University of Kyrenia

Faculty of Maritime Studies

Maritime Transportation Management Engineering

Tanker Record Book (Deck)

Name :

Surname :

Student ID :

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Kaptan ve II. Kaptan İçin Rehber

Güverte Vardiya Zabiti yeterliği alabilmek için deniz hizmeti bir zorunluluktur. Deniz hizmetinin en az süresi, IMO tarafından belirlenmiş olan kurallara göre 12 ay olup, bunun en az altı ay'ı yeterlikli bir zabitin gözetimi altında köprüüstü vardiyanlarından oluşmalıdır.

Deniz hizmeti, zabit eğitiminin önemli bir bölümü olup, öğrencinin bu eğitimden mümkün olabildiğince faydalanabilmesi için eğitimde görevli tüm zabitlerin tam bir iş birliği gereklidir.

Denizcilik hayatının ilk stajına başlayan öğrencinin kısa süreli eğitimler dışında, daha önceden herhangi bir deniz deneyimi bulunmamaktadır. Gemideki hayata, bu hayatın gerektirdiği yeni alışkanlıklar ve yaşam tarzına alışması için belli bir süre geçmesi gerekecektir.

Staj süresince öğrencinin güvenli çalışma biçimleri ve denizde cam ve mal güvenliği konularında eğitilmesi büyük bir önem taşımaktadır. Bu konulara Girne Üniversitesi Denizcilik Fakültesi öğretim elemanları, ilgili derslerinde yeterli önemi vermiş olmakla birlikte, öğrencinin gemideki uygulamaları yaşayarak görmeleri ayrı bir önem taşımaktadır. Bir zabitin gözetimi altındaki köprüüstü vardiya tutma eğitiminde, özellikle 500 gross ton ve üzerindeki gemilerde (yat sınıfı hariç), güverte zabitan sınıfı ile donatılmış, seyir vardiya zabitliğine ilişkin zorunlu en az gereksinimleri belirleyen STCW Konvansiyonu'nun II/1 no'lu maddesinin uygulanması hedeflenmelidir.

Staj süresince her öğrenci bu defteri yanında bulunduracaktır. Bu defterin amacı, öğrencinin gelişiminin bir kaydını oluşturmaktır. Denizdeki planlı eğitim, bu staj için ayrılan sürenin en uygun bir kullanımını ve yetenekli bir vardiya zabiti olmasını sağlamalıdır. Staj defteri, öğrenci gemiye katıldığı zaman II. Kaptan tarafından incelenerek, öğrencinin eğitilmesi gereken konular belirlenmelidir. Daha sonraları haftalık aralıklarla staj defteri II. Kaptan tarafından incelenerek, öğrencinin gelişimi izlenmeli ve yapılmış bulunan görevler tarafından onaylanmalıdır.

Geminin tanıtımı ve gemiye adaptasyon ile ilgili görevler, öğrenci gemiye katılır katılmaz tamamlanmış olmalıdır. Diğer görevler ise, geminin düzenli çalışma süreci içinde gerçekleştirilmelidir. Görev, gözetimci zabitin onayı ile bitirildiğinde bu durum deftere kaydedilmeli ve kayıt, ilgili zabit tarafından onaylanmalıdır. Görevle ilgili farklılıklar veya bir

kısmının yapılamama nedenleri, bir kısmının yapılmama nedenleri, ilgili sayfalarda belirtilmelidir.

Öğrencinin geminin türüne, kullanılmakta olduğu hizmete veya başka nedenlere bağlı olarak belirli görevleri yerine getirmesi mümkün olmayabilir. Bu durum da ilgili sayfada açıklanmalıdır.

Eğitimin bir bölümü, gemi hakkındaki bilgilerin deftere yazılması olacaktır. Bu ve bunun gibi diğer görevler için öğrencinin örneğin gemi planları, hidrostatik bilgiler gibi çeşitli kayıtlara girmesi gerekmektedir.

Bu rehber ve staj defteri, yalnızca teknik yeterliğin belirlenmesi amacını taşımaktadır. Burada öğrencinin diğer konulara ilişkin yeterliğinin belirlenmesi veya bildirilmesi ile ilgili herhangi bir madde bulunmamaktadır. Bu gibi konuları değerlendirme konusunda yetkili makam İdare'dir.

Staj Esasları

1. Stajyer öğrenciler, gemi personeli gibi değerlendirilip staj yaptıkları yerlerin esas kurallarına tabi olacak, verilen emir ve talimatlara da uyacaklardır.
2. Staj defterleri, stajın bitiminde Güverte öğrencileri için II. Kaptan, tarafından onaylanacaktır.
3. Staj yapılan geminin kaptanınca onaylanan "Kişisel Staj Değerlendirme Formları" kapalı ve mühürlü zarf içerisinde Girne Üniversitesi Denizcilik Fakültesi Dekanlığına gizli olarak ulaştırılacaktır.
4. Stajyerler gemiye katılırken Gemi adamı Cüzdanını, temel STCW sertifikalarını ve pasaportunu yanlarında bulundurmalıdırlar.
5. Staja başlayacak öğrencilerin, ilgili şirkete başvurmadan önce Staj Komisyon Başkanı'nın yazılı dilekçesini alacaklardır.
6. Staj Komisyonu Staj dönüşünde öğrencinin staj defteri ve hizmet belgesini inceleyecektir. Herhangi bir şüpheye mahal bırakmamak için öğrenci ile mülakat yapacaktır. Stajların değerlendirilmesi için, staj defterinde belirtilen programlara uygun yapılıp yapılmadığı, gemiye katılış ve ayrılış tarihlerinin doğruluğu, gemi kaptanı tarafından gizli olarak ulaştırılacak olan "Staj Değerlendirme Formu''nda belirtilen başarılı ve başarısız olma durumuna göre staj komisyonu tarafından değerlendirilecektir.
7. Süresi eksik olan veya başarısız olarak değerlendirilen stajlar staj komisyonu tarafından tekrarlanır.
8. Staj sonunda gemiden alınacak olan Hizmet Belgesinde şunlar yazılı olması gerekmektedir; Antetli kâğıt üzerine firma ismi, logosu, adresi, telefon numaraları, staj yapılan geminin türü ve tüm özellikleri, gemiye katılış ve ayrılış tarihleri, stajyerin isminin açıklandığı metin kısmında beyan edilmesi gerekmektedir. Hizmet Belgesinde gemi kaptanının açık ismi, yeterliliği, sicil numarası, imzası ve gemi mührü ibraz edilmelidir.

Details of Trainee

Name	
Rank	
Nationality	
Date of Birth	
Discharge Book No. or I.D.No.	
Certificate of Competency (Grade)	
Number	
Date and place of issue	
Expiry date	
Tanker Endorsement Held - Type	
Date of Endorsement	
Company employing Sponsor of Trainee	

Details of the Vessel

Name		Flag and IMO No.	
Type of Vessel		GRT/NRT	
Type of Cargo		Cargo Category	
No. of Cargo Tanks		Cargo Tank Capacity	
No. and Type of Cargo Pumps		Pump capacity	
Type of Draining Systems (pumps, eductors etc)		Type of Pipeline Systems (ring main, free flow etc)	
Type of I.G.		Capacity of I.G.	
Type of Venting System		Type of Ullaging System	

Vessel's trading during training period

Port	Arrive	Depart	Load/Discharge	Cargo Type

Record of Authenticating Officers / Trainers

Ship	Name of Officer/ Trainer	Rank	Specimen Signature		Ship's Stamp
	CoC Held	No. of Certificate	Endorsement		
			Type	Date	
Ship	Name of Officer/ Trainer	Rank	Specimen Signature		Ship's Stamp
	CoC Held	No. of Certificate	Endorsement		
			Type	Date	
Ship	Name of Officer/ Trainer	Rank	Specimen Signature		Ship's Stamp
	CoC Held	No. of Certificate	Endorsement		
			Type	Date	
Ship	Name of Officer/ Trainer	Rank	Specimen Signature		Ship's Stamp
	CoC Held	No. of Certificate	Endorsement		
			Type	Date	
Ship	Name of Officer/ Trainer	Rank	Specimen Signature		Ship's Stamp
	CoC Held	No. of Certificate	Endorsement		
			Type	Date	
Ship	Name of Officer/ Trainer	Rank	Specimen Signature		Ship's Stamp
	CoC Held	No. of Certificate	Endorsement		
			Type	Date	

	DESCRIPTION	DATE	SUPERVISED BY	MASTER	COMMENTS
1	**Safety (Deck & Engineer Officers)**				
1.1	Ship Safety and Security familiarization tour completed.				
1.2	Be familiar with the Safety Management System of specific ISM Code.				
1.3	Be familiar with emergency team & Lifeboat stations (muster lists, points, duties & signals).				
1.4	Be familiar with medical first aid procedures and the use of resuscitation equipment.				
1.5	Demonstrate a knowledge of the firefighting systems & equipment (Including understanding fire training manuals, fixed systems, remote operations, trips)				
1.6	Demonstrate a knowledge of Smoking Regulations				
1.7	Understand the statutory and Company requirements for the wearing & use of Personal Protective Equipment (PPE).				
1.8	Demonstrate a thorough knowledge of the Permit to Work System.				
1.9	Demonstrate a thorough knowledge of the Risk Assessment System				
1.10	Be familiar with the procedures for carrying out Hotwork – rmits Monitoring.				
1.11	Be familiar with the safety procedures for Entry into enclosed spaces and pumprooms. Testing of atmospheres in uch aces and Tank rescue ocedures.				
1.12	Be familiar with the use of rescue equipment – BA, resuscitators, harnesses, safe portable illuminations & radio systems.				
1.13	Have a knowledge and understanding of Oxygen Depletion, Hydrocarbon narcosis, Toxic substances.				
1.14	Understand the need for precautions against electrostatic hazards & maintain a discipline of prevention of ignition sources.				

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2	**Cargo, Cargo Tanks and Pipelines (Deck & Engineer Officers)**				
	Demonstrate a working knowledge and understanding of the following:				
2.1	The properties and hazards associated with types of cargo carried with special reference to appropriate Product Data Sheets and any other sources of information, including but not limited to Carriage Temperature, Flash Point, Density, Toxicity and any special handling requirements and precautions.				
2.2	Precautions needed for accommodation ventilation systems during cargo/purging/gas freeing and tank cleaning operations and further precautions needed when working on deck during these operations with high H2S cargoes etc.				
2.3	Cargo pipelines and valves on deck, within pumproom(s) and tanks, including stripping and educator systems, manifold connections & reducers and the maintenance and testing requirements of these systems.				
2.4	Ballast pipelines and valves on deck, and within pumproom(s) and tanks.				
2.5	Cargo heating systems, including the dangers associated with cargo contamination of the heating medium.				
2.6	Cargo, ballast, stripping pumps, educators and deep well pump systems.				
2.7	Pump trips and emergency stops.				
2.8	Pipeline & tank flow rates and pump capacities.				
2.9	Positions of valves on the cargo line system and their control points on deck and control room, and the manual and remote procedures for operating the various system valves.				
2.10	P/V breakers, high velocity relief valves and vapour venting and return systems.				
2.11	Methods for draining cargo lines and final stripping from manifold to slop tank using the MARPOL line.				
2.12	Arrangements for pumping out pumproom bilges, manifold drip trays and collected deck water.				
2.13	The importance of monitoring hull stresses and trim throughout cargo/ballast/bunkering operations.				

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3	**Trim and Stability (Deck Officers)**				
3.1	Demonstrate knowledge of the load line zones and them restrictions on the vessel.				
3.2	Demonstrate knowledge of the vessel's trim and stability booklet with emphasis on stress hazards and bending moments.				
3.3	Demonstrate knowledge of Damage Stability.				
3.4	Demonstrate a working knowledge and understanding of the vessel's stability information and the use of Loadicator / computer stability programme as available.				
3.5	Assist with and understand the importance of the planning of cargo/ ballast/bunker stowage to ensure acceptable stresses and trim during cargo operations and throughout the subsequent voyage.				
3.6	Demonstrate an understanding of the dangers of free surface effect.				

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3	**Trim and Stability (Engineer Officers)**				
3.1	Demonstrate knowledge of Damage Stability.				
3.2	Understand the importance of the planning of cargo/ ballast/bunker stowage to ensure acceptable stresses and trim during cargo operations and throughout subsequent voyage.				
3.3	Demonstrate an understanding of the dangers of free surface effect.				

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4	**Cargo Operations (Deck Officers)**				
4.1	Understand the necessity of detailed pre-planning of cargo operations including the segregation of multi-grade cargoes and required cargo calculations.				
4.2	Understand the necessity of detailed contingency plans for emergency response to fire, spills or other incidents.				
4.3	Demonstrate preparation of cargo loading/discharge plan incorporating simultaneous ballast handling, crude oil washing, IG control, emergency shut- down procedures, mooring and gangway watchkeeping, Security and Anti Pollution patrols, and the personnel requirements for these operations.				
4.4	Understand the importance of and complete Pre-Arrival, Pre-Sailing and Ship/Shore Safety Checklists.				
4.5	Understand the importance of maintaining effective communications with installations during operations.				
4.6	Understand the importance of accurate record keeping including maintaining the Oil Record Book.				
4.7	Understand the operation of the tank level gauging equipment and alarms.				
4.8	Understand the importance of checks during the increases in rates at the commencement of loading/discharging.				
4.9	Understand the need to regularly monitor all tanks and void spaces to detect cargo ballast migration, and to protect against cross contamination when loading/ discharging multigrade cargoes including the keeping of pumping logs/hourly rates, watch handover checklists etc.				
4.10	Understand the dangers of electrostatic in the loading of certain clean products. (Refer ISGOTT)				
	Understand the procedures and requirements of and, were appropriate, take an active role in all aspects of the following operations:				
4.11	Loading cargo ** (Including Topping Off operations and procedures)				
4.12	Discharging cargo ** (Including Draining operations and procedures)				
4.13	De-ballasting, including pollution checks.				
4.14	Ballasting				
4.15	Ship to ship transfers				
4.16	Cargo sampling and safe storage of samples.				
** All trainees for second or subsequent Tanker Endorsements must participate in at least one loading and one discharging operation.** All trainees for first Tanker Endorsements must participate in at least three loading and three discharging					

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4	**Cargo Operations (Engineer Officers)**				
4.1	Be aware of the necessity of detailed pre-planning of cargo operations including the segregation of multi-grade cargoes and required cargo calculations.				
4.2	Understand the necessity of detailed contingency plans for emergency response to fire, spills or other incidents.				
4.3	Be aware of the need for cargo loading/discharge plan incorporating simultaneous ballast handling, crude oil washing, IG control, emergency shut- down procedures, mooring and gangway watchkeeping, Security and Anti-Pollution patrols, and the personnel requirements for these operations.				
4.4	Understand the importance of and complete Ship/Shore Safety Checklists for the loading of bunkers.				
4.5	Understand the importance of maintaining effective communications with installations during operations.				
4.6	Understand the importance of accurate record keeping including maintaining the Oil Record Book.				
4.7	Understand the operation and maintenance of the tank level gauging equipment and alarms.				
4.8	Be aware of the need to regularly monitor all tanks and void spaces to detect cargo ballast migration, and to protect against cross contamination when loading/ discharging multigrade cargoes, including the keeping of pumping logs/hourly rates, watch handover checklists etc.				
4.9	Understand the importance of checks during the increases in rates at the commencement of loading/discharging.				
4.10	Understand the dangers of electrostatic in the loading of certain clean products. (Refer ISGOTT)				
	Understand the procedures and requirements of and where appropriate take an active role in all aspects of the following operations:				
4.11	Loading cargo ** (Including Topping Off operations and procedures)				
4.12	Discharging cargo ** (Including Draining operations and procedures)				
4.13	De-ballasting, including pollution checks.				
4.14	Ballasting				
4.15	Ship to ship transfers				
4.16	Cargo sampling and safe storage of samples.				

** All trainees for second or subsequent Tanker Endorsements must participate in at least one loading and one discharging operation.

** All trainees for first Tanker Endorsements must participate in at least three loading and three discharging operations.

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5	**Tank Washing Procedures (Deck Officers)**				
	Demonstrate a working knowledge of the following:				
5.1	Pre-tank washing plan, including estimates of slops, flow diagrams for washing water and arrangements for stripping tanks and lines of wash water. The completion of pre-tank wash checklists.				
5.2	Tank washing rotations, trimming and list requirements for washing.				
5.3	Tank cleaning heater water pressure flow rates.				
5.4	Electro-static hazards.				
5.5	If applicable, purging with inert gas prior to commencement of washing and the use of inert gas during washing.				
5.6	Re-circulation of wash water, handling of wash water and slops.				
5.7	Use of cleaning agents.				
5.8	Pressure testing of top and bottom lines.				
5.9	Types of tank washing machines and systems, including fixed systems suitable for crude oil washing.				
5.10	Tank inspection, coating inspection and standards of cleanliness required, including mopping out tanks in safe entry condition.				
5.11	Understand COW Manual and COW checklists and take an active role in crude oil washing of tanks.				

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5	**Tank Washing Procedures (Engineer Officers)**				
	Demonstrate a knowledge of the following:				
5.1	Tank cleaning heater water pressure flow rates.				
5.2	Electro-static hazards.				
5.3	If applicable, purging with inert gas prior to commencement of washing and the use of inert gas during washing.				
5.4	Re-circulation of wash water, handling of wash water and slops.				
5.5	Use of cleaning agents.				
5.6	Pressure testing of top and bottom lines.				
5.7	Types of tank washing machines and systems, including fixed systems suitable for crude oil washing.				
5.8	Maintenance requirements of tank washing machines.				
5.9	Tank inspection, coating inspection and standards of cleanliness required, including mopping out tanks in safe entry condition.				
5.10	Understanding of the additional load requirements for electricity and steam,				

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6	**Inert Gas System (Deck Officers)**				
	Demonstrate a thorough knowledge of the following:				
6.1	The pipeline system and safety features, of the on-board Inert Gas System (IGS), and its operation, including the Check seal and non-return valve.				
6.2	Tank venting arrangements and pressure vacuum valves and breakers.				
6.3	Hazards with inert gas systems, including precautions taken in tank				
6.4	Inert gas connection to double hull spaces.				
6.5	Be aware of the maintenance requirements of the IGS, including PV valves, breaker, deck seal				
	Understand the procedures and requirements of and, were possible, take an active role				
6.6	Inerting empty tanks/lines.				
6.7	Tank purging.				
6.8	Gas freeing.				
6.9	Re-inerting.				
6.10	Tank washing.				
6.11	Maintaining positive pressure.				
6.12	Maintaining inert atmosphere.				
6.13	Tank atmosphere measurement.				

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6	**Inert Gas System (Engineer Officers)**				
	Demonstrate a thorough knowledge of the following: -				
6.1	The pipeline system and safety features, of the on-board Inert Gas System (IGS), and its operation, including the deck seal and non-return valve.				
6.2	Operation and maintenance of the inert gas equipment, including the PV valves, breaker and deck seal.				
6.3	Start up and shut down procedures, including alarm & trip tests.				
6.4	Tank venting arrangements and pressure vacuum valves and breakers.				
6.5	Hazards with inert gas systems, including precautions taken in tank entry procedures.				
6.6	Inert gas connection to double hull spaces.				
	Be aware of the procedures and requirements of the following operations:				
6.7	Inerting empty tanks/lines.				
6.8	Tank purging.				
6.9	Gas freeing.				
6.10	Re-inerting.				
6.11	Tank washing.				
6.12	Maintaining positive pressure.				
6.13	Maintaining inert atmosphere.				
6.14	Tank atmosphere measurement.				

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7	**Pollution Prevention and Control (Deck and Engineer Officers)**				
	Demonstrate a thorough knowledge of the following, including method of operation as appropriate:				
7.1	MCA, IMO, MARPOL and USCG requirements concerning oily discharge.				
7.2	Ship's department and official log book entries, oil record book entries.				
7.3	The specific ship's Shipboard Marine Pollution Emergency Plans (SMPEP) & vessel's response plan compliant with Oil Pollution Act 1990 (OPA90).				
7.4	Reporting procedures of pollution incidents or near incidents.				
7.5	Pollution control equipment, prevention measures and containment procedures. Take part in an Oil Spill Response Drill.				
7.6	Principles of operation of the Oil Discharge Monitoring Equipment (ODME).				
7.7	Practical operation and maintenance requirements of the ODME.				
7.8	Be aware of any local or national rules regarding air pollution from cargo tank venting (vapours or IG) or funnel emissions.				

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8	**Gas Detection Equipment and Instruments (Deck and Engineer Officers)**				
	Demonstrate knowledge of the method of operation and calibration of the following:				
8.1	Fixed gas sampling systems (Including ballast tank, pumproom, and accommodation gas detection systems).				
8.2	Oxygen analyzer – fixed and portable.				
8.3	Portable gas monitoring equipment for hydrocarbon combustible gas and toxic vapour measurement, - Tank Scope, Explosimeter, Draeger etc. Understand the reasons for and appropriate use of the various gas sampling devices.				
8.4	Personal gas monitoring equipment.				
8.5	Oil/water interface detectors.				
8.6	Ullage gauges and tapes.				
8.7	Emergency Escape Breathing Devices (EEBDs).				

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9	**Publications**				
	Trainees should be familiar with the contents of the following publications, including the appropriate provisions of relevant international conventions and international & national codes:				
9.1	Code of Safe Working Practices for Merchant Seamen				
9.2	ICS - Safety in Oil Tankers				
9.3	ICS/OCIMF – International Safety Guide for Oil Tankers and Terminals				
9.4	ICS/OCIMF – Ship to Ship Transfer Guide				
9.5	ICA/OCIMF – Clean Seas Guide for Oil Tankers				
9.6	ICS – Guide to Helicopter/Ship Operations				
9.7	IMO – Manual on Oil Pollution				
9.8	SOLAS Life Saving Manual.				
9.9	SOLAS Fire Training Manual.				
9.10	Merchant Shipping Notices (MGN, MSN & MIN Notices).				
9.11	Company Information Circulars & Technical bulletins.				
9.12	Company Quality, Environment & Safety Management System publications.				
9.13	Ship specific Deck, Machinery & Cargo Operating Manuals.				
9.14	Ship's Crude Oil Washing Manual.				
9.15	Ship's Inert Gas Manual.				
9.16	Ship's Contingency Plans including SOPEP.				

University of Kyrenia
Faculty of Maritime Studies
Internship Evaluation Form

Name, Surname		
Department		
Student ID		
Internship File	**Document no**	
	Received Date	
Internship Period	**End Date**	
	Approved Time	

Institution of Internship (Ship Owner Name-Ship Name)	

Workplace Adaptation		Evaluate the questions using the phrases (Adequate-Mediocre-Unsatisfactory).
Advancement in Business Discipline Thinking		
Compliance with Staff		
Developing Awareness of Responsibility		
Development in Theoretical Knowledge		
Improvement in Practical Application Ability		
Development in Research Desire and Ability		
Adaptation to the Natural Challenges of Marine Life		
Awareness of Emergencies		
His Development in Role Practice		
Adaptation to Marine Customs		If you have any comments about the intern, please write them in this column.

Master
(Ship Seal, Signature)

Attention to the Intern Student:

- Internship evaluation forms of students doing deck internship must be approved with the seal and signature of the Ship's Captain. The approval of the Internship Evaluation Forms of the students doing the Mechanical Internship requires the signature and signature of the Chief Ship Engineer as well as the seal and signature of the Ship Captain. For the approval of the Internship Evaluation Form from the internships performed at the land facilities, the seal of the Institution and the signature of the authorized person are required.
- The Internship Evaluation Form (Personalized) is a document and must be delivered to the University of Kyrenia, Faculty of Maritime Studies, Internship Committee in a sealed envelope with the same seal and signature of the authorizing it, by post or by hand via an intern.
- This document loses its validity in case of any damage to the information it contains. (If there is an information written incorrectly by the authorized person who made the evaluation and if it is corrected, initial it immediately).