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PROCEDURE	
Guidelines and procedure of assessment of an individual onboard training	
Version:	4
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Aim and scope

This procedure aims to specify the conditions and rules for assessment of a student's written report of onboard training. Guidelines for the report of individual onboard training are appended to this procedure and are to be followed by student trainees from 2020.
The cadet is a student whose onboard training is recorded and supervised by the University.
Individual onboard training - program-specific training of Maritime Transport students scheduled for semesters 6 and 7 and students of the other specialities in semesters 5 and 7.

The Training Report Assessment Board: mgr inż. kpt.ż.w. Remigiusz Dzikowski, mgr inż. kpt.ż.w. Tomasz Pluta, mgr inż. kpt.ż.w. January Szfraniak, dr inż. kpt.ż.w. Mirosław Wielgosz. Information on the composition of the assessment board is available at the Dean Office.

Conditions and rules of a positive assessment of onboard training

1. During your onboard practical training: perform and develop the tasks included in the report guidelines.
2. If the ship type or other circumstances prevent you from performing a task, while still on that ship, contact the teacher responsible for the relevant part of the report by email to have the guidelines appropriately modified.
3. Excluding necessary consultation, prepare the report on your own, i.e. without asking anybody for assistance. Requesting another person or persons to make your report or its part shall be considered as fraud and is a breach of the Student Regulations of grave consequences.
4. Submit the report in written form, with each chapter printed separately, at the Dean Office.
5. The report should be submitted within two months of the last ship disembarkation.
6. To get a passing grade for the report, you need to get a pass for each chapter of the report. The final assessment grade is an arithmetic mean of all the grades.
7. Assessment board members shall evaluate each chapter within two weeks from report submission. You are advised to enquire about grades for each chapter.
8. If you get a failing grade for a report chapter, contact the assessing teacher to get advice on what should be revised and amended. Submit the modified part to the assessor before the specified deadline.
9. If you get a failing grade for the revised report chapter, you have the right to have spoken form reassessment of your training report before the board. In such a case, you need to apply in writing and submit full documentary evidence of your onboard training.
10. Negative assessment of onboard training is equivalent with failure to pass the semester. The Dean shall make further decisions on your course of study.

Chapter 1

Seamanship and Watchkeeping

1. Deck machinery and maintenance

1.1 Describe deck equipment of the ship, types, SWL, handling and maintenance; attach photos, related certificates and inspection tags:

a) cargo handling gear (on gearless vessel describe deck provision crane), describe cargo handling equipment book;
b) systems of cargo space closing;
c) mooring winches, bollards, fairleads, mooring lines and accessories;
d) windlasses, anchors and anchor chains, describe the manner of marking and securing the anchor chain;
e) ladders and gangways: fixed and portable, pilot and accommodation ladders.

2. Ship handling, ship's particulars and manoeuvring characteristics

2.1. Specify information on the vessel for its manoeuvrability assessment (wheelhouse poster), including:

a) parameters: length, air draft, breadth (beam), displacement, deadweight capacity, draft to summer load line;
b) main propulsion (type, power, propeller, rudder, thrusters);
c) sea trial results (turning circle, stopping distance);
d) recommended person overboard manoeuvre.

3. Bridge procedures

3.1. Watchkeeping schedule and composition of bridge team in various navigational conditions (good visibility, restricted visibility, coastal and heavy traffic waters, with a pilot onboard, ship at anchor) - attach a photo or photocopy of standard watch distribution and manning.

3.2. Describe the watch handover procedure on your ship - attach a photo or copy of a filled-out checklist of handing/taking over the watch.

4. Collision avoidance

4.1. Describe a selected collision situation and its solution. The report should include:

a) date, time, the position of a ship;
b) hydrometeorological conditions (wind force and direction, visibility, state of the sea);
c) bearings, distances, type of encounter situation, obligations of the ships);
d) own ship actions (manoeuvres and their duration, passing distances, return manoeuvres and their length);
e) actions took by the target ship;
f) established communication (if any);
g) analysis of the actions taken by own and target ships (compliance with the COLREGs, whether performed correctly, assessment of the outcomes);
h) use of AIS devices (if used).

4.2. Attach to the report radar (or VDR) screenshots /photos/ displaying how the situation was developing.

5. Project work

5.1. Describe a selected, executed manoeuvre of entering/leaving a port. The description should include:

a) hydrometeorological conditions prevailing during the manoeuvring (wind force and direction, visibility, if possible: sea state, temperature);
b) the procedure of preparation for port arrival/departure as required; attach filled out checklists;
c) the procedure of requesting a pilot and pilot boarding;
d) the procedure of reporting to the port and VTS system;
e) cooperation with tugs (if any): number of tugs, method of cooperation, comments;
f) a sequence of sending or letting go mooring lines; state the number and type of lines (head/stern, breast, spring);
g) a diagram (technical drawing), manually drawn to scale, of mooring equipment in forward and aft stations, with the direction of lines passed, (mark wire ropes);
h) extraordinary situations, if occurred.

5.2 Attach an ECDIS image or drawing showing the ship lying alongside a quay/wharf, including adjacent vessels.

Note: All photos, photocopies or other documentary evidence must be confirmed by the ship (signature of the officer, their rank, ship's stamp). If a task is not feasible, state the cause and get ship personnel's confirmation.

Chapter II
Ship construction, Ship stability, Cargo handling and stowage

1. Ship construction

1.1. Make scale technical drawings manually:
a) showing a longitudinal projection of the division of cargo spaces, ballast tanks, other compartments (e.g. tunnels);
b) draw with dimensions the Load Line Mark (Plimsoll mark) and accompanying load lines as they appear on starboard or port side of a ship;
c) draw the layout of bilges, bottom tanks, forepeak and after peak, other ballast tanks, and mark the location of valves (deck cadets on ships other than tankers);
d) diagram of the cargo pipeline system, (excluding the pump room), marking valves in colour or otherwise, specifying the valve functions (deck cadets on tankers).

1.2. Perform manual sounding of the partially filled tank and calculate the mass of the liquid. Attach a fragment of tank sounding table (ullage tables, calibration tables, volume tables). Describe the actions performed to calculate list and trim correction for sounding.

2. Ship stability

2.1. Specify the information provided to the Master with a stability booklet (Stability Information and Longitudinal Strength). In particular, state:
a) criteria of ship stability, displacement and draft resulting from the load lines;
b) guidelines for the Master;
c) limits of longitudinal strength;
d) permissible loads on weather deck hatch covers, deck and tank top loads.

2.2. Demonstrate complete stability calculations for a selected loading condition.

3. Cargo handling and stowage

3.1. Describe the procedures for watch handover and keeping (checklists, schedule, manning, duties).

3.2. Describe the stowage plan on a selected voyage. In particular, state:
a) a sequence of cargo un/loading;
b) a sequence of ballast operations;
c) drafts, parameters of longitudinal strength.

3.3. Describe cargo supervision and care during a voyage. In particular, state:
a) information on cargo, description of cargo segregation, separation and marking of cargo;
b) hold preparation (in detail – inspection and preparation of cargo space for a particular material that is intended to load);
c) cargo inspections during un/loading and at sea;
d) procedure in the case of cargo damage;
e) the principles for cargo hold ventilation (cargo or ship sweat, taint or smell of previous cargoes, a build-up of dangerous gases, supply fresh air to "live" cargoes, removal of the heat given off by certain cargoes).

3.4. In reference to cargo securing, describe:
a) securing a selected type of cargo, stating applicable regulations, codes, guides, manuals etc.);
b) Cargo securing manual.

3.5 Describe the shipboard procedure for the determination of cargo mass.

4. Project work

4.1. Carry out and describe actions aimed at determining the density of outboard water. Describe the instrument and state its accuracy.

4.2. Draw the draught marks set near the fore and aft perpendiculars and amidships on both sides of the ship. Indicate your readout of the drafts. Attach a fragment of hydrostatic curves or tables for the actual drafts and calculate:
a) stem, stern and mid corrections, draft mean of mean of means (MMM);
b) first and second correction for trim, correction for the water density;
c) actual displacement;
d) calculate the deflection of the ship.

4.3. Describe the applied stability control at sea. Calculate the roll period of a ship. Determine the GM by means of rolling period tests. Compare the value with the value obtained by calculating the mass distribution before the ship's departure. Conclude.

Chapter III
Navigation

1. Project work

1.1. Draw up the navigational bridge layout with the location and names of navigational aids.
1.2. Demonstrate the distribution of antennas on the monkey island.

2. Voyage planning and monitoring

2.1. Present the guidelines for a voyage plan based on the shipowner's or charterer's instructions.
- a) state the port of destination and lay-days, describe the system of communication and reporting the voyage progress to the charterer/owner (attach an example daily report and a voyage report);
- b) specify economic aspects (fuel consumption and charterer's recommendations);
- c) state the methods of ship energy efficiency management according to the plan (SEEMP);
- d) indicate the distance and ETA for two different speeds;
- e) add your comments and remarks on the executed voyage (alternative routes, hydrometeorological conditions, delays due to unavailable terminal/berth or pilot, etc.);
- f) make a navigational analysis of the port of destination, including detailed information on pilot navigation - work out a navigational plan of port entry;
- g) demonstrate the use of different techniques: parallel indexing (PI), Cross Index Range (CIR), Not Less Than (NLT), Not More Than NMT), Wheel Over Point;
- h) state the principles of selecting a safe depth contour, safe depth and Cross Track Distance (XTD);
- i) indicate the method of determining the under-keel clearance;
- j) draw manually a chart including parameters for assessing and monitoring the anchoring position; describe the anchoring procedures.

3. Use of ECDIS to maintain the safety of navigation

3.1 Describe voyage planning by using an ECDIS system, including:
- a) the type of device, manufacturer and a description of the system onboard, and systems and devices integrated with the ECDIS;
- b) present the method of planning and monitoring the planned route;
- c) determine a ship's position by terrestrial methods, such as the line of position (LOP), and demonstrate it on a photo;
- d) indicate the type of information from Sailing Directions contained in the electronic chart system;
- e) demonstrate a method of the electronic chart correction and choice;
- f) describe the verification of preliminary and temporary corrections and navigational warnings.

3.2 In the absence of ECDIS, confirm the fact by a proper certificate from the ship and:
- a) demonstrate the process of ship voyage planning and monitoring by using standard nautical publications;
- b) present the final version of the voyage plan table.

4. Determining the compass error

4.1. Determine the magnetic compass error and gyrocompass error using:
- a) celestial methods (sunrise, sunset, an azimuth of a celestial body), and
- b) when navigating in near-coastal waters, methods and techniques of terrestrial navigation (bearings on distant objects, leading marks, navigational object transits or positions from horizontal angles).

Chapter IV
Safety and Health, Fire protection

1. Safety and fire-fighting

1.1. Describe the ship fire safety equipment and systems:
a) portable extinguishers;
b) fixed fire-fighting installations;
c) fire alarm panel;
d) emergency fire pump and its start-up procedures;
e) maintenance and surveys of fire equipment.

1.2. Fire alarm drills:
a) describe two fire alarms, scenarios for various locations on the ship;
b) describe your function as a member of the fire-fighting team during a fire alarm drill.

2. Procedures in emergencies, the rescue of life, search and rescue

2.1. Describe the distribution of distress signalling devices, methods of use and testing.
2.2. Describe the procedure for launching a lifeboat.
2.3. Describe the use of portable breathing apparatuses.
2.4. Describe the method of launching a life raft.
2.5. Describe a man overboard alarm (MOB).

3. Occupational safety on deck

3.1. Describe the procedure of entering enclosed spaces.
3.2. Describe the procedure for securing welding and gas cutting works (hot work).
3.3. Describe the procedure for safety when working aloft (at height) or overside on board ship.
3.4. Describe safety procedures for mooring operations and work on deck.

4. Environment protection

4.1. Describe the contents of the SOPEP plan.
4.2. Describe shipboard equipment for combating pollution.
4.3. Describe waste management procedures (garbage, oily water, sewage, SOx and NOx emissions).
4.4. Describe the method of discharging cargo residues in compliance with MARPOL guidelines.
4.5. Describe bunkering procedures of the ship.

5. Describe medical equipment on board and the duties and tasks of the medical officer