

PROCEDURE	
Onboard Training Record Book - assessment	
Version:	5
Prepared by:	Kierownik Praktyk WN – mgr inż. kpt.ż.w. Barbara Kwiecińska
Date:	1.10. 2 022
Checked:	Prodziekan ds. Kształcenia – mgr inż. kpt. ż.w. Remigiusz Dzikowski

The aim and scope

The procedure specifies the conditions and requirements for acceptance of an Onboard Training Record Book (TRB) of a cadet whose onboard training on a ship was completed as set out by the STCW Convention. **Cadet** means is a university student or graduate whose onboard training is recorded and supervised by the University.

Qualifications and responsibility

Required qualifications and the responsibility for the supervision of onboard training and assessment of the TRB are specified in the Quality Management System ISO 9001: 2015, procedure 8.5. B1/ SZJ *Supervision of practical onboard training*.

Officer in Charge of a Navigational Watch Certificate - legal basis

Regulation of Minister of Maritime Economy and Inland Navigation of 23 April 2018 concerning seafarers' training and qualifications (Journal of Laws 2018, item 802) further amendments.

Deck department on international voyages (unlimited trading areas)

§ 31.1. To obtain the **officer in charge of a navigational watch** Certificate of Competency on ships of 500 GT and more you must hold the following certificates of proficiency and certificates of training in:

- Personal Survival Techniques
- Fire Prevention & Fire Fighting
- Elementary First Aid
- Personal Safety & Social Responsibilities
- Using Radar and ARPA - Operational Level
- Advanced - Fire Prevention and Fire Fighting
- Medical First Aid
- Bridge Resource Management
- General Operator's Certificate
- Proficiency in Survival Craft and Rescue Boats Other Than Fast Rescue Boats,

and must have completed:

- studies at a Maritime Education and Training Centres (MET) type A or MET type B, or to complete education at a MET type C, providing education of at least the operational level, in the deck department, in the specialization specified in the certificate of approval;
- 12 month' approved seagoing service in the deck department on international trade (unlimited), **that meets the requirements of section A-II-1 of the STCW Code**, confirmed in the certificate of completing an apprenticeship issued by Maritime Education and Training Centre, including at least 6 months of sea service on seagoing merchant ships of 500 gross tonnage and more, and
- must have passed an exam at the operational level on international trade, or

Seagoing service, referred to in paragraph 1.1, should include the period of not less than 6 months, of bridge watchkeeping duties under the supervision of the Master or a qualified officer of the watch, documented in the training record book.

Requirements for seagoing service

Seagoing service is defined as a time spent on board a ship, relevant to the issue of the certificate or other qualification being applied for, as a member of the crew, with the exclusion of pleasure craft, ships out of operation and ships under construction. Seagoing service must be in the deck department and will be reckoned from the date of engagement to the date of discharge. Seagoing service may be performed on vessels of any flag.

Chapter VI of the regulation specifies the methods of approval of seagoing service on various types of ships §§93-94.

Onboard Training Program

Training specified in the study program, including onboard training, is integral part of the education program for Navigation students. The program defines student obligations relating to mandatory seagoing service: documenting onboard training activities, having the performed tasks confirmed in the OTRB, preparation and submission of an onboard training report that shall be assessed and graded. The guidelines for writing the report can be found on the Internet

at: www.am.szczecin.pl => Studenci => Dział Spraw Morskich i Praktyk => Praktyki => Wydział Nawigacyjny

Onboard Training Acceptance / Recognition

The certificate of recognition No 12/2022 issued by the Minister of Infrastructure stipulates that supervised onboard training lasting a total of 12 months in the course of education should take place no later than 2 years after the date of the degree exam and no later than 7 years after the commencement of the study program. The requirement related to the commencement of the studies does not apply to students who started to study in the academic year 2009/2010, while for students continuing education at second cycle studies the former requirement shall be understood as two years after passing the master's degree exam.

Acceptance of the Onboard Training Record Book

The cadet is obliged to submit their OTRB for assessment at the request of the maritime education unit.

A certificate of acceptance of the OTRB shall be issued after the student has completed a total of 12 months of supervised program training, properly documented in the OTRB, provided that the onboard training, along with meeting the following requirements, has been positively assessed / accepted.

1. The Training Manager and personnel of the Maritime Affairs and Onboard Training Department (MAOT Dpt.) shall inform students about the structure and organisation of onboard training, supervision and assessment procedures. Meetings are organised during the first and subsequent years of studies, and after any amendments have been made to the procedure. The procedure for training supervision and assessment and related documents (regulations, instructions) are available on the MAOT Department's website.
2. Students may get a copy of an Onboard Training Record Book from the Office of Student Data Personalisation (BPDS) during their first year of studies, before the first maritime practice.
3. BPDS assigns a number to the OTRB (student register number) and maintains a register of issued OTRBs.
4. OTRBs are reviewed by a person authorised by the Dean of Navigation Faculty to verify whether cadets properly record assigned tasks during onboard training and make progress in acquiring practical skills.
5. **Each onboard training period - group instruction on the training ship, ferries or individually contracted sea service has to be documented in the OTRB. Onboard training supervised by the University is understood as a combined period of 12 months of seagoing service, during which cadets (students or graduates) are obliged to document the tasks performed and skills acquired as specified in the OTRB and get them attested. For instance: if in the indicated period the cadet had practical training on six ships, then tasks as required in the OTRB cannot be performed on, say, four ships only, but in this particular case on all six ships which should approve cadet's performance of tasks and acquired skills. Approvals can be repeated if there is space in a given line or column next to the entry made on the previous ship.**
6. **The performance of specific tasks and skills acquisition under supervision of an officer of the watch should be additionally signed by Chief Officer (C/O) or Master (signature and stamp). The scope of tasks that the cadet may perform during the onboard training is determined exclusively by Master or C/O. Students are reminded that making unauthorized entries in the OTRB is not allowed.**
7. **Seagoing service should include bridge watchkeeping duties under supervision of Master or watch officer for at least six months. The cadet should stand a navigational watch for not less than 4 hours out of every 24 hours while the ship is engaged on sea voyages. It should be borne in mind that navigational watches are recorded only when the ship is at sea, not throughout cadet's all time spent on board; lay days shall not be counted as watchkeeping period.**
8. During each onboard training period the cadet should make the following records:
 - information on the ship and its familiarization,
 - monthly control by the supervisory officer and the Master,
 - testimonial on the training period and progress made on each ship.

9. The following requirements must be satisfied for **each** on board training period to be approved:
- a) Before commencing individual on board training, the cadet must deliver to the MAOT Department a photocopy of the first page of the contract, including this information:
 - full shipping company's name and address,
 - name of maritime agency (if applicable),
 - ship name,
 - cadet's position on the ship,
 - port of engagement,
 - date of starting the voyage,
 - duration of the contract.A contract copy can be delivered as follows:
 - in person or by third party,
 - sending a scan of the contract by email to: praktyki@am.szczecin.pl,
 - sending a paper photocopy by post.
 - b) After completion of each onboard training, the cadet must report to the MAOT Dpt. with his/her seaman's book and OTRB for formal acceptance of the training. The department shall record the training period only if it is documented by proper entries in the OTRB, in which tasks performed and acquired skills in that period have been confirmed. If these formal requirements are not met, the voyage will not be approved as supervised program onboard training.
 - c) Onboard training will not be accepted if it is not documented properly in the OTRB, or training where specific tasks were not confirmed during the given training period, or where supervising officer's or Master's signatures confirming periodical review are missing; consequently, student's OTRB will be sent to the MAOT Department for deletion of such training from the register.
 - d) Within first two weeks of class attendance at the University, the student should submit his/her OTRB for verification by the training manager or an authorized person. For assessment and grading of training performance the student should also obtain a document of formal trainee assessment from the ship (evaluation report, assessment form etc.).
 - e) If any irregularities are found in the OTRB, its holder will be summoned by a person controlling the OTRB to get relevant instruction. A corresponding record of the irregularities or further recommendations will be entered in the OTRB.
10. Navigation students must obtain a passing grade for the report of individual on board training, a prerequisite to the positive assessment of the OTRB.
11. Before taking the degree exam to complete first cycle studies, the student should submit to the Dean's office: OTRB with confirmed seagoing service that lasted as required in the education program for Navigation and a full record of onboard training (also land-based practical training, if applicable), issued by the MAOT Department.
12. The Dean shall decide whether the student's training period may be approved or not, and whether the student can be allowed to take a degree examination.
13. Once the student has achieved a 12-month seagoing service and got the training accepted at the MAOT Dpt., s/he should submit the OTRB at the Dean's office together with testimonials from ships and seagoing service record endorsed by the Maritime Office.
14. The training manager or an authorized person shall verify the progress and acceptance of the training, properly filled out OTRB, testimonials from ships confirming student's onboard training. If all the requirements are met, the training manager approves the overall onboard training by making an appropriate entry in the OTRB.
15. Once the training approval is documented in the OTRB, *a certificate of OTRB approval* is issued.
16. **If a negative testimonial is entered in cadet's OTRB or formally issued by the master of the ship on which the training took place - the onboard training in the stated period or in the overall period of cadet's embarkation on that ship is regarded as not approved.**

17. The Dean's office shall issue a certificate of approval of OTRB and make a record of the issued certificate. A certificate of OTRB approval shall be signed by the Dean. OTRB and a copy of approval certificate shall be archived in student's personal files. The original document should be collected from the Dean's office and presented at the Maritime Office while applying for a certificate of an officer in charge of a navigational watch.

Loss of OTRB

1. If a cadet loses his/her OTRB, the fact should be reported to the training manager and MAOT Dpt.
2. The cadet shall apply for a new copy to the *BPDS* office to get a new copy (on payment) that shall be assigned the same number and a note: Duplicate (*Duplikat*).
3. The cadet shall demonstrate documents confirming his/her training to the training manager or a person authorized to control OTRBs:
 - seagoing service record endorsed by the Maritime Office;
 - positive evaluation of the cadet - original evaluation forms or endorsements from shipowners;
 - certificates, issued by masters of ships on which the training took place, and confirmed by shipowners, of onboard training conducted in accordance with STCW requirements;
 - if the OTRB is lost, the documents presented to reproduce the cadet's training history may be recognized to the period of not more than 1/2 of required period of training, i.e. six months.
4. The training manager or authorised person shall make an entry in the duplicate OTRB informing that a specified period of training was / was not recognized. The above documents including a duplicate OTRB shall be archived.
5. If the student cannot demonstrate necessary documents, which will preclude the approval of student's onboard training, the MAOT Department shall place a note under the given period - *training not approved*.

Onboard training started at another maritime education unit

1. If training was started in another maritime education unit (e.g., sector-specific schools), the cadet may present his/her OTRB for assessment of received training and acquired skills. The cadet's training received before admission to the Maritime University is not recognized as training required in the education program of Navigation and does not lead to exemption or reduction of the required period of program training, approved and supervised by the University.
2. The period of **previous** training, provided that formal conditions are met, may be recognised by the Maritime Office towards the required seagoing service.
3. The first-year student of Navigation is obliged to collect a copy of the latest version of OTRB, issued and approved by the Maritime University of Szczecin, and to successively record his/her program onboard training supervised by the University.
4. Once the cadet has completed 12 months of seagoing service in accordance with the requirements set out in this procedure, s/he may, applying for approval of seagoing service and OTRB, attach the previous OTRB copy, if the training was formally approved by the previous MEU and was conducted within 7 years from the commencement of the training.

Acceptance of seagoing service and experience towards program-specific onboard training

The cadet may apply for the acceptance of his/her current seagoing service and experience towards program-specific onboard training and exemption from the compulsory training report provided that the current employment on a ship and duties performed in position held meet the requirements of program-specific onboard training. A request for recognition of seagoing service should be submitted to the Navigation Faculty Dean.