



INSTRUCTIONS FOR COMPLETION OF STRUCTURED SHIPBOARD TRAINING PROGRAMME AS PER STCW 2010

The Structured Shipboard Training Programme is a part of the training programme required to be completed by every candidate for certification as Officer in charge of a navigational watch as per STCW 2010. It helps the prospective officer to achieve the standard of competence in accordance with Table A-II/1 of STCW 2010.

DLP PROGRAMME:

IMU Structured Shipboard Training Programme consists of 3 semesters {semester 3 (**Phase 1**), semester 4 (**Phase 2**) semester 5 (**Phase 3**)} of 6 months duration each on board ship.

ON JOINING SHIP:

1. Please inform your Master and C/O about your IMU DLP programme.
2. After you join the first ship please inform ARI DLP Centre at "pksharda@ariworld.com" with copy to jkhat@ariworld.com, the personal details (Name, Batch name, ARI Roll no., IMU reg. no., Date of birth, Passport No., CDC No., Name of your company) and the details of your ship (Name, Call sign, IMO No., Flag, RPSL No. of Company/ Agent, Type of Ship, Date joined ship, email address of the ship)
3. Please keep ARI DLP Centre advised of your progress of SSTP (Signing off of 1st ship, signing on of 2nd ship and ship particulars and subsequent contracts till you complete your 18 months sea time), as per your company procedure.

IMU DLP MATERIAL:

The following material has been issued by IMU:

1. Deck Cadet SSTP Record Book
2. Deck Cadet Shipboard Activity Work Book
3. Deck Cadet Shipboard Activity Work Book Supplement: Oil Tankers
4. Deck Cadet Shipboard Activity Work Book Supplement: Chemical Tankers
5. Deck Cadet Shipboard Activity Work Book Supplement: Gas Carriers
6. Distance Learning Materials for Semesters III, IV and V



DECK CADET SSTP RECORD BOOK

1. Please go through the record book pages 1 to 190, to see that all pages are intact.
2. Fill up all required details in page 1, paste your pass port size photograph and take signature of the Principal.
3. Read Completion guidelines given under 1.4 on Page 14.
4. Complete Sections 3.1 and 3.2 on Pages 16 and 17.
5. Complete Sections 3.3 and 3.4 as applicable on Pages 18 & 19.
6. Please have your training record book reviewed by your Shipboard Training Officer every month as per Section 4.1 on Pages 20 to 23.
7. Please have your training record book reviewed by your Master every month as per Section 4.2 on Pages 24 to 27.
8. Please have your training record book reviewed by your Company Training Officer as often as possible as per Section 4.3 on Pages 28 to 29.
9. Task Summary Record (Page no. 30 to 65)

The Cadet should tick the tasks successfully completed in Section 8 on Pages 85 to 123 in the task summary sheets.

Task Summary Record sheets are of three different colours.

Phase 1 (Yellow) – Page 38 – 40

Phase 2 (Green) – Page 39 – 47

Phase 3 (Blue) – Page 48 – 56

There is no colour coding for specialized ships as the tasks on these ships are not segregated into phases. (Page no. 57 – 65)

The task summary record is provided in triplicate. The cadet should tick all three. One set will remain with CRB, Second set should be submitted to Institute (in original, when you come for SSTP cert) and third set is for the record of Company Training Officer.

10. Record of Video or CBT Programme training modules used to be recorded on Pages 52 to 55.
11. Section 5: Shipboard Safety and Security Familiarization to be completed for each ship and signed by C/O (Pages 66 to 69).
12. Boat and Fire Muster station details of each ship to be entered and signed by Master (Pages 70 to 72).
13. Section 6:
Particulars of Ships to be completed for each ship (Pages 75 to 80)
14. Section 7:
International Regulations for Preventing Collisions at Sea (Pages 81 & 82), to be learnt and to be signed by C/O when cadet is proficient.



15. Section 8: List of Tasks

This section gives the details of the training tasks. (Pages 83 to 147)

16. Section 8.1: Task Guidelines

Please read thoroughly task guidelines given in this section.

17. Section 8.2 to 8.4

These tasks are generic in nature and the cadet should complete all these tasks.

18. Section 8.5 to 8.13

These tasks are ship specific and the cadet should demonstrate at least **80%** tasks have been completed for the ship types sailed on.

It is expected that all the type specific tasks for the particular ship type can be completed in a period of 6 months. If a cadet serves less than 6 months on a ship type mentioned in Section 8.5 to 8.13, then pro-rata percentage of task completion may be accepted.

19. Section 9.1- Record of Bridge Watch keeping:

Record of Bridge Watch keeping for all ships to be maintained as per format given on Page 148. File the records in the Project file / in a separate file.

20. Section 9.2 – Record of Steering:

Maintain a record of Steering as per Pages 149 to 153.

21. Section 9.3 - Record of Port Watch keeping:

Record of Port Watch keeping for all ships to be maintained as per format given on Page 154. File the record in the Project file / Record of Bridge Watch keeping file.

22. Section 9.4

Obtain a Bridge Watch keeping Certificate from each Master on every ship, as per Pages 155 to 159.

23. Section 9.5

Obtain Steering Certificate from the Master once all steering training as per Page 149 is completed and the cadet is considered proficient as per Pages 160 to 162.

24. Section 9.6

Obtain a Port Watch keeping Certificate from each Master on every ship, as per Pages 163 to 167.

25. Section 9.7

Obtain an Engine Room Watch keeping Certificate from Chief Engineer on every ship, as per Pages 168 to 172.



Note:

- (a) In case a cadet needs additional copies of any page of the CRB for record keeping or certification, he / she is advised to take a photocopy of the relevant page.

Example: Record of steering, Bridge watch keeping certificate, Port watch keeping certificate etc.

- (b) Cadets are reminded that making correction of any entry in the record book by overwriting, use of correction fluid etc. **are not allowed**
- (c) If a wrong entry has been made it should be struck through with a single line in such a way that the wrong entry is still legible. All entries made in these documents must be genuine and countersigned.
- (d) On signing-off from each ship:

Prior sign off from each ship a cadet shall ensure that following are completed.

- i. Section 5 and Section 6 of CRB are completed.
- ii. Section 7, 8 and 10 of CRB are appropriately signed, stamped & dated.
- iii. All relevant certificates in Section 9 of CRB are appropriately signed, stamped and dated.
- iv. Activity Sheets and Project Work of Work completed successfully to be signed and stamped by STO.

26. Section 10: Project Work

There are of two types projects- Generic & Ship type specific. Generic type project list is provided in Section 10.1 and 10.2. They are further split into First Phase, Second Phase and Third Phase. A cadet needs to complete all generic projects (100%).

Ship type specific projects are listed in Section 10.3 to Section 10.10 of the CRB.

A cadet also needs to complete all projects (100%) for the types of ships sailed on.

If a cadet serves less than 6 months on a ship type mentioned in Section 10.3 to 10.10, then pro-rata percentage of project completion may be accepted.

- 27. A project file needs to be maintained. The project file to have a cover page and an Index listing out the Projects done. (Use format given in Appendix 3, SSTP guidelines issued by IMU) Cadet must take signature of STO (with date and stamp) at the bottom of the index page.

28. Guidance on writing Project

Writing should be original and related to the ship the cadet is on. It should not be just a collection or copy of original documents, where necessary relevant pictures, data, diagrams, tables can be used. However a project consisting mostly copy of other documents, appropriate references should be used.

When writing a project attention also should be given on the presentation. Using headings, sub- headings, numbering headings or subheadings, underlining main points highlights understanding and improve readability.



DECK CADET SHIPBOARD ACTIVITY WORK BOOK

Pages 1 to 215 -Tasks to be completed for each **Phase** as per instructions given the Work Book.

DECK CADET SHIPBOARD ACTIVITY WORK BOOK SUPPLEMENT: OIL TANKERS

Pages 1 to 59 -Tasks to be completed for particular **Type of Ship** as per instructions given the Work Book.

DECK CADET SHIPBOARD ACTIVITY WORK BOOK SUPPLEMENT: CHEMICAL TANKERS

Pages 1 to 61 - Tasks to be completed for particular **Type of Ship** as per instructions given the Work Book.

DECK CADET SHIPBOARD ACTIVITY WORK BOOK SUPPLEMENT: GAS CARRIERS

Pages 1 to 60 - Tasks to be completed for particular **Type of Ship** as per instructions given the Work Book.

Note: Additional pages may be used and stapled to the relevant activity task in case the space available for the write-up is insufficient.

CONTINUOUS MONITORING OF SSTP PROGRESS DURING 18 MONTHS OF ONBOARD TRAINING

To facilitate monitoring process, every quarter, the cadet should send photocopies of the following to the institute:

1. Task Summary Chart, with the completed tasks ticked and signed and attested by the STO.
2. Shipboard Training Officer's Monthly Review of the Record Book and Master's Monthly Review of the Record Book duly signed and stamped by the STO.
3. List of completed Projects, duly signed and attested by the STO along with photocopies of completed projects.
4. Activities completed in Deck Cadet Shipboard Activity Work Book.
5. Activities completed in Deck Cadet Shipboard Activity Work Book Supplement: Chemical Tankers/Oil Tankers/Gas Carrier (whichever is relevant)



MAILING ADDRESS:

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Attn: Capt. P.K. Sharda
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P. S.: Please refer SSTP guidelines issued by IMU for criteria/procedure of MID-TERM ASSESSMENT and for issuance of SSTP certificate.