

Training Circular No. 5 of 2005

No:11-TR(42)/2004

Dated: January 1, 2005

Subject: Guidelines - Personal Safety and Social Responsibility (PSSR)

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 others provided training facilities that were world class. In order to bring about uniformity of training, amenities and equipment provided by all training institutes the 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. Comments received were considered to the earliest possible.

The final guidelines for Course is attached herewith. In keeping with Government policy, the guidelines have been made in as transparent manner as practicable.

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

The above guidelines shall come into force w.e.f. **01.01.2005**.

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

MANDATORY GUIDELINES FOR

TRAINING INSTITUTES
FOR OBTAINING APPROVAL FROM
DIRECTORATE GENERAL OF SHIPPING
TO CONDUCT

PERSONAL SAFETY AND SOCIAL RESPONSIBILITY (PSSR)

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.

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PERSONAL SAFETY AND SOCIAL RESPONSIBILITY (PSSR)

1. BASIC DETAILS OF THE COURSE

1.1. Aims:

This course, called the Personal Safety and Social Responsibility, provides familiarization, basic safety training and instruction for safe working procedures, social responsibilities aboard Ship. It is based on the guidance on training in Section A-VI/1 of the International Convention of Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended in 1995 (STCW 1995) and aims to meet the standards of competence in Section A-VI/1-4 of STCW 95.

Appendix M-VI/1D of Meta Manual Vol. II & IMO Model Course 1.21 should be used in the preparation of material for this course.

1.2. Objectives:

A student successfully completing this course and meeting the required performance standards will
 be able to identify potential areas of emergencies that may arise in the marine environment, whereby
 he can take effective steps to observe "Safe working Practices", to eliminate personal injuries and
 accidents. It will also help trainee to create a conducive atmosphere designed to boost

humane/social relationship amongst shipmates. The institute should ensure this by effective monitoring the reliability and validity of the assessment system against the stated learning objectives.

1.3. Application:

These guidelines shall be applicable from. **1st Jan, 2005.**

2. QUALIFICATION & ELIGIBILITY OF STUDENTS

2.1. Entry standards:

This course is mandatory for all seafarers serving on board sea-going 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.

2.3. Course intake limitations:

The number of students shall not exceed 24 per class.

3. INFRASTRUCTURE REQUIREMENT

- 3.1. Physical requirement for classrooms, black/white boards, overhead projector, screen, notice board, library, faculty room, study environment and teaching equipment etc are to be provided as per DGS order 1 of 2003.
- 3.2. Additional infrastructure, equipments, Training Aids, Video Cassettes and Reference Books etc., required for this course are as per **Annexure 1.**

4. COURSE DETAILS

- 4.1. Course duration: 3 days
- 4.2. Course outline: As per **Annexure 2**
- 4.3. Detailed Teaching Syllabus: : To be developed by Training Institutes.

5. HOLIDAYS

- 5.1. Sundays shall be holidays.
- 5.2. Independence Day (15th August) and Republic Day (26th January) shall be compulsory holidays.
- 5.3. Students shall normally enjoy the holidays observed by the Govt of the state in which the

institute is located.

6. FACULTY REQUIREMENT

6.1. Qualifications and experience of course in charge:

- 6.1.1 Certificate of competency as Master of (FG), issued or recognised by the Government of India. 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

6.2. Qualifications and experience of faculty members:

- 6.2.1. Certificate of competency as Master of (FG), issued or recognised by the Government of India. and
- 6.2.2. At least 5 years service on Merchant ships of which at least one year should have been at management level.

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

7.1 For a class (maximum 40 students), not less than two Master Mariners (including the course in-charge) 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 from the faculty for this course. Additional faculty members may be on regular (full time) or on visiting (part time) basis.

7.2 A minimum of 50% of the entire portion must be covered by regular faculty.

8 COURSE DURATION

A total of 18 hours of lectures, practical training and assessment.

9 ASSESSMENT

9.1 At the end of the course, the student will be required to demonstrate competence as laid down in the table of competence A-VI/1-4 of the STCW convention to an assessor who has not been directly involved with the training of the trainees.

10 QUALITY STANDARDS

As per DGS Order no: 1 of 2003.

11 INSPECTIONS

As per DGS Order no: 1 of 2003.

12 COST OF INSPECTIONS

As per DGS Order no: 1 of 2003.

13 FEES TO GOVT.

As per DGS Order no: 1 of 2003.

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Annexure 1

TEACHING AIDS

Equipment

The following equipment shall be made available for conducting the course:

- Overhead Projector and Transparencies
 - Video cassette Player and T.V
 - Safety Equipment :

- Safety belt
- Safety harness
- Safety goggles
- Safety shoes
- Safety hand gloves
- Ear Protection gears
- Helmets

Video films/CDs/DVDs on following topics :

- IMO -Safer shipping and cleaner seas
- Personal Safety on Board Ship Series
- Waste and Garbage Management

- Fighting Pollution Prevention of Pollution at Sea
- Safe Mooring Practice
- Personal Protective Equipment
- Alcohol Beware
- Drugs ' Way Off Course
- Entering into Enclosed Spaces
- Welding Safet

Publications

- IMO Model course 1.21 for PSSR.
- STCW 95 as amended
- International convention for Safety of Life at Sea, 1974 (SOLAS 1974), as amended.
- MARPOL, 1973/78.
- IMO Life saving appliances code.
- Code of safe working practices for merchant seaman.
- ILO code of practice on "Accident prevention on board ship at sea and in port"
- Standard marine navigational vocabulary.
- International safety management code.
- Human resource management for marine personnel.

COURSE OUTLINE

Annexure 2

Course Outline

**Approximate time
(Hours)**

**Knowledge, understanding and proficiency
Lectures,demonstrations**

and practical work

1 Observe safe working practices

- 1.1 Introduction
- 1.2 Importance of the course
- 1.3 Ship familiarization
- 1.4 Nature of shipboard hazards
- 1.5 Groups the equipment provided on board to counter these hazards
- 1.6 Use and demonstration of PPE

1.7	Lists operations that take place on board which can be hazardous	
1.8	Loading and unloading of cargoes	
1.9	Mooring and unmooring	
1.10	Enclosed spaces	
1.11	Hot work	
1.12	Working aloft	
1.13	Engine-room watch keeping and maintenance	3.0
2	Contribute to effective human relationships on board ship	
	- Human relationships on board ship	
2.1	Interpersonal relationships	
2.2	Team building	
2.3	Team work	2.0
3	Understand orders and be understood in relation to shipboard duties	
3.1	Fundamentals of communication	
3.2	Methods of communication	
3.3	Barriers in communication	
3.4	Effective transmission skills	
3.5	Effective listening skills	
3.6	Effects and consequences of wrong communication	
3.7	Communication sum-up	3.0
4	Comply with emergency procedures	
4.1	Explains the term 'emergency'	
4.2	Types of emergency: collision, fire, foundering.	
4.3	Shipboard contingency plans for respond to emergencies.	
4.4	Action to take on discovering potential emergency including fire, collision, foundering and ingress of water into the Ship.	
4.2	Drills and muster	
4.3	Value and need of drills and training	
4.4	Knowledge of escape routes and Internal communication and alarm system	4.0
5	Take precautions to prevent pollution of the marine environment	
5.1	Define the term 'pollution'	
5.2	Effects of operational or accidental pollution of the marine environment	
5.3	International measures for pollution prevention, pollution avoidance and containment of pollutants	
5.4	Pollution by sewage from ships	
5.5	Pollution by garbage from ships	
5.6	Control of oil discharge from machinery spaces and oil fuel tanks	
5.7	Contents of Oil Record Book	
5.8	Control of discharge of oil and special areas	
5.9	Introduces the contents of Annex VI of MARPOL	2.0

6	Contribute to effective human relationships on board ship (concluded) -Social responsibilities	
	6.1 Rights and obligation of crew	
	6.2 Employment conditions, etc.	
	6.3 Drugs and alcohol	
	6.4 Health and hygiene on board	
	6.5 Summing up	3.0
7	Review and Assessment	1.0
	TOTAL	18.0