	<b>DIRECTORATE GENERAL OF SHIPPING, MUMBAI</b>	<b>IS/ISO Clause No.7.1</b>
<b>Ref.:QMS EACQP-07-1 Page 1 of 8</b>	<b>Subject:- Orientation Course for Catering Personnel with Diploma / Degree / Certificate in Catering (OCCP) - reg.</b>	<b>File No. 11- TR(8)/2005 of TRAINING BRANCH</b>
<b>Approved by the Director General of Shipping</b>	<b>Training Circular No.9 of 2014</b>	<b>Date : 03 3.12.2014</b>

The Directorate had introduced an Orientation Course for Catering Personnel (OCCP) for candidates having a Diploma / Degree in Catering, vide Training Circular No.7 of 2006 dated 5th April, 2006. It was decided, in consultation with the Industry that these candidates need not undergo full term Pre-sea Saloon Rating Course (CCMC) since they have already acquired a Degree / Diploma /Certificate in catering subjects.

2. This issue was further deliberated with the shipping industry and it was felt that there is ample scope of employment, for the candidates having Degree / Diploma /Certificate in Hotel Management or Catering, on merchant ships, cruise liners and passenger ships. There is a felt need to further facilitate employment of Indian Nationals on such vessels and also to review and update the existing curriculum of OCCP.


3. In view of the above, and in supersession of the said Training Circular No.7 of 2006, the 'Orientation course for Catering Personnel' [OCCP] shall henceforth be, as per the syllabus indicated in the Annex-I , Annex-II and Annex-III prescribed herewith. The total period of this course would be of 12 days, fully residential.

4. In addition, the candidates are required to undergo the following STCW basic safety and security courses:

- a. Elementary First Aid Course
- b. Personal Safety and Social Responsibility Course
- c. Personal Survival Techniques course
- d. Fire Prevention and Fire Fighting course
- e. Security Training for Seafarers with Designated Security Duties" course

5. Being a fully residential course, approvals for the OCCP Course shall henceforth be granted to only the existing approved pre-sea training institutes which conduct the five STCW basic Modular Courses referred to in Para 4 a. to 4 e., and have complied with the requirements of DGS Order 25 of 2013 and graded A1 or A2.

6. The non-refundable processing fee for approval of this course is Rs.50,000/-[Rupees Fifty Thousand only] which shall be submitted in a Demand Draft along with the application.

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7. The candidates will be eligible for issuance of CDC on successful completion of the above Orientation course, and the above 5 STCW Basic Modular Courses as in Para 4. Applications for such CDCs may be made online to the Shipping Master at Mumbai /Chennai /Kolkata by the institute.

8. These candidates shall also be eligible for obtaining Certificate as Ship's Cook provided they comply with the requirements of DGS Order No.7 of 2012 dated 17.12.2012 and DGS Order No.7 of 2013 dated 21.3.2013.

9. This is issued with the approval of the Director General of Shipping and Ex-Officio Additional Secretary to the Govt. of India, in exercise of the powers conferred in Rule 78 of the Merchant Shipping [Standard of Training, Certification & Watch-keeping for Seafarers] Rules,2014.




[ Mahua Sarkar ]

Dy. Director General of Shipping

To,

1. DGS approved maritime training institutes [through DGS website]
2. INSA /FOSMA /MASSA/ICCSA
3. All Mercantile Marine Departments
4. The Shipping Master, Mumbai/Kolkata /Chennai
5. INDOS CELL, Nau Bhavan Building, Mumbai - 400001.
6. NA
7. CS
8. Crews Branch
9. Computer Cell
10. Guard File
11. Management Representative [QMS]

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ANNEX-I

**COURSE FRAME WORK  
ORIENTATION COURSE FOR CATERING PERSONNEL**

**1. AIM**

To enable candidates holding Degree / Diploma / Certificate in Catering subjects or Hotel Management to undergo an orientation course for employment on Merchant ships, Passenger ships and Cruise Liners.

**2. TARGET GROUP**

This course is intended for Graduates, Diploma and Certificate holders in Hotel Management or Catering subjects who fulfil the following eligibility criteria.

**3. QUALIFICATION AND ELIGIBILITY OF CANDIDATES**

**a. Age:**


Candidates shall be within the age of 18 to 28 years, as on the date of commencement of the course.

**b. Educational Qualification:**

- i) The candidate should have passed 10<sup>th</sup> or 12<sup>th</sup> Standard Exam from a recognised board with minimum of 40% marks in aggregate.
- ii) The candidates should have secured a minimum of 40% marks in English language at 10<sup>th</sup> or 12<sup>th</sup> standard examination from a recognised board/University.
- iii) A Degree or Diploma or Certificate in Hospitality and Hotel Administration, or Hotel Management and Catering Technology, or Catering, or Culinary Arts, or Hospitality and Tourism, of minimum six months duration from an institution duly recognized by State Boards/ UGC approved University, or approved by the National Council for Hotel Management and Catering Technology [NCHMC] or AICTE.

**4. Medical Fitness :**

Medically fit as per the M.S.[Medical Examination] Rules, 2000 as amended.

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**5. Duration of the Course :**

The orientation course for catering personnel shall be of 12 days duration.

**6. Course Intake :**

The maximum intake capacity shall be limited to 20 students in a batch. The frequency shall be not exceed 12 batches in a year.

**7. Teaching Faculty:**

1. The minimum qualification for the Nautical and Engineering faculty shall be Certificate of Competency as Master -Near Coastal Voyage [NCV] or Chief Mate Foreign Going [FG] or Chief Engineer -NCV [MEO Class III] or Marine Engineer Officer [MEO Class II].
2. For catering /hospitality related topics, the faculty shall be duly qualified with a degree/diploma of minimum 3 years duration, in the relevant fields indicated at para 3(b)(iii) above.
3. Other general requirements shall be as per DGS Order No.5 of 2013 dated 15.3.2013.


**8. Course Handouts and Attendance:**

All students should be provided with Course hand-outs at the beginning of the course. Every candidate is required to attend 90% of the lectures and practical.

**9. Examination:**

The candidates must score at least 50% marks in theory and practical to pass the final evaluation conducted by the training institute.


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ANNEX-II

**COURSE SYLLABUS  
ORIENTATION COURSE FOR CATERING PERSONNEL  
COURSE OUTLINE**


Sr. No.	Subject Area	Teaching Hours	
		Theory	Practical
1.	Familiarization and Orientation	12	04
2.	Knowledge of Shipping & Shipping Industry	18	04
3.	Safety and Security drills	03	
4.	Hygiene and Food Safety	04	
5.	Nutrition	02	
6.	Fire Prevention and Fire Fighting in Galley	02	01
7.	Stores- Voyage Planning and Victualing	03	01
8.	Ship Visit or Harbour visit or Familiarization with Ships' layout using Audio- Visual Aids	00	08
9.	Galley familiarization	0	06
10.	Gender Sensitization & Etiquettes	03	
11.	Examination	02	2
	Total	49	26
	<b>Grand Total</b>	<b>75 Hrs</b>	

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Annex- III

DETAILED TEACHING SYLLABUS

Sr. No.	Subject Area	Teaching Hours	
		Theory	Practical
1.	<b>Familiarization and Orientation</b> 1.1 Elementary knowledge of Navigation and Seamanship <ul style="list-style-type: none"> <li>• Parts of Ship (General layout of ship)</li> <li>• Terms defining position and direction of the ship</li> <li>• Terms defining movement of the ship</li> </ul> 1.2 Ship Board Organization 1.3 Roles and responsibilities of Steward / Cook / other Catering or Hospitality personnel onboard cargo ship/ passenger ship 1.4 Familiarisation with the working areas for the catering and hospitality personnel, & Galley safety	12	04
2.	<b>Knowledge of Shipping &amp; Shipping Industry</b> 2.1 Merchant Ship Types and their functions 2.2 Functions of D. G. Shipping, MMD, SEO, Port Health, Customs, Immigration, Dock Safety Inspection 2.3 Merchant shipping act 2.4 Signing on / off and offences and penalties 2.5 Official log book, Ship's log book 2.6 Articles of Agreement 2.7 Personal documents - Passport, CDC, Seafarer's Profile 2.8 IMO, SOLAS, STCW, MLC, ISM Code, Flag State Inspections, Port State Control. 2.9 MARPOL (Environmental Pollution Control - Garbage disposal)	18	04

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3.	Safety and Security Drills  3.1 Training drill and exercise requirements under relevant conventions, codes and IMO Circulars, including those relevant for anti piracy and anti-armed robbery	03	
4.	Hygiene and Food Safety  4.1 Need and importance of hygiene and cleanliness on board 4.2 Personal hygiene code and its practice 4.3 Signs of food spoilage in different categories of food 4.4 Temperature control 4.5 Safe food handling and good working habits in galley	04	
5.	Nutrition : 5.1 Basic Nutrients - functions, sources 5.2 Importance of balanced diet on board and legal provisions as per Merchant Shipping Act, 1958 5.3 Modern day concerns- Cholesterol, Sodium, Dietary fibres', use of food colours.	02	
6.	Fire fighting in Galley 6.1 Fire prevention in galley 6.2 Fire fighting appliances in the galley a. Portable b. Fixed installations c. CO2 Flooding system in the galley 6.3 Sequence of action in case of a fire	2	1
7.	Stores- Voyage Planning and Victualing 7.1 Displays monthly provision report 7.2 Explains monthly food costing 7.3 Exercise on monthly food costing 7.4 Food Cost control	03	01

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	7.5 Factors to be considered while preparing a provision order 7.6 Provision ordering exercise		
8.	Ship Visit or Harbour visit or Familiarization with Ships' layout using Audio- Visual Aids		08
9.	Galley familiarization visit  9.1 Equipment familiarization - Control Switches, safe working practices, Guard rails, anti skid mats. 9.2 Rough weather precautions 9.3 Cold room doors, alarms, precautions		06
10.	Gender sensitisation & etiquettes  10.1 Discipline and etiquettes in performance of duties, routines, given tasks. 10.2 Behavior & empathy towards the other gender	03	
11.	Examination	02	02
	Sub Total	49 hrs.	26 hrs
	Grand Total		75 hrs

In addition, the candidates are required to undergo the following 5 STCW Modular courses, viz,

- a. Elementary First Aid Course
- b. Personal Safety and Social Responsibility Course
- c. Personal Survival Techniques course
- d. Fire Prevention and Fire Fighting course
- e. Security Training for Seafarers with Designated Security Duties course

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