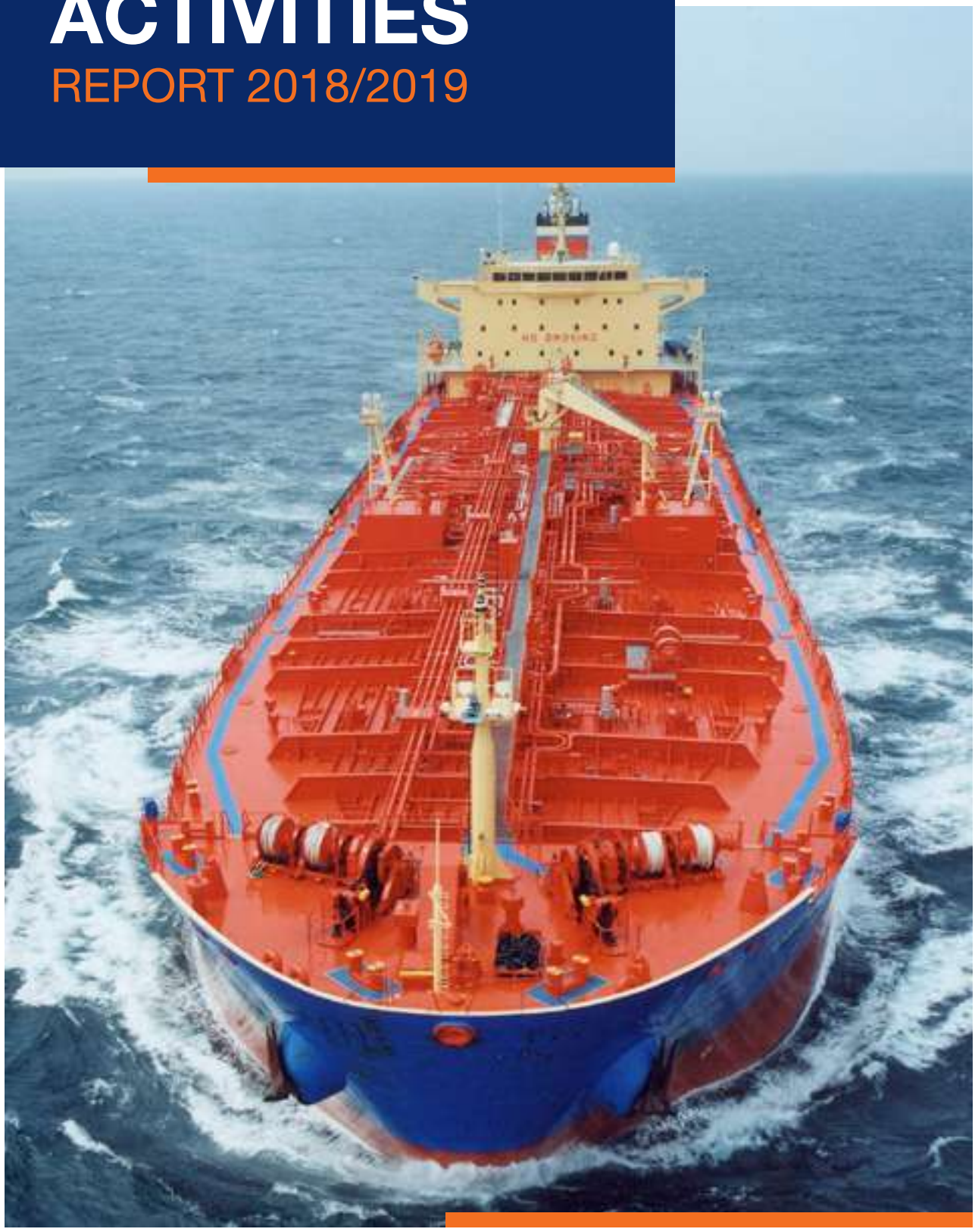
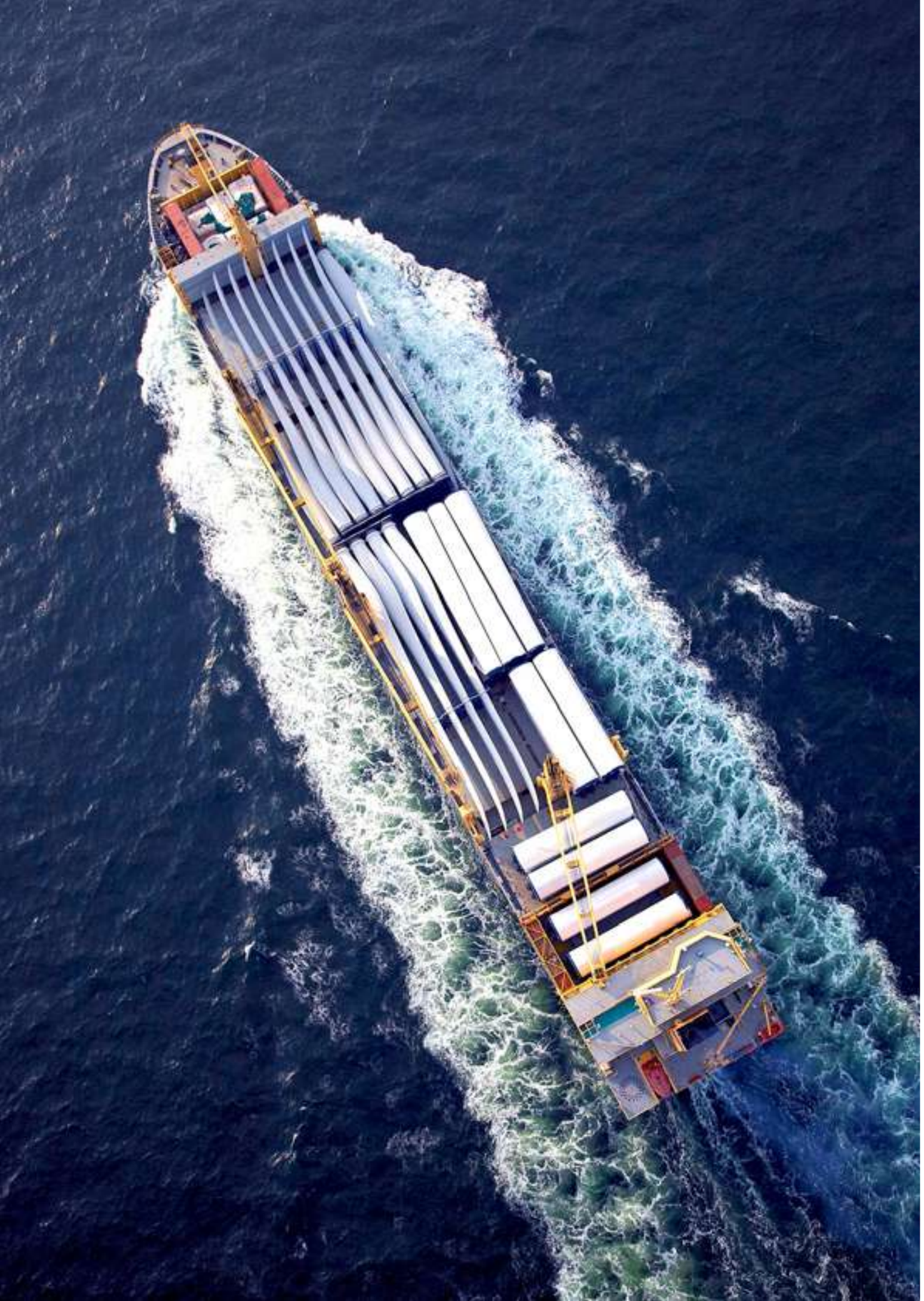
TRAINING ACTIVITIES

REPORT 2018/2019



COLUMBIA SHIPMANAGEMENT



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Powerful and Dynamic award-winning Services

40 years providing world-class maritime solutions

I Preamble

Over the past few years we have noticed that Columbia's annual Training Activities Report became an important reference document summarizing among many topics the developments and future strategies, statistics of completed trainings cooperation with maritime education and training institutes and Columbia's innovative solutions regarded as industry best practices for crew training.

In this edition we have added new sections where experts address both existing and future challenges with relevance to the digital era.

Digitalization in crew training is becoming gradually a fact and an aim in itself. In addition to the existing technology of simulators new solutions are now very effective such as eLearning, virtual classrooms, Virtual Reality and Augmented Reality content. Columbia has decided to make full use of modern technology taking its training strategies to the next level. One of our 2019 projects will be the digitalization of in-house training certificates and their authentication using the Blockchain technology.

Columbia will also transform the way training is delivered by introducing modern education and teaching techniques based on facilitation rather than lecturing. Our new approach will enable the seafarers to contribute to the lessons using their own knowledge and other information acquired from the Internet (using their own devices) and from other resources. In this regard we are planning to work closely with professional institutes specialized in the field of adult education and professional development.

This approach will be implemented in all our existing and future training facilities by changing the layout of the classrooms, the design of the facilities and by the modernization of the equipment provided such as smart boards and monitors. Our strategy is to set-up **SMART Training Centres** for teaching the **Skills of Tomorrow**.

Capt. Faouzi Fradi
Group Director Training

II A Word from Mark O'Neil

The quality of crew is of utmost importance and for the safe operation and management of our fleet. A quality crew is a healthy, well- motivated and well- trained crew, physically and mentally able to deal with the challenges on board our vessels. Training - and quality training more specifically - is perhaps the single most important factor in our industry and the factor by which we can best differentiate our business from that of our competitors. The importance of training will only grow and grow with the rapid developments and opportunities brought-on by digitalization and technological advance. Training must keep up with these rapid developments and opportunities and our crew must commit to the need for lifelong learning.

To achieve excellence in training we have made significant steps, such as our first Performance Optimization Control Room in the Cyprus office which will be duplicated in the Philippines, the new eLearning Management System (Adobe Systems), the web-based crew portal, the digitalization of the Management System (AMOS QMS) etc. In 2019 we will have our first owned Training Centre in Manila which we want to be a beacon in the maritime training industry and recognised as a centre of excellence.

Mark O'Neil
President - Columbia Shipmanagement

Our continuous efforts to improve the quality and extent of training are part of our I Care philosophy - the fact that we care passionately about the wellbeing of our seafarers. Alongside continuous improvements in the content and delivery of training, we are also focussing our efforts on other ways to enhance the wellbeing of our seafarers; better nutrition and dietary management with our partners MCTC, mental health advice and support through our mental health hotline, empowerment of women and the principle of diversity through our CSM Together programme which will broaden out into a wider diversity drive in the near future.

Embrace the training opportunities offered to you. Embrace the new technology available to deliver the training modules. Embrace the need for us all to continue learning throughout our lives in order to keep up with the exciting changes and developments.

WATCH THIS SPACE

#CSMTOGETHER

CSM Together

I care

CSM CONTROL ROOM

A new ‘Satellite’ version of Columbia Performance Optimization Control Room will be installed in Manila and will also be operated as Crew Training Centre.

The project aims to enable Masters, Chief Officers, Chief Engineers and 2nd Engineers to gain skills in real-life situations while monitoring vessel performance, passage planning and fuel consumption.

With the upcoming regulations of the Sulphur Cap in 2020, as well as the industry demands it is necessary to ensure that Senior Officers onboard to be fully conversant with the regulations so they are able to choose the best, safest and most economical route and speed.

The Trainees will also participate in reviewing passage plans from the fleet and conduct risk assessments, monitor deviations, weather routeing, analyze alerts, sensors data, and communicate with the Masters and Chief Engineers onboard.

This combination training project is extremely innovative and sets up a precedent in the industry; it complements the simulation training and can have a big positive impact on officers’ attitude, judgment and decision making and improve their managerial skill.

Capt. Pankaj Sharma
Control Room Manager

IV Milestones 2018

January 2018

Intertanko - ICMS

On January 25th the Group Director Training Capt. Fradi Faouzi attended the Intertanko Competence Management System (ICMS) steering group meeting host in London. The event was an opportunity to contribute to the development of the ICMS structure presented by Seagull.

Columbia's Group Director Crewing Norman Schmiedl is a member of the Human Element Committee and is directly involved in the development of the ICMS.

February 2018

9th Chemical Tanker Seminar in Manila

Following on from the latest whole revision of the syllabus the 9th Chemical tanker seminar took place in Manila at ETCC Training Centre from 12th to 15th February 2018.

The Seminar included theoretical and practical trainings and included sessions from various
external speakers such as:

- P&I Club: Tanker Quality and Quantity Claims
- PhD Chemist: Chemistry and Spectrometer
- ECDIS, Master Pilot Exchange, Ballast Water Treatment Systems
- Flammability Chart and Leadership: ETCC

The seminar was attended by the Group Director Operations, Captain Allan Dulton.

1st CSM Chemical Tanker Seminar in Busan, Korea

The 1st Chemical Tanker Seminar in EDUTEC-Busan Maritime University took place on 22-23 February.

Columbia is the first foreign Company to utilize this unique, impressive and complete Tanker Training Facilities and will soon sign a Memorandum of Understanding with the University enabling full cooperation and exchange of knowledge between both parties.

The Training allows deck and engine officers to practice all aspects of Tanker operations utilizing the same equipment onboard. The training includes cargo operations, wall wash test, case studies, reflective learning and role play simulating Vetting and PSC inspections.

The seminar was attended by the Group Director of Operations Capt. Dutton and the Group Director Training.

https://www.youtube.com/watch?v=yFzowCDgkAo

1st Customer Specific Crew Conference

Columbia has organized a customer specific crew conference, in Limassol, Cyprus with the following objectives:

- Gather the maximum number of senior officers employed on the specific Fleet.
- Satisfy customer's requirements.
- Enable the Owner's representative to express his thoughts towards the Company and the crew.
- Enable the maximum number of Directors and Managers to meet the participants.
- Provide the officers with an insight on the latest developments within the industry and the Company.
- Provide trainings and reminders to improve the officers' skills and performance.

March 2018

Cyprus Maritime Academy – Adopt a Cadet

Columbia was represented by Capt. Andreas Xapolytos (Director) at Adopt a Cadet event on 27th March 2019 at the Intercollege Larnaca in Cyprus.

Further to the selection process Columbia has adopted 2 Cypriot cadets to join our Fleet. This activity will be continued in 2019 with the aim to contribute to the maritime education in Cyprus. It was also decided that the next selection will focus on female cadets in line with our Empowering woman project.

April 2018

IMEC R&T Committee Meeting

From left to right: Capt. Fradi with IMEC's Head of Training Adam Lewis and EXCOM Director Belal Ahmed.

On the 17th April 2018 the Group Director Training attended the IMEC Recruitment and Training Committee meeting and the Annual General
Meeting on the 19th April in London.

Columbia is also represented in the Executive Committee of IMEC by Mr. Andreas Androu (Group Director Insurance & Claims).

May 2018

SHELL Maritime Partners in Safety – Athens Workshop 2018

The Group Director Marine, the QSHE Manager-DPA and the Group Director Training have attended the SHELL PiS Workshop held in Athens on the 07-08 May 2018. Columbia continues to play an important role in this programme.

CSM Group Director Marine (Capt. Zalenski) is a leading member of the Regional Focus Group and is continually involved in all workshops organized in Europe.

1st Ratings Seminar

The 1st Ratings Seminar was held in Manila on 24-25 May. The event was an initiative from the Crewing department of CSM Singapore and has highlighted the importance of ratings in the safe operations of the fleet.

The Seminar was attended by the Group Director Training from CSM Cyprus, the QSHE Manager-DPA and a Crewing Superintendent from CSM Singapore.

Discussions included Safety Culture, health and hygiene, resilience, communication and teamwork.

Here's a short video from the seminar:

https://tinyurl.com/y4fsltmq

GDPR

On 25 May 2018 new laws came into force which will affect how we work. These are the General Data Protection Regulations which involve "Personal data", meaning any information about people which we use for work purposes.
To ensure that all seafarers are familiar with the regulations GDPR Training became part of our pre-joining requirement for Seafarers.

DNV-GL Qualified Trainer

Dr. Reza Akbari Alashti, the Training Manager at Columbia Shipmanagement (Deutschland), has been authorized by DNV-GL Academy as a qualified trainer. He is the second qualified lecturer in Columbia Shipmanagement who can conduct all DNV-GL training courses within CSM-MARLOW. We are committed to maintaining our training at a high and consistent quality in order to ensure safe, secure and efficient ship management.

On June 2018, CSM President Mark O'Neil introduced the 'I CARE' campaign to all staff at every management offices worldwide. Until October 4th he made a speech to announce the results of the campaign and the journey ahead, there were thousands of seafarers and all office employees who have adhered to the multiple activities and initiatives. Each in-house training course has included an "I Care" section where core values were explained and shared among all participants.

This is how the "I CARE" philosophy was born to re-focus our attention on our culture, our core values, our policies and our service to our clients.

June 2018

Posidonia – Athens 2018

The Group Director Training visited the Posidonia exhibition in Athens on 8th June, and had the chance to explore the latest products including the new VR developments of DNV-GL. He has also discussed with several ECDIS manufacturers the opportunity to train the trainers which is planned to be implemented in the beginning of 2019.

Mentimeter web-based app

On the 9th July Columbia has obtained enterprise licenses and agreement for the use of the web-based app Mentimeter which since then has been used in all in-house classroom courses and seminars.

Mentimeter is easy-to-use presentation software used by more than 25 million people.

The app allows the participants to have fun by seeing their answers appear on screen, we can also add competition with "Mentimeter Quiz" and increase their engagement and therefore improve learning outcomes.

It also makes formative assessment easier with unbiased results by letting the students provide their answers anonymously.

https://www.mentimeter.com/

July 2018

ECDIS Generic Annual Competency Assurance Training

On 2nd July Columbia has finalized arrangements with "ECDIS Ltd-UK" for the provision of an online and offline ECDIS Generic Training refresher course developed specifically for CSM in order to enable the deck officers to refresh their knowledge. The training includes several topics such as: Concept and Capability; Familiarization; Types of Electronic Charts; Legal aspects; ECDIS data; Adding information and manual corrections; Defining safe waters; Limiting Danger Lines and Clearing Bearings; Presentation of Data; Route Planning; Route Monitoring; Chart Updating; Sensors; Errors and Alarms; Voyage Data Recording; Backup systems; Confined Waters Planning; Position Fixing and a Consolidation Test.

The course includes various assessments with a final consolidation test which will be reviewed by ECDIS Ltd-UK.

https://www.emaritimetraining.com/courses/ecdis-generic-acat-course/

Georgia Maritime Transport Authority AAC meeting

The 2nd Academic Advisory Committee meeting was held on 12 July at the Georgian Maritime Transport Agency Office in Batumi with the attendance of all Georgian Maritime Academies and Training Centres, several manning agencies and representatives of some Shipmanagement Companies. The Committee was first initiated by CSM in March last year, its role being to review the Maritime Education and Training in Georgia and to propose guidance and suggestions for improvement especially in accordance with the industry standards and requirements.

After the AAC meeting Columbia's representatives have visited the Batumi Maritime State Academy where an impressive number of new equipment and simulators have been installed. Below, TSI Tim Hazeldine is pictured testing a Welding Simulator.

August 2018

Columbia launches own LMS in partnership with Adobe

On 20 August Columbia Shipmanagement launched its own eLearning Management System (LMS) in partnership with Adobe Systems.
It is the first time a ship manager has partnered with a multinational computer software company to implement a global LMS solution for its entire eLearning courses. This cutting edge Web and App-based eLearning platform enables seafarers to access and complete their training assignments at their own pace and even without having network connectivity.

Columbia's LMS enables a new learner experience by harmonizing the training and courses for seafarers and fleet wide activities worldwide. The new system can be used at the seafarers' convenience and from any location: office onboard vessels, at their homes, or even when travelling.

Seafarers can now complete interactive courses using computers or mobile devices to download the courses, generate certificates after successful completion of the relevant test, collect points and badges, post comments and questions in dedicated forums, participate in webinars, attend virtual classrooms and also access virtual reality content among many other features. All Columbia's seafarers now have access to the platform and can benefit from a large catalog of interactive and engaging courses.

https://www.maritime-executive.com/corporate/columbia-shipmanagement-takes-elearning-to-next-level

September 2018

Competency Management System

On 14th September we have finalized jointly with Videotel UK the development of Columbia's first Competency Management System (CMS).

The CMS enables cadets and officers in all ranks (deck and engine) to complete predefined tasks and competencies, self-assess and then be assessed by their mentors onboard.

The software will be rolled out to the fleet during 2019.

October 2018

Maritime Crew Resource Management Workshop

The Group Director Training attended the MCRM Leader Workshop conducted by CAE on 09-10 October at Gatwick (UK).

The content of the course maintains the same philosophy and terminology of the MRM training provided by ALL Academy and delivered by CSM for the last 3 years but includes numerous new videos, modern and revised material and many more engineering topics.

The training uses several techniques inspired by the Aviation's CRM training and by other industries, such as the A.R.T tool (Awareness, Risk and Threat).

We were asked to play a game called Flash Point, and a group of six maritime professionals managed to lose quickly at the first attempt but were able to achieve a much better result using the A.R.T tool.

We had the opportunity to perform a decision making exercise using the Airbus A-330 simulator!

MCRM is approved by MCA and DNV-GL as equivalent to HELM, BRM and ERM.

CAE is mainly delivering Aviation, Defense, Security and Health Care Training but also the MCRM (Maritime Crew Resource Management) for the Maritime Industry.

CAE was founded in 1947, owns 65 training centres worldwide, which is the largest in Europe and has 8000 employees.

https://www.cae.com/mcrm-and-maritime-human-factor-training/

ACI's 23rd Maritime HR & Crew Management Conference

The Group Director Training attended the ACI's 23rd Maritime HR & Crew Management Conference on 24-25 October in London and spoke about Safety Culture Ownership where he described the long and short term gains from Columbia's I Care campaign which is now a philosophy anchored in the organization's day to day operations.

IMEC R&T Committee meeting

The meeting was held in the Hilton Singapore on the 16th October. The meeting addressed several recruitment and training topics affecting the industry and set-up the roadmap of IMEC training projects for the next year, such as AB Engine Training (Don Bosco-Manila), Cadets training in MAAP (Philippines), Pumpan training and Train the Trainer course.

November 2018

MMU Job Fair

Our local manager in Busan Hoonsik Choi attended the Marine Job Fair from 2nd to 3rd November at Mokpo National Maritime University.

The event was attended by representatives from many shipowners and shipmanagement companies in Korea and was an opportunity to meet cadets and students from the Academy.

Our Training Officer in Manila Capt. Cereno has attended the IMEC-MAAP Family day on 11 November and met with our selected students from the Maritime Academy of Asia and the Pacific (MAAP).

Steamship GDPR Training Film

Steamship has selected CSM for the filming of a new GDPR training video. The shooting took place in Columbia's premises in Cyprus and onboard our managed tanker "Petrolina Ocean" on the 17th November 2018. The video will be soon available in our Adobe LMS.

> Our Training, Insurance and Claims Departments were very actively involved in the filming as well as in the review of the script and the film.

Gas detection equipment training videos

On 30 November we have completed the development of 2 training videos jointly with IM&M our provider of **DRAGER XAM-7000 and MSA ALTAIR 4X/4XR** portable gas detection equipment.

The videos were made to complement to the maker's operations manuals.

Both videos are available in our LMS.

December 2018

Cadets Selection in Kherson Maritime Academy

On 12 December, CSM-Ukraine Director Capt. Grigoriy Mashkevich attended the prestigious Kherson Maritime Academy for cadets' selection day.

V FEATURES

- Digital Training
- Automation in shipping and skills
- Seafarers Mental Health

V/1 Digital Training

Gordon Meadow (SeaBot XR)

Digital Training in the Maritime Industry

The merger of digital training tools into Maritime Education and Training (MET) can fundamentally transform how learning is received and delivered. When implemented correctly, what digital training does differently is to offer a new personalised means of learning, helping to shape better education today and in the future. What it also brings is greater accessibility to learning. The success of this merger will depend on the confident, competent and innovative use of technology and must satisfy the following criteria:

- Any digital tool must offer genuine transformation to individual growth in understanding to the level required, the learning must be retained, and the learner must receive feedback both in what they do well and in what requires further development.
- The learning should be meaningful, intuitive and user friendly.
- The learning should be easily accessible.

The use of extended reality (XR) is one digital solution that has the capability to offer this transformation to maritime training. XR is made up of the following three elements; virtual reality, augmented reality and mixed reality environments, and refers to software generated simulation of real and virtual imaginary environments with which a user can interact and manipulate.

XR immersive experiences remove the normal distractions to learning and are captivating, dynamic, memorable and motivating. The value of XR for training purposes lies in its ability to have trainees experience situations in a safe, contained, comfortable, repeatable, controllable, and measurable environment.

This type of training has been proven to aid in the understanding of concepts through experience, to acquire practical knowledge in a relatively short timeframe, practice decision making in critical situations and experience situations that rarely occur in real life. As an addition to live training, XR simulation provides essential scenario training in which recurring protocols can be practiced in complex, repeatable scenarios. XR also excels at the training of specific tasks and interactions. The virtual environment can allow trainees to repeat a task until they accomplish a comfortable level of proficiency, with low cost and without the risk of injury. Because of this, they are ideal for use in the maritime industry where mistakes have the potential to cause severe repercussions. Furthermore, it has the potential to reduce the need for returning costs in time, resources, props, travel costs and training spaces.

Incidents occur at sea despite the best efforts of all, the implementation of a range of codes, regulation, onboard procedures and safety campaigns. For this reason, crews must be continually supported with new opportunities to practice the unexpected; and given the time to do so. Crews must understand the changes needs of their role, as well as receive support when new equipment comes online. This will help us to maintain individual competence above the requirements of everyday operations.

Columbia shipmanagement (CSM) are working with UK based company SeaBot XR to develop this capability. Seabot XR's technology harnesses the abundance of smartphone technology across CSM, bringing access to this highly effective training wherever and whenever required. Initiatives like this help to adapt and actively shape the future work environment for the better.

About Sea Bot XR

SeaBot XR is a technology company blending smartphone based and untethered Extended Reality (XR) into maritime training and assessment, crew onboarding and remote maintenance support.

SeaBot **XR**

About the Author

Following a career at sea in the commercial yacht market, Gordon moved to academia specialising in navigation technology. He later became Associate Professor in the School of Maritime Science and Engineering at Solent University, home to the world famous Warsash Maritime Academy. Gordon Meadow is now Founder and CEO at SeaBot XR.

V/2 Automation in Shipping and Skills

Institute of Marine Engineering, Science & Technology (IMarEST)

Autonomy is progressing in leaps and bounds and seems tantalisingly close. New technologies have always required a shift in the skills needed for the human using them. As the number of increasingly smarter machines employed to do the work of humans grows, these skills shifts will accelerate. We will see a greater focus on learning technological, social and emotional skills over those relating to physical or manual labour. Although a recent survey of marine practitioners conducted by the Institute of Marine Engineering, Science and Technology (IMarEST) showed that 85% of respondents thought seafaring skills would remain an essential component in the future of the shipping sector it also recognised the importance of new skills.

Personnel across the shipping industry will require aptitudes and competencies they formerly did not - or in many cases that did not even exist. Future ship crew may no longer be physically present on the bridge or in the engine room of a ship, but they will remain an essential link in the chain to ensuring its smooth operation.

A paradox of automation is that as certain tasks, procedures and processes are subtracted from the human workers' roster, the ones that remain become more critical to safe operation. For this reason, it is imperative that a human-centric approach is taken to the introduction of automated systems. In this way, the unique aptitudes of human workers can be paired, complement and reinforce the benefits of technological solutions.

One such organisation that aims to push change from the bottom up, rather than imposing a rigid agenda on the industry, is the IMarEST.

The Institute empowers the individuals that make up our industry by helping them find routes for upskilling and career advancement through continuing professional development (CPD). It promotes educational excellence by working in partnership with world-class organisations and educational partners and offering CPD opportunities through Echo, its professional development platform. Here, members can record CPD and reflections and make steady progress to becoming Chartered or maintaining Chartered status – the highest level of competence and experience in any profession. Embracing these principles has allowed the Institute to remain ahead of the curve in anticipating the evolving needs of the sector and preparing the people who must accommodate and respond to new technology developed to meet these needs. For instance, nearly a decade ago, the IMarEST introduced a new professional certification – 'Chartered Marine Technologist (CMarTech)' - to recognise professionalism among a growing number of people whose skills and expertise lie beyond the remit of traditional marine engineering, be they deck officers, logisticians, surveyors or superintendents – to name a few.

www.imarest.org/reports

V/3 Seafarers Mental Health

Over the past few years' regulatory bodies have added recommendations about the psychometric evaluation of seafarers however there is still quite strong skepticism among the maritime industry. There is little research, if any, about psychological safety precautions on seafarers. Even though, because of the nature of their job, seafarers are likely to experience occupational stress, burnout and various other psychological problems.

While onboard a vessel; they work, rest, collaborate and interact all within the same space and with the same people.

EU-OSHA since 2014 has identified 13 psychosocial risks or psychological safety precautions.

1. Psychological Support
2. Organizational Culture
3. Clear Leadership & Expectations
4. Civility & Respect
5. Psychological Job Fit
6. Growth & Development
7. Recognition & Reward
8. Involvement & Influence
9. Workload Management
10. Engagement
11. Balance
12. Psychological Protection
13. Bulling

These factors relate to the content of and the context to work.

Let us see some examples of psychosocial risks that can be associated with the characteristics of the seafarer's job description.

One of the unique characteristics on seafarers is the fact that while onboard a vessel; they work, rest, collaborate and interact all within the same space and with the same people. Hence they lack the advantage to relax and take some time away from a person or situation that has stressed them.

Work schedule

Work schedule, including long working hours and shift work, has been related to work attitudes, such as job satisfaction and schedule satisfaction. Apart from these factors, it also includes, in seafarers "the sense that I am always at work and this becomes annoying and frustrating". In recent studies by ITC it has been concluded that fatigue is one of the major factors of accidents aboard vessels.

Environment and equipment

Experts have identified several characteristics of physical environment (e.g. inadequate equipment availability, suitability or maintenance, lack of space, poor lighting and excessive noise) as psychosocial risk which can be experienced as stressful or a potential for harm.

Organizational culture and function

There are various aspects of organizational culture which can be experienced as stressful by workers and have the

potential for harm. These include notably poor communication, poor leadership and lack of definition of, or agreement on, organizational objectives.

Interpersonal relationships at work

Bad interpersonal relationships at work are recognized psychosocial risks, which can be experienced as stressful. These include: social or physical isolation, poor relationships with superiors, interpersonal conflict, lack of support, and bullying, harassment, and violence at work, especially on a vessel, where the people are confined on a limited space and interact all the time with each other, the above critical issues increase the possibility of problematic relationships in seafarers professional and personal life.

The risk management necessity and managing psychosocial risks

Managing and consequently preventing psychosocial risks can ensure a healthier, smoother running, more productive and safer working environment onboard a vessel, where crises can be dealt easier, quicker and more affectively.

Risk assessment

Proper assessment is one of the cornerstones for prevention and, essentially, to have a crew on a vessel that is fully functional, not without problems, but with the necessary skills and abilities to effectively deal with them. Risk assessment can be applied on the promotion procedure. A seafarer who is about to be promoted, might be fully trained for his new duties, but mentally and psychologically can be unable to fulfill them. A proper risk assessment can identify personality characteristics that need to be addressed in order to assist him/her become a better officer.

Dimitrios Lyrakos
Clinical & Forensic Psychologist
ASCOT Consulting

Crew Wellbeing

Is connectivity to blame?

The Maritime industry acknowledges the two sided nature of internet on board and encourages further acceptance of mental illness and solutions to be implemented to tackle the on-going issue. Coming from the aviation industry I would suggest looking into welfare from the angle of increasing seafarers' happiness based on Maslow's hierarchy of needs model instead of trying to put the blame on internet.

Communication with seafarers can be achieved by preparing a form of exit interview at the end of contract through which seafarers can rate their working conditions and provide suggestions of how to improve them. Hopefully, grievance rates shall be reduced and conflicts on board can be avoided. Regardless, the benefit of one feeling himself being heard cannot be denied even if no major outcomes can be materialised.

Josephine Le
Crewing Superintendent

Maslow's hierarchy of needs

VI TRAINING ACTIVITIES

VI Training Activities 2018

The Company is responsible for the selection and employment of Qualified Seafarers. Those qualifications comply with STCW regulations, Flag State requirements and additional training needs.

The matrix has been revised in October 2018 to include newly added courses, amendments to the STCW and to clarify other details.

NEW COURSES 2018

(All categories)

1. Ballast Water Treatment System
2. Exhaust Gas Scrubber type-specific-trainings
3. Cargo and Ballast Handling Simulator training (for Masters)
4. GDPR Training
5. “Company Values & I Care”
6. Maritime Crew Resource Management (MCRM)
7. Management of Change Training
8. ACAT-ECDIS Refresher (IMO 1.27)
9. AMOS QMS (Standard or Advanced)
10. Gas detection DRAEGER X-AM 7000
11. Gas detection MSA ALTAIR 4X
12. Ratings Seminar
13. Mental Health
14. Enclosed Space Entry
15. Water Blasting
16. Passage Plan Using ECDIS
17. Ropes and Wires inspection
18. Advanced Oil Tanker Training (Bosun and P/M)

Columbia is a World Leader in Tankers management; hence the compliance with Industry Training Requirements for Seafarers onboard Oil and Chemical tankers is of utmost importance.

The Company has revised several training needs and courses in line with the implementation of the revised OCIMF Vessel Inspection Questionnaire (VIQ 7), Tanker Management Self-Assessment (TMSA 3) and Mooring Equipment Guidelines MEG 4

TMSA

TOTAL TMSA Review - April 2018

Seafarers training arrangements found to be very impressive.

The Company has implemented many of the new requirements and the **SHELL Maritime Partners in Safety Program** (Reflective Learning, Learning Engagement Tools &
Resilience) for all the Fleet **Wet & Dry.**

Through collaboration and engagement, our Partners in Maritime Safety Programme aims to share best practice material in order to achieve a step-change in our safety perfomance.

The following sections contain such materials for you to study and share in order to drive the desired behaviours. The resilience modules aim to enhance our ability to manage everyday problems, both at home and on board.

SHELL

http://hsse.shell.com/business/maritime-hsse-site/resilience.html

CSM CREW
Training Facilities

- **28 Qualified Instructors** in 21 different Countries
- **LMS** Learning Management System (onboard and ashore)
- **28 eLearning Courses in own LMS platform**
- **- Senior Officers Seminars**
  - 3 Specialized Seminars
  - Ratings Seminars
- **Comprehensive Culinary Training onboard, ashore**
- **25 In-house Classroom Courses**
- **SHELL Partners in Safety Program**
- **9 Flag State Approved STCW Courses**
- **3 Major Training Centres** MANILA,KHERSON, ATHENS
- **In-house training in 17 countries**
- **Cadets Career Development Program**
- **Hospitality Institute**
- **CMS** (Competency Management System)
- **ISO 9001(DNV GL)**
- **7 Locations equipped with Bridge Simulators**
- **17 Offices and manning agencies equipped with VIDEOTEL CBT**
- **8 Traveling Crew Training Officers**
- **3 Online Competency Assessment Platforms**

1 STCW TRAINING

Number of Trained Seafarers

TRAINING	DURATION	2017	2018	TREND
Basic Safety Training	5 days	958	2114	121%
Advanced Firefighting	3 days	740	771	4%
Medical First Aid	3-4 days	593	541	-9%
Proficiency in Survival Craft and Rescue Boat	2 days	880	954	8%
Seafarers with Designated Security Duties	1 day	462	1024 (*)	122%
Ship Security Officer	2 days	242	233	-4%
Medical Care	5 days	229	250	9%
ECDIS Generic	40 hrs	233	241	3%
Radar, ARPA, Bridge Teamwork & Search and Rescue	4 days	96	140	46%
Radar Navigation, Radar Plotting and Use of ARPA	8 days	149	164	10%
High Voltage (If equipped)	5 days	80	22	-73%
Basic Oil & Chemical Tanker Cargo Operations	4 days	323	485	50%
Advanced Oil Tanker Cargo Operations	5 days	301	364	21%
Advanced Chemical Tanker Cargo Operations	5 days	261	276	6%
Hazardous Material and HAZMAT CFR 49	4 days	542	421	-22%
Crowd Management	1 day	1113	934	-16%
Crisis Management and Human Behaviour	2 days	166	185	11%
Passenger Safety	1 day	71	118	66%
Proficiency in Fast Rescue Boat	2 days	39	36	-8%
TOTAL		**7478**	**9273**	

(*) CSM has increased the training requirements for most of the rating positions to hold Designated Security duties considering their roles as described in the SSP.

2 TYPE-SPECIFIC TRAINING (TST)

Type-specific trainings are generally conducted via maker's approved courses either in specialized training centres, online or onboard.

Ballast Water Treatment System

Based on our pro-active approach to ensure that all our officers are fully familiar with the BWTS onboard we have initiated a campaign to acquire or develop a type-specific-course for all systems in our Fleet.

The Maker's approved contents of the course are generally covering the following topics:

1. Working Principle
2. Operation Introduction
3. Composition
4. Flow chart
5. Troubleshooting and Maintenance

The courses are available in Company's LMS and onboard and have been completed by 59 Officers (deck and engine) in 2018. The average trainees' satisfaction rating was **8 out of 10.**

Type-specific Training material is available for several makers:

- SUNRUI BalClor
- Ocean Guard, Headway
- Techcross
- HIBALLAST by Hyundai
- Gloen Patrol
- ERMA First

Exhaust Gas Cleaning System (Scrubber) type-specific-trainings

The EGCS courses have been developed based on maker's specifications with the objectives to:

- Be familiar with International requirements
- Understand how EGCS works
- Be able to identify the parts of the EGCS unit
- Familiarize with the Maintenance schedule
- Be aware about the Safety precautions.

The course topics are:

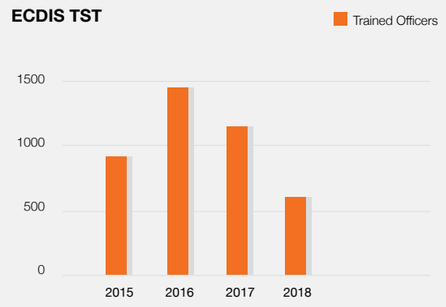
1. Introduction
2. International Requirements
3. EGCS Certification
4. Process description
5. Construction
6. Maintenance
7. Safety

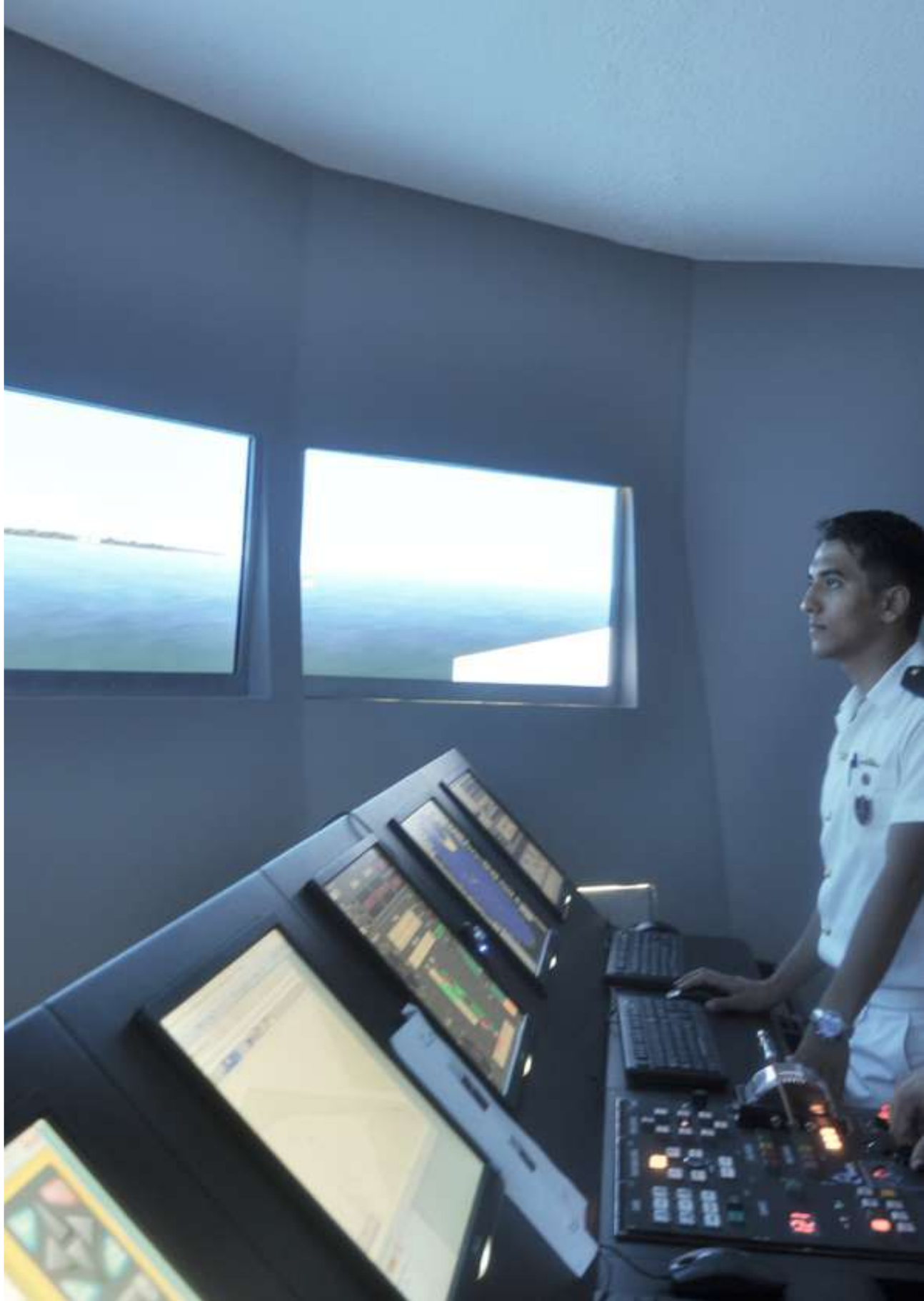
The Scrubber system is equipped with water analysis and gas analysis units and Officers must be familiar with its operations.

ECDIS type-specific-training (TST)

ECDIS Type-specific-training is mainly conducted in partnership with SAFEBRIDGE.

- Interactive online training using the original ECDIS software
- Training is approved by manufacturers
- Self-paced and flexible learning
- Complies with international training regulations
- Face recognition during testing and ID verification prior certification





Electronic Engine Training

Electronic Engine Training is required for Engine Officers employed onboard ships equipped with Electronic Engines such as MAN ME-B, ME/ME-C or Wärtsilä RT-Flex. The courses are conducted in Training Centres and Academies approved by the makers.

3 INDUSTRY-BASED TRAINING

COURSE	DURATION	2017	2018	TREND
General Data Protection Regulation (GDPR)	1 hr	n/a	6437 (*)	n/a
Cargo and Ballast Handling Simulator	4 days	120	185 (**)	54%
Ship Simulator and Bridge Teamwork (SSBT/BRM)	40 hrs	429	510	19%
Safety Officer	3 days	387	274	-29%
Engine Room Simulator/ERRM	5 days	23	62	170%
Cyber Security Awareness	0.5 hrs	5307	2855	-46%
Social Media Awareness	2 hrs	6671	2323	-65%
Marine Automation and Control Systems or Electrical and electronics control systems maintenance for Marine Chief Engineer	3-4 days	8	11	38%
Practical Marine Electrical knowledge (In House)	32 hrs	34	42	24%
RL, LET and Resilience Train the Trainer (Partners in Safety Program)	1 hr	19	406 (***)	n/a
Crude Oil Washing / Inert Gas Systems	2 days	71	110	55%
Advanced Chemical Tanker Training (in-house)	CBT	30	126 (**)	320%
Advanced Oil Tanker Training (in-house)	CBT	n/a	234 (**)	n/a
CVSSA / Crime Investigation	8 hrs	327	330	1%
Korean Maritime Law	2 days	33	111	236%
Anti-Piracy Training (POEA)	1 day	482	604	25%
English language Training	CBT/ 1 day	86	16	-81%
English Language Training (IMEC)	60-120 hrs	195	39	-80%
Chemical Cargoes: Compatibility & Handling (CBT)	CBT	11	24	118%
Culinary Training (Cargo and Passenger Ships)	10 days	114	127	11%
Utility Hand Training	5 days	14	10	-29%
TOTAL		**14361**	**14836**	

(*): GDPR training started in 2018.
(**): Increases are related to new requirements of TMSA 3 and VIQ 7.
(***): Implementation of SHELL Partners in Safety Program TtT program started end of 2017.

Bridge Simulator in Maria Tsakos TCM Academy (Athens)

Ship Simulator and Bridge Teamwork (SSBT) and Bridge Resource Management (BRM)

The 5 day course based on IMO model course 1.22 was tailor-made to include Company's Bridge Operations procedures and checklists. Moreover, Columbia has included more exercises on Master-Pilot exchange and anchoring.

The Training is conducted in preferred Training Centres located in Philippines, Greece and Germany and is frequently evaluated by the Company representatives.

Ships models from the fleet were designed and included in the simulators software, the participating officers are only gathered in groups employed on similar type and tonnage of vessel.

This training retains one of the highest satisfaction ratings since many years and was ranked the "Best External Training" in the 2017 survey.

English Language Training (IMEC)

The IMEC supported programme for the development of English Communicative skills of cadets in Batumi Maritime Academy and Admiral Ushakov Academy of Novorossiysk consists of 4 levels:

- **Beginner Level** – 60-hour course
- **Elementary Level** – 60-hour course
- **Elementary Level** – 120-hour course
- **Pre-Intermediate Level** –120-hour course

Chemical Cargoes: Compatibility & Handling (CBT)

The CBT targets deck officer onboard Chemical Tankers and provide them with extensive information relevant to:

- MARPOL Annex II
- Chemical Tanker Cargoes
- Basic Properties and Loading limitations
- Chemical cargoes and their properties
- US Compatibility chart
- CHRIS Code
- FOSFA and NIOP
- Checks prior accepting cargo
- Handling chemical cargoes

Available in the LMS and has

87%

satisfaction rating.

Culinary Training
(Cargo and Passenger Ships)

Columbia has now decided to introduce to the Fleet a newly designed Culinary training program jointly with MCTC Marine Ltd. The project will be launched in the first quarter of 2019.

As a company that places the well-being of its employees above all else, we fully appreciate the importance of good quality, varied, fresh and nutritional food for our crews. We also appreciate the need to focus on fitness and mental health. In short the overall welfare and wellbeing of our crews is of vital importance where a well fed, well trained and healthy crew is a better motivated and more effective crew.

As a first step we have now signed an agreement with MCTC Marine Ltd with base in Cyprus, specializing in the management and training of the catering staff employed on board.

CATERING COMPETENCY DEVELOPMENT PROGRAM

The catering personnel employed on board your vessel are eligible to be enrolled in an MLC 2006 compliant and certified distance coaching course “Safe food handling and nutrition course – Support and Consultancy” package. The duration of the course is 10 weeks. The progress of the participants is closely monitored by experienced professional consultants ashore (MCTC Marine Ltd), who will assist/advise the cook to improve his performance in identified areas. The observations and comments from the Master are very important part of the training as it allows the team (shore consultant – cook on board) to adapt to the ship’s expectations.

The course consists of 5 modules; the participants have to study the material and to perform the assessments.

After each module the course proposes an additional assessment by the Master or any other officer assigned by the Master during a dedicated day of the week called “Practical Evaluation Day”. On that day all activities have to be performed by the participant, including breakfast, morning coffee break, lunch, afternoon coffee break and dinner.

Based on the evaluation the MCTC consultants will respond with comments, ideas, additional recipes, menus, and tips. This process will be repeated weekly thoughout the course duration.

At the same time, MCTC Marine Ltd will be providing bi-weekly topics from their in-house nutritionists, food technologists and chef consultants, weekly menus by taking into consideration the nationality of the crew, cost computations and much more.

MCTC consultants will be conducting visits to practically meet the Master and the catering staff.

Additionally, MCTC will:

- conduct on board training
- perform briefings at its training establishment in the Philippines
- offer practical trade tests including theoretical evaluations of our Chief Cooks
- attend our officer and/or crew conferences
- carry out Health and Nutrition workshops
- hold onboard cooking competitions.

Electrical and electronics control systems maintenance for Marine Chief Engineers

Many Chief Engineers have the challenge to work onboard without Electrician. The Company has decided to provide them with refresher and additional training which will help them performing their duties.

Based on our request Admiral Ushakov Maritime Academy in Novorossiysk, Admiral Makarov Academy in St. Petersburg and Batumi State Maritime Academy have developed tailor-made courses consisting of:

- Frequency converters
- Starters and group starter panel
- Logical control units
- Electronic soft starters
- Connection schemes of the magnetic starters
- Electronic engines
- Programming logic controllers

4 ASSESSMENT AND COMPETENCY MANAGEMENT

Newly hired and promoted Officers must complete an Online Assessment Test (VOA) which includes 70 questions covering numerous topics. In addition, the Company assigns the tests on random basis to the existing Officers; the scheme is called “Random Competency Assessment” (RCA).

During their tour of duty Officers are appraised by the Master or the Chief Engineer while both Top 4 Officers are appraised by visiting Superintendents. The appraisal forms include sections for training needs relevant to each competency and are automatically linked to the database making it easy for the responsible personnel to follow-up.

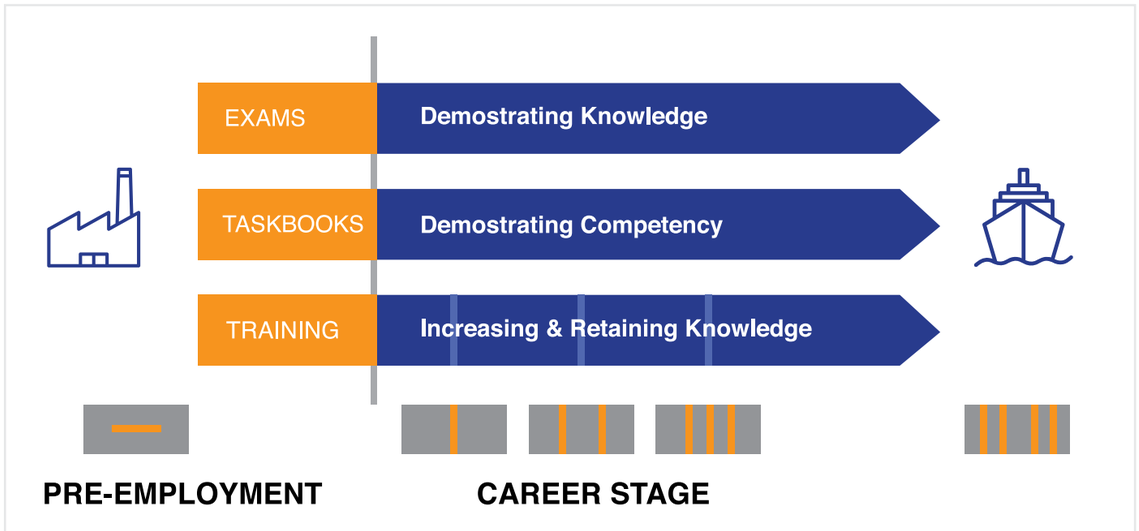
Number of trained seafarers

ASSESSMENT	2017	2018
MARLINS English Test	471	526
Random Competency Assessment & VOA	343	521
Briefings and Debriefings	287	278
TOTAL	**1101**	**1352**

“This new tool set is based on the established familiar concept of task-books and as you record the tasks you perform you collect evidence of the skills you acquire in the specific subject areas. Evaluating and documenting Officer’s ability to perform critical tasks is of vital importance in terms of career development and keeping the vessel running safely and efficiently.”

Raal Harris

Managing Director, KVH Videotel



5 ICE-CLASS AND POLAR SHIPS TRAINING

New mandatory minimum requirements for the training and qualifications of Masters and deck officers on ships operating in polar waters are established by Regulation V/4 of the STCW Convention. The requirements entered into force on 1 July 2018, and support the requirement for training in the Polar Code.

ICE CONDITIONS	TANKERS	PASSENGER SHIPS	OTHER
ICE FREE*	n/a	n/a	n/a
OPEN WATERS**	Basic Training for Master, Chief Mate and officers in charge of a navigational watch.	Basic Training for Master, Chief Mate and officers in charge of a navigational watch.	n/a
OTHER WATERS	Advanced Training for Master and Chief Mate Basic Training for officers in charge of a navigational watch.	Advanced Training for Master and Chief Mate Basic Training for officers in charge of a navigational watch.	Advanced Training for Master and Chief Mate Basic Training for officers in charge of a navigational watch.

Number of trained seafarers

TRAINING	2017	2018
Ice Navigation (Simulator Course)	37	31
Basic Polar Waters	6	18
Advanced Polar Waters	10	24
TOTAL	**53**	**73**

6 HEAVY LIFT AND MULTIPURPOSE SHIPS TRAINING

Number of trained seafarers

COURSE	DURATION	2018
Crane Handling Simulator	2 days	35
Heavy Lift Course	4 days	4
Securing of General and Heavy Lift Cargoes for Officers	4 days	12
Securing of General and Heavy Lift Cargoes for Ratings	3 days	19
Welding courses	5 days	53
TOTAL		**123**

7 COMPANY'S IN-HOUSE TRAINING

In-house courses are Company's requirements to enhance occupational health and safety, environmental protection and energy management.

The courses are revised regularly and include numerous case studies and workshops based on the lessons to be learned (LTBL), Safety alerts and the significant observations within the Fleet. All regional offices and key partner manning agencies have facilities which include classrooms, conference rooms and computer stations for CBT.

COURSE	DURATION	2017	2018	Trend
Safe Navigation	3 days	650	497	-24%
Ship Simulator and Bridge Teamwork (for junior officers)	5 days	60	56	-7%
Port State Control & Vetting	4-8 hrs	1415	1946	38%
AMOS PMS (Advanced)	16 hrs	484	1032	113%
AMOS PMS (Standard)	8 hrs	706	865	23%
Other Planned Maintenance Systems	4-8 hrs	92	26	-72%
AMOS QMS (Advanced)	6 hrs	n/a	2020	n/a
AMOS QMS (Standard)	4 hrs	n/a	394	n/a
Risk Assessment and Incident Investigation	4 hrs	543	380	-30%
MLC 2006 Familiarization	4 hrs	349	156	-55%
Initial Environmental Compliance Training	1-2 days	1553	1179	-24%
Refresher Environmental Compliance Training	8 hrs or CBT	2747	4040	47%
Food Handling and Hygiene	4 hrs	158	355	125%
Management System Seminar/Training	4-8 hrs	2689	2637	-2%
Maritime Crew Resource Management or MRM	3 days	540	391	-28%
TOTAL		**11986**	**15974**	

AMOS CBT

Columbia has developed in 2017 the only online platform for AMOS PMS training approved by Makers (SPECTEC). The platform is now hosting as well the newly developed QMS training modules (Advanced for Officers and Standard for Ratings).

AMOS QMS – CBT CONTENTS

TITLE	DESCRIPTION	TYPE
Introduction	General introduction for AMOS and objective of the course	Video
AMOS Dashboard	Alerts Overview. Alerts graphs, breakdown by installation, List of individual records linked to the alert. QMS Alerts will be added as samples, Favorites and Notifications	Video
Filters	Filters. Lookup fields, text fields, wildcards (% or _). QMS sample will be added	Video
Simulation 1	Alerts	Simulation
Workflow 1	Video on the 1st work flow with examples	Video
Workflow 2	Video on the 2nd work flow with examples	Video
Work Orders	Work Order - Initiate Events for QMS Forms.	Video
Simulation 2	Workflows	Simulation
How to view manuals	Explaining the structure/concept of the QA Standard and the manuals (that is reflecting the current structure of CSM shared drive and the Management System CDs provided onboard)	Video
How to Search Using Filters	All the option of searching specific position and how procedures are grouped together.	Video
How to Print Document	Explains to the user how to print documents through QA Standard	Video
Quick Launcher – Short-Keys	Explains to the user all the possible combinations of short-keys that they can use in AMOS	Video
Simulation 3	QA Standard	Simulation
	Final Exams	Final exam

FINAL EXAMS

Both CBTs AMOS PMS and QMS include a final exam.

The duration of the final exam should be 30 minutes. All the questions have the same weight and can be one of the following types:

- **True/False**
- **Multiple Choices**
- **Multiple Responses (one or more correct answers)**
- **Matching Drag and Drop**
- **Hotspot**

The final exam has 15 questions which are shuffling from a database of 70 questions. The pass rate for final exam should be 70%. The user can attempt the final exam 5 times unless it is set otherwise by the administrator. In case of success a unique certificate number will be generated. The certificate has both SPECTEC and CSM Logos and is signed by the Training Director.

Gas Detection Equipment Training

In July 2016 SOLAS regulation X1-1/7 comes into force requiring the need for appropriate atmosphere testing instrument or instruments for enclosed space entry. This has been introduced in the wake of numerous preventable deaths on board vessels, caused by the presence of unsafe atmosphere gases. These regulations help to overcome the threat of intoxication by ensuring that vessel operators have the necessary awareness, training and instruments to test enclosed or confined spaces from the outside to make sure they are safe to enter.

The newly developed training videos made specifically for the equipment onboard Company's vessels are now available in our LMS and are accessible to all Seafarers.

Feedbacks from the LMS online discussion forum

- Very useful to refresh your knowledge.
- The Course is very simple, helpful and recommended.
- The course is very nicely presented.

8 CREW TRAINING OFFICERS

The Company ensures that Crew Training Officers are qualified through a continuous development program in accordance with the following minimum requirements:

Course Minimum Qualification	Train the Trainer IMO model course 6.09	ECT Train the Trainer (Alpha Marine)	SPECT-EC Train the Trainer	ECDIS Generic Training (IMO model course 1.27)	MRM or MCRM Workshop Leader Training	In-house Train the Trainer	Passenger Ship Trainings and sailing experience	Ship Security Officer Training
Management System	X					X		
PSC & Vetting						X		
Safe Navigation	X			x		X		
Risk Assessment & Incident Investigation	X					X		
MLC 2006	X							
Environmental Compliance Training		X						
AMOS-EMS (Classroom)			X					
Maritime Resource Management					X			
Passenger Ship STCW Courses	X						X	X
Security Trainings	X							

In addition, our Training Officer in charge of the LMS has completed the OXFORD training “Effective Online Course Design” and various other trainings provided by Adobe Systems.

DEPARTMENT FOR CONTINUING EDUCATION
UNIVERSITY OF OXFORD

Training Team in Manila

Training Team in St. Petersburg

The role of the Training Officers based in the manning agencies and local training centres include many tasks, among them:

- Conduct in-house classroom courses
- Ensure proper administration and certification of the in-house courses
- Facilitate MRM or MCRM workshops
- Train the Trainer on SHELL Partners in Safety Program
- Mentor the cadets remotely and review their task books
- Administrate the CBT
- Manager Role in the new LMS for all seafarers from his/her region
- Evaluate courses and training centres
- Interview and select cadets
- Coach Officers identified in need of additional training or briefing
- Evaluate and review new courses
- Participate in weekly meeting with the Training department
- Conduct onboard training when required
- Attend local training seminars and crew conferences and prepare required reports
- Administrate local training centres and maintain the training equipment in good order.

9 TARGET TRAINING

Target Courses are value-added trainings which result from a **Continuous Professional Development strategy.**

The Company decides on training goals for short, medium or long term based on the analysis of the Fleet performance, departmental Key Performance Indicators, HSEE Performance or Customers' feedback.

In addition to the Ratings Seminar and the MCRM, new courses are being developed and will be conducted beginning 2019:

- **Passage Planning using ECDIS**
- **Wires and Ropes inspection**
- **Container Seminar**
- **Oil Tanker Seminar**
- **VLCC Course**

COURSE	DURATION	2017	2018	Trend
Surface Preparation and Painting	2 days	22	24	9%
Safe Mooring Operations	3 days	123	247*	101%
OWS Training	8 hrs	119	39**	-67%
AED (Automatic External Defibrillator) & CPR	4-7 hrs	65	48	-26%
Leadership & Managerial Skills	3 days	76	76	0%
Commercial Admiralty Law	3 days	25	5***	-80%
Auxiliary Engine Maintenance	5 days	72	72	0%
Purifiers Maintenance	5 days	11	51	463%
TOTAL		**513**	**562**	

(*): The number of sessions has been increased to train more seafarers.
(**): Most of the Engineers have already completed the OWS training.
(***): The training which started few years ago will be discontinued in 2019 since most Masters have completed it.

Auxiliary Engine and Purifier Maintenance Trainings

Based on the fact that improving Engineers' basic skills in the maintenance and overhauling of engine auxiliaries will result in safer operations and significant cost saving, we have developed a tailor-made 5-day course for the Auxiliary Engine maintenance and another 5-day course for the Purifiers maintenance.

With the support of the Technical Department both courses were set-up in partner Training Centres in the Philippines where all machinery and tools needed for hands-on training were available.

In addition to the practical training, the courses include theoretical sections and maker's specific instructions.

Safe Mooring Operations

Columbia considers that mooring is a key operation with regards to the safety of the vessel and the crew involved.

The 3-day course learning objectives are:

- Explain the General System description of mooring operations.
- Apply Safe mooring practices.
- Explain the winch perfomance, break holding capacity and strength requirements.
- Explain maintenance procedures of mooring equipment.
- Conduct planning and organisation of a mooring operation.
- Explain the general characteristics of synthetic fiber and steel wire mooring ropes.
- Demonstrate the proper handling, inspection and removal from service of mooring rope.
- Effective communication during mooring
- Conduct basic safety awareness.
- Apply common hand signals used in mooring operation

Surface Preparation and Painting

This 3-day course includes theoretical and practical exercises in deck maintenance and repair routines, specifically on surface preparation and painting.

The course meets the requirements of Regulation II/5 (Maintenance and repair at the support level) of the STCW Code 2010 Manila Amendments, adopting the guidelines set forth in the United Kingdom Maritime Coastguard Agency's Code of Safe Working Practices for Merchant Seamen.

Topics

- Use painting and other maintenance equipment according to industry standards and manufacturer's safety guidelines.
- Apply surface preparation techniques.
- Execute routine painting maintenance
- Apply safe disposal of waste materials procedures.

Crane Troubleshooting Training

The course is conducted in a training centre provided with a CSM owned NMF simulator for the purpose of crane troubleshooting simulation.

The objectives of the training are:

- Acquire a functional understanding of crane operation and safety systems.
- Read and Interpret electrical control circuit, power circuits and hydraulic circuits.
- Take a systematic and scientific troubleshooting approach for any electrohydraulic cranes.
- Understand and troubleshoot any PLC operated crane.

10 PARTNERS IN SAFETY PROGRAM

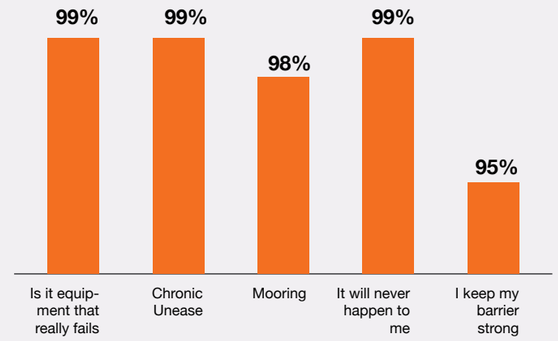
Columbia is committed in implementing SHELL's Maritime Partners in Safety Program onboard all the Fleet (Wet and Dry) and ashore. The training is conducted via Facilitation Techniques and all shipboard facilitators attended specific Train the Trainer course prior joining.

Visiting Superintendents conduct training with the crew to further explaining the objectives of the program and demonstrate the various methods of engagement of the crew during the Reflective Learning, Learning Engagement Tool and Resilience sessions in order to bring about a step-change in Safety.

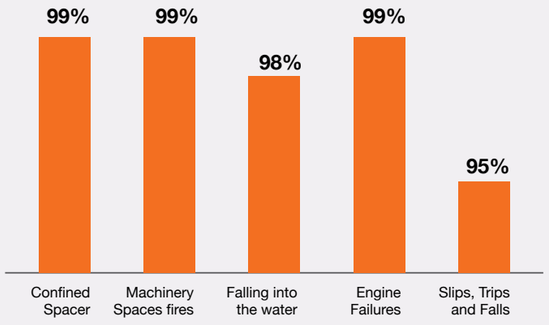
Statistics 2018

Total Crew trained	**5838**
Total Training Sessions	**44373**
Senior Officers holding Training the Trainer Facilitator Certificate	**260**

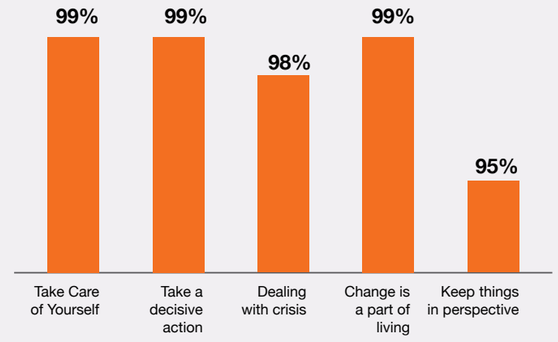
Reflective Learing
Percentage of Completion



Learning Engagement Tool
Percentage of Completion



Resilience Training
Percentage of Completion



PARTNERS IN
SAFETY PROGRAM

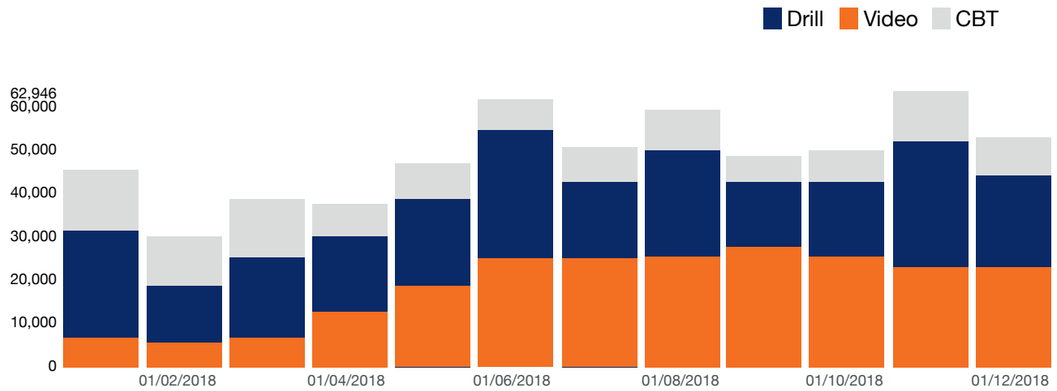
11 ONBOARD TRAINING

Videotel

The Company has implemented Videotel's Training Solutions, providing onboard, onshore and Online training access.

Training History 2018

Period between 01/Jan/2018 and 31/Dec/2018



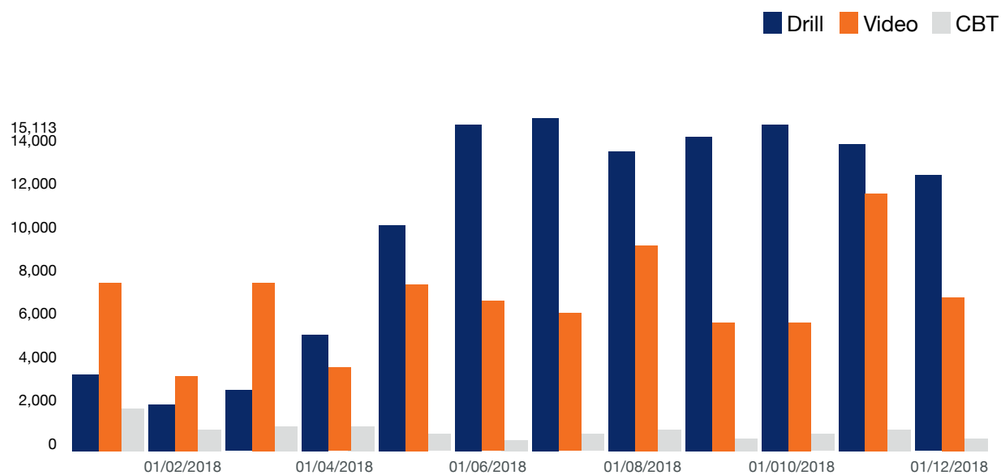
TRAINING STATISTICS

15K	252	704	22k
Total Crew	Total Locations	Total Titles	Total Hours

TRAINING COMPLETED

580k	223k	244k	113k
Total Training	Drills	Videos	CBTs

Training Performance 2018

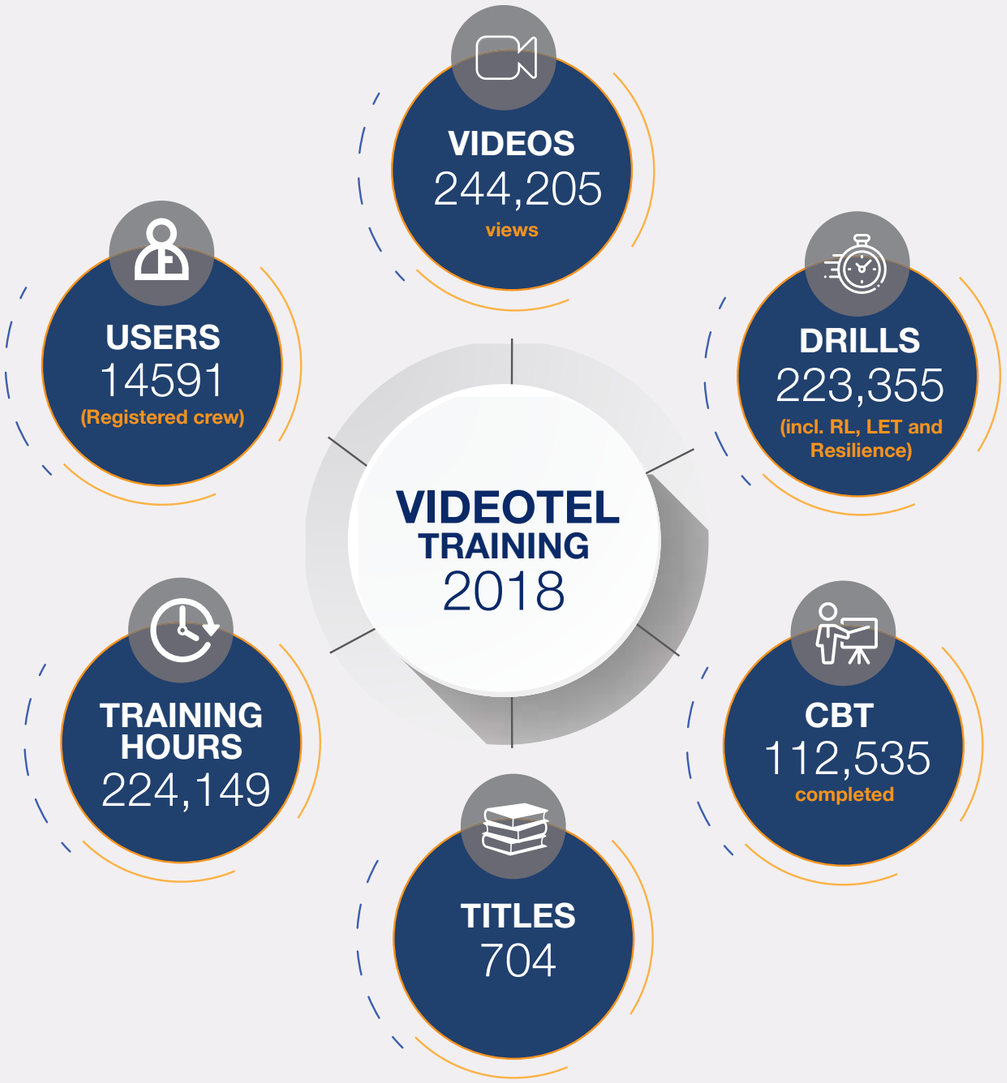


TRAINING STATISTICS

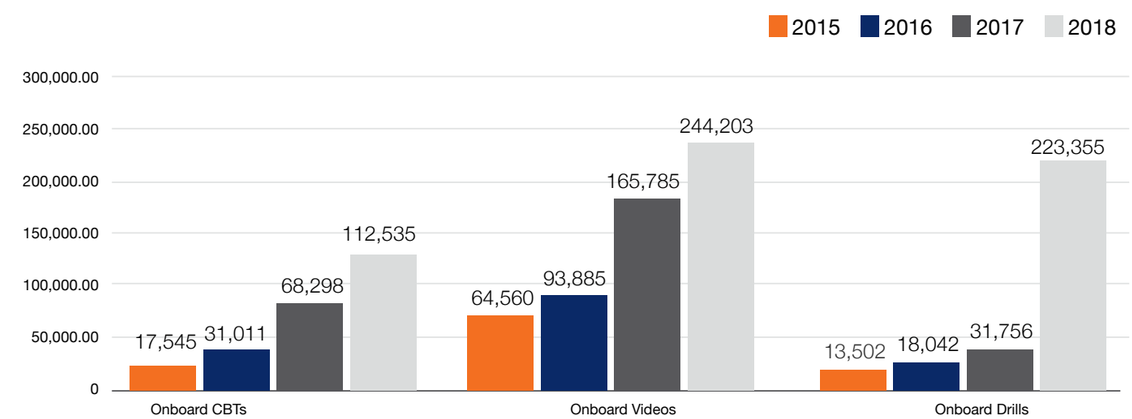
15K	252	704	580k
Total Crew	Total Locations	Total Titles	Total Training

Hours Spent

224k	125k	86k	14k
Total Hours	on Drills	on Videos	on CBTs



Videotel History 2015-2018



Top Training Titles

Top Training Titles	Usage Count
Working with Multinational Crews - It's a Cultural Thing!	30,695
Basic Firefighting (Edition 4)	20,551
Fire Prevention (Edition 4)	15,342
Entry into Enclosed Spaces - Part 4 Enclosed Space Entry	14,166
The Safe Use of ECDIS in practice	12,048
Survey and Examination of Lifting Appliances Training Course	10,327
Vessel General Permit (Edition 2)	10,016
It's not Worth It - Maritime Pollution Offences (Edition 2)	9,748
Entry into Enclosed Spaces Part 1 Awareness	9,555
Resilience Training	8,418

Training requirements via Videotel are described in a ship specific matrix. The Company measures crews and ships' compliance with the matrix on quarterly basis.

CBT Safety Campaigns

CBT Safety Campaigns are often arranged simultaneously with the corresponding Safety alerts issued by the QSHE-Marine Department.

Water blasting
(Jan-Feb)

Total Crew trained: 4070
Ships: 210
Titles: 1

Note: This course is not a Videotel module.

ECDIS Course
(Jan-Continued)

Total Crew trained: 3000
Ships: 195
Titles: 3
Training hours: 90 Hrs

Container Safety
(Jan-Feb)

Total Crew trained: 161
Ships: 43
Titles: 3
Training hours: 90 Hrs

Company's Values & ICare
(Jun-Aug)

Total Crew trained: 6000
Ships: 224
Titles: 3
Training hours: 7000 Hrs
Videos (views): 15000

Survey and examination of lifting appliances
(Jan-Mar)

Total Crew trained: 481
Ships: 118
Titles: 1
Training hours: 518 Hrs

MARPOL: Never Again & It's not worth it
(Nov-Dec)

Total Crew trained: 5000
Ships: 213
Titles: 3
Total Training Hours: 6000 Hrs
Videos (views): 18000
CBTs: 5000

Working with Boilers and Steam
(Dec)

Total Crew trained: 130 seafarers
Completed Training: 20 Vessels
Average seafarers trained per vessel: 6

Note: This course is not a Videotel module.

GloBallast eLearning

The Ballast Water Management Convention entered into force on 8 September 2017 and has set requirements for crew training and familiarization. Columbia has provided all the Fleet with the eLearning platform on Operational aspects of Ballast Water Management created by the GEF-UNDP-IMO GloBallast Partnerships Programme in collaboration with the Global Industry Alliance (GIA). In addition, ships equipped with Ballast Water Treatment Plant were provided with type-specific Computer Based Training material developed by the makers.

Maritime Training Services (MTS)

In addition to Videotel the Company has provided the 2 Training ships with the MTS eLearning platform which provides access to more than 100 Videos and CBTs.

Onboard Drills Program

Onboard Training is shared between the Shipboard and Shore-based Management. Company Superintendents provide hands-on training during their visits. They have sufficient seagoing experience and they provide training in regards to Safety of Navigation, General Safety, Health & Hygiene, Environmental protection and Conservation, Risk Assessment, Loss Prevention and Emergency Response and other related subjects.

The Master and the Safety Officer onboard ensure that emergency exercises and trainings are conducted in full compliance with the statutory and company requirements and conduct training for all officers and crew.

The Company's Safety Management System outlines the requirements, responsibilities, procedures, references and training tools as well as the records for conducting effective emergency drill and training onboard.

The Ship Security Officer ensures adequate training has been provided for all personnel responsible for security onboard.

Safety & Security Training Drill Program

Statutory Drills shall be performed at least once per month (Security & Emergency Steering every 3 months) BUT Flag State requirements must be taken into account when preparing the safety training drills programme.

The Company has a comprehensive table which explains in details the required schedule for the statutory drills and exercises.

Training Ships

Columbia's 2 Training ships AAL Kembla and AAL Brisbane are equipped with 2 classrooms for 8 cadets. A Training Officer is continuously available onboard to conduct courses and trainings to the cadets and the crew onboard.

Whenever required the shore-based Training Officers are also conducting onboard training.

Training Officer Capt. Knezevic

GOF -3.3a: Safety & Security Training Drill Program

Listed are SOLAS required frequencies - take in account additional Flag State requirements

Drill	Reguation	Freq	Jan	Fen	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fire Drills	SOLAS Ch, III													
Locations		One of the below to be completed during each fire drill												
Accommodation	19.3.5	M												
Eng Room / Mach Space	19.3.5	M												
Deck	19.3.5	M												
Cargo Holds / tanks	19.3.5	M												
Pump-room (as applicable)	19.3.5	M												
Involving DG(as applicable)	19.3.5	M												
Life Saving Drils	SOLAS Ch III	M												
Abandon ship	19.3.4	M												
Lowering Lifeboats	19.3.4 & 2 (MSC/Circ. 1206-Rev.1	M												
Launching & Manoeuvre lifeboats	19.3.4 (MSC/Circ. 1206-Rev.1	3M												
Free-fall lifeloat drill (includes lowering to the water)		3M												
Free-fall lifeloat launch (or simulated launch)	19.3.4 (MSC/Circ. 1206-Rev.1	6M												
Davit-launched life raft	19.5.3	4M												
Man overboard/Recovery persons fm water drill	MSC. 1-Circ. 1447	3M												
Launching dedicate rescue boats	19.3.4.6(MSC/ Circ.1206	M												
Line throwing apparatus pyrotechnics (MI Flog requirement 3M)	19.5.1	2M												
Emergency training:	Below to be completed with other drills													
Cold water survival		6M												
First aid and Medical Care		6M												
LSA & fire training	19.5.1& 2	2M												
Transmission of emergency Signals	19.5.1	2M												
Dangerous Goods		6M												
Selected HSE issues		6M												
Other SOLAS Drills	Ch. III & V													
Enclosed Space Entry and Rescue Drills		2M												
Emergency steering drill		3M												
Pollution Drills	One of the below drills have to be completed each month in combination with other drills													
Hose bursts or pipe fractures		M												
Overflow		M												
Tank leakage		M												
Industry Requirements	All of the below drills have to completed within a 6 month time frame in combination with other drills													
Structural Failure (At Sea / In Port		All to be completed within 6 months												
Main Engine Failure														
Electrical Power Failure														
Collision														

Drill	Reguation	Freq	Jan	Fen	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Grounding / Stranding / Flooding		All to be completed within 6 months												
Shifting of cargo / cross flooding														
Cargo Contamination / Jettison														
Serious Injury/death														
Man overboard														
Helicopter Operations														
Heavy Weather Damage														
Emergency Towing														
Toxic Vapour Release														
Notification Exercises:														
VRP/QI notification exercises	USCG VRP	3M												
PCSOPEP/notification exercise.	Panama Canal SOPEP	6M												
Annual Remote Assessment & Consultation Exercise (RACE)	USCG VRP	12M												
Security Drills	**One of below drills should be conducted at leas once every 3 months, or within one week after change of 25% of the crew**													
Access control at MARSEC level 2	ISPS Code Part B 13.5 & 13.16	3M												
Ship Searches		3M												
Securing restricted areas at MARSEC level 3		3M												
Evacuating the ship whilst in port		3M												
Bomb threat measures		3M												
Activation for the SSAS		3M												
Informing the Port facility of a security incident		3M												
Preparing to leave port at short notice		3M												
Acting on instructions given by contracting governments		3M												
Using the Emergency Contingency Plans		3M												
Damage or destruction of the ship as a result of explosion, arson, sabotage or vandalism		3M												
Hijacking or seizure of the ship or of persons on board		3M												
Tampering with cargo, essential ship equipment, ship's stores or systems		3M												
Unauthorized access or use, including presence of stowaways		3M												
Smuggling weapons or equipment, including weapons of mass destruction		3M												
Use of ship to carry those intending to cause security incidents & their equip't		3M												
Use of the ship itself as a weapon or as a means to cause damage or destruction		3M												
Attacks from seaward whilst at berth or at anchor		3M												
Attacks whilst at sea		3M												

12 PASSENGER SHIPS TRAINING

CCS Fleet Training Officers are conducting several trainings onboard the Passenger Ships Fleet.

In addition to the STCW Trainings such as Crowd and Crisis Management, the Fleet Training Officers conducted numerous drills and Safety related exercises while onboard.

Columbia is also actively developing and arranging Yachts related trainings.

COURSE	2017	2018
Crowd Management	776	455
Crisis Management and Human Behaviour	75	86
Passenger Safety Training	82	42
Ship Simulator and Bridge Teamwork	9	8
Welding courses	54	10
Security Trainings	119	108
Disability awareness Training	964	251
High Voltage Training	14	4
Culinary Training	45	44
Utility Hands and messmen	53	38
GDPR	n/a	1178
Cyber Security	396	185
Social Medwia Awareness	437	165
AMOS PMS	55	94
AMOS QMS	26	50

13 TRAINING QUALITY & EFFECTIVENESS

Training Centres and Courses Evaluations

Columbia conducts regular evaluations of the training facilities and providers. A list of approved training centres is maintained and includes details about recommended courses in each training centre.

The inspections are conducted to ensure quality training in compliance with STCW and industry standards and also to provide recommendations for improvement to the training providers. The observations are registered in Company's CAPE database and are closed down only by an authorized person once the corrective actions and evidence have been received.

During the visits the Company representatives ensure that a CSM specific price list is maintained and make sure that agreed fees are and remain very competitive.

In addition to the full evaluation of Training Centres Columbia evaluates randomly specific training courses which are delivered to our crew or identified as new Training needs.

Furthermore, the Company evaluates several Maritime Education Institutes or Academies where cadets graduates.

The Company is also continuously exploring new training facilities and enlarging its worldwide database and cooperation.

Record of Training Centres and Courses Evaluations

Location	Evaluated Training Centres	Evaluated Training Courses
China	1	1
Croatia	1	
Germany	1	
Philippines	2	9
Russia	4	2
Ukraine	1	
Online		1
TOTAL	**10**	**13**

CSM representatives receiving an award at the 70th anniversary of Lithuanian Maritime University.

Training Feedbacks

The Company maintains a Training Feedback database where each recommendation for improvement is followed-up. The module enables an overview of best rated courses as well as an average rating for a determined period.

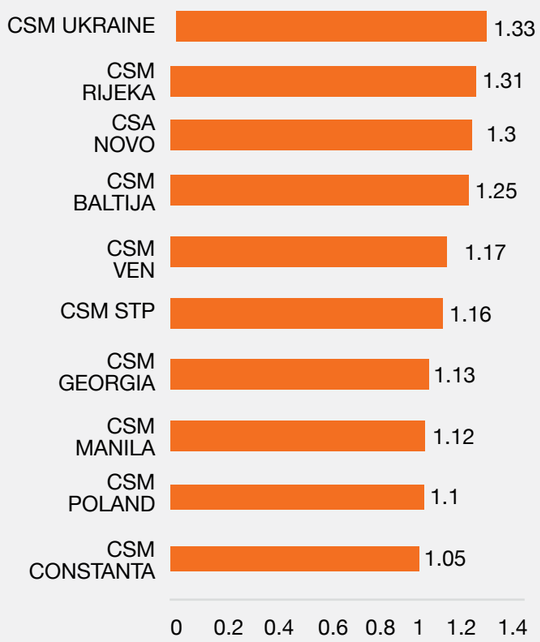
CSM Feedback Scale

1 Totally Agree 2 Agree 3 Neutral 4 Partly disagree 5 Totally disagree

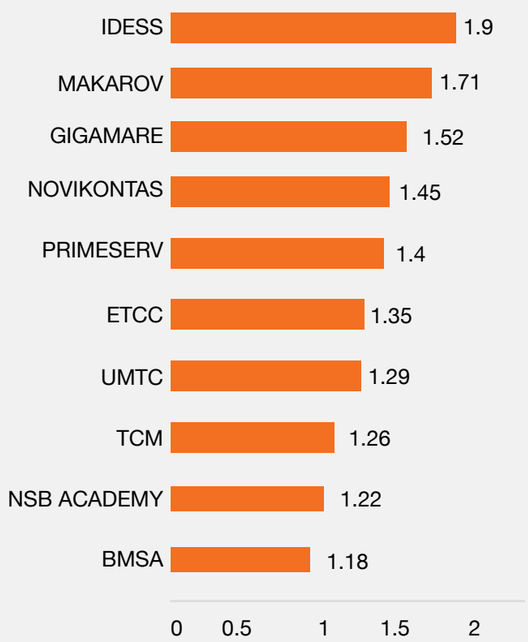
This year, there were **785 Quarterly Feedback** reports with an average feedback of **1.26.**

Safe Navigation in-house training and the external SSBT Courses continued to be top rated since 2017.

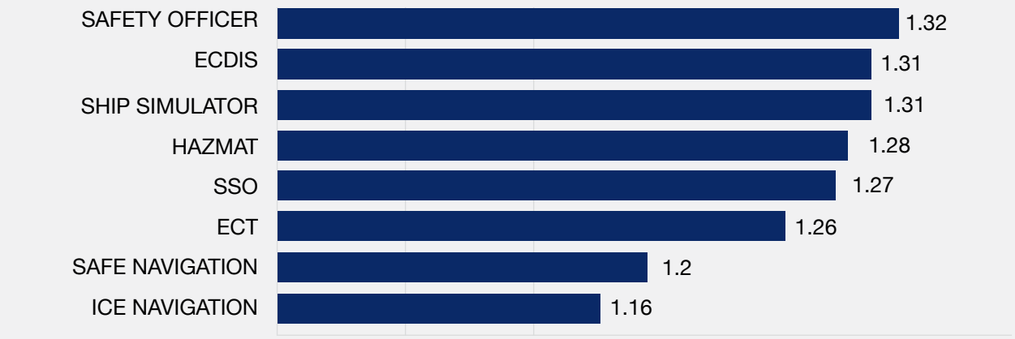
In-house Training Centres Rating



External Providers Rating (extracts)



Course Rating (extracts)



14 CONFERENCES AND SEMINARS

Columbia has for a long-time, recognized that regular Conferences and Seminars held by Company representatives are the most effective way of conveying Company's concerns, recommendations and above all the Safety Culture to the ship's command, officers and ratings.

Summary

Number of Participants

Conference or Seminar	2017	2018
Crew Conferences	609	585
Engineering Seminars	68	38
Chemical Tanker Seminars	58	99
Bulk Carrier Seminar	73	48
Ratings Seminar	n/a	128
TOTAL	**808**	**898**

Crew Conferences

The Crew Conferences have been substantially revised this year with the aim of enhancing and building a healthy and resilient Safety Culture onboard. The essence of the program is to inform our crews that the iHuman Element, Teamwork, Leadership, Resource Management, Safety Management and Risk Management are all discrete elements of a greater whole – Human Performance. This drive will target employees ashore and on board – including ship visits.

zero ACCIDENTS

The intention of the program is to change from:

Compliance thinking	→	Performance and Focus
Response reaction	→	Prevention and root cause
Learning from mistakes	→	Adapting to avoid mistakes
Shared Responsibility	→	Individual accountability
Systems and process control	→	Agile and effective collaboration
Audit and control	→	Self evaluation, reflection and action

Crew Conference in Riga

By directing our efforts towards knowledge, training and a basic understanding of human performance, we should be able to address both efficiency and effectiveness.

The events took place in:

- **Batumi**
- **Shanghai**
- **Manila**
- **Odessa**
- **Riga**
- **Rijeka**
- **Constanta**
- **Saint Petersburg**
- **Novorossiysk**
- **Busan**

Crew Conference in Manila

Engineering Seminars

The purpose of the seminars is to remind the participants about the engineering basics and to discuss the recent or most significant issues related to their specific Fleet. The events are also an opportunity to update the officers on the latest developments and regulations and to make clear any Owner's specific requirements.

Korean Officers Seminar

The seminars held in Korea are not much different from the Crew Conferences, in the exception of the additional focus on the Human Factor (Soft Skills) and topics such as Cultural difference, Situational Awareness and Leadership. The seminars are usually facilitated by Office representatives involved in day-to-day operations of ships with Korean officers onboard.

English Communication Training

The aim of this session was to determine the English level of the Junior Korean Officers and to identify the best means to improve it.

The training was attended by 10 junior officers (deck and engine) and was conducted by a professional Korean teacher who was based in U.S and has included verbal and written assessment and an online course with test.

Chemical Tanker Seminar

To avoid operational issues onboard chemical tankers and to assure safe operations and compliance with rules and regulations, selected management and operational level deck officers are gathered twice per year in Manila and Constanta to attend CSM's Chemical Tanker Seminar. Improving the knowledge by providing background information and hands-on training is one of the seminar's key objectives.

Columbia's training group has devised and refined the seminar's concept and content in close cooperation with recognized tank cleaning experts and chemists based in the UK.

In addition, the seminar addresses other topics such as Gas Detection Equipment, P&I, ECDIS, Human Factors, PSC & Vetting. The subjects are generally presented by external speakers.

> "Simulation and role play was so exciting. I think this is the best way to learn something. Thank you."
>
> *2nd Officer*

> "I would recommend this course for all CSM officers, I really learned a lot regarding chemicals. Excellent."
>
> *Master*

> "The seminar. I appreciated it a lot; it was an eye opener for me in how much I need to do. I learned a lot not just in the knowledge part but also on the human factor. Thank you again. I will use it as a motivation to improve."
>
> *Chief Officer*

Bulk Carrier Seminar

The Bulk Carrier Seminar addresses the most important cargo related topics for both experienced and new deck officers.

In addition, several subjects have been added to the agenda forming an essential complement to achieving the seminar objectives, such as Port State Control, Master/Pilot relationship, ECDIS, Managerial Skills and Anchoring Awareness.

Latest accidents and customer's complaints on bulk carriers were also discussed during the seminar.

> "This training is required to refresh knowledge."
>
> *Master*

> "The seminar is recommended to all deck officers especially Junior Officers."
>
> *Chief Officer*

Intertanko Seafarers Vetting Seminar

At each opportunity many CSM officers and Training Officers are invited to attend the Intertanko Seafarers Vetting Seminar.

15 Officers have attended the Seminar held in Manila on 22 October 2018.

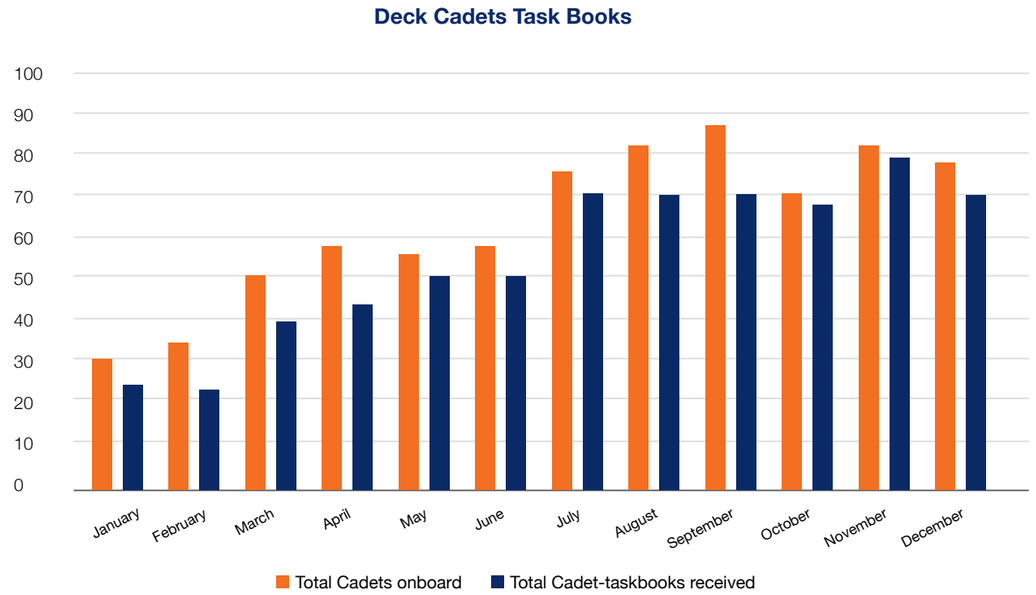
The topics covered in the seminar were:

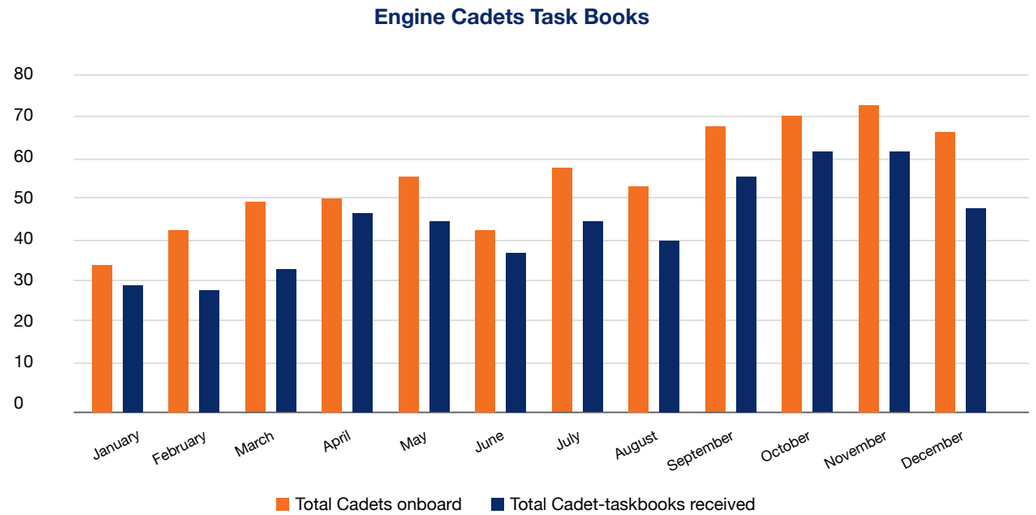
- Leadership and Responsibility
- Preparing for a Ship Inspection
- What does the Inspector look for?
- The importance of 'Close Out' meetings
- Navigational Issues and Audits
- VIQ 7 and Observations

15 CADETSHIP

Columbia recognizes that cadets are the future junior and senior officers in the pool of seafarers.Their proper selection, recruitment and the follow-up of their career progression requires the active contribution from all parties involved.

Cadets are required to complete their ISF Training Record Books while onboard, in addition they are assigned specific tasks which include projects, reports and CBTs. The completed tasks and projects are reviewed by the Officers on-board and then by designated Crew Training Officers ashore.



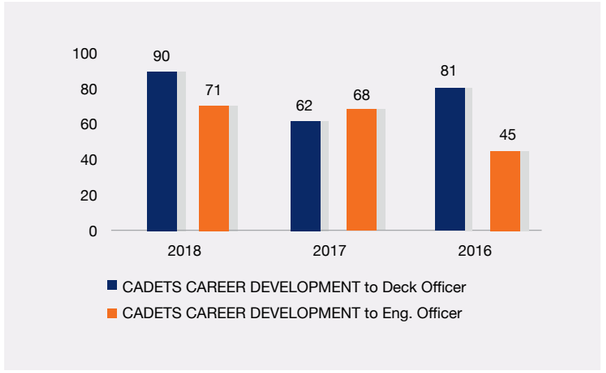


GENERAL STATISTICS

#	Nationality	Deck Dry	Engine Dry	Electrical Dry	Deck Wet	Engine Wet	Electrical Wet	Total
1	Philippines	5	5	5	10	10	5	40
2	China	5	5	0	5	5	0	20
3	Riga	0	0	0	5	5	0	10
4	Kazakhstan	0	0	0	4	2	0	4
5	Russia	5	5	0	5	5	0	20
6	Ukraine	5	5	0	5	5	0	20
7	Georgia	0	0	0	8	9	0	17
8	Croatia	2	3	0	0	0	0	5
9	Romania	0	2	0	0	3	0	5
10	Venezuela	0	0	0	1	1	0	2
11	Vietnam	4	4	0	4	4	0	16
12	Cyprus	3	1		1			5
	TOTAL							**164**

CADETS CAREER DEVELOPMENT

	To Deck Officer	To Eng. Officer	Total	New Cadets recruited
2018	90	71	161	154
2017	62	68	130	240
2016	81	45	126	229



VII In the Pipeline

VII | In the Pipeline

Competency-based Training

The largest part of crew training requirements is based on compliance with existing regulations such as STCW, MLC and ISM code; the 2nd largest part results from the industry best practices and recommendations such TMSA and SIRE VIQ; the 3rd part is more specific where only the responsible personnel has to complete type-specific-trainings based on ship's equipment such as ECDIS, Main Engine, Ballast Water Treatment System, EGCS, etc.; and the 4th part consists of value-added in-house or external courses selected by the Company to improve the knowledge and skills of the seafarers on a specific topic based on trends, common issues, requirements of own management system, internal or external feedbacks etc., these are trainings which aim more at changing behavior and attitude and at motivating own pool of seafarers to improve and developing their skills.

The company remains committed to ensuring full compliance with regulatory requirements and to maintain its crew training at the highest standard, however our Policy was never to impose too many trainings on our seafarers which can result in an opposite effect where the crew might lose interest in training and later the proccess could turn into a tick in the box exercise.

Columbia has decided to provide its crew with as many training sources and possibilities as possible; our Learning Management System (LMS) enables self-enrollment to all courses in the catalogue and we have noticed that many of our seafarers have self-enrolled and completed courses which were not compulsory or required in Company's training matrix. However, going forward, we will enable the function of skills management which combined with our new Competency Management System (CMS).

Competency-based training is the way towards disrupting the residual beliefs on crew training. Instead of providing trainings which might not be of additional value to a particular seafarer the new CMS developed by Columbia will ensure that seafarers will only have to complete trainings based on specific weaknesses identified during their career progression or upon recruitment.

New eLearning Courses

Several eLearning courses will be developed using interactive content, VR and AR such as new Management of Change course, Management System course, Scrubbers VR training and IMO 2020 course.

In addition, we continue our ambitious project in implementing our courses for the Passenger Fleet into the LMS, which will include:

- Crowd Management
- Crisis Management
- Security Awareness
- Seafarers with Designated Security Duties

The Human Factor

Columbia continues its efforts to improve attitudes which consequently will help officers and key ratings in their day-to-day judgement and decision making. The Maritime Crew Resource Management (MCRM) will be implemented in all our manning offices and the majority of our training officers will be trained to become approved Workshop Leaders. MCRM is an improved version of the already existing and implemented MRM.

Seminars for Specific Skills

In cooperation with partner training centres we will develop specific seminars for officers on containers, heavy-lift ships and VLCC.

The aim of the seminars will be to address the most common issues on the specific fleet, emphasize the best practices especially for deck officers, discuss and address cargo loading issues and practice loading computer calculations and finally review the relevant and recent incidents and near-misses.

Training Team in Cyprus

Wellness at Sea

Happy crew makes a happy ship; this is perhaps a simplistic statement but it says what we think about the importance of crew wellbeing.

Columbia will continue the development of a "Mental Health First Aid Guide" jointly with reputable psychologists but will also make available to the seafarers all possible tools and to maintain the best environment onboard.

A Mental Health eLearning course will be made available on our LMS.

Ropes and Wires

Mooring incidents can be very dangerous and might even result in fatalities. Therefore, the Company has decided to develop a course which will enhance crew understanding of mooring wires and ropes inspection, criteria of their condition assessment, MEG 4 requirements, maker's recommendations and industry best practices.

The course will also help to prevent accidents which occur onboard Heavy Lift ships and geared bulk carriers where accurate and proper inspection of the wires for cranes and grabs is crucial for safe operations.

VIII Annex

- CSM Courses Catalogue
- LMS
- Locations of CSM Courses & Crew Training Officers
- Extracts of Course descriptions
- CSM Seafarers Qualification & Training Matrix

1 CSM Courses Catalogue

Columbia has developed several courses which can be delivered in different methods. The Company controls or owns facilities around the World where qualified instructors are permanently available, besides most of them would be able to travel onboard ships should it be required.

Moreover, the Company now has numerous online courses which help the seafarers obtain the necessary knowledge without travelling to the training centres.

No.	COURSE	CATEGORY	DURATION	TYPE	TARGET GROUP	SHIP TYPE	APPROVAL
1	Crowd managment and safety training	STCW	1 day	Classroom or Onboard or Online	All Crew	PAX	Bahamas (BMA)
2	Proficiency in Crisis Man-age-ment Training	STCW	2 days	Classroom or Onboard or Online	Person in Charge	PAX	Bahamas (BMA)
3	Safety Training for personnel onboard Passenger Ships	STCW	1 day	Classroom or Onboard or Online	Persons in Charge	PAX	Bahamas (BMA)
4	Disability Training	EU Regula-tions	4 hrs	Classroom or Onboard	All Crew	PAX	n/a
5	Ship security awareness train-ing	STCW	1 day	Classroom or Onboard or Online	All Crew	ALL	Bahamas (BMA)
6	Training for Seafarers with Des-ignated Security Duties	STCW	2 days	Classroom or Onboard or Online	All Crew	ALL	Bahamas (BMA)
7	Maritime Resource Management Training	STCW	3 days	Classroom	All Officers and key ratings	ALL	Swedish Flag
8	MCRM (CAE)	STCW	4 days	Classroom	All Officers and key ratings	ALL	UK MCA
9	ECDIS ChartWorld eGlobe G2 Type-Specific Training	STCW	16 Hrs	Onboard CBT	Deck Officers	ALL	DNV-GL
10	Energy Efficient Operation of Ships (IMO Model Course 4.05)	STCW	5 days	Classroom	Engine Officers	ALL	Makers
11	Management System Training for Officers	In-house	8 Hrs	Classroom or Online	All Officers	ALL	IMO + MTA (Georgia)
12	Management System Training for Ratings	In-house	4 Hrs	Classroom or Online	All Ratings	ALL	
13	Safe Navigation Training	In-house	3 days	Classroom	All Officers	ALL	
14	C-Trim (PMS)	In-house	4 Hrs	Classroom	All Officers	ALL	
15	AMOS for Windows	In-house	4 Hrs	Classroom	All Officers	ALL	
16	Bulk Carrier Seminar	In-house	4 days	Classroom	Deck Officers	BULK CARRIER	
17	Engineering Seminar	In-house	1 days	Classroom	Engine Officers	ALL	
18	FRAMO (Theory only)	In-house	2 days	Classroom	All Officers	OIL/	
19	Chemical Tanker Seminar (Hands-on)	In-house	4 days	Classroom + Hands on	Deck Officers	CHEM TANKERS	
20	Environmental Compliance Train-ing (ECT) initial for Masters and Engine Officers	In-house	2 days	Classroom or CBT	Masters & Engine Officer	CHEM TANKERS	
21	ECT initial for Deck Officers	In-house	1,5 days	Classroom or CBT	Deck Officers	ALL	
22	ECT Refresher Training for Deck Officers	In-house	1	Classroom or CBT	Ratings	ALL	
23	ECT Refresher Training for Masters and Engine Officers	In-house	6 Hrs	Classroom or CBT	Deck Officers	ALL	
24	ECT Refresher for Ratings	In-house	8 Hrs	Classroom or CBT	Masters & Engine Officers	ALL	
25	Port State Control and Vetting for Officers	In-house	4 Hrs	Classroom or CBT	Ratings	ALL	
26	Port State Control and Vetting for Ratings	In-house	8 Hrs	Classroom or Online	All Officers	ALL	
27	Risk Management and Incident Investigation	In-house	4 Hrs	Classroom or Online	All Ratings	ALL	
28	Food Handling in the galley and Hygiene	In-house	4 Hrs	Classroom or Online	All Officers	ALL	
29	MLC Familiarization	In-house	4 Hrs	Classroom or Online	Catering	ALL ALL	
30	AMOS PMS (Advanced or Stand-ard)	In-house	4 Hrs	Classroom or Online	All Officers	ALL	
31	AMOS QMS (Advanced or Stand-ard)	In-house	8-16 Hrs	Classroom or Online	All Officers	ALL	SPECTEC
32	Cyber Security & Social Media Awareness	In-house	4 hrs	Classroom or Online	All crew	ALL	SPECTEC
33	Water Blasting	In-house	4 hrs	Classroom or Online	All Crew	ALL	Classroom or Online
34	Oily Water Separator	In-house	4 Hrs	Classroom or Online	All Crew	ALL	Classroom or Online
35	Social Media Awareness	In-house	8 hrs	Classroom+ Hands-on	Engine Officers	ALL	Classroom or Online
36	Ship Handling and Bridge Team	In-house	4 Hrs	Online	All Crew	ALL	Classroom or Online
37	Work (in-house)	In-house	5 days	Simulator	All Officers	ALL	Classroom or Online
38	COLMAR	In-house	1 day	Classroom	Senior Officers	ALL	Classroom or Online
39	Reflective Learning, Learning Engagement Tools and Resilience	In-house	2-4 Hrs	Webinar	All Officers	ALL	Classroom or Online
40	Ballast Water Management	In-house	6-8 Hrs	Classroom	All Officers	ALL	Classroom or Online
41	ISO 9001, 14001, 50001 and OHSAS	In-house	2 days	Classroom	All Crew	ALL	Classroom or Online
42	Gas Detection Equipment Main-tenance and Calibration (Drager + Altair)	In-house	0.5 day	Classroom + Hands-on	All Officers	ALL	IM&M
43	Hotel & Catering Staff Develop-ment Program	In-house	4-6 Hrs	Online	Hotel & Catering	ALL	n/a
44	Random Competency Assessment	In-house	70 min	Online or CBT	All Officers and Cadets	ALL	Videotel (UK MCA)
45	English Language Training	In-house	3-10 days	Classroom or Online	All Crew	ALL	n/a
46	Cadets Training Program	In-house	6 months 12 months	Classroom + Simulators Onboard	Cadets	ALL	n/a

2 CSM LMS

LMS.
Experience. Redefined

Learning Management System benefits

- Intuitive, engaging and user friendly interface
- The LMS is accessible from desktop, laptop or mobile devices
- Compatible with Android or iOS devices
- Reports of completed courses, learning hours, quiz attempts
- Learners can generate certificates in PDF
- Accounts can be auto generated and distributed to the learners via email
- Email notifications for enrolment, courses completion, deadlines, etc
- Self-Paced, live lectures, virtual classrooms, VR experience courses
- Learners can customize their home page
- Skills, learning paths and gamification
- Discussion Forums
- Compatibility with Videos, PPT, SCORM, AICC, PDF

eLearning Courses

In addition to the following list of courses we are able to create and customize courses based on customers' request thanks to our dedicated team working with the most advanced authoring tools in the eLearning industry.

	Category / Course Title	Developer
	CYBER	
1	Cyber Security	CSM
2	Social Media	CSM
3	GDPR	CSM
	MANAGEMENT SYSTEM	
4	Management of change	CSM
5	Management system	CSM
	DECK OPERATIONS	
6	Water Blasting	CSM
7	Risk Assessment and Incident Investigation	CSM
8	DNV GL -Anchor Loss Awareness	DNV-GL
	NAVIGATION	
9	ACAT ECDIS 1.27	ECDIS LTD UK
	HUMAN FACTOR	
10	Mental Health	KVH Videotel
	RULES AND REGULATIONS	
11	MLC 2006	CSM
12	Port State Control and Vetting	CSM
	SAFETY MANAGEMENT	
13	Gas Detection Equipment Training MSA Altair 4X/4XR	IM&M
14	Gas Detection Equipment Training Drager X-AM 7000	IM&M
15	Enclosed space Entry	GARD
	MACHINERY OPERATIONS	
16	EGCS Type specific Feen Marine Scrubbers	CSM
	CARGO OPERATIONS	
17	Ballast water treatment system	CSM
18	Chemical handlings course	Alpha Marine

3/ Locations of CSM Courses & Crew Training Officers

Course / Location	Batumi	Manila	Rijeka	Novorossiysk	Odessa	Riga	St. Petersburg	Hamburg	Southampton	Shangai / Nantong	Gdynia	Limassol	Busan	Addis/ Ababa / Bahir Dar	Constanta	Tehran	Hanoi	Caracas
Safe Navigation	√	√	√	√	√	√	√	x	x	√	√	√	√	x	√	x	√	√
Management System Seminar	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Port State Control & Vetting	√	√	√	√	√	√	√	√	x	√	√	√	√	√	√	√	√	√
Risk Man. & Inc. Investigation	√	√	√	√	√	√	√	√	x	√	√	√	√	√	√	x	√	x
Food Handling and Hygience	√	√	√	√	√	√	√	√	x	√	√	√	x	x	√	x	√	x
MLC 2006 Familiarization	√	√	√	√	√	√	√	√	x	√	√	√	√	√		x	√	√
AMOS for Windows	x	x	√	x	√	x	x	x	x	√	x	√	x	x	x	x	x	x
C-Trim Program	√	√	√	√	√	√	√	x	x	√	√	√	x	x	x	x	x	x
AMOS-2	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	x	√	√
ECT	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
SSBTW	x	√	x	√	x	√	√	x	x	x	x	x	√	x	x	x	x	x
Crowd management and safety training (STCW)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Proficiency in Crisis Management and Human behaviour Training (STCW)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Security Training for seafarers with Designated Security Duties (STCW)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Security Awareness for all seafarers (STCW)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
RL, LET and Resilience Train the Trainer	√	√	√	√	√	√	√	√	x	√	√	√	√	√	√	x	√	√

Locations of CSM
In-House Training Facilities

- Batumi
- Manila
- Rijeka
- Novoriysk
- Odessa
- Riga
- St. Petersburg
- Hamburg
- Southampton
- Shangai / Nantong
- Gdynia
- Limassol
- Busan
- Addis Ababa / Bahir Dar
- Constanta
- Hanoi

4 Extracts of Course Descriptions

Details of all courses syllabi, timetables and schedules can be obtained from CSM Training Group: training@csmcy.com

Course:	• Crowd Management, Passenger Safety Training for Personnel Providing Direct Services to Passengers in Passenger Spaces; • Proficiency in crisis management & Human Behaviour including Passenger Safety, Cargo Safety and Hull Integrity Training.
Regulation:	The course complies with all requirements of the STCW Convention, as amended, Section A-V/2 of the SCTW Code, as well as covers all subject areas recommended by IMO Model course 1.28 “Crowd Management, Passenger Safety and Safety Training for Personnel Providing Direct Services to Passengers in Passenger Spaces” and IMO Model course 1.29 “Proficiency in Crisis Management and Human Behavior Training Including Passenger Safety, Cargo Safety and Hull Integrity Training”.
Target Group:	This course is intended for existing seafarers who completed Basic Safety Training course and are intended to work on Passenger Ships as Masters, deck and engine officers (at the company’s discretion – also ratings and other personnel providing direct services to passengers in passenger spaces). Cargo Safety and Hull Integrity Training section (day 2) is mainly aimed at masters, chief mates, officers, engineer and any person assigned immediate responsibility for embarking and disembarking passengers, loading dis-charging or securing cargo, or closing hull openings, and any other personnel having a responsibility for the safety of passengers in emergency.
Number of Participants:	Minimum: 3 Maximum: 24
Training duration:	Crowd Management and Crisis Management including Passenger Safety, Cargo Safety and Hull Integrity Training: 2 days. Crowd Management, Passenger Safety Training for Personnel Providing Direct Services to Passengers in Passenger Spaces: 1 day.
Validity:	5 years.

Training objective:

After completing this course the participants will be able to:

- Control a crowd in an emergency situation on board
- Locate essential safety and emergency equipment onboard
- Communicate effectively with passengers during an emergency
- Demonstrate the use of personal life-saving appliances
- Comply with the ship’s safety and emergency procedures
- Organize the safe movement of vehicles and passengers when embarking and disembarking
- Control all elements of cargo safety and hull integrity
- Monitor and control atmosphere in RO-RO cargo spaces
- Organize shipboard emergency procedures
- Optimize use of resources
- Control response to emergencies
- Control passengers and other personnel during emergency situations
- Establish and maintain effective communications
- Apply properly the procedures established for the ship regarding loading and embarkation
- Apply any special safeguards, procedures and requirements regarding the carriage of dangerous goods on board RO-RO passenger ships
- Apply correctly the provisions of the CSS Code to the vehicles, rail cars and other cargo transport units carried
- Use properly the cargo-securing equipment and materials provided, taking into account their limitations
- Be able to make proper use of the stability and stress information provided
- Calculate stability and trim for different conditions of loading, using the stability calculators or computer programs provided
- Calculate load factors for deck
- Calculate the impact of ballast and fuel transfers on stability, trim and stress
- Apply properly the procedures established for the ship regarding the opening, closing and securing of bow, stern and side doors and ramps and to correctly operate the associated systems
- Conduct surveys on proper sealing
- Use equipment, where carried, to monitor atmosphere in Ro-Ro spaces
- Apply properly the procedures established for the ship for ventilation of Ro-Ro spaces during loading and discharging of vehicles, while on voyage and in emergencies.

SECURITY AWARENESS TRAINING FOR ALL SEAFARERS

STCW:	Regulation VI/6 of STCW Convention and Section A-VI/6-1 of STCW Code.
Objectives:	Those who successfully complete this course should achieve the required standard of competence enabling them to contribute to the enhancement of maritime security through heightened awareness and the ability to recognize security threats and to respond appropriately.
Program:	Based on IMO Model Course 3.27 “Security Awareness Training for All Seafarers”.
Duration:	4 hours / 1 day.

SECURITY TRAINING FOR SEAFARERS WITH DESIGNATED SECURITY DUTIES

STCW:	Regulation VI/6 of STCW Convention and Section A-VI/6-2 of STCW Code.
Objectives:	Those who successfully complete the course should be able to demonstrate sufficient knowledge to undertake the duties as signed under the SSP.
Program:	Based on IMO Model Course 3.26 “Security Awareness Training for Seafarers with Designated Security Duties”.
Duration:	9 hours / 1 day.

SECURITY AWARENESS TRAINING FOR ALL SEAFARERS

Training required for:	Deck and Engine Officers in operational and management level
Training provided by:	Approved MRM Facilitator
Training duration:	Initial Training: 3 days. Refresher Training (optional): 1 day.
Maximum number of attendees:	12 Participants.
Training objective:	The objective of the MRM training is to motivate the Bridge &/or Engine team and if necessary to change its behaviour to good resource management practices during everyday operations. This includes understanding the importance of good management and teamwork and the willingness to change behaviour. The Maritime Resource Management course meets the requirements laid down in the IMO International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended by the Manila amendments, in the following areas: • Reg. A-II/1 for Bridge Resource Management • Reg. A-III/1 for Engine-room Resource Management • Reg. A-II/2 and A-III/2 for Use Leadership and Managerial Skills • Reg. A-II/1, A-III/1 and A-III/6 for Application of Leadership and Teamworking Skills.
Topics/agenda:	1. Situation Awareness 2. Attitudes and Management Skills 3. Cultural Awareness 4. Communication and Briefings 5. Challenge and Response 6. Short Term Strategy 7. Authority and Assertiveness 8. Management Styles 9. Workload 10. State of the Ship 11. Human Involvement in Error 12. Judgment and Decision Making 13. Leadership in Emergencies 14. Crisis and Crowd Management (Optional for non-Pax officers) 15. Automation Awareness

Training Method:	**Workshops** **Team building exercises** **Computer Based Training (CBT)** Carried out individually or in groups. **Application** As an option, a bridge/engine simulator can be used during the course. This is for reinforcement and practical MRM training and the exercises can either be integrated in the course or carried out as a concluding exercise with feed-back. These exercises should be considered an option for training providers who wish to use such facilities - simulator exercises should not be consid-ered a mandatory part of the course. **Case studies** **Facilitation techniques**
Results of training:	With a number of different tools, such as trainees' evaluation of effectiveness, attitude change measurements, behaviour change operations, subjective incident reports and insurance claims statistics the efficiency of resource management training is proven, both in aviation and in shipping.

MANAGEMENT SYSTEM SEMINAR FOR OFFICERS

Training required for:	All Officers (management and operational level) prior first assignment
Training duration:	8 hours (for Officers).
Training objective:	At the end of the training session the participant shall: • Be able to demonstrate knowledge and understanding of the Company's Management System. • Understand the Company's commitment to managing Quality, Safety & Health, Environmental Protection and Energy Efficiency as an integral part of business aiming for excellence in management and operation of ships.

Topics/agenda:	• Section 1 Introduction • Section 2 Policies • Section 2.1 The Company Values • Section 2.2 The Company Policy Statements • Section 3 Documentation & Certification • Section 3.1 Codes/Standards & Certification • Section 3.2 Documentation • Section 3.3 Control of Management System Documentation • Section 4 Legal & other requirements • Section 5 Quality • Section 6 Safety & Health • Section 7 Environmental and Energy Management • Section 8 Resource Management • Section 9 Competence, Training & Awareness • Section 10 Operational Control • Section 11 Emergency Preparedness and Response • Section 12 Audits, Follow-up and Management System Review
Assessment:	Multiple Choice Test. Pass Mark 70%.

SAFE NAVIGATION

Course:	Safe Navigation Training
Syllabus revision:	Rev. 03 – 11/12/2018
Target group:	Deck Officers (Management and Operational Level)
Training Duration:	8 Hours
Course Framework:	a. Scope This course is intended to enhance the knowledge and familiarization of all deck officers with Company's Bridge Operations Procedure and to ensure Safe Navigation at all times. The course is a to Company's requirement for all deck officers to complete a Ship Simulator and Bridge Teamwork course as per IMO model course 1.22. b. Intended Learning outcomes At the end of the training the participants must: • Be familiar with Company's Bridge Operations Manual • Understand Company's ECDIS procedures. • Understand the requirements for Passage Planning. • Be able to properly utilize weather routing services. • Be able to carry out anchoring safely and avoid loss of anchors • Be able to carry out proper information exchange between Master and Pilot **c. Entry Standard**

Deck officers (Management and operation level) – Full Managed vessels

- Management and operational level shall complete the CBT Passage Plan using ECDIS course as pre-requisite.
- Operational level and Officer Trainees they shall complete CBT COLREG Course prior the training as pre-requisite.

This course is required prior joining.

d. Course Certificate

Participants shall be assessed at the end of the course.

- Pre-requisite CBT score: 30%
- Attitude towards training: 30%
- Multiple Choice Test: 40%

e. Course Intake Limitations

Trainees shall not exceed 24 in a class.

f. Staff Requirements

Instructor should be CSM approved Trainer and should hold a Train the Trainer Certificate (IMO model course 6.09) and ECDIS Generic Training (IMO model course 1.27).

g. Teaching Facilities and Equipment

- A classroom with multimedia overhead projector or LCD screen.
- Computer set with internet access.
- A white board or flip charts.
- Wi-Fi or CBT stations with internet access.

h. Teaching Aids

- AMOS QMS to access the latest version of the Company's Bridge Operations Manual.
- PowerPoint Presentation.

i. References

- Bridge Operations Manual.
- ICS Bridge Procedure Guide (Fifth Edition).
- ISM Code.
- Various Safety Alerts and LTBLs related to Navigation and ECDIS.

At the end of the training session the participant shall:

- Be able to demonstrate knowledge and understanding of the Company's Management System.

- Understand the Company's commitment to managing Quality, Safety & Health, Environmental Protection and Energy Efficiency as an integral part of business aiming for excellence in management and operation of ships.

BULK CARRIER SEMINAR

Objective:	At the end of this course the participants will become conversant with Bulk Carrier regulations and operations. In addition the course addresses issues such as cargo sampling, enclosed space entry, gas detection equipment, Port State Control, navigation with ECDIS and Master/Pilot relationship. Some contents may vary from one course to another due to the participation of professional speakers from the industry.
Content:	• International Regulations • Preparation of Holds • Cargo Ventilation • Master/Pilot relationship • Ballast Water Management • Navigation Accidents • Crew Injury • Leadership & Management Style • Port State Control • Draft Survey • Safe Anchoring • Practical Exercises • Workshop (Loading computer) • Deck Cargo
Duration:	3 Days
Target Group:	Deck Officers on Bulk Carriers (Management & Operational Level); Superintendents and Operators.

CHEMICAL TANKER SEMINAR

Objective

At the end of this course the participants will become conversant with Chemical Tanker requirements for Tank Coating, Tank Cleaning, Wall Wash Test, Portable Gas detection equipment, Chemical protective suit, UTI … etc.
In addition the course addresses issues such as cargo sampling, Port State Control, Vetting and CDI inspections, navigation with ECDIS and Master/Pilot relationship.

Some contents may vary from one course to another due to the participation of professional speakers from the industry including tank cleaning experts, insurance representatives, cargo surveyors, Pilots …etc.

Content

Chemical Families
- o Inorganic Chemistry
- o Organic Chemistry
- o Chemical Cargoes

Tank Cleaning
- o Previous cargo chemical properties
- o Pre-loading inspection specifications
- o Tank Cleaning Plan
- o Monitoring Tank Cleaning
- o Tank Cleaning Hardware

Spectrometer
- o Absorbance and Transmission
- o Visible Spectroscopy
- o UV Spectroscopy

Wall Wash Inspection
- o Basic Standards
- o UV Spectroscopy
- o Practical Training

Cargo Tank Linings
- o Paint Based Coatings
- o Stainless Steel
- o Pictorial Examples
- o Cargo Resistance List

Cargo Operations;
- o Procedures
- o Checks prior accepting cargo
- o IBC Code
- o Compatibility Chart
- o MSDS
- o Cargo Forms;
- o Special Precautions
- o Cargo Sampling
- o New Legislation

FRAMO system and cargo pumps
Phenol Precautions
Gas Detection Equipment (Workshop- Calibration and measure-ment)
Chemical Protective Suit and SCBA (Practical training)
Anchoring Safely
Port State Control & Vetting
CDI inspection
Navigational Incidents
Master/Pilot relationship.

Duration:	4 Days
Target Group:	Deck officers on Chemical Tankers (Management & Operational Level); Superintendents and Operators.

ENVIRONMENTAL COMPLIANCE PLAN TRAINING

Content:	The course provides in-depth knowledge about MARPOL, Oil Record Book and Company's Environmental Management System. It also refers to the relevant procedures in the Machinery Space Operations Manual.
Target group:	The Course consists of three parts (MARPOL, Environmental Compliance Plan and Oil Record Book). The ORB part is for Masters and Engine Officers only.
Syllabus:	Course is prepared and updated by ALPHA Marine Consulting Ltd.
Duration:	Various durations as per rank.

PORT STATE CONTROL AND VETTING

Content:	**PSC** A brief introduction to the port state control inspection system in general, followed by a detailed description of the legal background and the different agreements. Subsequently a detailed description of the individual consequences. The USCG system and the CSM procedures, manuals and relevant information notices. **Vetting** An explanation of ship's vetting and CDI inspections, followed by a detailed description of the VIQ, different inspection schemes, requirements and systems. Subsequently a detailed advice, based on the CSM procedures, manuals, processes and information notices.
Target group:	All officers and key personnel.
Duration:	4 hours.

RISK ASSESSMENT AND INCIDENT INVESTIGATION

Training required for:	Management Level Officers 5 yearly Refresher Training must be arranged latest prior to the third contract
Training provided by:	Approved CSM Trainer.
Training duration:	4 hours.
Pre-training arrangements:	Handouts shall be distributed in electronic format to the participant prior attend-ing the course for self-study.
Training objective:	At the end of the training session the participant shall: • Be able to identify hazards, risks and evaluate Risk Factor; • Understand the importance of the Risk Assessment; • Be Familiar with Company's Risk Assessment procedures; • Be able to complete a Risk Assessment
Topics/agenda: Risk Assessment	• Section 1 Introduction • Section 2 Legal Frame • Section 3 Definitions • Section 4 Hazards • Section 5 Likelihood • Section 6 Severity • Section 7 Why a Risk Assessment? • Section 8 When a Risk Assessment should be prepared? • Section 9 Risk Management Process • Section 9.1 Identify the Hazards, impacts and con-trols • Section 9.2 Evaluate Risk Factor • Section 9.3 Establish further Risk Controls • Section 10 Record and Review • Section 11 Library • Section 12 The Assessment Process- Example • Section 13 How the Risk can be reduced?
Topics/agenda: Incident Investigation	• Section 1 Definitions • Section 2 Near Miss • Section 3 Incident • Section 4 Training • Section 5 Investigation • Section 6 Causes of Incidents • Section 7 Incident Investigation Report • Section 8 Communication with the Office

MARITIME LABOUR CONVENTION (MLC 2006)

Training required for:	Mandatory: Masters prior first assignment. Target: Chief Officer. 5 yearly Refresher: Via Videotel CBT onboard.
Training provided by:	Approved CSM Trainer.
Training duration:	4 hours
Pre-training arrangements	Handouts shall be distributed in electronic format to the participants prior attending the course for self-study.
Training objective:	At the end of the training session the participant shall: • Be able to demonstrate knowledge and understanding of the Maritime Labour Convention; • Understand the Company's commitment with MLC 2006 and prepare the crew onboard according the MLC inspections schedule.
Topics/agenda:	Section 1 What is the MLC 2006? Section 2 Adoption and Entry in Force Section 3 Members Section 4 Application & Implementation Section 5 Why a new Convention? Section 6 Benefits of the Convention Section 7 Structure of the Convention Section 8 DMLC Part I Section 9 DMLC Part II Section 10 MLC Requirement & Company Procedures Section 11 MLC Amendments 2014 Section 12 Requirements for inspection and Certifica-tion Section 12.1 Notes for the Inspections. Section 12.2 Primary Enforcement Mechanisms. Port State, Flag State Section 13 Distribution of MLC Common deficiencies. Section 14 Maritime Labour Convention Certificate Section 15 Overview
Materials to be used:	Power Point presentation. Videotel CBT Code 986 Maritime Labour Convention 2006

AMOS PMS

Objectives:	The primary objectives of the proposed course are to provide each trainee with an understanding of the system design and operating concepts together with, when applicable, a detailed description (with worked examples) of the system functions.
Target group:	Mandatory for: Master, Chief Engineer, Chief Officer, 2nd Engineer, Electro-technical officer. Target: Deck and engine officers (Operational level)
Duration:	8-16 Hrs
Topics:	Introduction Framework Maintenance Procurement
Assessments:	Intermediate Tests for modules Framework, Maintenance and Procurement Final Exam.

FRAMO (In-House)

Course:	**FRAMO In-house Training**
Syllabus revision and date:	Revision 1- 13/05/2018
Target Group:	Chief Engineers and 2nd Engineers.
Required Qualification of Trainer:	Approved CSM Trainer.
Training Duration:	16 hours.
Minimum / Maximum Number of Participants:	Minimum: 4 Maximum: 15

Training Objective(s):	At the end of the training session the participant shall: • Be able to understand the basic operation of FRAMO system on chemical tankers; • Have theoretical knowledge about the maintenance of hydraulic systems and FRAMO pumps.
Pre-training Arrangement(s):	Not applicable.
Training Facilities and Material / Equipment Used:	The training shall be conducted in a Classroom. Projector or LCD monitor. Loud Speakers connected to the Trainer's computer. PowerPoint presentations, PDF documents, Manufacturers Technical Notices and Circulars. Videos.
Agenda/ Contents:	- Introduction to FRAMO Cargo pumping system. - Functional description of a FRAMO cargo pumping system - Main components such as cargo pumps, panels and control valves. - Cargo Pumping Control System - Maintenance and trouble shooting on the hydraulic system. - Override function of possible malfunc-tioning components. - Hydraulic oil and filtration. - Framo recommend oil monitoring pro-gram. - Control valves STC / FCV, including re-mote control valve PCV. - Build-up and function of cargo pumps control valves. - Controlling the hydraulic oil flow to car-go pumps - Framo Cargo Pumps; Function, Service and Maintenance - Service of the most common pump types. - Pressure testing, prior to and upon completion of service - Purging instructions and trouble shooting. - Logging and evaluation of recorded results. - Pumping theory / correct operation during loading, discharging, stripping and tank cleaning. - Portable pump; Correct storage, han-dling and operation. - Submerged ballast pumps. - Preventive maintenance. - Inspections; Annual and Pre-docking. - Spare part stock on board. - Final discussion – evaluation.
Methods and Standards of Assessment:	Multiple Choice Test. Pass Mark 60%.
Certification:	Approved Certificate Template.

QUALIFICATION & TRAINING MATRIX FOR OFFICERS (DRY FLEET)

Reference	IMO Model Course	Duration	CAPE ID	Qualification Evidence	Validity	Management Level (Deck)		Operational Level (Deck)	Management Level (Engine)		Operational Level (Engine)		Notes
						Master	Chief Officer	2nd, 3rd, Junior Officer, AB-OT, OS-OT	Chief Engineer	2nd Engineer	3rd, 4th, Junior Engineer, Oiler O-T, Wiper O-T	ETO Electrical Engineer (Officer)	
Qualification													
STCW Chap. II & III	-	-	*	**Certificate of Competency (CoC) & National Endorsement**	**5Y**	**M**	**M**	**M**	**M**	**M**	**M**	**M**	Master and Chief Officer (II/2), deck officers (II/1), C/E and 2/E (III/2), Engine officers (III/1), ETO (III/6). Refer to the MSMC for Flag State requirements. ETO qualification applies to various similar ranks which has to be verified prior joining.
A-IV/2	-	-	1025	**GMDSS GOC & National Endorsement**	**5Y**	**M**	**M**	**M**					
Flag State	-	-	*	**Flag State Endorsement - as applicable**	*	**M**	**M**	**M**	**M**	**M**	**M**	**M (see notes)**	Flag State Endorsement for ETO is optional on MI Flag ships, however it is strongly recommended by Panama and Liberia. Other Flag State Requirements must be verified separately. Flag State Endorsements shall have the same expiry date as the CoC unless stated otherwise.
A-I/9	-	-	MED2	**Medical Fitness**	*	**M**	**M**	**M**	**M**	**M**	**M**	**M**	Refer to the relevant procedures for the Validity. National requirements, medical conditions and age shall be taken into consideration as per relevant procedures.
SOLAS V/14.3	-	*	CSM16 CSM18	**English Language Test (E)**	**ultd**	**M**	**M**	**M**	**M**	**M**	**M**	**M**	English Language retesting is only required in case of promotion to next higher management level. Approved Testing program should be used. Test results are not required to be carried onboard.
-	-	70 min	O119	**VOA Test / Random Competency Assessment (E)**	**ultd**	**M**	**M**	**M**	**M**	**M**	**M**	**M**	Approved Videotel Online Assessment (VOA) tests should be used. It is not required to carry VOA test results onboard. Random Competency Assessments (via VOA) shall be entered under the same CAPE ID.
-	-	-	O162	**Crew Connect Portal Account**	**ultd**	**M**	**M**	**M**	**M**	**M**	**M**	**M**	See PIN-20. The new Crew Connect Portal is available online 24/7 for our seafarers and enables access to planning, certificates, and Company news.
STCW Training													
A-VI/1 (1-1, 1-2, 1-3, 1-4)	1.19, 1.20, 1.13, 1.21	5 days	BS	**Basic Safety Training**	**5Y**	**M**	**M**	**M**	**M**	**M**	**M**	**M**	Documentary evidence is recommended of either completing the training course or updating training within the last 5 years. The certificates of competency issued in accordance with regulations II/1, II/2, II/3, III/1, III/2, III/3, III/6 and VII/2 include the proficiency requirements in "basic training", "survival craft and rescue boats other than fast rescue boats", "advanced firefighting" and "medical first aid" therefore, holders of mentioned certificates of competency are not required to carry Certificates of Proficiency in respect of those competences of chapter VI.
A-VI/3	2.03	3 days	1005	**Advanced Firefighting**	**5Y**	**M**	**M**	**M**	**M**	**M**	**M**	**M**	
A-VI/4-1	1.14	3-4 days	1006	**Medical First Aid**	**5Y**	**M**	**M**	**M**	**M**	**M**	**M**	**M**	
A-VI/2	1.23	2 days	1002	**Proficiency in Survival Craft and Rescue Boat**	**5Y**	**M**	**M**	**M**	**M**	**M**	**M**	**M**	
A-VI/6-2	3.26	1 day	1173	**Designated Security Duties**	*			**M**	**M**	**M**	**M**	**M**	Every seafarer who is designated to perform security duties shall have evidence of Security Training for Seafarers with Designated Security Training.
A-VI/5	3.19	2 days	1074	**Ship Security Officer**	*	**M**	**M**						
A-VI/4	1.15	5 days	1007	**Medical Care**	*	**M**	**M**	**M**					Required for Officers designated to provide Medical Care. Validity is 5 years for MI, UK and Gibraltar Flag, other Flag States requirements shall be checked.
A-II/1	1.27	40 hrs	1014	**ECDIS Generic**	*	**M**	**M**	**M**					Where limitation is not specified, the CoC and endorsements are evidence of having successfully completed the required approved training and that the standard of competence has been achieved. (STCW.7/Circ.24/Rev.1 - 16 June 2017). CoCs with ECDIS limitation shall not be accepted. If no expiry date mentioned on the certificate the validity shall be unlimited unless otherwise decided by the national maritime administration or the flag state.

M	Mandatory Training
T	**Target Trainings** should not affect the pre-joining requirements if not achieved. They should be conducted only in approved and designated training centres. The Training group shall be consulted for clarifications prior any arrangements.
NR	No re-training (or refresher) is required for seafarers who served on similar type of ships or have used similar systems in at least one contract during the last 3 years. In such cases the validity can be extended to 5 years.
E	Training can be conducted via Company's approved eLearning programs.
*	"Star is entered in the duration or validity columns when the values might vary depending on the local maritime administration or training centres. It is entered in CAPE ID column when numerous competencies are available. Check notes or CAPE competencies function for details."

Refer to the latest amendments of the STCW and to the Flag State specific requirements which apply, but not limited to, the required certificates to be carried on board, validity and duration of the trainings. The duration of STCW courses is entered for reference only. Refer to STCW.7/Circ.24/Rev.1 dated 16 June 2017. The validity mentioned on the certificates supersedes the information provided in the column "Validity".

Subject to the provisions of STCW regulation I/10, paragraph 5, any certificate required by the Convention must be kept available in its original form on board the ship on which the holder is serving.

Statutory drills and exercises required onboard are not part of this matrix.

All Certificates must be valid during the period of the contract plus minimum 2 months.

QUALIFICATION & TRAINING MATRIX FOR OFFICERS (DRY FLEET)

Reference	IMO Model Course	Duration	CAPE ID	Qualification Evidence	Validity	Management Level (Deck)		Operational Level (Deck)	Management Level (Engine)		Operational Level (Engine)		Notes
						Master	Chief Officer	2nd, 3rd, Junior Officer, AB-OT, OS-OT	Chief Engineer	2nd Engineer	3rd, 4th, Junior Engineer, Oiler O-T, Wiper O-T	ETO Electrical Engineer (Officer)	
Qualification													
A-II/2	1.08	4 days	1028	**Radar, ARPA, Bridge Teamwork & Search and Rescue**	*	M	M						CoC issued without ARPA limitation include the qualification for "Radar, ARPA, Bridge Teamwork & Search and Rescue" and/or "Radar Navigation, Radar Plotting and Use of ARPA". If no expiry date mentioned on the certificate the validity shall be unlimited unless otherwise decided by the national maritime administration or the flag state.
A-II/1	1.07	8 days	1027	**Radar Navigation, Radar Plotting and Use of ARPA**	*			M					
II/2-III/7	-	5 days	CSM5	**High Voltage (If vessel has high voltage equipment)**	*				M	M	M	M	If the vessel has high voltage equipment the responsible persons should be suitably trained. Refer to PIN-15 for details -National CoC compliance with High Voltage Training requirements.
B-V/b, B-V/c	1.10	3 days	1090	**HAZMAT** (E)	5Y	M	M	M					HAZMAT is required for Cargo ships carrying hazardous materials in bulk or in package. HAZMAT Training for US trade is valid for 3 years only and it covers relevant parts of US 49 Code of Federal Regulations (CFR) 49 CFR 172.704 - Training requirements. The Training can be completed via approved eLearning courses (refer to the Training Group for guidance).Further reference: STCW Section B-V/b and Section B-V/c .
B-V / CFR	1.10	3 days	1021	**HAZMAT (CFR 49) USA** (E)	3Y	M	M	M					
Type-Specific Training													
STCW I/14	-	16 hrs	*	**ECDIS Type-Specific** (E)	10Y	M	M	M					ECDIS Type-specific-training is required on ships sailing with ECDIS as Primary means of navigation or fitted with a compliant ECDIS (as per SOLAS carriage requirements - Chapt. V, Reg. 19.2.1.4). These requirements apply on all ships fitted with ECDIS, even if paper charts are indicated as the primary means of navigation. In accordance with STCW Regulation I/14, companies are responsible for ensuring that seafarers employed on their ships are familiarized with the installed equipment, including ECDIS (STCW.7/Circ.24/Rev.1 - 16 June 2017).
STCW I/14	-	3-5 days	(see notes)	**Electronic Engine Training** (NR)	5Y				M	M		M	Electronic Engine Training shall be conducted in approved training locations. MAN ME (CAPE ID: CSM23), ME-B (CAPE ID: CSM51), ME-C (CAPE ID: CSM64): MTC Hamburg, MAN PrimeServ Academies (Worldwide), NYK - NMC (Singapore), UMTC (Philippines). Note that MAN-ME and ME-C course and certificates are equivalent. **Engineers who completed the bridging course from MAN ME-B to MAN ME-C are qualified for both type of engines.** RT-FLEX (CAPE ID: CSM24): Novikontas (Latvia), GigaMare (Philippines), Wärtsilä Land & Sea Academy (various locations). Certificates issued by WIN GD should be considered equivalent to WARTSILA.
STCW I/14	-	(CBT)	1179	**Ballast Water Treatment System Type Specific** (NR) (E)	5Y	M	M	M	M	M	M	M	Only if Applicable - Training shall be completed via approved eLearning programme.
STCW I/14	-	(CBT)	1180	**Exhaust Gas Scrubber System Type Specific** (NR) (E)	5Y				M	M	M	M	Only if Applicable - Training shall be completed via approved eLearning programme.
Industry-based Training													
VIQ 3.4 TMSA 5.4.4	1.22	40 hrs	(see notes)	**Ship Simulator and Bridge Team Work (SSBT)**	5Y	M	M	M					External shore based SSBT (or BTMSH) based on IMO model course 1.22 is required for Master, Chief Officer and all deck officers (CAPE ID: csm29 or 1024). **It is recommended to use Company's preferred Training Centres: NSB Academy in Germany, TCM Maria Tsakos in Greece or ETCC in Philippines.** Newly promoted Masters must undergo external shore based SSBT or BTMSH course based on IMO model course 1.22 within 12 months prior signing on. In-house SSBT (or BTMSH) based on IMO MC 1.22 satisfies the requirements for 2nd, 3rd, Junior officer, AB-OT and OS-OT (CAPE ID: 1100). It is recommended that SSBT certificate shall refer to IMO MC 1.22 and shall mention the course duration (40 hours or 5 days). STCW section B-V/a refers; inexperienced Masters and Chief Officers should have relevant Ship Handling Training before assuming the duties of large ships or ships having unusual maneuvering and handling; example: Ship Handling Training requirements for NYK Hawk and NYK Swan (CAPE ID: 1174).

M	Mandatory Training
T	**Target Trainings** should not affect the pre-joining requirements if not achieved. They should be conducted only in approved and designated training centres. The Training group shall be consulted for clarifications prior any arrangements.
NR	No re-training (or refresher) is required for seafarers who served on similar type of ships or have used similar systems in at least one contract during the last 3 years. In such cases the validity can be extended to 5 years.
E	Training can be conducted via Company's approved eLearning programs.
*	"Star is entered in the duration or validity columns when the values might vary depending on the local maritime administration or training centres. It is entered in CAPE ID column when numerous competencies are available. Check notes or CAPE competencies function for details."

Refer to the latest amendments of the STCW and to the Flag State specific requirements which apply, but not limited to, the required certificates to be carried on board, validity and duration of the trainings. The duration of STCW courses is entered for reference only. Refer to STCW.7/ Circ.24/Rev.1 dated 16 June 2017.The validity mentioned on the certificates supersedes the information provided in the column "Validity".

Subject to the provisions of STCW regulation I/10, paragraph 5, any certificate required by the Convention must be kept available in its original form on board the ship on which the holder is serving.

Statutory drills and exercises required onboard are not part of this matrix.

All Certificates must be valid during the period of the contract plus minimum 2 months.

QUALIFICATION & TRAINING MATRIX FOR OFFICERS (DRY FLEET)

Reference	IMO Model Course	Duration	CAPE ID	Qualification Evidence	Validity	Management Level (Deck)		Operational Level (Deck)	Management Level (Engine)		Operational Level (Engine)		Notes
						Master	Chief Officer	2nd, 3rd, Junior Officer, AB-OT, OS-OT	Chief Engineer	2nd Engineer	3rd, 4th, Junior Engineer, Oiler O-T, Wiper O-T	ETO Electrical Engineer (Officer)	
Industry-based Training													
VIQ-5.1	-	3 days	1110	**Safety Officer** (C) (E)	5Y		M	M					The Safety Officer Course shall be based on STCW Code 2010 Table A-II/2 & A-III/2 and IMO Model Course 3.11 (Safety Investigation into Marine Casualties and Marine Incidents). Training Group shall be consulted for equivalent eLearning courses.
VIQ 7.17	-	0.5 hrs	CSM72	**Cyber Security Awareness** (E)	3Y	M	M	M	M	M	M	M	Cyber Security Awareness Training shall be conducted via approved eLearning Programs.
VIQ 7.17	-	2 hrs	CSM73	**Social Media Awareness** (E)	3Y	M	M	M	M	M	M	M	Social Media Awareness Training shall be arranged via approved eLearning Programs.
GDPR	-	(CBT)	CSM94	**General Data Protection Regulation (GDPR)** (E)	ultd	M	M	M	M	M	M	M	GDPR Training shall be arranged via approved eLearning Programs.
SHELL PiS		1 hr	CSM87	**RL, LET and Resilience Train the Trainer** (E)	ultd	M	M		T	T			Training is required for all Masters and Chief Officers and targets Chief Engineers and 2nd Engineers.
Ice-Class and Polar Ships Training													
STCW I/14	-	*	1111	**Ice Navigation (Ice Class Vessels)** (NR)	5Y	M	M	M					Ice Navigation shall be arranged as required by vessel's class and trade. Training for Junior Officers can be conducted via approved eLearning programs.
Polar Code Ch.12	-	*	1175	**Basic Polar Waters**	*	M	M	M					Polar Navigation Training shall be arranged for Officers serving onboard ships certified in accordance with Polar Code. Level of training (basic or advanced) shall be decided in compliance with regulation 12.3.1 of the Polar Code. Regulations relevant to the transition period shall be considered. Basic Polar Waters Training covers the requirements for Ice Navigation Training.
Polar Code Ch.12	-	*	1176	**Advanced Polar Waters**	*	M	M						
Additional Requirements for Heavy Lift, Multi-purpose Ships and geared Dry Ships (as applicable)													
STCW I/14	-	2 days	CSM78	**Crane Handling Simulator (for geared dry ships)** (NR)	5Y		M						Training is only required for geared Bulk Carriers and Containers managed by CSM Singapore: Chief Officers and Bosuns are required to have Crane Handling Simulator training and then train other deck ratings onboard.
STCW I/14	-	4 days	CSM42	**Heavy Lift Course (for Heavy Lift and MPC)** (NR)	5Y	T	M						Training is required for new comer Masters if they do not have evidence of previous training. Heavy Lift Course is required for Heavy Lift & MPC ships equipped with cranes of minimum 60 tons. Those who previously completed Crane Simulator Courses (with appropriate crane models) satisfy the requirement for Heavy Lift Course. The Training is available in UMTC (Philippines) and KMSTC (Ukraine).
STCW I/14	-	4 days	CSM62	**Securing of General and Heavy Lift Cargoes for Officers** (NR)	5Y	T	T	M					Training is required for new comer Masters if they do not have evidence of previous training. Officers who completed Heavy Lift Course are not required to attend the Securing of General and Heavy Lift Cargoes for Officers unless a Training need has been identified. SGHL training shall be arranged in approved Training Centres: (i.e. UMTC - Philippines). SGHL course is preferable for MPC vessels.
STCW I/14	-	5 days	CSM61	**Crane Troubleshooting (for Heavy Lift)**	5Y				T	M		M	Either the C/E or the 2/E onboard shall have completed the training. ETO must have it. It shall be arranged in approved Training Centres (i.e. GigaMare - Philippines).
STCW I/14	-	(CBT)	N/A	**Company Values & I Care** (E)	5Y	M	M	M	M	M	M	M	Documentary evidence should be generated from the Learning Management System. Evidence can be demonstrated via LMS account.
A-II/2 & AIII/2&3	-	3-4 days	O96	**Maritime Crew Resource Management or MRM**	5Y	M	M	M	M	M	M	M	Maritime Crew Resource Management (MCRM) or MRM Training shall be conducted in-house by "approved Facilitators". MCRM is approved by MCA and DNV-GL for HELM at Management Level and STCW AII/2 & AIII/2&3
TMSA 7.2	-	(CBT)	O163	**Management of Change** (E)	5Y	M	M	M	M	M	M	M	Management of Change training can also be part of other seminars or workshops such as Crew Seminars. Training group shall be consulted for more details.

M	Mandatory Training
T	**Target Trainings** should not affect the pre-joining requirements if not achieved. They should be conducted only in approved and designated training centres. The Training group shall be consulted for clarifications prior any arrangements.
NR	No re-training (or refresher) is required for seafarers who served on similar type of ships or have used similar systems in at least one contract during the last 3 years. In such cases the validity can be extended to 5 years.
C	Training must be arranged latest prior to 3rd Contract.
E	Training can be conducted via Company's approved eLearning programs.
*	Star is entered in the duration or validity columns when the values might vary depending on the local maritime administration or training centres. It is entered in CAPE ID column when numerous competencies are available. Check notes or CAPE competencies function for details.

Refer to the latest amendments of the STCW and to the Flag State specific requirements which apply, but not limited to, the required certificates to be carried on board, validity and duration of the trainings. The duration of STCW courses is entered for reference only. Refer to STCW.7/Circ.24/ Rev.1 dated 16 June 2017.The validity mentioned on the certificates supersedes the information provided in the column "Validity".

Subject to the provisions of STCW regulation I/10, paragraph 5, any certificate required by the Convention must be kept available in its original form on board the ship on which the holder is serving.

Statutory drills and exercises required onboard are not part of this matrix.

All Certificates must be valid during the period of the contract plus minimum 2 months.

QUALIFICATION & TRAINING MATRIX FOR OFFICERS (DRY FLEET)

Reference	IMO Model Course	Duration	CAPE ID	Qualification Evidence	Validity	Management Level (Deck)		Operational Level (Deck)	Management Level (Engine)		Operational Level (Engine)		Notes
						Master	Chief Officer	2nd, 3rd, Junior Officer, AB-OT, OS-OT	Chief Engineer	2nd Engineer	3rd, 4th, Junior Engineer, Oiler O-T, Wiper O-T	ETO Electrical Engineer (Officer)	
Company's in-house Courses													
STCW I/14	-	1 day	1109	**Safe Navigation**	3Y	M	M	M					Safe Navigation Training shall be conducted prior to the 1st contract; if all reasonable efforts were made and the training could not be arranged then it shall be conducted prior to the 2nd contract.
STCW I/14	1.27	(CBT)	CSM 96	**ACAT-ECDIS Refresher (IMO 1.27)**	1Y	M	M	M					Training is provided by ECDIS Ltd. UK / Final Certificate shall be obtained as per the instructions in the CBT. Offline version is provided onboard.Training shall be completed latest prior to the 2nd contract.
STCW I/14 / VIQ	3.09	8 hrs	CSM80	**Port State Control & Vetting for Officers** (C) (E)	5Y	M	M	M	M	M	M	M	Seafarers on Bulk Carriers and Heavy Lift ships require both Port State Control and Vetting. Others require only Port State Control training.
TMSA 4.1.1		16 hrs	CSM82	**AMOS-2 EMS (Advanced)** (NR) (E)	5Y	M	M		M	M		M	AMOS PMS Training shall be completed prior the 1st contract. Only Company's official online CBT shall be utilized.
TMSA 4.1.1		8 hrs	CSM52	**AMOS-2 EMS (Standard)** (NR) (E)	5Y			T			M		
STCW I/14	-	4 Hrs	CSM93	**AMOS QMS (Advanced)** (NR) (E)	5Y	M	M	M	M	M	M	M	AMOS QMS Training shall be completed latest prior the 2nd contract. Only Company's official online CBT shall be utilized.
STCW I/14	-	6-8 hrs	(see notes)	**Other Planned Maintenance Systems** (NR) (C) (E)	5Y	M	M	T	M	M	M	M	Any other PMS systems training (as applicable) can be completed prior to the 3rd contract. (C-TRIM CAPE ID: 1104, AMOS BS CAPE ID: 1105)
TMSA 9A.2.1	-	4 hrs	1108	**Risk Assessment and Incident Investigation** (C) (E)	5Y	M	M		M	M			Only Company's specific course is accepted.
TMSA 9A.2.1	-	2 hrs	CL47	**Risk Assessment** (C) (E)	5Y			M			M	M	Only Company's specific course is accepted.
MLC- 5.1.3	-	4 hrs	CSM32	**MLC 2006 Familiarization** (E)	5Y	M	T						
EMS	-	2 days	CSM46	**Initial Env. Compliance Training for Masters and Eng. Officers**	ultd	M			M	M	M		Initial ECT and the annual refresher for Masters and Engineers and for Deck Officers shall be conducted ashore by an approved trainer.
EMS	-	8 hrs	CSM46_R	**Refresher Env. Comp. Training for Masters and Eng. Officers**	1Y	M			M	M	M		
EMS	-	1.5 days	CSM45	**Initial Environmental Compliance Training for Deck Officers**	ultd		M	M				M	
EMS	-	6 hrs	CSM45_R	**Refresher Env. Compliance Training for Deck Officers**	1Y		M	M				M	
STCW I/14	-	4 Hrs	CSM67	**Gas Detection Equipment** (E)	5Y	M	M	M	M	M	M	M	Training shall be conducted via Company's LMS during specific approved seminars or courses.
Company's Target Requirements													
A-1/11.4	-	8 hrs	O123	**OWS Training**	ultd				T	T	T		OWS training shall be arranged in designated Training Centres (Novikontas in Riga and ETCC in Manila) for local Engine Officers.
AHA / ERC	-	4-7 hrs	CSM65	**AED (Automatic External Defibrillator)**	2Y		T	T (see notes)					AED Training shall be arranged in Training Centres approved by the American Heart Association (AHA) or the European Resuscitation Council (ERC). The validity of the training is 2 years unless otherwise stated in the certificate. AED Training targets ONLY Chief Officers and 2nd Officers. CBT Training (Videotel) does not satisfy these requirements and shall be used for general knowledge and awareness only.
STCW I/14	-	5 days	CSM68	**Auxiliary Engine Maintenance**	ultd						T (see notes)		Auxiliary Engine Training targets 3rd Engineers ONLY unless otherwise identified as an individual training need. It should be arranged in Training Centres designated by the Company (GigaMare-Philippines for local Engine Officers).
STCW I/14	-	5 days	CSM79	**Purifiers Maintenance**	ultd						T (see notes)		Purifiers Maintenance/Overhauling targets 3rd and 4th Engineers ONLY unless otherwise identified as an individual training need. It should be arranged in Training Centres designated by the Company (UMTC-Philippines for local Engine Officers).
STCW I/14	-	3 days	O164	**Passage Planning using ECDIS**	5Y	T	T	T					Training shall be conducted in approved Training Centres where available. Check with the Training group for details.
Seminars and Conferences													
TMSA3.3/4.3	-	8 hrs	CSM83	**Management System Seminar for Officers**	2Y	M	M	M	M	M	M	M	Seafarers who attend any of Company Seminars (for example Management System, Bulk Carrier and Engineering Seminar) satisfy the requirement for attending Crew Conference (ex. Senior Officers Conference) for a period of 3 years only. Management System Seminar can be arranged via webinar if classroom attendance deemed to be not possible.
TMSA3.3/4.3	-	3-4 days	CSM49	**Bulk Carrier Seminar**	5Y	T	T	T					
TMSA3.3/4.3	-	3-4 days	O165	**Container Seminar**	5Y	T	T	T					
TMSA3.3/4.3	-	1 day	CSM71	**Engineering Seminar**	5Y				T	T	T		
TMSA3.3/4.3	-	2 days	O32	**Crew Conference**	2Y	T	T	T	T	T	T	T	

M	Mandatory Training
T	**Target Trainings** should not affect the pre-joining requirements if not achieved. They should be conducted only in approved and designated training centres. The Training group shall be consulted for clarifications prior any arrangements.
NR	No re-training (or refresher) is required for seafarers who served on similar type of ships or have used similar systems in at least one contract during the last 3 years. In such cases the validity can be extended to 5 years.
C	Training must be arranged latest prior to 3rd Contract.
E	Training can be conducted via Company's approved eLearning programs.
*	Star is entered in the duration or validity columns when the values might vary depending on the local maritime administration or training centres. It is entered in CAPE ID column when numerous competencies are available. Check notes or CAPE competencies function for details.

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All Certificates must be valid during the period of the contract plus minimum 2 months.

QUALIFICATION & TRAINING MATRIX FOR RATINGS (DRY FLEET)

REFERENCE	IMO Model Course	Duration	CAPE ID	Qualification Evidence	Validity	Support Level (Deck)			Support Level (Engine)			Other		Notes
						Able Seafarer Deck		RFNW	ETR	Able Seafarer Engine	RFEW	Cadet (Deck, Engine, Elect.)	Catering Staff (Cook, Messman)	
						Bosun	AB	OS, Deck Fitter	Electrician (Rating)	Oiler, Eng. Fitter	Wiper			
Qualification														
STCW Chapt. II & III	-	-	*	**Certificate of Proficiency (CoP)**	*	M	M	M	M	M	M			Bosun and AB (II/5), OS and Deck Fitter (II/4), Electrician (III/7), Oiler and Engine Fitter (III/5), Wiper (III/4). CoP is required for rating subject to the Minimum Safe Manning Certificate (MSMC, also called MSMD). For ratings not included in the MSMC it should be obtained latest within 2 contracts of employment. Reference should be made to STCW.7/Circ.24/Rev.1: Misinterpretation of the applicable provision of regulations II/5, III/5, III/6 and III/7 has been reported. Refer to Res.A.1052(27)), "If a ship is manned in accordance with a MSMD or equivalent document issued by the flag State, the port State control officers should accept that the ship is safely manned."
Flag State	-	-	*	**Flag State Endorsement - as applicable**	*	M	M	M		M	M			
MLC. 1.3, 3.2	-	*	*	**Qualification Certificate / Evidence**	*					M			M	As per MLC 2006, Reg 1.3 & 3.2 Training or Certification evidence proving qualification. Evidence of Fitter / Welder training or qualification is required.
A-I/9	-	-	MED2	**Medical Fitness**	*	M	M	M	M	M	M	M	M	National requirements, medical conditions and age shall be taken into consideration as per relevant procedures.
SOLAS V/14.3	-	*	CSM16 CSM18	**English Language Test** (E)	*	M	M	M	M	M	M	M	M	English Language retesting is only required in case of promotion to next higher management level. Approved Testing program should be used. Test results are not required to be carried onboard.
-	-	70min	O119	**VOA Test** (E)	*				T			M		Approved Videotel Online Assessment (VOA) tests should be used. It is not required to carry VOA test results onboard.
-	-	-	O162	**Crew Connect Portal Account**	ultd	M	M	M	M	M	M	M	M	See PIN-20. The new Crew Connect Portal is available online 24/7 for our seafarers and enables access to planning, certificates, and Company news.
STCW Training														
A-VI/1 (1-1, 1-2, 1-3, 1-4)	1.19, 1.20, 1.13, 1.21	5 days	BS	**Basic Safety Training**	5Y	M	M	M	M	M	M	M	M	Documentary evidence is recommended of either completing the training course or updating training within the last 5 years.
A-VI/2	1.23	2 days	1002	**Proficiency in Survival Craft and Rescue Boat**	5Y	M	M							
A-VI/6-1	3.27	1 day	1092	**Security Awareness**	*			M	M	M	M	M	M	Every seafarer who is designated to perform security duties, including anti-piracy and anti-armed-robbery-related activities, shall have evidence of Security Training for Seafarers with Designated Security Training. If the seafarer is not designated for security duties then only a Security Awareness Training is required.
A-VI/6-2	3.26	1 day	1173	**Designated Security Duties**	*	M	M							
Type-Specific Training														
STCW I/14	-	(CBT)	1179	**Ballast Water Treatment System Type Specific** (NR) (E)	5Y							M		Only if Applicable - Training shall be completed via approved eLearning programme. / Can be completed onboard if available
STCW I/14	-	(CBT)	1180	**Exhaust Gas Scrubber System Type Specific** (NR) (E)	5Y							M		Only if Applicable - Training shall be completed via approved eLearning programme. / Can be completed onboard if available
Industry based additional Requirements & Training														
VIQ 7.17	-	0.5 hrs	CSM72	**Cyber Security Awareness** (E)	3Y	M	M	M	M	M	M	M	M	Cyber Security Awareness Training shall be conducted via approved eLearning Programs.
VIQ 7.17	-	2 hrs	CSM73	**Social Media Awareness** (20) (E)	3Y	M	M	M	M	M	M	M	M	Social Media Awareness Training shall be arranged via approved eLearning Programs.
GDPR	-	(CBT)	CSM94	**General Data Protection Regulation (GDPR)** (E)	ultd	M	M	M	M	M	M	M	M	GDPR Training shall be arranged via approved eLearning Programs.

M	Mandatory Training
T	**Target Trainings** should not affect the pre-joining requirements if not achieved. They should be conducted only in approved and designated training centres. The Training group shall be consulted for clarifications prior any arrangements.
NR	No re-training (or refresher) is required for seafarers who served on similar type of ships or have used similar systems in at least one contract during the last 3 years. In such cases the validity can be extended to 5 years.
C	Training must be arranged latest prior to 3rd Contract.
E	Training can be conducted via Company's approved eLearning programs.
*	Star is entered in the duration or validity columns when the values might vary depending on the local maritime administration or training centres. It is entered in CAPE ID column when numerous competencies are available. Check notes or CAPE competencies function for details.

Refer to the latest amendments of the STCW and to the Flag State specific requirements which apply, but not limited to, the required certificates to be carried on board, validity and duration of the trainings. The duration of STCW courses is entered for reference only. Refer to STCW.7/Circ.24/Rev.1 dated 16 June 2017. The validity mentioned on the certificates supersedes the information provided in the column "Validity".

Subject to the provisions of STCW regulation I/10, paragraph 5, any certificate required by the Convention must be kept available in its original form on board the ship on which the holder is serving.

Statutory drills and exercises required onboard are not part of this matrix.

QUALIFICATION & TRAINING MATRIX FOR RATINGS (DRY FLEET)

REFERENCE	IMO Model Course	Duration	CAPE ID	Qualification Evidence	Validity	Support Level (Deck)			Support Level (Engine)			Other		Notes
						Able Seafarer Deck		RFNW	ETR	Able Seafarer Engine	RFEW	Cadet (Deck, Engine, Elect.)	Catering Staff (Cook, Messman)	
						Bosun	AB	OS, Deck Fitter	Electrician (Rating)	Oiler, Eng. Fitter	Wiper			
Additional Requirements for Heavy Lift, Multi-purpose Ships and geared Dry Ships (as applicable)														
STCW I/14	-	2 days	CSM78	**Crane Handling Simulator (for geared dry ships) (NR)**	5Y	M								Training is only required for geared Bulk Carriers and Containers managed by CSM Singapore: Chief Officers and Bosuns are required to have Crane Handling Simulator training and then train other deck ratings onboard.
STCW I/14	-	2 days	CSM78	**Crane Handling Simulator (for Heavy Lift and MPC) (NR)**	5Y	M	M							Crane Handling Simulator Training is required for Heavy Lift & MPC ships equipped with cranes of minimum 60 tons. Crane Handling Simulator is required for Bosun and AB.
STCW I/14	-	3 days	CSM63	**Securing of General and Heavy Lift Cargoes for Ratings (NR)**	5Y	M	M	M						Securing of General and Heavy Lift Cargoes for Ratings shall be arranged in approved Training Centres: (i.e. UMTC - Philippines).SGHL course is preferable for MPC vessels.
STCW I/14	-	3 days	CSM 86	**Sea fastening**	ultd	M (see notes)	M (see notes)							A minimum of 2 deck ratings should have welding qualification or have completed the Sea fastening course in UMTC - Philippines.
STCW I/14	-	5 days	CSM61	**Crane Troubleshooting (for Heavy Lift)**	5Y				T					It shall be arranged in approved Training Centres (i.e. GigaMare - Philippines).
Company's in-house Courses														
STCW I/14	-	(CBT)	N/A	**Company Values & I care (E)**	5Y	M	M	M	M	M	M	M	M	Documentary evidence should be generated from the eLearning programs
TMSA 3.3/4.3	-	6 hrs	CSM38	**Management System Training for Rating (E)**	3Y	M	M	M	M	M	M	M	M	Management System Training for Ratings can be conducted either in Classroom or via eLearning Programs.
STCW I/14	-	3 days	O96	**Maritime Crew Resource Management or MRM**	5Y	T			T					Maritime Crew Resource Management (MCRM) or MRM Training shall be conducted in-house by "approved Facilitators". MCRM is approved by MCA and DNV-GL for HELM at Management Level and STCW AII/2 & AIII/2&3
STCW I/14	-	4 hrs	CSM81	**Port State Control & Vetting for Rating (C) (E)**	5Y	M	M	M	M	M	M			Seafarers on Bulk Carriers and Heavy Lift ships require both Port State Control and Vetting. Others require only Port State Control training.
TMSA 4.1.1	-	8 hrs	CSM52	**AMOS PMS (Standard) (NR) (E)**	5Y				M					AMOS PMS Training shall be completed prior the 1st contract. Only Company's official online CBT shall be utilized.
STCW I/14	-	2 Hrs	CSM92	**AMOS QMS (Standard) (NR) (E)**	5Y	M	M	M	M	M	M	M	M	AMOS QMS Training shall be completed latest prior the 2nd contract. Only Company's official online CBT shall be utilized.
STCW I/14	-	6-8 hrs	(See notes)	**Other Planned Maintenance Systems (NR) (C) (E)**	5Y				M					Any other PMS systems training (as applicable) can be completed prior to the 3rd contract. (C-TRIM CAPE ID: 1104, AMOS BS CAPE ID: 1105)
TMSA 9A.2.1	-	2 hrs	CL47	**Risk Assessment (C) (E)**	5Y	M			M	M (See notes)				Only Company's specific course is accepted. The training should be completed by Bosun, ETR & Engine Fitter
MLC- 3.2	-	4 hrs	CSM36	**Food Handling and Hygiene (C) (E)**	5Y								M	The course is a combination of multiple CBTs which can be conducted either in the manning agencies or online.
EMS		1 day	CSM44	**Initial Environmental Compliance Training for Rating**	ultd	M	M	M	M	M	M	M	M	ECT initial trainings for all crew shall be conducted ashore by an accredited trainer. ECT annual refresher training for ratings (as applicable) has to be conducted onboard via CBT within 7 days after signing on and certificates have to be generated and sent to the Company.
EMS	-	(CBT)	CSM44_R	**Refresher Env. Comp. Training for Rating (CBT)**	1Y	M	M	M	M	M	M	M	M	
MLC Reg. 1.3	ILO	10-15 days	CSM12	**Culinary Training**	5Y								M	Culinary Training for Cook shall be arranged in Approved Training centres (i.e. Career or UMTC)
Company's Target Requirements														
STCW I/14	-	2 days	CSM70	**Surface Preparation and Painting**	ultd	T	T	T						Training is available in UMTC Philippines. Training group shall be consulted prior any different arrangements.
STCW I/14	-	3 days	CSM66	**Safe Mooring Operations**	ultd	T	T	T		T	T	T (See notes)		Safe Mooring Training is NOT required for Engine and Electrical cadets. Safe Mooring course shall be arranged in approved Training Centres UMTC (Philippines) and KMSTC (Ukraine).
Seminars and Conferences														
TMSA3.3/4.3	-	1 day	CSM71	**Engineering Seminar**	5Y				T					
STCW I/14	-	2 days	O160	**Ratings Seminar**	5Y	T	T	T	T	T	T	T	T	
TMSA3.3/4.3	-	2 days	O32	**Crew Conference**	3Y	T			T					

M	Mandatory Training
T	**Target Trainings** should not affect the pre-joining requirements if not achieved. They should be conducted only in approved and designated training centres. The Training group shall be consulted for clarifications prior any arrangements.
NR	No re-training (or refresher) is required for seafarers who served on similar type of ships or have used similar systems in at least one contract during the last 3 years. In such cases the validity can be extended to 5 years.
C	Training must be arranged latest prior to 3rd Contract.
E	Training can be conducted via Company's approved eLearning programs.
*	Star is entered in the duration or validity columns when the values might vary depending on the local maritime administration or training centres. It is entered in CAPE ID column when numerous competencies are available. Check notes or CAPE competencies function for details.

Refer to the latest amendments of the STCW and to the Flag State specific requirements which apply, but not limited to, the required certificates to be carried on board, validity and duration of the trainings. The duration of STCW courses is entered for reference only. Refer to STCW.7/Circ.24/Rev.1 dated 16 June 2017.The validity mentioned on the certificates supersedes the information provided in the column "Validity".

Subject to the provisions of STCW regulation I/10, paragraph 5, any certificate required by the Convention must be kept available in its original form on board the ship on which the holder is serving.

Statutory drills and exercises required onboard are not part of this matrix.

QUALIFICATION & TRAINING MATRIX FOR OFFICERS (WET FLEET)

Reference	IMO Model Course	Duration	CAPE ID	Qualification Evidence	Validity	Management Level (Deck)		Operational Level (Deck)	Management Level (Engine)		Operational Level (Engine)		Notes
						Master	Chief Officer	2nd, 3rd, Junior Officer, AB-OT, OS-OT	Chief Engineer	2nd Engineer	3rd, 4th, Junior Engineer, Oiler O-T, Wiper O-T	ETO Electrical Engineer (Officer)	
Qualification													
STCW Chap. II & III	-	-	*	**Certificate of Competency (CoC) & National Endorsement**	5Y	M	M	M	M	M	M	M	Master and Chief Officer (II/2), deck officers (II/1), C/E and 2/E (III/2), Engine officers (III/1), ETO (III/6). Refer to the MSMC for Flag State requirements. ETO qualification applies to various similar ranks which have to be verified prior joining.
A-IV/2	-	-	1025	**GMDSS GOC & National Endorsement**	5Y	M	M	M					
Flag State	-	-	*	**Flag State Endorsement - as applicable**	*	M	M	M	M	M	M	M (see notes)	Flag State Endorsement for ETO is optional on MI Flag ships, however it is strongly recommended by Panama and Liberia. Other Flag State Requirements must be verified separately. Flag State Endorsements shall have the same expiry date as the CoC unless stated otherwise.
A-I/9	-	-	MED2	**Medical Fitness**	*	M	M	M	M	M	M	M	Refer to the relevant procedures for the Validity. National requirements, medical conditions and age shall be taken into consideration as per relevant procedures.
CDPR-3.1	-	-	MED5	**Blood Examination for Chemical and Gas Tankers**	1Y	M	M	M	M	M	M	M	This is a blood screening program in order to assess the health of seafarers serving on Chemical and Gas Tankers.
SOLAS V/14.3	-	*	CSM16 CSM18	**English Language Test (E)**	ultd	M	M	M	M	M	M	M	English Language retesting is only required in case of promotion to next higher management level. Approved Testing program should be used. Test results are not required to be carried onboard.
-	-	70 min	O119	**VOA Test / Random Competency Assessment (E)**	ultd	M	M	M	M	M	M	M	Approved Videotel Online Assessment (VOA) tests should be used. It is not required to carry VOA test results onboard. Random Competency Assessments (via VOA) shall be entered under the same CAPE ID.
-	-	-	O162	**Crew Connect Portal Account**	ultd	M	M	M	M	M	M	M	See PIN-20. The new Crew Connect Portal is available online 24/7 for our seafarers and enables access to planning, certificates, and Company news.
STCW Training													
A-VI/1 (1-1, 1-2, 1-3, 1-4)	1.19, 1.20, 1.13, 1.21	5 days	BS	**Basic Safety Training**	5Y	M	M	M	M	M	M	M	Documentary evidence is recommended of either completing the training course or updating training within the last 5 years. The certificates of competency issued in accordance with regulations II/1, II/2, II/3, III/1, III/2, III/3, III/6 and VII/2 include the proficiency requirements in "basic training", "survival craft and rescue boats other than fast rescue boats", "advanced firefighting" and "medical first aid" therefore, holders of mentioned certificates of competency are not required to carry Certificates of Proficiency in respect of those competences of chapter VI.
A-VI/3	2.03	3 days	1005	**Advanced Firefighting**	5Y	M	M	M	M	M	M	M	
A-VI/4-1	1.14	3-4 days	1006	**Medical First Aid**	5Y	M	M	M	M	M	M	M	
A-VI/2	1.23	2 days	1002	**Proficiency in Survival Craft and Rescue Boat**	5Y	M	M	M	M	M	M	M	
A-VI/6-2	3.26	1 day	1173	**Designated Security Duties**	*			M	M	M	M	M	Every seafarer who is designated to perform security duties shall have evidence of Security Training for Seafarers with Designated Security Training.
A-VI/5	3.19	2 days	1074	**Ship Security Officer**	*	M	M						
A-VI/4	1.15	5 days	1007	**Medical Care**	*	M	M	M					Required for Officers designated to provide Medical Care. Validity is 5 years for MI, UK and Gibraltar Flag, other Flag States requirements shall be checked.

M	Mandatory Training
T	**Target Trainings** should not affect the pre-joining requirements if not achieved. They should be conducted only in approved and designated training centres. The Training group shall be consulted for clarifications prior any arrangements.
NR	No re-training (or refresher) is required for seafarers who served on similar type of ships or have used similar systems in at least one contract during the last 3 years. In such cases the validity can be extended to 5 years.
C	Training must be arranged latest prior to 3rd Contract.
E	Training can be conducted via Company's approved eLearning programs.
*	Star is entered in the duration or validity columns when the values might vary depending on the local maritime administration or training centres. It is entered in CAPE ID column when numerous competencies are available. Check notes or CAPE competencies function for details.

Refer to the latest amendments of the STCW and to the Flag State specific requirements which apply, but not limited to, the required certificates to be carried on board, validity and duration of the trainings.
The duration of STCW courses is entered for reference only. Refer to STCW.7/Circ.24/Rev.1 dated 16 June 2017.
The validity mentioned on the certificates supersedes the information provided in the column "Validity".

Subject to the provisions of STCW regulation I/10, paragraph 5, any certificate required by the Convention must be kept available in its original form on board the ship on which the holder is serving.

Statutory drills and exercises required onboard are not part of this matrix.

All Certificates must be valid during the period of the contract plus minimum 2 months.

QUALIFICATION & TRAINING MATRIX FOR OFFICERS (WET FLEET)

Reference	IMO Model Course	Duration	CAPE ID	Qualification Evidence	Validity	Management Level (Deck)		Operational Level (Deck)	Management Level (Engine)		Operational Level (Engine)		Notes
						Master	Chief Officer	2nd, 3rd, Junior Officer, AB-OT, OS-OT	Chief Engineer	2nd Engineer	3rd, 4th, Junior Engineer, Oiler O-T, Wiper O-T	ETO Electrical Engineer (Officer)	
STCW Training													
A-II/1	1.27	40 hrs	1014	**ECDIS Generic**	*	M	M	M					Where limitation is not specified, the CoC and endorsements are evidence of having successfully completed the required approved training and that the standard of competence has been achieved. (STCW.7/Circ.24/Rev.1 - 16 June 2017). CoCs with ECDIS limitation shall not be accepted. If no expiry date mentioned on the certificate the validity shall be unlimited unless otherwise decided by the national maritime administration or the flag state.
A-II/2	1.08	4 days	1028	**Radar, ARPA, Bridge Teamwork & Search and Rescue**	*	M	M						CoC issued without ARPA limitation include the qualification for "Radar, ARPA, Bridge Teamwork & Search and Rescue" and/or "Radar Navigation, Radar Plotting and Use of ARPA". If no expiry date mentioned on the certificate the validity shall be unlimited unless otherwise decided by the national maritime administration or the flag state.
A-II/1	1.07	8 days	1027	**Radar Navigation, Radar Plotting and Use of ARPA**	*			M					
III/2-III/7	-	5 days	CSM5	**High Voltage (If vessel has high voltage equipment)**	*				M	M	M	M	If the vessel has high voltage equipment the responsible persons should be suitably trained. Refer to PIN-15 for details -National CoC compliance with High Voltage Training requirements.
A-V/1-1	1.01	4 days	1093	**Basic Oil & Chemical Tanker Cargo Operations**	*							M	
A-V/1-1	1.02	5 days	1010	**Advanced Oil Tanker Cargo Operations**	5Y	M	M	M	M	M	M		For Oil/Chemical Tankers both Oil Tanker Advanced and Chemical Tanker Advanced Training are required. Oil or Chemical Advanced training is included in the respective Tankerman endorsement as applicable.
A-V/1-1	1.03	5 days	1013	**Advanced Chemical Tanker Cargo Operations**	5Y	M	M	M	M	M	M		
A-V/1-2	1.04	4 days	1076	**Basic Liquefied Gas Tanker Cargo Operations**	*							M	
A-V/1-2	1.05	5 days	1015	**Advanced Liquefied Gas Tanker Cargo Operations**	5Y	M	M	M	M	M	M		Gas Tanker Advanced training is included in the respective Tankerman endorsement as applicable.
Type-Specific Training													
STCW I/14	-	16 hrs	*	**ECDIS Type-Specific (E)**	10Y	M	M	M					ECDIS Type-specific-training is required on ships sailing with ECDIS as Primary means of navigation or fitted with a compliant ECDIS (as per SOLAS carriage requirements - Chapt. V, Reg. 19.2.1.4). These requirements apply on all ships fitted with ECDIS, even if paper charts are indicated as the primary means of navigation. In accordance with STCW Regulation I/14, companies are responsible for ensuring that seafarers employed on their ships are familiarized with the installed equipment, including ECDIS (STCW.7/Circ.24/Rev.1 - 16 June 2017).
STCW I/14	-	3-5 days	(see notes)	**Electronic Engine Training (NR)**	5Y				M	M		M	Electronic Engine Training shall be conducted in approved training locations. MAN ME (CAPE ID: CSM23), ME-B (CAPE ID: CSM51), ME-C (CAPE ID: CSM64): MTC Hamburg, MAN PrimeServ Academies (Worldwide), NYK - NMC (Singapore), UMTC (Philippines). Note that MAN-ME and ME-C course and certificates are equivalent. **Engineers who completed the bridging course from MAN ME-B to MAN ME-C are qualified for both engines.** RT-FLEX (CAPE ID: CSM24): Novikontas (Latvia), GigaMare (Philippines), Wärtsilä Land & Sea Academy (various locations). Certificates issued by WIN GD should be considered equivalent to WARTSILA.
STCW I/14	-	(CBT)	1179	**Ballast Water Treatment System Type Specific (NR) (E)**	5Y	M	M	M	M	M	M	M	Only if Applicable - Training shall be completed via approved eLearning programme.
STCW I/14	-	(CBT)	1180	**Exhaust Gas Scrubber System Type Specific (NR) (E)**	5Y				M	M	M	M	Only if Applicable - Training shall be completed via approved eLearning programme.

M	Mandatory Training
T	**Target Trainings** should not affect the pre-joining requirements if not achieved. They should be conducted only in approved and designated training centres. The Training group shall be consulted for clarifications prior any arrangements.
NR	No re-training (or refresher) is required for seafarers who served on similar type of ships or have used similar systems in at least one contract during the last 3 years. In such cases the validity can be extended to 5 years.
C	Training must be arranged latest prior to 3rd Contract.
E	Training can be conducted via Company's approved eLearning programs.
*	Star is entered in the duration or validity columns when the values might vary depending on the local maritime administration or training centres. It is entered in CAPE ID column when numerous competencies are available. Check notes or CAPE competencies function for details.

Refer to the latest amendments of the STCW and to the Flag State specific requirements which apply, but not limited to, the required certificates to be carried on board, validity and duration of the trainings.
The duration of STCW courses is entered for reference only. Refer to STCW.7/Circ.24/ Rev.1 dated 16 June 2017.
The validity mentioned on the certificates supersedes the information provided in the column "Validity".

Subject to the provisions of STCW regulation I/10, paragraph 5, any certificate required by the Convention must be kept available in its original form on board the ship on which the holder is serving.

Statutory drills and exercises required onboard are not part of this matrix.

All Certificates must be valid during the period of the contract plus minimum 2 months.

QUALIFICATION & TRAINING MATRIX FOR OFFICERS (WET FLEET)

Reference	IMO Model Course	Duration	CAPE ID	Qualification Evidence	Validity	Management Level (Deck)		Operational Level (Deck)	Management Level (Engine)		Operational Level (Engine)		Notes
						Master	Chief Officer	2nd, 3rd, Junior Officer, AB-OT, OS-OT	Chief Engineer	2nd Engineer	3rd, 4th, Junior Engineer, Oiler O-T, Wiper O-T	ETO Electrical Engineer (Officer)	
Industry-based Training													
VIQ 3.10 TMSA 6.4.1	1.37 / 2.06	*	1075	**Cargo and Ballast Handling Simulator**	5Y	M	M	M (See notes)					Cargo and Ballast Handling Simulator (Tankers) must be completed latest prior to the second contract. It is mandatory for Master, Chief Officer and 2nd Officer ONLY. The course shall be conducted in accordance with IMO model Course 2.06 (Oil Tanker Cargo and Ballast Handling Simulator) or model course 1.37 (Chemical Tanker Cargo and Ballast Handling Simulator), or a combination of both, as applicable.
VIQ 3.4 TMSA 5.4.4	1.22	40 hrs	(see notes)	**Ship Simulator and Bridge Team Work (SSBT)**	5Y	M	M	M					External shore based SSBT (or BTMSH) based on IMO model course 1.22 is required for Master, Chief Officer and all deck officers (CAPE ID: csm29 or 1024). **It is recommended to use Company's preferred Training Centres: NSB Academy in Germany, TCM Maria Tsakos in Greece or ETCC in Philippines.** Newly promoted Masters must undergo external shore based SSBT or BTMSH course based on IMO model course 1.22 within 12 months prior signing on. In-house SSBT (or BTMSH) based on IMO MC 1.22 satisfies the requirements for 2nd, 3rd, Junior officer, AB-OT and OS-OT (CAPE ID: 1100). It is recommended that SSBT certificate shall refer to IMO MC 1.22 and shall mention the course duration (40 hours or 5 days). STCW section B-V/a refers; inexperienced Masters and Chief Officers should have relevant Ship Handling Training before assuming the duties of large ships or ships having unusual maneuvering and handling; example: Ship Handling Training requirements for NYK Hawk and NYK Swan (CAPE ID: 1174). Only for Korean Officers: A separate 3 days course BTM/BRM or Leadership and Teamwork combined with 2 days Ship Handling training is equivalent to the 5 days/40 hours SSBT training. Newly promoted Korean Masters must undergo a complete SSBT training within last 12 months prior signing on.
VIQ-5.3	-	3 days	1110	**Safety Officer (C) (E)**	5Y		M	M					The Safety Officer Course shall be based on STCW Code 2010 Table A-II/2 & A-III/2 and IMO Model Course 3.11 (Safety Investigation into Marine Casualties and Marine Incidents). Training Group shall be consulted for equivalent eLearning courses.
REPSOL MSC. 1D	-	-	CSM75	**Engine Room Simulator**	*				M	M	M		PIN-16 provides a table which reflects statements and circulars issued by National Maritime Administrations confirming that Engine Room Simulator training (ERS), including the requirements of IMO Model Course 2.07, are part of the Engineers Education Curriculum. The list is not exhaustive and other national requirements should be checked as deemed necessary.
VIQ 7.17	-	0.5 hrs	CSM72	**Cyber Security Awareness (E)**	3Y	M	M	M	M	M	M	M	Cyber Security Awareness Training shall be conducted via approved eLearning Programs.
VIQ 7.17	-	2 hrs	CSM73	**Social Media Awareness (E)**	3Y	M	M	M	M	M	M	M	Social Media Awareness Training shall be arranged via approved eLearning Programs.
GDPR	-	(CBT)	CSM94	**General Data Protection Regulation (GDPR) (E)**	ultd	M	M	M	M	M	M	M	GDPR Training shall be arranged via approved eLearning Programs.
STCW I/14	-	*	CSM76 CSM77	**Marine Automation and Control Systems (CSM76) or Practical Marine Electrical knowledge-In House/ CBT (CSM77)**	5Y				M	M			The training is required for Chief Engineers and 2nd Engineers sailing without Electrical Engineer or Electrician (a list of ships will be circulated for this purpose). Equivalent classroom courses are available in various locations (Kherson, Novorossiysk, Saint Petersburg and Batumi), refer to the training group for details. The CBT which consists of a combination of several courses shall be utilized as an alternative to the Classroom training.
SHELL PiS	-	1 hr	CSM87	**RL, LET and Resilience Train the Trainer (E)**	ultd	M	M		T	T			See PIN-21. Training is required for all Masters and Chief Officers and targets Chief Engineers and 2nd Engineers.
Ice-Class and Polar Ships Training													
STCW I/14	-	*	1111	**Ice Navigation (Ice Class Vessels) (NR)**	5Y	M	M	M					Ice Navigation shall be arranged as required by vessel's class and trade. Training for Junior Officers can be conducted via approved eLearning programs.
Polar Code Ch.12	-	*	1175	**Basic Polar Waters**	*	M	M	M					Polar Navigation Training shall be arranged for Officers serving onboard ships certified in accordance with Polar Code. Level of training (basic or advanced) shall be decided in compliance with regulation 12.3.1 of the Polar Code. Regulations relevant to the transition period shall be considered. Basic Polar Waters Training covers the requirements for Ice Navigation Training.
Polar Code Ch.12	-	*	1176	**Advanced Polar Waters**	*	M	M						

M	Mandatory Training
T	**Target Trainings** should not affect the pre-joining requirements if not achieved. They should be conducted only in approved and designated training centres. The Training group shall be consulted for clarifications prior any arrangements.
NR	No re-training (or refresher) is required for seafarers who served on similar type of ships or have used similar systems in at least one contract during the last 3 years. In such cases the validity can be extended to 5 years.
C	Training must be arranged latest prior to 3rd Contract.
E	Training can be conducted via Company's approved eLearning programs.
*	Star is entered in the duration or validity columns when the values might vary depending on the local maritime administration or training centres. It is entered in CAPE ID column when numerous competencies are available. Check notes or CAPE competencies function for details.

Refer to the latest amendments of the STCW and to the Flag State specific requirements which apply, but not limited to, the required certificates to be carried on board, validity and duration of the trainings. The duration of STCW courses is entered for reference only. Refer to STCW.7/Circ.24/Rev.1 dated 16 June 2017.The validity mentioned on the certificates supersedes the information provided in the column "Validity".

Subject to the provisions of STCW regulation I/10, paragraph 5, any certificate required by the Convention must be kept available in its original form on board the ship on which the holder is serving.

Statutory drills and exercises required onboard are not part of this matrix.

All Certificates must be valid during the period of the contract plus minimum 2 months.

QUALIFICATION & TRAINING MATRIX FOR OFFICERS (WET FLEET)

Reference	IMO Model Course	Duration	CAPE ID	Qualification Evidence	Validity	Management Level (Deck) Master	Management Level (Deck) Chief Officer	Operational Level (Deck) 2nd, 3rd, Junior Officer, AB-OT, OS-OT	Management Level (Engine) Chief Engineer	Management Level (Engine) 2nd Engineer	Operational Level (Engine) 3rd, 4th, Junior Engineer, Oiler O-T, Wiper O-T	ETO Electrical Engineer (Officer)	Notes
Company's in-house Courses													
STCW I/14	-	(CBT)	N/A	**Company Values & I Care** (E)	5Y	M	M	M	M	M	M	M	Documentary evidence should be generated from the Learning Management System. Evidence can be demonstrated via LMS account.
A-II/2 & AIII/2&3	-	3-4 days	O96	**Maritime Crew Resource Management or MRM**	5Y	M	M	M	M	M	M	M	Maritime Crew Resource Management (MCRM) or MRM Training shall be conducted in-house by "approved Facilitators". MCRM is approved by MCA and DNV-GL for HELM at Management Level and STCW AII/2 & AIII/2&3
TMSA 7.2	-	(CBT)	O163	**Management of Change** (E)	5Y	M	M	M	M	M	M	M	Management of Change training can also be part of other seminars or workshops such as Crew Seminars. Training group shall be consulted for more details.
STCW I/14	-	1 day	1109	**Safe Navigation**	3Y	M	M	M					Safe Navigation Training shall be conducted prior to the 1st contract; if all reasonable efforts were made and the training could not be arranged then it shall be conducted prior to the 2nd contract.
STCW I/14	1.27	(CBT)	CSM 96	**ACAT-ECDIS Refresher (IMO 1.27)**	1Y	M	M	M					Training is provided by ECDIS Ltd. UK / Final Certificate shall be obtained as per the instructions in the CBT. Offline version is provided onboard. Training shall be completed latest prior to the 2nd contract.
STCW I/14 / VIQ	3.09	8 hrs	CSM80	**Port State Control & Vetting for Officers** (C) (E)	5Y	M	M	M	M	M	M	M	Seafarers on Bulk Carriers and Heavy Lift ships require both Port State Control and Vetting. Others require only Port State Control training.
TMSA 4.1.1	-	16 hrs	CSM82	**AMOS PMS (Advanced)** (NR) (E)	5Y	M	M		M	M		M	AMOS PMS Training shall be completed prior the 1st contract. Only Company's official online CBT shall be utilized.
TMSA 4.1.1	-	8 hrs	CSM52	**AMOS PMS (Standard)** (NR) (E)	5Y			T			M		
STCW I/14	-	4 Hrs	CSM93	**AMOS QMS (Advanced)** (NR) (E)	5Y	M	M	M	M	M	M	M	AMOS QMS Training shall be completed latest prior the 2nd contract. Only Company's official online CBT shall be utilized.
STCW I/14	-	6-8 hrs	(see notes)	**Other Planned Maintenance Systems** (NR) (C) (E)	5Y	M	M	T	M	M	M	M	Any other PMS systems training (as applicable) can be completed prior to the 3rd contract. (C-TRIM CAPE ID: 1104, AMOS BS CAPE ID: 1105)
TMSA 9A.2.1	-	4 hrs	1108	**Risk Assessment and Incident Investigation** (C) (E)	5Y	M	M		M	M			Only Company's specific course is accepted.
TMSA 9A.2.1	-	2 hrs	CL47	**Risk Assessment** (C) (E)	5Y			M			M	M	Only Company's specific course is accepted.
MLC- 5.1.3	-	4 hrs	CSM32	**MLC 2006 Familiarization** (E)	5Y	M	T						
EMS	-	2 days	CSM46	**Initial Env. Compliance Training for Masters and Eng. Officers**	ultd	M			M	M	M		Initial ECT and the annual refresher for Masters and Engineers and for Deck Officers shall be conducted ashore by an approved trainer.
EMS	-	8 hrs	CSM46_R	**Refresher Env. Comp. Training for Masters and Eng. Officers**	1Y	M			M	M	M		
EMS	-	1.5 days	CSM45	**Initial Environmental Compliance Training for Deck Officers**	ultd		M	M				M	
EMS	-	6 hrs	CSM45_R	**Refresher Env. Compliance Training for Deck Officers**	1Y		M	M				M	
STCW I/14	-	4 Hrs	CSM67	**Gas Detection Equipment** (E)	5Y	M	M	M	M	M	M	M	Training shall be conducted via Company's LMS during specific approved seminars or courses.

M	Mandatory Training
T	**Target Trainings** should not affect the pre-joining requirements if not achieved. They should be conducted only in approved and designated training centres. The Training group shall be consulted for clarifications prior any arrangements.
NR	No re-training (or refresher) is required for seafarers who served on similar type of ships or have used similar systems in at least one contract during the last 3 years. In such cases the validity can be extended to 5 years.
C	Training must be arranged latest prior to 3rd Contract.
E	Training can be conducted via Company's approved eLearning programs.
*	Star is entered in the duration or validity columns when the values might vary depending on the local maritime administration or training centres. It is entered in CAPE ID column when numerous competencies are available. Check notes or CAPE competencies function for details.

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The duration of STCW courses is entered for reference only. Refer to STCW.7/Circ.24/Rev.1 dated 16 June 2017.
The validity mentioned on the certificates supersedes the information provided in the column "Validity".

Subject to the provisions of STCW regulation I/10, paragraph 5, any certificate required by the Convention must be kept available in its original form on board the ship on which the holder is serving.

Statutory drills and exercises required onboard are not part of this matrix.

All Certificates must be valid during the period of the contract plus minimum 2 months.

QUALIFICATION & TRAINING MATRIX FOR OFFICERS (WET FLEET)

Reference	IMO Model Course	Duration	CAPE ID	Qualification Evidence	Validity	Management Level (Deck) Master	Management Level (Deck) Chief Officer	Operational Level (Deck) 2nd, 3rd, Junior Officer, AB-OT, OS-OT	Management Level (Engine) Chief Engineer	Management Level (Engine) 2nd Engineer	Operational Level (Engine) 3rd, 4th, Junior Engineer, Oiler O-T, Wiper O-T	ETO Electrical Engineer (Officer)	Notes
Company's Target Requirements													
A-1/11.4	-	8 hrs	O123	**OWS Training**	ultd				T	T	T		OWS training shall be arranged in designated Training Centres (Novikontas in Riga and ETCC in Manila) for local Engine Officers.
AHA / ERC	-	4-7 hrs	CSM65	**AED (Automatic External Defibrillator)**	2Y		T	T (see notes)					AED Training shall be arranged in Training Centres approved by the American Heart Association (AHA) or the European Resuscitation Council (ERC). The validity of the training is 2 years unless otherwise stated in the certificate. AED Training targets ONLY Chief Officers and 2nd Officers. CBT Training (Vdeotel) does not satisfy these requirements and shall be used for general knowledge and awareness only.
STCW I/14	-	5 days	CSM68	**Auxiliary Engine Maintenance**	ultd						T (see notes)		Auxiliary Engine Training targets 3rd Engineers ONLY unless otherwise identified as an individual training need. It should be arranged in Training Centres designated by the Company (GigaMare-Philippines for local Engine Officers).
STCW I/14	-	5 days	CSM79	**Purifiers Maintenance**	ultd						T (see notes)		Purifiers Maintenance/Overhauling targets 3rd and 4th Engineers ONLY unless otherwise identified as an individual training need. It should be arranged in Training Centres designated by the Company (UMTC-Philippines for local Engine Officers).
STCW I/14	-	3 days	O164	**Passage Planning using ECDIS**	5Y	T	T	T					Training shall be conducted in approved Training Centres where available. Check with the Training group for details.
TMSA 6A.4.1	-	3 days	O166	**Ropes and Wires inspection**	5Y	T	T		T	T			Training shall be conducted in approved Training Centres where available. Check with the Training group for details.
Seminars and Conferences													
STCW / TMSA	-	8 hrs	CSM83	**Management System Seminar for Officers**	2Y	M	M	M	M	M	M	M	Seafarers who attend any of Company Seminars (for example Management System, Chemical Tanker and Engineering Seminar) satisfy the requirement for attending Crew Conference (ex. Senior Officers Conference) for a period of 3 years only. Management System Seminar can be arranged via webinar if classroom attendance deemed to be not possible.
TMSA3.3/4.3	-	3-4 days	CSM7	**Chemical Tanker Seminar**	5Y	T	T	T					
TMSA3.3/4.3	-	1 day	CSM71	**Engineering Seminar**	5Y				T	T	T		
TMSA3.3/4.3	-	2 days	O32	**Crew Conference**	2Y	T	T	T	T	T	T	T	

M	Mandatory Training
T	**Target Trainings** should not affect the pre-joining requirements if not achieved. They should be conducted only in approved and designated training centres. The Training group shall be consulted for clarifications prior any arrangements.
NR	No re-training (or refresher) is required for seafarers who served on similar type of ships or have used similar systems in at least one contract during the last 3 years. In such cases the validity can be extended to 5 years.
C	Training must be arranged latest prior to 3rd Contract.
E	Training can be conducted via Company's approved eLearning programs.
*	Star is entered in the duration or validity columns when the values might vary depending on the local maritime administration or training centres. It is entered in CAPE ID column when numerous competencies are available. Check notes or CAPE competencies function for details.

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The duration of STCW courses is entered for reference only. Refer to STCW.7/Circ.24/Rev.1 dated 16 June 2017.
The validity mentioned on the certificates supersedes the information provided in the column "Validity".

Subject to the provisions of STCW regulation I/10, paragraph 5, any certificate required by the Convention must be kept available in its original form on board the ship on which the holder is serving.

Statutory drills and exercises required onboard are not part of this matrix.

All Certificates must be valid during the period of the contract plus minimum 2 months.

QUALIFICATION & TRAINING MATRIX FOR RATINGS (WET FLEET)

IMO Model Course	Duration	CAPE ID	Qualification Evidence	Validity	Support Level (Deck): Able Seafarer Deck – Bosun	Able Seafarer Deck – AB	RFNW – OS, Deck Fitter	RFNW – Pumpman	Support Level (Engine): Gas Engineer	ETR – Electrician (Rating)	Able Seafarer Engine – Oiler, Motorman, Eng. Fitter	RFEW – Wiper	Other: Cadet (Deck, Engine, Elect.)	Other: Catering Staff (Cook, Messman)	Notes
Mandatory Requirements															
STCW Chapt. II & III	-	-	*	**Certificate of Proficiency (CoP)**	*	M	M	M	M		M	M	M			Bosun and AB (II/5), OS and Deck Fitter (II/4), Electrician (III/7), Oiler and Engine Fitter (III/5), Wiper (III/4). Pumpman (II/5 or III/5). CoP is required for rating subject to the Minimum Safe Manning Certificate (MSMC, also called MSMD). For ratings not included in the MSMC it should be obtained latest within 2 contracts of employment. Reference should be made to STCW.7/Circ.24/ Rev.1: Misinterpretation of the applicable provision of regulations II/5, III/5, III/6 and III/7 has been reported. Refer to Res.A.1052(27) "If a ship is manned in accordance with a MSMD or equivalent document issued by the flag State, the port State control officers should accept that the ship is safely manned."
Flag State	-	-	*	**Flag State Endorsement - as applicable**	*	M	M	M	M			M	M			
MLC. 1.3, 3.2	-	*	*	**Qualification Certificate / Evidence**	*					M		M			M	As per MLC 2006, Reg 1.3 & 3.2 Training or Certification evidence proving qualification. Evidence of Fitter / Welder training or qualification is required.
A-I/9	-	-	MED2	**Medical Fitness**	*	M	M	M	M	M	M	M	M	M	M	Refer to the relevant procedures for the Validity. National requirements, medical conditions and age shall be taken into consideration as per relevant procedures.
CDPR-3.1	-	-	MED5	**Blood Examination for Chemical and Gas Tankers**	1Y	M	M	M	M	M	M	M	M	M	M	This is a blood screening program in order to assess the health of seafarers serving on Chemical and Gas Tankers.
SOLAS V/14.3	-	*	CSM16 CSM18	**English Language Test (E)**	*	M	M	M	M	M	M	M	M	M	M	English Language retesting is only required in case of promotion to next higher management level.Approved Testing program should be used. Test results are not required to be carried onboard.
-	-	70min	O119	**VOA Test (E)**	*						T			M		Approved Videotel Online Assessment (VOA) tests should be used. It is not required to carry VOA test results onboard.
-	-	-	O162	**Crew Connect Portal Account**	ultd	M	M	M	M	M	M	M	M	M	M	See PIN-20. The new Crew Connect Portal is available online 24/7 for our seafarers and enables access to planning, certificates, and Company news.
STCW Training															
A-VI/1 (1-1, 1-2, 1-3, 1-4)	1.19, 1.20, 1.13, 1.21	5 days	BS	**Basic Safety Training**	5Y	M	M	M	M	M	M	M	M	M	M	Documentary evidence is recommended of either completing the training course or updating training within the last 5 years.
A-VI/2	1.23	2 days	1002	**Proficiency in Survival Craft and Rescue Boat**	5Y	M	M		M							
A-VI/6-1	3.27	1 day	1092	**Security Awareness**	*			M	M	M	M	M	M	M	M	Every seafarer who is designated to perform security duties, including anti-piracy and anti-armed-robbery-related activities, shall have evidence of Security Training for Seafarers with Designated Security Training. If the seafarer is not designated for security duties then only a Security Awareness Training is required.
A-VI/6-2	3.26	1 day	1173	**Designated Security Duties**	*	M	M									
A-V/1-1	1.01	4 days	1093	**Basic Oil & Chemical Tanker Cargo Operations**	*	M	M	M	M		M	M	M	M		
A-V/1-2	1.04	4 days	1076	**Basic Liquefied Gas Tanker Cargo Operations**	*	M	M	M			M	M	M	M		
A-V/1-2	1.05	5 days	1015	**Advanced Liquefied Gas Tanker Cargo Operations**	5Y					M						

M	Mandatory Training
T	**Target Trainings** should not affect the pre-joining requirements if not achieved. They should be conducted only in approved and designated training centres. The Training group shall be consulted for clarifications prior any arrangements.
NR	No re-training (or refresher) is required for seafarers who served on similar type of ships or have used similar systems in at least one contract during the last 3 years. In such cases the validity can be extended to 5 years.
C	Training must be arranged latest prior to 3rd Contract.
E	Training can be conducted via Company's approved eLearning programs.
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The duration of STCW courses is entered for reference only. Refer to STCW.7/Circ.24/Rev.1 dated 16 June 2017.
The validity mentioned on the certificates supersedes the information provided in the column "Validity".

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Statutory drills and exercises required onboard are not part of this matrix.

QUALIFICATION & TRAINING MATRIX FOR RATINGS (WET FLEET)

REFERENCE	IMO Model Course	Duration	CAPE ID	Qualification Evidence	Validity	Support Level (Deck): Able Seafarer Deck – Bosun	Able Seafarer Deck – AB	RFNW – OS, Deck Fitter	RFNW – Pumpman	Support Level (Engine): Gas Engineer	ETR – Electrician (Rating)	Able Seafarer Engine – Oiler, Motorman, Eng. Fitter	RFEW – Wiper	Other: Cadet (Deck, Engine, Elect.)	Other: Catering Staff (Cook, Messman)	Notes
Type-Specific Training																
STCW I/14	-	(CBT)	1179	**Ballast Water Treatment System Type Specific (NR) (E)**	5Y				M		M					Only if Applicable - Training shall be completed via approved eLearning programme. / Can be completed onboard if available
STCW I/14	-	(CBT)	1180	**Exhaust Gas Scrubber System Type Specific (NR) (E)**	5Y						M					Only if Applicable - Training shall be completed via approved eLearning programme. / Can be completed onboard if available
Industry based additional Requirements & Training																
VIQ 3.6	-	(CBT)	CSM91	**Advanced Oil Tanker (In house) (E)**	5Y	M			M							The course should be completed via approved eLearning Programs (CBT). It also covers the COW/IG training requirements for ratings.
VIQ 3.6	-	(CBT)	CSM74	**Advanced Chemical Tanker (In house) (E)**	5Y	M			M							The course should be completed via approved eLearning Programs (CBT).
VIQ-8.54P	1.02	2 days	1008	**COW / Inert Gas (if vessel is equipped)**	5Y	M			M							COW/IG training requirements are covered by Advanced Oil Tanker Training (IMO model course 1.02). Separate COW/IG certificates shall refer to IMO model course 1.02 and/or IMO Resolution Res. A.446 (as amended by A.497 and A.897(21)). COW/IG certificate does NOT require Flag State Endorsement.
VIQ 7.17	-	0.5 hrs	CSM72	**Cyber Security Awareness (E)**	3Y	M	M	M	M	M	M	M	M	M	M	Cyber Security Awareness Training shall be conducted via approved eLearning Programs.
VIQ 7.17	-	2 hrs	CSM73	**Social Media Awareness (E)**	3Y	M	M	M	M	M	M	M	M	M	M	Social Media Awareness Training shall be arranged via approved eLearning Programs.
GDPR	-	(CBT)	CSM94	**General Data Protection Regulation (GDPR) (E)**	ultd	M	M	M	M	M	M	M	M	M	M	GDPR Training shall be arranged via approved eLearning Programs.
Company's in-house Courses																
STCW I/14	-	(CBT)	N/A	**Company Values & I care (E)**	5Y	M	M	M	M	M	M	M	M	M	M	Documentary evidence should be generated from the eLearning programs
TMSA 3.3/4.3	-	6 hrs	CSM38	**Management System Training for Rating (E)**	3Y	M	M	M	M	M	M	M	M	M	M	Management System Training for Ratings can be conducted either in Classroom or via eLearning Programs.
STCW I/14	-	3 days	O96	**Maritime Crew Resource Management or MRM**	5Y	T			T	T	T					Maritime Crew Resource Management (MCRM) or MRM Training shall be conducted in-house by "approved Facilitators". MCRM is approved by MCA and DNV-GL for HELM at Management Level and STCW AII/2 & AIII/2&3
STCW I/14	-	4 hrs	CSM81	**Port State Control & Vetting for Rating (C) (E)**	5Y	M	M	M	M	M	M	M	M			Seafarers on Bulk Carriers and Heavy Lift ships require both Port State Control and Vetting. Others require only Port State Control training.
TMSA 4.1.1	-	8 hrs	CSM52	**AMOS PMS (Standard) (NR) (E)**	5Y					M	M					AMOS PMS Training shall be completed prior the 1st contract. Only Company's official online CBT shall be utilized.
STCW I/14	-	2 Hrs	CSM92	**AMOS QMS (Standard) (NR) (E)**	5Y	M	M	M	M	M	M	M	M	M	M	AMOS QMS Training shall be completed latest prior the 2nd contract. Only Company's official online CBT shall be utilized.
STCW I/14	-	6-8 hrs	(See notes)	**Other Planned Maintenance Systems (NR) (C) (E)**	5Y					M	M					Any other PMS systems training (as applicable) can be completed prior to the 3rd contract. (C-TRIM CAPE ID: 1104, AMOS BS CAPE ID: 1105)
TMSA 9A.2.1	-	2 hrs	CL47	**Risk Assessment (C) (E)**	5Y	M			M	M	M	M (See notes)				Only Company's specific course is accepted. The course is mandatory for Bosun, Pumpman, Gas Eng. ETR & Engine Fitter ONLY.
MLC- 3.2	-	4 hrs	CSM36	**Food Handling and Hygiene (C) (E)**	5Y										M	The course is a combination of multiple CBTs which can be conducted either in the manning agencies or online.

M	Mandatory Training
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NR	No re-training (or refresher) is required for seafarers who served on similar type of ships or have used similar systems in at least one contract during the last 3 years. In such cases the validity can be extended to 5 years.
C	Training must be arranged latest prior to 3rd Contract.
E	Training can be conducted via Company's approved eLearning programs.
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Statutory drills and exercises required onboard are not part of this matrix.

REFERENCE	IMO Model Course	Duration	CAPE ID	Qualification Evidence	Validity	Support Level (Deck)								Support Level (Engine)								Other	Notes
						Bosun	AB	OS, Deck Fitter	RFNW	Pumpman	Gas Engineer	ETR	Electrician (Rating)	Able Seafarer Engine	Oiler, Motorman, Eng. Fitter	RFEW	Wiper	Cadet (Deck, Engine, Elect.)	Catering Staff (Cook, Messman)	
Company's in-house Courses																					
EMS		1 day	CSM44	**Initial Environmental Compliance Training for Rating**	ultd	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	ECT initial trainings for all crew shall be conducted ashore by an accredited trainer. ECT annual refresher training for ratings (as applicable) has to be conducted onboard via CBT within 7 days after signing on and certificates have to be generated and sent to the Company.
EMS	-	(CBT)	CSM44_R	**Refresher Env. Comp. Training for Rating (CBT)**	1Y	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	
MLC Reg. 1.3	ILO	10-15 days	CSM12	**Culinary Training**	5Y															M	Culinary Training for Cook shall be arranged in Approved Training centres (i.e. Career or UMTC)
STCW I/14	-	4 Hrs	CSM67	**Gas Detection Equipment (E)**	5Y						M	M									Training shall be conducted via Company's LMS during specific approved seminars or courses.
Company's Target Requirements																					
STCW I/14	-	2 days	CSM70	**Surface Preparation and Painting**	ultd	T	T	T	T												Training is available in UMTC Philippines. Training group shall be consulted prior any different arrangements.
STCW I/14	-	3 days	CSM66	**Safe Mooring Operations**	ultd	T	T	T	T			T		T		T	T (See notes)				Safe Mooring Training is NOT required for Engine and Electrical cadets. Safe Mooring course shall be arranged in approved Training Centres UMTC (Philippines) and KMSTC (Ukraine).
TMSA 6A.4.1	-	3 days	O166	**Ropes and Wires inspection**	5Y	T															Training shall be conducted in approved Training Centres where available. Check with the Training group for details.
Seminars and Conferences																					
TMSA 3.3/4.3	-	3-4 days	CSM7	**Chemical Tanker Seminar**	5Y					T				T							**Refer to the latest amendments of the STCW and to the Flag State specific requirements which apply, but not limited to, the required certificates to be carried on board, validity and duration of the trainings. The duration of STCW courses is entered for reference only. Refer to STCW.7/Circ.24/Rev.1 dated 16 June 2017. The validity mentioned on the certificates supersedes the information provided in the column "Validity". Subject to the provisions of STCW regulation I/10, paragraph 5, any certificate required by the Convention must be kept available in its original form on board the ship on which the holder is serving. Statutory drills and exercises required onboard are not part of this matrix.**
STCW I/14	-	2 days	O160	**Ratings Seminar**	5Y	T	T	T	T												
TMSA 3.3/4.3	-	1 day	CSM71	**Engineering Seminar**	5Y					T				T							
TMSA 3.3/4.3	-	2 days	O32	**Crew Conference**	2Y	T															

M	Mandatory Training
T	**Target Trainings** should not affect the pre-joining requirements if not achieved. They should be conducted only in approved and designated training centres. The Training group shall be consulted for clarifications prior any arrangements.
NR	No re-training (or refresher) is required for seafarers who served on similar type of ships or have used similar systems in at least one contract during the last 3 years. In such cases the validity can be extended to 5 years.
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