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Best Practice Training

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GENERIC TRAINING ALLOCATION MATRIX

DEPARTMENTS

TRAINING PORTFOLIO SEPTEMBER 2008

	COURSE DURATION (Days)	MARITIME RELATED INDUSTRY STANDARDS			SHORE-BASED																												SHIPBOARD		
					SAFETY, QUALITY, ENVIRONMENT								OPERATIONS & TECHNICAL								CREW & GROUP TRAINING				HUMAN RESOURCES		PURCHASING		INSURANCE & CLAIMS		ACCOUNTING		INTERNAL AUDITS	SENIOR MANAGEMENT	SENIOR SHIPBOARD		
		Related TMSA Elements	Related TOTS Elements	Related IMO DPA Elements	DP / HSQE Manager	Internal Auditor	QE Manager	QA Manager	CSO Officer	E Officer	QA Officer	QA Coordinator	Operations Manager	Marine/ Safety Superintendent	Technical Manager	Technical Superintendent	Junior Technical Superintendent	Fleet Manager	Deputy Fleet Manager	Fleet Management Software	Crew Officer	Crew Assistant	Group Training Manager	Group Training Officer	HR Manager	HR Assistant	Purchasing Manager	Senior Buyer & Buyer	Insurance & Claims Manager	Ins. & Claims Coordinator	Chief Accountant	Accountant	Senior Internal Auditors	Managing Director / COO	Master	Chief Engineer	Chief Officer
ISM Code, Experienced Auditor	3			1, 3, 4, 8	x	x	x	x	x	x	x		x					x																		
ISM Code, Marine Internal Auditor	2			1, 3, 4, 8	x	x	x	x	x	x	x		x	x	x	x	x	x	x		x		x	x	x		x		x				x			
ISM Code, Interpretation and Implementation	1			1, 3, 4, 8	x	x	x	x	x	x	x		x	x	x	x	x	x	x		x		x	x	x		x		x				x	x	x	x
Integrated Internal Auditor, ISM, ISO, OHSAS	3	ALL		1, 3, 4, 8	x	x	x	x	x	x	x	x	x	x	x			x			x		x	x	x		x	x	x					x		
Integrated Internal Auditor, ISM, ISO	2			1, 3, 4, 8	x	x	x	x	x	x	x	x	x	x	x			x			x		x	x	x		x	x	x					x		
Integrated Internal Auditor, ISO, OHSAS	2			3, 4	x	x	x	x	x	x	x	x	x	x	x			x			x		x	x	x		x	x	x					x		
ISPS Code, Experienced Auditor	3			3, 4	x	x			x				x					x																		
ISPS Code, Maritime Security, Internal Auditor	2			3, 4	x	x	x	x	x				x	x	x	x		x			x												x	x		
ISPS Code, Interpretation and Implementation	1			3, 4	x	x	x	x	x				x	x	x	x		x	x		x												x	x	x	x
ISO 9001, Lead Auditor	5			3, 4	x	x	x	x			x																									
ISO 9001, QMS – Internal Auditor	2	12		3, 4	x	x	x	x	x	x	x	x	x	x	x	x		x	x				x			x								x		
ISO 9001:2008, Interpretation and Implementation	1	12		3	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x					x	x	x	x
ISO 14001, Lead Auditor	5			3, 4	x	x	x			x																										
ISO 14001, EMS – Internal Auditor	2	10		3, 4	x	x	x	x		x	x		x	x	x	x		x	x				x			x								x		
ISO 14001:2004, Interpretation and Implementation	1	10		3	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x		x	x	x	x						x	x	x	x
OHSAS 18001:2007, Interpretation and Implementation	1	2, 3	1b	3	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x						x	x	x	x
Crew Resource Management - Tanker Officer Training Standards (TOTS)	1	3, 5	1a	3, 6, 8																														x	x	x
New ILO Convention Requirements	1			2	x	x	x	x	x				x	x	x			x	x				x											x	x	x
Classification and Statutory Survey Requirements	2			2, 5	x	x							x	x	x	x	x	x	x				x	x					x	x				x	x	x
Train the Trainer – STCW Part B	2		3	2, 4	x		x	x	x				x		x								x		x									x		x
Assessment, Examination and Certification of Seafarers	1	3	3	4	x		x	x	x				x		x								x		x									x		x
Marine Environmental Framework, Environmental Officer	2	10	1a	2, 5, 6	x		x	x	x	x	x		x	x	x	x	x	x	x				x			x									x	x	x
Tanker Safety Officer	1	9	1a	2, 5, 6	x		x	x	x	x	x		x	x	x	x		x			x		x											x	x	x	x
Port State Control Inspections	2				x	x	x	x	x				x	x	x	x	x	x	x															x	x	x
Vetting Process and Inspections	2	ALL			x	x	x	x					x	x	x	x	x	x																x	x	x
Management of Change	1	7		3	x	x	x	x	x	x	x		x	x	x	x		x		x			x		x		x							x	x	x
Risk Assesment and Incident Investigation Root Cause Analysis with Applications	2	4, 6, 7, 8, 9		3	x	x	x	x	x	x	x		x	x	x	x		x		x			x					x	x					x	x	x
Risk Assessment with Applications	2	4, 6, 7, 8, 9	1a	3	x	x	x	x	x	x	x		x	x	x	x		x		x			x					x	x					x	x	x
Incident Investigation and Root Cause Analysis with Applications	2	8		3	x	x	x	x	x	x	x		x	x	x	x		x	x	x			x					x	x					x	x	x
Human Error Analysis	1	4, 5, 8, 9, 11	1a	3, 6, 8	x	x	x	x	x	x	x		x	x	x	x		x		x			x					x	x					x	x	x
Basic Leadership and Teambuilding (including Interpersonal Skills)	1	2		8	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Negotiation Skills and Brainstorming Techniques	1	2		8	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Communication Skills	1	1		8	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Managerial and Administrative Skills	1	1, 2, 3			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Advanced Management, Leadership and Accountability	2	1		8	x		x	x					x		x			x	x				x		x		x						x			
Emergency Preparedness and Contingency Planning	2	11		6, 8	x	x	x	x	x	x	x		x	x	x	x	x	x		x			x		x		x						x	x	x	x
Management of Call Centre and Media Handling, in Crisis	1	11		8	x	x	x	x	x	x	x		x	x	x	x	x	x		x			x				x						x	x	x	x
Crisis and Media Handling	1	11		8	x	x	x	x	x	x	x		x	x	x	x	x	x		x			x				x						x	x	x	x
Bridge Teamwork and Management	1	5	1a, 1b	6	x								x	x				x																x		x
Enclosed Space Entry and Procedures	1	9		6	x	x	x						x	x	x	x	x	x	x				x											x	x	x
Cargo, Ballast and Mooring Operations for Tankers	1	6		6	x	x	x	x					x	x	x	x		x	x				x											x	x	x
Chemical Tankers, Operational and Technical Overview	2	4, 6, 9		6	x	x	x	x			x	x	x	x	x	x		x	x				x											x	x	x
LPG Carriers, Operational and Technical Overview	2			6	x	x	x	x		x	x		x	x	x	x		x	x				x											x	x	x
LNG Ship-Terminal Interaction	2			6	x		x	x					x	x	x	x		x	x				x											x	x	x
LNG Training for Seafarers in accordance with SIGTTO Competency Standards	5																																	x	x	x
Maritime Economics	3			6	x								x		x			x								x	x	x		x	x					
Best Practice Maintenance Planning	1	4					x	x					x	x		x		x	x															x	x	x
Reliability Centered Maintenance	2	4				x							x		x		x			x																	
Main Engine Inspections, Superintendent's Module	1														x	x		x																x		
Auxiliary Engine Inspections, Superintendent's Module	1														x	x		x																x		
Auxiliary Machinery Inspections, Superintendent's Module	1														x	x		x																x		
Electrical, Electronics, Telecommunications and Automation Control Inspections, Superintendent's Module	1														x	x		x																x		
Powertrain Vibration, Superintendent's Module	1														x	x		x	x															x	x	
Shaft Alignment, Superintendent's Module	2														x	x		x	x																x		
Welding Inspections	1												x	x	x	x	x	x	x																x	x
Non-Destructive Examination (NDE)	1												x	x	x	x	x	x	x																x	x
Marine Coatings - Application, Maintenance and Inspection	1				x		x	x					x	x	x	x	x	x	x															x		x
Hull Inspections for Tankers	1				x								x	x	x	x	x	x	x															x	x	x
Hull Inspections for Bulk Carriers	1				x								x	x	x	x	x	x	x															x	x	x
Hull Inspections for Container Vessels	1				x								x	x	x	x	x	x	x															x	x	x
Hull Inspections for LPG/LNG Carriers	1				x								x	x	x	x	x	x	x															x	x	x
Drydocking and Repairs: Preparations, Planning, Contracting, Supervision, Test and Trials, Vessel Delivery and Invoice Negotiations	2												x	x	x	x	x	x	x														x	x	x	x
New-buildings Module 1: Contract and Specification Preparation and Review, other Contractual Documents	2												x	x	x	x	x	x	x														x			
New-buildings Module 2: Plan Approval on Owner's behalf and Formation of the Supervision Team	2												x	x	x	x	x	x	x														x			
New-buildings Module 3: Project Management, Supervision, Test, Trials, Delivery and Guarantee Period	2												x	x	x	x	x	x	x														x			

TMSA — Tanker Management and Self Assessment Standard - Introduced in 2004 by the Oil Companies International Marine Forum (OCIMF).

TOTS — Tanker Officer Training Standard - Introduced in April 2008 by INTERTANKO as a voluntary Standard in excess of STCW '95 Training Requirements, for Shipboard Deck and Engine Officers.

DPA — Designated Person Ashore - Introduced in November 2007 by IMO Marine Safety Committee (MSC) as a Circular on DPA minimum training requirements.