



**DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
MERCHANT SHIPPING SECRETARIAT
MINISTRY OF PORTS AND SHIPPING**

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Mandatory Minimum Requirements for Safety Familiarization, Basic Training and Instruction for all Seafarers

Effective from 31st December 2017

Introduction

Seafarers shall receive safety familiarization and basic training or instruction in accordance with section A-VI/1 of the STCW Code and shall meet the appropriate standard of competence specified therein.

Where basic training is not included in the qualification for the certificate to be issued, a certificate of proficiency shall be issued, indicating that the holder has attended the course in basic training.

All training institutes should adhere to applicable regulations and required to make assessments of any potential risks to the health and safety of staff and trainees that may be associated with their activities. They are also required to identify, implement, monitor and review effective measures for minimizing and controlling them. In addition, institutes will be required to make effective arrangements for dealing with any emergency, incident or accident that may occur during the course of training.

Standard of Competence

Every seafarer shall receive safety familiarization and basic training or instruction in accordance with section A-VI/1 of the STCW Code and shall meet the appropriate standard of competence specified therein. The minimum requirements for Safety familiarization training are laid down in Section A-VI/1-1 to A-VI/1-4 of the STCW Code.

Every candidate for certification shall be required to provide evidence to having achieved the required standard of competence in accordance with the methods for demonstrating competence and the criteria for evaluating competence specified in the column 3 and 4 of the table A

Course approval and Conducting Procedure

1. Entry criteria for the respective courses given in the code of practice.
2. Core syllabus will be given by the Director General of Merchant shipping (DGMS).
3. Detailed syllabus, lesson plan lecture notes and student hand out should be prepared according to the core syllabus by the requested institute.
4. Relevant table of the STCW code should be complied and IMO model course to be used for your assistance (if available)

5. The teaching methods, required practical and way of transferring the appropriate knowledge to the students should be demonstrated by attending officer of the training institute at the time course approval.
6. Inspection will be carried out to check the college facilities and equipment's for the particular course
7. Lectures, instructor's qualifications for particular course were published in the MSN notice.
8. The training institutes must get the individual course approval from Director General of Merchant Shipping and if there are any later changes (e.g. in facilities, equipment, staff) should notify to DGMS immediately if that affect the conduct of the training and/or assessment.
9. The Director General of Merchant shipping must be kept informed of the dates, timing and venue of training programmes so that the examiners can monitor the training at their convenience.
10. Certificates shall be issued only to those trainees who successfully complete the training programme and meet other requirements for the issue of the certificate.
11. Full records of all certificates issued to trainees must be up load to the website and records to be retained by the institute in such a way that authenticity or confirmation of issue of a certificate can be verified at a later stage if necessary.
12. 100% attendance is required for successful completion of the course and if anyone goes below should be notified.
13. Minimum time duration for each course given in the core syllabus.
14. Assessment to be carried out at the end of the course.

1. Minimum training materials required to conduct personal survival techniques programme in accordance with the STCW'78 as amended.

Any Institutes seeking approval will need to show that they can provide or have access to classroom or equivalent for general instruction and the theoretical aspects of the course, demonstration hall or similar facility to display the all associated gear and equipment as necessary.

Minimum 08 students

Swimming pool / sea /lake/river access where wet drill can be conducted.

- A video to cover the life boat equipment including a lowering procedure.

Life raft Dry demonstration

- 01 number fully equipped inflated life raft –for demonstration purpose only.
- Food and water items can be used for demonstration purpose only.

Drill

- 01 number life rafts for the practical drill purposes.
- minimum capacity-12 persons.
- Visual inspections of the life raft to be carried out before a wet drill by the head of department.
- risk assessment to be carried out and documented in each institute.
- CO2 cylinders to be tested every 05 years-test reports to be available in institutes.
- a minimum of 03m height is required for the jumping.

Life jackets

- 01 number for instructor, 01 number for each student
- Visual inspections of the life jackets to be carried out before a wet drill by the head of department.

Life jacket lights-to be demonstrated in a classroom and during the practical

Life jack whistle – in working condition during the wet drill.

- 02 numbers of inflatable life jackets-demonstration in classroom
 - 01 number of inflatable life jackets- during the wet drill
 - 01 number of a heavy weight life jacket.
 - 01 number of a children's life jacket.
 - 01 number of a stretcher
 - First aid kit-as per the life raft requirements, additional a neck color to be included,
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- 02 numbers of immersions suits which meets the requirements in a ship. -classroom demonstration only. Minimum only one student required to don the immersion suit for demonstration purpose in classroom
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- 02 numbers of TPA
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- Life buoys
 - 01 number of life buoys with line
 - 01 number of life buoys with light
 - 01 number of life buoys(normal)
 - indication of the ship name and flag of registration to be visual.
 - 01 number of a SART- demonstration purpose only. including all the switches for demonstration purpose. Uses, locations and significances to be demonstrated by the help of power point presentation or videos and explanation.
 - 01 number of a EPIRB-demonstration purpose only. Further explanations to be given using power point presentations.
 - 01 number of a readable HRU unit- demonstration purpose only. Further explanations to be given using power point presentations.
 - 01 number of a resuscitator- oxygen cylinders needs to carry valid certification.
 - 01 number of a Line Throwing Apparatus -accepted if an old item is used. Demonstration purpose only. Further explanations to be given using videos.
 - 01 number of helicopter harness- demonstration purpose only. Further explanations to be given using power point presentations and videos.

Videos

IMO model course may assist as a guideline for selecting of videos and quality/standard up to the Maritime administration standards.

Essential content to be included in the videos are-

- preparation for abandonment,
- demonstration of life boat and life craft onboard,
- survival techniques,
- cold casualty,
- man over board.

IMO references

- Latest STCW code
- SOLAS latest version.
- IMO references listed in the IMO model course (R1 to R6)
- Pocket guide
- LSA symbols poster

Textbooks

Similar named textbooks listed in the IMO model course can be used.

2. **Minimum training materials required to conduct Fire Prevention and Fire Fighting programme in accordance with the STCW'78 as amended.**

Minimum 08 students

Fire stimulator

To be based as per the IMO model course.

Refilling of extinguishers

- Each institute to consist of a facility for refilling of extinguishers.
- Compressor used should contain an air quality test certificate-institutes which does not have a compressor facility should refill by a recognized refilling company and should obtain a air quality test certificate.
- Extinguishers and BA Cylinders hydro tested certificates.

Fire ignition points for firefighting practical's

Existing fire trays sizes are accepted but below types and numbers to complied with. Colleges building new fire ignition points to maintain below mentioned dimensions.

- 01 number steel fire tray-inside the fire stimulator. 1m x 1m (minimum size)
- 01 number brick/ concrete fire tray- 1m x 1m (minimum size)
- 01 number steel fire trays -1m x 1m (minimum size)

- Mediums used for ignition should be wooden, diesel, oil tray
- 02 numbers of fire hydrants-minimum of 3 bars pressure to be maintained in the fire lines, regular test reports of the pressure to be maintained by the institutes.
- Gauges used for all the testing of pressure must be calibrated and certificates of calibrations to be available.
- 02 numbers of dummies- weight minimum 60 kgs.
- 01 numbers of a facility to generate smoke.
- An Emergency shower at site to be provided

Fire hose

- 04 numbers with size of 65mm
- For connections- one type is accepted. Other types to be elaborated using videos.

04 numbers of dual fire nozzles(fog/spray)

01 number of mechanical form brunch

02 numbers of fully equipped fire boxes practical use - 01 hose reel,01 nozzle, 01 tool

High expansion form to be demonstrated sing videos

Medium expansion form- minimum 2L capacity per Batch to be used for practical purpose.

Use of extinguishers during practical's

Each student to have hands on experience with extinguishing fires using all 4 types

- 1 number of 9L water extinguisher can be used by 03 students
- 1 number of 9L form extinguisher can be used by 03 students
- 1 number of CO2 extinguisher can be used by 05 students
- 1 number of dry powder extinguisher can be used by 05 students
- Refills of the extinguishers is determined by the above-mentioned ratios.
- If approval is taken for 20 students – above extinguishers and refills ratio to be maintained.
- Protective clothing-PPE for each person involved in the practical's compulsory - overall, helmet safety shoes
- BA complete set- 01 number for instructor
-01 number for group of 04 students
- Each BA set to comprise of 01 spare cylinders.
- Distress units-Minimum 2 numbers
- 01 number of an appropriately equipped first aid kits suitable for treating burns, smoke inhalation, bone fractures, - examples of such items include

- Eye wash
- 02 numbers of paraffin gauze
- 03 numbers of saline bottles
- Bandages- triangular and various types
- Burn gel
- Antibiotic cream
- Fire man outfit- complete set.
 - 10 students can use 01 number of a complete outfit.
 - 20 students can use 02 number of a complete outfit.
 - 30 students can use 03 number of a complete outfit.
- Safety line to be demonstrated in the classroom
- 01 number of international shore connector- for demonstration purpose only
- Posters indicating fire symbols to be displayed in classroom

Videos

Similar videos listed in the IMO model course can be used.

Essential content to be included in the videos are-

- Fire prevention
- Basic fire fighting
- Fire safety operations
- Safe air to breath
- Fire fighting in enclosed spaces

IMO references

- Latest STCW code
- SOLAS latest version.
- IMO references listed in the IMO model course (R1 to R6)
- Relevant IMO guidelines and resolutions.

Text books

Similar named textbooks listed in the IMO model course can be used.

Essential content to be included in the textbooks are-

- Basic safety course
- Marine fire prevention, firefighting and fire safety
- Firefighting equipment and its use in ships
- Use of fire safety code equipment

3. Minimum training materials required to conduct Elementary First Aid programme in accordance with the STCW'78 as amended.

- Contents in the ship medical chest demonstrations to be done using power point presentations
- 01 number of ambo bag- practical demonstration of artificial respiration
- 01 number of O2 resuscitator
- Splits-practical demonstration
- Model of the human skeleton
- resuscitating dummy
- 01 number of each stethoscope, blood pressure meter, thermometer-practical demonstration.
- Bandages
- Triangular bandages
- List of medicines available in a ship to be given to students
- Defibrillator to be demonstrated using a video

Videos

Similar videos listed in the IMO model course can be used.

Essential content to be included in the videos are-

- Matter of life and death
- Dealing with shock
- Bone and muscle injuries
- Dealing with the unexpected-spillages
- Entering into enclosed spaces
- V5 is taken off the list

IMO references

- R1-Latest STCW code
- R2-Medical sections-International code of signals
- R5-ILO/IMO/WHO international medical guide for ships (IMGS)
- R6- medical first aid guide for use in accidents involving dangerous goods (MFAG)

Text books

Similar named textbooks listed in the IMO model course can be used.

Essential content to be included in the textbooks are-

- ILO/IMO/WHO international medical guide for ships (IMGS)
- medical first aid guide for use in accidents involving dangerous goods (MFAG)

4. Minimum training materials required to conduct Personal Safety and Social Responsibilities programme in accordance with the STCW'78 as amended.

- Year 2016 edition of IMO model course 1.21 provide your basic guidelines.
- Time tables to be changed as 07 hrs in first two days and 6 hrs at the last day including the assessment.

Equipment's

- Gangway and safety net- Demonstrations to be given using power point presentations and videos.
- Hull hatches- Demonstrations to be given using power point presentations and videos.

Display purpose

- Helmets- 01 number of a fire helmet
 - 01 number of a normal hard hat
- Goggles-01 number of a safety goggle
 - 01 number of a welding goggle
 - 01 number of a shaded glass goggle
- Gloves- 01 number of a cotton glove
 - 01 number of a leather glove
 - 01 number of a chemical glove
- Shoes-01 number of a gumboot
 - 01 number of fire boots
 - 01 number of a normal safety shoe
- Dust mask- 01 number of a disposable mask
 - 01 number of a mechanical mask
 - 01 number of a filter changeable mask
- Protective clothing- 01 number of PPE items to be displayed.
 - 01 number of a boiler suit
 - 01 number of a chemical suit
- 01 number of a safety belt
- 01 number of a safety harness
- 01 number of a full set of BA

- Hearing aids- 01 number of a ear muff
 - 01 number of a ear plug
- Topic fall arrester - Demonstrations to be given using power point presentations and videos.

Imo references

- References listed in the IMO model course to be available. (R1, R2, R3, R4, R5, R7, R8)
- R6- Human resources management for marine personals can be taken off the list.
- LSA code
- Marine communication
- SOPEP guidelines
- Oil pollution plan
- Emergency plan

Text books

Similar named textbooks listed in the IMO model course can be used. Softcopies of the textbooks accepted for a short time period. (T1, T2, T3, T5, T6)

Books available in the institutes to cover the contents in the textbooks listed in the model course.

T4- guidelines on the application of the international safety management code, international chamber of shipping can be taken off the list.

Videos

Similar named videos listed in the IMO model course can be used.

Important contents to be available-

- personal safety on board,
- ship board accidents,
- Marpol videos to demonstrate waste and garbage management,
- ILO videos to demonstrate Health and welfare,
- safe mooring practices,
- fatigue,
- drugs and alcohol misuse,
- entry into enclosed spaces,
- safe working practices when using hot work:
- cutting and welding,
- working aloft,
- permit to work,
- over sight,
- good housekeeping,
- communications

5. **Same requirements, procedure and equipment to be used for Refresher and updating courses of Personal Survival Technics, Fire Prevention and Fire Fighting, Elementary First Aid, Personal Safety and Social Responsibilities.**