
CREW TRAINING FOR PERSONNEL SERVING ON DOMESTIC PASSENGER VESSELS

Notice to Owners and operators of domestic passenger vessels of Classes IV to VI (A) and those concerned with Maritime Training.

Summary

Key Points

This Note details the minimum level of training required for concessionaires and crew, working on board UK Domestic Passenger Ships of Classes IV to VI (A), for the purposes of the Safety Management Code referred to in Merchant Shipping Notice MSN No 1754 and Marine Guidance Note MGN No 158 (M):

- Introduction and background
- The Training Structure
- Familiarisation Training (Annex A)
- Competent Crew Training (Annex B)
- Assessment
- Further Information

1. Introduction

1.1 The Thames Safety Inquiry by Lord Justice Clarke into the collision between the *Bowbelle* and *Marchioness* in August 1989 recommended a review of current manning requirements for passenger vessels operating in the inquiry area, to consider whether they are sufficient to ensure safety of passengers in event of emergency. This includes a review of the manning level and crew training requirements for these vessels.

1.2 In identifying manning levels there is a need to define what constitutes 'crew' and the minimum level of training required for a person to be recognised as crew. The training system described in this notice is intended to enable personnel serving on board these craft

to obtain the necessary level of training to satisfy the minimum level of competence.

1.3 It is intended that in applying the recommendations of the Thames Safety Inquiry the requirements for crew training will be extended to all domestic passenger vessels operating in UK waters.

1.4 In recognising the seasonal nature of the industry and widespread use of casual staff this training may be delivered at a company level or in conjunction with a training provider as appropriate to the size and nature of the operation, provided that it is fit for purpose.

1.5 Where an Owner/Operator already has a training scheme in place, for example under an MCA approved Safety Management Code for

Domestic Passenger Ships or MCA approved International Safety Management Code, that can be shown to meet the minimum requirements as laid down in this MGN, this may be considered as an equivalent alternative.

training courses have been undertaken that meet or exceed the minimum requirements as laid down in this MGN, these may be considered as an equivalent alternative. These are listed in the table below and, where applicable, at the end of the relevant training sections in each Annex.

1.6 Where ancillary Standards for the Training & Certification of Watchkeepers (STCW 95)

STCW 95 TRAINING COURSES	DOMESTIC PASSENGER VESSEL TRAINING
	Familiarisation Training
Crowd Management	Additional Requirements
	Competent Crew Training
Personal Survival Techniques	2. Location & Use of Lifesaving Appliances
Fire Prevention & Fire Fighting	3. Location & Use of Fire Fighting Appliances
Personal Survival Techniques	4. Action in the Event of an Emergency
Personal Safety & Social Responsibility	5. Personal Safety & Social Responsibility
NON STCW TRAINING COURSE	
Efficient Deck Hand (EDH)	6. Seamanship

2 Training Structure

- 2.1 The Merchant Shipping (Local Passenger Vessels)(Master’s Licences, Hours, Manning & Training) Regulations 1993 require the owner/operator to ensure that every person employed or engaged in any capacity on board the vessel has received on-board training in the procedures to be observed in the event of an emergency.
- 2.2 The Training is structured in two levels – 1) Familiarisation Training and 2) Competent Crew Training.
- 2.3 Familiarisation training is a requirement for all personnel serving in any capacity onboard these vessels. All new personnel shall undergo familiarisation training prior to sailing on the vessel.
- 2.4 Competent Crew training is the minimum level of training that a person shall receive

before being recognised as part of the permanent crew for the purpose of the minimum manning recorded on the Passenger Certificate or Safe Manning Document.

- 2.5 Training may be either in house or college based, supported by an onboard training period, and recorded in a training portfolio. When the crew member is confident that they are capable of undertaking some or all of the tasks set out in the Training Portfolio they should request their supervisor or manager to assess them on those skills. When the assessor is satisfied that the requirements are met the task(s) should be signed off in the portfolio.
- 2.6 Where ancillary training is required or accepted it should be undertaken by an approved training provider, who will supply documentary evidence for the portfolio, that the course has been successfully attended and completed.

2.7 The portfolio may be expanded or enhanced to meet the requirements of a particular vessel with regards to type and area of operation, equipment carried, and crew and passenger numbers as appropriate.

2.8 Records of training shall be formally documented and maintained by the Owner/Operator as part of the Safety Management System and will be subject to inspection and verification by the MCA.

3.0 Familiarisation Training (Annex A)

3.1 Familiarisation Training shall ensure that personnel know what their duties and responsibilities are in the event of an emergency, and are familiar with the location and use of safety equipment at their workstation.

3.2 Familiarisation Training can be carried out at a shipboard level, based on a model agreed by the Owner/Operator, by a responsible member of the permanent crew. The Owner/Operator should maintain a record of such training as part of the Safety Management System.

3.3 A model Familiarisation Programme is contained in Annex A.

4.0 Competent Crew Training (Annex B)

4.1 Competent Crew Training shall ensure that personnel have achieved a level of knowledge and practical ability such that they may be considered as competent crew for the purpose of the Passenger Certificate or Safe Manning Document.

4.2 Competent Crew Training may be carried out on board or in conjunction with a training provider and recorded in the Training Portfolio.

4.3 A model Competent Crew Training Portfolio, together with a draft Competent Crew certificate, is contained in Annex B.

5.0 Assessment

5.1 Assessment should be conducted by a competent person, or persons, who has the practical skills, theoretical knowledge and experience to understand and make informed judgements on the competency standards required of the task(s) they are assessing, and who is able to ensure they are explained or demonstrated adequately.

5.2 Competency skills vary, and one person may not have all the knowledge required to carry out assessments of all the tasks set out in the portfolio.

5.3 The portfolio consists of a sequence of tasks that relate to the competencies needed at each level. It requires the assessor to ascertain through tuition, questioning and/or practical demonstration that the holder has reached the appropriate level of competency that the holder is being assessed on.

5.4 On board assessment should be carried out by a competent, suitably qualified and experienced member of the permanent crew, designated by the owner/operator as an assessor, or the Master who should receive clear guidance and instructions on the assessment procedures to be followed.

5.5 The Owners/Operators Safety Management System shall record those persons designated to carry out assessments.

6.0 Further Information

6.1 Further information, if required, is available from any MCA Marine Office or at the address given below:

Seafarer Training & Certification Branch
Maritime and Coastguard Agency
Spring Place
105 Commercial Road
Southampton SO15 1EG

Tel: 023 8032 9231
Fax: 023 8032 9252
Email: examssection@mcga.gov.uk

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Department for
Transport

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of the Department of Transport

MODEL

STAFF INDUCTION & FAMILIARISATION TRAINING

The staff induction programme should be adapted to meet the requirements of Company and vessel for the type and area of operation, equipment carried and number of passenger and crew, although it should be based on the Minimum Safety Training requirements for Concessionaires Working on Passenger Ships detailed in Marine Guidance Note MGN 120.

ABCD = Category of Water as defined in MSN 1758 (or any subsequent amendment)
S = Sea and does not include any waters of Category A, B, C or D

FAMILIARISATION TRAINING					Assessor	Signature	Date
Communicate in English with other persons on board on elementary safety matters	A	B	C	D	S		
Understand safety information symbols, signs and alarms	A	B	C	D	S		
Know how to operate emergency lighting systems and equipment	A	B	C	D	S		
Know how to operate the vessels public address (P.A.) system	A	B	C	D	S		
Know what to do if a person falls overboard	A	B	C	D	S		
Know what to do if fire or smoke is detected	A	B	C	D	S		
Know what to do if the fire or abandon ship alarm is sounded	A	B	C	D	S		
Identify muster points, assembly and embarkation stations	A	B	C	D	S		
Identify emergency exits and escape routes	A	B	C	D	S		
Locate life saving appliances and demonstrate ability to don lifejackets.	A	B	C	D	S		
Raise the alarm and have a basic knowledge of the use and types of portable extinguishers	A	B	C	D	S		
Take immediate action upon encountering an accident or other medical emergency, before seeking further medical assistance on board	A	B	C	D	S		
Close and open the fire, weathertight and watertight doors fitted in the particular ship, other than those for hull openings	A	B	C	D	S		

FAMILIARISATION TRAINING					Assessor	Signature	Date
Additional requirements if designated to assist passengers in an emergency							
Awareness of life saving appliances and control plans, including:							
Knowledge of emergency procedures including chain of command	A	B	C	D	S		
Knowledge of muster lists and emergency instructions	A	B	C	D	S		
Knowledge of emergency exits	A	B	C	D	S		
Knowledge of restrictions on the use of elevators					S		
The ability to assist passengers en route to muster and embarkation stations, including:							
The ability to give clear reassuring orders in English	A	B	C	D	S		
The control of passengers in corridors, staircases and passageways	A	B	C	D	S		
Maintaining escape routes clear of obstructions	A	B	C	D	S		
Methods available for evacuation of disabled persons and persons needing special assistance	A	B	C	D	S		
Search of accommodation spaces	A	B	C	D	S		
Mustering procedures, including:							
The importance of keeping order	A	B	C	D	S		
The ability to use procedures for reducing and avoiding panic	A	B	C	D	S		
The ability to carry out, where appropriate, evacuation counts	A	B	C	D	S		
The ability to ensure that passengers are suitably clothed	A	B	C	D	S		
The ability to ensure that passengers have donned their lifejackets correctly					C	D	S
Crowd Management Training Certificate (STCW Section A-V/3 and V/2)							
Job/Equipment Specific Instructions	A	B	C	D	S		

KNOW YOUR WORK AREA AND THE LOCATION OF EMERGENCY EQUIPMENT

Concessionaire:

Induction Officer:

Date:

Date:

(Note – one copy to be retained by staff member as part of the training portfolio. Copy to be retained by operator personnel department)

CREW TRAINING

PORTFOLIO

Contents: -	
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Introduction	
Training Portfolio	
Section 1	Familiarisation Training Completion
Section 2	Location and use of Lifesaving Appliances
Section 3	Location and use of Fire Fighting Appliances
Section 4	Action in the event of an Emergency
Section 5	Personal Safety & Social Responsibility
Section 6	Seamanship
Section 7	Responsibilities and Regulations
Section 8	Code of Safe Working Practices
Section 9	Communications
Section 10	Passenger Care & Control
Section 11	Company/Job specific

ABCD = Category of Water as defined in MSN 1758 (or any subsequent amendment)

S = Sea and does not include any waters of Category A, B, C or D

COMPETENT CREW TRAINING					Assessor	Signature	Date
1. Familiarisation Training Completed							
2. Location and use of Lifesaving Appliances*							
Knowledge of abandon ship procedures.	A	B	C	D	S		
The difference between a lifejacket and buoyancy aid.	B	C	D	S			
The correct method of fitting a lifejacket and buoyancy aid.	B	C	D	S			
Man overboard procedures including dropping of life buoy and raising the alarm.	A	B	C	D	S		
Demonstrate knowledge of the location and use of lifesaving equipment carried on the vessel.	A	B	C	D	S		
Identify markings on life rafts (or other survival equipment) with regards to number of occupants.		C	D	S			
Personal Survival Techniques Certificate (STCW Table A-VI/ 1-1)							
3. Location and use of Fire Fighting Appliances*							
Operation of alarm bells.	A	B	C	D	S		
Knowledge of vessel fire procedures.	A	B	C	D	S		
Under supervision, operation of fire pump and hoses.	A	B	C	D	S		
Knowledge of the location and use of fire fighting equipment carried on the vessel.	A	B	C	D	S		
Identify differing type of fire extinguisher and what type of fire each would be used on	A	B	C	D	S		
Use of ancillary equipment as carried (fire blankets, sand buckets, foam applicators etc.)	A	B	C	D	S		
Fire Prevention & Fire Fighting Certificate (STCW Table A-VI/ 1-2)							
4. Action in event of emergency*							
Means of recovery of person(s) from the water.	A	B	C	D	S		
Action in event of collision at operational level.	A	B	C	D	S		
Prepare a life raft or other survival craft for launching.		C	D	S			

COMPETENT CREW TRAINING					Assessor	Signature	Date
<i>Man overboard procedures including dropping of life buoy and raising the alarm.</i>	A	B	C	D	S		
<i>Method used to indicate the vessel is in need of urgent assistance and to summon help.</i>	A	B	C	D	S		
Personal Survival Techniques Certificate (STCW Table A-VI/ 1-1)							
5. Personal Safety & Social Responsibility							
Observe Safe Working practices.	A	B	C	D	S		
Comply with Emergency Procedures.	A	B	C	D	S		
Contribute to effective human relations on board.	A	B	C	D	S		
Take precautions to prevent pollution of the marine environment.	A	B	C	D	S		
Understand orders and be understood in relation to shipboard duties.	A	B	C	D	S		
Personal Safety & Social Responsibility Certificate (STCW Table A-VI/ 1-4)							
6. Seamanship							
A working knowledge of nautical terms.	A	B	C	D	S		
Demonstrate knowledge of the general layout of the vessel.	A	B	C	D	S		
Knowledge of bends and hitches commonly used on board.	A	B	C	D	S		
Correct use of ropes and rigging of fenders.	A	B	C	D	S		
Handling, care and use of fibre and steel ropes.		B	C	D	S		
Handling, care and stowage of chains and anchors.			C	D	S		
Handling, care and use of mooring lines.	A	B	C	D	S		
Assist in mooring and letting go a vessel.	A	B	C	D	S		
Assist in opening, closing and securing of doors, ramps and other hatches and access ways.	A	B	C	D	S		
Use of Locks and Swing bridges.	A	B	C				
Be able to safely rig a gangway, over side ladder and /or accommodation ladder.			C	D	S		
Understand helm orders and be able to steer a course under direction.		B	C	D	S		
Understanding the duties of lookout and the reporting of lights and objects.			C	D	S		
Basic understanding of the collision regulations (carriage of lights, shapes, and sound signals.)			C	D	S		
Efficient Deck Hand (EDH) Certificate							

COMPETENT CREW TRAINING		Assessor	Signature	Date
7. Responsibilities & Regulations				
Basic understanding of an employees obligations.				
A	B	C	D	S
Reporting defects and mechanical/ electrical faults.				
A	B	C	D	S
Understand onboard line of responsibility and communications.				
A	B	C	D	S
Requirements for reporting accidents and incidents to the master or responsible person on board.				
A	B	C	D	S
8. Code of Safe Working Practices				
Understand the risks of falling into the water.				
A	B	C	D	S
Understand the importance of work place cleanliness.				
A	B	C	D	S
Demonstrate the use and care of personal protective equipment.				
A	B	C	D	S
Understand the principles for protection of the environment from pollution.				
A	B	C	D	S
Understand the methods for the prevention of accumulation of rubbish and debris.				
A	B	C	D	S
Precautions to be taken when using calor gas installation, and use of gas alarms and testing.				
A	B	C	D	S
Understand the principles of a confined space and the precautions to be taken prior to entry.				
A	B	C	D	S
9. Communications				
A knowledge of external means of communication available on board the vessel.				
A	B	C	D	S
A knowledge of internal means of communication available on board the vessel.				
A	B	C	D	S
10. Passenger Care & Control				
Passenger safety briefing.				
A	B	C	D	S
Passenger counting and number recording procedures.				
A	B	C	D	S
Duties with respect to passenger muster and evacuation at operational level.				
A	B	C	D	S
11. Company/Job Specific Training (To Develop at Company Level as required.)				

*Items in *italics* are required prior to sailing, remainder to be completed within 6 weeks of being on board.

DRAFT CERTIFICATE

Crew Member:

Date of Birth:

Vessel Name:

Vessel Class /gt:

Owner:

Operating Area:

Served From:

To:

Induction Officer:

Crew Member:

Date:

Date:

