

Training Circular No. 11 of 2004

No: 11-TR(46)/2003

Dated: March 22, 2004

Sub: Guidelines - Passenger Ship Familiarization (Crisis Management) Course

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 **Passenger Ship Familiarization (Crisis Management) Course** 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
PASSENGER SHIP FAMILIARISATION
(CRISIS MANAGEMENT) COURSE**

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
2.	<u>QUALIFICATION & ELIGIBILITY OF STUDENTS</u>
2.1.	Required Attendance
2.2.	Course Intake limitations
3.	<u>INFRASTRUCTURE REQUIREMENT</u>
4.	<u>COURSE DETAILS</u>
4.1.	Course duration
4.2.	Course outline.
4.3.	Detailed teaching syllabus.
5.	<u>HOLIDAYS</u>
6.	<u>FACULTY REQUIREMENTS</u>
6.1.	Qualifications and experience of Course in charge
6.2.	Qualifications and experience of Faculty members
6.3.	Qualifications and experience of Instructors
6.4.	Training of Trainers & Assessors Course:
6.5.	Visiting faculty members:
6.6.	Age limit for regular faculty members:
7.	<u>FACULTY STRENGTH</u>
8.	<u>COURSE DURATION</u>
9.	<u>ASSESSMENT</u>
10.	<u>QUALITY STANDARDS</u>
11.	<u>INSPECTIONS</u>
12.	<u>FEES TO GOVT.</u>

PASSENGER SHIP SAFETY (CRISIS MANAGEMENT) COURSE

1. BASIC DETAILS OF THE COURSE

1.1. Aims

This course aims at providing seafarers with Passenger Ship Safety Training in accordance with the relevant provisions of Section A-V/3 of the STCW Code. This course has formerly been called the "Passenger Ship Safety (Crisis Management)" Course. In accordance with the IMO Model course 1.29, this course will be called the "Crisis Management Course".

1.2. Objectives

The objectives of this course are to provide the student with the knowledge and skill in organising the safe movement of passengers when embarking and disembarking, organise shipboard emergency procedures, optimise use of resources, control response to emergencies, control passengers and other personnel during emergencies and establish and maintain effective communication.

1.3. Application

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

1.4. Approval

Institutes seeking approval for this course should have satisfactorily conducted Passenger Ship (Crowd Management) course for at least one year.

2. QUALIFICATION & ELIGIBILITY OF STUDENTS

2.1. Entry Standards

Officers intending to serve on passenger ships.

2.2. 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.

2.3. Course Intake limitations

2.3.1. The number of students attending each session will depend on the availability of faculty members, the equipment and facilities available for conducting the course of training. However, the upper limit is 24 students per course.

2.3.2. For the practical drill as required under this course, the class should be sub-divided into two groups, wherein one fourth to one third of the participants would act as ship's officers and crew, and the balance would act as the passengers

3. INFRASTRUCTURE REQUIREMENT

3.1. Physical requirement for classroom, black/white boards, overhead projector, screen, notice

board, faculty room, study environment, teaching equipment are to be provided as per DGS order 1 of 2003.

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

4. COURSE DETAILS

4.1. Course duration: 5 days

4.2. Course outline: As per IMO Model Course no: 1.29.

4.3. Detailed teaching syllabus: As per IMO Model Course no: 1.29.

5. HOLIDAYS

5.1. Sundays shall be holidays.

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

6. FACULTY REQUIREMENT

6.1 Qualifications and experience of course in charge:

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

and

6.1.2 At least 5 years service on Merchant ships of which at least one year should have been in the rank of Master.

and

6.1.3 Passenger ship Safety (Crisis Management) Course Certificate and experience of passenger ship as Master or Chief officer for at least 6 months.

6.2 Qualifications and experience of faculty members:

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

and

6.2.2 At least 5 years service on Merchant ships of which at least one year should have been in at management level

and

6.2.3 Passenger ship Safety (Crisis Management) Course Certificate.

6.3 Training of Trainers & Assessors Course:

As per DGS Order no: 1 of 2003.

6.4 Visiting faculty members:

Qualifications and experience of visiting faculty members should be the same as that of regular faculty as specified above.

6.5 Age limit for regular faculty members:

As per DGS Order no: 1 of 2003.

7. FACULTY STRENGTH

- 1.1. 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. COURSE DURATION

Education & practical training shall be of 30 hrs duration.

9. ASSESSMENT

At the end of the course, there shall be assessment by practical & oral examination.

10. QUALITY STANDARDS

As per DGS Order no: 1 of 2003.

11. INSPECTIONS

As per DGS Order no: 1 of 2003.

12. FEES TO GOVT.

As per DGS Order no: 1 of 2003.