not undertaken under the supervision of a surveyor, I need to make sure that the company in charge is certified by an organization recognized by the Administration, can you provide any evidence in this respect?

Captain: Sure, this is the name of the Company and the recognition of the Administration.

Inspector: Ok, thank you, it is fine. While the tank is ventilating please provide me with the on-board procedure related to the entry permit to enclosed space.

Captain: Yes I take the sms manual and related forms, here you have the last forms duly filled in and signed.

Inspector: Do you use any equipment before entering into an enclosed space?

Captain: Yes, we have a multi-gas detector properly calibrated and we strictly follow the manufacturer's instruction for its use, here you have the calibration sheet.

Inspector: Ok, that is exactly what I needed to know. Waiting for the preparation of the tank to be inspected before going to the deck for some further controls on the hatch-covers, please provide me with the evidence of approval on-board loading instrument capable of providing information on the ship's stability and the relevant approved software for stability calculations.

Captain: Here you have the evidence of the approved software.

9.2 On the deck

Inspector: I need to have a walk on the deck to check the hatch covers' general conditions, clamping devices and guide rails.

Captain: ok, all the items you have just mentioned are included in the maintenance inspection plan as per our sms.

Inspector: How do you make sure that the hatch-covers are weather-tight?

Captain: We carry out periodic test fully closing the hatch-covers when the holds are empty using fire hoses and then we check any possible presence of water inside.

Inspector: Ok, as the hatch-covers seem to be quite in good conditions I won't ask you the test now but please before the end of the inspection show me the report of the last weather-tightness test carried out. One more thing I need to check is the water level detector alarm in the holds. Do you have any empty hold at the moment?

Captain: Yes, hold number 1 is empty and already open; I will ask a sailor to manually activate the alarm, in the meantime if you agree we can go to the bridge to check the proper working of the audible and visual alarms.

Inspector: Yes fine.

9. TEST

9.1 TEST 1 – Gap fill exercise

ESP stands for Enh _____ d S _____ y Pr _____ e

The survey report file contains:

Cond _____ s Ev _____ s R _____ t

Th _____ s M _____ s

Sur _____ Plan _____ g Doc _____ t

The h _____ h c _____ s seem to be quite in good conditions

9.2 TEST 2 – Matching techniques

Gas free	Audible and visible alarm
Multi-gas detector	Weather-tightness
Water level detector	Certified Company
Thickness measurements	Calibration
Hatch-cover	Ventilation

9.3 TEST 3 – Labelling the pictures

Poor coating n. _____

Hatch-cover n. _____

Clamping devices n. _____

Hold n. _____

Guard rail n. _____

Number 1:



Number 2





Number 5:



9.4 TEST 4 – True or False

From the last condition evaluation report that some tanks were found with poor coating conditions. TRUE or FALSE

The inspector wants to inspect all the ballast tanks. TRUE or FALSE

The Captain was provided with the evidence of the calibration of the multi gas detector. TRUE or FALSE

According to the on-board sms procedure a multi-gas detector is always used before entering an enclosed space. TRUE or FALSE

The Captain was provided with the evidence of the approved software for stability calculation.

TRUE or FALSE

9.5 TEST 5 – Pronunciation

Listen and repeat: Hatch-cover, Weather-tight, Thickness measurements, Hol

COURSE OUTLINE 10

SCENARIO 10: ON AN OIL TANKER

L.O.: Demonstrate an understanding of the relevance of English requirements for inspecting an oil tanker.

Vocabulary: Words for describing controls on an oil tanker.

Maritime focus: Oil tanker's features.

10. DIALOGUE 10:

10.1 In the Captain's cabin on board of an oil tanker

Inspector: Captain, can I have a look at the IOPP certificate form B please?

Captain: Here you have the IOPP certificate form B.

Inspector: I see from form B that the Oil Discharge Monitoring System is regularly fitted on board, when was the last discharge of dirty ballast? Did you ever have a failure of the system?

Captain: I can show you the oil record book, everything is recorded as requested by MARPOL Annex I, the time and position at start and on completion of discharge into sea, the quantity, the ship's speed during discharge. The Oil Discharge Monitoring System has never given problem

Inspector: Ok thank you. Can I see also the Material Safety data sheet (MSDS) of the bunker and of cargo?

Captain: Here you have the requested material data sheets.

Inspector: Why do you think is a mandatory requirement to have the MSDS on board?

Captain: The MSDS provides seafarer with clear and accurate information on health and environmental effects of toxic substances and indications on the first-aid measures and other information related to fire-fighting, handling and storage, reactivity and many other info, that's why it is an important document which is mandatory as per SOLAS.

Inspector: Ok Captain, thank you for your exhaustive answer, the Shipborne Oil Pollution Environmental Prevention (SOPEP) plan please.

Captain: Here it is and here you have the relevant attached updated list of national contact points.

Inspector: Thank you, we can now go to the cargo control room.

10.2 In the cargo control room

Inspector: I need to see the inert gas system (IGS) control panel and the oil discharge monitoring and control system.

Captain: This is the IGS panel, here you can see the oxygen content of 4%

Inspector: What about the tank overflow alarm? Can you test it please?

Captain: Yes you have a visible alarm and an audible one.

Inspector: Ok I can hear it; can I see the record of the oil discharge monitoring and control system for the last ballast voyage?

Captain: Here you have the last report.

Inspector: Thank you, we can now go to the deck, I need to check some PV valves and the correct level of water in the deck water seal.

10.3 On the deck

Captain: Here you have the deck water seal.

Inspector: From the glass the deck water seal seems to be in a good state of maintenance, the integrity of the valves looks fine, I'd like to have a walk to check the integrity of the main fire lane, the foam line and the foam monitors. Could you show that the fixed foam system works regularly? It is ok to test without foam, only with water.

Captain: Sure, I ask to activate the pump.

Inspector: In the meantime we can check the manifold area and the PV valves.

Captain: The PV valves as you can see are in good maintenance conditions and they are periodically tested.

Inspector: Fine, it is ok thank you. The manifold area is kept clean. We can now go to the cargo pump room please.

10.4 In the cargo pump room

Inspector: I need to see the non-sparking exhaust ventilation seems fine, where is the pump shaft gland monitoring system?

Captain: Here you have the system, we keep inspection carried out and periodic reports properly maintained. You can check the records in my cabin later if you wish.

Inspector: Fine thank you

10. TEST

10.1 TEST 1 – Gap fill exercise

MSDS stands for Mat_____ D ___ a Sh___ t

SOPEP stands for Sh_____ e O__ Pol_____ n Env_____ I P___ n

IGS stands for In___ G ___ S _____ m

The inspectors asks to check the T___ k Over_____ al_____

The inspector asks for a f___ m lane test

10.2 TEST 2 – Matching techniques

IOPP certificate	Deck
PV valves	Fire
Cargo control room	Non sparking exhaust ventilation
Foam line	Form B
Cargo pump room	Overfill alarms

10.3 TEST 3 – Labelling the pictures

Inert gas system panel n. _____

Deck water seal n. _____

Manifold area n. _____

Foam monitor n. _____

PV valve n. _____

Picture n. 1



Picture n. 2



Picture n. 3



Picture n. 4



Picture n 5



10.4 TEST 4 – TRUE or FALSE

The inspector checks the IOPP form A. TRUE or FALSE

The material safety data sheet provides seafarers with clear information on environmental effects of the toxic substances only. TRUE or FALSE

The Deck Water seal was found in good maintenance conditions. TRUE or FALSE

The IGS panel is located in the cargo control room. TRUE or FALSE

The overfill alarm is successfully tested. TRUE or FALSE

10.5 TEST 5 – Pronunciation

Listen and repeat: FOAM, TOXIC SUBSTANCES, DISCHARGE, DATA SHEET, EXHAUST VENTILATION

SCENARIO 11: ON A RO-RO PASSENGER SHIP

L.O.: Demonstrate an understanding of the relevance of English requirements for inspecting a ro-ro passenger ship.

Vocabulary: Words for describing controls on a passenger ship.

Maritime focus: Water-tight doors and fixed fire-fighting systems.

11. DIALOGUE 11:

11.1 In the Captain's cabin on board of a ro-ro passenger ship

Inspector: Captain, starting with some specific items related to the ro-ro passenger ship I need to check the certificates of competence for the crew members embarking on the fast rescue boat, the ones of the crew members with specific duties of assisting passengers in case of emergency and the ones assisting passengers with reduced mobility.

Captain: Here you can see from the muster list the crew members assigned to the fast rescue boat and the specification of the substitutes of the key persons as required by SOLAS. Here you have the requested certificates; in each file you can see the relevant courses according to STCW Convention.

Inspector: Ok, thank you, as soon as possible I need to interview some crew members to check if they are all able to communicate in the working language and if they are fully aware of their duties, please give me again the crew list and I will choose some crew members, then you will let me know if they are available now or later.

Captain: Ok, they are all available, if you let me know who you need I will call them now.

Inspector: Ok thank you, so let's start with the fast rescue boat crew.

Captain: Ok I call them; they will be here in a minute.

Inspector (speaking to the fast rescue boat crew): God morning, I am here for a ship's inspection and I would like to ask you some information related to your duties on board, please describe in case of a man overboard what are your tasks?

Chief Officer: I am the Chief Mate and I am the captain of the fast rescue boat, with my colleagues we take our life-jackets making sure before embarking that they are properly donned, I coordinate the lowering of the fast rescue asking the crew member in charge to start the fast rescue boat engine and then we go on with the launching preparation as per launching instructions posted beside the fast rescue boat.

Inspector: Ok, when did you carry out the last man-overboard drill? If you are disabled to operate what happens?

Chief Officer: The last man-overboard drill with a mock search was successfully carried out last week; it is duly registered in the log book. If for any circumstance I am disabled to operate I am replaced by another colleague as indicated in the muster list.

Inspector: Ok it is fine with me, I don't need to interview anybody else; I am satisfied with your answers. Captain, can we go to a sprinkler station? I would like to check how your fixed fire-fighting system works and then in the engine room I would like to check the water-tight doors.

Captain: Ok, on the way to the engine room we can stop at a sprinkler station.

11.2 At a sprinkler station (ideally in a ship's corridor with the relevant sprinkler valve IMO symbol visible in the background)

Captain: Periodic inspections and tests are carried out as specified by the manufacturer and by our safety management system, we follow the operating instructions posted at each sprinkler station which is clearly marked in compliance with IMO symbols. The system is fitted with a permanent sea inlet and it is capable of continuous operation during a fire using sea water. The automatic activation of the system gives a visual and audible alarm.

Inspector: Ok perfect, thank you Captain we can go to the Engine room now for the water-tight doors.

Captain: Ok I inform the Chief Engineer then, so he will show you how the watertight doors work.

11.3 In the engine room (near a watertight door)

Chief Engineer: Here we are at one of the watertight doors of the engine room.

Inspector: Can you show me how you test it?

Chief Engineer: They are operated daily according to SOLAS requirements and always kept closed during navigation. This sliding type can be operated locally from each side of the door.

Inspector: In case of black-out how do you ensure that the watertight doors can be closed?

Chief Engineer: This ship is provided with an independent hydraulic system for each door, the power source is a motor and a pump capable of opening and closing the door. In addition, there is a hydraulic accumulator for each door of sufficient capacity to operate the door at least three times: closed-open-closed.

Inspector: Ok I was just about asking where it is located the centralized hydraulic accumulators.

Chief Engineer: On this ship as we have an independent hydraulic accumulator for each door we do not have the centralized hydraulic system with the typical nitrogen bottles.

Inspector: Can these doors be operated only locally?

Chief Engineer: No, the central operating console is located on the bridge and it has the possibility of two models of control: a local control and a doors closed mode which shall automatically close any door that is

open, this means that if we now need to check the door we need first to switch to manual, I will inform the bridge accordingly.

Inspector: Thank you, we can test this door then, please inform the bridge that we are going to carry out a test.

11. TEST

11.1 TEST 1 – Gap fill exercise

Crew members need to be able to communicate in the w _____ ng l _____ e

Before embarking on the fast rescue boat, life j _____ s should be properly d _____ d

The inspector wants to check the w _____ t doors

11.2 TEST 2 – Matching techniques

Watertight door	Remotely
Fixed fire-fighting system	Duties in emergency situations
Locally	Hydraulic accumulator
Muster list	Sprinklers
Man overboard	Fast rescue boat

11.3 TEST 3 – Labelling the pictures

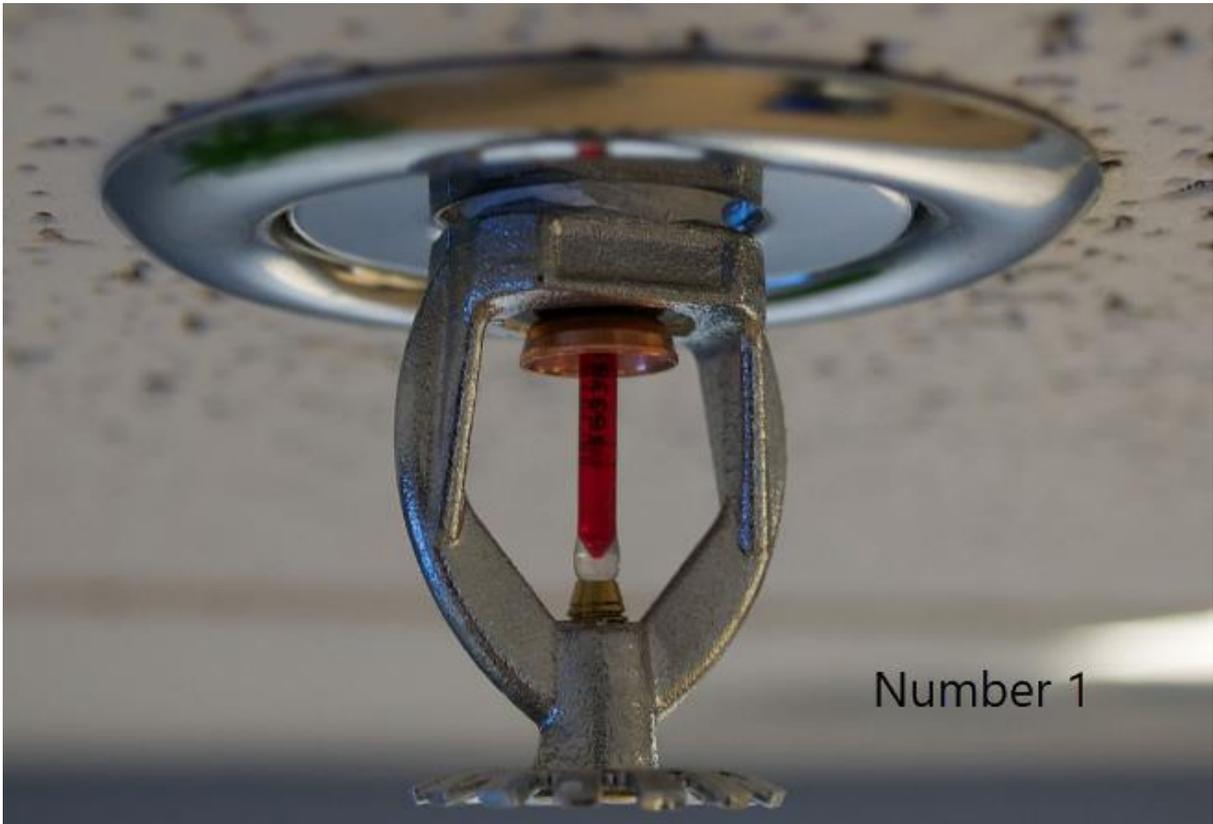
Fast rescue boat launching instructions n. _____

Water tight (sliding) door sign n. _____

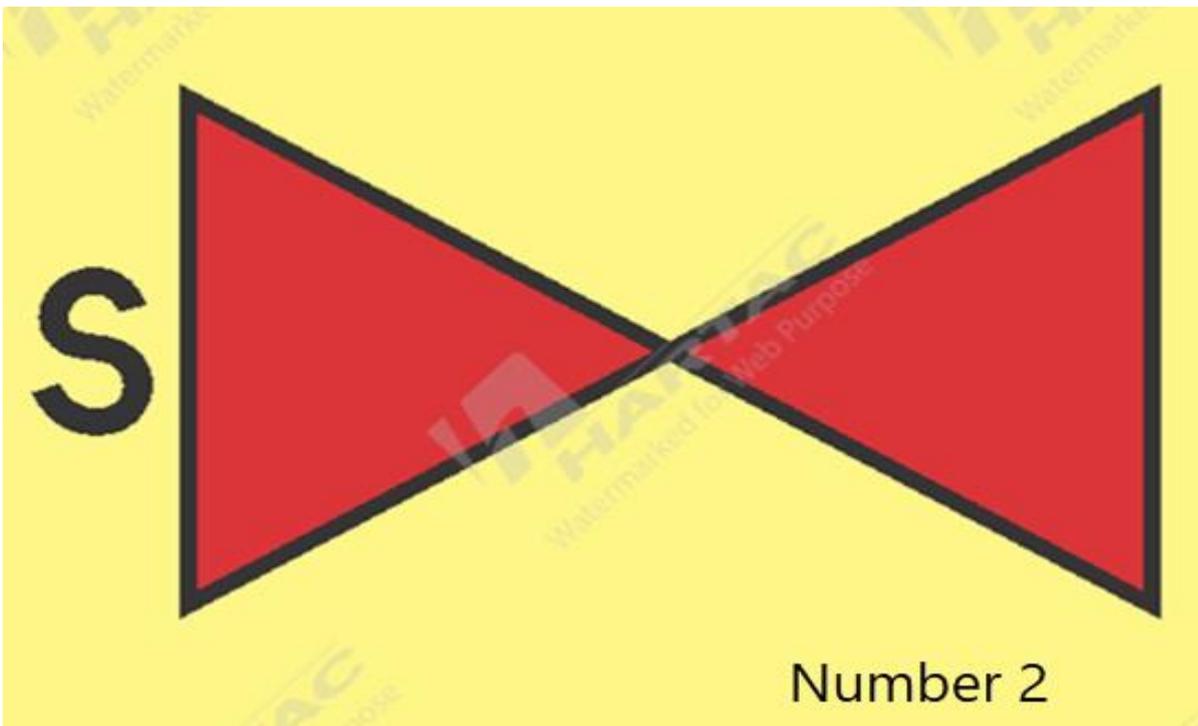
Sprinkler n. _____

Sprinkler section valve n. _____

Independent hydraulic accumulator n. _____



Number 1

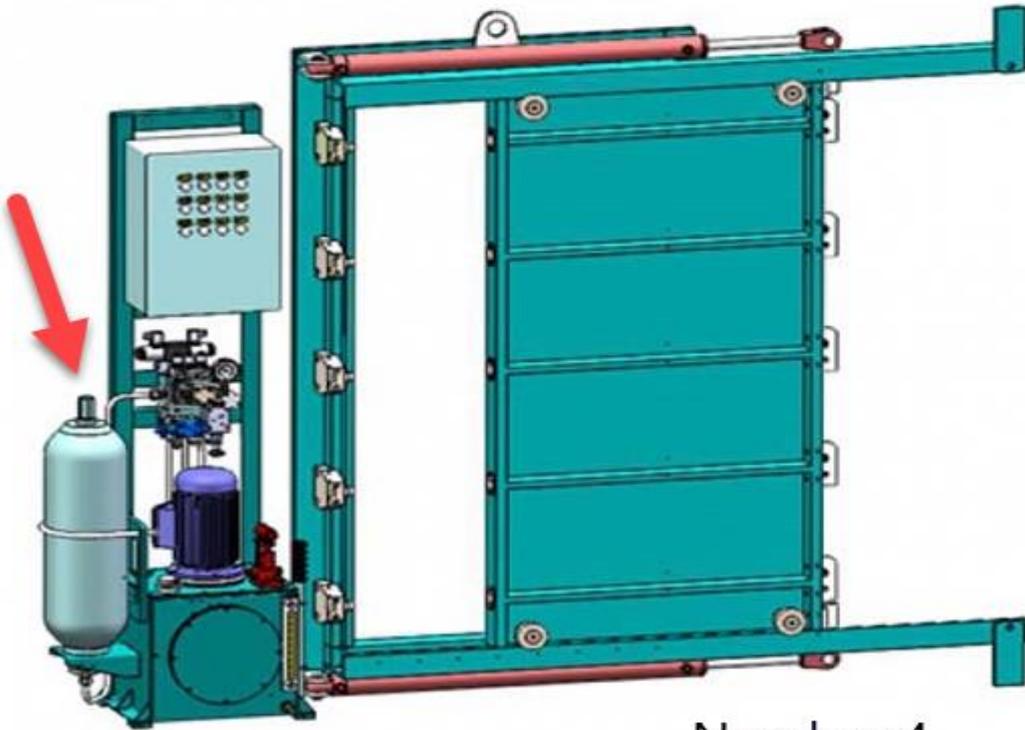


Number 2

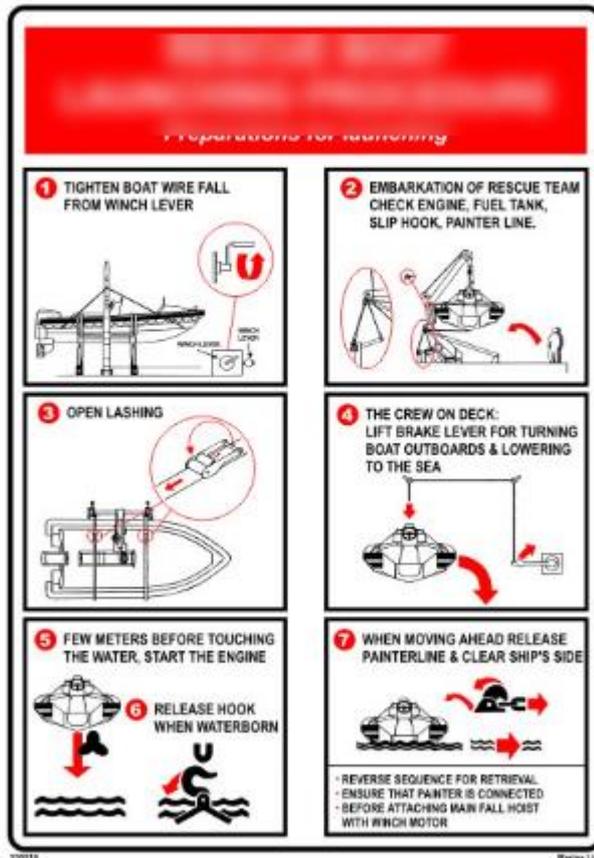
WT



Number 3



Number 4



Number 5

11.4 TEST 4 – True or False

The Inspector asks to check the certificate of competence of the crew members embarking on one of the life boats. TRUE or FALSE

The inspector is satisfied of the interview with the Chief Mate. TRUE or FALSE

The inspector wants to check if the crew members are able to communicate in the ship's working language. TRUE or FALSE

The ship is provided with a centralized hydraulic system to operate the watertight doors. TRUE or FALSE

The Chief Mate refers that during the last man overboard drill some communication problems in the use of the working language were raised. TRUE or FALSE

11.5 TEST 5 – Pronunciation

Listen and repeat: Hydraulic, accumulator, automatically, remotely, life-jackets.

COURSE OUTLINE 12

SCENARIO 12: ON A CONTAINER SHIP

L.O.: Demonstrate an understanding of the relevance of English requirements for inspecting a container ship.

Vocabulary: Words for describing controls on a container ship.

Maritime focus: Cargo securing.

12. DIALOGUE 12:

12.1 In the Captain's cabin on board of a container ship

Inspector: Captain, do you carry any dangerous goods on board?

Captain: Yes, we do have dangerous goods on board which are stowed according to the cargo manifest.

Inspector: Ok, I would like to check what type of dangerous goods you have on board with the relevant UN number; I need also the document of compliance for the carriage of dangerous goods.

Captain: Ok, here you have the document of compliance and the cargo manifest.

Inspector: Ok thank you, I need to make sure that the segregation requirements as per IMDG Code have been properly implemented. I will compare the information of the ship's stowage planning with the document of compliance for the carriage of dangerous goods and the relevant IMDG Code segregation requirements. I need to make this verification for each UN code of dangerous goods you have on board.

Captain: Ok, as we have only one type of dangerous goods on board it will be quite easy to check.

Inspector: ok the stowage seems fine in accordance with IMDG Code, thank you. Captain, how do you make sure that containers are properly stowed and secured?

Captain: We strictly follow the indication of the ship's cargo securing manual.

Inspector: Can I see the evidence of the last inspection carried out to securing devices and the relevant consistency?

Captain: The consistency in terms of how many and what types of securing devices have to be kept on board is in a table as an annex of the cargo securing manual, we periodically inspect twistlocks and lashing materials and we replace them whenever is needed. Here you can see the relevant documentary evidence; you can also find an inventory of all the lashing materials and securing devices.

Inspector: What type of precautions do you adopt in case of bad weather?

Captain: We tight the turnbuckles being careful to keep an equal tension in individual lashing rods.

Inspector: Ok could you show me the documentary evidence of this procedure?

Captain: Sure, it is explained in details in the cargo securing manual.

Inspector: I need now to have a look at the Cargo Gear Book please. At the same time please provide me also with a certificate of the wires of the central crane.

Captain: Here you have

Inspector: Ok, thank you. I would like to check also the placards required to be placed one on each side and on each end of a container carrying dangerous goods.

Captain: Ok going back to my cabin I will show you.

12. TEST

12.1 TEST 1 – Gap fill exercise

Dangerous goods on board are stowed in accordance to the c___ o m_____ t

The inspector needs to make sure that s_ g_____ n req_____ s as per IMDG Code have been properly implemented

Containers should be properly st___d and se___d.

Tw_____s and lash___ material should be periodically inspected

12.2 TEST 2 – Matching techniques

Segregation requirements	Certificate of the wires
--------------------------	--------------------------

Stowage planning	List of securing devices
Cargo securing manual	IMDG Code
Cargo gear book	Cargo manifest
Turnbuckles	Lashing rods

12.3 TEST 3 – Labelling the pictures

Container placards n. _____

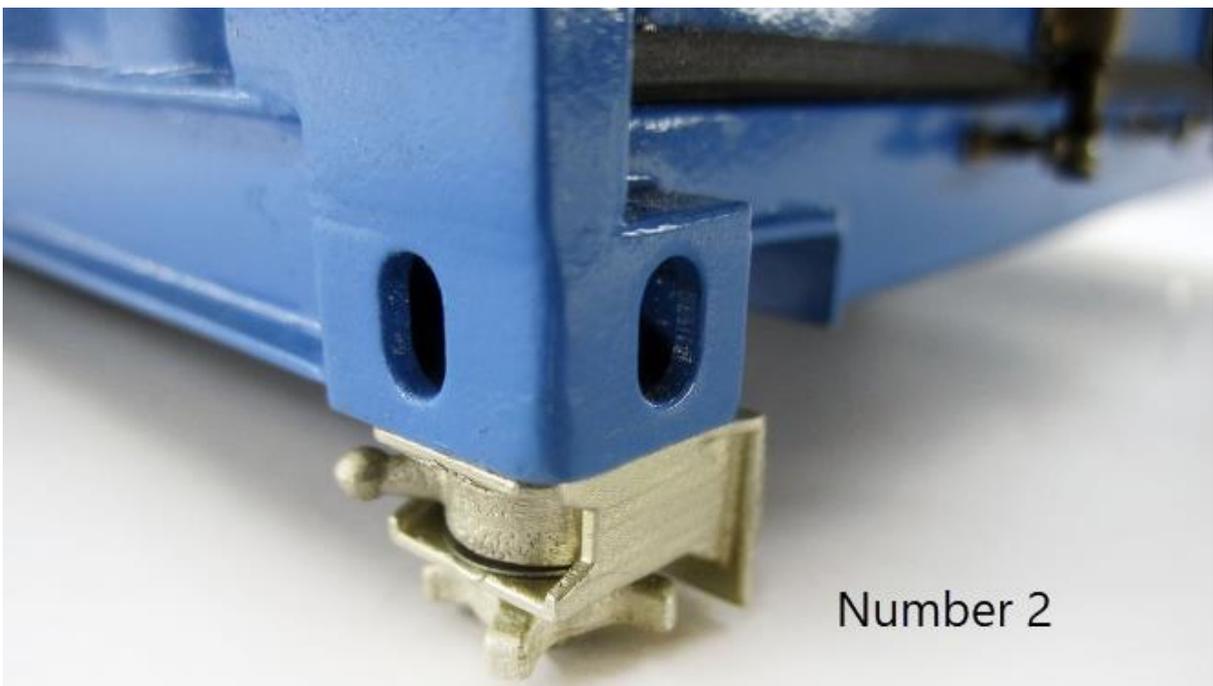
Twistlocks n. _____

Turnbuckles n. _____

Lashing rods n. _____

Stowage planning n. _____

Number 1



Number 2

Number 5



12.4 TEST 4 – True or False

The ship does not carry any dangerous goods on board. TRUE or FALSE.

The inspector wants to compare the ship's stowage planning with the document of compliance for the carriage of dangerous goods and the relevant IMDG Code. TRUE or FALSE.

The consistency of the cargo securing devices is included in the cargo securing manual. TRUE or FALSE.

The Captain informs the inspector that twistlocks and lashing materials are periodically inspected. TRUE or FALSE

The placards indicated the UN number of the dangerous goods are required to be placed one on each side and on each end of a container carrying dangerous goods. TRUE or FALSE

12.5 TEST 5 – Pronunciation

Listen and repeat: Segregation requirements, twistlocks, turnbuckles, stowage planning, wires.

