



International Shipping Federation

船上訓練紀錄簿

申請操作級航行員適任證書

ONBOARD TRAINING RECORD BOOK
FOR OFFICERS IN CHARGE OF A
NAVIGATIONAL WATCH (DECK CADETS)



依據 IMO STCW 2010 修正案之適任性要求
As required by the 2010 amendments to the IMO STCW Convention
交通部航港局核定

船上訓練紀錄簿

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ON BOARD TRAINING RECORD BOOK FOR

OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH (DECK CADETS)

依據國際海事組織航海人員訓練發證及當值標準國際公約 2010 年修正對適任性之要求

Based on the competence requirements of
the 2010 amendments to the IMO STCW Convention

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訓練開始日期 (Date training started): 訓練實際開始日，或船員服務手冊所列任職日期

編號 (Series No.): DOTR 學員無須填寫此處

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各職級船上訓練紀錄簿審核須知

- 一、交通部航港局（以下簡稱本局）為落實「船員訓練檢覈及申請核發證書辦法」第五十四條、第五十五條、第五十七條及第五十八條有關船員申請核發適任證書應檢附船上訓練紀錄簿規定，辦理船上訓練紀錄簿審查事宜，特訂定本須知。

Ministry of Transportation and Communications, Maritime and Port Bureau (MOTCMPB) set this direction to implement the Article 54,55,57,58 in “The Regulation for Seafarer Training Assessment and Application for Certification” about seafarers’s application for certificate of competency should attach with “On-board training record book” (OBTRB),

- 二、船員進行船上訓練紀錄簿所列之各項訓練前，應備妥船上訓練紀錄簿，並應於「船員訓練檢覈及申請核發證書辦法」第六十三條所列船舶及航行區域完成。自一百零六年一月一日起申請核發適任證書者，應檢附依據「航海人員訓練、發證及當值標準國際公約二〇一〇年修正案」適任性要求且經本局核定之版本。

Before on-board training proceed, seafarers should prepare OBTRB and should follow the Article 63 of “The Regulation for Seafarer Training Assessment and Application for Certification”, complete the ship and touring area in the book. Since 1st of January of 2017, all the applicant should follow the requirement in 2010 STCW amendment and hold the updated version of OBTRB which approved by MOTCMPB.

- 三、船上訓練紀錄簿規定欄位均應完成簽署。但符合「船員訓練檢覈及申請核發證書辦法」第六十二條者，准予豁免，惟其適任證書應加註限制。

All the sections on OBTRB to be completed, except clause which could be exempted as mentioned in the Article 62 of “The Regulation for Seafarer Training Assessment and Application for Certification”, but should issue a restriction the same in the FINAL REPORT section.

- 四、於公務船或港勤工作船舶完成船上訓練紀錄簿之船員，申請核發適任證書應加註限制。如於公務船或港勤工作船舶完成船上訓練紀錄簿符合一般商船船員標準，雇用人應檢附船舶設備相關資料送本局審議。

When seafarers working on official ship and/or workboat, completed the OBTRB, Certificate should issue with endorsement. If the training keep the same with common merchant seafarers standard, employer should attached with revelvant document for review by this office.

- 五、學員與船上訓練紀錄簿簽署人員，於訓練期間應服務於同一艘船舶，並請學員檢附簽署人員基本資料表（格式如附件），俾利審查。Trainee and the signatory in OBTRB, should service on same ship and same time, trainee should fill the Attachment-Basic data of Signatory on OBTRB hereunder for easy reviewing.

- 六、船上訓練紀錄簿訓練項目簽署完成後，須經船長或輪機長及其所屬雇用人於總結報告填寫評定意見，按照訓練紀錄簿規範及所載項目完成訓練且經評估合格，再予正楷簽署，未填寫評定意見者不予受理。

After OBTRB has been completed, the Master and/or Chief Engineer of the ship should post address their comment in the final report, as the regulation on OBTRB, complete all the items, evaluate and signature. OBTRB will not be accepted by this office if no comment posted.

實務上訓練員常有非正楷簽名之情形，如有該情形，建議將簽名樣式簽於「簽署人姓名」欄左側空白處，以供核對。

附件-船上訓練紀錄簿簽署人員基本資料表→所有欄位不局限於一定填寫中文，可以填寫英文
Attachment-Basic data of Signatory on “on-board training record book”

簽署人姓名 Name of the signatory	簽署人國籍 Nationality	簽署人 職務 Duty	船員服務手冊字號 (外籍船員免填) Seaman Book Number(N.A. if other Nationality)	船名/任卸職日期 Ship's name/Date Sign On-Off	公司確認後蓋章 Company Endorsement
李師玉	中華民國 或 ROC	船長	基 XXXX 或 A1234567	中文或英文船名擇一填寫 2021.8.23/在職中	公司章
William Sachs	Singapore	大副(對大副訓練的指 派訓練員)		中文或英文船名擇一填寫 2021.12.23/在職中	公司章
Anand Gupta	India	2 Mate (Instructor)		中文或英文船名擇一填寫 2021.9.3/在職中	公司章
陳耀祥	中華民國或 ROC	船長	基 XXXX 或 A1234567	中文或英文船名擇一填寫 2022.4.3/在職中	公司章
Jeffrey Hudson	Singapore	大副(對大副訓練的指 派訓練員)		中文或英文船名擇一填寫 2021.11.1/2022.6.6	公司章
林琨生	中華民國或 ROC	大副(對大副訓練的指 派訓練員)	基 XXXX 或 A1234567	中文或英文船名擇一填寫 2022.6.5/在職中	公司章
Rthan Tan	Singapore	二副 (Instructor)		中文或英文船名擇一填寫 2022.3.5/在職中	公司章
	本範例：學員見習時間在常運輪自 2021.9.3 到 2022.3.29，在嘉運輪 2022.4.9 到 2022.9.12 (於本紀錄簿”適任證明”，”審查核閱”，“總結報告” 欄位之所有訓練員，皆應於此頁登載相				

	關資訊，如本頁不敷使用，請自行影印空白頁使用，浮貼於本頁之上。另建議附上蓋了船章的船員名單，尤其是有外國人簽署的文件)	
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國際航運同盟（ISF）第三版 **THIRD EDITION**

1909年所設立之國際航運同盟（ISF）係代表國際海運協會當在勞工事務、人力和訓練問題時，所使用的名稱。ISF/ICS之會員包括36個國家之船東協會。ISF享有國際海事組織（IMO）諮詢之地位，並率海運雇主代表自始至終完成2010年6月在馬尼拉所召開修正STCW國際公約之外交會議。

Established in 1909, the International Shipping Federation (ISF) is the name used by the International Chamber of Shipping (ICS) when representing maritime employers globally on labour affairs, manpower and training issues. ISF/ICS membership comprises national shipowners' associations from 36 countries. ISF enjoys consultative status with the International Maritime Organization (IMO) and led the representation of maritime employers throughout the revision of the STCW Convention culminating with the Diplomatic Conference, in Manila, in June 2010.

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本中譯之船上訓練紀錄簿係獲國際海事業務公司於2014年9月9日來函同意並授權中華民國船長公會以中文翻譯其刊行之「船上訓練紀錄簿」在案。

The Master Mariners' Association of the Republic of China had been received a latter of permission from Maritime International Secretariat Services Limited. (ISF), Dated on 9th Sep, 2014, for authorize of translation and publication of this "ON Board Training Record Book" in Chinese edition.

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國際航運同盟（ISF）第三版序 THIRD EDITION INTRODUCTION

國際海事組織之航海人員訓練發證及當值標準公約（STCW）業於 2010 年予以修正更新。本訓練紀錄簿完全考慮及該項對操作級航行員包括電子海圖、領導與團隊合作及保護海洋環境採保護措施等適任標準之規定。

In 2010, the IMO Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) was revised and updated. This Training Record Book takes full account of the new requirements for deck cadets, including new competence for ECDIS (Electronic Display and Information System), leadership and team working, and proactive measures to protect the marine environment.

該修正之 STCW 國際公約持續重視對訓練成果之評估，即航海人員適任所執行職責之能力。尤其是該 2010 公約要求學員之海勤資歷必需適當建構並記錄於訓練紀錄簿，經負責簽發適任證書之海事主管機關核定。修正之 STCW 本文明確提及 ISF 訓練紀錄簿為此文件之例。

The revised STCW Convention continues to place emphasis on assessment of the outcome of training, i.e. the ability of seafarers to perform their duties competently. In particular, the 2010 Convention requires that a cadet's seagoing service must be properly structured and recorded in a training record book approved by the maritime administration responsible for issuing certificates of competence. The footnotes of the amended STCW text specifically refer to ISF training record books as an example of such documentation.

STCW 章程含有經修正 STCW 國際公約之詳細規定，對申請為船副達到適任性所需之各項技能作一致之標準。該 STCW 章程亦對學員達到此等適任性應經指派訓練員予以評估之標準作出規定。

The STCW Code, which contains the detailed requirements of the revised STCW Convention, sets out new uniform standards for the attainment of competences in the various maritime skills required to qualify as a watchkeeping officer. The STCW Code also stipulates criteria by which a trainee's attainment of these competences should be assessed by designated on board training officers.

在本紀錄簿中之科目業經周密之設計以協助學員符合 STCW 所規定適任性之發證要求，並儘可能使監督他們訓練之訓練員利用 STCW 章程表 A-II/1 為基準予以評估。然該等科目已考慮安排在船上訓練監督。該訓練科目與評估之標準在許多情況下比在該公約全文中者更為詳盡。這是為了協助學員確使其在海上服務中作最佳之利用並協助學員之訓練員作客觀之評估他們是否的確適任。

The tasks contained in this Record Book have been carefully designed to help ensure that trainees meet the requirements for certification stipulated by the STCW competences and that as far as possible the officers supervising their training use evaluation based on Table A-II/1 of the STCW Code. However, the tasks have been arranged with on board training in mind. The training tasks and associated criteria are, in many instances, presented in more detail than in the text of the Convention. This is to help ensure that trainees make the best use of their seagoing service and to help officers supervising trainees make an objective evaluation of whether they are indeed competent.

完成本紀錄簿通常並不能自認為正式之適任性評估，此為政府所指定審查員之任務。但完成本船上訓練紀錄簿可提供足夠之書面證據，證明該學員業已完成船上適當之訓練方案，並證明其技能可適任修正 STCW 2010 修正案為發適任證書，可擔任總噸 500 以上船舶船副之規定。

Normally completion of this Book will not itself constitute an official assessment of competence. This is the task of government appointed examiners. However, completion of the On Board Training Book should provide sufficient documentary evidence that a trainee has completed a properly structured on board training programme and demonstrated competence in the skills required by the amended STCW Convention in order to be certificated as an officer in charge of a navigational watch on ships of 500 gross tonnage or more.

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第一部分 使用說明 SECTION 1 GUIDE TO COMPLETION

船長、指派訓練員及學員應注意事項

For the attention of masters, designated on board training officers and trainees

本紀錄簿之目的 Purpose of the Record Book

- 本紀錄簿之目的在協助學員，使其在海上期間遵循建構之訓練進度作最佳之運用。依此他們能取得 STCW 國際公約 2010 年修正所要求成為適任船副所需之實際訓練與經驗。因此小心遵循本指導是很重要的。

The purpose of this Record Book is to help ensure that trainees follow a structured programmed of training and make best use of their time at sea. In so doing they will gain the practical training and experiences necessary to become competent watchkeeping deck officers in accordance with the STCW Convention, as amended in 2010. It is therefore important that this guidance is carefully followed.

- 本訓練紀錄簿依規定需陳送政府指定之審查員處（並可能亦需提供海事院校指導老師之用），因此適當使用及填寫本紀錄簿是很重要的。所填寫之內容應經該學員所服務船舶之船長、指派訓練員及船公司仔細核閱。

Given that this Training Record Book will be submitted to government appointed examiner (and may also be made available to instructors at maritime training colleges) proper use and completion of this Book is essential. It should be subject to close scrutiny by the masters of the ships on which the trainee serves, by the trainee's designated on board training officers and the shipping company.

當收到本紀錄簿時 On receipt of this Book

- 受訓學員應填寫下列各頁所要求之資料，包括第 5 頁依 STCW 國際公約應接受之基本訓練與任何特殊訓練之細節。並由學員個人在整個訓練過程中，對本紀錄簿負起安全保管之責。

The trainee should complete the information required on the following pages including details of Basic Training (page 5) received in accordance with the STCW Convention. The trainee will then be personally responsible for the safe keeping of this Book throughout training.

上船後應儘速完成事項 As soon as possible after joining each ship

- 第三部分有關強制之安全熟悉（第 14 頁）與船上熟悉（第 16 頁）學員應於向各船報到後立即完成，並由一位甲級船員簽署以表示依 STCW 國際公約規定之該強制性熟悉業已施行。

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

- 學員應填寫第 20 頁第四部分有關該船之技術性細項。各船之船長與指派訓練員應提供機會以進行此訓練。

The trainee should complete Section 4 (page 20) 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.

- 由船長指派之訓練員應檢查此紀錄簿以確定已依程序為之。為了解尚未完成之適任性評估項目，應作成計畫以便掌握。有關科目概要表如第十部分（第 122 頁）

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. A Task Summary Chart can be found in Section 10 (page 122).

當學員於海上服務期間 Throughout the trainee's seagoing service

- 第七部分船副之訓練科目，應予循序完成。對於記錄程序之附加指導在第六部分（第 34 頁）另有說明。

Section 7, which contains a list of on board training tasks, should be progressively completed. Additional guidance on recording progress is given at the start of Section 6 (page 34).

- 在第十部分（第 122 頁）之科目概要表亦應循序完成。The Task Summary Chart in Section 10 should also be timely completed.
- 本紀錄簿應每月及合約期滿離船時陳送船長核閱。船長之意見應予記錄於第 10 頁並加註日期及蓋章。所提之意見應限於與該學員適任性及實際進度有關者。

The Book should be submitted to the master for inspection every month and at the end of each voyage. The master's comments should be recorded, dated and stamped on page 10 Comments should only relate to the trainee's competence and practical progress.

- 當學員向各船報到時應遞交此本給指派訓練員。嗣後在情況許可下每週遞交指派訓練員。其意見應記錄於第 8 頁。
- 本紀錄簿亦應由船公司予以審閱。其意見應予記錄於第 12 頁。

The Book should also be inspected by the shipping company. Comments should be recorded on page 12.

- 學員之海勤資歷包括在駕駛臺當值任務累計時間應予確切記錄於第 7 頁。除實際訓練外，學員在整個海勤資歷中應實踐其對國際海上避碰規則之知識（第 30 頁）

A precise record should be kept of the trainee's seagoing service including time spent on bridge watchkeeping duties (page 7). In addition to practical training, throughout seagoing service trainees should practice their knowledge of the International Regulations for Preventing Collisions at Sea (page 30).

重要注意事項 Important note

- STCW 國際公約規定施行船上訓練之任何人員，應限於不致嚴重影響船舶正常操作之情況下及有時間專注於訓練與任何適任性評估時始施行之。

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 can be dedicated to the training and any evaluation of competence.

- 擔任艙面職務或航海實習生，始得填寫本訓練紀錄簿。且須具有前述職務合計至少一年海勤資歷(含履行航行當值至少 6 個月)。相關事項依我國「船員訓練檢覈及申請核發證書辦法」辦理。

Deck cadet/hands, must have at least one year sea service including 6 months of deck watch-keeping duty is the man could complete this book. Other matter should refer to the regulation from MOTCMPB.

第二部分 學程摘要紀錄 SECTION 2 SUMMARY RECORD OF PROGRESS

學員資料 PARTICULARS OF TRAINEE (以下契約所指為上下船之僱傭契約)

應由學員以正楷填寫 to be completed by the trainee in BLOCK CAPITALS

中文全名 Name in Chinese.....根據船員服務手冊中文姓名 英文全名 Name in Full.....根據船員服務手冊英文姓名.....

船員服務手冊字號 Seafarer's Book No.....根據手冊..... 出生日期 Date of Birth.....根據身分證.....

住址 Home Address.....通訊地址.....

住址變更（如變更時）Change of Address（if applicable）.....

公司 Sponsoring Company.....所有訓練中之任職公司皆應登載，如表格不敷使用，請自行影印空白頁使用.....

地址 Address.....公司所在地址(或台灣代理或辦事處).....

契約 Trainee Agreement 起始日期 Date Started.....僱傭契約約定日..... 終止日期 Date Expired.....下船日.....

公司變更（如變更時）Change of Sponsoring Company（if applicable）.....

地址 Address.....如變更時之地址.....



訓練進度 Training Program (適用時 as applicable)

學校階段 COLLEGE PHASES		
"學校階段"應顯示曾經就讀大專院校航輪專業科系 或 乙訓班的培訓機構資訊	起 From：入學日開始	迄 To：畢業證書(在學證明)所列
	起 From：	迄 To：
	起 From：	迄 To：
	起 From：	迄 To：
海上階段 SEA PHASES		
操舵證書 (見第 113-118 頁) Steering Certificate (see pages 113-118)	起 From：操舵開始日(按照第 113-118 頁日期填寫，目視操舵及羅經操舵，視哪個日期最早)	迄 To：階段完成
中文或英文船名擇一填寫	起 From：其他科目或船舶	迄 To：階段完成
	起 From：其他科目或船舶	迄 To：階段完成
	起 From：	迄 To：
	起 From：	迄 To：
	起 From：	迄 To：
	起 From：	迄 To：

基本訓練 BASIC TRAINING

依 STCW 章程 A-VI/1 節第 2 項之規定

As required by Section A-VI/1 paragraph 2 of the STCW Code

為航前訓練之一部分，應於航前完成下列之基本訓練或講授。並將此訓練或講授詳細填寫於下表。

As part of your pre-sea training you should have completed Basic Training or instruction as listed. Enter details of this training or instruction below.

訓練項目	日期 Date	訓練單位 Location	文件字號 Document Number
基本安全訓練 Basic training：(應包含以下四項訓練)	依理應有的證書上的資訊		
人員求生技能 Personal survival techniques			
防火及基礎滅火 Fire prevention and basic fire fighting			
基礎急救 Elementary First aids			
人員安全與社會責任 Personal safety and social responsibility			

其他訓練紀錄 RECORD OF OTHER TRAINING

訓練項目	日期 Date	訓練單位 Location	文件字號 Document Number
救生艇筏及救難艇操縱 Proficiency in survival craft and rescue boats	根據所發證書上的資訊填寫，如無則空白		
快速救難艇 Proficiency in fast rescue boats			
進階滅火 Advanced fire fighting			
醫療急救 Medical first aid			
保全意識 Security awareness training			
保全職責 Security training for seafarers with designated security duties			
電子海圖與資料顯示系統 Electronic chart and display Information Systems			
領導統御與駕駛臺資源管理 Leadership and bridge resource management			
操作級雷達及 ARPA Radar navigation, radar plotting and use of ARPA			

通用級 GMDSS 值機員 General operator's certificate for GMDSS	根據所發證書上的資訊填寫，如無則空白
油輪與化學液體船貨物操作基本訓練 Basic training for oil and chemical tanker cargo operations	
液化氣體船貨物操作基本訓練 Basic training for liquefied gas tanker cargo operations.	
客輪訓練 Passenger ship training	
駛上駛下客輪訓練 Ro-ro passenger ship training	
高速船基本訓練 High speed craft basic training	

船上服務紀錄 SHIPBOARD RECORD OF SERVICE

船名 Ship	IMO 號碼 IMO Number	日期 Dates		駕駛臺當值累計時間 Time Spent on Watchkeeping Functions		海上航行服務合計 Voyage Total -Seagoing Service	
		任職 Sign on	卸職 Sign off	月數 Months	日數 Days	月數 Months	日數 Days
中文或英文船名擇一填寫	該船 IMO 號碼	2021.12.11	2022.3.31	2	13	3	21
中文或英文船名擇一填寫	該船 IMO 號碼	2022.3.16	2023.5.2	6	6	13	17
海勤資歷計算規則請參閱本局船員智慧服務平台之公告服務>Q&A>序號 3>操作指引>海勤資歷試算 (詳網址： https://gov.tw/iAH ，或下方 QR code)							
總計服務 Total Service				8	19	17	8



備註：依 STCW 公約規則 II/1 規定至少累計 12 個月經認可之海勤資歷，完成符合 STCW 章程 A-II/1 要求船上訓練科目，其中包含 6 個月以上，在船長或合格航行員之監督下執行的駕駛當值。

指派訓練員對訓練進度之審查

DESIGNATED TRAINING OFFICER'S REVIEW OF TRAINING PROGRESS

指派訓練員應為同部門較自身高階之甲級船員，本表至少應在該船航務允許之期間或每週一次內完成(視公司規定自行加頁)。

This table should be completed at least once a week or at such intervals as the trading of the vessel allows.

所填之意見限與學員實際進度及適任性有關者，不應涉及個人性格特質。

Comments should only relate to the trainee's practical progress and competence and should NOT refer to character.

船名 Ship	意見 Comments	正楷姓名 Name in BLOCK CAPITALS	簽名 Signature	日期 Date
中文或英文船名 擇一填寫	“意見”選項 以”合格”, ”Qualified”, ”Competent”, “滿意”, ”Satisfied”, ”on schedule”, “Successful”為正面表述 以”不合格”, ”unsatisfied”, “should repeat”, “不滿意”, ”training time to be extended”為負面表述.	C/O William Sachs 註明職級及正楷姓名	訓練員 本人簽字 訓練員本人之簽字必 須能清楚辨識姓名	2021.10.29
中文或英文船名 擇一填寫		C/O William Sachs 請註明職級及正楷姓名		2021.11.30
中文或英文船名 擇一填寫		C/O William Sachs 請註明職級及正楷姓名		2021.12.28
中文或英文船名 擇一填寫		C/O William Sachs 請註明職級及正楷姓名		2022.2.28
中文或英文船名 擇一填寫		C/O Jeffrey Hudson 請註明職級及正楷姓名		2022.2.28

指派訓練員對訓練進度之審查（續）

DESIGNATED TRAINING OFFICER'S REVIEW OF TRAINING PROGRESS




船名 Ship	意見 Comments	正楷姓名 Name in BLOCK CAPITALS	簽名 Signature	日期 Date
中文或英文船名 擇一填寫	“意見”選項 以”合格”, ”Qualified”, ”Competent”, “滿意”, “Satisfied”, ” on schedule”, “Successful”為正面表述	C/O Jeffrey Hudson 請註明職級及正楷姓名	訓練員本人之簽字 必須清晰可清楚閱讀 本人簽字	2022.5.28
中文或英文船名 擇一填寫		大副 林琨生 請註明職級及正楷姓名		2022.7.15
	以”不合格”, ”unsatisfied”, “should repeat”, “不滿意”, ” training time to be extended”為 負面表述.			

船長每月對紀錄簿之核閱

MASTER'S MONTHLY INSPECTION OF RECORD BOOK



所填之意見限與學員實際進度及適任性有關者，不應涉及個人性格特質。

Comments should only relate to the trainee's practical progress and competence and should NOT refer to character.

船名 Ship	意見 Comments	船長正楷姓名 Master's Name in BLOCK CAPITALS	船長簽名 Master's Signature	日期 Date	船章 Ship's Official stamp
中文或英文船名 擇一填寫	“意見”選項 以”合格”, ”Qualified”, ”Competent”, “滿意”, ”Satisfied”, ”on schedule”, “Successful”為正面表述 以”不合格”, ”unsatisfied”, “should repeat”, “不滿意”, ”training time to be extended”為負面表述.	李師玉	本人簽字 船長本人之簽字必 須清晰可清楚閱讀	2021.10.30	
中文或英文船名 擇一填寫		李師玉	本人簽字 船長本人之簽字必 須清晰可清楚閱讀	2021.12.29	
中文或英文船名 擇一填寫		陳耀祥	本人簽字 船長本人之簽字必 須清晰可清楚閱讀	2022.3.1	

船長每月對紀錄簿之核閱（續）

MASTER'S MONTHLY INSPECTION OF RECORD BOOK

船名 Ship	意見 Comments	船長正楷姓名 Master's Name in BLOCK CAPITALS	船長簽名 Master's Signature	日期 Date	船章 Ship's Official stamp
中文或英文船名 擇一填寫	<p>“意見”選項 以”合 格”, ”Qualified”, ”Competent”, “滿意”, ”Satisfied”, ” on schedule”, ”Successful”為正面 表述</p> <p>以”不合格”, ”unsatisfied”, “should repeat”, ”不滿意”, ” training time to be extended”為負 面表述.</p>	(應吻合船上訓練 紀錄簿簽署人員 基本資料所列)	<p>船長 本人簽字 船長本人之簽字必 須清晰可清楚閱讀</p>	YYYY.MM.DD	
中文或英文船名 擇一填寫				YYYY.MM.DD	

公司對紀錄簿之核閱

COMPANY'S INSPECTION OF RECORD BOOK

所填之意見限與學員實際進度及適任性有關者，不應涉及個人性格特質。

Comments should only relate to the trainee's practical progress and competence and should NOT refer to character.

船名 Ship	意見 Comments	正楷姓名 Name in BLOCK CAPITALS	簽名 Signature	日期 Date	公司章 Company's Official stamp
中文或英文船名 擇一填寫	<p>“意見”選項 以”合格”, ”Qualified”, ”Competent”, “滿意”, ”Satisfied”, ” on schedule”, “Successful”為正面表述</p> <p>以”不合格”, ”unsatisfied”, “should repeat”, “不滿意”, ” training time to be extended”為負面表述.</p>	陳耀昌	<p>本人簽字</p> <p>本人之簽字必須清 晰可清楚閱讀</p>	2022.4.2	
中文或英文船名 擇一填寫		陳耀昌	<p>本人簽字</p> <p>本人之簽字必須清 晰可清楚閱讀</p>	2022.9.12	
中文或英文船名 擇一填寫					

基本訓練學習所採用書籍、錄影帶或訓練用電腦課程之清單

(建議以通識知識為主，如果是屬船圖，機器設備說明書不宜在此列表)

LIST OF PUBLICATIONS, VIDEO OR COMPUTER-BASED TRAINING PROGRAMMES STUDIED/USED

日期 Date	標題 Subject/Title	訓練員簽名 Officer's Signature
	(如無參考書籍或訓練錄影帶支援或任何海技部門發行之出版品者請公司或船長或訓練師提供 P&I 或其他相關網上資料襄助)	以附件- 船上訓練紀錄簿有做 簽署的人員 為名單提供者
	公司各部門發往船上的通函或公告 (在訓練中之學員,指派訓練員或船長可考慮隨機詢問對內容的了解程度)	
	公司為船上購買的訓練軟體(如公司並未購置訓練軟體, 指派訓練員可指定以下各專業領域書籍或網址列入考核, 由於專業部分涉及程度深淺, 由船長或指派訓練員決定項目)	
	液貨輪: ISGOTT, OCIMF/SIRE 散裝輪: RIGHT ship 貨櫃輪: https://www.emsa.europa.eu/containership-safety/cargosafe.html 建議網站, 比如船東責任險網址 https://www.ukpandi.com/loss-prevention/safer-ships/ https://britanniapandi.com/knowledge-result/?document_type=Loss%20Prevention%20Insight	
	一般航安服務網址 https://www.marineinsight.com/marine-navigation/what-is-stowage-factor/	
	汙染議題 https://www.itopf.org/knowledge-resources/documents-guides/technical-information-papers/	

第三部分 強制之安全與船上熟悉

SECTION3 MANDATORY SAFETY AND SHIPBOARD FAMILIARISATION

安全熟悉 SAFETY FAMILIARISATION

依 STCW 章程第 A-VI/1 節第 1 項之規定 as required by Section A-VI/1 paragraph 1 of the STCW Code

在船上被指派任務之前，所有船員應接受安全熟悉訓練，以瞭解在緊急情況下該如何處理。各船之船長或負責之甲級船員應在下表簽署，並加註日期顯示業已接受訓練或講授，足以執行所交付之任務或責任。

Before being assigned to shipboard duties all seafarers must receive basic safety familiarization to know what to do in an emergency. The master or 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.

船名 Ship's Name	中文或英文船名 擇一填寫	中文或英文船名 擇一填寫			
任務/職責 Task/Duty	訓練員 簽名/日期 Officer's Signature/Date	訓練員 簽名/日期 Officer's Signature/Date	訓練員 簽名/日期 Officer's Signature/Date	訓練員 簽名/日期 Officer's Signature/Date	訓練員 簽名/日期 Officer's Signature/Date
具有下述能力 Be able to : 能夠與船上其他人員溝通有關基本安全事宜 Communicate with other persons on board on elementary safety matters	William Sachs 2021.9.25 本人簽字 本人簽字需可清楚辨識其姓名	林琨生 2022.6.15 本人簽字 本人簽字需可清楚辨識其姓名	(建議簽署日期應符合該員在船日期之初期 48 小時至 1 週內，且應遵循公司管理程序中 有關熟悉船舶或崗位規定)		
能夠瞭解安全資訊之符號、標記與警報信號 Understand safety information symbols, signs and alarm signals	訓練員 日期	訓練員 日期	(建議簽署日期應符合該員在船日期之初期 且強烈建議應遵循公司管理程序中有關熟悉船舶或崗位規定)		

	<p>本人簽字</p> <p>本人簽字需可清楚辨識其姓名</p>	<p>本人簽字</p> <p>本人簽字需可清楚辨識其姓名</p>	
<p>知道如何處理下列情況 Know what to do if : 人員落水 A person falls overboard 偵測到火災或煙霧 Fire or smoke is detected 發出之火警或棄船警報 The fire or abandon ship alarm is sounded</p>	<p>訓練員 日期</p> <p>本人簽字</p> <p>本人簽字需可清楚辨識其姓名</p>	<p>訓練員 日期</p> <p>本人簽字</p> <p>本人簽字需可清楚辨識其姓名</p>	<p>(建議簽署日期應符合該員在船日期之初期且強烈建議應遵循公司管理程序中有關熟悉船舶或崗位規定)</p>
<p>具有下述能力 Be able to : 了解部署表，登艇站位置及緊急逃生路線 Identify muster and embarkation stations and emergency escape routes</p>	<p>訓練員 日期</p> <p>本人簽字</p> <p>本人簽字需可清楚辨識其姓名</p>	<p>訓練員 日期</p> <p>本人簽字</p> <p>本人簽字需可清楚辨識其姓名</p>	<p>(建議簽署日期應符合該員在船日期之初期且強烈建議應遵循公司管理程序中有關熟悉船舶或崗位規定)</p>
<p>救生衣與浸水衣之位置與穿著 Locate and don life jackets and survival suits</p>	<p>訓練員 日期</p> <p>本人簽字</p> <p>本人簽字需可清楚辨識其姓名</p>	<p>訓練員 日期</p> <p>本人簽字</p> <p>本人簽字需可清楚辨識其姓名</p>	<p>(建議簽署日期應符合該員在船日期之初期且強烈建議應遵循公司管理程序中有關熟悉船舶或崗位規定)</p>
<p>啟動警報，並具有使用輕便滅火器之基本知識 Raise the alarm and have a basic knowledge of the use of portable fire extinguishers</p>	<p>訓練員 日期</p> <p>本人簽字</p> <p>本人簽字需可清楚辨識其姓名</p>	<p>訓練員 日期</p> <p>本人簽字</p> <p>本人簽字需可清楚辨識其姓名</p>	<p>(建議簽署日期應符合該員在船日期之初期且強烈建議應遵循公司管理程序中有關熟悉船舶或崗位規定)</p>
<p>於遇到事故時採取立即行動或在得到船上進一步醫護救助前可能的緊急醫護處置 Take immediate action</p>	<p>訓練員 日期</p>	<p>訓練員 日期</p>	<p>(建議簽署日期應符合該員在船日期之初期且強烈建議應遵循公司管理程序中有關熟悉船舶或崗位規定)</p>

upon encountering an accident or other medical emergency before seeking further medical assistance on board	本人簽字 本人簽字需可清楚辨識其姓名	本人簽字 本人簽字需可清楚辨識其姓名	船舶或崗位規定)
除了艙口蓋，能夠開關該船上一般之防火、風雨密及水密門 Close and open the fire, weather tight and watertight doors fitted in the particular ship, other than those for hull openings	訓練員 日期 本人簽字 本人簽字需可清楚辨識其姓名	訓練員 日期 本人簽字 本人簽字需可清楚辨識其姓名	(建議簽署日期應符合該員在船日期之初期且強烈建議應遵循公司管理程序中有關熟悉船舶或崗位規定)

船上熟悉 SHIPBOARD FAMILIARISATION

依 STCW 國際公約規則 I/14 之規定 as required by Regulation 1/14 of the STCW Convention

必需利用時間，短期內熟悉你未來所需應用之設備及特定之當值、安全、環境與應急程序及執行職責所需之安排。由於安全與應急設備因船而異，應確定熟悉與你經常或應急有關之職責及所有船上之佈置、裝置、設備操作程序及船舶特性，在報到該船後，應儘早完成下列科目或職責。

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 ship 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.

船名 Ship's Name	中文或英文船名擇一填寫	中文或英文船名擇一填寫			
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任務/職責 Task/Duty	訓練員 簽名/日期 Officer's Signature/Date	訓練員 簽名/日期 Officer's Signature/Date	訓練員 簽名/日期 Officer's Signature/Date	訓練員 簽名/日期 Officer's Signature/Date	訓練員 簽名/日期 Officer's Signature/Date
當值程序與佈置 Watchkeeping procedures and arrangements : 熟悉駕駛台、瞭望台、艙艙、艙甲板、主甲板及其他工作區域 Visit bridge, look-out post, forecastle, poopdeck, main deck and other work areas	訓練員 日期 本人簽字 本人簽字需可清楚辨識其姓名	訓練員 日期 本人簽字 本人簽字需可清楚辨識其姓名	(建議簽署日期應符合該員在船日期之初期 且強烈建議應遵循公司管理程序中 有關熟悉船舶或崗位規定)		
熟悉舵輪控制台、電話、電報與其他駕駛台設備及顯示器 Get acquainted with steering controls, telephones, telegraphs and other bridge equipment and displays	訓練員 日期 本人簽字 本人簽字需可清楚辨識其姓名	訓練員 日期 本人簽字 本人簽字需可清楚辨識其姓名	(建議簽署日期應符合該員在船日期之初期 且強烈建議應遵循公司管理程序中 有關熟悉船舶或崗位規定)		
在監督下，操作例行作業之設備 Activate, under supervision, equipment to be used in routine duties	訓練員 日期 本人簽字 本人簽字需可清楚辨識其姓名	訓練員 日期 本人簽字 本人簽字需可清楚辨識其姓名	(建議簽署日期應符合該員在船日期之初期 且強烈建議應遵循公司管理程序中 有關熟悉船舶或崗位規定)		
安全與應急程序 Safety and emergency procedures : 對公司之火災與安全規定能予以解讀並以實作證明瞭解 Read and demonstrate an understanding of your Company's Fire and Safety Regulations					
示範能夠識別下列警報信號 Demonstrate recognition of the alarm signals for :	訓練員 日期	訓練員 日期	(建議簽署日期應符合該員在船日期之初期 且強烈建議應遵循公司管理程序中		

火警 FIRE 應急 EMERGENCY 棄船 ABANDON SHIP	本人簽字 本人簽字需可清楚辨識其姓名	本人簽字 本人簽字需可清楚辨識其姓名	有關熟悉船舶或崗位規定)
確定醫療與急救設備之位置 Locate medical and first aid equipment			
確定滅火設備之位置：警報作動點、警鈴、滅火器、消防栓、太平斧與水龍帶 Locate firefighting equipment alarm activating points, alarm bells, extinguishers, hydrants, fire axes and hoses	訓練員 日期 本人簽字 本人簽字需可清楚辨識其姓名	訓練員 日期 本人簽字 本人簽字需可清楚辨識其姓名	(建議簽署日期應符合該員在船日期之初期 且強烈建議應遵循公司管理程序中 有關熟悉船舶或崗位規定)
確定火箭拋繩器之位置 Locate rocket line throwing apparatus	訓練員 日期 本人簽字 本人簽字需可清楚辨識其姓名	訓練員 日期 本人簽字 本人簽字需可清楚辨識其姓名	(建議簽署日期應符合該員在船日期之初期 且強烈建議應遵循公司管理程序中 有關熟悉船舶或崗位規定)
確定遇險火箭、紅光火焰及其他煙火信號彈之位置 Locate distress rockets, flares and other pyrotechnics			
確定呼吸器及消防員裝具等之位置 Locate breathing apparatus and firefighter's outfits etc	訓練員 日期 本人簽字 本人簽字需可清楚辨識其姓名	訓練員 日期 本人簽字 本人簽字需可清楚辨識其姓名	(建議簽署日期應符合該員在船日期之初期 且強烈建議應遵循公司管理程序中 有關熟悉船舶或崗位規定)
確定 EPIRB、SART 及攜帶式無線電對講機之位置 Locate EPIRB, SART and walkie-talkie radios			

<p>確定應急逃生呼吸設施之位置 Locate Emergency Escape Breathing Devices (EEBDs)</p>	<p>訓練員 日期</p> <p>本人簽字</p> <p>本人簽字需可清楚辨識其姓名</p>	<p>訓練員 日期</p> <p>本人簽字</p> <p>本人簽字需可清楚辨識其姓名</p>	<p>(建議簽署日期應符合該員在船日期之初期 且強烈建議應遵循公司管理程序中 有關熟悉船舶或崗位規定)</p>
<p>確定二氧化碳瓶室及泵間、液貨艙與貨艙內滅火設備的控制閥位置 Locate CO2 bottle room, and control valves for smothering apparatus in pump rooms, cargo tanks and holds</p>			
<p>確定應急泵之位置並瞭解其操作方法 Locate and understand the operation of the emergency pump</p>			
<p>環境保護 Environmental protection : 熟悉處理廚餘、垃圾及其他廢棄物之程序 Get acquainted with the procedure for handling garbage, rubbish and other wastes</p>	<p>訓練員 日期</p> <p>本人簽字</p> <p>本人簽字需可清楚辨識其姓名</p>	<p>訓練員 日期</p> <p>本人簽字</p> <p>本人簽字需可清楚辨識其姓名</p>	<p>(建議簽署日期應符合該員在船日期之初期 且強烈建議應遵循公司管理程序中 有關熟悉船舶或崗位規定)</p>
<p>垃圾集押器或其他適當裝置之使用 The use of garbage compactor or other equipment as appropriate</p>			

救生艇與召集站 BOAT AND MUSTER STATIONS

在下表之適當欄內填入救生艇與消防召集站暨其他細節(時間、**站位**、**科目**、**任務**)。呈請船長於該欄內簽署。
Insert Boat and Fire Muster Stations and other details in the appropriate space. Ask the master to sign in the space provided.

船名 Ship's Name	中文或英文船名 擇一填寫	中文或英文船名 擇一填寫	中文或英文船名 擇一填寫	中文或英文船名 擇一填寫	
救生艇召集站 Boat Muster Station	救生操演時間 不需要同於消 防操演但均須 船長簽署認證	救生操演時間 不需要同於消 防操演但均須 船長簽署認證	救生操演時間 不需要同於消 防操演但均須 船長簽署認證	救生操演時間 不需要同於消 防操演但均須 船長簽署認證	
消防召集站 Fire Muster Station					
船長正楷姓名 Master's Name BLOCK CAPITALS	正楷名字	正楷名字	正楷名字	正楷名字	
船長簽名 Master's Signature	船長 本人簽名 本人簽字需可清 楚辨識其姓名	船長 本人簽名 本人簽字需可清 楚辨識其姓名	船長 本人簽名 本人簽字需可清 楚辨識其姓名	船長 本人簽名 本人簽字需可清 楚辨識其姓名	
日期 Date	操演當天	操演當天	操演當天	操演當天	

第四部分 船舶規格 SECTION 4 PARTICULARS OF SHIPS

瞭解所服務船舶為訓練重點，為協助你符合此重要規定，當你在各船上時應將下列規格予以記錄。對照先前所服務之船舶，在申請適任證書之口試與評估中，這方面的內容有可能會被詢問。

It is an essential feature of your training that you obtain knowledge of the ships on which you serve. To assist you in meeting this important requirement the following particulars 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 certificate of competency.

第一艘船 FIRST SHIP

船名 mv/ss :	IMO 號碼 IMO Number :	呼號 Call Sign :
船舶尺度與容量 Dimensions and Capacities 全長 Length Over All _____ m 船寬 Breadth _____ m 船深 Depth _____ m 夏季吃水 Summer draft _____ m 夏季乾舷 Summer freeboard _____ m 總噸位 Gross tonnage _____ tonnes 載重量 Deadweight _____ tonnes 輕載排水量 Light displacement _____ tonnes 散裝/液體容積 Grain/Liquid capacity _____ tonnes 淡水餘裕 F.W. Allowance _____ mm 滿載吃水每公分吃水噸數 TPC _____ T/cm 航速 Service speed _____ knots 淡水艙容量 F.W. capacity _____ tonnes 淡水平均每日消耗量 Average fresh water daily consumption _____ tonnes 俯仰力矩 Trimming moment _____ MCTC 錨 Anchors 左錨 Port _____ tonnes 右錨 Starboard _____ tonnes 備錨 Spare _____ tonnes 錨鏈(直徑) Cable (diameter.) _____ mm 錨鏈長度 Length _____ 節 shackles 錨機 Winch (型式 type) _____	繫纜 Mooring Ropes (數量與直徑 Number/diameter) 合纖纜 Synthetic fiber _____ mm 鋼纜 Wires _____ mm 拖纜 Towing spring _____ mm 防火纜 Fire wire _____ mm 貨物裝卸機具 Cargo Handling Gear 吊桿/起重機 Derricks/cranes (數量與安全工作負荷 No. and SWL) _____ tonnes 絞纜機 Winches(型式 types) _____ tonnes 押水艙 Ballast tanks (數量 No.) _____ 貨艙 Cargo tanks (數量 No.) _____ 貨泵 Cargo pumps (數量 No.) _____ 泵輸出量 Pumping rate _____ cbm/Hrs 管路 Pipelines (尺度 sizes) _____ 型式與輸出量 Type and rating _____ tonnes /hour 其他裝卸貨設備 Other cargo equipment _____ _____ _____ _____ _____ _____ _____	滅火設備 Fire Fighting Equipment 滅火器 (數量與容量): 型式 Types: 水 Water _____ 公升 liters 泡沫 Foam _____ 公升 liters 乾粉 Dry powder _____ 公斤 kg 二氧化碳 CO ₂ _____ 公斤 kg 消防水龍帶 Fire hoses (數量與口徑 No. and size) _____ mm 呼吸器 Breathing apparatus (數量/製造廠 no/make) _____ 消防員裝備 Fire-fighter's Outfit (數量 No.) _____ 救生設備 Lifesaving Equipment 救生艇(數量/容量/引擎) Lifeboats (No./cap/engine) _____ 救生筏 (數量/容量) Life-rafts (No./capacity) _____ 救生圈 Lifebuoys (數量 No.) _____ 求生衣 Survival Suits (數量 No./型式 type) _____

航行與通信設備 Navigational and Communications Equipment	將船上所裝置之其他設備列出	將船上所裝置之其他航行與通信設備列出
計程儀 Log_____ (製造廠 Make/型式 type)	List here other equipment fitted on the	列出
應急指位無線電示標數量 EPIRB_____ (數量 No.)	ship	List here other navigational and
磁羅經 Magnetic compass _____ (數量 No./型式 type)	_____	communications equipment fitted on
電羅經 Gyro compass _____ (數量 No./型式 type)	_____	the ship
自動操舵裝置 Autopilot _____ (型式 type)	_____	_____
雷達 Radar _____ (數量 No./型式 type)	_____	_____
電子海圖 ECDIS _____ (數量 No./型式 type)	_____	_____
回音測深儀 Echo sounder _____ (數量 No./型式 type)	_____	_____
全球定位系統 GPS _____ (數量 No./型式 type)	_____	_____
如有時 If applicable:	_____	_____
整合航行系統 Integrated navigation system _____	_____	_____
動態定位系統 DP system _____ (型式 type)	_____	_____
衛星通訊 STACOM _____ (數量 No./型式 type)	_____	_____
全球海上遇險及安全系統 GMDSS _____ (型式 type)	_____	_____
	_____	_____
	_____	_____
	_____	_____

船舶規格資料請尋找 particulars, 船圖, 證書等資料蒐集完整

第二艘船 SECOND SHIP

船名 mv/ss :	IMO 號碼 IMO Number :	呼號 Call Sign :
船舶尺度與容量 Dimensions and Capacities 全長 Length Over All _____m 船寬 Breadth _____m 船深 Depth _____m 夏季吃水 Summer draft _____m 夏季乾舷 Summer freeboard _____m 總噸位 Gross tonnage _____tonnes 載重量 Deadweight _____tonnes 輕載排水量 Light displacement _____tonnes 散裝/液體容積 Grain/Liquid capacity _____tonnes 淡水餘裕 F.W. Allowance _____mm 滿載吃水每公分吃水噸數 TPC _____T/cm 航速 Service speed _____knots 淡水艙容量 Fresh water capacity _____tonnes 淡水平均每日消耗量 Average fresh water daily consumption _____tonnes 俯仰力矩 Trimming moment _____MCTC 錨 Anchors 左錨 Port _____tonnes 右錨 Starboard _____tonnes 備錨 Spare _____tonnes 錨鏈(直徑) Cable (diameter.) _____mm 錨鏈長度 Length _____節 shackles 錨機 Winch (型式 type) _____	繫纜 Mooring Ropes (數量與直徑 Number/diameter) 合纖纜 Synthetic fiber _____mm 鋼纜 Wires _____mm 拖纜 Towing spring _____mm 防火纜 Fire wire _____mm 貨物裝卸機具 Cargo Handling Gear 吊桿/起重機 Derricks/cranes (數量與安全工作負荷 No. and SWL) _____tonnes 絞纜機 Winches(型式 types) _____tonnes 押水艙 Ballast tanks (數量 No.) _____ 貨艙 Cargo tanks (數量 No.) _____ 貨泵 Cargo pumps (數量 No.) _____ 泵輸出量 Pumping rate _____cbm/Hrs 管路 Pipelines (尺度 sizes) _____ 型式與輸出量 Type and rating _____tonnes /hour 其他裝卸貨設備 Other cargo equipment _____ _____ _____ _____ _____ _____	滅火設備 Fire Fighting Equipment 滅火器 (數量與容量): 型式 Types: 水 Water _____公升 liters 泡沫 Foam _____公升 liters 乾粉 Dry powder _____公斤 kg 二氧化碳 CO ₂ _____公斤 kg 消防水龍帶 Fire hoses (數量與口徑 No. and size) _____mm 呼吸器 Breathing apparatus (數量/製造廠 no/make) _____ 消防員裝備 Fire-fighter's Outfit (數量 No.) _____ 救生設備 Lifesaving Equipment 救生艇(數量/容量/引擎) Lifeboats (No./cap/engine) _____ 救生筏 (數量/容量) Life-rafts (No./capacity) _____ 救生圈 Lifebuoys (數量 No.) _____ 求生衣 Survival Suits (數量 No./型式 type) _____ _____

航行與通信設備 Navigational and Communications Equipment	將船上所裝置之其他設備列出	將船上所裝置之其他航行與通信設備列出
計程儀 Log_____ (製造廠 Make/型式 type)	List here other equipment fitted on the	列出
應急指位無線電示標數量 EPIRB_____ (數量 No.)	ship	List here other navigational and
磁羅經 Magnetic compass _____ (數量 No./型式 type)	_____	communications equipment fitted on
電羅經 Gyro compass _____ (數量 No./型式 type)	_____	the ship
自動操舵裝置 Autopilot _____ (型式 type)	_____	_____
雷達 Radar _____ (數量 No./型式 type)	_____	_____
電子海圖 ECDIS _____ (數量 No./型式 type)	_____	_____
回音測深儀 Echo sounder _____ (數量 No./型式 type)	_____	_____
全球定位系統 GPS _____ (數量 No./型式 type)	_____	_____
如有時 If applicable:	_____	_____
整合航行系統 Integrated navigation system _____	_____	_____
動態定位系統 DP system _____ (型式 type)	_____	_____
衛星通訊 STACOM _____ (數量 No./型式 type)	_____	_____
全球海上遇險及安全系統 GMDSS _____ (型式 type)	_____	_____
	_____	_____
	_____	_____
	_____	_____

船舶規格資料請尋找 particulars, 船圖, 證書等資料蒐集完整

第三艘船 THIRD SHIP

船名 mv/ss：	IMO 號碼 IMO Number：	呼號 Call Sign：
船舶尺度與容量 Dimensions and Capacities 全長 Length Over All_____m 船寬 Breadth_____m 船深 Depth_____m 夏季吃水 Summer draft_____m 夏季乾舷 Summer freeboard_____m 總噸位 Gross tonnage_____tonnes 載重量 Deadweight_____tonnes 輕載排水量 Light displacement_____tonnes 散裝/液體容積 Grain/Liquid capacity_____tonnes 淡水餘裕 F.W. Allowance_____mm 滿載吃水每公分吃水噸數 TPC_____T/cm 航速 Service speed_____knots 淡水艙容量 Fresh water capacity_____tonnes 淡水平均每日消耗量 Average fresh water daily consumption_____tonnes 俯仰力矩 Trimming moment_____MCTC 錨 Anchors 左錨 Port_____tonnes 右錨 Starboard_____tonnes 備錨 Spare_____tonnes 錨鏈(直徑) Cable (diameter.)_____mm 錨鏈長度 Length_____節 shackles 錨機 Winch (型式 type)_____	繫纜 Mooring Ropes (數量與直徑 Number/diameter) 合纖纜 Synthetic fiber_____mm 鋼纜 Wires_____mm 拖纜 Towing spring_____mm 防火纜 Fire wire_____mm 貨物裝卸機具 Cargo Handling Gear 吊桿/起重機 Derricks/cranes (數量與安全工作負荷 No. and SWL) _____tonnes 絞纜機 Winches(型式 types) _____tonnes 押水艙 Ballast tanks (數量 No.) _____ 貨艙 Cargo tanks (數量 No.) _____ 貨泵 Cargo pumps (數量 No.) _____ 泵輸出量 Pumping rate_____cbm/Hrs 管路 Pipelines (尺度 sizes) _____ 型式與輸出量 Type and rating _____tonnes /hour 其他裝卸貨設備 Other cargo equipment_____	滅火設備 Fire Fighting Equipment 滅火器 (數量與容量)： 型式 Types：水 Water_____公升 liters 泡沫 Foam_____公升 liters 乾粉 Dry powder_____公斤 kg 二氧化碳 CO ₂ _____公斤 kg 消防水龍帶 Fire hoses (數量與口徑 No. and size) _____mm 呼吸器 Breathing apparatus (數量/製造廠 no/make) _____ 消防員裝備 Fire-fighter's Outfit (數量 No.) _____ 救生設備 Lifesaving Equipment 救生艇(數量/容量/引擎) Lifeboats(No./cap/engine) _____ 救生筏 (數量/容量) Life-rafts (No./capacity) _____ 救生圈 Lifebuoys (數量 No.) _____ 求生衣 Survival Suits (數量 No./型式 type) _____

第四艘船 FOURTH SHIP

船名 mv/ss :	IMO 號碼 IMO Number :	呼號 Call Sign :
船舶尺度與容量 Dimensions and Capacities 全長 Length Over All_____m 船寬 Breadth_____m 船深 Depth_____m 夏季吃水 Summer draft_____m 夏季乾舷 Summer freeboard_____m 總噸位 Gross tonnage_____tonnes 載重量 Deadweight_____tonnes 輕載排水量 Light displacement_____tonnes 散裝/液體容積 Grain/Liquid capacity_____tonnes 淡水餘裕 F.W. Allowance_____mm 滿載吃水每公分吃水噸數 TPC_____T/cm 航速 Service speed_____knots 淡水艙容量 Fresh water capacity_____tonnes 淡水平均每日消耗量 Average fresh water daily consumption_____tonnes 俯仰力矩 Trimming moment_____MCTC 錨 Anchors 左錨 Port_____tonnes 右錨 Starboard_____tonnes 備錨 Spare_____tonnes 錨鏈(直徑) Cable (diameter.)_____mm 錨鏈長度 Length_____節 shackles 錨機 Winch (型式 type)_____	繫纜 Mooring Ropes (數量與直徑 Number/diameter) 合纖纜 Synthetic fiber_____mm 鋼纜 Wires_____mm 拖纜 Towing spring_____mm 防火纜 Fire wire_____mm 貨物裝卸機具 Cargo Handling Gear 吊桿/起重機 Derricks/cranes (數量與安全工作負荷 No. and SWL) _____tonnes 絞纜機 Winches(型式 types) _____tonnes 押水艙 Ballast tanks (數量 No.) _____ 貨艙 Cargo tanks (數量 No.) _____ 貨泵 Cargo pumps (數量 No.) _____ 泵輸出量 Pumping rate_____cbm/Hrs 管路 Pipelines (尺度 sizes) _____ 型式與輸出量 Type and rating _____tonnes /hour 其他裝卸貨設備 Other cargo equipment_____	滅火設備 Fire Fighting Equipment 滅火器 (數量與容量): 型式 Types: 水 Water_____公升 liters 泡沫 Foam_____公升 liters 乾粉 Dry powder_____公斤 kg 二氧化碳 CO ₂ _____公斤 kg 消防水龍帶 Fire hoses (數量與口徑 No. and size) _____mm 呼吸器 Breathing apparatus (數量/製造廠 no/make) _____ 消防員裝備 Fire-fighter's Outfit (數量 No.) _____ 救生設備 Lifesaving Equipment 救生艇(數量/容量/引擎) Lifeboats(No./cap/engine) _____ 救生筏 (數量/容量) Life-rafts (No./capacity) _____ 救生圈 Lifebuoys (數量 No.) _____ 求生衣 Survival Suits (數量 No./型式 type) _____

<p>航行與通信設備 Navigational and Communications Equipment</p> <p>計程儀 Log_____ (製造廠 Make/型式 type)</p> <p>應急指位無線電示標數量 EPIRB_____ (數量 No.)</p> <p>磁羅經 Magnetic compass _____ (數量 No./型式 type)</p> <p>電羅經 Gyro compass _____ (數量 No./型式 type)</p> <p>自動操舵裝置 Autopilot _____ (型式 type)</p> <p>雷達 Radar _____ (數量 No./型式 type)</p> <p>電子海圖 ECDIS _____ (數量 No./型式 type)</p> <p>回音測深儀 Echo sounder _____ (數量 No./型式 type)</p> <p>全球定位系統 GPS _____ (數量 No./型式 type)</p> <p>如有時 If applicable:</p> <p>整合航行系統 Integrated navigation system _____</p> <p>動態定位系統 DP system _____ (型式 type)</p> <p>衛星通訊 STACOM _____ (數量 No./型式 type)</p> <p>全球海上遇險及安全系統 GMDSS _____ (型式 type)</p>	<p>將船上所裝置之其他設備列出</p> <p>List here other equipment fitted on the ship</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>將船上所裝置之其他航行與通信設備列出</p> <p>List here other navigational and communications equipment fitted on the ship</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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船舶規格資料請尋找 particulars, 船圖, 證書等資料蒐集完整

第五艘船 FIFTH SHIP

船名 mv/ss :	IMO 號碼 IMO Number :	呼號 Call Sign :
船舶尺度與容量 Dimensions and Capacities 全長 Length Over All _____m 船寬 Breadth _____m 船深 Depth _____m 夏季吃水 Summer draft _____m 夏季乾舷 Summer freeboard _____m 總噸位 Gross tonnage _____tonnes 載重量 Deadweight _____tonnes 輕載排水量 Light displacement _____tonnes 散裝/液體容積 Grain/Liquid capacity _____tonnes 淡水餘裕 F.W. Allowance _____mm 滿載吃水每公分吃水噸數 TPC _____T/cm 航速 Service speed _____knots 淡水艙容量 Fresh water capacity _____tonnes 淡水平均每日消耗量 Average fresh water daily consumption _____tonnes 俯仰力矩 Trimming moment _____MCTC 錨 Anchors 左錨 Port _____tonnes 右錨 Starboard _____tonnes 備錨 Spare _____tonnes 錨鏈(直徑) Cable (diameter.) _____mm 錨鏈長度 Length _____節 shackles 錨機 Winch (型式 type) _____	繫纜 Mooring Ropes (數量與直徑 Number/diameter) 合纖纜 Synthetic fiber _____mm 鋼纜 Wires _____mm 拖纜 Towing spring _____mm 防火纜 Fire wire _____mm 貨物裝卸機具 Cargo Handling Gear 吊桿/起重機 Derricks/cranes (數量與安全工作負荷 No. and SWL) _____tonnes 絞纜機 Winches(型式 types) _____tonnes 押水艙 Ballast tanks (數量 No.) _____ 貨艙 Cargo tanks (數量 No.) _____ 貨泵 Cargo pumps (數量 No.) _____ 泵輸出量 Pumping rate _____cbm/Hrs 管路 Pipelines (尺度 sizes) _____ 型式與輸出量 Type and rating _____tonnes /hour 其他裝卸貨設備 Other cargo equipment _____ _____ _____ _____ _____ _____	滅火設備 Fire Fighting Equipment 滅火器 (數量與容量): 型式 Types: 水 Water _____公升 liters 泡沫 Foam _____公升 liters 乾粉 Dry powder _____公斤 kg 二氧化碳 CO ₂ _____公斤 kg 消防水龍帶 Fire hoses (數量與口徑 No. and size) _____mm 呼吸器 Breathing apparatus (數量/製造廠 no/make) _____ 消防員裝備 Fire-fighter's Outfit (數量 No.) _____ 救生設備 Lifesaving Equipment 救生艇(數量/容量/引擎) Lifeboats(No./cap/engine) _____ 救生筏 (數量/容量) Life-rafts (No./capacity) _____ 救生圈 Lifebuoys (數量 No.) _____ 求生衣 Survival Suits (數量 No./型式 type) _____ _____

<p>航行與通信設備 Navigational and Communications Equipment</p> <p>計程儀 Log_____ (製造廠 Make/型式 type)</p> <p>應急指位無線電示標數量 EPIRB_____ (數量 No.)</p> <p>磁羅經 Magnetic compass _____ (數量 No./型式 type)</p> <p>電羅經 Gyro compass _____ (數量 No./型式 type)</p> <p>自動操舵裝置 Autopilot _____ (型式 type)</p> <p>雷達 Radar _____ (數量 No./型式 type)</p> <p>電子海圖 ECDIS _____ (數量 No./型式 type)</p> <p>回音測深儀 Echo sounder _____ (數量 No./型式 type)</p> <p>全球定位系統 GPS _____ (數量 No./型式 type)</p> <p>如有時 If applicable:</p> <p>整合航行系統 Integrated navigation system _____</p> <p>動態定位系統 DP system _____ (型式 type)</p> <p>衛星通訊 STACOM _____ (數量 No./型式 type)</p> <p>全球海上遇險及安全系統 GMDSS _____ (型式 type)</p>	<p>將船上所裝置之其他設備列出</p> <p>List here other equipment fitted on the ship</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>將船上所裝置之其他航行與通信設備列出</p> <p>List here other navigational and communications equipment fitted on the ship</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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船舶規格資料請尋找 particulars, 船圖, 證書等資料蒐集完整

第五部分 國際海上避碰規則

SECTION 5 INTERNATIONAL REGULATION FOR PREVENTING COLLISIONS AT SEA

當學員參加適任性發證測驗時，將會被要求證明徹底瞭解該規則之知識及其應用。

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

第一、二、三、四及五章 Parts A, B, C, D and E ¹ 建議先完成第 1 章，再完成第 3,4,5 章，再完成第 2 章

要求學員具有所有各條文之知識。當學員能證明各條文業已熟記並能證明清晰瞭解其用途與應用後，由同部門較自身高階之甲級船員於適當之空格內正楷簽名並加註日期。

A thorough knowledge of the rules is required. When the trainee can demonstrate that each rule has been committed to memory and is also able to demonstrate a clear understanding of their use and application, the appropriate box should be signature and dated by an officer.

附錄壹 Annex I

要求具有概要之知識。但第九（一）條之規定應完全瞭解。

An outline knowledge is required; however the provisions of Section 9a should be fully understood.

附錄貳及參 Annexes II and III

要求對該兩附錄具有一般之知識。

A general knowledge of these annexes is required.

附錄肆 Annex IV

要求對遇險信號具有完全與廣泛之知識。

A full and comprehensive knowledge of distress signals is required.

註：當要求各條文與附錄應具有概要之知識中，某些條文仍需徹底瞭解者以陰影表示。

Note: Whilst an outline knowledge of each rule and the Annex is required, a thorough knowledge is required of the rules shaded in blue.

1 經交通部公布由中華民國船長公會譯印之國際海上避碰規則，係將該規則中之 Parts A,B,....Rule 1,2,.....Annex I, II. 等分別譯為第一章、第二章.....，第一條、第二條.....附錄壹、附錄貳.....等特此說明俾便對照使用。

第一章 Parts A 總則 General Rules			第二章 Parts B 操舵與航行規則 Steering and Sailing Rules								
			第一節 Section 1			第二節 Section 2			第三節 Section 3		
條次 Rule	簽名 Signature	日期 Date	條次 Rule	簽名 Signature	日期 Date	條次 Rule	簽名 Signature	日期 Date	條次 Rule	簽名 Signature	日期 Date
1			4			11			19		
2			5			12			對照船舶當時場景， 所在位置與時間， 以確認船舶該有的動作		
3			6			13					
確認定義內容			7			14					
			8			15					
			9			16					
			10			17					
						18					

第三章 Parts C 號燈與號標 Lights and Shapes						第四章 Parts D 音響與燈光信號 Sound and Light Signal			第五章 Parts E 豁免 Exemptions		
條次 Rule	簽名 Signature	日期 Date	條次 Rule	簽名 Signature	日期 Date	條次 Rule	簽名 Signature	日期 Date	條次 Rule	簽名 Signature	日期 Date
20			26			32			38		
21			27			33			<p>建議在駕駛台當值時</p> <p>“看”過往船舶的號燈與 號標燈光信號</p> <p>“聽”船舶發出的音響</p> <p>對照規則確認船舶類型</p>		
22			28			34					
23			29			35					
24			30			36					
25			31			37					

附錄壹 ANNEX I 號燈與號標之安裝位置及技術細則 Positioning and Technical Details of Lights and Shapes						附錄貳 ANNEX II 漁船群集捕魚時之增設信號 Additional Signals for Fishing Vessels Fishing in Close Proximity		
節次 Section	簽名 Signature	日期 Date	節次 Section	簽名 Signature	日期 Date	節次 Section	簽名 Signature	日期 Date
1			9a			全部 All		
2			9b			附錄參 ANNEX III 音響信號設施之技術細則 Technical Details of Sound Signal Appliances		
3			10					
4			11					
5			12			節次 Section	簽名 Signature	日期 Date
6			13			全部 All		
7			14			附錄肆 ANNEX IV 遇險信號 Distress Signal		
8								
						節次 Section	簽名 Signature	日期 Date
						全部 All		

第六部分 訓練科目資訊及應予達成之適任性

SECTION 6 INFORMATION ON TRAINING TASKS AND COMPETENCES TO BE ACHIEVED

本部分明列訓練科目的細節，學員應充分的利用並在海上期間完成之。學員可在下列各頁內看到應進行之科目與職責。完成它們將讓你符合適任性的要求。

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 that you should undertake. Completion of these will lead to meeting the competences.

你的進度與表現應由同部門較自身高階之甲級船員予以審查後，於該頁之右側陰影空格內簽入姓名及日期，表示你在該項目的表現已符合評估標準並證明為適任。該甲級船員並可在需要改進之部分作出建議。茲將 STCW 章程對於船副適任性表列之要求列出如次：

A senior officer should review your progress and indicate, with Signature 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 master and chief mate as tabulated in the STCW Code are listed below. This Section is organised as follows:

總噸位 500 以上船舶負責航行當值航行員之適任性 (STCW 章程表 A-II/1)

COMPETENCES FOR OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH ON SHIPS OF 500 GROSS TONNAGE OR MORE (STCW CODE TABLE A-II/1)

操作級-航海 Navigation at the Operational Level (第 40 頁)

1. 航程計劃與執行及定位 Plan and conduct a passage and determine position
2. 維持安全航行當值 Maintain a safe navigational watch
3. 使用雷達與自動測繪雷達以維持航行安全 Use of radar and ARPA to maintain safety of navigation
4. 使用電子海圖顯示及資訊系統保持航行安全 Use of ECDIS to maintain the safety of navigation
5. 應急之反應 Respond to emergencies
6. 對海上遇險信號之反應 Respond to a distress signal at sea
7. 使用國際海事組織標準海事通信用語並以書寫及口語型式使用英語 Use the IMO Standard Marine Communication Phrases and use English in written and oral form
8. 以視覺信號發送及接收資訊 Transmit and receive information by visual signaling
9. 操縱船舶 Manoeuvre the ship

操作級-貨物裝載 Cargo Handling and Stowage at the Operational Level (第 71 頁)

10. 監控裝貨、積載、繫固、航行中照料及卸貨 Monitor the loading, stowage, securing, care during the voyage and the unloading of cargoes

液貨船增列之任務 Cargo Handling and Stowage - Additional Tasks for Tankers (第 83 頁)

學員服務於液貨船者須完成第 11 至 13 項

11. 監督貨物裝載 Monitor loading of cargoes
12. 監督卸載 Monitor discharging of cargoes
13. 保養及翻修貨物系統與附屬設備 Maintain and overhaul cargo systems and associated equipment

操作級-船舶操作管控與照護船上人員 Controlling the Operation of the Ship and Care for Persons On Board at the Operational Level (第 90 頁)

14. 確保符合防止污染要求 Ensure compliance with pollution-prevention requirements
15. 維持船舶之適航性 Maintain seaworthiness of the ship
16. 船上防火、控制火災及滅火 Prevent, control and fight fires on board
17. 操作救生設備 Operate life-saving appliances
18. 在船上應用醫療急救 Apply medical first aid on board ship
19. 監督符合法定要求 Monitor compliance with legislative requirements
20. 運用領導統御與團隊合作技巧 Application of leadership and team working skills

如何填寫訓練科目及達成適任性之範例

Example of How to Complete the List of Training Tasks and Competences Achieved

項次 Ref No	訓練 Training	評估標準 Criteria for Evaluation		適任性證明 Competence Demonstrated 同部門較自身高階之 甲級船員簽名/日期 Assessor (Signature/Date)	
1	適任 Competence : 航程計劃與執行及定位 Plan and conduct a passage and determine position				
1.6	在日間及夜間辨識明顯易見之目標及其他地標/天文助航設施航行 Recognise conspicuous objects and other terrestrial/celestial aids to navigation in daylight and at night	在能見度允許下，辨識足夠之目標或助航設施作船舶安全定位 When visibility allows, sufficient objects or aids are identified to determine the position of the ship safely		Capt 張三	31/08/14
	科目/職責 Task/Duty	科目已完成 Task Completed 施訓者 (簽名/日期) Instructor (Signature/Date)	對改進部分之建議 Advice on Areas for Improvement	科目已完成 Task Completed 施訓者 (簽名/日期) Instructor (Signature/Date)	
.1	執行瞭望職責並以艏之度數或點數報告目標方位 Perform look-out duties and report objects in degrees or points on the bow	CM 李四	25/08/14		
.2	辨識包括燈塔、標杆與浮標等助航設施 Identify aids to navigation including lighthouses, beacons and buoys	CM 李四	26/08/14		
.3	辨識星座及第一星等與星圖之使用 Identify star constellations and stars of first magnitude and learn to use star chart and star finder	CM 李四	27/08/14	對星體之辨識待加強	CM 李四 29/08/14

(1) 簽名部分含職級與中文正楷全名，如為外籍船員請簽英文正楷全名。

(2) 先完成各別細項（如上述1.6.1 ~ 1.6.3）並分別由同部門較自身高階之船員作為施訓者簽署，如有需改進處於其右方空白欄位填寫需改進事項，並於完成再次訓練後簽署。

(3) 各別細項皆簽署完成後，請同部門較自身高階之甲級船員於大項（如上述1.6）簽署適任性證明。

- 深色陰影部分之適任性（此例為「航程計劃與執行及定位」）係直接摘自STCW章程之本文。應於學員海勤資歷期末予以記錄，以認定其能儘可能適任此等適任性。
The competence shaded blue (in this case 'Plan and conduct a passage and determine position') is directly taken from the text of the STCW Code. By the end of the period of seagoing service the trainee should be recorded as being considered competent in as many of these competences as possible.
- 主要之科目（此例為1.6「在日間及夜間辨識明顯易見之目標……」）經再分項列於該頁訓練科目或職責之左側。學員應儘可能完成此等訓練科目。然可能因船舶之設備、貨物或航程之情況，此等所有之科目並不期望學員在任務前能被認為足以適任。應予注意者某些適任性之技能與知識可能需要岸上訓練時取得。
The primary tasks (in this case 1.6 'Recognise conspicuous objects') is sub-divided into training tasks or duties on the left hand side of the page. The trainee should complete as many of these training tasks as possible. However, in view of the likely equipment, cargo or voyage pattern of the ship, it is not expected that all these tasks will be completed before the trainee is considered competent in the primary task. It should be noted that some of the skills and knowledge that underpin the competences may well have been obtained during shore based training.
- 各訓練科目之完成提供兩空格供施訓者記錄。此並不意謂該各科目應完成兩次，依該施訓者之意見，一次亦可。
Space is provided to record completion of each training task twice by the instructor. This does not mean that each task must be completed twice if, in the opinion of the instructor, once is considered sufficient.
- 施訓者並不必要為指派訓練員。
Instructor does not necessarily have to be the designated training officer.
- 船長或同部門較自身高階之甲級船員在淡色陰影部分空格前記錄「適任性證明」時，得對改進部分作建議。為此目的，在評估標準之下方留有較大之空格，以便填寫。如此等主要科目之適任性證明為適任，則應由船長或同部門較自身高階之甲級船員，在評估標準下方陰影部分靠右側之適當空格簽署，並加註日期（年月日）。
Before 'Competence Demonstrated' is recorded (in the light blue box), the master or designated on board training officer may record any appropriate advice about areas for improvement. A large blank space for this purpose is provided beneath the criteria for evaluation. As competence in these primary tasks is demonstrated, the appropriate light blue box next to the criteria for evaluation, on the far right hand side of the page, should be signed and dated (day, month and year) by the master or designated training officer on board the ship to attest that competence has been demonstrated.
- 當船長或同部門較自身高階之甲級船員確認學員能在無監督之下執行其職責或該學員在執行其職責時亦可監督其他人員時，始可簽署「適任性證明」欄位。
A trainee's attainment of the competence should only be recorded as 'Competence Demonstrated' when the master or designated training officer is satisfied that the trainee can perform the duty without supervision or, where appropriate, that the trainee is able to supervise others in the performance of the duty.
- 當記錄「適任性證明」時應仔細考慮在該頁右側內之評估標準，亦為航海人員與良好安全工作實踐之最佳方法。
When recording 'Competence Demonstrated', careful account should be taken of the criteria for evaluation contained on the right hand side of the page, as well as the best practices of seafarers and good safe working practices.

第七部分 船副之科目

SECTION 7 ASKS FOR OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH

在本部分訓練中包含申請發證為船副之要求，發證規定如次：

The training in this section of this Record Book covers the requirements for the certification of officers in charge of a navigational watch. The requirements for certification are as follows:

STCW規則II/1 STCW Regulation II/1

在總噸位 500 以上船舶負責當值航行員發證之強制性最低要求

Mandatory minimum requirements for certification of officers in charge of a navigational watch on ships of 500 gross tonnage or more

1. 凡在總噸位500以上航海船舶負責當值之航行員應持有適任證書。

Every officer in charge of a navigational watch serving on a seagoing ship of 500 gross tonnage or more shall hold a certificate of competency.

2. 凡申請發證者應：

Every candidate for certification shall:

.1 年齡滿18歲；

Be not less than 18 years of age;

.2 具有至少12個月經認可之海勤資歷，作為符合STCW章程第II/1節所要求包括船上訓練在內經認可訓練計畫之一部分，並在認可的訓練紀錄簿中載明；或具有至少36個月經認可之海勤資歷；

Have approved seagoing service of not less than 12 months as part of an approved training programme which includes onboard training that meets the requirements of section A-II/1 of the STCW Code and is documented in an approved training record book, or otherwise have approved seagoing service of not less than 36 months;

.3 在所要求之海勤資歷期間，在船長或合格甲級船員監督下執行駕駛台當值職責至少6個月；

Have performed, during the required seagoing service, bridge watchkeeping duties under the supervision of the master or a qualified officer for a period of not less than six months;

.4 符合第IV章所規定之可適用要求，適當時，執行依無線電規則所指定之無線電職責；

Meet the requirements of the regulations in Chapter IV, as appropriate, for performing designated radio duties in accordance with the Radio Regulations;

.5 業已完成認可之教育與訓練，符合STCW章程第A-II/1節所述之適任標準；及

Have completed approved education and training and meet the standard of competence specified in section A-II/1 of the STCW Code; and

.6 符合STCW章程第A-VI/1節第2項、第A-VI/2節第1至4項、第A-VI/3節第1至4項及第A-VI/4節第1至3項規定之適任標準。

Meet the standard of competence specified in section A-VI/1, paragraph 2, section A-VI/2, paragraphs 1 to 4, section A-VI/3, paragraphs 1 to 4 and section A-VI/4, paragraphs 1 to 3 of the STCW Code.

本訓練紀錄簿的完成應確實採架構化之方法，以使學員能在海上期間作最佳運用。

Completion of ISF Training Record Book for Deck Trainees should ensure a structured approach is undertaken so that trainees can make best use of their time at sea.

學員可利用第十部分之科目概要表，標出其所完成船上訓練科目。

A Task Summary Chart, which trainees can tick off as they complete their on board training tasks, can be found in Section 10.

專長 FUNCTION：操作級-航海 NAVIGATION AT THE OPERATIONAL LEVEL

項次 Ref No	訓練 Training			評估標準 Criteria for Evaluation	適任性證明 Competence Demonstrated	
1	適任 Competence： 航程計劃與執行及定位 Plan and conduct a passage and determine position				同部門較自身高階之 甲級船員簽名/日期 Assessor (Signature/Date)	
1.1	參照航海書刊 Consult navigational publications			所計劃之航程係以相關之航海書刊為準 The planned voyage is in compliance with guidance in relevant nautical publications	待 1.1.1 到 1.1.7 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料	
	科目/職責 Task/Duty		科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)	對改進部分之建議 Advice on Areas for Improvement	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)	
.1	演示對海圖圖錄系統的瞭解並協助修正海圖與其他航海書刊 Demonstrate an understanding of the chart folio system and assist in correcting charts and other publications		施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。	
.2	證明瞭解下列內容及其使用： Demonstrate an understanding of contents and the use of: 航船佈告 Notices to mariners					
.3	航行指南與船舶航路資料 Sailing directions and ship's routing information					
.4	燈塔表與霧號 List of lights and fog signals					
.5	潮汐表、潮流與洋流圖集 Tide tables, tidal stream and current atlases					

.6	引航手冊 Pilot books				
.7	無線電航行警告 Radio navigational warnings				
1.2	選用適當比例之海圖 Select charts of adequate scale	所擇海圖為適於該地區航行之最大比例並依最新可用之資料予以修正者 <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>		待 [1.2.1], [1.2.2] 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期簽署者必須在附件基本資料處留下資料	
.1	協助航海甲級船員編製航路與航程計畫 Assist deck officer in preparing navigational passages and in voyage planning	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。	
[2]	由紙本海圖頁碼目錄選用適當比例尺之海圖、電子海圖系統或電子海圖顯示與資訊系統 Select appropriate scale chart from paper chart portfolio, Electronic Chart System (ECS) or Electronic Chart Display and Information Systems (ECDIS)				
1.3	航路設定 Set course	航路係依據船舶大小、吃水與操縱性能適當設定，並設定與淺水、淺灘與其他危及航行者有適當避離之距離。確實考慮洋流、冰與一般之天候狀況 <i>The courses are suitably set in respect of the ship's size, draught and manoeuvrability, 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>		待 [1.3.1], [1.3.2], [1.3.3], [1.3.4], [1.3.5] 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期簽署者必須在附件基本資料處留下資料	

.1	證明在設定航向時會使用羅經 Demonstrate the use of the compass when setting course	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	設定 Set up：： 航向記錄器 Course recorder					
.3	偏離航向警報 Off course alarm					
.4	估計風押偏航及潮流偏航並預留餘裕 Estimate and make allowance for leeway and tidal currents					
.5	實際計算潮差 Practice tidal calculations					
1.4	預定到達時間（ETA）之計算 Select charts of adequate scale			全部距離計算正確，預定到達之時間在可接受之範圍內 The total distance is correctly stated and ETA given within acceptable time limits		待 1.4.1 完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料
.1	進行計算距離、平均航速、航向、流向與流速及預定到達時間 Practice calculations for distance, average speed, course made good, set and drift, ETA					
1.5	決定與應用羅經誤差於航向與羅經方位 Determine and apply compass error for courses and compass bearings			確定磁羅經與電羅經之誤差並正確之應用於航向與方位 Errors in magnetic and gyro compasses are determined and correctly applied to courses and bearings		待 1.5.1 到 1.5.5 完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料
.1	應用磁偏差及磁針自差 Apply magnetic variation and deviation	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	練習使用方位鏡 Practice use of the azimuth mirror					
.3	學習Practice： 天體方位 Azimuths					
.4	天體出沒方位角 Amplitudes					

.5	瞭解如何使用及登入羅經誤差手冊並解釋所記錄之資料 Understand the use of and make entries in the compass error book and interpret information recorded					
1.6	在日間及夜間辨識明顯易見之目標及其他地文/天文助航設施航行 Recognise conspicuous objects and other terrestrial/celestial aids to navigation in daylight and at night	在能見度允許下，辨識足夠之目標或助航設施作船舶安全定位 When visibility allows, sufficient objects or aids are identified to determine the position of the ship safely		待 1.6.1 到 1.6.5, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料		
.1	執行瞭望職責並以艏之度數或點數報告目標方位 Perform look-out duties and report objects in degrees or points on the bow	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	辨識包括燈塔、標杆與浮標等助航設施 Identify aids to navigation including lighthouses, beacons and buoys					
.3	辨識星座及第一星等與星圖之使用 Identify star constellations and stars of first magnitude and learn to use star chart and star finder					
.4	用目視羅經方位定位 Practice compass bearings and visual fixes					
.5	證明具有 IALA 浮標制度之知識 Demonstrate a knowledge of the IALA system of buoyage					
1.7	藉由天文及地文觀測使用方位鏡與六分儀定船位 Use azimuth mirror and sextant to fix ship's position by celestial and terrestrial observations	儀器經適當檢查與應用所定之方位為最可能之位置 The instruments are properly checked and applied and the fix given is the most probable position		待 1.7.1 到 1.7.4, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料		
1.1	利用方位鏡定船位 Use azimuth mirror to fix ship's position	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	使用六分儀並示範如何鑑定及移除誤差 Use a sextant and demonstrate how to identify					

	and remove errors				
.3	練習六分儀垂直與水平角度 Practice vertical and horizontal sextant angles				
.4	作正午計算如距離、平均航速、 航向、流向與流速及預定到達時間 Make noon calculations e.g. distance, average speed, course made good, set and drift and ETA				
1.8	以推算確定船位 State ship's position by dead reckoning	計算正確，並以風、潮、洋 流及估計船速證明判定適當 Calculations are correctly carried out and adequate judgment demonstrated when applying the effect of winds, tides, currents and the ship's estimated speed		待 1.8.1, 1.8.2, 皆完成後，由同一船舶且同 部門不低於擬申請發證職 務之甲級船員簽署並押上 日期，簽署者必須在附件基 本資料處留下資料	
.1	估計風押偏航及潮流偏航並預留餘裕 Estimate and make allowance for leeway and tidal currents	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。	
.2	潮差計算 Practice tidal calculations				
1.9	操作依規定裝置於船上所有之電子航行設備 並應用所獲得之資訊確定船位 Operate all electronic navigational equipment required to be carried on the ship and apply the information obtained to ascertain the ship's position	對圓滿檢查與測試設備。能 利用最恰當之設備以取得可 靠之定位。謹慎選擇船位， 其定位之精確度在製造廠商 所給予之限度內 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		待 1.9.1, 到 1.9.14, 皆完成後，由同一船舶且同 部門不低於擬申請發證職 務之甲級船員簽署並押上 日期，簽署者必須在附件基 本資料處留下資料	

.1	學習Practice： 雷達開機與啟動程序 Radar switch on and set up procedure	施訓者完成認可後 簽名押日期	如果對學員動作不滿意，應(擇日)重做到滿意再簽署。			
.2	雷達測繪 Radar plotting					
.3	以雷達定位 Position fixes by radar					
.4	平行指標 Parallel indexing					
.5	練習使用自動測繪雷達 Practice using ARPA					
.6	證明瞭解雷達之限制 Demonstrate an understanding of the limitations of radar					
.7	在監督下示範啟動AIS並輸入船舶資料。讀出 他船靜態（船舶型式、尺度等）及動態資料 （航向、航速等） Under supervision demonstrate set up of AIS and input ship's data. Read static （ship type, dimensions etc.） and dynamic data （course, speed etc.） of other vessels					
.8	瞭解AIS 之其他用途與能量 Understand other uses and capabilities of AIS					
.9	操作距離/航速記錄器 Operate distance/speed recorders					
.10	學習Practice: 衛星導航系統之啟動程序 Satellite navigation set up procedure					
.11	使用各種修正表 Use of any correction tables					
.12	以衛星定位航行時運用可適用之修正 Fixes by satellite navigation （GPS） applying applicable corrections					
.13	將人工製訂之航路與利用電子系統所產生之 計畫相比較 Compare a annually developed passage plan with a plan generated by use of electronic systems					

.14	啟動並使用ECDIS 或ECS以供助航 Set up and use ECDIS or ECS as an aid to navigation					
1.10	以觀測太陽、恆星或行星決定船舶最可能之位置 Determine the most probable position of the ship by observing the sun、stars or planets			所定船位在可接受之範圍，並已考慮及位置線之可能誤差與氣象之狀況 The fix is within acceptable accuracy, and due regard is taken of possible errors of the position lines and the meteorological conditions	待 1.10.1, 到 1.10.5, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料	
.1	辨識第一星等星座 Identify stars of first magnitude	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	示範天文鐘之使用 Demonstrate use of the chronometer					
.3	瞭解天文鐘自差率手冊之使用 Understand use of chronometer rate book					
.4	施行太陽觀測 Practice sun sights					
.5	施行正午計算如：距離、平均航速、航向、流向與流速及預定到達時間 Practice noon calculations e.g. distance, average speed, course made good, set and drift and ETA					
2	適任 Competence： 維持安全航行當值 Maintain a safe navigational watch			評估標準 Criteria for Evaluation		適任性證明 Competence Demonstrated 同部門較自身高階之甲級船員簽名/日期 Assessor (Signature/Date)
2.1	在準備出海時，檢查船舶吃水與駕駛台必要設備之運轉及是否有適當之航行資料可資使用 On preparing for sea, check ship's draught, and that the necessary bridge equipment is operational and that proper sailing information is available			可操作所有之航行與通信設備，會使用海圖、潮汐與氣象資料 All navigational and communication equipment is operational and all appropriate charts, tidal and weather information are available	待 2.1.1, 到 2.1.7, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料	

	科目/職責 Task/Duty	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)		對改進部分之建議 Advice on Areas for Improvement	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)	
.1	駕駛台與機艙時鐘之同步，在駕駛台活動紀錄簿登載並瞭解其重要性 Make entries in the bridge movement book, and understand the importance of it. Synchronies bridge and engine-room clocks	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	使用內部通信並測試警報系統 Use internal communications and test alarm systems Use internal communications and test alarm systems					
.3	在到港及離港時讀取吃水並檢查乾舷 Read the draught and check freeboard on arrival and departure					
.4	如裝設有自動量取吃水儀器應檢查校準 Check and calibrate draught gauges, when fitted					
.5	量測碼頭之水密度並計算碼頭之水深餘裕 Take dock water density and calculate dock water allowance					
.6	在開航前協助檢查駕駛台操舵控制設備通信系統及所有之航行設施 Assist in checking bridge steering control equipment communication systems and all other navigational aids before departure					
.7	航前檢查船舶以確保海上航行之安全 Inspect The ship prior to sailing to ensure that the ship is all secure to proceed to sea					

2.2	<p>在離港或進港時適時通知船長/機艙並於監控航向、航速與船位之際，協助船長/引水人下達口令/指示</p> <p>On leaving or entering port notify the master/engine-room as appropriate and assist in carrying out the master's/pilot's orders/directions while monitoring the course, speed and position</p>	<p>所有之航行與通信設備可操作所有之海圖、潮汐與氣象資料可供使用</p> <p>All navigational and communication equipment is operational and all appropriate charts, tidal and weather information are available</p>		<p>待 2.2.1, 到 2.2.5, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料</p>	
.1	<p>在甲級船員監督下裝置引水梯，包括可能裝設有之引水人升降機之類似設施</p> <p>Under the supervision of an officer rig pilot ladders, including pilot hoists or similar (if fitted)</p>	<p>施訓者完成認可後 簽名押日期</p>		<p>如果對學員動作不滿意，應(擇日)重做到滿意再簽署。</p>	
.2	<p>操作駕駛台之控制設備如俾鐘、號笛、電話</p> <p>Operate bridge controls, e.g. telegraph, whistles, telephones</p>				
.3	<p>瞭解旗幟禮儀</p> <p>Understand flag etiquette</p>				
.4	<p>當船舶進出港時學習在駕駛台之船副</p> <p>Understudy an officer on the bridge when vessel is entering and leaving port</p>				
.5	<p>當船舶進出港時至少有兩段期間在機艙（觀察/協助）</p> <p>Spend at least two periods in the engine-room (observing/assisting) when vessel is entering and leaving port</p>				
2.3	<p>在開始當值時確認船位、航向與航速並評估交通之狀況與任何危及航行事項</p> <p>At the commencement of the watch ascertain ship's position, course and speed and appraise the traffic situation and any hazards to navigation</p>	<p>所有之檢查能迅速確實。清晰說明交接班事項正式接班後情況能完全掌握</p> <p>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</p>		<p>待 2.3.1, 到 2.3.5, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料</p>	
.1	<p>瞭解安全航行當值保持之組成因素</p> <p>Know what constitutes the safe keeping of a navigational watch</p>				

.2	示範駕駛台交接班之正確程序 Demonstrate the correct procedure for handing over a bridge watch	施訓者完成認可後 簽名押日期	如果對學員動作不滿意，應(擇日)重做到滿意再簽署。			
.3	在下列場合學習甲級船員： Understudy an officer on rounds: 在海上 At sea					
.4	在錨泊時 At anchor					
<input type="checkbox"/> .5	在港內 In port					
2.4	在海上按優先順序處理瞭望、按時定船位、評估碰撞及/或擱淺之危險，並採適當之措施 At sea priorities the look-out, fix the ship's position regularly, assess risks of collision and/or grounding and take appropriate action	<p>所有之措施符合航行當值之基本原則，任何潛在之危險不致造成危機。引擎及早備便，請求船長、瞭望與舵工予以協助。適當執行團隊工作使船舶不致陷入無法控制之險境</p> <p><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, look-out or helmsman. Suitable teamwork is exercised and ship is never put into a situation of uncontrollable risk.</i></p>				待 <input type="checkbox"/> 2.4.1, 到 <input type="checkbox"/> 2.4.10, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料
.1	證明瞭解ICS 駕駛台常規指南詳述之安全當值原則 Demonstrate an understanding of the principles of safe watchkeeping as detailed in the ICS Bridge Procedures Guide	施訓者完成認可後 簽名押日期	如果對學員動作不滿意，應(擇日)重做到滿意再簽署。			
.2	執行瞭望任務並以度數或點數報告 Perform look-out duties and report objects in degrees or points					

[3]	瞭解應採目視瞭望發現雷達可能無法發現之小船或其他浮體 Understand the need to maintain a visual look-out for small ships and other floating objects that may not be visible by radar					
[4]	瞭解對AIS供協助辨識時之限制並瞭解該AIS並非避碰系統 Recognise the limitations of AIS as an aid to identification and understand that it is not a collision avoidance system					
[5]	瞭解當遭遇交通狀況或有航行之危險時需早期從事手操舵 Understand the need to engage hand steering at an early stage when encountering traffic or hazards to navigation					
[6]	瞭解須及早採取行動避免逼近之情勢 Understand the need for taking early action to avoid close quarters situations					
[7]	瞭解在採避碰行動前須分析考慮事態的可能走向？ Understand the need to analyze and consider 'what if?' scenarios before taking collision avoidance action					
.8	證明具有監督乙級船員執行當值任務之能力 Show an ability to supervise ratings in watchkeeping duties					
.9	協助當值甲級船員值錨更 Assist officer of the watch in anchor watch duties					
[10]	閱讀並了解夜令簿之目的與內容 Read and understand the purpose and contents of the Night Orders book					
2.5	依交通、水域及海象狀況調整船舶之航向與航速 Adjust the ship's course and speed to the traffic, the waters and the waters and meteorological conditions	對獲取之氣象資訊作正確之詮釋，並採適當措施。調整航速與操舵配合當前之狀況 <i>Meteorological information is acquired, correctly interpreted and proper actions taken. The speed and mode of steering is suitable for the prevailing conditions</i>			待 [2.5.1], 到 [2.5.7], 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料	

.1	由氣押計讀取正確之氣押 Read barometer and derive corrected barometric pressure	施訓者完成認可後 簽名押日期	如果對學員動作不滿意，應(擇日)重做到滿意再簽署。			
.2	由氣押計記錄讀取氣押變化趨勢 Read barograph and obtain the barometric tendency					
.3	由濕度計讀取並計算露點 Read hygrometer and calculate dew point					
.4	量取海水與空氣溫度 Obtain sea and air temperature					
.5	估計風力、風向與海況 Estimate wind force, direction and sea state					
.6	辨識主要之雲系 Identify main cloud types					
.7	認識在惡劣之海象下調整航向及/或航速之 必要性 Recognise the need to adjust course and/or speed in heavy seas					
2.6	監控航海儀器並記錄其相關之作為與發生之事故 Monitor and control navigational instruments and record relevant activities and incidents	定期檢查修正羅經之誤差及其他儀器之誤差。所有與船舶航行有關之移動與行動均予適當記錄 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			待 2.6.1, 到 2.6.5 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料	
.1	航海日誌簿應記載當值時實況 Complete watch entries in the deck log book	施訓者完成認可後 簽名押日期	如果對學員動作不滿意，應(擇日)重做到滿意再簽署。			
.2	操作回音測深儀並分析所獲取之資料 Operate echo sounder and analyze information obtained					
.3	啟動回音測深儀警報運用於航行中 Set echo sounder alarm appropriate to passage					

.4	操作下列自動式之無線電設備： Operate passive radio equipment where fitted, including: 航行警告接收機 Navtex					
.5	氣象傳真機 Weather fax					
3	適任 Competence : 使用雷達與自動測繪雷達以維持航行安全 Use of radar and ARPA to maintain safety of navigation			評估標準 Criteria for Evaluation		適任性證明 Competence Demonstrated 同部門較自身高階之甲級 船員簽名/日期 Assessor (Signature/Date)
3.1	施行操作檢查並適當調整設備 Carry out operational checks and adjust the equipment to proper performance	設備依製造廠商之規格適當 運作 <i>The equipment is functioning properly and in accordance with the manufacturer's specifications</i>			待 3.1.1, 到 3.1.5, 皆完成後，由同一船舶且同 部門不低於擬申請發證職 務之甲級船員簽署並押上 日期，簽署者必須在附件基 本資料處留下資料	
	科目/職責 Task/Duty	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)		對改進部分之建議 Advice on Areas for Improvement	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)	
.1	練習雷達啟動程序及系統測試 Practice radar set-up procedure and system tests	施訓者完成認可後 簽名押日期			如果對學員動作不滿意，應(擇日)重做到滿意再簽署。	
.2	練習雷達啟動程序以顯示真運動 Practice set-up procedures for true motion display					
.3	瞭解雷達之限制 Understand the limitations of radar					
.4	證明瞭解由下列運動顯示所提供之資料： Demonstrate an understanding of the information provided from: 相對運動 Relative motion display					

5	真運動 True motion display					
3.2	使用設備定出船位 Use the equipment to fix the ship's position	能夠注意到設備之限制對於所獲得之資料作正確之詮釋與應用。定位正確並能適當設定於海圖 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			待 3.2.1, 到 3.2.3, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料	
.1	練習以雷達定位 Practice fixes by radar	施訓者完成認可後 簽名押日期			如果對學員動作不滿意，應(擇日)重做到滿意再簽署。	
.2	將雷達定位與目視定位相互比對 Cross-check fixes by radar with visual fixes					
.3	證明瞭解影響性能與精確度之因素 Demonstrate an understanding of factors affecting performance and accuracy					
3.3	操作雷達與自動測繪雷達偵測擱淺、逼近情勢或與其他船舶或物體碰撞並決定採適當之避碰措施 Operate radar and ARPA to detect any hazards for groundings, close quarters situations or collision with other ships or objects and determine appropriate avoiding action	對於他船之航向與航速及假定逼近至他船之距離與時間有足夠判斷之精確度，俾採適當之措施 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			待 3.3.1, 到 3.3.4, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料	
.1	練習如何判斷最逼近之距離與時間 Practice determining CPA and TCPA	施訓者完成認可後 簽名押日期			如果對學員動作不滿意，應(擇日)重做到滿意再簽署。	
.2	練習平行標尺技術 Practice parallel index techniques					
.3	證明具有知識與瞭解自動測繪雷達對地與對海之穩定差異 Demonstrate knowledge and understanding of the differences between ground and sea stabilization for ARPA					

<div><div></div><div>.4</div></div>	在監督下證明會用自動導航設備 Under supervision, demonstrate blind pilotage techniques				
3.4	採適當之措施避免意外事故 Take appropriate action to avoid accidents	所施行為保持安全航行之所有操縱均適時果斷地依海上避碰國際規則適當發佈信號 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			待 3.4.1, 到 3.4.3, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料
.1	練習測繪雷達目標 Practice plotting of radar targets	施訓者完成認可後 簽名押日期	如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	建議適當之避碰措施（使用真運動與相對運動顯示） Recommend appropriate avoiding action（using true motion and relative motion displays）				
<div><div></div><div>.3</div></div>	瞭解迴轉率資料 Understand rate of turn information				
<div><div></div><div>4</div></div>	適任 Competence： 使用電子海圖顯示及資訊系統保持航行安全 Use of ECDIS to maintain the safety of navigation			評估標準 Criteria for Evaluation	適任性證明 Competence Demonstrated 同部門較自身高階之甲級船員簽名/日期 Assessor（Signature/Date）
<div><div></div><div>4.1</div></div>	具有電子海圖顯示及資訊系統操作性能與限制之知識包括完全瞭解電子海圖數據、精確度、提供規則、顯示選擇與其他海圖數據編排 Knowledge of the capability and limitations of ECDIS operations including: A thorough understanding of Electronic Navigational Chart（ENC） data, accuracy, presentation rules, display options and other chart data formats			以有助安全航行之方式監視電子海圖顯示及資訊系統上之資料 Monitors information on ECDIS in a manner that contributes to safe navigation	待 4.1.1, 到 4.1.8, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料
	科目/職責 Task/Duty	科目已完成		對改進部分之建議	科目已完成

		Task Completed 施訓者簽名/日期 Instructor(Signature/Date)		Advice on Areas for Improvement		Task Completed 施訓者簽名/日期 Instructor(Signature/Date)	
<div><div>.1</div></div>	學習如何設置船舶安全深度，並完全理解各顯示介面的差異 Learning how to set up safety condition (depth) of ship and fully understand different of all display interface	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。			
<div><div>.2</div></div>	解釋光柵圖與向量圖間之差異 Explain the difference between a raster chart and a vector chart						
<div><div>.3</div></div>	示範如何使用電子海圖顯示及資訊系統以審視海圖顯示並獲取圖上之細項，如：資料之提供者、出版次及更新情況 Demonstrate how to use ECDIS to interrogate the chart display and obtain chart details e.g. information on originator, edition number and update status						
<div><div>.4</div></div>	解釋正式電子海圖與非正式海圖間之差異 Explain the difference between official ENC's and unofficial ENC's						
<div><div>.5</div></div>	瞭解電子海圖系統為另一工具或助航設施 Understand that an electronic chart system is another tool or aid to navigation						
<div><div>.6</div></div>	解釋決定安全地形線之因素並示範如何設定 Explain the factors in determining a safety contour and demonstrate how it is set						
<div><div>.7</div></div>	解釋決定安全通過海圖所示危險距離之因素並示範如何設定 Explain the factors in determining a safe passing distance of charted hazards and demonstrate how it is set						

.8	解釋影響海圖品質與檢驗數據之因素 Explain factors affecting the quality of chart and survey data					
4.2	具有電子海圖顯示及資訊系統操作性能與限制之知識包括過度依賴之危險 Knowledge of the capability and limitations of ECDIS operations including: The dangers of over-reliance	正確解釋與分析自電子海圖顯示及資訊系統（包括當裝有雷達覆蓋及/或雷達目標追縱功能）獲取之資訊，考慮及設備之局限性、所有相關之感應器（包括如裝有之雷達與 AIS）及當時之環境與條件 <i>Information obtained from ECDIS (including radar overlay and/or radar tracking functions, when fitted) is correctly interpreted and analyzed, taking into account the limitations of the equipment, all connected sensors (including radar and AIS where interfaced), and prevailing circumstances and conditions</i>		待 4.2.1, 到 4.2.9, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料		
.1	證明瞭解在比對誤差時可能影響紙海圖，電子海圖顯示及資訊系統可能有不同範圍之誤差與異常須採矯正措施 Demonstrate an understanding that in comparison to the errors that may affect paper charts ECDIS may be subject to a different range of errors and anomalies requiring remedial measures	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	瞭解航程計畫應包括設備狀況資料與備用程序 Understand that the voyage plan should include information on equipment status and backup procedures					

<p>□.3</p>	<p>在監督下示範甲級船員接班，核閱航程計畫並同意所擇電子海圖顯示及資訊系統預設功能、警報與指示器 Under supervision, demonstrate that in accepting the watch, the officer reviews the voyage plan and agrees the selected pre-settings of functions, alarms and indicators to be used on ECDIS</p>					
<p>□.4</p>	<p>定期檢查數據來源及交互核對以檢查數據正確性之必要性 Understand the need to check validity of data by regularly checking data sources and visually cross-checking</p>	<p>施訓者完成認可後 簽名押日期</p>		<p>如果對學員動作不滿意，應(擇日)重做到滿意再簽署。</p>		
<p>□.5</p>	<p>瞭解電子海圖顯示及資訊系統之使用並不能免除正常之航海當值、管理與監測所有之數據來源 Understand that the use of ECDIS does not release the navigator from proper watchkeeping, managing and monitoring all data sources</p>					
<p>□.6</p>	<p>瞭解狀況警覺性須有足夠之相關資料以作成決定 Understand that situational awareness demands having sufficient relevant information for decision making</p>					
<p>□.7</p>	<p>瞭解狀況警覺性可能因資料過多而減低判斷結果 Understand that the watchkeeper's situational awareness may be impaired by information overload</p>					
<p>□.8</p>	<p>證明瞭解在轉換交通危險時需要回應之狀況警覺性 Demonstrate an understanding of the need for situational awareness in responding to changing traffic hazards</p>					

.9	說明在主要航行系統故障之際應採之措施 Explain actions to take in event of failure of main navigational systems					
4.3	具有電子海圖顯示及資訊系統操作性能與限制之知識包括：熟悉電子海圖顯示及資訊系統現行性能標準所要求之功能 Knowledge of the capability and limitations of ECDIS operations including: Familiarity with the functions of ECDIS required by performance standards in force	正確解釋與分析獲取自電子海圖顯示及資訊系統（包括當裝有雷達覆蓋及/或雷達目標追蹤功能）之資訊，考慮及設備之局限性、所有相關之感應器（包括如裝有之雷達與 AIS）及當時之環境與條件 <i>Information obtained from ECDIS (including radar overlay and/or radar tracking functions, when fitted) is correctly interpreted and analyzed, taking into account the limitations of the equipment, all connected sensors (including radar and AIS where interfaced), and prevailing circumstances and conditions</i>		待 4.3.1, 到 4.3.5, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料		
.1	瞭解過份信賴電腦本位系統之趨勢及相信其所顯示任何事項之危險性 Understand the danger in the tendency to put too much trust in computer-based systems and believe whatever is on the display	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	瞭解需要以所有其他可用之方法交互檢查電子海圖顯示及資訊系統，尤其是以目視方法及使用雷達 Understand the need to cross-check ECDIS information by all other means available, especially by visual means and use of the radar					
.3	瞭解主要位置與次要位置來源不同及如何活化應用 Understand the difference between primary position and secondary position source and how it is activated					

<div>4</div>	瞭解更新基本海圖之程序及更新以往之顯示 Understand the process for updating base charts and the display of update history					
<div>5</div>	對於電子海圖更新 (NTM) 與軟體更新時熟悉度 Familiar with the update of ECDIS's chart system (NTM) & computer's software					
5	適任 Competence：應急之反應 Respond to Emergencies 建議先訓 1、2、3、4 各章節再進行此章節			評估標準 Criteria for Evaluation		適任性證明 Competence Demonstrated 同部門較自身高階之甲級 船員簽名/日期 Assessor (Signature/Date)
5.1	敘述在船舶之應急計畫中所指派之應急職責 Describe assigned duties laid down in the ship's contingency plans for emergencies			正確敘述所指派之職責包括在火災、惡劣天候受損、碰撞、擱淺、救生、船上油污染與棄船等時之行動 Statements of assigned duties are correct and include actions in the event of fire, heavy weather damage, collision, stranding, rescue of survivors, shipboard oil pollution and abandon ship		待 5.1.I, 到 5.1.II, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料
	科目/職責 Task/Duty	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)		對改進部分之建議 Advice on Areas for Improvement		科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)
.1	參與在海上之消防演練 Participate in a fire drill at sea	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	參與下列應急反應演練： Participate in an emergency response exercise for： 惡劣天候受損 Heavy weather damage					
.3	碰撞 Collision					

.4	救助或撈起水中之殘存者/傷亡人員 Rescue or recovery of in water survivors/casualties					
.5	人員落水 Person over board					
.6	船上之油污染事故 Shipboard oil pollution incident	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
<input type="checkbox"/> .7	操舵故障 Steering failure					
<input type="checkbox"/> .8	主機故障 Main engine failure					
<input type="checkbox"/> .9	電力故障 Power failure					
<input type="checkbox"/> .10	保全警戒 Security alert					
.11	參與棄船之救生艇演練 Participate in a lifeboat drill for abandon ship					
5.2	證明有能力在緊急操舵之際採取初步行動 Demonstrate ability to take initial actions in the event of an emergency steering			迅即確定模擬應急之型式與規模，所採行動係依據應急計畫 The type and scale of the simulated emergency is promptly identified. Actions taken are in accordance with contingency plans		待 <input type="checkbox"/> 5.2.1, 到 <input type="checkbox"/> 5.2.3, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料
.1	參與一次非指定緊急情況之反應演練 Participate in a response exercise for an unspecified emergency situation	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	在駕駛台切換正常之操舵控制至應急操舵位置 Change over the normal steering control on the bridge to the emergency steering position					

.3	協助由駕駛台應急操舵位置切換至在舵機房位置操舵 Assist with the changeover from the bridge emergency steering position to the emergency system in the steering flat and steer from this position					
5.3	證明當在港內發生緊急事故時有能力採取正確行動 Demonstrate ability to act correctly when emergencies arise in port	正確評估需岸上設施之資料與協助時與適當之主管機關建立通信管道 The need for information and assistance from shore facilities is adequately assessed and communication established with the proper authorities			待 5.3.1, 到 5.3.5, 皆完成後, 由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期, 簽署者必須在附件基本資料處留下資料	
.1	準備船岸應急機構連絡表, 如: Prepare a contact list of shore side emergency organisations such as: 港口管制、消防、警察機關、救護車及拖船 Port control, fire, police, ambulance and tugs	施訓者完成認可後 簽名押日期		如果對學員動作不滿意, 應(擇日)重做到滿意再簽署。		
.2	參與下列港內應急反應演練: Participate in an emergency response exercise in port for: 消防 Fire					
.3	污染事故 Pollution incident					
.4	演示向港口應急單位報警之程序 Demonstrate the procedure for alerting port emergency services					
.5	瞭解船舶油污染應急計畫與海水污染應急計畫之知識 Demonstrate a knowledge of vessel's shipboard oil pollution emergency plan and shipboard marine pollution emergency plan					

6	適任 Competence：對海上遇險信號之反應 Respond to a distress signal at sea 建議先訓 1、2、3、4 各章節再進行此章節		評估標準 Criteria for Evaluation	適任性證明 Competence Demonstrated 同部門較自身高階之甲級 船員簽名/日期 Assessor (Signature/Date)	
6.1	建立本船與遇險單位之位置 Establish position of own ship and the unit in distress		正確將位置標於適當之海圖 The positions are correctly plotted on suitable charts		完成後簽名及押上日期
	科目/職責 Task/Duty	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)	對改進部分之建議 Advice on Areas for Improvement	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)	
.1	符合 1.9 項（見第 44 頁）對適任性之要求 Meet the requirements of Competence 1.9 (see page 44)				
.2	標繪出遇險船舶之船位並計算 航向距離及預定到達時間 Plot the position given for a vessel in distress and calculate course distance and ETA				
.3	瞭解在遇險時機無線電操作員之任務與責任 Understand the duties and responsibilities of the designated radio operator in times of distress				
.4	在測試模式操作全球海上遇險及安全系統 Operate GMDSS equipment on test				
.5	使用特高頻與中頻無線電話設備練習標準海 事通信用語 Practice the use of VHF and MF radio telephone equipment using the Standard Marine Communication Phrases				
6.2	對情況作初步評估並將建議行動報告船長 Make a preliminary assessment of the situation, suggest actions and inform the master		所計劃之行動符合國際海空 搜救手冊之規定，並以包括 應急型式、遇險單位之距 離、在該海域之其他船舶、 天候狀況與可能需要提供之 協助作全方位之評估 Actions planned are in compliance with		待 6.2.1, 到 6.2.4, 皆完成後，由同一船舶且同 部門不低於擬申請發證職 務之甲級船員簽署並押上 日期，簽署者必須在附件基 本資料處留下資料

				<i>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 to the unit in distress, other ships in the area, meteorological conditions and the possibilities for rendering the assistance needed</i>	
.1	認識遇險與緊急信號 Recognise distress and urgency signals	施訓者完成認可後 簽名押日期	如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	在航海日誌簿上記錄所見到或收到之遇險信號 Record distress signal sighted or received in log book				
.3	查閱船上之應急計畫與操作說明書 Consult vessel's contingency plans and instructions				
.4	協助制訂反應或應急計畫 Assist in preparing a response or contingency plan				
6.3	記錄所有事故經過與所採之行動以及船長的決定 Record all incidents and actions taken and the master's decision	所有重要之資料已適當記錄俾為隨後之任務報告提供證據 <i>All vital information is properly recorded to support any subsequent debriefing</i>			待 6.3.1, 到 6.3.2, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料
.1	將資料記載於航海日誌簿 Record information in the deck log book	施訓者完成認可後 簽名押日期	如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	保持通信與所採取行動之記錄 Maintain records of communications and actions taken				

7	適任 Competence : 使用國際海事組織標準海事通信用語 並以書寫及口語型式使用英語 Use the IMO Standard Marine Communication Phrases and use English in written and oral form		評估標準 Criteria for Evaluation	適任性證明 Competence Demonstrated 同部門較自身高階之甲級船員簽名/日期 Assessor (Signature/Date)
7.1	使用國際海事組織之標準海事通信用語 Use the IMO Standard Marine Communication Phrases		航海與安全通信清晰 並能瞭解 <i>Navigation and safety communications are clear and understood</i>	待 7.1.1, 到 7.1.2, 皆完成後, 由同一船舶且同 部門不低於擬申請發證職 務之甲級船員簽署 並押上日期
	科目/職責 Task/Duty	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)	對改進部分之建議 Advice on Areas for Improvement	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)
.1	使用國際海事組織標準海事通信用語與下列電台通話: Use the IMO Standard Marine Communication Phrases with:	施訓者完成認可後 簽名押日期	如果對學員動作不滿意, 應(擇日)重做到滿意再簽署。	
.2	其他船舶 Other ships			
	海岸電台 Coast stations			
7.2	使用航用出版品及使用手冊 Use English nautical publication and manual		有關航海、當值與船舶安全之英文航海書刊及手冊能正確詮釋 <i>The English language nautical publications and manuals relevant to the navigation, watchkeeping and safety of the ship are correctly interpreted</i>	待 7.2.1, 到 7.2.6, 皆完成後, 由同一船舶且同 部門不低於擬申請發證職 務之甲級船員簽署並押上 日期, 簽署者必須在附件基 本資料處留下資料
.1	證明瞭解下列內容及使用: Demonstrate understanding of contents and use of:	施訓者完成認可後 簽名押日期	如果對學員動作不滿意, 應(擇日)重做到滿意再簽署。	
.2	航船佈告 Notices to mariners			
	航行指南與引水手冊 Sailing directions and pilot books			

.3	燈塔與霧號表 List of lights and fog signals					
.4	潮汐表、潮流與洋流圖集 Tide tables, tidal stream and current atlases					
.5	氣象與海事安全信息 Meteorological and marine safety messages					
.6	船舶航路資料 Ships' routing information					
7.3	使用標準英文填寫航海報告與表格 Fill in standard English nautical reports and forms	正確填寫與負責航行當值航行員職責有關之所有報告與表格 All reports and forms relevant to the duties of an officer in charge of a navigational watch are correctly completed		待 7.3.1, 到 7.3.2, 皆完成後, 由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期, 簽署者必須在附件基本資料處留下資料		
.1	以英文記載港口日誌 Keep a port log in English	施訓者完成認可後 簽名押日期		如果對學員動作不滿意, 應(擇日)重做到滿意再簽署。		
.2	交班以英文填入航海日誌簿並瞭解該日誌簿之目的 Complete watch entries in English and understand purpose of the deck log book					
7.4	與當值人員就有關職責安全事項進行溝通 Communicate with members of the watch in safety related duties	正確瞭解有關操作之所有命令與資料並依此行動 All orders and information related to operations are correctly understood and acted upon by those concerned		待 7.4.1, 到 7.4.5, 皆完成後, 由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期, 簽署者必須在附件基本資料處留下資料		
.1	證明具有能力與外國籍船員溝通 Demonstrate an ability to communicate instructions to a multinational crew	施訓者完成認可後 簽名押日期		如果對學員動作不滿意, 應(擇日)重做到滿意再簽署。		
.2	證明具有能力於繫泊作業監督乙級船員 Show an ability to supervise ratings during mooring operations					
.3	利用一星期分別與各當值輪機員從事輪機當值, 亦即在一周之內, 每班值兩次 Spend one week keeping engine-room watches					

	with each of the engineering watchkeeping officers, i.e. two days on each of the three watches					
.4	使用手持無線電話機（輕便無線電） Use hand held transceivers（portable radios）					
.5	觀察船長與引水人間交換有關引水人的動作、船舶特性及操作參數資料 Observe a Master-Pilot information exchange concerning pilot's intentions, ship's characteristics and operational parameters					
7.5	與岸台通信 Communicate with shore stations			依船舶航路系統與船舶交通服務之一般原則報告 Reporting is in accordance with the general principles for Ship Routing Systems and with VTS procedures	此欄細項完成後為之	
.1	瞭解國際海事組織船舶航路措施與分道系統之目的 Understand the purpose of IMO ships routing measures and separation schemes	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	在監督下依船舶報告之規定提出報告 Under supervision, make reports to comply with ship reporting requirements					
.3	瞭解船舶交通服務之目的及何處可獲得報告之規定 Understand purpose of vessel traffic services and where to find reporting requirements					
8	適任 Competence： 以視覺信號發送及接收資訊 Transmit and receive information by visual signaling			評估標準 Criteria for Evaluation	適任性證明 Competence Demonstrated 同部門較自身高階之甲級 船員簽名/日期 Assessor（Signature/Date）	
8.1	發送及接收摩斯信號 Transmit and receive Morse signals			正確發送及接收單字母信號 Single letter signals are correctly transmitted and received	此欄細項完成後為之	

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.1	以摩斯碼發送及接收字母、數字以及一組”SOS” Send and receive Morse code for letters, numbers and group 'SOS'					
.2	瞭解可攜式信號燈與電池之保養及使用 Understand, maintain and use Aldis lamp and battery					
8.2	使用國際信號代碼旗及三角旗以詮釋信息意義 Use the International Code of Signals to interpret messages given by flags and pennants			最多只掛三面旗以正確解釋一個信息 A message given by maximum three flags and/or pennants is correctly interpreted	此欄細項完成後為之	
.1	辨識國際信號代碼之旗與主要國旗 Identify International Code of Signals flags and principal national flags	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	瞭解懸掛 A, B, G, H, O, P, Q 信號旗所代表之意義 Learn the meaning of single letter flag hoists: A, B, G, H, O, P, Q					
.3	練習使用國際信號編碼與譯碼 Practice coding and decoding using the International Code of Signals					

9	適任 Competence：操縱船舶 Manoeuvre the ship 建議先看船長或船副的操作再詢問不懂部分才開始實作		評估標準 Criteria for Evaluation	適任性證明 Competence Demonstrated 同部門較自身高階之甲級 船員簽名/日期 Assessor (Signature/Date)	
9.1	當操縱船舶時，應用迴旋圈及衝止距等可利用之數據 Use available information as to the ship's turning circles and stopping distances when manoeuvring		適當考慮吃水、俯仰差、風與流等正常情況下所用之資料。所有之操縱均安全施行並對以拖船協助之建議以有依據之論點支持 The information is adequately used during normal situations while taking due regard to draught, trim, wind and current. All manoeuvres are safely carried out and any recommendation for tug assistance is backed by valid arguments		待 9.1.1, 到 9.1.6, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料
	科目/職責 Task/Duty	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)	對改進部分之建議 Advice on Areas for Improvement	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)	
.1	證明瞭解舵機與附屬警報之操作 Demonstrate an understanding of the operation of the steering gear and associated alarms				
.2	觀察任何操舵或其他系統在正常操縱時之限制 Observe any steering or other system limitations during normal manoeuvres	施訓者完成認可後 簽名押日期	如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.3	演示由何處尋找操縱資料 Demonstrate where to find manoeuvring information				
.4	證明瞭解艫坐、淺水與類似之效應影響 Demonstrate understanding of squat, shallow water and similar effects				

.5	在監督下使用迴轉性能表，練習操縱船舶 Under supervision, using the manoeuvring board information, practice manoeuvring the vessel					
.6	觀察到在不同航速與水深時之迴轉率 Observe rate of turn at different speeds and water depths					
9.2	演示適當之靠泊與錨泊程序 Demonstrate proper berthing and anchoring procedures	在拋錨後繫纜與人力備便。錨、艏纜、艉纜、舷向繫纜與倒纜均予穩固或整齊之置於船上。船舶之靠泊與離泊安全迅速 Anchors are lowered and moorings and manpower ready. Anchor, head ropes, stern ropes, breast ropes and springs are made fast or taken on board as ordered.. Ship is safely berthed and unberthed without undue delay		待 9.2.1, 到 9.2.20, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料		
.1	有如團隊一員協助準備下列繫泊設備： As a team member assist in preparing for mooring： 撇纜、繩纜、鋼纜、止纜索、通信設備、燈光、碰墊等 Heaving lines, ropes, wires, stoppers, communications, lights, fenders etc.	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	將儲於捲盤之繩纜盤出並鬆出以便使用 Run off ropes stowed on reels and flake out for use					
.3	瞭解寒冷天氣下應注意事項 Understand cold weather precautions					
.4	在監督下： Under supervision: 啟動/操作絞纜機及錨機 Start/operate winches and windlass					
.5	將繫纜盤出、收回、固定與盤起 Run, heave, stopper and turn up mooring lines	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		

.6	證明能安全從事繫泊作業，尤其是 涉及合纖纜繩與自動張力絞纜機 Demonstrate safe handling of moorings, with particular reference to synthetic fiber ropes and self-tensioning winches					
.7	在甲級船員監督下裝置舷梯與梯口通道 Under the supervision of an officer, rig accommodation ladders and gangways					
.8	檢查與校準如裝設有之吃水計 Check and calibrate draught gauges, when fitted					
.9	在下列繫泊作業中充任甲級船員 Understudy an officer during mooring operations: 於駕駛台 On the bridge					
.10	於繫泊位置 At mooring stations					
.11	於起/拋錨位置 Anchoring					
.12	固繫拖船位置 Securing tugs					
.13	說明錨鍊上各節之標誌 Explain the shackle markings on anchor cables					
.14	有如團隊一員協助： As a team member assist with: 拋錨前錨之備便 Preparation of anchors prior to letting go					
.15	起錨並固定以便出海 Weighing and securing anchors for sea	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.16	在監督下： Under supervision: 檢查錨鍊艙、艙尖艙與其他前向之艙區 Inspect chain locker, peak tanks and other forward compartments					

.17	錨備便並拋下 Prepare an anchor and let go					
.18	起錨、檢查是否有損傷與絞纏並予固定 Weigh an anchor, inspect for damage and fouling and secure					
.19	監督儲置繫泊作業用過之繩纜 Supervise the stowage of ropes used in mooring operations					
.20	裝置防鼠板 Secure rat guards					
9.3	操縱以救助落水人員 Manoeuvre to rescue a person overboard	採一般建議之行動 並操縱帶領船舶至其航路 <i>The actions taken are as generally recommended and the manoeuvre brings the ship into its wake</i>			此欄細項完成後為之	
.1	有如團隊一員參與人員落海演練 As a team member participate in a person overboard exercise	施訓者完成認可後 簽名押日期			如果對學員動作不滿意，應(擇日)重做到滿意再簽署。	
.2	證明瞭解海空搜救手冊第III編船舶操縱之迴轉法以定位船舶救回落水人員 Demonstrate an understanding of the ship manoeuvre turns in the IAMSAR Manual Vol. III for positioning the vessel to recover a person overboard					

專長 FUNCTION：操作級-貨物裝載(基本上不適用於服務型船舶，但對於輕貨載船:海研船或風電船可適度參酌)

船上訓練紀錄簿規定欄位均應完成簽署，如為非船舶適用項目，施訓者得藉由書面、影片或其他形式講解後，認可該船員適任後簽署。

CARGO HANDLING AND STOWAGE AT THE OPERATIONAL LEVEL

項次 Ref No	訓練 Training		評估標準 Criteria for Evaluation	適任性證明 Competence Demonstrated		
10	適任 Competence : 監督裝貨、積載、繫固、航行中照料及卸貨 Monitor the loading, stowage, securing, care during the voyage and the unloading of cargoes			同部門較自身高階之 甲級船員簽名/日期 Assessor (Signature/Date)		
10.1	檢查準備裝貨之貨艙與深艙 Supervise the preparation of holds and deep tanks for loading		在進入貨艙或密閉空間前會注意空氣確保進入安全。貨艙與深艙情況良好、並經充分清潔、鋪適當墊材以承載新貨。任何加熱裝置功能正常。艙部係乾燥且水可通暢洩入吸水口 Precautions are taken before entering holds or confined spaces to ensure safe atmosphere. The holds and deep tanks are in good order and condition, sufficiently cleaned, and adequately dunnage for the new cargo. Any heating arrangements are functioning. The bilges are dry and there is free drainage to the suction	待 10.1.1, 到 10.1.10, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料		
	科目/職責 Task/Duty	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)	對改進部分之建議 Advice on Areas for Improvement	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)		
.1	證明已瞭解安全操作艙口蓋的開闔，包括機械式艙口蓋(適用貨櫃、雜貨及散裝) Demonstrate an understanding of the safe handling of hatch covers, including mechanical hatch covers	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	協助施行貨艙之一般準備，包括鋪墊材以供載貨(適用散裝與雜貨) Assist in general preparation of holds, including the laying of dunnage for cargo					

.3	計算可用以載貨空間之容積 Calculate the capacity of spaces available for cargo(任何運輸型船舶)					
.4	清潔並準備艙[舟必]部、污水井與過濾箱 Clean and prepare bilges, wells and strum boxes(適用貨櫃、散裝與雜貨)	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.5	試驗貨艙排水孔(除液貨船外任何船) Test hold scuppers					
.6	試驗[舟必]水吸口(除液貨船外任何船) Test bilge suction					
.7	協助開啟、大修及測試止回閥(除液貨船外) Assist with opening up, overhaul and testing a non-return valve					
.8	學習航海甲級船員監督液貨艙清潔作業 Understudy the deck officer in supervising a tank cleaning operation(液貨船適用)					
.9	使用檢查表以進入圍閉空間 Use a check list for entry into an enclosed space(任何船舶)					
.10	檢查淡水艙櫃(任何船舶) Inspect fresh water tanks					
10.2	監督船舶裝卸貨機具之操作 Supervise the operation of the ship's cargo gear (.1~.5 適用於雜貨/木材船, .6~.11 適用於有此設備者)	機具之操作安全，從未超過安全工作負載。能查出受損或磨損之繩索、鋼纜或機具之零組件並予更換 The gear is safely operated and the safe working never exceeded. Damaged or worn out ropes, wire or parts of the gear are detected and replaced			待 [10.2.1], 到 [10.2.11], 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料	
.1	練習繩結、扣結、套結與繩頭繫束 Practise knots, bends, hitches and whippings					
.2	練習編接繩索與鋼索 Practise splices in ropes and wire	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		

.3	辨認繩索與鋼索之型式及其用途 Identify types of ropes and wire and know their uses					
4	啟用新捲繩索與鋼索 Break out new coils of rope and wire					
.5	繩索與鋼索之儲放保管 Stow wire and ropes with due regard to their preservation					
.6	如團隊之一員，協助安裝重吊桿 As a team member assist with the rigging of heavy lift derricks					
.7	檢查貨艙以策安全，特別注意及艙口蓋板、梯道、防護鋼索與支柱、固定墊板、樑與樑螺栓、照明與進出口 Inspect holds for safety, with special regard to hatch boards, ladders, guard wires and stanchions, permanent dunnage, beams and beam bolts, lighting and accesses					
.8	協助裝置吊貨燈與可攜式燈 Assist with rigging clusters and portable lights					
.9	注意下列裝置之安全啟動、操作及協助例行之檢查與保養： With due regard to safety, start, operate and assist with routine inspection and maintenance of: 絞機 Winches					
.10	吊桿/起重機 Derricks/cranes					
<div>.11</div>	協助吊桿與起重機之俯仰 Assist with topping and lowering cranes and derricks					

10.3	監督裝貨 Supervise the loading	裝貨依裝載計畫所有項目均保持適當之俯仰差與穩度。查出危險貨物並依國際規則與可利用之準則處理。在裝貨時之任何事故與事件皆立即提出報告並採適當之行動 The cargo is loaded in accordance with the cargo plan while maintaining proper trim and stability at all times. Dangerous goods are detected and treated in accordance with international rules and available guidance. Any incidents or accidents during loading are reported immediately and proper actions taken		待 10.3.1, 到 10.3.18, 皆完成後, 由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期, 簽署者必須在附件基本資料處留下資料		
.1	協助監督裝貨(任何有貨載船舶) Assist in the supervision of loading of cargo	施訓者完成認可後 簽名押日期		如果對學員動作不滿意, 應(擇日)重做到滿意再簽署。		
.2	協助處理貨物文件(任何有貨載船舶) Assist in cargo documentation					
.3	檢查危險貨品是否依國際海運危險品章程積載(適用貨櫃及雜貨船) Check that dangerous goods are being stowed in accordance with the IMDG Code					
4	協助大副試驗與確認散裝貨所含之濕氣並將所發現向船長報告(適用散裝、雜貨船) Assist the chief officer with testing and verification of bulk cargo moisture content and report findings to the master					
.5	檢查在操作中之裝卸貨機具(適用於有此設備者) Inspect cargo gear during operation					
.6	協助貨物之隔離(任何有貨載船舶) Assist with separation of cargo					

.7	制訂並詮釋裝載計畫(所有運輸型船舶適用) Prepare and interpret cargo plans					
.8	參考貨物繫固手冊 Locate and consult Cargo Securing Manual					
.9	依據圖表、應力顯示器或裝貨電腦計算所裝之貨物、穩度與裝載應力 Calculate cargo loaded, stability and loading stresses using stress diagrams, stress indicators or loading computers					
.10	在裝載散裝貨物時學習航海甲級船員確使貨物正確分佈防止過度之點裝載 Understudy a deck officer during loading of bulk cargoes to ensure correct cargo distribution and prevent excessive point loadings	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.11	概述與詮釋四種不同型式之貨櫃標誌 Sketch and interpret the markings on four different types of container					
.12	解釋： 不同類別之貨櫃 (貨櫃輪) Different classes of containers					
.13	正確處理貨櫃之方法(貨櫃輪) Correct methods of handling containers					
.14	辨識貨櫃標誌與貨櫃儲置位置(貨櫃輪) Identify the marking of containers and container stowage positions					
.15	協助接收、檢查與儲存船舶物料(任何船) Assist in receiving, checking and stowing ship's stores					
.16	協助加淡水(任何船) Assist in taking on fresh water					

.17	瞭解監測含水量之重要性並正確裝載微細之散裝貨物有關貨物之液化作用(散裝雜貨船) Understand the importance of monitoring moisture content and correct loading of fine bulk cargoes with respect to cargo liquefaction					
.18	協助大副計算與確定所載貨物是否與終端站所給付的相符並向船長報告任何差異 Assist the chief officer in calculating and confirming cargo loaded against the total given by the terminal and report any discrepancies to the master(任何船舶)					
10.4	確使所有包裝型式之貨物堅牢儲置並繫固(貨櫃/貨雜貨船) Ensure a solid stow and securing of all cargoes in packaged form			當船舶橫搖或縱搖時易於滑動之貨物業經適當儲置與繫固以避免損及船舶與貨物。特別注意及危險貨物、重貨及車輛 Cargoes liable to slide during rolling or pitching are adequately stowed and secured to avoid damage to ship and cargo. Special attention is paid to dangerous goods, heavy loads and vehicles	待 10.4.1, 到 10.4.5, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料	
.1	如團隊之一員協助繫固貨物： As a team member assist in securing cargo: 儲置於甲板下 Stowed below deck	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	儲置於甲板上 Stowed on deck					
.3	協助繫固貨櫃 Assist with securing containers					
.4	協助在甲板上貨櫃之拉繫 Assist in checking lashings on deck containers					
.5	協助檢查平板櫃，散貨之繫固 Assist in checking the lashings on break bulk cargo stowed on open flats					

10.5	必要時確認散裝貨或包裝貨間之隔艙(散裝/雜貨船) Ensure separation between bulk cargoes or packaged goods if required		各貨物不致彼此混合或污損，所有之貨物在合適之港口交付 The cargoes are not mixed or contaminated and all cargoes are delivered at the due port		此欄細項完成後為之	
.1	協助隔離貨物 Assist with separation of cargo	施訓者完成認可後 簽名押日期	如果對學員動作不滿意，應(擇日)重做到滿意再簽署。			
.2	瞭解貨物隔離之理由 Understand reasons for separation of cargo parcels					
10.6	監督以確使採取適當之注意以確保在航程中之通風及便於檢查(任何船舶) Supervise to ensure that adequate precautions are taken to ensure ventilation and facilitate inspections during the voyage		充分之通風避免由貨物與船舶滲出水氣並排出有害氣體 The ventilation is sufficient to avoid sweat from cargo and ship and harmful gases are let out		此欄細項完成後為之	
.1	協助控制貨物之通風與溫度 Assist in the control of cargo ventilation and temperature	施訓者完成認可後 簽名押日期	如果對學員動作不滿意，應(擇日)重做到滿意再簽署。			
.2	調整通風設備 Trim ventilators					
.3	操作通風筒風扇 Operate ventilator fans					
10.7	使用國際海運危險品章程(雜貨/貨櫃輪) Use the International Maritime Dangerous Goods (IMDG) Code		危險與有害貨物之處理符合國際規則、經認可之標準及安全實務章程 The handling of dangerous, hazardous and harmful cargoes complies with international regulations and recognised standards and codes of safe practice		待 10.7.1, 到 10.7.7, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料	

<input type="checkbox"/> .1	辨識危險品之標誌與標籤 Recognise markings and labels that indicate stores or cargoes are classified as dangerous goods					
.2	蒐集所有危險品貨櫃艙單，檢視 IMO 分類與儲置位置 Compile a list of all dangerous goods containers with their IMO classification and storage position	施訓者完成認可後 簽名押日期	如果對學員動作不滿意，應(擇日)重做到滿意再簽署。			
.3	由國際海運危險品章程確認產品品名及分類與處理程序 Demonstrate how to identify a product and handling procedures from the IMDG Code					
<input type="checkbox"/> .4	敘述危險或有害物料或貨物洩出之際應遵循之程序 Describe procedure to follow in event of leakage of dangerous, hazardous or harmful stores or cargoes					
<input type="checkbox"/> .5	瞭解危險或有害物料或貨物需予隔離之理由 Understand the reasons and need for separation of dangerous, hazardous and harmful stores or cargoes					
<input type="checkbox"/> .6	瞭解需繫固危險品及鄰接貨物之理由 Understand need to secure dangerous goods and to secure adjacent cargoes					
<input type="checkbox"/> .7	檢查貨櫃之安全封條是否完整並未經篡改 Check container security seals are intact and not tampered with					
10.8	定期檢查貨物(貨櫃輪) Inspect the cargo at regular intervals	依據公司規定與程序施行檢查 The inspections are carried out in accordance with company's standing orders and procedures		此欄細項完成後為之		

.1	檢查冷凍貨櫃供電系統並逐日記錄溫度讀數 Check connection of refrigerated containers to ship's support systems and make a record of daily readings	施訓者完成認可後 簽名押日期	如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	學習當值甲級船員進行巡視 Understudy an officer of the watch on rounds				
10.9	記錄所有檢查與發現(液貨輪) Record all inspections and the conditions found		適當記錄檢查之結果並及時報告任何需要採取之行動 The results of the inspections are properly recorded and any requirement for action promptly reported	此欄細項完成後為之	
.1	量取液貨之液面隙尺及適當時溫度 Take ullages and temperatures, where applicable, of liquid cargo	施訓者完成認可後 簽名押日期	如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	量取並記錄貨艙之氣溫 Take and record hold air temperatures				
<input type="checkbox"/> .3	由所蒐集之數據確認露點溫度 Identify the dew point temperature from data collected				
10.10	採取行動以避免狀況損及船舶或貨物(任何船舶) Take actions to avoid damage to the ship or cargo		採取正確之行動調節通風或溫度或施行任何其他操作避免損及船舶或貨物 The Correct actions are taken to adjust ventilation or temperature or to carry out any other operation to avoid damage to ship or cargo	待 <u>10.10.1</u> , 到 <u>10.10.3</u> , 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料	
.1	船舶靠泊後，調整繫泊纜繩、鋼纜與舷梯 Tend mooring lines, wires and gangway while vessel is alongside	施訓者完成認可後 簽名押日期	如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		

.2	如團隊之一員，協助押緊艙蓋布，並固定艙口蓋及/或液貨艙蓋 As a team member assist with battening down and securing hatches and/or cargo tank lids					
.3	保持航海之保全當值 Keep a security deck watch					
10.11	卸載前與卸載中檢查艙口蓋、裝卸機具與貨物 Inspect hatch covers, gear and cargoes before and during discharging(非液貨船船舶適用)	任何損壞立即報告並適當記錄。為避免發生事故或損害之擴大已採適當之行動 Any damage is immediately reported and properly recorded. Appropriate actions are taken to avoid accidents or further damage		待 10.11.1, 到 10.11.9, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料		
.1	在監督下從事下列職責： Under supervision: 裝置並使用外舷踏板與工作吊板 Rig and use stages and bosun's chair	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	保養活動機具 Overhaul running rigging					
.3	保養滑車與卸扣（並了解標示安全負荷的知識） Overhaul blocks and shackles (have knowledge of markings to be found on them)					
.4	與大副一起檢驗所有操作貨物之機具，並瞭解測試證書與其他相關之文件 Make a survey with the chief officer of all cargo handling gear and demonstrate an understanding of the test certificates and other documents involved					
.5	如適用，協助開關與固定艙口蓋、絕緣栓塞與板條 Where applicable, assist with the opening, closing and securing hatch covers, insulated plugs and slabs					

.6	如團隊之一員，協助操作與固定艙口橫樑 As a team member assist with handling and securing hatch beams					
.7	協助檢查吊貨鉤、鏈、轉環與其他機具 Assist with the inspection of cargo hooks, chains, swivels and other gear					
.8	協助檢查走道、梯、扶手欄杆、貨櫃工具與貨櫃裝具之安全 Assist in checking the safety of walkways, ladders, handrails, container stools and other container fittings					
.9	證明瞭解當開關油壓與機械艙口蓋板時應注意之安全事項 Demonstrate an understanding of precautions to be taken when opening and closing hydraulic and mechanical hatch covers					
10.12	確認所有貨物均在良好狀況，並在正確之目的港卸載 Ensure that all cargos are discharged in good condition and at the right destination(所有船舶)	不當之機具或貨物操作立即停止或報告。所有之貨物均卸載於目的港，離港時並無貨物遺留於船上 Improper handling of gear or cargo is immediately stopped or reported. All cargoes are discharged in the port of destination and nothing is left on board when leaving port			待 10.12.1, 到 10.12.4, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料	
.1	如團隊之一員，協助監督貨物之裝卸 As a team member, assist in the supervision of loading and discharging of cargo	施訓者完成認可後 簽名押日期			如果對學員動作不滿意，應(擇日)重做到滿意再簽署。	
2	由裝卸工所致貨損之文件與報告 Document and report cargo damage caused by stevedores					
.3	協助製備貨物文件 Assist in the preparation of cargo documentation					

.4	卸貨後發航前檢查貨艙 Inspect holds for completion of cargo discharge prior to sailing					
10.13	確保隨時有符合要求之俯仰差、穩度、舢拱與舢垂(所有船舶) Ensure satisfactory trim, stability, hogging and sagging at all times	不斷監測影響船舶安全之因素並保持於指定可接受之限度內 Factors influencing the safety of the ship are constantly monitored and kept within stated acceptable limits			此欄細項完成後為之	
.1	練習使用下列設備： Practise the use of: 電腦穩度計算程式 Stability computer	施訓者完成認可後 簽名押日期			如果對學員動作不滿意，應(擇日)重做到滿意再簽署。	
.2	俯仰差與應力電腦/計算機 Computers/calculators for trim and stress					
.3	學習航海甲級船員如何執行押載水作業 Understudy the deck officer in supervising a ballasting operation					
.4	在監督下，當裝卸載時利用調整水艙以維持船舶平正狀態 Under supervision, use heeling tanks to maintain the vessel in an upright condition during loading/discharging					
.5	讀取吃水並計算舢拱與舢垂 Take readings of draught and calculate hog or sag					
.6	利用吃水計算裝貨之量 Use draughts to calculate quantity of cargo loaded					
10.14	卸載後確認船舶與貨物之任何損壞並確定可能之原因 Identify any damage to ship or cargo after discharging and establish possible causes(所有船舶)	發現任何損壞立即提出報告並依情況確定原因或建議 Any damage is detected, immediately reported and causes established or suggested depending on the circumstances			此欄細項完成後為之	

.1	卸載後對貨艙施行檢查，並提報所發現之缺點或損壞 Conduct an inspection of cargo spaces on completion of discharge and report defects or damages	施訓者完成認可後 簽名押日期	如果對學員動作不滿意，應(擇日)重做到滿意再簽署。
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專長 FUNCTION：操作級-貨物裝載（液貨船增列科目）

CARGO HANDING AND STOWAGE - ADDITIONAL TASK FOR TANKER

項次 Ref No.	訓練 Training			評估標準 Criteria for Evaluation	適任性證明 Competence Demonstrated	
11	適任 Competence： 監督貨物裝載 Monitor loading of cargoes				同部門較自身高階之 甲級船員簽名/日期 Assessor (Signature/Date)	
11.1	監督準備液貨艙裝貨之程序 Supervise the preparation of cargo tanks for loading			在進入液貨艙或局限之空間前會注意確保大氣之安全。液貨艙情況良好、並經充分清潔。任何加熱裝置可運轉 Precautions are taken before entering tanks or confined spaces to ensure safe atmosphere. The cargo tanks are in good order and condition and are sufficiently cleaned. Any heating arrangements are functioning	待 11.1.1, 到 11.1.9, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料	
	科目/職責 Task/Duty	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)		對改進部分之建議 Advice on Areas for Improvement	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)	
.1	閱讀並瞭解船舶安全手冊 Read and understand ship's safety manual	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	閱讀並瞭解油輪與儲油碼頭國際安全準則 Read and understand the International Safety Guide for Oil Tankers and Terminals (ISGOTT)					
.3	裝貨前完成安全檢查表 Complete a Safety Check List prior to loading					

.4	在監督下列液貨船作業時 學習航海甲級船員： Understudy a deck officer in supervising the following tanker operations: 打出押載水 Deballasting					
.5	驅氣 Purging					
.6	惰氣化 Inerting					
.7	將防治污染設備依公司與儲油碼頭之規定置放 Positioning of pollution control equipment in accordance with company and terminal regulations	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.8	書面測試緊急停貨程序 Testing of documented emergency shut-down procedures					
.9	證明具有泵間/液貨控制室、管路系統、液貨泵操作與甲板閥佈置/操作等之知識 Demonstrate a knowledge of pump room/cargo control room, pipeline systems, cargo pump operations and layout/operation of deck valves					
11.2	監督裝貨 Supervise loading			裝貨依載貨計畫，隨時保持適當之俯仰差與穩度。當裝載時有任何事故或事件，均立即提報並採適當行動 The cargo is loaded in accordance with the cargo plan while maintaining proper trim and stability at all times. Any incidents or accidents during loading are reported immediately and proper actions taken	待 <u>11.2.1</u> ，到 <u>11.2.7</u> ，皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料	
.1	學習航海甲級船員監督裝載 Understudy a deck officer in supervising loading					
.2	協助操作惰氣裝置 Assist with the operation of the inert gas plant					

.3	計算每小時之裝貨/卸貨率並檢查回押 Calculate hourly loading/discharging rates and check back pressures	施訓者完成認可後 簽名押日期	如果對學員動作不滿意，應(擇日)重做到滿意再簽署。			
.4	協助液貨艙滿艙裝載 Assist with topping-off tanks					
.5	協助操作固定/手提式液面計 Assist with the operation of the ullage gauges (fixed and portable)					
.6	保持裝油與排放押載水之操作紀錄 Keep a record of loading and deballasting operations					
.7	協助操作通氣系統與真空押力閥 Assist with the operation of the gas venting system and pressure/vacuum valves					
12	適任 Competence : 監督貨物卸載 Monitor discharging of cargoes		評估標準 Criteria for Evaluation		適任性證明 Competence Demonstrated 同部門較自身高階之 甲級船員簽名/日期 Assessor (Signature/Date)	
12.1	監督準備卸貨之液貨艙 Supervise the preparation of cargo tanks for discharging		在開始卸載前檢查管路、閥、泵、量計與系統。污染控制設備亦經檢查就正確位置即時可應用 Pipelines, valves, pumps, gauges and systems are checked before starting to discharge. Pollution control equipment is checked and correctly located and ready for use		待 12.1.1, 到 12.1.9, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料	
	科目/職責 Task/Duty	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)	對改進部分之建議 Advice on Areas for Improvement		科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)	

.1	在施行下列操作前完成安全檢查表： Complete a Safety Check List prior to: 卸載 Discharging	施訓者完成認可後 簽名押日期	如果對學員動作不滿意，應(擇日)重做到滿意再簽署。			
.2	原油洗艙 Crude oil washing					
.3	學習航海甲級船員如何監督液貨船之卸載 Understudy a deck officer in supervising tanker discharging operations					
.4	學習航海甲級船員如何檢查泵間/液貨控制室 Understudy a deck officer in supervising pump room/cargo control room checks					
.5	學習航海甲級船員如何執行押艙水作業 Understudy a deck officer in supervising ballasting operations					
.6	協助操作下列液貨船設備： Assist with the operation of the following tanker equipment: 裝配並啟動液貨泵、收艙泵與附屬之系統 Set up and start cargo pumps, stripping pumps and associated systems					
.7	惰氣裝置 Inert gas plant					
.8	協助液貨艙之收艙 Assist with stripping tanks					
.9	保持卸載貨油與排放押載水之操作紀錄 Keep a record of discharging and deballasting operations					
12.2	協助洗艙作業 Assist in tank cleaning	遵守防止船舶污染國際公約、適當之工業實用章程與準則、公司之書面規定與輸油站之規定。並保持有適當之紀錄 MARPOL, appropriate industry codes of practice and guidelines, company's documented requirements and those of terminals are followed. Appropriate records are maintained		待 [12.2.1], 到 [12.2.18], 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料		

.1	在施行液貨艙清潔前完成安全檢查表 Complete a Safety Check List prior to tank cleaning	施訓者完成認可後 簽名押日期	如果對學員動作不滿意，應(擇日)重做到滿意再簽署。			
.2	在監督下列作業時學習航海甲級船員： Understudy a deck officer in supervising the following operations: 清洗液貨艙 Tank cleaning					
.3	清除有害氣體 Gas freeing					
.4	進入液貨艙 Tank entry					
.5	協助操作下列設備 Assist with the operation of the following equipment: 油水分離器與監測系統 Oily water separator and monitoring system					
.6	溫度計、比重計、測深桿 Thermometers, hydrometers, sounding rods					
.7	介面探測器 Interface detectors					
.8	可攜式液貨艙洗艙機 Portable tank washing machines					
.9	固定式液貨艙洗艙機 Fixed tank washing machines					
.10	可攜式清洗裝置 Programmable washing units					
.11	清除有害氣體風扇 Gas freeing fans					
.12	固定與可攜式液面計 Ullage gauges (fixed and portable)					
.13	測氧儀 Oxygen analyser					
.14	測爆儀 Explosimeter					
.15	多種氣體探測器 Multi-gas detector					

.16	化學試劑管 Chemical reagent tubes					
.17	保持液貨艙清洗之操作紀錄 Keep a record of tank cleaning operations					
.18	測試移動式絞機、泵與抽射泵 Test portable winches, portable pumps and eductors					
13	適任 Competence : 保養及修護貨物系統與附屬設備 Maintain and overhaul cargo systems and associated equipment			評估標準 Criteria for Evaluation		適任性證明 Competence Demonstrated 同部門較自身高階之 甲級船員簽名/日期 Assessor (Signature/Date)
13.1	檢查液貨泵與設備並協助保養工作 Inspect cargo pumps and equipment and assist with maintenance work			依製造廠商之建議保養閥、 泵、量計等。對任何缺陷均能 提報並採適當之行動 <i>Valves, pumps, gauges etc. are maintained in accordance with manufacturers' recommendations. Any defects are reported and appropriate actions taken</i>		待 13.1.1, 到 13.1.16, 皆完成後, 由同一船舶且同 部門不低於擬申請發證職 務之甲級船員簽署並押上 日期, 簽署者必須在附件基 本資料處留下資料
	科目/職責 Task/Duty	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)		對改進部分之建議 Advice on Areas for Improvement		科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)
.1	測試液貨泵與附屬閥之應急關斷 Test emergency shutdown of cargo pumps and associated valves	施訓者完成認可後 簽名押日期		如果對學員動作不滿意, 應(擇日)重做到滿意再簽署。		
.2	盤點防止污染設備存放位置並評估其狀況 Take inventory of pollution control equipment at designated location (s) and assess condition					
.3	協助保養下列設備: 洗艙機 Tank washing machines					

.4	清除有害氣體風扇 Gas freeing fans					
.5	液面計 Ullage gauges					
.6	協助保養下列設備： Assist with the overhaul of : 押力真空閥 Pressure Vacuum valve					
.7	閥押蓋 Valve gland					
.8	污泥箱 Mud box	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.9	液貨艙蓋 Tank lids					
.10	氣動吊機 Air hoist					
.11	抽射器 Eductor					
.12	清潔歧管承水盤 Cleaning of manifold save-alls					
.13	協助保養下列裝置： Assist with maintenance of: 惰氣裝置與管路 Inert gas plant and pipelines					
.14	油水分離器 Oily water separator					
.15	閉路裝載裝置 Closed circuit loading arrangements					
.16	管路與閥 Pipelines and valves					

專長 FUNCTION：操作級-船舶操作管控與照護船上人員
CONTROLLING THE OPERATION OF THE SHIP AND
CARE FOR PERSONS ON BOARD AT THE OPERATIONAL LEVEL

項次 Ref No.	訓練 Training		評估標準 Criteria for Evaluation	適任性證明 Competence Demonstrated	
14	適任 Competence： 確保符合防止污染要求 Monitor loading of cargoes			同部門較自身高階之 甲級船員簽名/日期 Assessor (Signature/Date)	
14.1	執行保護措施以保護海洋環境 Implement proactive measures to protect the marine environment		操作經適當之計劃並符合 國際規則精神與指示 The operations are properly planned and comply with international regulation in spirit as well as in word	待 14.1.1, 到 14.1.14, 皆完成後，由同一船舶且同 部門不低於擬申請發證職 務之甲級船員簽署並押上 日期，簽署者必須在附件基 本資料處留下資料	
	科目/職責 Task/Duty	科目已完成 Task Completed 施訓者簽名/日期 Instructor (Signature/Date)	對改進部分之建議 Advice on Areas for Improvement	科目已完成 Task Completed 施訓者簽名/日期 Instructor (Signature/Date)	
1	瞭解環境之保護包括海與空兩方面，其保護 之細節依防止船舶污染國際公約之規則 Understand that environmental protection includes both sea and air which are protected by detailed MARPOL regulations				
2	至少說出兩處特別敏感海域之名稱 Name at least two Particularly Sensitive Sea Areas (PSSAs)				

[3]	舉例示範準備接受個人行動之責任 以保護海洋環境 Demonstrate by example preparedness to take personal responsibility for actions to protect the marine environment					
[4]	瞭解海上之污染物必需符合防止船舶污染國際公約之規定於岸上安全處置 Understand that marine pollutants must be landed ashore for safe disposal in compliance with MARPOL					
[5]	瞭解有關在海上處置油水混合物之嚴格規則適用於所有船舶 Understand that there are strict rules covering disposal at sea of oily water mixtures applicable to all ships					
[6]	瞭解油水分離器之安全與正確操作，包括保持精確紀錄之要求 Understand the safe and correct operation of the oily water separator, including requirement for accurate record keeping					
[7]	瞭解有關在海上處置有毒液體物質之嚴格規則適用於所有船舶 Understand that there are strict rules covering disposal of noxious liquid substances applicable to all ships	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
[8]	瞭解有關處置以包裝型式載運有害物質之嚴格規則適用於所有船舶 Understand that there are strict rules covering disposal of harmful substances carried in packaged form applicable to ships					
[9]	瞭解有關處置防止污水污染之嚴格規則適用於所有船舶 Understand that there are strict rules covering pollution prevention by sewage applicable to all ships					

.10	瞭解防止船上垃圾污染之嚴格規則 適用於所有船舶 Understand that there are strict rules for prevention of pollution by garbage from ships, applicable to all ships					
.11	瞭解防止船上所致空氣污染之嚴格規則 正逐步適用於所有船舶 Understand that there are strict rules covering air pollution from ships which will progressively apply to all ships					
.12	瞭解 SOx, NOx 之影響，及為何需盡力減低空氣之污染 Understand the impact of SOx, NOx and why efforts are needed to reduce atmospheric pollution	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.13	瞭解有關押載水之管理與處理有嚴格之規則 Understand that there are strict rules covering the management and treatment of ballast water					
.14	瞭解國際安全管理章程有關環境保護之要求 Understand the requirements under the ISM Code regarding environmental protection					
14.2	在加燃油前確保其程序業經同意並經適當規劃， 且所有之洩水孔均已封閉 Ensure that procedures are agreed and properly planned and all scuppers are blocked before bunkering	在加燃油前，其操作經適當之計劃，所有之洩水孔均已封閉、所有之管路與軟管亦經檢查 The operations are properly planned, all scuppers are blocked and pipes and hoses inspected before bunkering takes place		待 14.2.1, 到 14.2.4, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料		
.1	塞住甲板洩水孔 Plug deck scuppers	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	證明具有船上加油程序之知識 Demonstrate knowledge of ship's bunkering procedures					

.3	參與加油作業 Participate in bunkering operations					
.4	示範緊急停止之程序 Demonstrate the emergency shutdown procedure					
14.3	在加油前確實檢查偵測出船舶四周任何汙染之可能 Initiate immediate investigation to detect the source on discovering any pollution around the ship				運用所有可用之對策偵測污染源並於適當時向船長或主管當局陳報 <i>All available resources are utilised to detect the source and the master or authorities are informed as appropriate</i>	待 14.3.1 , 皆完成後, 由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期, 簽署者必須在附件基本資料處留下資料
.1	參與船上溢油或其他有毒物質出之應急演練 Participate in an emergency response exercise for controlling spillage of oil or other noxious or toxic substances on board					
14.4	制止或防止有害液體或固體物質之洩漏與溢出 Stop or Prevent leakages and spills of harmful liquids and Solid substances				情況經徹底之評估。所採之行動具良好之組織與演練。並對污染之範圍作特別之考慮 <i>The situation is thoroughly assessed. Actions taken well organised and exercised. Due consideration is taken of the extent of the pollution</i>	待 14.4.1 , 到 14.4.2 , 皆完成後, 由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期, 簽署者必須在附件基本資料處留下資料
.1	示範使用材料安全數據表及國際海運危險品章程以獲取貨物危害性資訊及操作指示 Demonstrate use of Material Safety Data Sheets and the IMDG Code for obtaining information on cargo hazards and handling instructions	施訓者完成認可後 簽名押日期			如果對學員動作不滿意, 應(擇日)重做到滿意再簽署。	
.2	參與清除危害貨物溢出之演練 Participate in drill for clean-up of hazardous cargo spillage					

14.5	對所有懷疑有任何損傷之液貨艙櫃及艙區予以測量 Sound all tanks and compartments if any damage is suspected			測深迅速有效並將結果即時向船長報告 The soundings are readily available and the results immediately reported to the master	此欄細項完成後為之	
.1	參與船舶擱淺之應急反應之演練 Participate in an emergency response exercise for stranding					
.2	對汙水井、前尖艙、雙重底與其他液貨艙櫃施行測深並將資料予以記錄 Perform soundings of bilges, peak tanks, double bottom and other tanks and record information					
14.6	從事污水、押載水與加油作業 Carry out bilge, ballast and bunkering operations			所有作業之施行係依據防止船舶污染國際公約並特別注意船上油污染應急計畫 All operations are carried out in accordance with MARPOL and due regard paid to the Shipboard Oil Pollution Emergency Plan (SOPEP)	待 14.6.1, 到 14.6.3, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料	
.1	確定船舶押載水管理計畫所在之位置並證明瞭解其內容 Locate the ship's ballast water management plan and demonstrate an understanding of its content	施訓者完成認可後簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	在下列作業時學習航海甲級船員： Understudy the deck officer in supervising: 押載水作業 A ballasting operation					
.3	液貨艙櫃清洗作業 A tank cleaning operation					

15	適任 Competence： 維持船舶之適航性 Maintain seaworthiness of the ship		評估標準 Criteria for Evaluation	適任性證明 Competence Demonstrated 同部門較自身高階之 甲級船員簽名/日期 Assessor (Signature/Date)		
15.1	檢查船體與船體之開口、艙室、艙口蓋與設備， 並對所發現之瑕疵採取行動 Inspect hull and hull openings, compartments, hatch covers and equipment and take action where defects are detected		檢查之施行適當、並注意及 主要之環境與通常會有瑕疵 發生之區域。發現任何瑕疵 會即時提報並予記錄，所作 之建議或執行之行動適於當 時之情況 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 reported and recorded and the suggested or executed action adequate for the situation	待 15.1.1, 到 15.1.13, 皆完成後，由同一船舶且同 部門不低於擬申請發證職 務之甲級船員簽署並押上 日期，簽署者必須在附件基 本資料處留下資料		
	科目/職責 Task/Duty	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)	對改進部分之建議 Advice on Areas for Improvement	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)		
.1	證明瞭解下列： Demonstrate an understanding of: 進入密閉空間應注意事項 The precautions required for entry into enclosed spaces	施訓者完成認可後 簽名押日期	如果對學員動作不滿意，應(擇日)重做到滿意再簽署。			
.2	高處作業 Working aloft					
.3	舷外作業 Working over side					
.4	使用動力工具 Using power tools					

.5	人力負重與搬動 Manual lifting and carrying					
.6	如屬可行協助開啟、關閉與 固定下列艙口蓋板： Where applicable, assist with the opening, closing and securing of hatches: 單邊牽引式鋼質艙口蓋 Steel and single pull types					
.7	液壓艙口蓋 Hydraulic hatches					
.8	協助保養水密門、舷窗與艙口 Assist with the maintenance of watertight doors, ports and hatches					
.9	協助保養導纜器、滾筒與鵝頸型吊桿轉動座 Assist with the maintenance of fairleads, tumblers, goosenecks etc.	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.10	檢查並潤滑滾動樑 Inspect and lubricate roller beams					
.11	全面盤點甲板物料 Carry out a full inventory check of the deck stores					
.12	鋼板與其表面預為處理俾便施加防護塗料 Prepare steel plates and other surfaces for protective coating					
.13	對表面適當的施加防護塗料 Apply protective coats to appropriate surfaces					

15.2	確使所有可移動之物體均安全固繫以免受損 Ensure that all loose objects are securely fastened to avoid damage	檢查已定期施行，並於惡劣天候或有其他事故發生時增加檢查之次數。對於重或危險之物體以良好之船藝最優先施行 <i>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</i>	待 15.2.1, 到 15.2.3, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料
.1	確使所有之裝置、工具、備品等均已適當儲置與固定 Ensure that all gear, tools, spares etc. are properly stowed and secured	施訓者完成認可後 簽名押日期	如果對學員動作不滿意，應(擇日)重做到滿意再簽署。
.2	協助裝置安全索與欄杆 Assist with the rigging of safety lines and guard rails		
.3	參與甲板貨物繫固作業 Participate in lashing deck cargo		
15.3	安排定期之管制措施以確保水密完整性 Arrange for regular control measures to ensure watertight integrity	定期對尖艙、舳部、液艙櫃與其他艙區施行測深，其結果已予記錄，任何不正常已提報並作進一步檢查 <i>Peaks, bilges, tanks and other compartments are sounded regularly the results recorded and any irregularities reported and examined further</i>	待 15.3.1, 到 15.3.3, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料
.1	逐日以下列方式對液艙櫃、舳部、與其他空間進行測深並予記錄： Take and record the daily soundings of tanks, bilges, and other spaces: 以人工 By manual means	施訓者完成認可後 簽名押日期	如果對學員動作不滿意，應(擇日)重做到滿意再簽署。
.2	利用量計 By use of gauges		

.3	對水密門、舷窗與艙口之風雨密予以檢查並記錄 Check and report watertight doors, ports and hatches for weather tightness					
16	適任 Competence： 船上防火、控制火災及滅火 Prevent control and fight fires on board			評估標準 Criteria for Evaluation	適任性證明 Competence Demonstrated 同部門較自身高階之 甲級船員簽名/日期 Assessor (Signature/Date)	
16.1	操作偵測火與煙之設備 Operate fire and smoke detecting equipment			設備已定期依製造廠商之手冊與船舶特定之說明書予以試驗及操作 The equipment is tested and operated at regular intervals and in accordance with manufacturers' manuals and ship specific instructions	待 16.1.1, 到 16.1.5, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料	
	科目/職責 Task/Duty	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)		對改進部分之建議 Advice on Areas for Improvement	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)	
.1	瞭解下列器材之使用並協助保養： Understand the use and assist in the maintenance of: 可攜式泡沫滅火器 Portable foam extinguisher	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	可攜式二氧化碳滅火器 Portable CO2 extinguisher					
.3	可攜式乾粉滅火器 Portable dry powder extinguisher					
.4	可攜式水滅火器 Portable water extinguisher					

.5	保養軟管、噴嘴與接頭 Maintain hoses, nozzles and couplings				
16.2	確使所有當值人員均能偵測、矯正危險情況、 採取行動並保持船舶之清潔與整齊 Ensure that all persons on watch are able to detect and correct hazardous situations and actions and keep the ship clean and tidy		當值人員自監測到可能發生 火災之危險區域施行檢查。 確使易燃材料係安全儲置、 並由其當值證明其對防火之 警覺性 Personnel on watch making inspections in areas at risk from possible fires are supervised. It is ensured that readily combustible materials are stored safely and an attitude of alertness to fire prevention is demonstrated by the watch	待 16.2.1, 到 16.2.2, 皆完成後, 由同一船舶且同 部門不低於擬申請發證職 務之甲級船員簽署並押上 日期, 簽署者必須在附件基 本資料處留下資料	
.1	執行防火巡邏任務 Perform fire patrol duties	施訓者完成認可後 簽名押日期	如果對學員動作不滿意, 應(擇日)重做到滿意再簽署。		
.2	裝備保養後回復原位 Re-stow gear and secure after maintenance work				
16.3	確定滅火設備、應急逃生路線與發送警報之位置 Locate fire fighting appliances, emergency escape routes and sound alarm		當值人員自監測到可能發生 火災之危險區域施行檢查。 確使易燃材料係安全儲置、 並由其當值證明其對防火之 警覺性 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	待 16.3.1, 到 16.3.3, 皆完成後, 由同一船舶且同 部門不低於擬申請發證職 務之甲級船員簽署並押上 日期, 簽署者必須在附件基 本資料處留下資料	
.1	全面施行檢查滅火設備並向大副提報 Carry out a full inspection of fire fighting equipment and report to the chief officer	施訓者完成認可後 簽名押日期			

.2	參與在海上與在港口之火警應急演習 Participate in an emergency response exercise for fire at sea and fire in port					
[3]	示範如何發出警報 Demonstrate how to raise the alarm					
16.4	確定滅火站之位置並示範固定滅火裝置與其他滅火設備暨化學劑之正確使用 Locate fire stations and demonstrate proper use of fixed installations and other fire fighting appliances and agents	能確定所有滅火站之位置，並能選擇出發生火災之際最適當之一站。能就火災之不同材料選用適當之設備與滅火劑 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		待 [16.4.1], 到 [14.4.11], 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料		
.1	協助測試可能裝有之下列設備： Assist with the testing of the following systems, where fitted: 探火與警報系統 Fire detection and alarm systems					
.2	火警警報 Fire alarms	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.3	固定自動灑水器 Fixed automatic sprinklers					
.4	固定蒸汽系統 Fixed steam systems					
.5	固定泡沫滅火器 Fixed foam extinguishers					
.6	固定二氧化碳系統 Fixed CO ₂ systems					
.7	防火瓣與擋板 Fire flaps and dampers					
.8	自動與手動防火門 Automatic and manual fire doors					

.9	應急關斷閥、泵停開關與主機停止開關 Emergency shut off valves, pump stops and main engine stops					
.10	敘述固定滅火系統之操作 Describe the operation of the fixed fire extinguishing system					
.11	說明在操作該系統前應注意之安全事項 State the safety precautions required prior to operating the system					
16.5	確定滅火防護設備（消防員裝具包括呼吸器）之位置及其使用 Locate and use fire protective equipment (fire-fighter's outfit, including breathing apparatus)	設備穿著迅速且使用時不致發生意外 The equipment is quickly donned and used in such a way that no accidents are likely to occur		此欄細項完成後為之		
.1	示範進入密閉空間之程序與需注意事項 Demonstrate the procedures and precautions required for entry into an enclosed space	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
2	確認自給式呼吸器與應急逃生呼吸器之不同 Recognise the difference between a Self Contained Breathing Apparatus (SCBA) set and an Emergency Escape Breathing Device					
.3	示範穿著並使用自給式呼吸器 Demonstrate donning and use of SCBA sets					
.4	示範穿著並使用消防員裝具 Demonstrate donning and use of a fire-fighter's outfit					
.5	示範穿著並使用消防員裝具連同自給式呼吸器 Demonstrate donning and use of a fire-fighter's outfit with a SCBA set					
.6	示範使用自給式呼吸器之紀錄/控制板 Demonstrate the use of a SCBA record/control board					
16.6	在消防演練中證明具有能力依消防計畫行動 Demonstrate ability to act in accordance with the fire fighting plan durinc fire drills	在演練或真實滅火事故後之檢討報告時，能解釋其所採每一行動之理由與優先順序，經公認最為適當 During debriefing after an exercise or a real fire extinguishing incident,		待 16.6.1, 到 16.6.2, 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基		

			<i>the reasons for each action taken, including the priority they were given, are explained and accepted as the most appropriate</i>	本資料處留下資料
.1	在演練時承擔消防隊之一員 Take charge of a fire party during an exercise			
.2	示範使用機艙所有各處之安全設備與脫險通道 Demonstrate the use and location of all engine-room safety appliances and escape routes	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。
17	適任 Competence : 操作救生設備 Operate life-saving appliances		評估標準 Criteria for Evaluation	適任性證明 Competence Demonstrated 同部門較自身高階之 甲級船員簽名/日期 Assessor (Signature/Date)
17.1	安排棄船演練 Organise abandon ship drills		在警報發出後所有人員穿著安全帶或浸水衣於指定之登艇站集合並依要求執行任務 <i>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</i>	待 [17.1.1], 到 [17.1.12], 皆完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料
	科目/職責 Task/Duty	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)	對改進部分之建議 Advice on Areas for Improvement	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)
[.1]	瞭解在演習及訓練時使航海人員於救生艇就位之危險性 Understand the hazards to seafarers of manning lifeboats for drills and exercises			
[.2]	瞭解熟悉操縱有負載釋放機構之必要性 Understand the need to be familiar with the operation of on-load release mechanisms	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。

.3	如裝有防止墜落設施時，確認應於演練中使用之（以防止過早脫離） Recognise that fall prevention devices (FPDs) where fitted, should be used in drills (to prevent premature detachment)					
.4	仔細檢查與保養負載釋放機構之必要性 Recognise the need for meticulous inspection and maintenance of on-load release mechanisms					
.5	瞭解保養應由船上人員及製造廠商或製造廠商認可之代理商為之 Understand the maintenance requirements by shipboard personnel and by the manufacturer or manufacturer approved agents					
.6	在監督下證明熟悉救生艇製造廠商之操作說明書從事使用並操作吊架、絞機、制動器、救生艇、釋放與操縱機構（包括如裝設有之 FPD），並正確之將此等設施及控制器重予放回與試驗 Under supervision demonstrate familiarity with the lifeboat manufacturers 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	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.7	辨識救生艇筏上之永久標誌尤其是乘載人數 Identify the permanent markings on survival craft with regard to the number of occupants					
.8	確定無線電設施包括應急指位無線電示標與搜救雷達詢答機之位置並操作試驗之 Locate and test the operation of radio devices including EPIRBs and SARTs					
.9	煙火遇險信號彈位置之確定與檢查 Locate and inspect pyrotechnic distress signals					
.10	說明處置過期煙火信號彈之注意事項 State precautions for disposal of out of date pyrotechnics					
.11	編製救生與滅火部署表 Prepare a boat and fire muster list					

.12	學習當值甲級船員參與棄船演習 Understudy an officer in charge of an abandon ship drill					
17.2	救生艇之下水、操縱與回收 Launch, handle and recover a lifeboat	以正確口令乘載、下水、及立即駛離船舷。救生艇依適當以馬達、槳或帆安全操縱。救生艇之回收安全迅速 Correct orders for embarkation, launching and immediately clearing the ship's side are given. The boat is safely handled under motor, oars or sail as appropriate. The boat is safely recovered and ready			待 17.2.1, 到 17.2.9, 皆完成後, 由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期, 簽署者必須在附件基本資料處留下資料	
.1	協助準備將救生艇旋出並知道伴隨而來之危險 Assist with preparation and swinging out of lifeboats and be aware of attendant dangers	施訓者完成認可後 簽名押日期			如果對學員動作不滿意, 應(擇日)重做到滿意再簽署。	
2	協助準備並登入自由降落救生艇並知道伴隨而來之危險 Assist with preparation and boarding of free fall lifeboat and be aware of attendant dangers					
.3	協助將救生艇降至水面駛離船舶並使用海錨 Assist with lowering a lifeboat to clear the ship and ride to a sea anchor					
4	啟動並操作救生艇引擎 Start and operate a lifeboat engine					
.5	瞭解救生艇航行之原理 Understand principles of lifeboat sailing					
.6	在下列救生艇擔任艇員: Crew a boat under: 槳 Oars [] 動力 Power []					
.7	在下列救生艇擔任舵手: Cox a boat under: 槳 Oars [] 動力 Power []					
8	協助回收並固定救生艇 Assist with recovery and securing of a lifeboat					

[9]	協助回收並固定自由降落救生艇 Assist with recovery and securing of a free fall lifeboat					
17.3	將救生筏下水或拋出舷外並操縱離開船舷 Launch or throw overboard a life raft, and manoeuvre it clear of ship's side	明確分配指定至各救生筏人員之任務，命令之執行有效，翻覆之筏能迅速扶正，所有人員能在筏遠離船舶前登筏 <i>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 the raft moves away from the ship</i>		待 [17.3.1], 完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料		
.1	如有機會，示範救生筏下水與充氣之程序 Demonstrate an understanding of the procedure for launching and inflating life rafts, if the opportunity arises					
17.4	操作無線電救生設備 Operate radio life-saving appliances	在不致發出偽信號使任何人員警覺下建立無線電連繫 <i>Radio contact is established without alerting anybody by transmitting false signals</i>		此欄細項完成後為之		
.1	在監督下架設並操作可攜式救生艇無線電 Rig and operate the portable lifeboat radio under supervision					
17.5	確使在救難艇筏上所有規定之設備其功能與保養符合海上人命安全國際公約之要求 Ensure that all required equipment on board a rescue craft is functioning and maintained as specified in the SOLAS Training Manual	證明適當使用煙火信號、糧食、水與航行設備令人滿意 <i>Proper use of pyrotechnics, food, water and signalling equipment is satisfactorily demonstrated</i>		待 [17.5.1], 到 [17.5.11] 完成後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料		

.1	證明瞭解在救生艇筏上所需之法定設備及其正確之使用 Demonstrate an understanding of statutory equipment required in survival craft and its correct use	施訓者完成認可後 簽名押日期	如果對學員動作不滿意，應(擇日)重做到滿意再簽署。			
.2	說明救生艇筏乘載人員糧食與水之最低需要量 State minimum food and water requirements for occupants of survival craft					
.3	確定遇險火箭信號彈、紅光信號彈與其他煙火信號之位置並說明與瞭解其使用方法包括其處置應注意事項 Locate, explain and understand the operation of distress rockets, flares and other pyrotechnics including precautions for their disposal					
.4	解說火箭式拋繩設備之操作 Explain the operation of rocket line throwing apparatus					
.5	協助保養下列： Assist with the maintenance of: 救生艇與救難艇 Lifeboats and rescue boats					
.6	救生艇設備與口糧 Lifeboat equipment and provisions					
.7	下水吊架與機具 Launching davits and gear					
.8	漂浮設備如救生圈、救生衣及其附屬設備 Buoyant apparatus, e.g. lifebuoys, lifejackets and attachments					
.9	浸水衣與保溫設備 Immersion suits and TPAs					
.10	其他救生筏艇，其類型_____					
	Other survival craft, specify type_____					
.11	協助救生艇引擎之例行保養 Assist with the routine maintenance of a lifeboat engine					

18	適任 Competence : 在船上應用醫療急救 Apply medical first aid on board ship		評估標準 Criteria for Evaluation	適任性證明 Competence Demonstrated 同部門較自身高階之 甲級船員簽名/日期 Assessor (Signature/Date)
18.1	止住傷患之大量出血、確保其呼吸並將之 安置於適當之恢復位置 Stop excessive bleeding, ensure breathing and put casualties in proper recovery position		經證明其行動符合國際醫療 急救指南所接受之建議 The actions demonstrated are in compliance with accepted recommendations given in international medical first aid guidance	待 18.1.1, 到 18.1.4 完成後，由同一船舶且同部 門不低於擬申請發證職務 之甲級船員簽署並押上日 期，簽署者必須在附件基本 資料處留下資料
	科目/職責 Task/Duty	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)	對改進部分之建議 Advice on Areas for Improvement	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)
.1	參與海上急救演練 Participate in an emergency first aid drill at sea	施訓者完成認可後 簽名押日期	如果對學員動作不滿意，應(擇日)重做到滿意再簽署。	
.2	證明瞭解基本之急救原則： Demonstrate a basic understanding of first aid principles: 止血 Stopping bleeding			
.3	窒息/溺水之處置 Treatment of suffocation /drowning			
.4	將傷患安置於復甦位置 Placing casualty in the recovery position			

18.2	診察休克與中暑之症狀並依此診治 Detect signs of shock and heat stroke and act accordingly			所建議或給予之處置適當。 經證明有能力請求無線電醫師之忠告 The treatment recommended or given is adequate. Ability to request Radio Medico for advice is demonstrated	此欄細項完成後為之	
.1	示範如何處理休克之傷患 Demonstrate how to handle a casualty in shock	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	示範處理中暑之程序 Demonstrate procedure for dealing with heat stroke					
18.3	處理燒傷、燙傷、骨折與失溫 Treat burns, scolds, fractures and hypothermia			所建議或給予之處置適當。 經證明有能力請求無線電醫師之忠告 The treatment recommended or given is adequate. Ability to request Radio Medico for advice is demonstrated	此欄細項完成後為之	
.1	說明處理遭電擊傷患之程序 State procedure for dealing with a casualty of electric shock					
.2	示範處理燒傷之程序 Demonstrate procedure for treating burns	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.3	示範處理輕微骨折之程序 Demonstrate procedure for treating minor fractures					
.4	說明避免失溫之程序 State procedure for avoiding hypothermia					
.5	示範處理失溫傷患之程序 Demonstrate procedure for treating casualty with hypothermia					

19	適任 Competence : 監督符合法定要求 Monitor compliance with legislative requirements 宜最後再進行了解		評估標準 Criteria for Evaluation		適任性證明 Competence Demonstrated 同部門較自身高階之 甲級船員簽名/日期 Assessor (Signature/Date)	
19.1	說明有關船舶操作與防止污染之 法律、規則與規定何處可取用 State where laws, rules and regulations concerning ship operation and pollution-prevention are available		所作之說明正確，並包括可 與有關團體或組織接觸以獲 取不易獲得之特殊資料或準 則 The statement given is correct and includes relevant bodies or organisations which may be contacted to obtain special information or guidance which is not easily accessible		待 19.1.1, 到 19.1.4 完成後，由同一船舶且同部 門不低於擬申請發證職務 之甲級船員簽署並押上日 期，簽署者必須在附件基本 資料處留下資料	
	科目/職責 Task/Duty	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)	對改進部分之建議 Advice on Areas for Improvement		科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)	
.1	確定下列複本之位置： Locate on board copies of: 海上人命安全國際公約 SOLAS					
.2	防止船舶污染國際公約 MARPOL	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
3	垃圾紀錄簿 Garbage Record Book					
.4	依海上人命安全國際公約、防止船舶污染國 際公約、國際載重線公約、航海人員訓練發 證及當值標準國際公約、國際勞工組織公約 與其他規則所簽發證書存放之位置 Locate copies of certificates issued under SOLAS, MARPOL, Load Line, STCW and ILO Conventions, and other regulations					

19.2	利用確定為最接近之法規以解決 在船上操作時所遭遇之問題 Use legislation to ascertain due approach to solve questions encountered during on board operations			在可接受之期間內建立正確 之反應並施行後續之行動 A correct response is established within an acceptable period of time and consequential actions executed	此欄細項完成後為之	
.1	參與艙底水之抽排符合防止船舶污染國際公約之規定 Participate in bilge pumping in compliance with MARPOL	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
.2	在海上/岸上處理垃圾符合防止船舶污染國際公約及船上垃圾管理計畫之規定 Dispose of garbage at sea/on shore in compliance with MARPOL and ship's Garbage Management Plan					
.3	在安全設備檢驗前檢查救生設備 Assist in checking life-saving equip 協助 ment prior to Safety Equipment Survey					
.4	在檢驗載重線證書前參與船上之檢查 Participate in shipboard inspection prior to survey for Load Line Certificate					
19.3	搜索偷渡客 Searching for stowaways			施行全面徹底之搜索並將所 發現向負責甲級船員報告 comprehensive and thorough search is conducted and findings reported to the responsible officer	此欄細項完成後為之	
.1	施行偷渡客搜索 Carry out a stowaway search					

20	適任 Competence : 運用領導統御與團隊合作技巧 Application of leadership and teamworking skills 宜最後再進行了解		評估標準 Criteria for Evaluation	適任性證明 Competence Demonstrated 同部門較自身高階之 甲級船員簽名/日期 Assessor (Signature/Date)
20.1	扮演團隊之角色 Play a team role		顯示查覺在附近為共同目的 工作之其他人員。指令使用 簡要清晰不含糊之語言。決 定可疑之問題以船員之說法 婉轉說明。手邊有關操縱或 工作之資料慷慨分享 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 seamanlike manner. Information concerning the manoeuvre or task in hand is freely shared	待 20.1.1, 到 20.1.7 完成後，由同一船舶且同部 門不低於擬申請發證職務 之甲級船員簽署並押上日 期，簽署者必須在附件基本 資料處留下資料
	科目/職責 Task/Duty	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)	對改進部分之建議 Advice on Areas for Improvement	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)
.1	瞭解團隊之每位人員均有其不同之 經驗並在任何工作中有其任務 Understand that as a team member everyone has different experience and has a role to play in any task	施訓者完成認可後 簽名押日期	如果對學員動作不滿意，應(擇日)重做到滿意再簽署。	
.2	主動參與不同階層之工作計劃會議 Participate actively in task planning meetings involving different ranks			

3	瞭解利用對講機通信並實際在 駕駛室與甲板上兩方面示範之通信 Understand that communication is a two-way exchange and demonstrate this in practice both on the bridge and on deck					
4	對情況保持警覺 Maintain awareness of changing situations					
5	當對指示有所懷疑時，在詢問後接受命令 Accept authority while questioning instructions if in doubt					
6	核對本身所瞭解之情況，與 其他團隊人員分享 Check own understanding of situation is shared by other team members					
7	主動參與不同階層之工作檢討與評估會議 Participate actively in task review and evaluation meetings involving different ranks					
20.2	證明有領導能力 Demonstrate leadership ability	已採主動與在旁之其他人員 合作以確保所需之工作已及 時施行 Initiative is taken and others are co-ordinated alongside to ensure that what needs to be done is carried out in a timely way			此欄細項完成後為之	

<div data-bbox="203 217 248 248">.1</div>	對當前之工作與操作遵循事先之構想與工作計畫 Think ahead and plan tasks that will follow the immediate task or manoeuvre	施訓者完成認可後 簽名押日期		如果對學員動作不滿意，應(擇日)重做到滿意再簽署。		
<div data-bbox="203 384 248 416">.2</div>	工作相互矛盾時正確設定其優先順序 Set priorities correctly when observing conflict between immediate needs and tasks that may be held back					
<div data-bbox="203 552 248 584">.3</div>	有效分配資源以達預期之效果 Allocate resources effectively to achieve desired outcomes					
<div data-bbox="203 719 248 751">.4</div>	依需要/指示檢查結果並採取正確之行動 Check results and take corrective actions as needed/instructed					
<div data-bbox="203 887 248 919">.5</div>	如有疑問時可參考資深甲級船員之意見以加強信心 Demonstrate the confidence and maturity to refer to senior officer if in doubt					

第八部分 操舵證書 SECTION 8 STEERING CERTIFICATE

學習在海上操縱船舶及瞭解如何正確執行舵令對你而言是非常重要的。你應輪流在白晝、夜晚及在進港與出港時操舵。為確使你能保有適當之紀錄，你的操舵經驗應請負責之甲級船員填寫於第 115 頁之操舵紀錄中。當你業已完成輪流操舵達第 118 頁所示之最少時數後，請船長在學員操舵證書上簽署。

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 115. When you have completed the turns at the wheel for at least the periods shown on page 118, ask the master to sign the Trainee's Steering Certificate.

訓練 Training		評估標準 Criteria for Evaluation	適任性證明 Competence Demonstrated 同部門較自身高階之 甲級船員簽名/日期 Assessor (Signature/Date)
適任 Competence : 操縱船舶 Steering the ship 建議應盡速取得操舵資格		在引水人領航下於狹窄水道與沿岸有效操舵。對所有之舵令有如海員般瞭解與遵循。能獨立執行將自動操舵切換至人工操舵反之亦然 <i>Steering is efficient in narrow and coastal waters and under pilotage. All orders are acknowledged and complied with in a seamanlike manner. Changeover to manual steering and vice-versa is executed unaided</i>	待以下各項完成了解後，由同一船舶且同部門不低於擬申請發證職務之甲級船員簽署並押上日期，簽署者必須在附件基本資料處留下資料
科目/職責 Task/Duty	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)	對改進部分之建議 Advice on Areas for Improvement	科目已完成 Task Completed 施訓者簽名/日期 Instructor(Signature/Date)

正確執行舵令(能否複誦) Execute helm orders correctly	施訓者完成認可後 簽名押日期	如果對學員動作不滿意，應(擇日)重做到滿意再簽署。			
示範操舵交接程序 (交接內容正確) Demonstrate procedure for handing over the wheel					
瞭解主舵機系統與自動操舵之操作 Understand operation of the main steering system and auto pilot(了解舵板位置及舵角角度)					
示範正確之程序自人工操舵切換至自動操舵反之亦然(不同方式之切換與操作) Demonstrate correct procedure for changing over from manual steering to auto helm and vice-versa					
以磁羅經操舵(磁羅經筒比對) Steer by magnetic compass					
以電羅經操舵 (羅盤度數對照舵令) Steer by gyro compass					
輪流在操舵位置操縱船舶合計至少十小時，但不包括講授期間 (可分段至半小時一次) Take turns at the wheel in steering the ship for periods totalling at least 10 hours, excluding periods of instruction					
於下列期間操舵： Take the wheel: 進/出港(可先從大洋航行或錨地運轉開始再進出港) Entering/leaving port					
在通過運河/河流 In canal/river transits (在取得足夠經驗及證書後再操舵過河或溯河)					

學員操舵紀錄 TRAINEE'S STEERING RECORD

操舵 Steering	航次Voyage		實際操舵Steered			備註 Remark	當值甲級船員簽署 Signature of officer in charge of the watch
	自 From	至 To	日期 Date	期間Duration			
				自From	至To		
羅經操舵 -日間 By compass -By day (日間所指乃是 當日光充足的 時間，不包含有 霧，視線受阻的 時間)	123A TWTXG	TWKHH	2024.5.14	10:30	11:30		由當值甲級船員個別簽 署，最後由船長在操舵 證書上簽署一體認證
總計日間羅經操舵總時數							

操舵 Steering	航次Voyage		實際操舵Steered			備註 Remark	當值甲級船員簽署 Signature of officer in charge of the watch
	自 From	至 To	日期 Date	期間Duration			
				自From	至To		
羅經操舵 -夜間 By compass -By night (夜間乃指日 落到曙光到 晨間曙光到 日出時間，可 以包括下霧 或大雨)							當值甲級船員個別簽 署，最後由船長在操舵 證書上簽署一體認證
總計夜間羅經操舵總時數							

操舵 Steering	航次 Voyage	實際操舵Steered				備註 Remark	當值甲級船員簽署 Signature of officer in charge of the watch
	自 From	至 To	日期 Date	期間Duration			
				自 From	至 To		
目視操舵（不 藉助羅經） By sight （without aid of compass） (以視線所及 之地標或船 舶)							當值甲級船員個別簽署， 最後由船長在操舵證書 上簽署一體認證
總計目視操舵總時數							
進港或出港 Entering or Leaving port (包括任何靠 泊以及拋錨)							當值甲級船員個別簽 署，最後由船長在操舵證 書上簽署一體認證
總計進出港操舵總時數							

操舵證書 STEERING CERTIFICATE

姓名 (中文) Name in Chinese : _____

英文姓 Surname : _____ 英文名 Other Name _____

船員服務手冊字號 Seafarer's Book No. _____

持用者簽名

Usual Signature _____

茲證明上述姓名之人員業已完成下列訓練

THIS IS TO CERTIFY THAT THE ABOVE NAMED HAS BEEN UNDER TRAINING ON

船名 Mv/ss :

自 From

至 TO

於此期間該學員輪流在舵輪操舵。依紀錄及在本輪訓練期間經證實該員除在講授期間外已輪流在舵輪操縱船舶，其詳細之期間如次：

During this period the trainee took turns at the steering wheel. From the records and during training on this ship it is confirmed that the trainee has taken turns at the wheel in steering the ship (apart from periods of instruction) for the duration as detailed below :

A. 於日間以羅經操舵 Steering by compass by day 小時 hours

B. 於夜間以羅經操舵 Steering by compass by night 小時 hours

C. 目視操舵 Steering by sight 小時 hours

D. 進出港時操舵 Steering while entering and leaving port 小時 hours

經證明可適任船舶操舵

has been found to be a proficient hand for steering the ship

船長 Master 同前 日期 Date 所有操舵時間之後

船名 MV/SS 同前

船舶所有人 Owned by 同前

船章 Ship's Official Stamp 船章

註：建議學員應輪流操舵之期間至少如下 NB it is recommended that the trainee should have taken turns at the wheel for at least following minimum periods :

A. 於日間以羅經操舵 Steering by compass by day : 10 小時 hours C. 目視操舵 Steering by sight : 5 小時 hours

B. 於夜間以羅經操舵 Steering by compass by day : 10 小時 hours D. 進出港時操舵 Steering while entering and leaving port : 5 小時 hours

第九部分 專案作業 SECTION 9 PROJECT WORK

引言 INTRODUCTION

為在海上服務期間完成計畫目標，需確認船員逐步獲得所服務船舶、設備與救生裝置之知識。

The purpose of carrying out projects during sea service is to ensure that you gain a knowledge progressively of the ships in which you serve and the equipment and life-saving appliances carried on board.

為成功達成目標，需要仔細觀察並具主動精神，適當時參考船舶計畫、資料、參考資訊、船舶製造說明書與操作手冊。此外，也要參考許多個案，尋求協助，並參照主管意見，以獲得所需資訊。**(如嫌不足，可以各關鍵字上網尋找相關資訊補足所需)**

To achieve this objective successfully will require intelligent observation, initiative and reference, where appropriate, to ships' plans and other data, besides manufacturers' instructions and operational manuals. It will, moreover, be essential in a number of cases to seek the help and guidance of your officers in order to obtain the information required.

本計畫在於獲取實際資訊細節，如船舶之結構特性與設備，包括不同之供應系統如燃油、淡水與海水等。

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 salt water, etc.

船長需檢查每一計畫之技術正確性，並接受公司或海事院校的評估。評估內容包含：

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) 船上撰寫資料、說明或計算之正確性 Accuracy of information in written text, illustrations or calculations;
- (b) 撰寫內容必須涵蓋研究的深度及事實的邏輯呈現 Coverage of subject showing depth of research and logical presentation of facts;
- (c) 簡單扼要的文字、圖表、標籤；及 Neatness of writing, diagrams/labels; and
- (d) 拼字與文法 Spelling and grammar.

強烈建議將與過去所學、所經歷比對後之新設備、新觀念、新程序、新方法納入此作業之中，以便提供各方參考共同推進航業。比如新能源之使用、新法規之適用等等。

說明 INSTRUCTIONS

1. 在著手各項計畫前，先確定所需資料之型式如文字、文字及圖解或僅圖解。

Before commencing each project determine the type of information required, i.e. written, written with illustration, or an illustration.

2. 各項計畫應分頁開始，並敘明船名、計畫標題、開始日期與完成日期。

Begin each project on a separate page and state the Name of Ship, Project Title, Date Commenced and Date Completed.

3. 如非使用電腦，本文與計算用鋼筆書寫，圖解用鉛筆，圖解之繪製大體上係依比例。可能之時應使用彩色。

If not using a computer, 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. 你的工作計畫應與本訓練紀錄簿同時陳送船長檢查。

Your project work should be handed to the master for inspection at the same time as you present this Training Record Book.

5. 所完成之工作計畫應送公司或所就讀之院校。並應依其建議修正。

Completed project work should be submitted either to the company or to your college. You will be advised accordingly.

計畫之內容 PROJECTS

1. 比例尺繪圖 Scale Drawings

繪製下列近似比例圖 Draw approximately to scale:

- (a) 一張通過船中線，呈現具編名之貨艙、燃料艙、押水艙及其它各種艙區/空間之縱切面圖；

A longitudinal section through the centre line of your ship showing and naming cargo holds (tanks), bunker, ballast and all other compartments/spaces;

- (b) 駕駛台之平面圖顯示出各項設備之位置與名稱；

A plan of the navigation bridge showing the position and the name of equipment; and

- (c) 各兩其他甲板之平面圖顯示出起居艙、儲物間、滅火設備等之位置與名稱；

A plan of each of two other decks showing and naming accommodation, store rooms, fire fighting equipment etc.

2. 航行 Navigation

寫出簡短之報告敘述你所服務船舶所攜備之各種不同助航設施。解說電子海圖顯示與資訊系統之作用，所備有之何種圖業已失效。

Write a short report describing the different aids to navigation carried on your ship. Explain the role that ECDIS has and what plans are in place in the event that it fails.

3. 安全 Safety

在上述 1(c)所繪之平面圖上顯示出下列各項 On the deck plans drawn for 1(c) above:

- (a) 用英文字母表示各種型式之救生與滅火設備之位置；及

Show the position by key letters of each type of life-saving and fire fighting equipment; and

(b)將上述(a)所使用之關鍵字母列出，並於各關鍵字母旁作簡要說明。

List the above key letters used in (a) and alongside each one give a brief description of each item.

4. 管路系統 Pipeline Systems

學員所服務之船舶並非液貨船：

For trainees serving in ships other than tankers:

繪出船艙部、雙重底艙、艏與艉尖艙、其他押載水管路系統圖包括所有閥之位置。簡介所用之泵。

Draw a diagram of the bilge, double bottom, fore and after peak, and other water ballast pipeline systems, indicating the positions of all valves. Briefly describe the pump (s) used.

學員所服務之船舶為液貨船：

For trainees serving in tankers:

繪出液貨管路系統（不包括貨閥室）圖，以顏色代號或其他方法指出所有閥之位置及其功用。簡介一種貨泵。

Draw a diagram of the cargo pipeline system (excluding the pumproom), indicating the position of all valves by colour code or other means to indicate their function. Briefly describe one of the cargo pumps.

5. 貨物作業 Cargo Work

敘述你曾參與之貨物裝載作業。

Give an account of a cargo loading operation in which you have taken part.

6. 繫泊 Mooring

(a) 以近似之比例繪出你所服務船舶之甲板平面圖顯示出導索器、絞機/絞盤、錨機之位置，並突顯出特別危險之區域。在此平面圖上標出你所曾到訪港口供繫泊繩纜與鋼纜之纜樁；及

Draw, approximately to scale, a deck plan of your ship showing the position of fairleads, winches/capstans, windlass and highlight the particularly hazardous areas. On this plan show the leads of mooring ropes and wires at a port you have visited; and

(b) 簡述你所服務船舶有關泊或離船席之作業

Give a brief description of a berthing OR unberthing operation involving your ship.

第十部分 科目概要表-操作級航行員

SECTION 10 TASK SUMMARY CHART-OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH

本概要表之目的在提供你、你的公司及你船舶的船長與甲級船員一種指南，以繼續檢查你在第七部分所列應完成之各項科目或職責是否完成。對已完成部分，於欄內填註完成日期並用斜線刪除。在下表有陰影之方格，係表示新一組科目或職責之開始。

The purpose of the summary chart is to provide you, your company and your ships' 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.

專長 FUNCTION：操作級-航海 Navigation at the Operational Level

1. 適任 COMPETENCE -航程計劃與執行及定位 Plan and conduct a passage and determine position

1.1.1	1.1.2	1.1.3	1.1.4	1.1.5	1.1.6	1.1.7	1.2.1	1.2.2	1.3.1	1.3.2	1.3.3	1.3.4	1.3.5	1.4.1	1.5.1
XXXX	XXXX														
1.5.2	1.5.3	1.5.4	1.5.5	1.6.1	1.6.2	1.6.3	1.6.4	1.6.5	1.7.1	1.7.2	1.7.3	1.7.4	1.8.1	1.8.9	1.9.1
1.9.2	1.9.3	1.9.4	1.9.5	1.9.6	1.9.7	1.9.8	1.9.9	1.9.10	1.9.11	1.9.12	1.9.13	1.9.14	1.10.1	1.10.2	1.10.3
1.10.4	1.10.5														

2. 適任 COMPETENCE -維持安全航行當值 Maintain a safe navigational watch

2.1.1	2.1.2	2.1.3	2.1.4	2.1.5	2.1.6	2.1.7	2.2.1	2.2.2	2.2.3	2.2.4	2.2.5	2.3.1	2.3.2	2.3.3	2.3.4
2.3.5	2.4.1	2.4.2	2.4.3	2.4.4	2.4.5	2.4.6	2.4.7	2.4.8	2.4.9	2.4.10	2.5.1	2.5.2	2.5.3	2.5.4	2.5.5
2.5.6	2.5.7	2.6.1	2.6.2	2.6.3	2.6.4	2.6.5									

3. 適任 COMPETENCE -使用雷達與自動測繪雷達以維持航行安全 Use of radar and ARPA to maintain safety of navigation

3.1.1	3.1.2	3.1.3	3.1.4	3.1.5	3.2.1	3.2.2	3.2.3	3.3.1	3.3.2	3.3.3	3.3.4	3.4.1	3.4.2	3.4.3
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4. 適任 COMPETENCE - 使用電子海圖顯示及資訊系統保持航行安全 Use of ECDIS to maintain the safety of navigation

4.1.1	4.1.2	4.1.3	4.1.4	4.1.5	4.1.6	4.1.7	4.1.8	4.2.1	4.2.2	4.2.3	4.2.4	4.2.5	4.2.6	4.2.7	4.2.8
4.2.9	4.3.1	4.3.2	4.3.3	4.3.4											

5. 適任 COMPETENCE - 應急之反應 Respond to emergencies

5.1.1	5.1.2	5.1.3	5.1.4	5.1.5	5.1.6	5.1.7	5.1.8	5.1.9	5.1.10	5.1.11	5.2.1	5.2.2	5.2.3	5.3.1	5.3.2
5.3.3	5.3.4	5.3.5													

6. 適任 COMPETENCE - 對海上遇險信號之反應 Respond to a distress signal at sea

6.1.1	6.1.2	6.1.3	6.1.4	6.1.5	6.2.1	6.2.2	6.2.3	6.2.4	6.3.1	6.3.2

7. 適任 COMPETENCE - 使用國際海事組織標準海事通信用語並以書寫及口語型式使用英語 Use the IMO Standard Marine Communication Phrases and use English in written and oral form

7.1.1	7.1.2	7.2.1	7.2.2	7.2.3	7.2.4	7.2.5	7.2.6	7.3.1	7.3.2	7.4.1	7.4.2	7.4.3	7.4.4	7.4.5	7.5.1
7.5.2	7.5.3														

8. 適任 COMPETENCE - 以視覺信號發送及接收資訊 Transmit and receive information by visual signaling

8.1.1	8.1.2	8.2.1	8.2.2	8.2.3

9. 適任 COMPETENCE - 操縱船舶 Manoeuvre the ship

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

專長 FUNCTION：操作級-貨物裝載 Cargo Handling and Stowage at the Operational Level

10.適任 COMPETENCE -監督裝貨、積載、繫固、航行中照料及卸貨 Monitor the loading, stowage, securing, care during the voyage and the unloading of cargoes

10.1.1	10.1.2	10.1.3	10.1.4	10.1.5	10.1.6	10.1.7	10.1.8	10.1.9	10.1.10	10.2.1	10.2.2	10.2.3	10.2.4	10.2.5	10.2.6
10.2.7	10.2.8	10.2.9	10.2.10	10.2.11	10.3.1	10.3.2	10.3.3	10.3.4	10.3.5	10.3.6	10.3.7	10.3.8	10.3.9	10.3.10	10.3.11
10.3.12	10.3.13	10.3.14	10.3.15	10.3.16	10.3.17	10.3.18	10.4.1	10.4.2	10.4.3	10.4.4	10.4.5	10.5.1	10.5.2	10.6.1	10.6.2
10.6.3	10.7.1	10.7.2	10.7.3	10.7.4	10.7.5	10.7.6	10.7.7	10.8.1	10.8.2	10.9.1	10.9.2	10.9.3	10.10.1	10.10.2	10.10.3
10.11.1	10.11.2	10.11.3	10.11.4	10.11.5	10.11.6	10.11.7	10.11.8	10.11.9	10.12.1	10.12.2	10.12.3	10.12.4	10.13.1	10.13.2	10.13.3
10.13.4	10.13.5	10.13.6	10.14.1												

液貨船增列科目 Cargo Handling and Stowage-ADdditional Task for Tanker

11.適任 COMPETENCE -監督貨物裝載 Monitor loading of cargoes

11.1.1	11.1.2	11.1.3	11.1.4	11.1.5	11.1.6	11.1.7	11.1.8	11.1.9	11.2.1	11.2.2	11.2.3	11.2.4	11.2.5	11.2.6	11.2.7

12.適任 COMPETENCE -監督貨物卸載 Monitor discharging of cargoes

12.1.1	12.1.2	12.1.3	12.1.4	12.1.5	12.1.6	12.1.7	12.1.8	12.1.9	12.2.1	12.2.2	12.2.3	12.2.4	12.2.5	12.2.6	12.2.7
12.2.8	12.2.9	12.2.10	12.2.11	12.2.12	12.2.13	12.2.14	12.2.15	12.2.16	12.2.17	12.2.18					

13.適任 COMPETENCE -保養及翻修貨物系統與附屬設備 Maintain and overhaul cargo systems and associated equipment

13.1.1	13.1.2	13.1.3	13.1.4	13.1.5	13.1.6	13.1.7	13.1.8	13.1.9	13.1.10	13.1.11	13.1.12	13.1.13	13.1.14	13.1.15	13.1.16

專長 FUNCTION：船舶操作與船上人員管理 Controlling the Operation of the Ship and Care for Persons On Board at the Operational Level

14. 適任 COMPETENCE - 確保符合防止污染要求 Ensure compliance with pollution-prevention requirement

14.1.1	14.1.2	14.1.3	14.1.4	14.1.5	14.1.6	14.1.7	14.1.8	14.1.9	14.1.10	14.1.11	14.1.12	14.1.13	14.1.14	14.2.1	14.2.2
14.2.3	14.2.4	14.3.1	14.4.1	14.4.2	14.5.1	14.5.2	14.6.1	14.6.2	14.6.3						

15. 適任 COMPETENCE - 維持船舶之適航性 Maintain seaworthiness of the ship

15.1.1	15.1.2	15.1.3	15.1.4	15.1.5	15.1.6	15.1.7	15.1.8	15.1.9	15.1.10	15.1.11	15.1.12	15.1.13	15.2.1	15.2.2	15.2.3
15.3.1	15.3.2	15.3.3													

16. 適任 COMPETENCE - 船上防火、控制火災及滅火 Prevent control and fight fires on board

16.1.1	16.1.2	16.1.3	16.1.4	16.1.5	16.2.1	16.2.2	16.3.1	16.3.2	16.3.3	16.4.1	16.4.2	16.4.3	16.4.4	16.4.5	16.4.6
16.4.7	16.4.8	16.4.9	16.4.10	16.4.11	16.5.1	16.5.2	16.5.3	16.5.4	16.5.5	16.5.6	16.6.1	16.6.2			

17. 適任 COMPETENCE - 操作救生設備 Operate life-saving appliances

17.1.1	17.1.2	17.1.3	17.1.4	17.1.5	17.1.6	17.1.7	17.1.8	17.1.9	17.1.10	17.1.11	17.1.12	17.2.1	17.2.2	17.2.3	17.2.4
17.2.5	17.2.6	17.2.7	17.2.8	17.2.9	17.3.1	17.4.1	17.5.1	17.5.2	17.5.3	17.5.4	17.5.5	17.5.6	17.5.7	17.5.8	17.5.9
17.5.10	17.5.11														

18. 適任 COMPETENCE - 在船上應用醫療急救 Apply medical first aid on board ship

18.1.1	18.1.2	18.1.3	18.1.4	18.2.1	18.2.2	18.3.1	18.3.2	18.3.3	18.3.4	18.3.5

19. 適任 COMPETENCE - 監督符合法定要求 Monitor compliance with legislative requirements

19.1.1	19.1.2	19.1.3	19.1.4	19.2.1	19.2.2	19.2.3	19.2.4	19.3.1

20.適任 COMPETENCE -運用領導統御與團隊合作技巧 Application of leadership and teamworking skills

20.1.1	20.1.2	20.1.3	20.1.4	20.1.5	20.1.6	20.1.7	20.2.1	20.2.2	20.2.3	20.2.4	20.2.5

☐ 帶框之項目為舊版本所無有者

操作級航行員紀錄簿需填寫 6 個月以上（需履行當值 6 個月），故若該船員於 A 輪服務 315 日，B 輪服務 53 日。



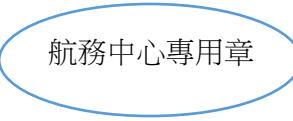
(1) 訓練紀錄簿於 A 輪填寫完成，由 A 輪船長填寫總結報告。

(2) 訓練紀錄簿分別於 A 輪及 B 輪填寫完成，則由 B 輪船長填寫總結報告。

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第十一部分 總結報告 SECTION 11 Final Report (正本)

申請操作級航行員（船副）適任證書

學員姓名 Full Name	如前	出生年月日 Date of Birth	如前	船員服務手冊字號 Seaman's Registration	如前
適任證書等級、級別及編號 Capacity of competency certificate and No.	不需填寫	適任證書有效期限 Valid Until.	不需填寫	紀錄簿起迄時間 Period of Record book	起 From 迄 To 訓練結束日期，不得晚於船長簽署總結報告之日期
<p>船長評定意見 Evaluating competence by master</p> <p>此欄由最後經手船長填寫</p> <p>船長意見內容應含「適任」、「勝任」或「建議發證」(Qualified, Competent)等類似詞語。</p> <p>若未能及時加簽船章而船已離港且船員已離船者權衡之計得加蓋“公司章”。船長則可由其他適任船長代為簽署，船員應併同檢附船長適任證書及所屬公司出具委託船長簽署並經雙方簽章之委託書予航務中心審查。</p> <p>簽名 日期 船章</p> <p>Signature Date </p>					
<p>船公司評定意見 Evaluating competence by company</p> <p>此欄由最後經手公司填寫</p> <p>公司意見務必寫明「建議或薦舉航政機關發證」、「Recommend for promotion」</p> <p>簽名 日期 公司章</p> <p>Signature Date </p>					
<p>航政機關評定意見 Evaluating competence by administration</p> <p>由官方填寫部分(請勿填入任何文字)</p> <p>簽名 日期 蓋戳章</p> <p>Signature Date Stamp</p> <p></p>					

註：請使用複寫紙製作副本。

紀錄簿編號 (Series No) : DOTR

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第十一部份 總結報告 SECTION 11 Final Report (副本)

申請操作級航行員 (船副) 適任證書

學員姓名 Full Name	如前	出生年月日 Date of Birth	如前	船員服務手冊字號 Seaman's Registration	如前
適任證書等級、級別及編號 Capacity of competency certificate and No.	不需填寫	適任證書有效期限 Valid Until.	不需填寫	紀錄簿起迄時間 Period of Record book	起 From 迄 To 訓練結束日期，不得晚於船長簽署總結報告之日期
<p>船長評定意見 Evaluating competence by master</p> <p>此欄由最後經手船長填寫</p> <p>船長意見內容應含「適任」、「勝任」或「建議發證」(Qualified, Competent)等類似詞語。</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div> <p>若未能及時加簽船章而船已離港且船員已離船者權衡之計得加蓋“公司章”。船長則可由其他適任船長代為簽署，船員應併同檢附船長適任證書及所屬公司出具委託船長簽署並經雙方簽章之委託書予航務中心審查。</p> <p>簽名 日期 船章</p> <p>Signature Date 船章</p> </div> </div>					
<p>船公司評定意見 Evaluating competence by company</p> <p>此欄由最後經手公司填寫</p> <p>公司意見務必寫明「建請或薦舉航政機關發證」、「Recommend for promotion」</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div> <p>簽名 日期 公司章</p> <p>Signature Date 公司章</p> </div> </div>					
<p>航政機關評定意見 Evaluating competence by administration</p> <p>由官方填寫部分(請勿填入任何文字)</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div> <p>簽名 日期 蓋戳章</p> <p>Signature Date Stamp</p> </div> <div style="border: 1px solid blue; border-radius: 50%; padding: 10px; text-align: center; width: 150px;"> <p>航務中心專用章</p> </div> </div>					

註：請使用複寫紙製作副本。

紀錄簿編號 (Series No) : DOTR