



EZS Training record book *(version 1.6 January 2021)*

ON BOARD TRAINING RECORD BOOK

For officers on Seagoing Sailing Vessels



Suitable for use by EZS candidates in with on board licensed captains



The first edition of the EZS training record book was established in January-March 2015.

While the advice given in this book has been developed using the best information currently available, it is intended purely as guidance to be used at the user's own risk.

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Edition 1.6 January 2021



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Guide to Completion

For the attention of the Masters, Designated On-Board Training Officers, and Candidates.

Object of the Record Book

The purpose of this Record Book is to ensure that future officers follow a structured program of training and make the best use of their time at sea.

In doing so they will gain the practical training and experience necessary to become competent watchkeeping deck officers in accordance with the STCW Convention as amended in Manilla 2010.

This Training Record Book will be part of the education on the EZS (Enkhuizen Nautical College) and will be assessed by the EZS (it may also be made available to the Dutch ILenT for inspection). Proper use and completion of this Record Book is essential. It should be subject to close scrutiny by the masters of the ships on which the future officer serves.

This Record book may also be used in combination with other nautical educations for watchkeeping officers since it covers many topics described in the STCW convention.

The Dutch competences for sailing and merchant licences are referred to as follows:

KZV: Professional sailing vessels Coastal waters (max 500 Gt)

GZV: Professional Ocean-going sailing vessels



How to Use This Record Book

On Receipt of This Book:

The candidate should complete the information required on pages 7 and 8, including the details of Basic Training received in accordance with the STCW Convention. The candidate will be personally responsible for the safe keeping of this Record Book throughout training.

Section 3, concerning details of mandatory Safety Familiarisation (page 14) and mandatory Shipboard Familiarisation (page 16), should be completed immediately after the candidate joins a ship. An officer should sign to signify that mandatory familiarisation, as required by the 1995 STCW Convention, has been undertaken.

As soon as possible after joining each ship:

- The candidate should complete Section 4 concerning the technical details of the vessel. The Master and the designated training officer on board each ship should provide an opportunity for this exercise to be undertaken.
- The designated on-board training officer appointed by the master should inspect this book in order to check progress already made. A plan should be made to tackle the competences that still need to be demonstrated.

Candidates doing their sailing time for the **KZV** should comply with all competences, **except those marked with GZV**, but including task 21 and tasks 1-4 in section 9.

Candidates doing their sailing time for the **GZV** should in addition to the **KZV** comply with the competences marked with **GZV** including task 22 and all tasks of section 9

Throughout the Candidate's seagoing service:



- Section 6, which contains a comprehensive list of on-board training tasks should be progressively completed. Additional guidance on recording progress is given at the start of Section 6, page 37.
- The Book should be submitted to the master for inspection every month and/or at the end of each voyage. The master's comments should be recorded, dated and stamped on page 12. Comments should only relate to the candidate's competence and practical progress.
- The Book should be submitted to the designated on-board training officer on joining each vessel.
- A precise record should be kept of the candidate's seagoing service including time spent on bridge watchkeeping duties.
- In addition to practical training, throughout seagoing service, candidates should practice their knowledge of the International Regulations for Preventing Collisions at Sea.
- Candidates are also expected to complete a number of written projects, some examples of which are set out on page 104

IMPORTANT NOTE

The STCW Convention requires that any person conducting on board training shall do so only when it will not adversely affect the normal operation of the ship and time be dedicated to the training and any evaluation of competence.



Section 2 Record of Progress

Particulars of Candidate to be completed by the candidate in block letters

Name in full: _____ Date of birth: _____ Address: _____ _____ _____ E-mail _____ Phone _____ No seafarers book: _____	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <p style="margin: 0;">Photo</p> </div>										
<p>Training Programme as applicable</p> <p>College Phases: KZV From: To: _____</p> <p>College Phases: GZV From: To: _____</p> <p>College Phases: _____ From: To: _____</p> <p>Basic Training as required by Section A- VI/1 paragraph 2 of the STCW code</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 25%;">Date</td> <td style="border-bottom: 1px solid black; width: 25%;"> </td> <td style="border-bottom: 1px solid black; width: 25%;">Location</td> <td style="border-bottom: 1px solid black; width: 25%;"> </td> <td style="border-bottom: 1px solid black;">Document No. (if any)</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Date		Location		Document No. (if any)					
Date		Location		Document No. (if any)							



Designated Training Officer's Review of Training Progress

This table should be completed weekly or at such intervals as the trading of the vessel allows. Comments should only relate to the Candidate's practical progress and competence and should NOT refer to character.

Ship	Comments	Name Training officer	Initials	date



Master's Monthly Inspection of Record Book

Comments should only relate to the candidate's practical progress and competence and should not refer to character

	Ship	Comments	Master Name	Master's Initials	Date	Ship's Official Stamp
1						
2						
3						
4						
5						
6						



Master's Monthly Inspection of Record Book (continued)

	Ship	Comments	Master Name	Master's Initials	Date	Ship's Official Stamp
7						
8						
9						
4						
10						
11						



Section 3 Mandatory Safety and Shipboard Familiarisation

Safety Familiarisation as required by Section a-VI/1 paragraph 1 of the STCW Code

Before being assigned to shipboard duties you must receive safety familiarisation to know what to do in an emergency. The master or a responsible officer on each ship should sign and date below to signify that you have received training or instruction to be able to carry out the following tasks or duties:

<i>Ship's Name:</i>			
<i>Task/ Duty</i>	<i>Officer's Initials/Date</i>	<i>Officer's Initials/Date</i>	<i>Officer's Initials/Date</i>
Be able to: <ul style="list-style-type: none">- Communicate with other persons on board on elementary safety matters- Understand safety information symbols, signs and alarms			
Know what to do if: <ul style="list-style-type: none">- A person falls overboard- Fire or smoke is detected- A specific ship alarm is sounded			



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<p>Be able to:</p> <ul style="list-style-type: none">- Identify muster and embarkation stations and emergency escape routes- Locate and don lifejackets- Raise the alarm- Take immediate action during an accident or other medical emergency before seeking further medical assistance on board- Close and open the fire, weather tight and watertight doors fitted in the particular ship, other than those for hull openings <p>Have:</p> <ul style="list-style-type: none">- Basic knowledge of the use of portable fire extinguishers			
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Shipboard Familiarisation as required by Regulation I/14 of the STCW Convention

You will be given a period of time during which you will have the opportunity to become acquainted with the equipment you will be using, and specific watchkeeping, safety, environmental and emergency procedures and arrangements required to perform your duties. The location of safety and emergency equipment varies from ship to ship.

To be sure that you are familiar with your duties and all ship arrangements, installations, equipment procedures and ship characteristics that are relevant to your routine or emergency duties, you must complete the following tasks as soon as possible on joining your ship.

<i>Ship's Name</i>			
<i>Task/ Duty</i>	<i>Officer's Initials/Date</i>	<i>Officer's Initials/Date</i>	<i>Officer's Initials/Date</i>
Watchkeeping procedures and arrangements: Familiarize with bridge, lookout post, forecastle, poop deck, main deck, and other work areas			
Get acquainted with steering controls and other bridge equipment and displays			
Activate, under supervision, equipment to be used during routine duties			
Safety and emergency procedures: Read and demonstrate an understanding of your Company's Fire and Safety Regulations			



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Demonstrate recognition of the alarm signals for FIRE, EMERGENCY, ABANDON SHIP			
Locate medical and first aid equipment			
Locate firefighting equipment; alarm activating points/bells, extinguishers, hydrants, fire axes and hoses			
Locate: Rocket line throwing apparatus (if applicable)			
Locate: Distress rockets and flares			
Locate: Breathing apparatus/ firefighting outfits			
Locate: EPIRB, SART, and portable VHF			
Locate: Emergency escape breathing devices (if applicable)			
Locate CO2 bottle room and control valves for smothering apparatus in machinery spaces, pump rooms and holds.			
Locate and understand the operation of the emergency fire pump.			
Locate and understand operation of emergency stop mechanism for main engines including other emergency stop valves.			
<i>Environmental Protection:</i> Get acquainted with the procedures for handling garbage, rubbish and other wastes			



The use of garbage compactor or other equipment as appropriate.			
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Boat and Muster stations

Insert Boat and Fire Muster Stations and other details in the appropriate space, ask the master to sign in the space provided.

Ship's Name				
Boat Muster Station				
Fire Muster Station				
Master's Name				
Master's Signature				
Date				



Section 4 Particulars of Ships

It is an essential feature of your candidate training that you obtain a thorough knowledge of the ships on which you serve.

To assist you in meeting this important requirement the following are to be recorded during the time spent on each ship.

Questions on this subject, with particular reference to your last ship, are likely to be put to you during an oral examination and assessment for your certification of Proficiency.



FIRST SHIP

mv/ss	IMO Number	Call Sign
<p>Dimensions and capacities</p> <p>Length OA.....m</p> <p>Breadth.....m</p> <p>Depth.....m</p> <p>Summer draft..... m</p> <p>Summer freeboard..... m</p> <p>Gross tonnage..... tonnes</p> <p>Deadweight..... tonnes</p> <p>Light displacement..... tonnes</p> <p>Fresh water allowance..... nm</p> <p>Immersion at load draft..... TPC</p>		
<p>Main Engines</p> <p>Engine type.....</p> <p>Bunker capacity.....m³/tonnes</p> <p>Daily consumption.....tonnes</p> <p>Service speed..... knots</p> <p>Type of steering gear.....</p>		
<p>Mooring ropes (number/ dimension)</p> <p>Synthetic fibre..... mm</p> <p>Wires.....mm</p> <p>Towing spring.....mm</p>		<p>Call Sign</p> <p>Dimensions and capacities</p> <p>Anchors (weight)</p> <p>Port.....tonnes</p> <p>Starboard..... tonnes</p> <p>Spare.....tonnes</p> <p>Cable/ chain (diam.)..... mm</p> <p>Length.....shackles</p> <p>Lifesaving equipment</p> <p>Lifeboats (no.)</p> <p>Life-rafts (no.).....</p> <p>Capacity per boat.....(persons)</p> <p>Capacity per life-raft..... (persons)</p> <p>Lifebuoys (no.).....</p> <p>Survival suits (no./type).....</p> <p>Firefighting equipment</p> <p>Fire extinguishers (number and capacity)</p> <p>Types: Water.....L</p> <p>Foam.....L</p> <p>Dry Powder.....kg</p> <p>CO₂..... kg</p> <p>Fire hoses (no. and size)mm</p> <p>Breathing apparatus (make).....</p>



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<p>Navigational and communications equipment (make and models)</p> <p>Log.....</p> <p>EPIRB.....</p> <p>Magnetic compass.....</p> <p>Gyro.....</p> <p>Autopilot.....</p> <p>Radar(s).....</p> <p>ECDIS.....</p> <p>Echo sounder.....</p> <p>GPS.....</p> <p>Navtex.....</p> <p>VHF/RT.....</p> <p>SATCOM.....</p> <p>Other electronic navigational aids:</p> <p>.....</p> <p>.....</p> <p>GMDSS equipment.....</p> <p>.....</p> <p>.....</p>	<p>Any other navigational and/or communications equipment:</p>
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SECOND SHIP

mv/ss	IMO Number	Call Sign
<p>Dimensions and capacities</p> <p>Length OA.....m</p> <p>Breadth.....m</p> <p>Depth.....m</p> <p>Summer draft..... m</p> <p>Summer freeboard..... m</p> <p>Gross tonnage..... tonnes</p> <p>Deadweight..... tonnes</p> <p>Light displacement..... tonnes</p> <p>Fresh water allowance..... nm</p> <p>Immersion at load draft..... TPC</p> <p>Main Engines</p> <p>Engine type.....</p> <p>Bunker capacity.....m³/tonnes</p> <p>Daily consumption.....tonnes</p> <p>Service speed..... knots</p> <p>Type of steering gear.....</p> <p>Mooring ropes (number/ dimension)</p> <p>Synthetic fibre..... mm</p> <p>Wires.....mm</p> <p>Towing spring.....mm</p>		<p>Anchors (weight)</p> <p>Port.....tonnes</p> <p>Starboard..... tonnes</p> <p>Spare.....tonnes</p> <p>Cable/ chain (diam.)..... mm</p> <p>Length.....shackles</p> <p>Lifesaving equipment</p> <p>Lifeboats (no.)</p> <p>Life-rafts (no.).....</p> <p>Capacity per boat.....(persons)</p> <p>Capacity per life-raft..... (persons)</p> <p>Lifebuoys (no.).....</p> <p>Survival suits (no./type).....</p> <p>Firefighting equipment</p> <p>Fire extinguishers (number and capacity)</p> <p>Types: Water.....L</p> <p>Foam.....L</p> <p>Dry Powder.....kg</p> <p>CO₂..... kg</p> <p>Fire hoses (no. and size)mm</p> <p>Breathing apparatus (make).....</p>



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<p>Navigational and communications equipment (make and models)</p> <p>Log.....</p> <p>EPIRB.....</p> <p>Magnetic compass.....</p> <p>Gyro.....</p> <p>Autopilot.....</p> <p>Radar(s).....</p> <p>ECDIS.....</p> <p>Echo sounder.....</p> <p>GPS.....</p> <p>Navtex.....</p> <p>VHF/RT.....</p> <p>SATCOM.....</p> <p>Other electronic navigational aids:</p> <p>.....</p> <p>.....</p> <p>GMDSS equipment.....</p> <p>.....</p> <p>.....</p>	<p>Any other navigational and/or communications equipment:</p>
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THIRD SHIP

mv/ss	IMO Number	Call Sign
<p>Dimensions and capacities</p> <p>Length OA.....m</p> <p>Breadth.....m</p> <p>Depth.....m</p> <p>Summer draft..... m</p> <p>Summer freeboard..... m</p> <p>Gross tonnage..... tonnes</p> <p>Deadweight..... tonnes</p> <p>Light displacement..... tonnes</p> <p>Fresh water allowance..... nm</p> <p>Immersion at load draft..... TPC</p> <p>Main Engines</p> <p>Engine type.....</p> <p>Bunker capacity.....m³/tonnes</p> <p>Daily consumption.....tonnes</p> <p>Service speed..... knots</p> <p>Type of steering gear.....</p> <p>Mooring ropes (number/ dimension)</p> <p>Synthetic fibre..... mm</p> <p>Wires.....mm</p> <p>Towing spring.....mm</p>		<p>Anchors (weight)</p> <p>Port.....tonnes</p> <p>Starboard..... tonnes</p> <p>Spare.....tonnes</p> <p>Cable/ chain (diam.)..... mm</p> <p>Length.....shackles</p> <p>Lifesaving equipment</p> <p>Lifeboats (no.)</p> <p>Life-rafts (no.).....</p> <p>Capacity per boat.....(persons)</p> <p>Capacity per life-raft..... (persons)</p> <p>Lifebuoys (no.).....</p> <p>Survival suits (no./type).....</p> <p>Firefighting equipment</p> <p>Fire extinguishers (number and capacity)</p> <p>Types: Water.....L</p> <p>Foam.....L</p> <p>Dry Powder.....kg</p> <p>CO₂..... kg</p> <p>Fire hoses (no. and size)mm</p> <p>Breathing apparatus (make).....</p>



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<p>Navigational and communications equipment (make and models)</p> <p>Log.....</p> <p>EPIRB.....</p> <p>Magnetic compass.....</p> <p>Gyro.....</p> <p>Autopilot.....</p> <p>Radar(s).....</p> <p>ECDIS.....</p> <p>Echo sounder.....</p> <p>GPS.....</p> <p>Navtex.....</p> <p>VHF/RT.....</p> <p>SATCOM.....</p> <p>Other electronic navigational aids:</p> <p>.....</p> <p>.....</p> <p>GMDSS equipment.....</p> <p>.....</p> <p>.....</p>	<p>Any other navigational and/or communications equipment:</p>
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FOURTH SHIP

mv/ss	IMO Number	Call Sign
<p>Dimensions and capacities</p> <p>Length OA.....m</p> <p>Breadth.....m</p> <p>Depth.....m</p> <p>Summer draft..... m</p> <p>Summer freeboard..... m</p> <p>Gross tonnage..... tonnes</p> <p>Deadweight..... tonnes</p> <p>Light displacement..... tonnes</p> <p>Fresh water allowance..... nm</p> <p>Immersion at load draft..... TPC</p> <p>Main Engines</p> <p>Engine type.....</p> <p>Bunker capacity.....m³/tonnes</p> <p>Daily consumption.....tonnes</p> <p>Service speed..... knots</p> <p>Type of steering gear.....</p> <p>Mooring ropes (number/ dimension)</p> <p>Synthetic fibre..... mm</p> <p>Wires.....mm</p> <p>Towing spring.....mm</p>		<p>Anchors (weight)</p> <p>Port.....tonnes</p> <p>Starboard..... tonnes</p> <p>Spare.....tonnes</p> <p>Cable/ chain (diam.)..... mm</p> <p>Length.....shackles</p> <p>Lifesaving equipment</p> <p>Lifeboats (no.)</p> <p>Life-rafts (no.).....</p> <p>Capacity per boat.....(persons)</p> <p>Capacity per life-raft..... (persons)</p> <p>Lifebuoys (no.).....</p> <p>Survival suits (no./type).....</p> <p>Firefighting equipment</p> <p>Fire extinguishers (number and capacity)</p> <p>Types: Water.....L</p> <p>Foam.....L</p> <p>Dry Powder.....kg</p> <p>CO₂..... kg</p> <p>Fire hoses (no. and size)mm</p> <p>Breathing apparatus (make).....</p>



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<p>Navigational and communications equipment (make and models)</p> <p>Log.....</p> <p>EPIRB.....</p> <p>Magnetic compass.....</p> <p>Gyro.....</p> <p>Autopilot.....</p> <p>Radar(s).....</p> <p>ECDIS.....</p> <p>Echo sounder.....</p> <p>GPS.....</p> <p>Navtex.....</p> <p>VHF/RT.....</p> <p>SATCOM.....</p> <p>Other electronic navigational aids:</p> <p>.....</p> <p>.....</p> <p>GMDSS equipment.....</p> <p>.....</p> <p>.....</p>	<p>Any other navigational and/or communications equipment:</p>
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FIFTH SHIP

mv/ss	IMO Number	Call Sign
<p>Dimensions and capacities</p> <p>Length OA.....m</p> <p>Breadth.....m</p> <p>Depth.....m</p> <p>Summer draft..... m</p> <p>Summer freeboard..... m</p> <p>Gross tonnage..... tonnes</p> <p>Deadweight..... tonnes</p> <p>Light displacement..... tonnes</p> <p>Fresh water allowance..... nm</p> <p>Immersion at load draft..... TPC</p> <p>Main Engines</p> <p>Engine type.....</p> <p>Bunker capacity.....m³/tonnes</p> <p>Daily consumption.....tonnes</p> <p>Service speed..... knots</p> <p>Type of steering gear.....</p> <p>Mooring ropes (number/ dimension)</p> <p>Synthetic fibre..... mm</p> <p>Wires.....mm</p> <p>Towing spring.....mm</p>		<p>Anchors (weight)</p> <p>Port.....tonnes</p> <p>Starboard..... tonnes</p> <p>Spare.....tonnes</p> <p>Cable/ chain (diam.)..... mm</p> <p>Length.....shackles</p> <p>Lifesaving equipment</p> <p>Lifeboats (no.)</p> <p>Life-rafts (no.).....</p> <p>Capacity per boat.....(persons)</p> <p>Capacity per life-raft..... (persons)</p> <p>Lifebuoys (no.).....</p> <p>Survival suits (no./type).....</p> <p>Firefighting equipment</p> <p>Fire extinguishers (number and capacity)</p> <p>Types: Water.....L</p> <p>Foam.....L</p> <p>Dry Powder.....kg</p> <p>CO₂..... kg</p> <p>Fire hoses (no. and size)mm</p> <p>Breathing apparatus (make).....</p>



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SIXTH SHIP

mv/ss	IMO Number	Call Sign
<p>Dimensions and capacities</p> <p>Length OA.....m</p> <p>Breadth.....m</p> <p>Depth.....m</p> <p>Summer draft..... m</p> <p>Summer freeboard..... m</p> <p>Gross tonnage..... tonnes</p> <p>Deadweight..... tonnes</p> <p>Light displacement..... tonnes</p> <p>Fresh water allowance..... nm</p> <p>Immersion at load draft..... TPC</p> <p>Main Engines</p> <p>Engine type.....</p> <p>Bunker capacity.....m³/tonnes</p> <p>Daily consumption.....tonnes</p> <p>Service speed..... knots</p> <p>Type of steering gear.....</p> <p>Mooring ropes (number/ dimension)</p> <p>Synthetic fibre..... mm</p> <p>Wires.....mm</p> <p>Towing spring.....mm</p>		<p>Anchors (weight)</p> <p>Port.....tonnes</p> <p>Starboard..... tonnes</p> <p>Spare.....tonnes</p> <p>Cable/ chain (diam.)..... mm</p> <p>Length.....shackles</p> <p>Lifesaving equipment</p> <p>Lifeboats (no.)</p> <p>Life-rafts (no.).....</p> <p>Capacity per boat.....(persons)</p> <p>Capacity per life-raft..... (persons)</p> <p>Lifebuoys (no.).....</p> <p>Survival suits (no./type).....</p> <p>Firefighting equipment</p> <p>Fire extinguishers (number and capacity)</p> <p>Types: Water.....L</p> <p>Foam.....L</p> <p>Dry Powder.....kg</p> <p>CO₂..... kg</p> <p>Fire hoses (no. and size)mm</p> <p>Breathing apparatus (make).....</p>



<p>Navigational and communications equipment (make and models)</p> <p>Log.....</p> <p>EPIRB.....</p> <p>Magnetic compass.....</p> <p>Gyro.....</p> <p>Autopilot.....</p> <p>Radar(s).....</p> <p>ECDIS.....</p> <p>Echo sounder.....</p> <p>GPS.....</p> <p>Navtex.....</p> <p>VHF/RT.....</p> <p>SATCOM.....</p> <p>Other electronic navigational aids:</p> <p>.....</p> <p>.....</p> <p>GMDSS equipment.....</p> <p>.....</p> <p>.....</p>	<p>Any other navigational and/or communications equipment:</p>
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Section 5 International Regulations for Preventing Collision at Sea

When candidates are examined for certificates of competency, they will be required to demonstrate a thorough knowledge of the rules and their application.

Parts A, B, C and D

A thorough knowledge of the rules is required. When the candidate can demonstrate that each rule has been committed to memory, the appropriate box should be initialled and dated by an officer.

Annex I

Only an outline knowledge is required.

Annex II and III

A general knowledge of these annexes is required

Annex IV

A full and comprehensive knowledge of distress signals is required.



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PART A General Rules			PART B – Steering and Sailing Rules																
			Section 1			Section 2			Section 3										
Rule	Initial	date	Rule	Initial	Date	Rule	Initial	Date	Rule	Initials	date								
1			4			11			19										
			5			12													
2			6			13													
			7			14													
3			8			15													
			9			16													
			10			17													
						18													
PART C Lights and Shapes						PART D Sound and Light Signals			ANNEX I, II, III, IV										
Rule			Initial			Date			Rule			Initial	Date	Rule	Initial	Date	All	Initials	Date
20			26			32													
21			27			33													
22			28			34													
23			29			35													
24			30			36													
25			31			37													



Section 6 List of Training Tasks and Competences Achieved

This section of your Record Book gives details of the training tasks that you should follow to make best use of your time at sea. You will see that each page lists the tasks or duties you should undertake. Completion of these will lead to meeting the *competences*.

A senior officer should review your progress and indicate, with initials and date in the blue box on the right-hand side of the page, that your performance is considered to meet the *Criteria for Evaluation* and that competence has been demonstrated in that element. The officer may offer advice on areas in which improvement is necessary. The competences required by a watchkeeping officer as tabulated in the STCW Code are listed below. This Section is organised as follows:

Competences for officers in charge of a navigational watch on ships of 500 gross tonnage or more (STCW Code Table A-II/1):

Function: Navigation at the Operational Level

1. Plan and conduct a passage and determine position.
2. Maintain a safe navigational watch.
3. Use of radar and ARPA to maintain safety of navigation.
4. Use of ECDIS to maintain safety of navigation.
5. Respond to emergencies.
6. Respond to a distress signal at sea.
7. Use IMO Standard communication Phrases and use English in written and oral form.
8. Transmit and receive information by visual signalling.
9. Manoeuvre the ship.

Function: Cargo Handling and Stowage at the Operational Level

Not covered in this training record book



Function: Cargo Handling and Stowage- Tasks for Tankers

Not covered in this training record book

Function: Controlling the Operation of the Ship and Care for Persons on Board at the Operational Level

14. Ensure compliance with pollution-prevention requirements
15. Maintain seaworthiness of the ship
16. Prevent, control, fight fires on board
17. Operate lifesaving appliances
18. Apply medical first aid on board ship
19. Monitor compliance with legislative requirements
20. Application of leadership and team working skills

This book includes an extra section for candidates (not mentioned in STCW Code Table A-I/1) whose training at sea includes experience on sailing vessels:

Function: Navigation with sailing vessels at the Operational Level

21. Sailing KZV: Handling fore and aft rigged sailing vessels
22. Sailing GZV: Handling Square rigged sailing vessels

How to complete the list of training tasks and competences achieved:

- The competences are directly relevant to the competences required by the STCW Convention but focus mostly on vessels under sail. By the end of the period of seagoing service ‘competence demonstrated’ should be recorded for as many of these competences as possible.
- If it is not possible to record a competence, please stat N/A in the box to the right. Please be aware that this is only excepted if none of the vessels mentioned have the means to study the competence.



- The primary tasks are subdivided into training tasks or duties on the left-hand side of the page. The candidate should complete as many of these training tasks as possible.

Space is provided to record completion of each training task by the officer supervising the candidate. The officer supervising the candidate does not necessarily have to be the designated training officer.

Before 'competence demonstrated' is recorded for the competences, the master or designated on board training officer may record any appropriate advice about areas for improvement.

As competence in these primary tasks is demonstrated, the appropriate boxes next to the criteria for evaluation, on the far right hand side of the page, should be signed and dated (day, month, year) by the master or designated training officer on board the ship to attest that competence has been demonstrated.

A candidate's attainment of the competences marked should only be recorded as 'competence demonstrated' when the master or designated training officer is indeed satisfied that the candidate can perform the duty without supervision or, where appropriate, that the candidate is able to supervise others in performance duty.

When recording 'competence demonstrated', account should be taken of the criteria for evaluation contained on the right-hand side of the page, as well as the ordinary practices of seafarers and safe working practices.

Example of How to Complete the List of Training Tasks and Competences Achieved: see next page



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Ref No	Training		Criteria for Evaluation	
1	Competence: plan and conduct a passage and determine position			
1.6	Recognize conspicuous objects and other terrestrial aids in navigation in daylight and at night		When visibility allows, sufficient objects or aids are identified to determine the position of the ship safely.	
Task/Duty		Task Completed Supervising Officer/ Instructor (initials/date)		Advice on Areas for Improvement Task Completed
.1	Perform look-out duties and report objects in degrees or point on the bow	MB	13/6/19	<i>11-06-19: Know what to report and when</i>
.2	Identify aids to navigation including lighthouses, beacons and buoys			
.3	Identify star constellations and stars of first magnitude and learn to use star chart	MB	8/5/19	<i>01-05-19: More practice in star recognition needed</i>
.4	Practice compass bearings and visual fixes			
.5	Demonstrate a knowledge of the IALA system of buoyage			



Function: Navigation at the Operational Level

Ref No	Training		Criteria for Evaluation
1	Competence: Plan and conduct a passage and determine position		
1.1	Consult navigational publications		<i>The planned voyage is in compliance with guidance in relevant nautical publications.</i>
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/date	Advice on Areas for Improvement
.1	Demonstrate an understanding of ~ the <u>chart folio system</u> and assist in correcting charts and other publications		
.2	~ The contents and use of ' <u>Notices to Mariners</u> '		
.3	~ Sailing Directions and ship's routing information		
.4	~ List of Lights and Fog Signals		
.5	~ Tide Tables, Tidal Stream and Current Atlases		
.6	~ Pilot Books		



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.7	~ Radio Navigational Warnings			
1.2	Select charts of adequate scale	<i>The charts selected are the largest scale suitable for the area of navigation and are corrected in accordance with the latest information available.</i>		
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/date		Advice on Areas for Improvement
.1	Assist deck officer in preparing navigational passages and <u>voyage planning</u>			
1.3	Set Courses	<i>The courses are suitably set in respect of the ship's size, draft and maneuverability, and set with sufficient distance off shallow waters, banks and other dangers to navigation. Due consideration is taken of currents, ice and prevailing weather conditions</i>		
.1	Demonstrate the use of the compass error book			
.2	Estimate and make allowances for leeway and tidal currents			
.3	Practice tidal calculations			



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1.4	Calculate Estimated Time of Arrival (ETA)			<i>The total distance is correctly stated, and ETA given within acceptable time limits</i>
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/date		Advice on Areas for Improvement
.1	Practice calculations for distance, average speed, course made good, set and drift, ETA			
1.5	Determine and apply compass error for courses and compass bearings			<i>Errors in magnetic and gyro compasses are determined and correctly applied to courses and bearings</i>
.1	Apply magnetic variation and deviation			
.2	Practice use of azimuth mirror			
.3 GZV	Practice: Azimuths			
.4 GZV	Amplitudes			



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1.6	Recognize conspicuous objects and other terrestrial aids to navigation in daylight and at night	<i>When visibility allows, sufficient objects or aids are identified to determine the position of the ship safely</i>		
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/date		Advice on Areas for Improvement
.1	Perform <u>look-out duties</u> and report objects in degrees or points on the bow			
.2	Identify <u>aids to navigation</u> including lighthouses, beacons and buoys			
.3 GZV	Identify <u>star constellations</u> and stars of first magnitude and learn to use star charts			
.4	Practice compass bearing and visual fixes			
.5	Demonstrate a knowledge of the <u>IALA system</u> of buoyage			



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1.7	Use azimuth mirror and sextant to fix ship's position by terrestrial observations	<i>The instruments are properly checked and applied, and the fix given is the most probable position</i>	
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/date	
.1 GZV	Use a <u>sextant</u> and demonstrate how to identify and remove errors		
.2 GZV	Practice: vertical and horizontal sextant angles		
.3 GZV	Noon calculations (distance, average speed, course made good, set and drift, ETA)		
1.8	State ship's position by dead reckoning		<i>Calculations are correctly carried out and adequate judgement demonstrated when applying the effects of wind, tides, currents and the ship's estimated speed</i>
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/date	
.1	Estimate and make allowance for leeway and tidal currents		



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.2	Practice <u>tidal calculations</u>			
1.9	Operate all electronic navigational equipment required to be carried on the ship and apply the information obtained to ascertain the ship's position	<i>Performance checks and testing of the equipment are satisfactorily executed. The most relevant equipment is used to obtain a reliable fix. The position is stated with due precaution and the accuracy of the fix is within the limits given by the manufacturers.</i>		
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/date		Advice on Areas for Improvement
.1	Practice <u>radar</u> : switch on and use set up procedure			
.2	Radar <u>plotting</u>			
.3	Fixes by radar			
.4 GZV	<u>Parallel indexing</u>			
.5 GZV	Practice using ARPA (if fitted)			
.6 GZV	Demonstrate an understanding of the <u>limitations</u> of radar			



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.7	Under supervision demonstrate set up of <u>AIS</u> and input ship's data. Read static and dynamic data of other vessels.		
.8 GZV	Understand other uses and capabilities of AIS		
.9 GZV	Operate distance/speed recorders		
.10 GZV	Practise: Satellite navigation set up procedure		
.11 GZV	Use of any correction tables		
.12 GZV	Fixes by satellite navigation (GPS) applying applicable corrections		
.13	Compare a manually developed <u>passage plan</u> with a plan generated by use of electronic systems.		
.14	Set up and use ECDIS or ECS as an aid to navigation.		



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1.10 GZV Determine the most probable position of the ship by observing the sun, stars or planets		<i>The fix is within acceptable accuracy, and due regard is taken to possible errors of the position lines and the meteorological conditions</i>		
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/date		Advice on Areas for Improvement
.1 GZV	Identify stars of the first magnitude.			
.2 GZV	Practise <u>sun sights</u>			
.3 GZV	Practice <u>noon calculations</u> (distance, average speed, course made good, set and drift and ETA			



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2	Competence: Maintain a safe navigational watch		
2.1	On preparing for sea, check ship's draft, that the necessary bridge equipment is operational, and that proper sailing information is available		<i>All navigational and communication equipment is operational and all appropriate charts, tidal and weather information are available</i>
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date	Advice on Areas for Improvement
.1	Make entries in the bridge movement book and understand the importance of it.		
.2	Use internal communications and test alarm systems		
.3	Read the draft and check freeboard on arrival and leaving		
.4	Assist in checking bridge steering control equipment, communication systems and all other navigational aids before leaving port		
.5	Inspect the ship prior to sailing to ensure the ship is ready to proceed to sea		



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2.2	<p>On leaving or entering port notify the master/engine room as appropriate and assist in carrying out the master's/pilot's directions while monitoring the course, speed and position</p>	<p><i>Correct lights, flags, shapes and sound signals are displayed/sounded. The pilot's safety is ensured when boarding and disembarking. Pilot's instructions are verified, and essential information recorded, and relevant information given to those concerned. Ship's safety is constantly monitored, and the candidate shown to be particularly vigilant and alert in confined waters. The crew is available for handling moorings/anchors when required</i></p>	
	<p>Task/Duty</p>	<p>Task Completed Supervising Officer/ Instructor initials/ date</p>	<p>Advice on Areas for Improvement</p>
.1	<p>Under the supervision of an officer: <u>rig pilot ladder</u>.</p>		
.2	<p>Operate bridge controls, e.g. telegraph, whistles, telephones</p>		
.3	<p>Understand flag etiquette</p>		
.4	<p>Support an officer on the bridge when vessel is entering and leaving port</p>		



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2.3	At the commencement of the watch ascertain ship's position, course and speed and appraise the traffic situation and any hazards to navigation	<i>All checks are promptly and correctly carried out. A clear statement is given that the situation is under full control when the watch is formally taken over</i>		
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/date		Advice on Areas for Improvement
.1	Know what constitutes the <u>safe keeping</u> of a navigational watch			
.2	Demonstrate the correct procedure for <u>handing over</u> a bridge watch			
.3	Accompany officers on rounds: ~At sea			
.4	~At anchor			
.5	~In port			



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2.4	At sea, prioritise the lookout, fix the ship's position regularly, assess risks of collision and/or grounding and take appropriate action	<i>All actions are in compliance with the basic principles to be observed in keeping a navigational watch and any potentially dangerous situation is not allowed to become critical. At an early stage the engine is prepared for use, assistance is called from master, lookout or helmsman.</i>		
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date		Advice on Areas for Improvement
.1	Perform lookout duties and report objects in degrees or points			
.2	Understand the need to maintain a visual look-out for small ships and other floating objects that may not be visible by radar.			
.3	Recognize the limitations of AIS as an aid to identification and understand that it is not a collision avoidance system			
.4	Switch between auto-pilot and manual steering, simulating malfunction			
.5	Understand the need for taking early action to avoid close quarter situations.			



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.6	Understand the need to analyse and consider 'what if?' scenarios before taking collision avoidance action.			
.7 GZV	Show an ability to supervise ratings in watchkeeping duties			
.8	Assist officer of the watch in anchor watch duties			
.9	Read and understand the purpose and contents of the Night Orders book			
2.5	Adjust the ship's course and speed to the traffic, the waters and the meteorological conditions	Meteorological information is acquired, and proper actions taken. The speed and mode of steering is suitable for the prevailing conditions		
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/date		Advice on Areas for Improvement
.1	Read barometer and derive a corrected barometric pressure.			
.2	Read barograph and obtain the barometric tendency.			
.3	Read hygrometer and calculate dew point.			



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.4	Obtain sea and air temperature			
.5	Estimate wind force, direction and sea state.			
.6	Identify main cloud types			
.7	Recognise the need to adjust course and/or speed in heavy seas.			

2.6	Monitor and control navigational instruments and record relevant activities and incidents		Compass errors and other instrument errors are regularly checked and correctly applied. All movements and activities related to the navigation of the ship are properly recorded.
	Task/Duty	Task Completed Supervising Officer/ Instructor(initials/date)	Advice on Areas for Improvement
.1	Complete watch entries in the deck log book		
.2	Operation echo sounder and analyse information obtained		
.3	Set echo sounder alarm appropriate to passage		
.4	Operate passive radio equipment where fitted, including: Navtex		



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.5	Weatherfax			
3	Competence: Use of radar and ARPA to maintain safety of navigation			
3.1	Carry out operational checks and adjust the equipment to proper performance			The equipment is functioning properly and in accordance with the manufacturer's specifications
	Task/Duty	Task Completed Supervising Officer/ Instructor(initials/date)		Advice on Areas for Improvement
.1	Practice radar set up procedure and system tests			
.2	Practice set up procedures for true motion display			
.3	Understand the limitation of radar			
.4	Demonstrate the understanding of the information obtained from: - Relative motion display			
.5	- True motion display			



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3.2	Use the equipment to fix the ship's position	The information obtained from the equipment is correctly interpreted and applied with due regard to the limitations of the equipment. The fix is correct and properly set out on the chart		
	Task/Duty	Task Completed Supervising Officer/ Instructor(initials/date)		Advice on Areas for Improvement
.1	Practice fixes by radar			
.2	Cross-check fixes by radar with visual fixes			
.3 GZV	Demonstrate an understanding of factors affecting performance and accuracy			
3.3	Operate radar and ARPA to detect and hazards for grounding, close quarters situation or collision with other ships or objects and determine appropriate avoiding action	The course and speed of other ships, as well as time and distance of assumed closest approach to other ships, are ascertained with sufficient accuracy to take appropriate action.		
.1	Practice determining CPA and TCPA			
.2 GZV	Practice parallel index techniques			



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.3 GZV	Demonstrate knowledge and understanding of the differences between ground and sea stabilisation for ARPA			
.4 GZV	Under supervision, demonstrate blind pilotage techniques			

3.4 GZV	Take appropriate action to avoid accidents		All manoeuvres carried out to maintain safe navigation are properly announced by signals, timely and decisively executed and in accordance with the International Regulations for Preventing Collisions at Sea	
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date		Advice on Areas for Improvement
.1 GZV	Practice plotting of radar targets			
.2 GZV	Recommend appropriate avoiding action (true motion and relative motion display)			
.3 GZV	Understand rate of turn info			



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4 GZV	Competence: Use of ECDIS to maintain the safety of Navigation		
4.1 GZV	Knowledge of the capability and limitations of ECDIS operations including a thorough understanding of ENC, data, data accuracy, presentation options and other chart data formats.		Monitors information on an ECDIS in a manner that contributes to safe navigation
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date	Advice on Areas for Improvement
.1 GZV	Explain the differences between a raster chart and a vector chart		
.2 GZV	Demonstrate how to use ECDIS to interrogate the chart display and obtain chart details e.g. information on originator, edition number and update status.		
.3 GZV	Explain the difference between official ENC's and non-official ENC's		
.4 GZV	Explain how ENC's and RNC's are kept up to date		



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.5 GZV	Understand that ECDIS is another tool or aid to navigation			
.6 GZV	Explain the factors in determining a safety contour and explain how it is set			
.7 GZV	Explain the factors in determining a safe passing distance or charted hazard and demonstrate how it is set.			
.8 GZV	Explain factors affecting the quality of charts and survey data.			
5	Competence: Respond to emergencies			
5.1	Describe assigned duties laid down in the ship's contingency plans for emergencies		Statements of assigned duties are correct and include at least actions in the event of a fire, heavy weather damage, collision, stranding, rescue of survivors, shipboard oil pollution and abandon ship.	
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date		Advice on Areas for Improvement
.1	Participate in a fire drill at sea			



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.2	Participate in a (table-top) emergency response exercise for: Heavy weather damage			
.3	Collision			
.4	Grounding			
.5	Rescue of survivors			
.6	Shipboard oil pollution incident			
.7	Steering failure			
.8	Main engine failure			
.9	Power failure			
.10	Security alert			
.11	Participate in abandon ship drill			



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5.2	Demonstrate ability to take initial actions in the event of an emergency	The type and scale of the simulated emergency is promptly identified. Actions taken are in accordance with contingency plan.	
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date	
.1	Participate in response exercise for an unspecified emergency situation		
.2	Change over the steering control to the emergency steering position and steer from this position		
5.3	Demonstrate ability to act correctly when emergencies arise in port	the need for information and assistance from shore facilities is adequately assessed and communication established with the proper authorities	
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date	
.1 GZV	Prepare a list of shore side emergency organisations such as: Port control, fire, police, ambulance and tugs		



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.2 GZV	Participate in an emergency response exercise in port for: Fire			
.3 GZV	Pollution incident			
.4 GZV	Demonstrate the procedure for alerting port emergency services			
.5 GZV	Demonstrate a knowledge of vessel's shipboard oil pollution emergency plan and shipboard marine pollution emergency plan			
6	Competence: respond to a distress signal at sea			
6.1	Establish position of own ship and the unit in distress			The positions are correctly plotted on suitable charts.
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date		Advice on Areas for Improvement
.1	Plot the position given from a vessel in distress and calculate course, distance and ETA			



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.2	Understand the duties and responsibilities of the designated radio Officer in times of distress			
.3	Operate GMDSS equipment on test			
.4	Practise the use of VHF and MF radio telephone equipment using the standard marine communication phrases.			
6.2	Make a preliminary assessment if the situation, suggest actions and inform the master		Actions planned are in compliance with the IAMSAR Manual and based on an assessment of the total situation including the type of emergency, distance to the unit in distress, other ships in the area, meteorological conditions and the possibilities for rendering the assistance needed.	
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date		Advice on Areas for Improvement
.1	Recognise distress or emergency signals			



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.2	Record distress signal sighted or received in log book			
.3	Consult vessel's contingency plans and instructions in standing orders			
.4	Assist in preparing a response or contingency plan			
6.3	Record all incidents and actions taken and the master's decision			All vital information is properly recorded to support any subsequent debriefing
.1	Record information in the deck log book			
.2	Maintain records of communications and actions taken			

Note: the above tasks/duties may be completed during relevant drills

7	Competence: use IMO Standard Marine Communication Phrases and write and oral form		
7.1	Use IMO Standard Marine Communication Phrases		Navigation and safety communications are clear and understood
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date	Advice on Areas for Improvement



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.1	Demonstrate use of IMO Standard Marine Communication Phrases with: Other ships			
.2	Coast stations			
7.2	Use English nautical publications and manuals			The English language publications and manuals relevant to the navigation, watchkeeping and safety duties are correctly interpreted
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date		Advice on Areas for Improvement
.1	Demonstrate understanding of contents and use of: Notices to Mariners			
.2	Sailing directions and Pilot Books			
.3	List of Lights & Fog Signals			
.4	Tide Tables, Tidal streams and Current Atlases			
.5	Meteorological and marine safety messages			



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.6	Ships' routeing information			
7.3	Fill in standard English nautical reports and forms	All reports and forms relevant to the duties of an OOW are correctly completed		
.1	Keep a port log in English			
.2	Complete watch entries in English and understand purpose of the deck log book			
7.4	Communicate with members of the watch in safety related duties	All orders and information related to operations and watchkeeping duties are correctly understood and acted upon by those concerned		
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date		Advice on Areas for Improvement
.1	Demonstrate an ability to communicate instruction to a multilingual crew			
.2	Show an ability to supervise ratings during mooring operations			
.3	Use hand held transceivers (walkie talkies)			



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7.5	Communicate with shore stations		Reporting is in accordance with the general principles for ship routing systems and with VTS procedures.	
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date		Advice on Areas for Improvement
.1 GZV	Understand the purpose of IMO ship routing measures and separation schemes			
.2 GZV	Under supervision, make reports to comply with ship reporting requirements			
.3 GZV	Understand the importance of vessel traffic services and where to find reporting requirements.			
8	Competence: Transmit and receive information by visual signaling			
8.2	Use the International Code of Signals to interpret messages given by flags and pennants		A message given by maximum three flags and/or pennants is correctly interpreted	
.1 GZV	Identify International Code of Signals flags and principal national flags			
.2 GZV	Learn the meaning of single letter flag hoists: A, B, G, H, O, P, Q			



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9.1	Use available information as to the ship's turning circle and stopping distances when manoeuvring	The information is adequately used during normal situations while taking due regard to draft, trim, wind and current. All manoeuvres are safety carried out and any recommendations for tug assistance is backed by valid arguments		
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date		Advice on Areas for Improvement
.1	Demonstrate an understanding of the operation of the steering gear and associated alarms			
.2	Observe any steering or other system limitations during normal manoeuvres			
.3	Demonstrate where to find manoeuvring information (if applicable)			
.4	Demonstrate understanding of squat, shallow water and similar effects			



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.5	Under supervision, using the manoeuvring board information (if applicable), practice manoeuvring the vessel			
.6 GZV	Observe rate of turn at different water speeds and depths			
9.2	Demonstrate proper berthing and anchoring procedures			Anchors are lowered and moorings and manpower are ready. Anchors, head ropes, stern ropes, breast ropes and springs are made fast or taken onboard as ordered. Ship is safely berthed and unberthed without undue delay
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date		Advice on Areas for Improvement
.1	Assist in preparing for mooring: Heaving lines, ropes, wires, stoppers, communications, lights, fenders etc.			
.2	Run of ropes stowed on wheels and flake out for use			
.3	Under supervision: Start/operate winches and windlass			



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.5	Run, heave, stopper and turn up mooring lines			
.6	Demonstrate safe handling of moorings, with particular reference to synthetic fibre ropes and self-tensioning winches			
.7	Under the supervision of an officer, rig gangways			
.8 GZV	Check and calibrate draught gauges, when fitted			
.9	Study procedures during mooring operations: On the bridge			
.10	At mooring stations			
.11	Anchoring			
.12 GZV	Securing tug			
.13	Explain the shackle markings on anchor cables			
.14	As a team member assist with: Preparation of anchors prior to letting go			



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.15	Weighing and securing anchors for sea			
.16	Under supervision: Inspect chain locker, peak tanks and other forward compartments			
.17	Prepare an anchor and let go			
.18	Weigh an anchor, inspect for damage, fouling and secure			
.19	Supervise the stowage of ropes used in mooring operations			
.20	Secure rat guards			
9.3	Manoeuvre to rescue a person overboard			The actions taken are as generally recommended and the manoeuvre brings the ship into its wake.
.1	As a team member Participate in a person overboard exercise			
.2 GZV	Demonstrate an understanding of the ship manoeuvre turns in the IAMSAR Manual Vol III for positioning the vessel to recover a person overboard			



Steering Certificate

It is important that you learn to steer the ship at sea and understand how to execute helm orders correctly. You should take turns at the wheel by day, by night and when entering and leaving port. Ensure that you keep a proper record of your steering experience by asking the officer in charge to complete the steering record on page 71. When you have completed the turns at the wheel for at least the periods shown on page 73, ask the master to sign the Candidate's Steering Certificate.



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Training		Criteria for Evaluation	Competence Demonstrated
Competence: Steering the Ship			
Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date	Advice on Areas for Improvement	
Demonstrate a knowledge of various types of compass card			
Execute helm orders correctly			
Demonstrate procedure for handing over the wheel			
Understand operation of the main steering system and auto helm			
Demonstrate correct procedure for changing over from manual steering to auto helm and vice-versa			
Steer by magnetic compass			
Steer by gyro compass (if fitted)			
Take turns at the wheel in steering the ship for periods totalling at least 10 hours, excluding periods of instruction			



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Take the wheel: Entering/leaving port			
In canal/ river transits			



Candidate's Steering Record

Steering	Voyage		Steered			Remarks	Signature of OOW
			Date	Duration			
	From	To		From	To		
By compass -By day							
-By night							
By sight (without aid of compass)							
Entering or leaving port							
(sailing) Close hauled							
(sailing) Beam reach							
(sailing) Downwind							



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Function: Controlling the Operation of the Ship and Care for Persons on Board at the Operational Level

14	Competence: Ensure compliance with pollution prevention requirements		
14.1	Implement proactive measures to protect the marine environment		The operations are properly planned and comply with international regulation in spirit as well as in word
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date	Advice on Areas for Improvement
.1	Understand that environmental protection includes both sea and air which are protected by detailed MARPOL regulations		
.2	Name at least two Particularly Sensitive Sea Areas (PSSAs)		
.3	Demonstrate by example preparedness to take personal responsibility for actions to protect the marine environment		
.4	Understand that marine pollutants must be landed ashore for safe disposal in compliance with MARPOL		



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.5	Understand that there are strict rules covering disposal at sea of oily water mixtures applicable to all ships			
.6	Understand that there are strict rules covering disposal of noxious liquid substances applicable to all ships.			
.7	Understand that there are strict rules covering disposal of harmful substances carried in packaged form applicable to ships			
.8	Understand that there are strict rules covering pollution prevention by sewage applicable to all ships			
.9	Understand that there are strict rules for prevention of pollution by garbage from ships, applicable to all ships			
.10	Understand that there are strict rules covering air pollution from ships which will progressively apply to all ships			



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.11	Understand the requirements under the ISM code regarding the environmental protection			
14.2	Ensure that procedures are agreed and properly planned and all scuppers are blocked before bunkering	The operations are properly planned, all scuppers are blocked and pipes and hoses inspected before bunkering takes place		
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date		Advice on Areas for Improvement
.1	Plug and cement deck scuppers			
.2	Demonstrate knowledge of ship's bunkering procedures			
.3	Participate in bunkering operations			
.4	Demonstrate the emergency shut-down procedure (if applicable)			



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14.3	Initiate immediate investigation to detect the source on discovering any pollution around the ship	All available resources are utilised to detect the source and the master or authorities are informed as appropriate	
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date	
.1 GZV	Participate in an emergency response exercise for controlling spillage of oil or other noxious or toxic substances on board		
14.4	Stop or prevent leakages and spills of harmful liquids and solid substances	The situation is thoroughly assessed, and the actions taken are well organised and exercised and due consideration taken of the extent of the pollution	
14.5	Sound all tanks and compartments if any damage is suspected	The soundings are readily available, and the results immediately reported to the master	
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date	
.1	Participate in an emergency response exercise for stranding		
.2	Perform soundings of bilges, peak tanks, double bottom and other tanks and record information		



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14.6	Carry out bilge, ballast and bunkering operations	All operations are carried out in accordance with MARPOL and due regard paid to the Shipboard Oil Pollution Emergency Plan (SOPEP)
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15	Competence: Maintain seaworthiness of the Ship	
15.1	Inspect hull and hull openings, compartments, hatch covers and equipment, and take action where defects are detected	The inspection is properly carried out, due regard paid to the prevailing circumstances and areas where defects are most likely to occur. Any defect is immediately recorded and reported and the suggested or executed action adequate for the situation

	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date		Advice on Areas for Improvement
.1	Demonstrate an under-standing of: The precautions required for entry into enclosed spaces			
.2	Working aloft			
.3	Working over the side			
.4	Using power tools			



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.5	Manual lifting and carrying			
.6	Where applicable, assist with the opening, closing and securing of hatches: Steel and single pull types			
.7	Hydraulic hatches			
.8	Assist with the maintenance of watertight doors, ports and hatches			
.9	Assist with the maintenance of fairleads, tumblers, goosenecks etc.			
.10	Carry out a full inventory check of deck stores.			
.11	Prepare steel plates and other surfaces for protective coating			
.12	Apply protective coats to appropriate surfaces			



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15.2	Ensure that all loose objects are securely fastened to avoid damage	Inspection is carried out at regular intervals and more frequently in heavy weather or if other incidents occur. Heavy or otherwise dangerous objects are given the highest priority and good seamanship exercised		
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date		Advice on Areas for Improvement
.1	Ensure that all gear, tools, spares etc. are properly stowed and secured			
.2	Assist with the rigging of safety lines and guard rails			
.3	Participate in lashing (deck) cargo (if applicable)			



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15.3	Arrange for regular control measures to ensure watertight integrity	Peaks, bilges, tanks and other compartments are sounded regularly, the results recorded and any irregularities reported and examined further.		
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date		Advice on Areas for Improvement
.1	Take and record the daily sounding of tanks, bilges and other spaces: By manual means			
.2	By use of gauges			
.3	Check and report watertight doors, ports and hatches for Watertightness			
16	Competence: prevent, control and fight fires on board			
16.1	Operate fire and smoke detecting equipment	The equipment is tested and operated at regular intervals and in accordance with manufacturer's manuals and ship specific instructions		



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.1	Understand use and assist in the maintenance of: Portable foam extinguisher			
.2	Portable CO ₂ extinguisher			
.3	Portable dry powder extinguisher			
.4	Portable water extinguisher			
.5	Maintain hoses, nozzles and couplings			
16.2	Ensure that all persons on watch are able to detect and correct hazardous situations and actions and keep the ship clean and tidy			Personnel on watch making inspections in areas at risk from possible fires are supervised. Ensure readily combustible materials are stored safely and the watch demonstrate an attitude of alertness to fire prevention
.1	Perform fire patrol duties			
.2	Re-stow gear after maintenance duties			



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16.3	Make the watch locate firefighting appliances and emergency escape routes, and sound alarm	Instruct watch is use of portable or other fire extinguishers. Demonstrate an ability to raise the alarm	
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date	
.1	Carry out a full inspection of firefighting equipment and report to the chief officer		
.2	Participate in an emergency response exercise for fire at sea and in port		
.3	Demonstrate how to raise the alarm		
16.4	Locate fire stations and demonstrate proper use of fixed installations and other fire fighting appliances and agents	All stations are located and the most suitable one selected in the event of a fire. Proper equipment and extinguishing agents for the various materials on fire are selected	
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date	
Advice on Areas for Improvement			



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.1	Assist with the testing of the following systems, where fitted: Fire detection and alarm systems			
.2	Fire alarms			
.3	Fixed automatic sprinklers			
.4	Fixed steam systems			
.5	Fixed foam extinguishers			
.6	Fixed flooding systems			
.7	Fire flaps and dampers			
.8	Automatic and manual fire doors			
.9	Emergency shut off valves, pump stops and main engine stops			
.10	Describe the operation of the fixed fire extinguishing system			
.11 GZV	State the safety precautions required prior to operating the system			



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16.5	Locate and use fire protective equipment (firefighter's outfit, including breathing apparatus)	The equipment is quickly donned and used in such a way that no accidents are likely to occur		
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date		Advice on Areas for Improvement
.1 GZV	Demonstrate the procedures and precautions required for entry into an enclosed space			
.2 GZV	Recognise the difference between a Self-Contained Breathing Apparatus (SCBA) set and an Emergency Escape Breathing Device			
.3 GZV	Demonstrate donning and use of SCBA sets			



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16.6	Demonstrate ability to act in accordance with the fire fighting plan during fire drills			During debriefing after an exercise or a real fire extinguishing incident, the reasons for each action taken, including the priority in which they were taken, are explained and accepted as the most appropriate
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date		Advice on Areas for Improvement
.1 GZV	Take charge of a fire party during an exercise			
.2 GZV	Demonstrate the use and location of all engine room safety appliances and escape routes			



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17.1	Organise abandon ship drill		On sounding the alarm all persons meet at the designated lifeboat station wearing safety belts or immersion suits and carry out their duties on request	
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date		Advice on Areas for Improvement
.1	Understand the hazards to seafarers of manning lifeboats (or equal means of evacuation) for drills and exercises			
.2	Understand the need to be familiar with the operation of on-load release mechanisms (if applicable)			
.3	Recognise that fall prevention devices (FPDs) where fitted, should be used in drills (to prevent premature detachment)			
.4	Recognise the need for meticulous inspection and maintenance of on-load release mechanisms (if applicable)			



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.5	Understand the maintenance requirements by shipboard personnel and by the manufacturer or manufacturer approved agents			
.6	Under supervision demonstrate familiarity with the lifeboat operating instructions for the use and operation of the davits, winches, brakes, lifeboats, release and operating mechanisms (including FPD where fitted) and the correct resetting and testing of such devices and controls, (if applicable)			
.7	Identify the permanent markings on survival craft with regard to the number of occupants			
.8	Locate and test the operation of radio devices including EPIRBs and SARTs			
.9	Locate and inspect pyrotechnic distress signals			
.10	State precautions for disposal of out of date pyrotechnics			



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.11	Prepare a boat and fire muster list			
.12	Accompany an officer in charge of an abandon ship drill			
17.2	Launch, handle and recover a lifeboat			Correct orders for embarkation, launching and immediate clearing the ship's side are given. The boat is safely handled under motor, oars or sails as appropriate. The boat is safely recovered and ready
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date		Advice on Areas for Improvement
.1	Assist with preparation and swinging out of lifeboats (or equal means of evacuation) and be aware of attendant dangers			
.2	Assist with preparation and boarding of free fall lifeboat (or equal means of evacuation) and be aware of attendant dangers			
.4	Start and operate a lifeboat engine (if applicable)			



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.8	Assist with recovery and securing of a lifeboat (if applicable)			
17.3	Launch or throw overboard a life raft, and manoeuvre it clear of ships side	The duties for the person designated for the raft are clearly allocated, orders efficiently executed, the raft is quickly righted if inverted, and all persons boarded before raft moves away from the ship		
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date		Advice on Areas for Improvement
.1	Demonstrate an understanding of the procedure for launching and inflating life rafts, if the opportunity arises			
17.4	Operate radio lifesaving appliances	Radio contact is established without alerting anybody by transmitting false signals		
.1	Rig and operate the portable lifeboat radio under supervision			



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17.5	Ensure that all required equipment on board a rescue craft is functioning and maintained as specified in the SOLAS Training Manual			Proper use of pyrotechnics, food, water and signalling equipment is satisfactorily demonstrated
.1	Demonstrate an understanding of statutory equipment required in survival craft and its correct use			
.2	State minimum food and water requirements for occupants of survival craft			
.3	Locate and understand operation of pyrotechnics including precaution for their disposal			
.4 GZV	Explain the operation of line throwing apparatus			
.5 GZV	Assist with the maintenance of: Lifeboats and rescue boats			
.6 GZV	Lifeboat (or equal means of evacuation) equipment and provisions (if applicable)			
.7 GZV	Launching davits and gear (if applicable)			



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.8 GZV	Buoyant apparatus, e. g. lifebuoys, lifejackets and attachments			
.9	Immersion suits and TPA's			
.10 GZV	Other survival craft, specify type			
.11 GZV	Assist with the routine maintenance of a lifeboat engine (if applicable)			
18	Competence: Apply medical first aid on board ship			
18.1	Stop excessive bleeding, ensure breathing and put casualties in proper position			The actions demonstrated are in compliance with accepted recommendations given in international medical first aid guidance
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date		Advice on Areas for Improvement
.1	Participate in an emergency first aid drill at sea			
.2	Demonstrate a basic understanding of first aid principles: Stopping bleeding			



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.3	Treatment of suffocation/drowning			
.4	Placing casualty in the recovery position			
18.2	Detect signs of shock and heat stroke and act accordingly			The treatment recommended or given is adequate. Ability to request Radio Medico for advice is demonstrated.
.1	Demonstrate how to handle a casualty in shock			
.2	Demonstrate procedures for dealing with heat stroke			

18.3	Treat burns, scalds, fractures and hypothermia			Recommended guidelines for proper actions are explained and the basic principles for avoiding hypothermia are demonstrated
.1	State procedure for dealing with a casualty of electric shock			
.2	Demonstrate procedure for treating burns			
.3	Demonstrate procedure for treating minor fractures			
.4	State procedures for avoiding hypothermia			



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.5	Demonstrate procedures for treating casualty with hypothermia			
19	Competence: Monitor compliance with legislative requirements			
19.1	State where laws, rules and regulations concerning ship operation and pollution prevention are available			The statement given is correct and includes relevant bodies or organizations which may be contacted to obtain special information or guidance which is not easily accessible
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date		Advice on Areas for Improvement
.1	Locate on board copies of: SOLAS			
.2	MARPOL			
.3	Garbage record book			
.4	Locate copies or certificates issued under SOLAS, MAROL, Load Line, STCW and ILO Conventions and other regulations			



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19.2	Use legislation to ascertain due approach to solve questions encountered during on board operations			Correct response is established within an acceptable period time and consequential actions executed
.1 GZV	Participate in bilge pumping in compliance with MARPOL			
.2 GZV	Dispose of garbage at sea/on shore in compliance with MARPOL and ship's garbage Management plan			
.3 GZV	Assist in checking lifesaving equipment prior to Safety Equipment Survey			
.4 GZV	Participate in shipboard inspection prior to survey for Load Line Certificate			
19.3	Searching for stowaways			A comprehensive and thorough search is conducted, and findings reported to responsible officer
.1	Carry out a stowaway search			



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20	Application of leadership and team working skills		
20.1	Play in a team role		Awareness is shown of others working nearby and in common goals, instructions are clear and concise using unambiguous language. Questionable decisions are challenged in a seaman like manner, information concerning the manoeuvre or task in hand is freely shared
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date	Advice on Areas for Improvement
.1	Understand that as a team member everyone has different experience and has a role to play in any task		
.2	Participate actively in task planning meetings involving different tasks		
.3	Understand that communication is a two-way exchange and demonstrate this in practice both on bridge and deck		
.4	Maintain awareness of changing situations		



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.5 GZV	Accept authority while questioning instructions if in doubt			
.6 GZV	Check own understanding of situation is shared by other team members			
.7 GZV	participate actively in task review and evaluation meetings involving different tasks			
20.2	Demonstrate leadership ability	Initiative is taken and others are co-ordinated alongside to ensure that what needs to be done is carried out in a timely way		
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date		Advice on Areas for Improvement
.1 GZV	Think ahead and plan tasks that will follow the immediate task or manoeuvre			
.2 GZV	Set priorities correctly when observing conflict between immediate needs and tasks that may be held back			
.3 GZV	Allocate resources effectively to achieve desired outcomes			



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.4 GZV	Check results and take corrective actions as needed/instructed			
.5 GZV	Demonstrate the confidence and maturity to refer to senior officer if in doubt			

21	SAILING KZV			
21.1	Fore and aft rigged sailing vessels			Knowledge is shown in combination with ability to understand the differences
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date		Advice on Areas for Improvement
.1	Appellations (<i>benamingen</i>)			
.2	Knowledge of materials constructions and shapes			
.3	Sail fixing methods			
.4	Standing rigging			
.5	Reef methods			
.6	Running rigging			



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.7	Ropes and materials			
21.2	Equipment	Use of the following equipment including their operating instructions and dangers		
.1	Blocks			
.2	Tackles			
.3	Winches			
21.3	Wind	Thorough understanding and comprehension are shown on the effect and influences		
.1	Effect on sails and rudder (trim)			
.2	Driving effect			
.3	Disturbance			
.4	True and apparent wind			



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21.4	Theory and practice		Thorough understanding and comprehension is shown on the effect and influences
	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date	Advice on Areas for Improvement
.1	Trimming sails		
.2	Various sails on board		
.3	Sail plan		
.4	Lateral centre		
.5	Centre of effort of sails		
.6	Sheet: trimming and attachment positions		
.7	Forces on the rig on different headings		

22	SAILING GZV		
22.1	Square rigged vessels		Knowledge is shown in combination with ability to understand the differences
	Task/Duty	Task Completed	Advice on Areas for Improvement



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		Supervising Officer/ Instructor initials/ date		
.1 GZV	Spars			
.2 GZV	Sails			
.3 GZV	Standing rigging			
.4 GZV	Different ways of reefing			
.5 GZV	Reef methods			
.6 GZV	Running rigging			
.7 GZV	Ropes and wire			
.8 GZV	English and Dutch names of ships parts			
.9 GZV	Sailing manoeuvres in English and Dutch			
.10 GZV	Forces on the rig on different headings			
22.2	Equipment			Use of the following equipment including their operating instructions and dangers



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	Task/Duty	Task Completed Supervising Officer/ Instructor initials/ date		Advice on Areas for Improvement
.1 GZV	Blocks (<i>load division</i>)			
.2 GZV	Pennants			
.4 GZV	Running backstays			
.3 GZV	Winches			
22.3	Wind			Thorough understanding and comprehension is shown on the effect and influences
.1 GZV	Aerodynamics			
.2 GZV	Propulsion forces			
.3 GZV	Turbulence			
22.4	Theory and practice			Thorough understanding and comprehension is shown on the effect and influences
	Task/Duty	Task Completed		Advice on Areas for Improvement



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		Supervising Officer/ Instructor initials/ date		
.1 GZV	Trimming sails			
.2 GZV	Various sails on board and their names			
.3 GZV	Rigging types			
.4 GZV	Sail plan			
.5 GZV	centre of lateral resistance			
.6 GZV	Practical use of the centre of effort of sails			
.7 GZV	Clew			
.8 GZV	Clew forces and design			
22.5	Manoeuvring under sails			Thorough understanding and carrying out of manoeuvres both in handling and in supervising
.1 GZV	Manoeuvring under sail with square riggers and tall ships			
.2 GZV	Safety Emergency procedures			



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.3 GZV	Make a polar wind diagram of your ship, see appendix.			
22.6	Voyage preparation	Thorough understanding and carrying out of voyage preparation under supervision		
.1 GZV	Choose and describe a route, using different Navigation-Environmental- and safety standards			
.2 GZV	Using ocean passages for the world.			
.3 GZV	Climatological charts			
.4 GZV	Most important routes for sailing ships on the main oceans			
.5 GZV	Most important wind- and sea currents			
.6 GZV	Dangers of different routes			
.7 GZV	Choosing of the correct longitude upon crossing the equator.			



Section 9 Project Work

Introduction

1. The object in carrying out projects during sea service is to ensure that you gain progressively a knowledge of the ships in which you serve, and the equipment and life-saving appliance carried on board.
2. To achieve the objective successfully will require intelligent observation, initiative and reference, where appropriate, to ships' plans and other data, besides manufacturers' instructions and operation manuals. It will, moreover, be essential in a number of cases to seek help and guidance of your officers in order to obtain the information required.
3. The majority of the projects deal with obtaining factual details which concern such matters as the ship's structural features and equipment including various supply systems – bunker fuel, fresh and saltwater, etc.
4. The technical accuracy of each project will be checked by the master and will be evaluated by your company and/or by your nautical college. The evaluation will look for:
 - a) accuracy of information in written text, illustration or calculations
 - b) coverage of subject showing depth or research and logical presentation of facts
 - c) neatness of writing, diagrams/labels
 - d) spelling and grammar

Instructions

1. Before commencing each project determine the type of information required, i.e. written, written with illustration or an illustration
2. Begin each project on a separate page and state the following: Name of Ship, Project Title, Date Commenced, and Date Completed
3. Use PEN for written text and calculations and PENCIL for illustrations, which are to be drawn roughly to scale. Colours should be used whenever possible.
4. Your project work should be handed to the master for inspection at the same times as you present this Training Record Book.
5. Complete project work should be submitted with to the company or to your college. You will be advised accordingly.



Projects

1. KZV: Scale Drawings

Draw approximately to scale:

- a) A longitudinal section through the centre line of your ship showing and naming different sections, bunker, ballast and all other compartments/spaces
- b) A plan of the navigation bridge showing the position and name of the equipment
- c) A plan of each of the other decks showing and naming accommodation, storerooms etcetera.

2. KZV: Safety

On deck plans drawn for 1(c) above:

- a) Show the position by key letters of each type of lifesaving and fire-fighting equipment
- b) List the above key letters used in (a) and alongside each one, give a brief description of each item

3. KZV: Safety Exercise

- a) Plan a safety exercise (fire, flooding, explosion) resulting in an Abandon Ship drill.
- b) Execute your exercise where you yourself act as observer. Write down a detailed report where you mention misses, near misses and lessons learned.

4. KZV: Cargo/passengers

In this assignment you will write a report on the revenue model of the ship you are sailing on.

Passengers/Trainees

Your study will involve two groups of people during two different (week) trips.

Make a detailed report in which you supply answers to the following questions:

1. Where are the passengers (mostly) coming from? How are they related?
2. Why did they choose this specific kind of holiday?
3. Before arriving: What were their expectations of the ship and the journey?
4. Does the ship and the journey (so far) meet these expectations?
5. What could be points of improvement?
6. Describe the on-board program (from both a customer and a crew perspective, daily routine, customer involvement in ships business, crew mentoring, etc).



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7. Describe (and if relevant: measure) the development of skills of customers (entry level, mid-way, end).

The questions 8-12 are meant to be discussed with the Captain/owner

8. What adaptations must be made to a ship before it can be a ship sailing with passengers?
9. Do you think the business potential of the ship/ the product is used to its maximum?
10. What room for development do you see (on any of the above mentioned or other fields)?
11. What investments should be made on a yearly basis for this ship to stay in good shape?
12. Which adaptations (to ship and crew) could make for a better profit in the passenger sailing market?

Be elaborate. Distinguish between company information and your own observations. Substantiate your comments as much as possible with facts and detailed reasoning.

Cargo

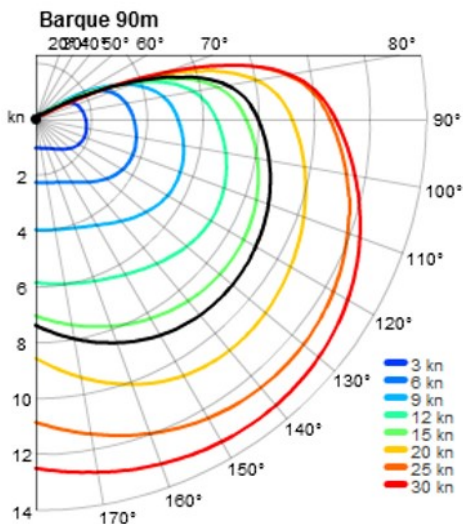
You will study and make a cargo stowage plan

Make a detailed report in which you supply answers to the following questions:

1. What is the different cargo, where does it come from and where does it go?
2. How (and why) is the different cargo stowed?
3. What adaptations must be made to a ship before it can be a ship sailing with cargo?
4. How could stowing be improved and which investments in stowage capacity would you advise?
5. Make a drawing of the cargo stowed using a longitudinal section through the centreline of the ship
6. Make a draught survey (A comparison of the ship's displacement before loading or discharging with its displacement afterwards)
7. What investments should be made on a yearly basis for this ship to stay in good shape?



5.: GZV: MAKING POLAR DIAGRAMS OF YOUR SHIP



The radius scale shows the true speed of the ship.

The arc scale shows the heading with respect to the true wind direction.

Each plotted coloured line represents a separate true-wind speed. This clearly illustrates the following points:

The ship is unable to head closer to the wind than about 60 degrees.
The fastest point of sail is on a broad reach.

Tacking downwind could bring you faster to your goal than just running downwind.

The following abbreviations can be used in a Polar diagram:

Vs	=	Velocity ship
Vtw	=	Velocity true wind
AW	=	Apparent wind angle
TW	=	True wind angle
VMG	=	Velocity made good
Beat VMG	=	Velocity into the wind

Start with collecting the following data on different courses with a certain wind strength.

- true wind speed & direction.
- angle between heading and the true wind direction.
- speed through the water & leeway.
- sail-setting and sea-condition.

After you collected enough data you can start to make one or more Polar diagrams that can be very useful for the deck-officers on this particular tall ship. These Polar diagrams could also be included in the “bridge decision support folder” on board.