

**Special training program for catering and other personnel on board passenger and ro-ro passenger ships not employed or engaged in any capacity as part of the ship/s compliment with designated safety or pollution duties in the operation of the ship.**

Circular No. 17/99  
TEN 1/5  
TEN 32/4/15

17 June 1999

To all Owners, Managers and representatives of Ro-Ro Passenger and Passenger Ships under the Cyprus flag

With reference to our Circular No. 9/99 dated 23 March 1999, we send the attached which is the amended and corrected Annex 5.

Please replace Annex 5 of our previous circular, with the corrected one.

P. Pacoutas

for Director

cc:

- Permanent Secretary, Ministry of Communications and Works
- Permanent Secretary, Ministry of Foreign Affairs
- Maritime Offices of the Department of Merchant Shipping abroad
- Diplomatic and Consular Missions of the Republic
- Honorary Consular Officers of the Republic
- Inspectors of Cyprus ships
- Cyprus Shipping Association (Sea Rovers) Ltd
- Cyprus Shipping Council
- Union of Cypriot Shipowners
- Cyprus Bar Association

**PROPOSED COURSE OUTLINE FOR THE SPECIAL TRAINING PROGRAM**

FOR CATERING PERSONNEL AND OTHER PERSONNEL WHO PROVIDE SERVICE RELATED TO PASSENGER ACCOMMODATION, SALES, ENTERTAINMENT ETC EMPLOYED ON BOARD PASSENGER AND RO-RO PASSENGER VESSELS

SECTION	SUBJECT	LEARNING OBJECTIVES	HOURS
			Lecture/ Practice
PERSONAL SURVIVAL TECHNIQUES	TYPES OF EMERGENCY SITUATIONS	<p>TRAINEES MUST KNOW ALL THE EMERGENCY SITUATIONS.</p> <ul style="list-style-type: none"> <li>• Main Engine Failure</li> <li>• Steering gear Failure</li> <li>• Collision</li> <li>• Grounding</li> <li>• Dangerous structural defect</li> <li>• Fire</li> <li>• Explosion</li> <li>• Flooding</li> <li>• Man Overboard/ Search and Rescue</li> <li>• Death/ serious injury or illness</li> <li>• Loss of electrical power</li> <li>• Abandon Ship</li> <li>• Unlawful acts threatening the safety of the ship and the security of its passengers and crew.</li> </ul>	1
	LIFE SAVING APPLIANCES	<p>TRAINEES SHOULD KNOW THE LIFE SAVING APPLIANCES.</p> <ul style="list-style-type: none"> <li>• Lifeboats</li> <li>• Rescue boat</li> <li>• Liferaft</li> <li>• Lifebuoy with line</li> <li>• Lifebuoy with line and smoke</li> <li>• Survival craft portable radio</li> <li>• Survival craft pyrotechnic distress signals</li> <li>• Rocket parachute flares</li> <li>• Symbols related to life saving appliances</li> </ul>	0,5
	PERSONAL LIFE SAVING APPLIANCES	<p>TRAINEES SHOULD KNOW ALL THE PERSONAL LIFE SAVING APPLIANCES ON BOARD.</p> <ul style="list-style-type: none"> <li>• Lifejacket</li> <li>• Thermal protective aid</li> <li>• Immersion suit</li> </ul>	0,5
	EQUIPMENT IN SURVIVAL CRAFTS	<p>TRAINEES SHOULD KNOW ALL THE EQUIPMENTS OF THE SURVIVAL CRAFT AND IT'S USES</p> <ul style="list-style-type: none"> <li>• Rocket parachute flares</li> <li>• Hand flares</li> <li>• Smoke signal</li> <li>• Heliograph mirror</li> <li>• Oil lantern</li> <li>• Rescue quoit</li> </ul>	0,5

		<ul style="list-style-type: none"> <li>• Sea anchor</li> <li>• Fishing tackle</li> <li>• Anti sea-sickness medicine</li> </ul>	
SECTION	SUBJECT	LEARNING OBJECTIVES	HOURS
			Lecture/ Practice
	PRINCIPLES CONCERNING SURVIVAL	IT IS IMPORTANT FOR THE TRAINEE TO KNOW THE PRINCIPLES OF SURVIVAL. <ul style="list-style-type: none"> <li>• Value of training and drills</li> <li>• Personal protective clothing and equipment</li> <li>• Actions to be taken when abandon ship</li> <li>• Actions to be taken when in water</li> </ul>	0,5
	ACTIONS WHEN ABOARD A SURVIVAL CRAFT	TRAINEES MUST KNOW THE ACTIONS TO BE TAKEN AFTER BOARDING A SURVIVAL CRAFT.	0,5
	PRACTICAL TRAINING	Procedures for lowering lifeboat Procedures for lowering liferaft Use of Immersion Suit	2,5
	<b>SUB TOTALS</b>		<b>6</b>
FIRE PREVENTION AND FIRE FIGHTING	SHIPBOARD FIRE FIGHTING ORGANIZATION	TRAINEES SHOULD UNDERSTAND THE SHIPBOARD FIRE FIGHTING ORGANIZATION <ul style="list-style-type: none"> <li>• Theory of fire –fighting</li> <li>• Control of fire in various parts of the ship</li> </ul>	0.5
	FIRE FIGHTING APPLIANCES AND ESCAPE ROUTES	TRAINEES SHOULD KNOW THE FIRE FIGHTING APPLIANCES AND ESCAPE ROUTES <ul style="list-style-type: none"> <li>• Extinguishing agents- Cooling</li> <li>• Extinguishing agents –Smoothing</li> <li>• Flame inhibitors - starvation</li> <li>• Fire fighting equipment</li> </ul>	0.5
	SOURCES OF IGNITION	TRAINEES SHOULD KNOW THE SOURCES OF IGNITION	0,5
	FIRE HAZARD AND SPREAD	TRAINEES SHOULD REALIZE THE FIRE HAZARDS AND FIRE SPREAD.	0,5
	REACTIVITY	TRAINEES SHOULD UNDERSTAND THE REACTIVITY OF THE MATERIALS	0,5
	CLASSIFICATION OF FIRES	TRAINEES SHOULD KNOW THE CLASSIFICATIONS OF FIRE.	0,5
	CAUSES OF FIRE ON BOARD SHIPS	TRAINEES SHOULD KNOW THE CAUSES OF FIRE ON BOARD SHIPS.	0,5
	FIRE PREVENTION AND DETECTION	TRAINEES SHOULD BE AWARE OF THE FIRE PREVENTION AND DETECTION. <ul style="list-style-type: none"> <li>• Fire detection systems</li> </ul>	0,5
	FIRE FIGHTING METHODS AND AGENTS	TRAINEES MUST KNOW THE METHODS AND TECHNIQUES AND AGENTS DURING FIRE FIGHTING. <ul style="list-style-type: none"> <li>• Fixed fire –extinguishing systems</li> <li>• Portable and semi-portable fire-extinguishing equipment</li> <li>• Personal protective and communication equipment</li> </ul>	1
PRACTICAL TRAINING	TRAINEES MUST HAVE A PRACTICAL TRAINING EXPERIENCE IN <ul style="list-style-type: none"> <li>• The use of various types of portable fire extinguishers.</li> </ul>	2	

**GUIDANCE DOCUMENT AND INSTRUCTIONS FOR CONDUCTING SPECIAL TRAINING PROGRAM**

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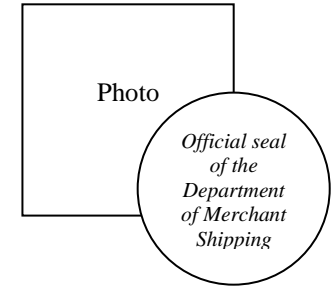
		<ul style="list-style-type: none"><li>• Extinguishing small fires (i.e. electrical fires and, oil Fires)</li></ul>	
	<b>SUB TOTALS</b>		<b>7</b>

SECTION	SUBJECT	LEARNING OBJECTIVES	HOURS
			Lecture/ Practice
ELEMENTARY FIRST AID	GENERAL PRINCIPLES	TRAINEES SHOULD LEARN THE GENERAL PRINCIPLES OF MEDICAL FIRST AID.	0,75
	FIRST AID TREATMENT	TRAINEES MUST HAVE THE KNOWLEDGE ABOUT FIRST AID TREATMENT	0,75
	POSITION CASUALTY,	TRAINEES SHOULD UNDERSTAND THE RECOVERY POSITION OF THE CASUALTY.	0,75
	TREATMENT OF WOUNDS AND FRACTURES	TRAINEES SHOULD UNDERSTAND THE FIRST AID TREATMENT OF WOUNDS AND FRACTURES.	0,75
	TREATMENT OF BURNS, SCALDS AND ELECTRICAL SHOCK	TRAINEES MUST KNOW THE FIRST AID TREATMENT ABOUT BURNS, SCALDS AND ELECTRICAL SHOCK	1
	BANDAGES AND MATERIALS IN FIRST AID KIT	TRAINEES SHOULD KNOW THE USE OF BANDAGES AND MATERIALS IN FIRST AID KIT.	1
	<b>SUB TOTALS</b>		<b>5</b>
PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES	RESPONSE TO EMERGENCIES	TRAINEES MUST KNOW WHAT ACTIONS TO BE TAKEN DURING EMERGENCY. <ul style="list-style-type: none"> <li>• Response to different situations</li> </ul>	1
	ACTIONS ON DISCOVERY OF AN EMERGENCY	TRAINEES SHOULD KNOW THE ACTIONS ON DISCOVERY OF AN EMERGENCY <ul style="list-style-type: none"> <li>• Raise the alarm</li> <li>• Inform the superior</li> <li>• Take the necessary steps immediately</li> </ul>	0,5
	SAFE WORKING PRACTICES ON BOARD	TRAINEES MUST HAVE THE KNOWLEDGE ABOUT SAFE WORKING PRACTICES ON BOARD. General knowledge about the importance of adhering to safe working practices and fire precautions <ul style="list-style-type: none"> <li>• Protective equipment</li> <li>• Safety Committees</li> </ul>	0,5
	ACCIDENT PREVENTION CODE	TRAINEES MUST UNDERSTAND THE ACCIDENT AND PREVENTION CODE. <ul style="list-style-type: none"> <li>• General Safety Rules</li> <li>• Sign and notices</li> <li>• Personal Safety in accommodation</li> <li>• Personal Safety in Galley</li> <li>• Personal Safety on Board Passenger Ships</li> <li>• Electrical wiring</li> <li>• Precautions against fire and explosion during welding operations</li> <li>• MARPOL ANNEX I.IV-V</li> </ul>	1

SECTION	SUBJECT	LEARNING OBJECTIVES	HOURS
			Lecture/ Practice
	COMMUNICATION ON BOARD SHIP	TRAINEES SHOULD KNOW THE PROPER COMMUNICATION ON BOARD SHIPS. <ul style="list-style-type: none"> <li>• Fundamentals of communication</li> <li>• Describes communication as the transfer of information and understanding</li> <li>• Basic modes of communication</li> <li>• Barriers of communication</li> <li>• Methods to improve communication</li> </ul>	1
	HUMAN RELATIONSHIP ON BOARD	TRAINEES MUST KNOW AND UNDERSTAND THE HUMAN RELATIONSHIP ON BOARD <ul style="list-style-type: none"> <li>• Ship Management ( Objectives functions and constrains).</li> <li>• Conformity with legislation</li> <li>• Privacy</li> <li>• The use of alcohol and drugs</li> <li>• Discipline</li> <li>• Individual responsibilities</li> </ul>	1
	<b>SUB TOTALS</b>		<b>5</b>
<b>Total</b>			<b>23</b>

Document No.

# Name of the Company



## ***SPECIAL SAFETY TRAINING***

This is to certify that Mr/Ms .....(Surname).....(Name)

Born on the.....(Date, Month, Year) In.....(City, Country)

Has successfully completed a special safety training in personal survival techniques, fire prevention and fire-fighting, elementary first aid and personal safety and social responsibilities, in accordance with the requirements of the Department of Merchant Shipping of the Republic of Cyprus.

The above training has been conducted on board the .....(Vessel's Name) and completed on the .....(Date)

Issued at .....(Place and Date)

This document is valid until January 2002

.....  
 Director of the Department of Merchant Shipping

 A circular official seal containing the text "Official seal of the Department of Merchant Shipping" is placed over the signature line.

.....  
 Assessor (Certificate No.)

 A circular official seal containing the text "Official seal of the Company" is placed over the signature line.

The above training is conducted in accordance with the requirements of the Department of Merchant Shipping for personnel **not** employed or engaged in any capacity on board ship on the business of that ship as part of the ship's complement with designated safety or pollution prevention duties in the operation of the ship. The aforesaid training is considered to be in accordance with the provisions of Regulation VI/1 of the STCW Convention 1978 as amended and Section A-VI/1.2 of the STCW Code , for personnel serving on board ro-ro passenger ships and passenger ships, who are not members of the deck and engine department .