

LOCAL VESSELS ADVISORY COMMITTEE

Information on Preparatory Maritime Course, Shipboard In-Service Training and One-day Refresher Course for Coxswains of Local Passenger Carrying Vessels

Purpose

This paper provides, for members' perusal, information on previously endorsed courses and training, namely a preparatory maritime course and shipboard in-service training which local crew members must have completed before they become eligible for the issue of a Coxswain Grade 3 Certificate by the Marine Department, and a one-day refresher course to be completed by coxswains of local passenger carrying vessels once every three years and on a voluntary basis for the time being.

Relevant Information

2. The relevant information is set out in the following annexes:
 - 2.1 Annex 1 : Syllabus of Preparatory Maritime Course;
 - 2.2 Annex 2 : Items of Shipboard In-Service Training;
 - 2.3 Annex 3 : Shipboard In-Service Training Record; and
 - 2.4 Annex 4 : Syllabus of One-day Refresher Course for Coxswains of Local Passenger Carrying Vessels.

3. The direction of the material set out in the Annexes was endorsed by members of the Joint Subcommittee on Class I and Class IV Vessels at its meeting on 17 October 2013.

Implementation Timetable

4. The relevant requirements on the preparatory maritime course and shipboard in-service training will come into effect on 1 January 2014, subsequent to the amendment of the Rules for Local Certificates of Competency.

5. The one-day refresher course for coxswains of local passenger carrying vessels will be held starting 1 January 2014. Attendance will be voluntary for the time being.
6. The Marine Department is working on the accreditation of the preparatory maritime course and the one-day refresher course for coxswains organised by the Maritime Services Training Institute and the Hong Kong Seaman's Union.

Marine Department
October 2013

Syllabus of Preparatory Maritime Course

(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 hold a certificate of course completion issued by a course organiser approved by the Marine Department.

Course item		Syllabus	Duration (hours)
1.	Local knowledge and pilotage	(1) Limits of sheltered waters and precautions to be taken when proceeding beyond sheltered waters. (2) Principal fairways and traffic separation schemes; and rules governing their use and the conduct of small vessels within them. (3) Speed and other restrictions applicable in Victoria Harbour and typhoon shelters. (4) Prohibited anchorage areas, restricted anchorage areas and restricted areas. (5) Rules governing the use of public piers. (6) Traffic light signals in Ma Wan Channel, their purposes and actions to be taken in response to the signals. (7) Basic knowledge of environmental protection legislation. (8) Requirements for reporting of accidents and method of reporting. (9) The meaning of important/essential international and port signals made by flag, light and sound. (10) Knowledge of the buoyage system in use in Hong Kong waters. (11) Knowledge of the significance of storm signals and sources of information about storms.	14

2.	International Regulations for Preventing Collisions at Sea	<p>(1) Sound knowledge of Parts A, B, C and D of the International Regulations for Preventing Collisions at Sea as applicable to the marine traffic conditions encountered in Hong Kong.</p> <p>(2) Emphasis laid on understanding of the following:</p> <ul style="list-style-type: none"> (i) lights and shapes carried by vessels; (ii) meaning of proper look-out and the need for maintaining a proper look-out; (iii) method of determining risk of collision; (iv) steering and sailing rules, and actions to be taken in typical encounter situations; (v) conduct of vessels in restricted visibility; (vi) manoeuvring and fog sound signals; and (vii) distress signals, with particular emphasis on the signals which might be used by small craft. 	9
3.	Basic knowledge of vessels and seamanship	<ul style="list-style-type: none"> (1) Classification and design of all vessels. (2) Basic navigational equipment on board vessels and their application. (3) Pre-departure preparations. (4) Mooring practices, safe use of ropes and relevant points to note. (5) Handling precautions and procedures in bad weather. (6) Dangers involved in navigating close to large vessels, whether anchored or underway. (7) Precautions to be followed when navigating in areas where approaching vessels may not be observed, at breakwaters and headlands, etc. (8) Basic understanding of terms relating to vessel stability (e.g. “stable”, “unstable”, “neutral equilibrium”, “stiff” and “tender”), and indications of an unstable condition. (9) Securing of cargo on board. 	9

4.	Engine knowledge	<ul style="list-style-type: none"> (1) Basic knowledge of engine on board and common mechanical failures. (2) Significance of common engine instrument readings, temperature, oil pressure and RPM, and the consequences of any of them indicating readings outside normal limits. Actions to be taken in the event of abnormal engine indications. (3) Hazards of oil fuel and precautions to be taken in filling tanks and storing and handling fuel. Basics of fuel supply systems and rectification of common faults. (4) Safe handling, care and maintenance of batteries. (5) Typical hydraulic steering systems and restoration of steering function in the event of a fault. 	8
5.	Vessel safety and emergency response	<ul style="list-style-type: none"> (1) Safety training on embarkation and disembarkation. (2) Life-saving appliances on board vessels (including cargo vessels, passenger vessels, etc.) and their use. (3) Fire-fighting appliances on board vessels (including vessels carrying dangerous goods, etc.) and their use. (4) Actions to be taken in the event of collision, grounding, fire, man overboard or flooding. (5) Contingency measures for emergencies (including escape at sea). (6) Safety of children aboard small craft. (7) Safe handling of LPG installations aboard small craft. 	10
Total number of hours			50

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

**本地船員船上在職培訓記錄 (草稿)****Local Seaman Shipboard In-service Training Record (Draft)****第一部分 Part 1**

填寫前請參閱備註 Please read Notes before completing this record

船員在職培訓船員資料 Particulars of seaman under the shipboard in-service training

姓名 Name : _____ 出生日期 Date of Birth : _____
 身份證號碼 Identity Card No. : _____ 開始接受培訓日期 : _____
 Commencement date of training : _____

船員接受培訓的船隻資料 Particulars of vessel

- (1) 船隻名稱/類型 Vessel Name/type : _____ 牌照號碼 Licence No. : _____
 (2) 船隻名稱/類型 Vessel Name/type : _____ 牌照號碼 Licence No. : _____
 (3) 船隻名稱/類型 Vessel Name/type : _____ 牌照號碼 Licence No. : _____
 (4) 船隻名稱/類型 Vessel Name/type : _____ 牌照號碼 Licence No. : _____
 (5) 船隻名稱/類型 Vessel Name/type : _____ 牌照號碼 Licence No. : _____

船東/僱主/獲授權人*聲明 Declaration of Owner of Vessel/Employer/Authorised Person*

本人茲證明上述船員已完成記錄在第二部分的船上在職培訓。

I certify that the above seaman has completed the shipboard in-service training as recorded in Part 2.

日期 Date : _____

(船東/僱主/獲授權人*簽署連公司蓋章)

(Signature of Owner/Employer/Authorised Person* with company chop)

船東/僱主/獲授權人*姓名 Full name of Owner/Employer/Authorised Person* : _____

船東/僱主/獲授權人*身份證號碼 I.D. No. of Owner/Employer/Authorised Person* : _____

日間聯絡電話 Daytime Tel. No.: _____

* 請刪去不適用者 Delete as appropriate

第二部分 Part 2

每月記錄 - 完成載於備註的培訓項目

Monthly record – completion of the training as stated in the Notes

月份 (Month)	年份 Year	船員簽名 <u>Signature of Seaman</u>	輪機長 (簽名/姓名/合格證明書號碼) <u>Chief Engineer</u> (Signature/Name/Certificate of Competency No.)	船長 (簽名/姓名/合格證明書號碼) <u>Coxswain</u> (Signature/Name/Certificate of Competency No.)
一 (Jan)				
二 (Feb)				
三 (Mar)				
四 (Apr)				
五 (May)				
六 (Jun)				
七 (July)				
八 (Aug)				
九 (Sept)				
十 (Oct)				

十一(Nov)				
十二(Dec)				

此在職培訓記錄免費發給

This In-service Training Record is supplied free of charge

備註

船上的在職培訓應在所需的海上服務年資內完成，並在修畢海事預備課程和通過相關考試後，船員才可獲海事處發出本地船隻船長三級證明書。

請以正楷填寫。

如有修改或塗擦之處，其旁必須由船東/僱主或獲授權人簽署核實。

如相關海員曾服務於多位船東/僱主或因其他原因，請用個別記錄以記載所完成的培訓。

如有需要，海事處會要求相關海員提供更多資料以證明其船上在職培訓記錄。

任何人士偽造、企圖偽造或協助偽造此記錄所填報的資料，並故意呈交此等資料作詐騙之用，將可能遭受檢控。

所提供的資料會有可能送交執法機構和有關部門，以便進行與其有關的事宜。

此記錄內的有限個人資料也會用於海事處的互聯網網頁以供第三者查證本處所發出的證書。

填報失實，即屬違法，特此警告。

Notes

The shipboard in-service training is deemed for completion within the required sea service period. Together with the completion of a maritime preparatory course and having passed the relevant examination, the Marine Department will issue a local Coxswain Grade 3 Certificate of Competency to the seaman.

Please use BLOCK LETTERS.

Any place having erasures or amendments should be initialled by owner/employer or authorized person for verification.

If the concerned seaman has served for more than one shipowner/employer or due to any other reason, please use separate record to record the completed in-service training.

The Marine Department may require the concerned seaman to submit further information to prove the shipboard in-service training record if necessary.

Any person who forges, attempts to forge, or procures to be forged any entry recorded on this record and submits it with intent to defraud or deceive any person shall be liable to prosecution.

The information provided in this record may be divulged to departments/agencies authorised to process the information for the mentioned purpose.

Limited personal data contained in this record may be used via the Marine Department's Internet web site for verification of the issued certificate by any third party.

This is to warn that it is an offence to make a false declaration.

培訓項目 Training Item		項目內容 Description	培訓頻次 (每月) Duration (Per Month)
1.	操舵訓練 Steering	船長選擇在不同水域、時段和天氣情況下進行。 (註：建議日間和夜間操舵訓練比例差異不應太大) 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.)	不少於 4 小時 No fewer than 4 hours
2.	駕駛室瞭望 訓練 Wheelhouse lookout	船長選擇在不同水域、時段和天氣情況下進行駕駛室瞭望訓練。 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.	不少於 16 小時 No fewer than 16 hours
3.	夜間航行注 意事項 Points to note for navigation at night	船長選擇在不同水域、時段和天氣情況下進行講解夜間航行注意事項。 (註：在許可和安全的情況下，船公司應安排船員進行夜間航行培訓，有助受訓者明白船長講解的內容) 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.)	不少於 4 小時 No fewer than 4 hours

4.	<p>能見度低環境下的航行注意事項 Points to note for navigation in poor visibility</p>	<p>船長選擇在不同水域、時段和天氣情況下進行講解在能見度低環境下的航行注意事項。 (註: 在不影響船隻航行安全的情況下, 講解可在處身於能見度低的環境下進行, 以助受訓者明白須注意的事項) 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. (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>	<p>不少於 4 小時 No fewer than 4 hours</p>
5.	<p>航海燈、響號及霧號的使用 The use of navigation lights and sound/fog signals</p>	<p>船長選擇在不同水域、時段和天氣情況下進行講解航海燈、響號及霧號的使用方法。 (註: 在不影響船隻航行安全和其他海面使用者的情況下, 受訓者應在船長督導下進行有效地使用航海燈、響號及霧號的實際訓練) 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. (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>	<p>不少於 4 小時 No fewer than 4 hours</p>
6.	<p>使用航海設施, 例如雷達、甚高頻無線電話、其他 The use of navigation installations such as radar, Very High Frequency (VHF) radiotelephone, etc.</p>	<p>船長選擇在不同水域、時段和天氣情況下進行講解船上航海設施的使用方法, 例如雷達、甚高頻無線電話及其他。 (註: 在不影響船隻航行安全和其他海面使用者的情況下, 受訓者應在船長督導下進行有效地使用航海設施的實際訓練) 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. (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>	<p>不少於 8 小時 No fewer than 8 hours</p>
7.	<p>繫泊方法及纜繩的使用 Mooring practices and the use of ropes</p>	<p>船長選擇在不同水域、時段和天氣情況下進行講解繫泊方法及纜繩的使用方法。 (註: 在船隻和個人安全的情況下, 受訓者應在船長督導下進行有效的實際訓練) 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.)</p>	<p>不少於 8 小時 No fewer than 8 hours</p>
8.	<p>啟航前和回航後檢查輪機的基本程序 Basic pre-departure and post-voyage checks for engines</p>	<p>輪機長講解啟航前和回航後檢查輪機的基本程序。 (註: 在船隻和個人安全的情況下, 受訓者應在輪機長督導下進行實際訓練) 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.)</p>	<p>不少於 4 小時 No fewer than 4 hours</p>

One-day Refresher Course for Coxswains of Local Vessels

Course Item		Syllabus	Duration (hours)
1.	Navigational safety and port safety	<ul style="list-style-type: none"> - Introduction to structure and stability of local vessels - Life-saving and fire-fighting appliances on board - Pre-departure preparations - Mooring and anchoring - Measures to be taken for vessels not in sight of one another when navigating in restricted visibility - Navigational measures to be taken in bad weather - Towing voyage 	1.5
2.	Application of the Collision Regulations	<ul style="list-style-type: none"> - Overview of the relevant provisions of the Collision Regulations with illustration of the application of major provisions by sample cases (look-out, safe speed, risk of collision, narrow channels, requirements on vessels not in sight of one another when navigating in restricted visibility, sound signals, etc.), taking into account the characteristics of local waters and navigation of local vessels. - Case studies of collisions involving local vessels - Simulator/demonstration of scenarios 	2.0
3.	Emergency response and procedures	<ul style="list-style-type: none"> - Handling of emergencies (collision, grounding, man overboard, fire, etc.) - Emergency deployment and drills - Communication during emergencies 	1.5

4.	Local circumstances and signals used	<ul style="list-style-type: none"> - Boundaries of local waters - Designation of speed restricted zones and the corresponding speed limits - Distribution of prescribed areas and points to note (fairways, traffic separation schemes, prohibited anchorage areas, marine exclusion zones, dangerous goods anchorages, designated bunkering areas, typhoon shelters, public cargo working areas, marine parks, freight terminals, naval anchorage, etc.) - Signals adopted by local vessels and aids to navigation - Vessel Traffic Centre (VTC) 	1.5
5.	Latest regulations and requirements on marine safety	<ul style="list-style-type: none"> - Regulations and ordinances relating to marine matters - Marine Department Notices - Notices issued by VTC and MRCC on navigational safety 	1.0
Total number of hours			7.5