

Training Circular No. 12 of 2004

No: 11-TR(42)/2003

Dated: March 22, 2004

Sub: Guidelines - Revalidation course for Masters & Deck Officers

Maritime safety and efficiency is of utmost concern to the Directorate General of Shipping(DGS), the constituted authority of the Government of India for all maritime affairs.

It was noticed that some training institutes barely met the minimum standards set by the Directorate, while other provided training facilities that were world class. In order to bring about uniformity of training, amenities and equipment provided by all, old guidelines were revised and new ones formulated. This was done by the DGS in consultation with the training institutes and employers (shipowners and manning agencies). Draft guidelines were displayed on the website of the DGS and comments invited from interested parties, regardless of the position or office held.

Meetings of interested parties were held and modification made to the draft guidelines. In keeping with Government policy, the guidelines have been made in as transparent manner as practicable. The final guidelines for **Revalidation course for Masters and Deck Officers** is attached herewith.

It is expected that training institutes would follow these guidelines in letter and spirit.

The above guidelines shall come into force w.e.f. **01.05.2004**.

This issues with the approval of the Director General of Shipping and ex-officio Addl. Secretary to the Government of India.

**Sd/-
(Naresh Salecha)
Sr.Dy. Director General of Shipping**

GUIDELINES FOR THE CONDUCT OF REVALIDATION COURSE FOR MASTERS & DECK OFFICERS

ISSUED BY

THE DIRECTORATE GENERAL OF SHIPPING

To avoid unnecessary repetition, reference has been made herein to DGS Order no: 1 of 2003(Guidelines for the conduct of Pre-Sea Training courses for Merchant Navy) wherever appropriate.

TABLE OF CONTENTS	
1. <u>BASIC DETAILS OF THE COURSE</u>	
1.1. Aims:	
1.2. Objectives:	
1.3. Application:	
1.4. Approvals:	
2. <u>APPROVALS</u>	
3. <u>QUALIFICATION AND ELIGIBILITY OF CANDIDATES</u>	
3.1. Entry Standards:	
3.2. Required Attendance:	
3.3. Course intake limitations:	
4. <u>INFRASTRUCTURE REQUIREMENT</u>	
5. <u>COURSE DETAILS</u>	
6. <u>HOLIDAYS</u>	
7. <u>FACULTY REQUIREMENT</u>	
7.1. Qualifications and experience of Course ' in ' charge	
7.2. Qualifications and experience of faculty members	
7.3. Qualifications and experience of Instructors	
7.4. Visiting faculty members:	
7.5. Training of Trainers and Assessors Course:	
7.6. Age Limit	
8. <u>FACULTY / INSTRUCTOR STRENGTH</u>	
9. <u>COURSE DURATION</u>	
10. <u>ASSESSMENT</u>	
11. <u>QUALITY STANDARDS</u>	
12. <u>INSPECTIONS</u>	
13. <u>FEES TO GOVT.</u>	
<u>Annexure 1</u> ' List of library books.	

Revalidation course for Masters & Deck Officers

1. BASIC DETAILS OF THE COURSE

1.1. Aims:

The aims of this course are to update seafarers on development of technology and new legislative requirement in maritime field.

1.2. Objectives:

This course covers the education and training required under Rule 10 of MS (STCW) Rules 1998.

MS Notice No. 13 of 2003 should be used in the preparation of material for this course.

1.3. Application:

Compliance with these guidelines shall be mandatory for all institutes from **1st May 2004**.

2. APPROVALS

Approval to conduct this course shall be granted only to those institutes that have conducted Master (ASM) Courses during the preceding year.

3. QUALIFICATION AND ELIGIBILITY OF CANDIDATES

3.1. Entry Standards:

Certificate of Competency as an officer in the Deck Department.

3.2. Required Attendance:

100% attendance is required for successful completion of the course. However, in exceptional circumstances, a student is allowed absence of up to one day subject to his attending the lectures missed out during the next course at the same institute. The institute shall keep proper records of such cases and intimate Chairman of respective Academic Council.

3.3. Course intake limitations:

The number of students should not exceed 40 per class.

4. INFRASTRUCTURE REQUIREMENT

4.1. Physical requirement for classrooms, black/white boards, overhead projector, screen, notice board, faculty room, study environment, teaching equipment shall be as per DGS order no: 1 of 2003.

4.2. The institute shall have a library-cum-reading room of not less than 36m² in area.

4.3. Library books to include books as contained in **Annexure 1.**

5. COURSE DETAILS

5.1. Course duration: 10 days

5.2. Course outline: As per MS Notice No. 13 of 2003

6. HOLIDAYS

6.1. Sundays shall be holidays.

6.2. Independence Day and Republic Day shall be compulsory holidays.

7. FACULTY REQUIREMENT

7.1. Qualifications and experience of course in charge:

7.1.1. Certificate of Competency, issued or recognised by the Government of India, as Master of a Foreign Going Ship

and

7.1.2. At least 5 years service on Merchant ships

and

7.1.3. At least one year in the rank of Master and experience as a regular (full time) faculty member of at least four years in Competency Courses of which at least two year must have been at Management level.

or

One year as Chief Officer and experience as a regular (full time) faculty member of at least five years in Competency Courses of which at least two years must have been at Management level.

or

Extra Master Certificate.

7.2. Qualifications and experience of faculty members:

7.2.1. Certificate of competency, issued or recognised by the Government of India, as Master of a Foreign Going Ship

and

7.2.2. At least 5 years service on Merchant ships

and

7.2.3. At least one year in the rank of Master and experience as a regular (full time) faculty member of at least three years of which at least one year must have been at Management level.

or

One year as Chief Officer and experience as a regular (full time) faculty member of at least four years of which at least one year must have been at Management level.

or

Extra Master Certificate.

In lieu of the above, a person with specialisation & 5 years experience in the field related

to the lecture.

7.3. Visiting faculty members:

The qualifications of the visiting faculty should be same as that of regular faculty.

7.4. Training of Trainers and Assessors Course:

As DGS order No. 1 of 2003

7.5. Age Limit

As DGS order No. 1 of 2003

8. FACULTY STRENGTH

8.1. For a class (maximum 40 students), not less than two Master Mariners (including the course in-charge) shall be the regular (full time) faculty. However, in cases where Institute is also conducting other courses that require Master Mariner faculty, one Master Mariner (including the course in-charge) on regular (full time) basis will suffice provided at least two Master Mariners on regular basis form the faculty for this course. Additional faculty members may be on regular (full-time) or on visiting (part time) basis.

8.2. This being a specialised course for the revalidation of certificates of Masters and Mates, expert faculty on visiting basis should be encouraged.

9. COURSE DURATION

Education and training shall be as per MS Notice no: 13 of 2003.

10. ASSESSMENT

The institute shall carry out written internal assessments at the end of the course.

11. QUALITY STANDARDS

As per DGS Order no: 1 of 2003.

12. INSPECTIONS

As per DGS Order no: 1 of 2003.

13. FEES TO GOVT.

As per DGS Order no: 1 of 2003.

ANNEXURE '1

LIBRARY BOOKS, PUBLICATIONS, ETC. TO INCLUDE:

1. STCW'95
2. IMO Model Course 7.01
3. Solas 1974
4. Marpol 73/78
5. IMO Load Line Rules 1966
6. IMO LSA Code
7. Colregs 1972
8. IAMSAR Vol III
9. ICS Bridge Procedures Guide
10. The Shiphandler's Guide By R.W. Rowe
11. Code Of Safe Practices For Merchant Seamen
12. DGS Orders, Circulars And MS Notices
13. META Manual Vol. I And II
14. International Safety Guide For Oil Tankers & Terminals (ISGOTT)
15. Admiralty Manual Of Seamanship
16. Admiralty Manual of Navigation
17. The Theory & Practice of Seamanship By Danton
18. Nautical Watchkeeping By Capt. H. Subramaniam
19. Ship Board Operations By H.I. Lavery
20. Stability, Trim and Cargo Calculations on MV Hindship And Oil Tankers by Joseph Aand Rewari
21. Ship Stability Volumes I, II & III by Capt. H. Subramaniam

22. Ship Stability By D.R. Derret
23. Merchant Ship Construction By D.A. Taylor
24. Ship Construction By D.J. Evers
25. Ship Construction Notes By Kemp and Young
26. Ship Construction By Capt. Edrich Fernandes
27. Safety, Emergency And Environmental Protection By Errol Fernandes
28. Practical Navigation By Capt. H. Subramaniam
29. Shipborne Radar & ARPA By Capt. H. Subramaniam
30. Arpa By A. Bole
31. Radar & Electronic Navigation By G.J. Sonnenberg
32. Bridge Equipment By Edrich Fernandes
33. Ship's Magnetism & Magnetic Compass By Merrifield
34. Ship's Magnetic Compass By Joseph & Rewari
35. Marine Gyro Compass By Frost & Grant
36. Bridge Equipment By Capt. A. G. Bhatia
37. Marine Meteorology By Capt H. Subramaniam
38. Basic Marine Engine Reeds Series
39. Introduction to Marine Engineering By D.A. Taylor
40. Engineering Knowledge for Deck Officers by J K Dhar
41. Business And Law for the Shipmaster By F.N. Hopkins
42. Indian Merchant Shipping Act