

# Pixi Book

## Training Record Book Seagoing Service Marine Engineer



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NO SMOKING

SAFETY FIRST

# Preface

The pixi book for training officers assigned to machine engineer students is primarily composed of extracts from the 'Decree on professions bachelor for engineers' and 'Training record book sea-going service Marine Engineer'. The extracts are chosen according to their relevance for training officers. The pixi book is written as a brief introduction to the tasks of the training officer.

## **Purpose of the Marine Engineer Programme**

The purpose of the training for professional bachelor as engineer is that the student will acquire the knowledge and skills necessary to function at management level on ships and ashore. This includes the ability to assume responsibility for the operation and maintenance of technical installations; and to be able to ensure that these installations are functioning optimally based on safety, operational, economic and environmental considerations.

## **Structure of the Programme**

The training for the engineers bachelor is set to 4.5 years of training. Training starts with a workshop school (for students without a workmanship background) and subsequently shifts between school periods and traineeship periods. The training includes two internship periods. 1) A business internship that is established in connection with the workshop school and 2) a professional internship, which is to be settled immediately prior to the final bachelor project.

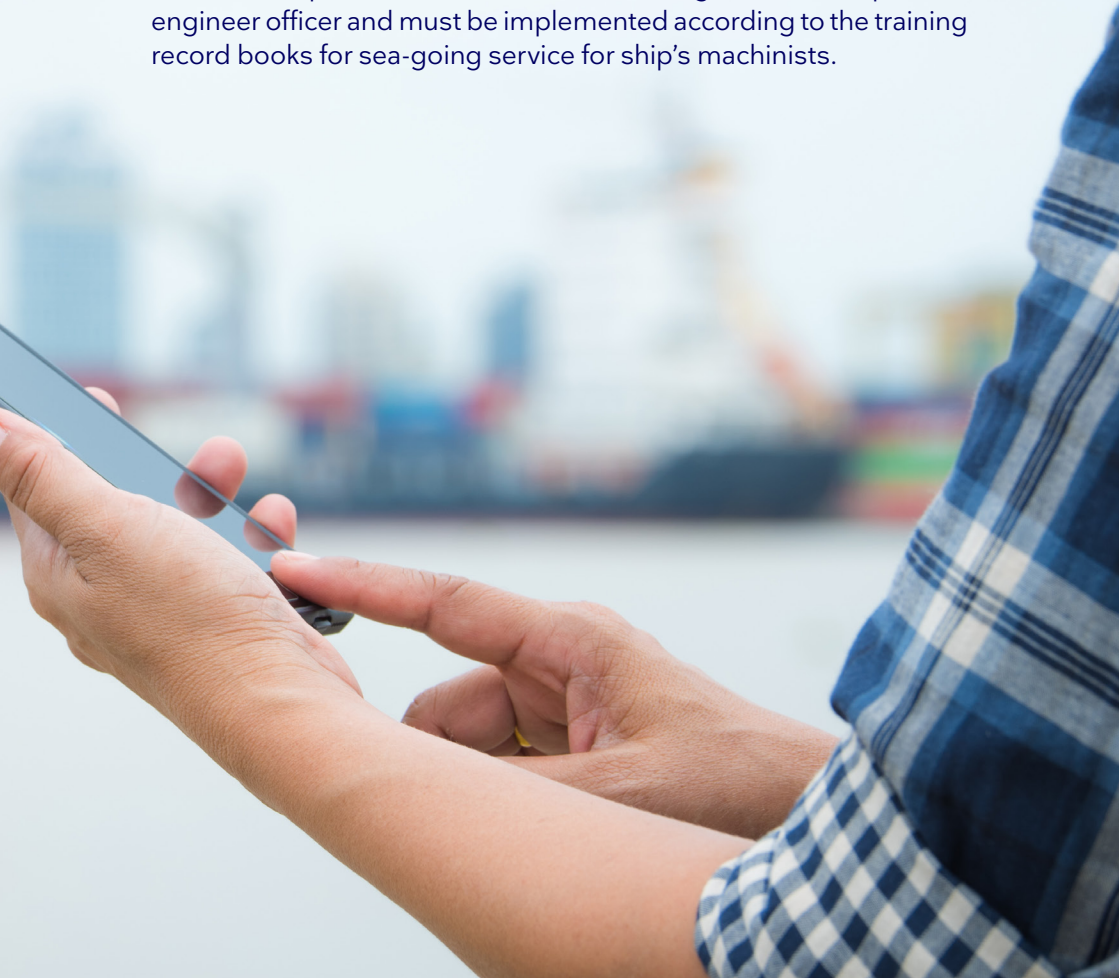
The company internship programme has the duration of nine months and the professional internship has a duration of three months.



# The Internship

The internship must qualify the student to meet the requirements of the International Convention on the Training of seafarers, on certification and crew shifts, as amended (STCW Convention), Chapters III/2 and III/6, in order to ensure that any student that has completed the maritime electives may be issued a license as officer in charge of an engineer in accordance with the declaration on “Requirements for seafarers and fishermen” and on the declaration on “seafarers Qualifications after graduation”.

The internship must be carried out under the guidance of a qualified engineer officer and must be implemented according to the training record books for sea-going service for ship’s machinists.



### **The Objective of the Internship**

The internship must provide the student first-hand experience with the practical application of his/her artisanal qualifications in a corporate environment. Furthermore, the aim is to be able to form part of an organization with a focus on communication, security, and cooperation. During the nine-month internship, there shall be a minimum of six months of effective seagoing service and training in maritime safety, (first aid), occupational safety and fire-fighting.

### **The Objective of the Professional Trainee Service**

The internship is to teach the student to work in an environment that is development-oriented and problem-solving an Engineer. The student must by drawing links between experiences and theoretical knowledge be able to identify and analyze topics, areas and issues that are central to the engineer. The purpose of the internship is that the student undergoes an exchange of experience and values between his/her education and a business environment as well as establishes a professional network.

The themes of the professional trainee service:

- Project management of the practical work within a company
- Engineering work that includes the combination of technical problemsolving, security, management and economy.





# Content of the Internship

The following themes must be included in the internship:

- Security, working environment and environmental protection
- Maintenance and reparation
- Work in shifts
- Pipesystems and tanks
- Engine plants
- Powersupply and main power supply



NORDIC TANKERS

# Study Activities related to the Internship

In this section you will find a short description of the activities related to the study-programme which must be carried out during the internship period

- Updating the Training Record Book for seagoing service
- Completing the training scheme regarding security and introduction as quickly as possible after every sign-on, when the necessary routine is established
- Complete the “Particulars of the ship”-scheme at the start of sign-off
- Read the company’s guideline
- Complete the training scheme with date, signature and notes when the necessary routine is established
- Present the Training Record Book to the ships management at least once a month and have it verified
- Note four key tasks which briefly describe the completion of a given task.
- Complete one written assignment/project
- Complete an evaluation of the training and of the Training Record Book





## **Logbook**

The seafarer can, during the internship period, keep a logbook along with or as a partial replacement to the training schemes. The logbook must, however contain and be structured by the same subjects that make up the contents of the internship (see the paragraph 'Content of the traineeship'). The logbook is used as documentation for making sure that all targets have been reached.

The logbook can furthermore be used to note tasks and project assignments as well as reflection about practices. There is a more exhaustive guide to the use of the logbook, which you will find in the Training Record Book under 'Logbook'.





### **Training Record Book**

During the internship the student is required to work on the Training Record Book and the activities described therein. The Training Record Book is foundation for documenting that the on-board training has been successfully completed. The Training Record Book must be submitted to the Danish Maritime Authority, when the maritime trading certificate is issued.

The tasks related to the content of the internship are described in detail in the Training Record Book. They are listed in the form of a check-list and all items must be verified. It is the training officer that is responsible for the verification.

Many of the subjects and the written reports require that the seafarer studies in his/her spare time on board. General subjects will, however, be completed as part of the daily routine of the seafarer on board the ship.

There is a scheme in the book which highlights the targets of the training. When the targets have been met to satisfaction and when the intern has established a good routine, the training officer verifies them. Once a target has been met further instruction on the subject will continue going forward.





# Assignments

During the internship period there are four obligatory assignments which must be practiced. The purpose is to teach the seafarer to demonstrate how to plan and perform ordinary security routines and working processes on board.

Each assignment consists of a theoretical part and a practical part.

The theoretical part consists of a preparatory part and a descriptive part after the completion of the task (3 pages maximum). The practical part consists of the actual execution of the task (for further information and examples of tasks please see the Training Record Book).

It is the responsibility of the training officer to evaluate and comment on the tasks as well as verify the name of the ship and provide date and signature.

The tasks should be planned equally over the entire course of the internship.

# Project Work

The seafarer must produce a written project – possibly under the guidance of the training officer. The purpose of the written assignment is to describe the ship and its maintenance routines with a special regard for safety issues.

The assignment is theoretical and the maximum number of pages is 10 (ex. appendices). The structure and content of the assignment is described in the Training Record Book. It is the responsibility of the training officer to evaluate and comment on the written work as well as verify the ships name and provide date and signature.

The due-date of the assignment is no later than a month before the finish date of the seagoing service.





# Which are the Responsibilities of the Training Officer?

The training officer is the designated contact person for the seafarer on board. This means that the training officer in collaboration with the rest of the ship management can plan the on board training, in order to take special consideration to the background of the seafarer, seagoing service, age, experience etc.

It is furthermore the job of the training officer to check that the Training Record Book at least once a month as well as at sign-in and sign-off. The officer must attest the book.

The training officer shall provide guidance to the seafarer in executing the four obligatory tasks. It is recommended that the training officer evaluates and comments on the written work of the seafarer.

It is furthermore the job of the training officer to check the logbook and verify the contents.

On each individual ship, it is recommended that the training officer prepares a hand-over at the end of a sign-on period. Such a hand-over will be of much assistance to the following assigned training officer, as it will be more transparent for the new officer to obtain an overview of the educational status of the seafarer and establish the course of the training.

# Further Reading

If you wish to read the extracts in their original form the full titles are listed below:

- Søfartsstyrelsen, 2007, 'Uddannelsesbog for maskintjeneste til søs'
- Uddannelses- og forskningsministeriet, 2017, 'Bekendtgørelse om uddannelse til professionsbachelor som maskinmester'

## **Do you Have any Questions?**

You are always welcome to contact the Shipboard Training Office at Danish Shipping if you are missing information or if you have questions about the role of the Training Officer:

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