

## Outline of Taiwanese Marine Crew Training Program

### 本國籍船員培訓計劃大綱

#### **Purpose** 目的

Normand Australis is a highly specialized Offshore construction and support vessel with DP2 (Dynamic Positioning 2) function and able to provide W2W (Walk to Work) duties. There is an apparent lack of skilled Taiwanese maritime sea staff available to operate such vessels safely and efficiently. The purpose of this training course is to outline the plan to familiarize the Taiwanese seafarers with the vessel and its functions. Their time onboard such a vessel will also train them to operate similar vessels for our fleet and other wise in the future.

本工作船Normand Australis為一艘專門用於離岸工程施工建造期間的支援船舶，具備DP2系統且能執行動態補償舷梯(Walk to Work)任務。顯然地在台灣目前缺乏有經驗的船員來安全且有效率地操作此類型的船舶。這個訓練計劃的目的最主要是讓台灣的船員熟悉船舶及相關功能，以期望未來他們能操作本公司類似的其它船舶。

- **Type of vessel** 船舶類型：STEEL OFFSHORE SUPPLY VESSEL 離岸支援船
- **Name of vessel** 船舶名稱：NORMAND AUSTRALIS



- **Vessel specification** 船舶規格：
  - *Name of Ship:* Normand Australis
  - *Built:* PT Jaya Asiatic Yard, Hul Number H872B
  - *IMO Registration:* 9502477
  - *Call Sign:* 9V7944
  - *DNV Identification Number:* 30197
  - *Flag State:* Singapore
  - *Port of Registration:* Singapore

- **Classification:** 1A1 Fire fighter(I) Offshore service vessel DPS (2)
- **Length Overall:** 82.2MTRS
- **Breadth Moulded:** 20.4MTRS
- **Length BP:** 81.9MTRS
- **Gross Tonnage:** 4230.00MT
- **Net Tonnage:** 1269MT
- **Deadweight:** 3227MT

## Minimum Safe Manning Document



### MINIMUM SAFE MANNING DOCUMENT REPUBLIC OF SINGAPORE

Issued by the Maritime and Port Authority of Singapore in pursuance of  
Merchant Shipping (Safety Convention) Regulations and  
under the provision of Regulation V/14 of the  
INTERNATIONAL CONVENTION FOR THE SAFETY OF LIFE AT  
SEA, 1974, as amended



MSMD-05817-20

<b>Name of Ship</b>	<b>Port of Registry</b>	<b>IMO Number</b>
NORMAND AUSTRALIS	SINGAPORE	9502477
<b>Call Sign</b>	<b>Official Number</b>	<b>Gross Tonnage</b>
9V7944	395079	4230.00
<b>Type of Ship</b>	<b>Main Propulsion Power(kW)</b>	<b>Periodically Unattended Machinery Space</b>
STEEL OFFSHORE SUPPLY VESSEL	4080.0	NO
<b>*Trading Area</b> UNLIMITED VOYAGE		
<b>**Operating Company</b> SOLSTAD SHIPPING AS		

The ship named in this document is considered to be safely manned if, when it proceeds to sea, it carries not less than the number and grades/capacities of personnel specified<sup>1</sup> in the table(s) below:

Grade/Capacity	Certificate (STCW <sup>2</sup> Regulation)	Number of Persons
Master	II/2	1
Chief Mate	II/2	1
Officer in charge of a Navigational Watch	II/1	1
Chief Engineer Officer	III/2	1
Second Engineer Officer	III/2	1
Officer in charge of an Engineering Watch	III/1	1
GMDSS Radio Operator	As specified in Safety Radio Certificate	
Ratings forming part of a navigational watch/Able Seafarer (Deck)	II/4 or II/5	3
Ratings forming part of an engine room watch/Able Seafarer (Engine)	III/4 or III/5	1
Other Deck Ratings/Personnel	VI/1	1
Other Engine Room Ratings/Personnel	VI/1	1

Special requirements or conditions, if any:

BOTH ENGINE/DECK RATINGS TO ASSIST IN OTHER DEPARTMENT DURING PEAK WORK LOAD

Certificate effective date: 03 October 2019

Certificate reproduction date: 28 August 2020

Date of Expiry: Nil



GOH CHUNG HUN  
Director of Marine,  
Singapore.

<sup>1</sup> This document is applicable only to officers and ratings in the deck and engine departments and other certificated personnel.

<sup>2</sup> STCW: International Convention on Standards of Training, Certification and Watchkeeping for seafarers (STCW as amended).

<sup>3</sup> Where a trading area other than unlimited is shown, a clear description or map of the trading area should be included in the document.

\*\* The operating company is the company as defined in the International Safety Management Code.

Any person finding this document must send it to the Director of Marine, Maritime and Port Authority of Singapore, 460 Alexandra Road #21-00 PSA Building, Singapore 119963

● **Positions required** 需求職位：Total Four (4)

Deck cadet x 2 甲板部門實習生兩名

Engine cadet x 2 輪機部門實習生兩名

● **Project duration** 專案期程：Commencement expected from 1<sup>st</sup> April 2022 for a period of five (5) months firm + options to extend.

預計 2022 年 4 月 1 日開始，為期 5 個月，並視專案情況決定是否延長。

● **Reason for not being able to employ Taiwanese marine crew.**

無法僱用本國籍船員之原因

Most of the Taiwanese crew CV reviewed were for conventional ships like Containers or tankers. It has been difficult to find crew with operational experience on sophisticated and complex vessels like Normand AUSTRALIS. These vessels will work very close to the wind farm installation jackets – sometimes at 20 meters. The operator must position the vessel in Dynamic positioning mode and monitor currents and wind to ensure the vessel does not drift too close to the installation. Experienced DP operators and engineers with DP maintenance course are usually employed on such vessels.

As per regulation set out by Maritime of Port Bureau, MOTC, Solstad had already asked our agent in Taiwan to advertise for the recruitment of Taiwanese marine crew at the website of both Seafarer Union and Maritime of Port Bureau, MOTC (See attachment 1.)

目前我們所收到來自本國籍船員的個人簡歷，經歷大部份都是貨輪或商船。我們在取得有實際操作像 Normand Australis 這種高精密度的船舶的船員確實有困難。我們的工作船在離岸風場施工時，必須與水下基礎非常靠近，距離有時僅 20 米。工作船的操作手必須利用船上的動態定位系統將船鎖定在一定範圍，並隨時監控洋流與風的作用與干擾，以確保工作船不會擅自漂移或與水下基礎太過靠近。工作船所有被僱用的都是有實務經驗且受過訓練課程的動態定位系統操作手。

根據交通部航港局的規定，Solstad 已經要求我們在台灣的代理在海員工會和交通部航港局網站上刊登招聘台灣海員的廣告。

● **Minimum qualification for seafarers** 船員資格條件

(1) 2<sup>nd</sup> officer x 2 二副兩名

- 具備相關適任證書及 STCW2010 訓練證書。
- 要有 Deck officer 第 3 或第 4 證書。
- 過去五年內有 AHTS 或 CSV 等船型 2<sup>nd</sup> Officer 1 年的相關經驗。
- 離岸風電作業人員相關健檢核可證書。
- 相關海事院校學歷證明。
- 海上作業人員相關逃生訓練核可證書。
- 由於為外籍離岸風電工作船，須具備流利英語聽說讀寫能力，具備多益 TOEIC 750 分或全民英檢中高級程度以上為佳。

(2) 3<sup>rd</sup> Engineer x 2 二管輪兩名

- 具備相關適任證書及 STCW2010 訓練證書。
- 至少要有 Engine officer class 4 證書。
- 過去五年內有 AHTS 或 CSV 等船型 3<sup>rd</sup> Engineer 1 年的相關經驗。
- 離岸風電作業人員相關健檢核可證書。
- 相關海事院校學歷證明。
- 海上作業人員相關逃生訓練核可證書。

- 由於為外籍離岸風電工作船，須具備流利英語聽說讀寫能力，具備多益 TOEIC 750 分或全民英檢中高級程度以上為佳。

#### ● Crew agreements 船員合約

- The Taiwanese crew will sign an MLC contract with Solstad Offshore's appointed manning agent for wages, insurance, pensions. Overtime will be provided as accrued.

本國籍船員須與 Solstad 指定的 Manning agent 簽訂以 MLC 為基礎的聘僱契約。

- Solstad Offshore will ensure the Taiwanese crew are provided MLC approved accommodation and meals at no additional charge to the crew.

Solstad Offshore 將提供符合 MLC 規範的住宿與伙食，不另外計費。

Crew will be provided sufficient training opportunities onboard the vessel but the level of knowledge gained also depends upon the individuals interest, awareness and understanding of the ship's functioning.

船員在船上將有充足的訓練機會，唯知識及能力的累積仍視個人興趣、認知與對船舶的瞭解而定。

- Hands on training will be provided by Ship's officers as and when the timing is suitable.

船上的甲級船員在適當的時間與機會將提供相當務實的訓練。

- The training Taiwanese marine crew list (or the list of interns) shall be submitted to the MPB in the future for MPB permit application of Normand Australis once the Taiwanese marine crew/ interns are employed.

本國籍船員或實習生經聘用後，船員名單（或實習生）將提交給航港局備查，以利 Normand Australis 在交通部航港局的從事離岸風電工程許可申請。

- The Taiwanese crew are always required to comply to ALL of Solstad HSE policies. Failure to do so could result in premature termination of contract with Solstad.

台灣籍船員必須完全遵照 Solstad 所訂立的環安衛（HSE）規範。任何背離規範的行為可能會造成聘僱合約的提前終止。



## Job description for VESSEL Cadet Deck

### 1. General Job Description

#### Introduction:

All personnel are expected to be familiar with the content of the *General Job Description* and perform their work according to the set guidelines. The Job Description is subject to changes based on the consequence of the variation/modification/amendment within the organization and in the *Solstad Integrated Management System (SIMS)*.

Positions with superior responsibility shall ensure that personnel supervised by said position has updated processes, access to and knows their own Job Description.

#### Commitment statements:

- Live up to the *Code of Conduct* requirements;(Process 0022);
- Look out for your own safety and those that are working around you, and live up to the '4 Guiding Principles' of SIFO (*Solstad Incident Free Operations*);
- Duty of Care to *Stop Work* if an unsafe situation is identified (Process 1432);
- Report any instances of malpractice or impropriety to the whistle-blower confidential e-mail [whistleblower@solstad.com](mailto:whistleblower@solstad.com), with no fear of reprisal (process 7105 for ashore and 7240 for on board).

#### Standard compliance:

- Be continuously updated on relevant laws and regulations;
- Be continuously updated with newly-implemented or newly-revised SIMS processes and reference documents, most especially when position is 'involved in process' as responsible, verifier or executor;
- Comply with and understand the policies and objectives relating to your work and seek assistance from your Superior, if needed;
- Comply with authorities' requirements related to your work and seek assistance from your Superior, if needed;
- Comply with client requirements where relevant and/or any specific instructions the company's clients may have for the performance of work.

#### Personal responsibilities:

- Be responsible for your own health, well-being, safety, and that of others;
- Be responsible for the environment and contribute to company environmental initiatives;
- Attend and participate in safety meetings, toolbox talks and pre-start meetings, where relevant;
- Take part in and be responsible to initiate a *Risk Assessment*. Always evaluate and think that all operating activities have a level of risk;
- Where relevant, take part in or request for a *Management of Change (MOC)* (Reference document 0856);
- Maintain a good housekeeping which includes keeping the workstation clean and tidy, keeping documents and files in an appropriate system and ensure that the workplace is safe and inspected for any hazardous conditions.

#### Competence:

- Position with superior responsibility shall ensure that annual *Appraisal Talk* is arranged for employees in the Company (ashore and on board) according to relevant organisation charts. For further information, refer to the Appraisal process.
- Requirement to monitor individual MINTRA Training portal profile and promptly complete mandated training assigned to position.
- Our Learning Management System, *Trainingportal*, contains a variety of Voluntary programs that are made available to further increase your personal and professional competence. For more details, please refer to process 7841 "Voluntary Training development".

#### Emergency Preparedness:

- Ensure that roles and responsibilities are understood in the event of an emergency and participate in emergency preparedness and drills.

#### Reporting responsibilities:

- Within four (4) working days, 'accept' assigned *HSE reports* and *QET findings* or give feedback if the report/finding has been mistakenly assigned for your attention. Immediately fill-in the box for 'Underlying cause (Root Cause)' and 'Planned corrective actions to prevent recurrence' per finding;
- When an *HSE report*, *QET finding* or *meeting tasks* are assigned, they are to be followed-up and closed within the given time frame. Closing includes carrying out immediate corrections and actions to prevent it from happening again;
- Propose changes where opportunities for improvements related to operations/performance, loss reduction or increased efficiency are identified.

#### Additional responsibilities for positions ashore:

1/13/2021

#### Job description for VESSEL Cadet Deck

- Ashore positions utilizing *Eye Share database* shall approve or reject the invoice within six (6) days;
- Handover for onshore positions: Reference document *DTFA-OTFA-6496 Handover Checklist for Onshore Staff* shall be used for positions from the Manager and up, to document handover during absence for extended period or vacation/leave of absence. The scope and depth of the handover shall be relevant to the responsibilities of the personnel/position involved;
- Onshore support positions documented in the *Roles* in UniSea application shall be used as a support if the vessel requests support outside normal working hours. The 'primary' person is the first person to be contacted. If this person is unable to respond, then the 'backup' persons shall be contacted.
- Processes and Reference documents are owned by various Departments. Each Process and Reference document has an 'owner' and an 'editor'. The 'Owner' is the position to decide/approve for a Process or a Reference document to be set for revision or to be deleted. The 'owner' can select an 'editor' within his Department, as found necessary to perform the work.

## 2. Superior JD VESSEL Cadet Deck

**Superior:** Chief officer/designated person

**Substituted by:** None

**Reporting to:** Chief officer/designated person

**Reported to by:** None

**Superior for:** None

### Authority and Interrelation

The deck cadet is working in close contact with the chief officer and other positions in the deck department.

### Specific Duties and Responsibilities

The cadet to follow up training and register in OLKWEB (web-based training program for Norwegian Cadets) or similar training and record books/programs for all other nationalities.

### Required Competence

1. Relevant approved maritime education



### Deck Cadet Familiarization

<b>Vessel</b>	
<b>Name:</b>	<b>Rank:</b>
<b>Joined Vessel Date:</b>	<b>Commenced Checklist Date:</b>

Item	Check Points	N/A	Date	Signature
<b>A</b>	<b>GENERAL</b>			
1	General Introduction and duties			
2	Vessel layout and familiarization walkaround			
3	Muster Alarms / Muster Stations			
<b>B</b>	<b>WATCH KEEPING</b>			
1	Watch routines			
2	Ship specific watch routines – Bridge/Deck			
3	Process watch keeping			
<b>C</b>	<b>COMMUNICATION</b>			
1	Intercom and vessel's internal telephone system(s)			
2	Transportable VHF/UHF			
3	V-SAT			
4	GMDSS station			
5	VHF / Helicopter – communications			
6	Signal equipment (Aldis lamp and ship's whistle)			
7	SART and EPIRB			
8	Subscription & updates of electronic Charts and Notice to Mariners			
9	OCS Onboard module			
10	VDR			
<b>D</b>	<b>NAVIGATION</b>			
1	Radar 1 and 2, including ARPA			
2	Autopilot (switch between manual and auto)			
3	GPS / DGPS			
4	VHF bearing equipment			
5	Gyro- and magnetic compass including repeaters, trouble-shooting and compass deviation tables			
6	Magnetic compass course monitor and alarm			
7	Electronic chart (Vessel specific ECDIS system)			
8	Nautical charts and publications, including filing system			
9	Echo sounder and plotter			
10	Panel for lights in signal mast			
11	Deck lights including emergency lights and lifeboat lights			
12	Lanterns – control panel, changing circuits and location of spare bulbs.			
13	Guidelines for Seamen and Notice to Mariners – system for chart corrections and logging corrections			
14	Captain's standing orders and Night order book			
15	Navtex			
16	AIS			
17	Speed log			
18	Weather fax			
19	Search lights including remote control			
20	Stability calculator			
21	CCTV			
22	Day signal figures for signal mast			
23	Other equipment on the bridge			
24	Emergency steering plan and alarm signal			
<b>E</b>	<b>OFFSHORE INSTALLATION SAFETY ZONE</b>			
1	Knowledge of checklist for Entering of Safety Zone			
2	Charters procedure for entering of Safety Zone			

### Deck Cadet Training Check List

# Job Description for Engine Cadet

1/13/2021

Job description for VESSEL Cadet Engine



## Job description for VESSEL Cadet Engine

### 1. General Job Description

#### Introduction:

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#### Commitment statements:

- Live up to the *Code of Conduct* requirements;(Process 0022);
- Look out for your own safety and those that are working around you, and live up to the '4 Guiding Principles' of *SIFO (Solstad Incident Free Operations)*;
- Duty of Care to *Stop Work* if an unsafe situation is identified (Process 1432);
- Report any instances of malpractice or impropriety to the whistle-blower confidential e-mail [whistleblower@solstad.com](mailto:whistleblower@solstad.com), with no fear of reprisal (process 7105 for ashore and 7240 for on board).

#### Standard compliance:

- Be continuously updated on relevant laws and regulations;
- Be continuously updated with newly-implemented or newly-revised SIMS processes and reference documents, most especially when position is 'involved in process' as responsible, verifier or executor;
- Comply with and understand the policies and objectives relating to your work and seek assistance from your Superior, if needed;
- Comply with authorities' requirements related to your work and seek assistance from your Superior, if needed;
- Comply with client requirements where relevant and/or any specific instructions the company's clients may have for the performance of work.

#### Personal responsibilities:

- Be responsible for your own health, well-being, safety, and that of others;
- Be responsible for the environment and contribute to company environmental initiatives;
- Attend and participate in safety meetings, toolbox talks and pre-start meetings, where relevant;
- Take part in and be responsible to initiate a *Risk Assessment*. Always evaluate and think that all operating activities have a level of risk;
- Where relevant, take part in or request for a *Management of Change (MOC)* (Reference document 0856);
- Maintain a good housekeeping which includes keeping the workstation clean and tidy, keeping documents and files in an appropriate system and ensure that the workplace is safe and inspected for any hazardous conditions.

#### Competence:

- Position with superior responsibility shall ensure that annual *Appraisal Talk* is arranged for employees in the Company (ashore and on board) according to relevant organisation charts. For further information, refer to the Appraisal process.
- Requirement to monitor individual MINTRA Training portal profile and promptly complete mandated training assigned to position.
- Our Learning Management System, *Trainingportal*, contains a variety of Voluntary programs that are made available to further increase your personal and professional competence. For more details, please refer to process 7841 "Voluntary Training development".

#### Emergency Preparedness:

- Ensure that roles and responsibilities are understood in the event of an emergency and participate in emergency preparedness and drills.

#### Reporting responsibilities:

- Within four (4) working days, 'accept' assigned *HSE reports* and *QET findings* or give feedback if the report/finding has been mistakenly assigned for your attention. Immediately fill-in the box for 'Underlying cause (Root Cause)' and 'Planned corrective actions to prevent recurrence' per finding;
- When an *HSE report*, *QET finding* or *meeting tasks* are assigned, they are to be followed-up and closed within the given time frame. Closing includes carrying out immediate corrections and actions to prevent it from happening again;
- Propose changes where opportunities for improvements related to operations/performance, loss reduction or increased efficiency are identified.

#### Additional responsibilities for positions ashore:

[https://unisea.solstad.no/sms/unisea.nsf/\\_api.xsp?\\_\\_apiEvent=app.qa.table\\_process.JobExport.download\("eb35e40f-c76f-4e9d-9ac6-48d74ae32...](https://unisea.solstad.no/sms/unisea.nsf/_api.xsp?__apiEvent=app.qa.table_process.JobExport.download("eb35e40f-c76f-4e9d-9ac6-48d74ae32...) 1/3



1/13/2021

#### Job description for VESSEL Cadet Engine

- o Ashore positions utilizing *Eye Share database* shall approve or reject the invoice within six (6) days;
- o Handover for onshore positions: Reference document *DTFA-OTFA-6496 Handover Checklist for Onshore Staff* shall be used for positions from the Manager and up, to document handover during absence for extended period or vacation/leave of absence. The scope and depth of the handover shall be relevant to the responsibilities of the personnel/position involved;
- o Onshore support positions documented in the *Roles* in UniSea application shall be used as a support if the vessel requests support outside normal working hours. The 'primary' person is the first person to be contacted. If this person is unable to respond, then the 'backup' persons shall be contacted.
- o Processes and Reference documents are owned by various Departments. Each Process and Reference document has an 'owner' and an 'editor'. The 'Owner' is the position to decide/approve for a Process or a Reference document to be set for revision or to be deleted. The 'owner' can select an 'editor' within his Department, as found necessary to perform the work.

## 2. Superior JD VESSEL Cadet Engine

**Superior:** Chief engineer/designated person

**Substituted by:** None

**Reporting to:** Chief engineer/designated person

**Reported to by:** None

**Superior for:** None

### Authority and Interrelation

The engine cadet is working in close contact with the chief engineer and other positions in the engine department.

### Specific Duties and Responsibilities

The cadet to follow up training and register in OLKWEB (web-based training program Norwegian Cadets) or similar training and record books/programs for all other nationalities.

### Required Competence

1. Relevant approved maritime education

## Engine cadet Training Check List

Solstad Offshore  
DTFA-OTFA-0544  
Revision 04 26.08.2020

Reference 7-2 Training and Familiarization ▶ Onboard Training, Familiarization and Operation  
Competence ▶ Familiarization

Approved

### Duty Familiarization New Engine Ratings / Cadets / Apprentices

<b>Vessel:</b>	
<b>Name:</b>	<b>Rank:</b>
<b>Joined vessel date:</b>	<b>Commenced checklist date:</b>

Item	CHECKPOINTS	Date	Signature	Instructor
<b>A</b>	<b>MACHINERY</b>			
1	Engine room- identify the different types of machinery and installation			
<b>B</b>	<b>SYSTEMS</b>			
1	Fuel oil systems			
2	Lubricating oil systems.			
3	Cooling water systems (seawater/freshwater)			
4	Ballast- & bilge systems			
5	Freshwater systems (potable water)			
6	Compressed air system - working air.			
7	Sanitary, air-condition and ventilation systems in engine room and in accommodation			
8	Tank-sounding system			
9	System for liquid cargo			
10	System for Nitrogen filling			
11	System for bulk-cargo.			
12	System for tank-cleaning.			
13	Control-air system for machinery (Main- and Auxiliary diesels)			
14	Inspection of separators and filter systems			
15	Machinery and equipment – main data			
16	System for compressed air, use of working air, hoses, couplings etc.			
17	Internal communications systems: telephone, high speakers etc.			
18	Workshop and storeroom – tools, machined and hand held, order and system etc.			
<b>C</b>	<b>Oil and environmental protection (Waste Management Plan, SOPEP/SMPEP)</b>			
1	Handling and segregation of garbage (SAP) such as organic matter, waste contaminated by foodstuffs, paper, plastic, glass and metal and special waste such as oily rags etc.			
2	Oil spill prevention equipment, positioning and use.			
3	Notification of oil spill and/or danger of oil spill.			
<b>D</b>	<b>OPERATION PROCEDURE</b>			
<b>Item</b>	<b>CHECKPOINTS</b>	<b>Date</b>	<b>Signature</b>	<b>Instructor</b>



