

Items of Shipboard In-service Training
(To be completed before a Coxswain Grade 3 Certificate may be issued)

Before he/she may be issued with a Coxswain Grade 3 Certificate, a member of a crew must have his/her employer's proof in writing to confirm that: (i) the training completed by him/her conforms with the requirements listed below; and (ii) such training was provided under the supervision of the coxswain or chief engineer of the relevant vessel.

Training Item		Description	Duration (Per Month)
1.	Steering	Training in steering to be conducted by the coxswain in various waters, at varying times and under different weather conditions as he sees fit. (Note: It is recommended that there should not be a significant difference in proportion between daytime training and night-time training.)	No fewer than 4 hours
2.	Wheelhouse lookout	Training in wheelhouse lookout to be conducted by the coxswain in various waters, at varying times and under different weather conditions as he sees fit.	No fewer than 16 hours
3.	Points to note for navigation at night	Briefings on points to note for navigation at night to be conducted by the coxswain in various waters, at varying times and under different weather conditions as he sees fit. (Note: Shipping companies should, where circumstances permit and it is safe to do so, arrange for a trainee to receive training in navigation at night to facilitate his/her understanding of the contents of the briefings given by the coxswain.)	No fewer than 4 hours

4.	Points to note for navigation in poor visibility	<p>Briefings on points to note for navigation in poor visibility to be conducted by the coxswain in various waters, at varying times and under different weather conditions as he sees fit.</p> <p>(Note: Provided that the safety of navigation is not affected, it is advisable to conduct briefings in poor visibility conditions to facilitate the trainee's understanding of the points to note.)</p>	No fewer than 4 hours
5.	The use of navigation lights and sound/fog signals	<p>Briefings on the use of navigation lights and sound/fog signals to be conducted by the coxswain in various waters, at varying times and under different weather conditions as he sees fit.</p> <p>(Note: Provided that the safety of navigation and other users of the sea are not affected, practical training in the effective use of navigation lights and sound/fog signals should be provided to the trainee under the supervision of the coxswain.)</p>	No fewer than 4 hours
6.	The use of navigation installations such as radar, Very High Frequency (VHF) radiotelephone, etc.	<p>Briefings on the use of onboard navigation installations such as radar, VHF radiotelephone, etc. to be conducted by the coxswain in various waters, at varying times and under different weather conditions as he sees fit.</p> <p>(Note: Provided that the safety of navigation and other users of the sea are not affected, practical training in the effective use of navigation installations should be provided to the trainee under the supervision of the coxswain.)</p>	No fewer than 8 hours

7.	Mooring practices and the use of ropes	Briefings on mooring practices and the use of ropes to be conducted by the coxswain in various waters, at varying times and under different weather conditions as he sees fit. (Note: Provided that the safety of the vessel and individuals is ensured, effective practical training should be provided to the trainee under the supervision of the coxswain.)	No fewer than 8 hours
8.	Basic pre-departure and post-voyage checks for engines	Briefings on basic pre-departure and post-voyage checks for engines to be conducted by the chief engineer. (Note: Provided that the safety of the vessel and individuals is ensured, practical training should be provided to the trainee under the supervision of the chief engineer.)	No fewer than 4 hours