



DECK CADET ON-BOARD MONITORING SHEET

SAFETY FAMILIARIZATION as required by section A-VI/1 paragraph1 of the STCW Code

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

Task/Duty	Officers Initials/Date	Remarks/Advise on Areas for Improvement
Should: Report to the Master upon arrival onboard and handover all pertinent personal documents and training certificates		
Be able to:		
Communicate with other persons on board on elementary safety matters		
Understand safety information symbols, signs A15 and alarm signals		
Know what to do if:		
A person falls overboard		
Fire or smoke is detected		
The fire or abandon ship alarm is sounded		

Task/Duty	Officers Initials/Date	Remarks/Advise on Areas for Improvement
Be able to:		
Identify muster and embarkation stations and emergency escape routes.		
Locate and don life jackets.		
Raise the alarm and have a basic knowledge of the use of portable fire extinguishers		

Take immediate action upon encountering an accident or other medical emergency before seeking further medical assistance on board.		
Close and open the fire, weathertight and watertight doors fitted in the particular ship, other than those for hull openings.		

Shipboard Familiarization as required by Regulation I/14 of the STCW Convention

You will be given a period of time during which you will have an 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 ships arrangements, installations, equipment procedures and ship characteristics that are relevant to your routine or emergency duties, you must complete the following tasks or duties as soon as possible on joining your ship.

Ships Name:		
Task/Duty	Officers Initials/Date	Remarks/Advise on Areas for Improvement
Watchkeeping procedures and arrangements:		
Visit bridge, look-out post, forecastle, poopdeck, main deck, and other works areas.		
Get acquainted with steering controls, telephones, telegraphs and other bridge equipment and displays.		
Safety and Emergency procedures:		
Read and demonstrate an understanding of your company's Fire and Safety Regulations.		
Demonstrate recognition of the engine room and general alarm signals for: FIRE, EMERGENCY, ABANDONSHIP		
Locate medical and first aid equipment.		
Locate firefighting equipment: alarm activation points, alarm bells, extinguishers, hydrants, fire axes and hoses.		
Locate: Rocket line throwing apparatus, Distress rockets, flares and other pyro techniques, breathing apparatus and firefighter's outfit etc.		
Locate and understand operation of emergency deck stop mechanism for main engines including other emergency stop valves.		
Locate EPIRB, SART and portable VHF radios.		
Locate Emergency Escape Breathing Devices (EEBDs)		

Locate CO2 or halon bottle room, and controls valves for smothering apparatus in machinery spaces, pump rooms, vargo tanks and holds.		
Locate and understand the operation of emergency fire pump.		
Environmental Protection:		
Get acquainted with:		
The procedure for handling garbage, rubbish and other wastes.		
The use of garbage compactor or other equipment as appropriate.		

BOAT AND MUSTER STATIONS

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

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

Task Summary Chart

The purpose of the summary is to provide you, your company and your ship's masters and officers with a guide and continuous check on the numbers of tasks or duties listed in Section 7 that you have completed, and those that remain outstanding.

Tick off only those tasks which you have completed.

In the charts below the tinted boxes simply indicate the start of a new group of tasks or duties.

Navigation at the Operational Level

1. Plan and conduct a passage and determine position	1.1.1	Date	1.1.2	Date	1.1.3	Date	1.1.4	Date	1.1.5	Date	1.1.6	Date	1.1.7	Date	1.2.1	Date	
	1.2.2	Date	1.3.1	Date	1.3.2	Date	1.3.3	Date	1.3.4	Date	1.3.5	Date	1.4.1	Date	1.5.1	Date	
	1.5.2	Date	1.5.3	Date	1.5.4	Date	1.5.5	Date	1.6.1	Date	1.6.2	Date	1.6.4	Date	1.6.5	Date	
	1.7.1	Date	1.7.2	Date	1.7.3	Date	1.7.4	Date	1.8.1	Date	1.8.2	Date	1.9.1	Date	1.9.2	Date	
	1.9.3	Date	1.9.4	Date	1.9.5	Date	1.9.6	Date	1.9.7	Date	1.9.8	Date	1.9.9	Date	1.9.10	Date	
	1.9.11	Date	1.9.12	Date	1.9.13	Date	1.9.14	Date	1.10.1	Date	1.10.2	Date	1.10.3	Date	1.10.4	Date	
	1.10.5	Date															

Remarks/Advise on Areas for Improvement	
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2. Maintain a safe navigational Watch	2.1.1	Date	2.1.2	Date	2.1.3	Date	2.1.4	Date	2.1.5	Date	2.1.6	Date	1.1.7	Date	2.2.1	Date
	2.2.2	Date	2.2.3	Date	2.2.4	Date	2.2.5	Date	2.3.1	Date	2.3.2	Date	2.3.3	Date	2.3.4	Date
	2.3.5	Date	2.4.1	Date	2.4.2	Date	2.4.3	Date	2.4.4	Date	2.4.5	Date	2.4.6	Date	2.4.7	Date
	2.4.8	Date	2.4.9	Date	2.4.10	Date	2.5.1	Date	2.5.2	Date	2.5.3	Date	2.5.4	Date	2.5.5	Date
	2.5.6	Date	2.5.7	Date	2.6.1	Date	2.6.2	Date	2.6.3	Date	2.6.4	Date	2.6.5	Date		

Remarks/Advise on Areas for Improvement	
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3. Use of Radar and ARPA to maintain safety of navigation	3.1.1	Date	3.1.2	Date	3.1.3	Date	3.1.4	Date	3.1.5	Date	3.2.1	Date	3.2.2	Date	3.2.3	Date
	3.3.1	Date	3.3.2	Date	3.3.4	Date	3.4.1	Date	3.4.2	Date	3.4.3	Date				

Remarks/Advise on Areas for Improvement	
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4. Use of ECDIS to maintain the safety navigation	4.1.1	Date	4.1.2	Date	4.1.3	Date	4.1.4	Date	4.1.5	Date	4.1.6	Date	4.1.7	Date	4.1.8	Date
	4.2.1	Date	4.2.2	Date	4.2.3	Date	4.2.4	Date	4.2.5	Date	4.2.6	Date	4.2.7	Date	4.2.8	Date
	4.2.9	Date	4.3.1	Date	4.3.2	Date	4.3.3	Date	4.3.4	Date						

Remarks/Advise on Areas for Improvement	
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5. Respond to emergencies	5.1.1	Date	5.1.2	Date	5.1.3	Date	5.1.4	Date	5.1.5	Date	5.1.6	Date	5.1.7	Date	5.1.8	Date
	5.1.9	Date	5.1.10	Date	5.1.11	Date	5.2.1	Date	5.2.2	Date	5.2.3	Date	5.3.1	Date	5.3.2	Date
	5.3.3	Date	5.3.4	Date	5.3.5	Date										

Remarks/Advise on Areas for Improvement	
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6. Respond to a distress signal at sea	6.1.1	Date	6.1.2	Date	6.1.3	Date	6.1.4	Date	6.1.5	Date	6.2.1	Date	6.2.3	Date	6.2.4	Date
		6.3.1	Date	6.3.2	Date											

Remarks/Advise on Areas for Improvement	
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7. Use the IMO Standard Marine Communication Phrases and use English in written and oral form.	7.1.1	Date	7.1.2	Date	7.2.1	Date	7.2.2	Date	7.2.3	Date	7.2.4	Date	7.2.5	Date	7.2.6	Date	
		7.3.1	Date	7.3.2	Date	7.4.1	Date	7.4.2	Date	7.4.3	Date	7.4.4	Date	7.4.5	Date	7.5.1	Date
		7.5.2	Date	7.5.3	Date												

Remarks/Advise on Areas for Improvement	
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8. Transmit and receive information by visual signaling.	8.1.1	Date	8.1.2	Date	8.2.1	Date	8.2.2	Date	8.2.3	Date

Remarks/Advise on Areas for Improvement

9. Manoeuvre the ship	9.1.1	Date	9.1.2	Date	9.1.3	Date	9.1.4	Date	9.1.5	Date	9.1.6	Date	9.2.1	Date	9.2.2	Date
	9.2.3	Date	9.2.4	Date	9.2.5	Date	9.2.6	Date	9.2.7	Date	9.2.8	Date	9.2.9	Date	9.2.10	Date
	9.2.11	Date	9.2.12	Date	9.2.13	Date	9.2.14	Date	9.2.15	Date	9.2.16	Date	9.2.17	Date	9.2.18	Date
	9.2.19	Date	9.2.20	Date	9.3.1	Date	9.3.2	Date								

Remarks/Advise on Areas for Improvement

10. Monitor the loading, stowage, securing and unloading of cargoes and their care during the voyage and unloading of cargoes.	10.1.1	Date	10.1.2	Date	10.1.3	Date	10.1.4	Date	10.1.5	Date	10.1.6	Date	10.1.7	Date	10.1.8	Date
	10.1.9	Date	10.1.10	Date	10.2.1	Date	10.2.2	Date	10.2.3	Date	10.2.4	Date	10.2.5	Date	10.2.6	Date
	10.2.7	Date	10.2.8	Date	10.2.9	Date	10.2.10	Date	10.2.11	Date	10.3.1	Date	10.3.2	Date	10.3.3	Date
	10.3.4	Date	10.3.5	Date	10.3.6	Date	10.3.7	Date	10.3.8	Date	10.3.9	Date	10.3.10	Date	10.3.11	Date
	10.3.12	Date	10.3.13	Date	10.3.14	Date	10.3.15	Date	10.3.16	Date	10.3.17	Date	10.3.18	Date	10.4.1	Date
	10.4.2	Date	10.4.3	Date	10.4.4	Date	10.4.5	Date	10.5.1	Date	10.5.2	Date	10.6.1	Date	10.6.2	Date

	10.6.3	Date	10.7.1	Date	10.7.2	Date	10.7.3	Date	10.7.4	Date	10.7.5	Date	10.7.6	Date	10.7.7	Date
	10.8.1	Date	10.8.2	Date	10.9.1	Date	10.9.2	Date	10.9.3	Date	10.10.1	Date	10.10.2	Date	10.10.3	Date
	10.11.1	Date	10.11.2	Date	10.11.3	Date	10.11.4	Date	10.11.5	Date	10.11.6	Date	10.11.7	Date	10.11.8	Date
	10.11.9	Date	10.12.1	Date	10.12.2	Date	10.12.3	Date	10.12.4	Date	10.13.1	Date	10.13.2	Date	10.13.3	Date
	10.13.4	Date	10.13.5	Date	10.13.6	Date	10.14.1	Date								

Remarks/Advise on Areas for Improvement	
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Cargo Handling and Stowage - Tasks for Tankers

11. Monitor loading of cargoes	11.1.1	Date	11.1.2	Date	11.1.3	Date	11.1.4	Date	11.1.5	Date	11.1.6	Date	11.1.7	Date	11.1.8	Date
	11.1.9	Date	11.2.1	Date	11.2.2	Date	11.2.3	Date	11.2.4	Date	11.2.5	Date	11.2.6	Date	11.2.7	Date

Remarks/Advise on Areas for Improvement	
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12. Monitor discharging of cargoes	12.1.1	Date	12.1.2	Date	12.1.3	Date	12.1.4	Date	12.1.5	Date	12.1.6	Date	12.1.7	Date	12.1.8	Date
	12.1.9	Date	12.2.1	Date	12.2.2	Date	12.2.3	Date	12.2.4	Date	12.2.5	Date	12.2.6	Date	12.2.7	Date
	12.2.8	Date	12.2.9	Date	12.2.10	Date	12.2.11	Date	12.2.12	Date	12.2.13	Date	12.2.14	Date	12.2.15	Date
	12.2.16	Date	12.2.17	Date	12.2.18	Date										

Remarks/Advise on Areas for Improvement

13. Maintain and overhaul cargo systems and associated equipment	13.1.1	Date	13.1.2	Date	13.1.3	Date	13.1.4	Date	13.1.5	Date	13.1.6	Date	13.1.7	Date	13.1.8	Date
	13.1.9	Date	13.1.10	Date	13.1.11	Date	13.1.12	Date	13.1.13	Date	13.1.14	Date	13.1.15	Date	13.1.16	Date

Remarks/Advise on Areas for Improvement

Controlling the Operation of the Ship and care for persons on board at the operational Level

14. Ensure compliance with pollution prevention requirements	14.1.1	Date	14.1.2	Date	14.1.3	Date	14.1.4	Date	14.1.5	Date	14.1.6	Date	14.1.7	Date	14.1.8	Date
	14.1.9	Date	14.1.10	Date	14.1.11	Date	14.1.12	Date	14.1.13	Date	14.1.14	Date	14.2.1	Date	14.2.2	Date
	14.2.3	Date	14.2.4	Date	14.3.1	Date	14.4.1	Date	14.4.2	Date	14.5.1	Date	14.5.2	Date	14.6.1	Date
	14.6.2	Date	14.6.3	Date												

Remarks/Advise on Areas for Improvement

15. Maintain Seaworthiness of the Ship	15.1.1	Date	15.1.2	Date	15.1.3	Date	15.1.4	Date	15.1.5	Date	15.1.6	Date	15.1.7	Date	15.1.8	Date
	15.1.9	Date	15.1.10	Date	15.1.11	Date	15.1.12	Date	15.1.13	Date	15.2.1	Date	15.2.2	Date	15.2.3	Date
	15.3.1	Date	15.3.2	Date	15.3.3	Date										

Remarks/Advise on Areas for Improvement

16. Prevent, Control and fight Fires on board	16.1.1	Date	16.1.2	Date	16.1.3	Date	16.1.4	Date	16.1.5	Date	16.2.1	Date	16.2.2	Date	16.3.1	Date
	16.3.2	Date	16.3.3	Date	16.4.1	Date	16.4.2	Date	16.4.3	Date	16.4.4	Date	16.4.5	Date	16.4.6	Date
	16.4.7	Date	16.4.8	Date	16.4.9	Date	16.4.10	Date	16.4.11	Date	16.5.1	Date	16.5.2	Date	16.5.3	Date
16.5.4	Date	16.5.5	Date	16.5.6	Date	16.6.1	Date	16.6.2	Date							

Remarks/Advise on Areas for Improvement

17. Operate life-saving Appliances	17.1.1	Date	17.1.2	Date	17.1.3	Date	17.1.4	Date	17.1.5	Date	17.1.6	Date	17.1.7	Date	17.1.8	Date	
	17.1.9	Date	17.1.10	Date	17.1.11	Date	17.1.12	Date	17.2.1	Date	17.2.2	Date	17.2.3	Date	17.2.4	Date	
	17.2.5	Date	17.2.6	Date	17.2.7	Date	17.2.8	Date	17.2.9	Date	17.3.1	Date	17.4.1	Date	17.5.1	Date	
	17.5.2	Date	17.5.3	Date	17.5.4	Date	17.5.5	Date	17.5.6	Date	17.5.7	Date	17.5.8	Date	17.5.9	Date	
	17.5.10	Date	17.5.11	Date	17.5.12	Date											

Remarks/Advise on Areas for Improvement	
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18. Apply medical first Aid on board ship	18.1.1	Date	18.1.2	Date	18.1.3	Date	18.1.4	Date	18.2.1	Date	18.2.2	Date	18.3.1	Date	18.3.2	Date
	18.3.3	Date	18.3.4	Date	18.3.5	Date										

Remarks/Advise on Areas for Improvement	
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19. Monitor compliance with legislative requirements	19.1.1	Date	19.1.2	Date	19.1.3	Date	19.1.4	Date	19.2.1	Date	19.2.2	Date	19.2.3	Date	19.2.4	Date
	19.3.1	Date														

Remarks/Advise on Areas for Improvement	
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20. Application of Leadership and team working skills	20.1.1	Date	20.1.2	Date	20.1.3	Date	20.1.4	Date	20.1.5	Date	20.1.6	Date	20.1.7	Date	20.2.1	Date
	20.2.2	Date	20.2.3	Date	20.2.4	Date	20.2.5	Date								

Remarks/Advise on Areas for Improvement	
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