

GUIDELINES FOR THE PREPARATION OF THE MARITIME TRAINING REPORT AND PREPARATION FOR THE TRAINING RECORD BOOK

The Maritime Training Report should be prepared by hand in manuscript form or in electronic form on A4 size paper. If the report is prepared in electronic form, a digital media (CD or DVD disc) containing the electronic form of the report along with a set of required drawings (for the purpose of checking the originality of the report) should be attached to the printout. This medium, together with its contents, shall be handed over to the competent staff of the Maritime University of Szczecin for the settlement of the practice before the completion of the maritime practice. Diagrams necessary in the report, whether handwritten or electronic, should not be larger than A3 format, except when this determines their readability. Maritime Training Report should include a cover page and contents of which are given in Appendix 1. The report should include the topics from the list provided in Appendix 2. This list should be included in the training report as a table of contents with references to the pages containing the individual information. The Maritime Training Report is the material used by the student during the onboard/workshop training assessment exam and the bachelor thesis exam.

In parallel with the preparation of the Maritime Training Report, students are required to complete the Training Record Book. Many of the activities necessary for the creation of the Maritime Training Report are tasks included in the Training Record Book. It is in the student's interest to ensure that confirmation of the completion of individual tasks is obtained from crew members. **Such confirmation must be placed with each task separately.** The student should take care to complete as many tasks as possible on a given ship. In situations where the solutions used on the ship, or operating conditions do not allow the completion of selected tasks, the student should ensure that next to the task or the signature of the senior engineer confirming the completion of the section there is a note explaining the specificity of the ship on which the student served on (example: it is not possible to pass the tasks related to steam and condensate for heating systems based on water boilers, or installation using heating oil). The relevance of such a notation will be assessed each time by the dean in charge of training during the inspection of the Training Record Book, before issuing a certificate for the Maritime Office.

During the inspection of the Training Record Book, the correctness of the other entries is also checked, including the correspondence of the entries in chapters 2.2.÷2.4. with the entries in chapters 2.7.÷2.8. (cadet assessment), chapters 3.1÷3.2. (familiarization with the ship) and parts 4A and 4B (information about the ship or workshop). The student should take care to enter in the Training Record Book confirmation of the monthly inspection of provided records on the ship in chapter 2.5.

During assessment of the Training Record Book, it is important to obtain positive opinion from each ship on which the student has practiced. When the number of ships exceeds the number of

available spaces in the Training Record Book, the student is obliged to take another copy of the Training Record Book and register it.

The activities necessary for maritime apprenticeship are presented in Appendix 3.

Within two months after mustering off from the last ship on which the student had an onboard training (applies to full-time studies), the student shall submit a set of documents necessary during the evaluation (assessment) of the Training Record Book.

As a prerequisite for the student to take the assessment of the training, the student must submit to the representative of the Training Assessment Committee** correctly completed: **Training Record Book, Maritime Training Report**, and a properly completed and signed **certificate shown in Appendix 3.**

After the submission of the mentioned documents, the Training Assessment Committee is announcing a date for the evaluation of the training.

Positive result of the training evaluation exam is required for the student to receive credit for the semester in which the training takes place, and in the case of part-time students for graduation. However, this is not equal to confirmation by the Training Assessment Committee that the student has met the requirements for obtaining a Training Record Book Assessment Certificate, but only one of its stages, during which the Training Assessment Committee makes a relevant entry in the Training Record Book.

To obtain a Training Record Book Assessment Certificate it is required to:

1. to be graduated.
2. to undertake onboard/workshop training assessment exam based on Training Record Book.
3. fulfill the requirements for the minimum duration of workshop and onboard training as evidenced by entries in the registered Training Record Book.
4. fulfill of the requirements for minimum time assisting on duty or engine watch, certified by entries in the registered Training Record Book.
5. submit an onboard service log issued by the Maritime Administration covering the legally required period of onboard service with the entries in the Training Record Book.

According to the provisions of the Confirmation Certificate, the student is required to obtain a Training Record Book Assessment Certificate confirming that all legally required training have been completed no later than 2 years after graduation.

NOTE: Loss of the Training Record Book results in the renewing necessity of the onboard training providing further records in new copy of Training Record Book, as required by the applicable regulations.

ANNEX 1: **MARITIME TRAINING REPORT COVER PAGE TEMPLATE**

Name of the student: The report was made on:

Cycle / group: Name of the vessel:

 Shipowner:

MARITIME TRAINING REPORT

Captain's Name:

Name of Chief Engineer:

Embarkation date:

Date of disembarkation:

Training in the Engineering Department:	<i>number of days</i>	
Assist on duty or watch at the ED:	<i>number of days</i>	
Training on the bridge (Deck Department):	<i>number of days</i>	
Workshop training:	<i>number of days</i>	
Total:	<i>number of days</i>	

.....
Date and signature of the Chief Engineer

.....
Captain's Signature

.....
Student's signature

ANNEX 2: TOPICS COVERED IN THE MARITIME TRAINING REPORT

(The list should be attached to the maritime training report as a table of contents. Points that can not be prepared due to the type and of the ship or provided equipment should be crossed out with a single line)

1. General characteristics of the ship

- 1.1 Basic data:
 - name,
 - call sign,
 - registry number and home port,
 - type of ship,
 - owner's data
 - currently held certificates for the operation of the engine room and its equipment
- 1.2 Dimensions and capacities of the ship
- 1.3. Main propulsion, auxiliary engines and boilers, steering gear - manufacturer, type, nominal parameters.
- 1.4 Type of fuel used on the ship and its daily and unit consumption
- 1.5 Performance of the ship
- 1.6 Navigational and radio communication equipment
- 1.7 Salvage equipment
- 1.8. Tank plan with description and capacities

2. Ship's engine room (construction, operation, handling)

- 2.1 Seawater system
- 2.2 Fresh water system
- 2.3 Fuel system
- 2.4 Lubricating oil system
- 2.5 Compressed air system
- 2.6 Ballast system
- 2.7. Sanitary sewage system
- 2.8. Steam and water system
- 2.9. Heating oil system
- 2.10. Drinking and sanitary water system - preparation of water for drinking purposes

3. Operation of the ship's engine room

- 3.1. Preparation of the engine room for maneuvering and sea travel - description
- 3.2. Preparation of the engine room for berthing of the ship in port after the voyage - description
- 3.3. Preparation of the engine room for welding (Hot Works) - description
- 3.4. Preparation of the engine room and ship for bunkering of fuels and lubricating oils - description
- 3.5. Preparation of the engine room and ship for shipyard repair work and/or docking - description
- 3.6. Preparation of the engine room and ship for stay in high-risk areas - description

4. Marine engines

- 4.1 Main engine - construction of M.E. functional systems.
- 4.2 Auxiliary systems, operating M.E. - operation
- 4.4 Preparation for operation and start-up of M.E.
- 4.5 Overdriving and maneuvering M.E.
- 4.6 Supervision of M.E. during operation
- 4.7 Emergency control of M.E.
- 7.7 NOx Technical Code
- 4.8 Generating sets - construction of functional systems of Auxiliary Engines
- 4.9 Auxiliary systems, operating A.E. - construction, operation, handling
- 6.4 Control systems for A.E. operation.
- 4.11. Preparation for operation and start-up of a generator set
- 4.13. Supervision of generator sets during operation
- 4.14. Emergency generator set - construction, operation, handling
- 4.15. Equipment and principles of operation of the Emergency Distribution Board
- 4.16. Lifeboat and rescue boat engines - construction, operation, handling
- 4.17. Internal combustion engines for workboat propulsion - construction, operation, handling
- 4.18. Internal combustion engines of propulsion of portable pumping units - construction, operation, handling

5. Ship mechanisms and equipment (construction, operation, handling, adjustment)

- 5.1. Bilge water separator
- 5.2. Principles of safe operation of the bilge system
- 5.3. Fuel and lubricating oil centrifuges
- 5.4. Evaporator
- 5.5. Adjusting screw
- 5.6. Steering machine
- 5.7. Main and auxiliary boilers
- 5.8. Provision cooler installations
- 5.9. Refrigerated cargo hold/container installations
- 5.10. Ship air conditioning
- 5.11. Garbage and oil waste incinerator
- 5.12. Thrusters
- 5.13. Davits and lifeboat slips
- 5.14. Anchor and mooring elevators
- 5.15. Cranes and handling booms
- 5.16. Pumps and cargo systems

6. Marine electrical engineering and automation

- 6.1. Control systems and optimization of main propulsion operation
- 6.2. Supervision and control systems of power plant operation
- 6.3. Equipment and principles of operation of ship's power plant, safety devices
- 6.4. Parallel cooperation of generator sets, control of power distribution - PMS
- 6.5. Ship power supply from land
- 6.6. Automation and protection of ship's power plant
- 6.7. Automation of fuel and oil centrifugation system
- 6.8. Automation and protection of boilers

7. Repair and maintenance work of machinery and equipment during the training

- 7.1. Repairs of engines
- 7.2. Repairs of pumps
- 7.3. Overhauls of compressors
- 7.4. Repairs of turbochargers
- 7.5. Overhauls of valves
- 7.6. Safety rules during overhaul work in the machinery spaces
- 7.7. Principles of safe work in enclosed spaces

8. Firefighting and explosion protection equipment of the ship (construction, operation)

- 8.1. Fire detection and alarm system
- 8.2. Water-hydrant system
- 8.3. Fixed engine room fire extinguishing systems (general)
- 8.4. Fixed local extinguishing installations in the engine room
- 8.5. Sealing of the engine room, emergency shutdown of mechanisms and ventilation, remote shutdown of fuel and lubricating oil valves
- 8.6. Engine crankcase oil mist detector
- 8.7. Installations for extinguishing cargo holds and containers
- 8.8. Emergency firefighting equipment.
- 8.9. Inert gas system of cargo tanks
- 8.10. Oil spill cleanup equipment

9. Safety of the crew during operation of ship's equipment and installations

- 9.1. Shipboard Oil Pollution Emergency Plan - description
- 9.1. Operational and emergency pumping procedures of cargo holds and engine room bilges
- 9.2. Pumping procedures of ballasts tanks
- 9.3. Drill alarms on ship - description
- 9.4. Permits to work - rules for assigning work
- 9.5. Rules of protection of engine room and engine crew under the International Ship and Port Facility Security Code

ANNEX 3: **CERTIFICATE OF FILFILLMENT OF MARITIME TRAINING PREPARATION ACTIVITIES**

Name:

Last Name:

Grope:

Cycle:

(appropriate for the specified student group)

<i>Activity*</i>	<i>Date</i>	<i>Person / Org. Unit.</i>	<i>Signature</i>
<i>BEFORE EMBARKATION</i>			
Picking up a thesis topic at the Secretariat of the Institute or Department			
Registration of current basic certificates and current health certificate with the Marine Affairs and Training Department			
Submission of a copy of the first page of the contract before the start of the training at the Marine Affairs and Training Department			
<i>AFTER RETURNING FROM THE SHIP</i>			
Report of finalization of the training to the Marine Affairs and Training Department after returning from the ship			
Submission of the Training Record Book to a designated person from the Training Assessment Committee			
Submission of the Maritime Training Report to a designated person from the Training Assessment Committee			
Undertaking the semester onboard/workshop training assessment exam **			

* Activities are recorded in chronological order

** Positive assessment of the training is required to pass the semester in which the training takes place. However, it is not equal to the confirmation of fulfillment of the requirements for obtaining a Training Record Book Assessment Certificate, but only acts as one of its stages, during which the Training Assessment Committee makes a relevant entry in the Training Record Book.