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भारत सरकार / GOVERNMENT OF INDIA
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING
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STCW 2010 CIRCULAR No. 3 of 2011

No: TR/CIR/6(10)/2011

Dated: 07th October, 2011

SUBJECT : GUIDELINES FOR THE CONDUCT OF MASTER F.G. (ADVANCED SHIPBOARD MANAGEMENT COURSE)

1. 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.
2. In view of the 2010 amendments to STCW Convention, the revision of existing guidelines for the MASTER F.G. (ADVANCED SHIPBOARD MANAGEMENT (ASM)) COURSE has been carried out by the DGS in consultation with the training institutes and employees (shipowners and manning agencies).
3. It is expected that training institute would follow these guidelines in letter and spirit.
4. The above guidelines shall come into force on commencement of the MASTER F.G. (ADVANCED SHIPBOARD MANAGEMENT COURSE) w.e.f. 15th November, 2011.
5. The processing fee for the said course is fixed as ₹ 25,000/- each, which is required to be paid along with the proposal for the approval of the course.
6. This issues with the approval of the Director General of Shipping and ex-officio Addl. Secretary to the Government of India.

[Mahua Sarkar]
DY. DIRECTOR GENERAL OF SHIPPING

To,

1. All Maritime Training Institutes
2. All Academic Council
3. INSA/FOSMA/MASSA
4. Chief Surveyor with the Govt. of India
5. Nautical Advisor to the Govt. of India
6. Shipping Master
7. Computer Cells
8. Guard File
9. Sr. PS to DG[S] for information

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**GUIDELINES FOR THE CONDUCT OF
MASTER F.G.
(ADVANCED SHIPBOARD MANAGEMENT COURSE)**

**ISSUED BY
THE DIRECTORATE GENERAL OF SHIPPING**

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Master FG (Advanced Shipboard Management) Course

1. BASIC DETAILS OF THE COURSE

1.1. Aims:

The aims of this course are to prepare a student to appear for the examinations of Certificate of Competency as Master of a Foreign going Ship

1.2. Objectives:

This course covers the contents of Appendix M-II/3A of META Manual Vol. II.

1.3. Application:

Compliance with these guidelines shall be mandatory for all institutes from 15th November, 2011.

2. QUALIFICATION & ELIGIBILITY OF STUDENTS

2.1. Entry Standards:

Comply with the eligibility criteria specified in Rule 15 (2) (i) & (ii) of M.S. (STCW) Rules 1998 and Section M-II/3 of META Manual Vol. I.

2.2. Required Attendance:

The minimum attendance required shall normally be 90%. However, in exceptional cases, the head of the institution may accept attendance of 75% and above if he is satisfied that the reasons for reduction from 90% are genuine and that the student's performance in the course has been good. On successful completion of the course, a student will be issued a certificate, by the training institution, as per Annexure 2. Students falling short of the required attendance, or unsuccessful in their Internal Assessment Tests, must not be given this certificate or any similar certificate that could be mistaken for such a certificate.

2.3. Course intake limitations:

The number of students should not exceed 40 per class and they shall be subjected to adequate supervision and internal assessment.

3. INFRASTRUCTURE REQUIREMENT

3.1. Physical requirement for classrooms, black/white boards, overhead projector, screen, notice board, faculty room, study environment and teaching equipment are to be provided as per DGS guidelines.

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

3.3. List of library books and equipment to include the items contained in Annexure 1.

4. COURSE DETAILS

4.1. Course duration: 6.5 weeks (198 hours)

4.2. Course outline: As per Annexure 3.

5. HOLIDAYS

5.1. Sundays shall be holidays.

5.2. Independence Day and Republic Day 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 and faculty members:

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

and

At least One year experience as Chief Officer and experience as a regular (full time) faculty member for at least three years in Competency Courses or B.Sc Nautical Sciences/ Diploma in Nautical Sciences Course of which at least one year must have been at Management level/ 3rd Year of B.Sc Nautical Sciences Course.

or

Extra Master Certificate.

6.2. Training of Trainers & Assessors Course:

As per IMO Model Course 3.21

6.3. Visiting faculty members:

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

In lieu of the above, a person with specialisation & 3 years experience in the field related to the lecture.

6.4. Age limit for regular faculty members:

As per DGS Guidelines

7. FACULTY STRENGTH

7.1. 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.

7.2 A minimum of 50% of the lectures on the weekly timetable shall be delivered by regular (full time) faculty members. Others may be on full-time or on visiting (part time) basis.

8 COURSE DURATION

A total of 198 hours of lectures and internal assessment.

9 ASSESSMENT

The institute shall carry out written internal assessment near the end of the course.

10 QUALITY STANDARDS

As per DGS Guidelines

11 INSPECTIONS

As per DGS Guidelines

12 FEES TO GOVT.

As per DGS Guidelines

ANNEXURE 1

LIBRARY BOOKS, PUBLICATIONS, ETC. TO INCLUDE:

1. STCW 2010
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 Ship handler's Guide by R.W. Rowe or equivalent
11. Code of Safe Practices for Merchant Seamen
12. DGS Orders, Circulars and MS Notices
13. Training and Assessment Programme (TAP) published by DG Shipping
14. International Safety Guide for Oil Tankers & Terminals (ISGOTT)
15. Admiralty Manual of Seamanship
16. Admiralty Manual of Navigation
17. Maritime Legislation- Capt. M.V. Naik
18. Peril at Sea and Salvage (ICS & OCIMF, Witherby)
19. Shipmaster's Business Self-Examiner- Maclachlan, Malcolm- Nautical Institute.
20. Command- Nautical Institute
21. A Guide to the Collision Avoidance Rules- Cockcroft
22. The Shipmaster's Business Companion - Maclachlan, Malcolm- Nautical Institute.
23. Business and Law for the Shipmaster By F.N. Hopkins
24. Indian Merchant Shipping Act

Master F.G. (ASM) COURSE

Forms of Certificate to be issued

Name of the Institution

Full postal address

Phone, Fax, E-mail Address

ATTENDANCE CERTIFICATE

This is to certify that Mr. _____

date of birth _____ C.D.C. No.* _____ P.P. No: _____ of
 (issuing country) _____ Indian National Database of seafarers (INDos)
 No: _____ was a student of this college for the Master F.G. (ASM) Course from
 _____ to _____

His attendance during the above period and his performance in Internal Assessment Tests was satisfactory.

His name is at Sr. No. _____ in the consolidated list of students of this course sent to the Chief Examiner of Masters and Mates and Principal Officers of all MMDs conducting the respective examination, vide letter No. _____ dated _____.

Signature of Student	Date of issue and seal of institute	Signature & name of Course Incharge/HOD	Signature & name of Head of the Institution or Authorized person

* Indian Nationals must fill in only Indian C.D.C. No.

MASTER'S (F. G.) COURSE

SYLLABUS: ADVANCED SHIPBOARD MANAGEMENT

S. No	Topic	Hours
1	<i>Indian Merchant Shipping Act</i>	13
a	Registration of ships: <i>The certificate of registry and its legal significance. [2 hrs]</i>	
b	Engagement, discharge and management of crew. <i>Manning scales and certification. Contracts of employment, wages and other remuneration, advances, allotments, payment into bank accounts. Descriptions, deceased seamen, engagement of substitutes, repatriation, assisting and repatriating Indian seamen distressed abroad.[2 hrs]</i>	
c	The official log book and the law relating to entries. <i>Offences relating to misconduct, to endangering ship and against persons on board. Discipline and treatment of disciplinary offences. Civil liability for certain offences. Trade disputes involving seamen. The official log book entries and records in freeboard draft and allowances. [2 hrs]</i>	
d	Crew accommodation. <i>Hygiene of the ship and welfare of the crew. Outline knowledge of the regulations relating to medical stores. Inspection and reports. Fresh water and provisions. Procedures in cases of infectious disease, illness or accidents. Maritime declarations of health. Port health requirements. International agreements and measures to prevent the spread of disease by shipping. [2 hrs]</i>	
e	The safety of the ship, crew and passengers. <i>Assistance of vessels in distress and salvage. Master's duties in the case of collision or any other accident. Master's role in collecting evidence after an accident. Lodging protests etc. Inquiries and Investigation. [3 hrs]</i>	
f	The law relating to the reporting of ice, derelict, tropical revolving storms and other dangers to navigation.[1 hr]	
g	<i>Outline knowledge of the rules made under the Merchant Shipping Act.[1 hr]</i>	
2	Documentation: <i>Certificates and other documents required to be carried on Passenger ships, tankers, Gas carriers, Chemical carriers, Car/Truck carriers, Bulk carriers. Procedures to obtain the above mentioned certificates and the period of their validity. Other Trading certificates (Suez and Panama Canal certificate, CFR) that are required to be carried on board.</i>	3
3	Custom house procedures: <i>Inward and outward clearance, Immigration clearance, quarantine clearance (FAL Convention).</i>	2
4	<i>Methods of dealing with stowaways, hijacking of ships, armed robbery / piracy, smuggling and other custom offences, drug and alcohol policy and its enforcement</i>	6
5	Master – Pilot relationship: <i>Exchange of information, responsibilities. Compulsory and optional pilotage. Bridge Team Management while under pilotage. Legal implications if an</i>	4

	<i>incident occurs when under pilotage.</i>	
6	<i>Economics of sea transport theory of international trade, general structure of shipping industry relationship between ship-owner, agent, stevedore, charterer, shipper and broker. Detailed knowledge of voyage estimates including cargo calculations involving deadweight, loadline zones, consumables and constants taking into account various charges, receipts and establishing economic viability</i>	12
7	<i>A general knowledge of shipping practice and documents with particular reference to charter parties and its Main clauses, bills of lading and its Main clauses and mates receipts for various types of ships and trades including tanker practice, meaning of the terms used in chartering practice such as AFRA, WORLDSCALE, INCOTERMS</i> <i>An understanding of the main clauses in a contract of affreightment including freight, deviation, always afloat, ice, lay days, demurrage and dispatch including calculations involving lay days, charter party, etc. The law relating to the carriage of cargo and ship-owners', liabilities and responsibilities. Protests, cargo surveys, certificates of seaworthiness. Hague rules, Hague – Visby rules, Hamburg rules, Rotterdam Rules COGSA, Multimodal Transport Act. Handling of claims and disputes related to Charter parties.</i>	3 16
8	<i>Outline knowledge of the expressed and implied conditions and statutory terms contained in a contract of marine insurance. Institute clauses. An understanding of principles and practice of the terms; particular average, general average. Procedure at a port of refuge. Lloyd's agents. Average adjusters. P & I clubs, LOF 2000, LOF 2011, Scopic clause. Warranties, CLC, Fund convention, York-Antwerp rules.</i>	15
9	International institutions: <i>IMO, ILO, WHO, ISF, IACS, BIMCO, ICS, OCIMF, SIGTTO, INTERTANKO, INTERCARGO, WTO, IMCA, IFSMA, WMU, IMLI and classification societies.</i>	2
10	<i>Latest changes in national and international maritime legislation pertaining to SOLAS, MARPOL, Load line and STCW</i>	6
11	Control procedures: <i>Classification surveys, Flag State Control, Port State Control, Charterer's vetting inspections, inspections by port terminal authorities, Condition surveys.</i> Port State Control: <i>Working and targeting by various MOUs; "Clear grounds" to conduct detailed inspection; Identification of sub standard ships; "Detention" of ships. Common deficiencies observed as reported by the various MOUs annually.</i>	3
12	<i>Principles and practice of modern ship management - ISPS Code, ISM Code, methods to prevent human errors on ship, Human Resource Development</i>	6
13	<i>Casualty Investigation Code (Guidelines on fair treatment of seafarers in event of a maritime accident). Criminalisation of seafarers: Seafarers Rights under a Casualty investigation. Case Studies. Reporting procedures for Incidents. Writing Reports.</i>	4
14	<i>Musters and drills, distress/urgency/safety messages. Avoidance of False distress alerts and action in case of false distress alert.</i>	3

	<i>Search and Rescue, steps to be taken when disabled & in distress, assisting a ship or aircraft in distress. IAMSAR</i>	
15	<i>Place of refuge procedures. Wreck, Salvage and their legal implications.</i>	3
16	<i>Ligherage operations, Ocean Towing. Duties and responsibilities of Towing & Towed vessel, Communications and exchange of information between towing and towed vessel. Emergency Towing arrangements; Maritime Assistance Service on Indian coast (when applicable)</i>	2
17	Emergency Response Procedures: <i>Fire in Port & at Sea, grounding, collision, collision mats, Pollution, Flooding, Engine failure, Listing, Beaching, Steering failure, refloating of vessel. Man-overboard, Helicopter Rescue Operation; Leakages and spills of dangerous cargo; Rescue of victims from enclosed spaces; Rescue of Survivors from another vessel or sea</i>	10
18	Case Studies: <i>(Recent casualties such as MSC Chitra and Khalijia 3, M.V.Tosa, Hebei Spirit and Samsung crane barge, Herald of Free Enterprise, Cosco Busan)</i>	8
19	<i>Anchoring & Berthing under the effect of tide / wind in shallow / deep waters, use of Anchors, squat, interaction between ships / shore, transverse Thrust & turning the ship short round, pivot point, dragging / dredging anchors; Different types of tugs and use/limitation of each; Berthing with/ without tugs under various conditions of wind, current and tide. Effectiveness of bow and stern thrusters.</i>	10
20	<i>Manoeuvring and handling of ship in all conditions; Ship's maneuvering characteristics; Wheelhouse poster; Emergency stopping manoeuvres, crash stop, rudder cycling. Synchronous rolling, Parametric rolling, wind heeling criteria for high freeboard ships; Picking up Pilot; Manoeuvring in and near Traffic Separation Schemes and VTS areas; STS Operations.</i>	10
21	Environmental Protection: <i>Marpol Annexes I to VI, SOPEP/SMPEP, Vessel Response Plan, oil record book. Ballast Water Management, OPA 90 & NPDES. (National Pollution Discharge Elimination System of U.S.A.)</i>	3
22	Operating in ice: <i>Basic ship handling in ice, sighting of ice / open water, working through ice, navigation in ice. High latitude Navigation – procedures & precaution. Polar Code. effects of ice accretion on stability of vessel</i>	4
23	Safety Management: <i>Case studies on Risk Assessment; Managing Risk on board; Briefings / debriefings and toolbox meetings;</i> <i>Case studies for Safety on deck in rough weather;</i> <i>On-board Training;</i> <i>Incidents related to Enclosed Space Entry Procedures; Hot Work Procedures;</i>	8
24	<i>Damage Stability Criteria and Damage stability booklet</i>	4

	<i>Proper assessment of damage stability condition – using ETAS (Emergency Technical Assistance Service) provided by classification societies. An understanding of the information required to be passed on for assessment of Damage Stability</i>	
25	<i>Weather Routeing and Voyage Planning; Procedures for selection of an optimum route; Various weather routeing services available to shipping; Vessel Performance curves, hind-cast charts;</i>	4
26	<i>Various ship plans used in Cargo Loading / discharging, dry docking, Grounding, Dry-docking both intact and with damage; Preparation of Repair Specifications</i>	4
27	<i>COLREGS, related case studies and Interaction with participants</i>	16
28	<i>Ship Recycling Convention: Hazardous Materials inventory, Green Passport.</i>	2
29	<i>Global Warming and climate change, Greenhouse effect, Carbon credit, Kyoto protocol,</i>	3
30	<i>Dangerous Goods: Recent amendments to IMDG code</i>	3
31	<i>Assessment & Feedback (including internal assessments)</i>	6

Total Duration: 198 hours = 33 working days (6.5 weeks or 45 calendar days)

Note:

- 1) In addition to the above ASM course, all existing Officers in possession of Certificate of Competency under STCW 1995 are required to undergo Upgradation Course for Chief Mates and Masters (STCW 1995 to STCW 2010) and practical training as in Note 2 before issuance of Master F.G Certification under STCW 2010.

2) PRACTICAL TRAINING

a	ECDIS (See Note 3)	Approved Training Course	40 hours	As per IMO Model Course No. 1.27 revised
b	Refresher Training in Personal Survival Techniques and Proficiency in Survival Crafts and Rescue Boats	Practical Training at institute approved for PSCRB Course	1 day (6 hours)	Identified items under STCW 2010
c	Refresher Training in Fire Prevention and Fire Fighting and Advanced Fire Fighting	Practical Training at institute approved for AFF Course	1 day (6 hours)	Identified items under STCW 2010

- 3) Training and assessment in the use of ECDIS is not required for those who serve exclusively on ships not fitted with ECDIS. This limitation shall be reflected in the certificate of competency.

- 4) Officers who have **not** undergone Ship Security Officer (SSO) training are required to undergo approved training course for Seafarers with Designated Security Duties in accordance with Regulation VI/6-2 (this does not form part of CoC Revalidation)