

# EUROPEAN TRAINING RECORD BOOK

For  
Inland Waterway Transport  
Education & Training  
*OPERATIONAL LEVEL*



Co-funded by the  
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# SECTION 1



## SECTION 1

# 1. PERSONAL DETAILS

FULL NAME:

Home Address:

Change of Address 1:

Tel. No:

Tel. No:

Change of Address 2:

Change of Address 3:

Tel. No:

Tel. No:

Date of Birth:

Place of Birth:

Nationality:

No. of Service Record Book:

Date of issue:

Signature of the Trainee

Acquired competences and practical abilities assessed by:

Name of institution:

Date:

Signature and stamp:

PHOTO

Note: This TRAINING RECORD BOOK is the property of the Trainee whose details appear above. If found, please return to the latest address shown.

## 2. INTRODUCTION

This Training Record Book (TRB) may be used as part of an approved education and/or training programme and allows for the recording of satisfactorily demonstrated competences by qualified assessors.

As part of their training every candidate sitting for the Union Certificate of Qualification at Operational Level (OL) must complete an approved programme. This programme is designed to assist the candidate achieve the necessary standards of competence in compliance with the provisions of Directive (EU) 2017/2397 on the recognition of professional qualifications in inland navigation and ES-QIN – European Standards – Qualifications in Inland Navigation- adopted by the Delegated Directive (EU) 2020/12 and laid down in Annex II to the above-mentioned Directive. The education and/or training programme is a combination of shore-based education and training, and on-board service for the practical stage. Competences may also be assessed on a simulator that meets the requirements of EU Directive 2020/12.

This TRB is an integral part of the education and /or training programme and should be completed during periods of on-board service in the practical stage. It not only allows for the practical assessment of competences but also provides a comprehensive record of on-board training on an inland navigation vessel.

All competences required to obtain the Union Certificate of Qualification at OL can be achieved by completing the tasks in this TRB, which must be completed while serving aboard an inland navigation commercial, passenger or dangerous-good vessel. The completed Training Record book will be made available to an approved examiner for the final assessment. The final assessment must be passed before a Union Certificate of Qualification at OL can be issued by the National Authority.

The evaluation of the candidate's competences should be made based on the mandatory standards for practical examination adopted from Directive (EU) 2020/12.

The TRB must be fully completed, with the signature of the boatmaster (or a Designated Training Person, qualified as an assessor) verifying that the various ASSIGNMENTS and TASKS have been completed by the trainee.

### 3. GUIDANCE FOR THE CANDIDATE - FOR COMPLETING THE TRAINING RECORD BOOK

This is an important document. It is an essential part of your professional development and will be reviewed by qualified assessors. It is your sole responsibility to ensure its safekeeping and to present it to the boatmaster or the Designated Training Person review who will sign and stamp it.

Upon receipt of the TRB:

- Familiarise yourself with the layout of the book;
  - Read all the instructions and required competences carefully;
  - Fill out your personal details;
  - Plan how to complete the book in a timely manner.
- 
1. You are personally responsible for the upkeep and safekeeping of this TRB at all times. Fill in your PERSONAL DETAILS.
  2. As soon as possible after joining each vessel, complete the priority and familiarisation TASKS, and the vessel's particulars in the sheets provided.
  3. A range of ASSIGNMENTS, TASKS and duties are detailed in this TRB, augmenting shore-based training and giving direction to your on-board service. Complete the ASSIGNMENTS, TASKS and duties as appropriate under the direction of the boatmaster or the Designated Training Person who has been duly authorised by the company.
  4. On satisfactory completion, each of the ASSIGNMENTS and TASKS should be initialled by the boatmaster or the Designated Training Person. It is important to understand that you may need to demonstrate this ability on several occasions before the boatmaster or Designated Training Person is confident that you have attained this standard.
  5. Present this TRB to the boatmaster for inspection on a regular basis and at least once each month.
  6. Present this TRB for updating and final review in good time before leaving the vessel and well before arrival at the last port, otherwise the opportunity to record valuable experience will be lost.

**Before leaving the vessel, ensure that the boatmaster has completed your IN Service Testimonial for voyage.**

## 4. GUIDANCE FOR THE BOATMASTER/DESIGNATED TRAINING PERSON

This Training Record Book (TRB) is for use by candidates/trainees who are undertaking training and gaining experience on board vessels, as required to obtain a Union Certificate of Qualification at Operational level (COL). When used during the required periods of qualifying service time (QST) on board vessels, the TRB will ensure that the candidate/trainee receives practical training and experience in the tasks, duties and responsibilities of a crew member at operational level, and provides a record of that training and experience.

A key part of this process is the candidate/trainee being overseen by a suitably qualified and experienced person while they gain experience and undertake training. This qualified and experienced person will sign off training tasks when a satisfactory standard of proficiency has been achieved. Such persons would normally include a boatmaster/Designated Training Person, employer, or any other person who may be suitably qualified and experienced in the field of training and assessment of competences.

When all the tasks in a section have been completed (or all those which it is possible to complete) the responsible person for on-board training should complete and sign the corresponding box, annotating it accordingly if it has not been possible for all the tasks to be completed.

Signing off tasks is a serious commitment. The person responsible for on-board training should sign off tasks **only** when they consider the candidate/trainee competent in the relevant area being assessed.

## 5. PARTICULARS OF PROFESSIONAL TRAINING

Name of Training Institute/Academy/College:

Date:

No.	Mandatory Courses/ Educational Programme Attended	Date	Diploma No.
1			
2			
3			
4			
5			
6			
7			



# 6. DESIGNATED TRAINING PERSON AND REVIEW OF TRAINING PROGRESS

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

Comments should only relate to the trainee’s practical progress & competence and should

NAME OF VESSEL (TYPE)	COMMENTS ON TRAINEE'S ACTIVITY, ATTITUDES AND COMPETENCE	FULL NAME OF DESIGNATED TRAINING PERSON (IN BLOCK CAPITALS)	DATE

# 7. BOATMASTER'S MONTHLY INSPECTION OF THE TRAINING RECORD BOOK

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

NAME OF VESSEL (TYPE)	COMMENTS	FULL NAME OF BOATMASTER/ DESIGNATED TRAINING PERSON (IN BLOCK CAPITALS)	DATE	VESSEL'S OFFICIAL STAMP

## 8. COMPANY'S INSPECTION OF THE TRAINING RECORD BOOK

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

COMMENTS	NAME (IN BLOCK CAPITALS)	DATE

## 9. LIST OF PUBLICATIONS AND ONLINE TOOLS (VIDEOS, APPS, E-LEARNING MANAGEMENT SYSTEMS) USED FOR INDIVIDUAL STUDY AND TRAINING

DATE	SUBJECT/TITLE	BOATMASTER/DESIGNATED TRAINING PERSON (Full name)
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## SECTION 2



## SECTION 2

# 10. BASIC SAFETY TRAINING AND CRAFT PARTICULARS FAMILIARISATION

Before being assigned to a vessel's board duties the candidate for the Union Certificate of Qualification at Management Level must be familiarised with the internal procedures & regulations for ensuring safety of life, and with the craft's particulars.

This initial training must be based on the documentation for internal procedures, regulations and any other relevant items, ensuring the trainee's personal and occupational safety during his/her embarkation on board the vessel.

# 11. FAMILIARISATION WITH THE CRAFT'S PARTICULARS

(Entries to be made by the trainee for **each** vessel he/she embarked upon. These craft particulars are in accordance with Directive (EU) 2016/1629 that lays down technical requirements for inland waterway vessels.)

CRAFT	1	2	3
1. Name of craft			
2. Type of craft or convoy			
3. Unique European Vessel Identification Number			
4. Dimensions and Capacities			
4.1 Length overall (m)			
4.2 Breadth overall (m)			
4.3 Draught overall (m)			
4.4 Freeboard (cm)			
4.5 Dead weight/Displacement (m)			
4.6 Number of passengers			
4.7 Number of passenger berths			
4.8 Number of watertight transverse bulkheads			
4.9 Number of holds			
4.10 Type of hatch cover			
4.11 Number of main propulsion engines			
4.12 Total power rating of main means of propulsion			
4.13 Number of main propellers			

CRAFT	1	2	3
4.14	Total number of bow windlasses Number of which are powered		
4.15	Total number of stern windlasses Number of which are powered		
4.16	Number of towing hooks		
4.17	Number of towing winches		
<b>5.</b>	<b>Couplings</b>		
5.1	Type of couplings		
5.2	Number of coupling cables		
5.3	Number of couplings per side		
5.4	Length of each coupling cable (m)		
5.5	Tensile strength per longitudinal coupling (kN)		
5.6	Tensile strength per cable (kN)		
5.7	Number of cable windings		
<b>6.</b>	<b>Steering system</b>		
6.1	Number of rudder blades on main rudder		
6.2	Main rudder drive (manual/ electric/ electric/hydraulic / hydraulic)		
6.3	Other installations:	<input type="checkbox"/> Yes <input type="checkbox"/> No Type:	<input type="checkbox"/> Yes <input type="checkbox"/> No Type:
6.4	Flanking rudder:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.5	Flanking rudder drive: (manual/ electric/electric-hydraulic/ hydraulic)		
6.6	Bow rudder installation - Bow rudder - Bow thruster - Other installation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No



CRAFT		1		2		3	
6.7	Remote control	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.8	Remote control	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.9	Remote activation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>7.</b>	<b>Bilge and drainage system</b>						
7.1	Total number of bilge pumps Number of power-driven bilge pumps						
7.2	Minimum pumping capacity - First bilge pump (l/min) - Second bilge pump (l/min)						
<b>8.</b>	<b>Anchors</b>						
8.1	Number of bow anchors						
8.2	Total mass of bow anchors (kg)						
8.3	Number of stern anchors						
8.4	Total mass of stern anchors (kg)						
<b>9.</b>	<b>Anchors chains</b>						
9.1	Number of bow anchor chains						
9.2	Length of each bow anchor chain (m)						
9.3	Breaking load of each bow anchor chain (kN)						
9.4	Number of stern anchor chains						
9.5	Length of each stern anchor chain (m)						
9.6	Breaking load of each stern anchor chain (kN)						
<b>10.</b>	<b>Mooring Cables</b>						
10.1	1st cable	m long with a breaking load of kN		m long with a breaking load of kN		m long with a breaking load of kN	

CRAFT		1	2	3
10.2	2nd cable	m long with a breaking load of kN	m long with a breaking load of kN	m long with a breaking load of kN
10.3	3rd cable	m long with a breaking load of kN	m long with a breaking load of kN	m long with a breaking load of kN
11.	Towing Cables			
11.1	(No. of cables)..... with a length of ..... m and a breaking load of .....kN	m long with a breaking load of kN	m long with a breaking load of kN	m long with a breaking load of kN
11.2	(No. of cables)..... with a length of .....m and a breaking load of ..... kN	m long with a breaking load of kN	m long with a breaking load of kN	m long with a breaking load of kN
12.	Visual and audible signals			
12.1	Lights, flags, balls, floats, audible warning devices, stand-alone emergency mooring lights			
12.2	Voice communication system - Alternative two-way system - Simultaneous two-way/telephone - Internal radio-telephone link			
12.3	Radio telephony systems - Vessel-to-vessel service - Nautical information service - Vessel-port authority service - Port			
13.	Other equipment			
13.1	Heaving line			
13.2	Gangway Length (m)			
13.3	Embarkation stairway/ladder			
13.4	Number of first-aid kits (no)			
13.5	Number of pairs of binoculars			

CRAFT	1	2	3
13.6	Notice concerning rescue of persons overboard		
13.7	Searchlight that can be operated from the wheelhouse		
<b>14.</b>	<b>Fire-fighting appliances</b>		
14.1	Number of portable: <ul style="list-style-type: none"> <li>- Fire extinguishers.</li> <li>- Fire pumps.</li> <li>- Hydrants</li> </ul>		
14.2	Number of permanently installed fire-fighting systems in accommodation etc.		
14.3	Number of permanently installed fire-fighting systems in engine rooms etc.		
14.4	Does the power-driven bilge pump replace a fire pump?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
14.5	Fire prevention and cooling system present?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
14.6	Fire alarm system (number/s) <ul style="list-style-type: none"> <li>- Fire detection system</li> <li>- Fire indicator system</li> <li>- Control panel</li> <li>- External power supply</li> </ul>		
14.7	Number of Fire detectors <ul style="list-style-type: none"> <li>- Number of heat detectors</li> <li>- Number of smoke detectors</li> <li>- Number of ion detectors</li> <li>- Number of flame detectors</li> <li>- Combination detectors type</li> </ul>		

CRAFT	1	2	3
<b>15. Lifesaving appliances</b>			
15.1 Number of lifebuoys 1. With light 2. With line			
15.2 Number of life jackets for every person who is regularly on board			
15.3 Ship's boat with a set of oars, one mooring line and a bailer in accordance with the European Standard is present?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
15.4 Platform or an installation in accordance with Article 19.15(4) or (5) is present?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
15.5 Number, type and site(s) of installation of the equipment to enable persons to be transferred safely to shallow water, to the bank or to another craft in accordance with Article 19.09(3)			
15.6 Number of individual life-saving pieces of equipment for shipboard personnel			
15.7 Number of individual life-saving pieces of equipment for passengers			
15.8 Number of collective life-saving pieces of equipment			
15.9 Number of breathing apparatus sets			
15.10 Safety rota and safety plan displayed			
<b>16. Navigation and Information Equipment</b>			
16.1 Inland ECDIS equipment, stand-alone equipment connected to the radar equipment	(type./ No)	(type./ No)	(type./ No)
16.2 Inland ECDIS equipment, stand-alone equipment connected to the radar installation and shared monitor	(type./ No)	(type./ No)	(type./ No)
16.3 Inland AIS equipment	(type./ No)	(type./ No)	(type./ No)

CRAFT		1	2	3
16.4	Shipboard tachograph	(type./ No)	(type./ No)	(type./ No)
16.5	Rate-of-turn indicator	(Type/Position)	(Type/Position)	(Type/Position)
16.6	Radar – antenna (Type/Position)	(Type/Position)	(Type/Position)	(Type/Position)
<b>17. Engine equipment</b>				
17.1	Engine room details:			
	- Gas safe engine room	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	- Explosion safe engine room	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	- ESD protected engine room	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	- Other type:			
17.2	Engine details:			
	- Type			
	- Rated power (kW)			
	- Rated speed (rpm)			
	- Number of cylinders			
	- Use for which the engine is intended (Craft main propulsion/Generator propulsion/Forward beam propulsion/Auxiliary engine, etc.)			
17.3	Engine components:			
	- Camshaft/piston	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	- Injection valve	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	- Data set/software number	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	- Injection pump	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	- Cylinder head	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	- Exhaust-gas turbocharger	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	- Charge air cooler	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>18. On-board sewage treatment plants</b>				
18.1	- Type: - Make - Mode of treatment: biological or mechanical/chemical			
18.2	Upstream waste water storage tank (m³)			
18.3	On-board sewage treatment plant characteristics - Daily volumetric flow rate of sewage $Q_d$ (m³/d): - Daily $BOD_5$ pollution load (kg/d):			

CRAFT		1		2		3	
19.	Control, Monitoring and Safety Systems						
19.1	Gas supply system	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	3. Set of independent gas control systems	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	4. Gas monitoring system	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Gas safety system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19.2	Number of LNG fuel tanks fitted with:						
	- Liquid level indicators						
	- Pressure indicator						
	- High liquid level alarm						
	- Additional sensor						
19.3	Gas warning equipment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19.4	Gas supply system	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## SECTION 3



## SECTION 3: TASKS AND ASSIGNMENTS

# 12. TASKS

This section includes Remarks and Assessment by the boatmaster's/ Designated Training Person on the Trainee's undertaking to receive the Boatmaster Union Certificate of Qualification. All competence requirements under the following seven core thematic modules from ES-QIN must be fulfilled:

1. Navigation;
2. Operation of the Craft;
3. Cargo Handling, Stowage and Passenger Transport;
4. Marine Engineering and Electrical, Electronic and Control Engineering;
5. Maintenance and Repair;
6. Communication;
7. Health & Safety and Environmental Protection.

The details of the main tasks fulfilled, supervised and assessed by the boatmaster/ Designated Training Person on the vessel upon which the trainee served are presented on the following pages. The Trainee must complete all of the main tasks in order to obtain a minimum standard of competence and knowledge, as well as the abilities and competences needed by any boatmaster working on board an inland navigation vessel. Competence is demonstrated prior to the boatmaster entering his/her remarks, suggestions and considerations of the candidate's on-board Boatmaster License attainment activity.

### 1. NAVIGATION

Competence requirements:

#### 1.1. The boatman shall be able to:

- assist the management of the craft in situations of manoeuvring and handling a craft on all types of waterways and in all types of ports



Ref No	COMPETENCE:	ABILITIES TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	ABILITIES DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
1.	Assist with mooring, unmooring and hauling (towage) operations	<ol style="list-style-type: none"> <li>1. Possesses knowledge of equipment, material and procedures used on board for mooring, unmooring and hauling (towage) operations.</li> <li>2. Uses required equipment on board e.g. bollards and winches for mooring and unmooring and hauling manoeuvres.</li> <li>3. Uses materials available on board such as ropes and wires, considering relevant safety measures including the use of personal protective and rescue equipment.</li> <li>4. Communicates with the wheelhouse using intercom communication systems and hand signals.</li> <li>5. Knows the effects of water movement around craft and local effects on sailing circumstances including the effects of trim, and of shallow water relating to craft's draught.</li> <li>6. Knows the effects of water movement upon the craft during manoeuvring, including the interaction effects when two craft pass or overtake each other in narrow fairways, and the interaction effects on a craft moored alongside when another craft proceeds in the fairway and passes at a short distance.</li> </ol>		
2	Assist with coupling operations of push barge combinations	<ol style="list-style-type: none"> <li>1. Knows the equipment, material and procedures used for coupling operations.</li> <li>2. Connects and disconnects push/barge combinations using required equipment and materials.</li> <li>3. Knows safe working rules including the use of personal protective and rescue equipment.</li> <li>4. Applies safe working rules and communicates with crew members involved.</li> </ol>		
3	Assist with anchoring operations	<ol style="list-style-type: none"> <li>1. Knows anchoring equipment, materials and procedures in various circumstances.</li> <li>2. Assists with anchor manoeuvres, e.g. prepares.</li> <li>3. Knows safe working rules including the use of personal protective and rescue equipment. anchor equipment for anchoring operations, presents anchor, gives sufficient amount of cable or chain to veer initially, determines when the anchor holds the craft at its position (anchor bearing), secures anchors on the completion of anchoring, uses dragging anchors in various manoeuvres and handles the anchor signs.</li> </ol>		

Ref No	COMPETENCE:	ABILITIES TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	ABILITIES DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
4	Steer the craft complying with helm orders, using steering gear properly	<ol style="list-style-type: none"> <li>1. Knows the functions and types of various propulsion and steering systems.</li> <li>2. Steers craft under supervision and complies with helm orders.</li> </ol>		
5	Steer the craft complying with helm orders, taking into account the influence of wind and current	<ol style="list-style-type: none"> <li>1. Knows the influence of wind and current on sailing and manoeuvring.</li> <li>2. Steers the craft under supervision taking into account the influence of wind on sailing and manoeuvres in waterways with or without currents and with wind characteristics.</li> </ol>		
6	Use navigational aids and instruments under supervision	<ol style="list-style-type: none"> <li>1. Is familiar with the navigation aids and instruments such as rudder indicator, radar, rate of turn indicator, sailing speed indicator.</li> <li>2. Uses the information provided by navigation aids such as light and buoyage system and charts.</li> <li>3. Uses navigation instruments such as compass, rate of turn indicator and sailing speed indicator.</li> </ol>		
7	Undertake necessary actions for safety of navigation	<ol style="list-style-type: none"> <li>1. Knows safety regulations and checklists to follow in dangerous and emergency situations.</li> <li>2. Recognises and responds to unsafe situations and follows-up actions according to the safety regulations.</li> <li>3. Immediately warns the craft's management.</li> <li>4. Uses personal protective and rescue equipment.</li> <li>5. Knows the verification commissioned by the supervisor regarding the presence, usefulness, water tightness and securing of the craft and its equipment.</li> <li>6. Executes the work according to the checklist on deck and in living quarters such as waterproofing and securing of the hatches and holds.</li> <li>7. Executes the work according to the checklist in the engine room; stores and secures loose items, fills the day service tanks and checks vents.</li> </ol>		

Ref No	COMPETENCE:	ABILITIES TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	ABILITIES DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
8	Describe the characteristics of main European inland waterways, ports and terminals for voyage preparation and steering	<ol style="list-style-type: none"> <li>1. Knows the most important national and international inland waterways.</li> <li>2. Knows the main ports and terminals located in the European inland waterway transport (IWT) network.</li> <li>3. Knows the influence of engineering structures, waterway profiles and protection works on navigation.</li> <li>4. Knows the classification characteristics of rivers, canals and inland waterways of maritime character: bottom width, bank type, bank protection, water level, water movement, vertical and horizontal bridge clearance and depth.</li> <li>5. Knows navigational aids and instruments needed when navigating on inland waterways with maritime character.</li> <li>6. Explains the characteristics of various types of inland waterways for voyage preparation and steering.</li> </ol>		
9	Respect the general provisions, signals, signs and marking system	<ol style="list-style-type: none"> <li>1. Knows the agreed set of rules applicable in inland navigation and police regulations applied to the relevant inland waterways.</li> <li>2. Handles and maintains the craft's day and night marking system, signs and sound signals.</li> <li>3. Knows the buoyage and marking system SIGNI (Signalisation des voies de navigation intérieure) and IALA (International Association of Marine Aids to Navigation and Lighthouse Authorities) part A.</li> </ol>		
10	Follow procedures while passing locks and bridges	<ol style="list-style-type: none"> <li>1. Knows the shape, layout and facilities of locks and bridges, lockage (locking process), types of locks, bollards and stairs, etc.</li> <li>2. Applies procedures during approach, entering, locking and leaving the lock or bridge.</li> </ol>		
11	Use systems of traffic control	<ol style="list-style-type: none"> <li>1. Knows various traffic control systems in use such as day and night signs on locks, weirs and bridges.</li> <li>2. Identifies day and night signs on locks, weirs and bridges and follows instructions of the competent authority such as bridge- and lock-keepers and traffic control operators.</li> <li>3. Uses radio equipment in emergency situations.</li> <li>4. Knows Inland Automatic Identification System (AIS) and Inland Electronic Chart and Display Information System (ECDIS).</li> </ol>		

## 2. OPERATION OF THE CRAFT

Competence requirements:

### 2.1 The boatman shall be able to:

- assist the management of the craft in controlling the operation of the craft and in the care of persons on board

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
1	Distinguish various types of craft	<ol style="list-style-type: none"> <li>1. Knows most common types of craft including convoys used in European IWT and their corresponding construction, dimensions and tonnages.</li> <li>2. Explains the characteristics of the most common types of craft including convoys sailing in European IWT.</li> </ol>		
2	Apply knowledge of the construction of inland waterway craft and their behaviour in water, especially in terms of stability and strength	<ol style="list-style-type: none"> <li>1. Knows the effects of the craft's movement in various circumstances caused by longitudinal and transversal stresses and of different loading conditions.</li> <li>2. Explains the craft's behaviour in different loading conditions, related to the craft's stability and strength.</li> </ol>		
3	Apply knowledge of the craft's structural parts and identify the parts by name and function	<ol style="list-style-type: none"> <li>1. Knows the craft's structural elements with respect to the transport of different types of cargo and passengers, including the longitudinal and transversal structure and local reinforcements.</li> <li>2. Names the craft's structural parts and describes their functions.</li> </ol>		
4	Apply knowledge of the craft's watertight integrity	<ol style="list-style-type: none"> <li>1. Knows watertight integrity of IWT craft.</li> <li>2. Checks watertight integrity.</li> </ol>		
5	Apply knowledge of the documentation required for the craft's operation	<ol style="list-style-type: none"> <li>1. Knows the craft's obligatory documentation.</li> <li>2. Explains their importance in relation to (inter)national requirements and legislation.</li> </ol>		

## 2.2. The boatman shall be able to:

- use the equipment of the craft

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
6	Use anchors and handle anchor winches	<ol style="list-style-type: none"><li>1. Knows different kinds of anchors and anchor winches used on board craft.</li><li>2. Names and recognises different kinds of anchors and anchor winches used on board craft and explain their specific use.</li><li>3. Safely handles different types of anchors and anchor winches in various situations and conditions.</li></ol>		
7	Use deck equipment and lifting devices	<ol style="list-style-type: none"><li>1. Knows the equipment used on deck of craft such as (coupling) winches, hatches, lifting devices, car cranes, pipe systems, fire hoses, etc.</li><li>2. Names and recognises deck equipment and lifting devices and explains their specific use.</li><li>3. Safely handles deck equipment and lifting devices.</li></ol>		
8	Use equipment specific to passenger vessels	<ol style="list-style-type: none"><li>1. Knows the specific construction requirements, equipment and devices for passenger vessels.</li><li>2. Names and recognises equipment used on board passenger vessels only and explains its specific use.</li><li>3. Safely handles equipment used on board passenger vessels.</li></ol>		

### 3. CARGO HANDLING, STOWAGE AND PASSENGER TRANSPORT

Competence requirements:

#### 3.1 The boatman shall be able to:

- assist the management of the craft in the preparation, stowage and monitoring of cargo during loading and unloading operations

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
1	Read stowage and stability plans	<ol style="list-style-type: none"> <li>1. Identifies the impact of types of cargo on stowage and stability plans.</li> <li>2. Knows stowage and stability plans.</li> <li>3. Understands stowage plans.</li> <li>4. Knows numbering and divisions of the holds of dry cargo vessels and of the tanks of tanker vessels (N, C or G), and knows how to stow the various types of cargo.</li> <li>5. Identifies labelling of dangerous goods according to the European Agreement concerning the International Carriage of Dangerous Goods by Inland Waterways (ADN).</li> </ol>		
2	Monitor the stowage and securing of cargo	<ol style="list-style-type: none"> <li>1. Knows the methods of stowing the craft with various cargoes in order to ensure safe and efficient transport.</li> <li>2. Knows the procedures to prepare the craft for loading and unloading operations.</li> <li>3. Safely applies loading and unloading procedures, i.e. by opening or closing the holds, perform watch-keeping on deck during loading and unloading operations.</li> <li>4. Establishes and maintains effective communications during loading and unloading.</li> <li>5. Knows the effect of cargo on the stability of the craft.</li> <li>6. Monitors and reports damage of cargo.</li> </ol>		
3	Distinguish various types of cargo and their qualities	<ol style="list-style-type: none"> <li>1. Knows various types of cargo, for example break bulk cargo, liquid bulk cargo and heavy goods, etc.</li> <li>2. Knows the logistic chain and multimodal transport.</li> <li>3. Prepares craft operation connected to loading and unloading procedures e.g. communicates with land side and prepares hold.</li> </ol>		

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
4	Use of ballast system	<ol style="list-style-type: none"> <li>1. Knows the function and use of the ballast system.</li> <li>2. Uses ballast system, e.g. fills or empties the ballast tanks.</li> </ol>		
5	Check the amount of cargo	<ol style="list-style-type: none"> <li>1. Knows manual and technical methods of determination of the cargo weight on various types of craft.</li> <li>2. Knows the methods to determine the amount of cargo loaded or unloaded.</li> <li>3. Knows how to calculate the amount of liquid cargo using the soundings or tank tables, or both.</li> <li>4. Reads draught marks and draught scales.</li> </ol>		
6	Work according to regulations and safe working rules	<ol style="list-style-type: none"> <li>1. Knows safe working rules and procedures applicable during preparation, loading and discharging phase of craft with various types of cargoes.</li> <li>2. Complies with safe working rules and procedures applicable during loading and unloading and uses personal protective and rescue equipment.</li> <li>3. Establishes and maintains effective verbal and non-verbal communications with all partners involved with loading and unloading procedures.</li> <li>4. Knows the technical means for handling cargoes in craft and ports and from craft and ports, and labour safety measures during their use.</li> </ol>		

### 3.2 The boatman shall be able to:

- assist the management of the craft in providing services to passengers and provide direct assistance to disabled persons and persons with reduced mobility in accordance with the training requirements and instructions of Annex IV to Regulation (EU) No 1177/2010 of the European Parliament and of the Council of 24 November 2010

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
7	Respect regulations and conventions regarding passenger transport	<ol style="list-style-type: none"> <li>1. Knows the applicable regulations and conventions regarding passenger transport.</li> <li>2. Provides direct assistance to disabled persons and persons with reduced mobility in accordance with the training requirements and instructions of Annex IV to Regulation (EU) No 1177/2010.</li> </ol>		
8	Assist in safe movement of passengers when embarking and disembarking	<ol style="list-style-type: none"> <li>1. Knows the procedures to be applied before and during embarkation and disembarkation of passengers.</li> <li>2. Positions and places the embarkation and disembarkation equipment and applies safety measures.</li> </ol>		
9	Assist in supervising passengers during emergency situations	<ol style="list-style-type: none"> <li>1. Knows the existing life-saving equipment for emergency situations, the procedures to follow in case of leakage, fire, person overboard, evacuation including crisis and crowd management and medical first aid on board vessel.</li> <li>2. Assists in the case of leakage, fire, person overboard, collision and evacuation including crisis and crowd management, uses life-saving equipment in emergency situations and performs medical first aid on board vessel.</li> </ol>		
10	Communicate effectively with passengers	<ol style="list-style-type: none"> <li>1. Knows standardised communication phrases for evacuation of passengers in case of emergency.</li> <li>2. Uses service-oriented behaviour and language.</li> </ol>		



## 4. MARINE ENGINEERING AND ELECTRICAL, ELECTRONIC AND CONTROL ENGINEERING

Competence requirements:

### 4.1 The boatman shall be able to:

- assist the management of the craft in marine, electrical, electronic, and control engineering to ensure general technical safety

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
1	Assist in monitoring the engines and propulsion system	<ol style="list-style-type: none"> <li>1. Knows the principles of propulsion system(s).</li> <li>2. Knows different types of engines and their construction, performance and terminology.</li> <li>3. Knows the function and operation of air delivery, fuel delivery, lubrication, cooling and engine exhaust system.</li> <li>4. Knows the main and auxiliary engines.</li> <li>5. Carries out basic checks and ensures regular functioning of engines.</li> </ol>		
2	Prepare main engines and auxiliary equipment for operation	<ol style="list-style-type: none"> <li>1. Knows how to start the systems of main engines, auxiliary equipment and hydraulic and pneumatic systems according to instructions.</li> <li>2. Knows the principles of reversing systems.</li> <li>3. Prepares the machinery in the engine room according to checklist for departure.</li> <li>4. Uses the starting system and auxiliary equipment according to instructions, e.g. steering equipment.</li> <li>5. Starts the main engines following starting procedures.</li> <li>6. Uses hydraulic and pneumatic systems.</li> </ol>		
3	React adequately to malfunctions of engines	<ol style="list-style-type: none"> <li>1. Knows the control equipment in the engine room and the reporting procedures for malfunctions.</li> <li>2. Recognises malfunctions and takes appropriate measures in the case of malfunction including reporting to the craft's management.</li> </ol>		

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
4	Operate machinery including pumps, piping systems, bilge and ballast systems	<ol style="list-style-type: none"> <li>1. Knows the safe operation and control of the machinery in the engine room, ballast compartments and bilge following procedures.</li> <li>2. Controls the safe function, operation of machinery in the engine room and maintains the bilge and ballast system including reporting incidents associated with transfer operations and correctly measuring/reporting tank levels.</li> <li>3. Prepares and operates shut-off operations of the engines after operation.</li> <li>4. Operates pumping bilge, ballast and cargo pumping systems.</li> </ol>		
5	Assist in monitoring electronic and electrical devices	<ol style="list-style-type: none"> <li>1. Knows the electronic and electrical systems and components.</li> <li>2. Knows the AC and DC current.</li> <li>3. Monitors and evaluates control instruments.</li> <li>4. Knows the magnetism and the difference between natural and artificial magnets.</li> <li>5. Knows the electro-hydraulic system.</li> </ol>		
6	Prepare, start, connect and change generators, and control their systems and shore supply	<ol style="list-style-type: none"> <li>1. Knows the power installation.</li> <li>2. Uses switchboard.</li> <li>3. Uses shore supply.</li> </ol>		
7	Define malfunctions and common faults, and describe the actions to prevent damage	<ol style="list-style-type: none"> <li>1. Identifies malfunctions outside the engine room and the procedures to follow to prevent damage and the procedures to follow if malfunctions occur.</li> <li>2. Identifies common faults and takes action to prevent damage to mechanical, electrical, electronic, hydraulic and pneumatic systems.</li> </ol>		
8	Use required tools to ensure general technical safety	<ol style="list-style-type: none"> <li>1. Knows the characteristics and limitations of processes and materials used for maintenance and repair of engines and equipment.</li> <li>2. Applies safe working practices when maintaining or repairing engines and equipment.</li> </ol>		

#### 4.2 The boatman shall be able to:

- perform maintenance work on marine, electrical, electronic, and control engineering equipment to ensure general technical safety

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
9	Perform the daily maintenance work on the main engines, auxiliary machinery and control systems	<ol style="list-style-type: none"><li>1. Knows the procedures to follow for maintenance and good care of the engine room, main engine, main machinery, auxiliary equipment and control systems.</li><li>2. Maintains main engines, auxiliary equipment and control systems.</li></ol>		
10	Perform the daily maintenance work on machinery including pumps, piping systems, bilge- and ballast systems	<ol style="list-style-type: none"><li>1. Knows the daily maintenance procedures.</li><li>2. Maintains and takes care of pumps, piping systems, bilge- and ballast systems.</li></ol>		
11	Use required tools to ensure general technical safety	<ol style="list-style-type: none"><li>1. Knows the use of maintenance material and repair equipment on board, including their qualities and limitations.</li><li>2. Chooses and uses maintenance material and repair equipment on board.</li></ol>		
12	Follow procedures of maintenance and repair	<ol style="list-style-type: none"><li>1. Knows the manuals and instructions for maintenance and repair.</li><li>2. Conduct maintenance and repair procedures according to applicable manuals and instructions</li></ol>		
13	Use technical information and document technical procedures	<ol style="list-style-type: none"><li>1. Knows the technical documentation and manuals.</li><li>2. Documents maintenance work.</li></ol>		

## 5. MAINTENANCE AND REPAIR

Competence requirements:

### 5.1 The boatman shall be able to:

- assist the management of the craft in maintaining and repairing craft, its devices and its equipment

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
1	Work with different types of materials and tools used for maintenance and repair operations	<ol style="list-style-type: none"> <li>1. Knows the required tools and maintenance of equipment and safe working and environmental protection rules.</li> <li>2. Uses relevant methods for craft maintenance including choosing different materials.</li> <li>3. Correctly maintains and stores tools and maintenance equipment.</li> <li>4. Conducts maintenance work according to safe working and environmental protection rules.</li> </ol>		
2	Protect health and environment when performing maintenance and repair	<ol style="list-style-type: none"> <li>1. Knows the applicable cleansing/preserving procedures and rules of hygiene.</li> <li>2. Cleans all accommodation spaces, the wheelhouse and keeps the household in a proper way complying to rules of hygiene, including taking responsibility for their own accommodation space.</li> <li>3. Cleans the engine rooms and engines using the required cleaning materials.</li> <li>4. Cleans and preserves the outer parts, the hull and the decks of the craft in the correct order using the required materials according to environmental protection rules.</li> <li>5. Takes care of the craft and household waste disposal according to environmental protection rules.</li> </ol>		
3	Maintain technical devices according to technical instructions	<ol style="list-style-type: none"> <li>1. Knows the technical instructions for maintenance and maintenance programmes.</li> <li>2. Takes care of all technical equipment according to instructions and uses maintenance programmes (including digital) under supervision.</li> </ol>		
4	Safely handle wires and ropes	<ol style="list-style-type: none"> <li>1. Knows the characteristics of different types of ropes and wires.</li> <li>2. Uses and stores them according to safe working practices and rules.</li> </ol>		

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
5	Make knots and splices according to their use and maintain them	<ol style="list-style-type: none"> <li>1. Knows the procedures to follow in order to ensure safe towage and coupling with means available on board.</li> <li>2. Splices wires and ropes.</li> <li>3. Applies knots according to their use.</li> <li>4. Maintains wires and ropes.</li> </ol>		
6	Prepare and carry out working plans as a member of a team and check the results	<ol style="list-style-type: none"> <li>1. Knows the principles of team work.</li> <li>2. Carries out maintenance and simple repairs independently as part of a team effort.</li> <li>3. Carries out more complex repairs under supervision.</li> <li>4. Applies various working methods including team work according to safety instructions.</li> <li>5. Evaluates the quality of work.</li> </ol>		

## 6. COMMUNICATION

### Competence requirements:

#### 6.1 The boatman shall be able to:

- communicate generally and professionally, which includes the ability to use standardised communication phrases in situations with communication problems

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
1	Use information and communication systems	<ol style="list-style-type: none"> <li>1. Knows the intercom installation for intra-craft or terminal communication, the craft's (mobile) phone, radio, (satellite) TV and camera system.</li> <li>2. Uses the craft's (mobile) phone system, the craft's radio, (satellite) TV and camera system.</li> <li>3. Knows the operation principles of the Inland AIS system.</li> <li>4. Uses Inland AIS data to address other craft.</li> </ol>		
2	Solve different tasks with the help of different types of digital devices, information services (such as River Information Services (RIS) and communication systems	<ol style="list-style-type: none"> <li>1. Knows the digital devices available in inland waterway transport.</li> <li>2. Uses the craft's digital devices according to instructions to perform simple tasks.</li> </ol>		
3	Collect and store data including backup and data update	<ol style="list-style-type: none"> <li>1. Knows the craft's communication system for data collection, storage and update.</li> <li>2. Processes data under strict supervision.</li> </ol>		
4	Follow instructions for data protection	<ol style="list-style-type: none"> <li>1. Knows the data protection regulations and how to maintain professional secrecy.</li> <li>2. Processes data according to data protection regulations and professional secrecy requirements.</li> </ol>		
5	Present facts using technical terms	<ol style="list-style-type: none"> <li>1. Knows the required technical and nautical terms as well as terms related to social aspects in standardised communication phrases.</li> <li>2. Uses required technical and nautical terms as well as terms related to social aspects in standardised communication phrases.</li> </ol>		
6	Obtain nautical and technical information to maintain safety of navigation	<ol style="list-style-type: none"> <li>1. Knows the available information sources.</li> <li>2. Uses information sources to obtain necessary nautical and technical information to maintain safety of navigation.</li> </ol>		

## 6.2 The boatman shall be able to:

- be sociable.

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
7	Follow instructions and communicate with others in terms of shipboard duties	<ol style="list-style-type: none"> <li>1. Knows the importance of orders given by the craft's management, formal and informal instructions, rules and procedures and the importance of being a role model for inexperienced crew members.</li> <li>2. Follows up orders given by the craft's management and other instructions and rules, as well as accompanies inexperienced crew members.</li> <li>3. Knows the company or on-board rules.</li> <li>4. Complies with company or on-board rules.</li> </ol>		
8	Contribute to good social relations and cooperate with others on board	<ol style="list-style-type: none"> <li>1. Understands cultural diversity.</li> <li>2. Accepts different cultural standards, values and habits.</li> <li>3. Works and lives in a team.</li> <li>4. Participates in team meetings and carries out the distributed tasks.</li> <li>5. Understands the importance of respect for team work.</li> <li>6. Respects sex-related and cultural differences and reports related problems including mobbing and (sexual) harassment.</li> </ol>		
9	Accept social responsibility, conditions of employment, individual rights and duties; acknowledge dangers of alcohol and drug abuse and adequately respond to misconduct and dangers	<ol style="list-style-type: none"> <li>1. Identifies misconduct and potential dangers.</li> <li>2. Proactively responds to misconduct and potential dangers.</li> <li>3. Works independently according to instructions.</li> <li>4. Knows individual workers' rights and duties.</li> <li>5. Knows the dangers of the use of alcohol and drugs in the working and social environment. (Awareness of police regulation rules on toxicology).</li> <li>6. Identifies dangers to safe craft operation related to alcohol and drugs.</li> </ol>		
10	Plan, purchase and prepare simple meals	<ol style="list-style-type: none"> <li>1. Knows the possibilities of food provision and the principles of healthy nutrition.</li> <li>2. Prepares simple meals in keeping with rules of hygiene.</li> </ol>		

## 7. HEALTH & SAFETY AND ENVIRONMENTAL PROTECTION

Competence requirements:

### 7.1 The boatman shall be able to:

- adhere to safe working rules, understand the importance of health and safety rules and the importance of the environment

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
1	Work according to instructions and rules for safety at work and prevention of accidents	<ol style="list-style-type: none"> <li>1. Knows the advantages of safe working practices.</li> <li>2. Understands the nature of on-board hazards.</li> <li>3. Prevents dangers related to on board hazards, for example: movements of the craft; provision for safe embarkation and disembarkation of the craft (e.g. gangplank, ship's boat); safely stowing movable objects; working with machinery; recognising electric hazards; fire precautions and firefighting; professional use of hand tools; professional use of portable power tools; compliance with health and hygiene; removal of slip, fall and tripping hazards.</li> <li>4. Knows the relevant health and safety working instructions during activities that take place on board.</li> <li>5. Knows the applicable regulations concerning safe and sustainable working conditions.</li> </ol>		
2	Use personal protective equipment to prevent accidents	<ol style="list-style-type: none"> <li>1. Knows the personal protective equipment.</li> <li>2. Uses personal protective equipment, for example: eye protection, respiratory protection, ear protection, head protection, protective clothing.</li> </ol>		
3	Take required precautions before entering enclosed spaces	<ol style="list-style-type: none"> <li>1. Identifies the hazards associated with entering enclosed spaces.</li> <li>2. Knows the precautions to be taken and tests or measurements to be carried out to determine whether or not an enclosed space has been made safe for entry, and while working in enclosed space.</li> <li>3. Applies safety instructions before entering certain spaces on board, e.g. holds, coffer dams, double hull.</li> <li>4. Takes precautions concerning work in enclosed spaces.</li> </ol>		



## 7.2 The boatman shall be able to:

- acknowledge the importance of training aboard and act immediately in the event of emergencies;

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
4	Act in the case of emergencies according to applicable instructions and procedures;	<ol style="list-style-type: none"> <li>1. Identifies various types of emergencies.</li> <li>2. Knows the routine to follow in the case of an alarm.</li> <li>3. Knows the procedures applicable in the case of an accident.</li> <li>4. Acts according to instructions and procedures.</li> </ol>		
5	Perform medical first aid;	<ol style="list-style-type: none"> <li>1. Knows the general principles of first aid including appreciation of body structure and functions on board a craft after assessment of a situation.</li> <li>2. Maintains physical and mental condition and personal hygiene in the case of first aid.</li> <li>3. Knows the relevant measures in the case of accidents in accordance with recognized best practices.</li> <li>4. Assesses the needs of casualties and threats to own safety.</li> <li>5. Performs required measures in cases of emergency, including to:               <ol style="list-style-type: none"> <li>a) position the casualty;</li> <li>b) apply resuscitation techniques;</li> <li>c) control bleeding;</li> <li>d) apply appropriate measures of basic shock management;</li> <li>e) apply appropriate measures in the event of burns and scalds, including accidents caused by electric current;</li> <li>f) rescue and transport a casualty.</li> </ol> </li> <li>6. Improvises bandages and uses materials in the emergency kit.</li> </ol>		

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
6	Use and maintain personal protective equipment and shipboard life-saving equipment	<ol style="list-style-type: none"> <li>1. Knows the periodical checks of personal protection, escape routes and rescue equipment as regards function, damage, wear and other imperfections.</li> <li>2. Reacts in the case of identified imperfections including relevant communication procedures.</li> <li>3. Uses personal life-saving appliances, e.g. lifebuoys including relevant equipment and life jackets including relevant equipment on life jackets such as fixed or flashing lights and a whistle firmly secured by a cord.</li> <li>4. Knows the functions of the ship's boat.</li> <li>5. Prepares, launches, sails, recovers and stows the ship's boat.</li> </ol>		
7	Provide assistance in the case of rescue operations and swimming	<ol style="list-style-type: none"> <li>1. Rescues and transports a casualty.</li> <li>2. Uses swimming skills for rescue operations.</li> </ol>		
8	Use emergency escape routes	<ol style="list-style-type: none"> <li>1. Keeps escape routes free and clear (according to local features on board).</li> </ol>		
9	Use internal emergency communication and alarm systems	<ol style="list-style-type: none"> <li>1. Uses emergency communication and alarm systems and equipment.</li> </ol>		

### 7.3 The boatman shall be able to:

- take precautions to prevent fire and shall use the firefighting equipment correctly

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
10	Distinguish the elements of fire and types and sources of ignition	<ol style="list-style-type: none"> <li>1. Knows the possible causes of fire during different activities as well as the classification of fires according to the European Standard EN or equivalent.</li> <li>2. Knows the elements of the combustion process.</li> <li>3. Applies the basics of fire-fighting.</li> </ol>		
11	Use different types of fire extinguishers	<ol style="list-style-type: none"> <li>1. Knows the different characteristics and classes of fire extinguishers.</li> <li>2. Applies various methods of firefighting and uses extinguishing equipment and fixed installations taking into account for example: the use of different types of portable fire extinguishers, and the influence of wind while approaching the fire.</li> </ol>		
12	Act according to ship-board fire-fighting procedures and organisation	<ol style="list-style-type: none"> <li>1. Knows the on-board systems to fight fire.</li> <li>2. Tackles fire and takes relevant notification measures.</li> </ol>		
13	Follow instructions concerning: personal equipment, methods, extinguishing agents and procedures during firefighting and rescue operations	<ol style="list-style-type: none"> <li>1. Knows the procedures to avoid personal danger.</li> <li>2. Acts according to the emergency procedure.</li> </ol>		

#### 7.4 The boatman shall be able to:

- perform duties taking into account the importance of protecting the environment

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
14	Protect the environment in accordance with relevant regulations	<ol style="list-style-type: none"> <li>1. Knows the national and international regulations concerning the protection of the environment.</li> <li>2. Uses the available documentation and information systems concerning environmental issues according to instructions.</li> <li>3. Knows the consequences of possible leaks, spills or release of pollutants into the environment.</li> <li>4. Identifies dangerous goods and knows their classifications with regard to environmental aspects.</li> </ol>		
15	Take precautions to prevent pollution of the environment	<ol style="list-style-type: none"> <li>1. Knows the general precautions to prevent pollution of the environment.</li> <li>2. Follows general precautions and applies safe bunkering procedures.</li> <li>3. Takes measures according to instructions in the event of collision, for example sealing the leaks.</li> </ol>		
16	Use resources efficiently	<ol style="list-style-type: none"> <li>1. Knows the efficient use of fuel consumption.</li> <li>2. Uses materials in an economical and energy saving way.</li> </ol>		
17	Dispose of waste in an environmentally-friendly fashion	<ol style="list-style-type: none"> <li>1. Knows the applicable regulations concerning waste.</li> <li>2. Carries out the collection, delivery and disposal of: craft oil and fat, cargo residues, and other types of waste goods.</li> </ol>		

## 10. PASSENGER NAVIGATION EXPERTS

### 10.1. The expert shall be able to:

- organise the use of life-saving equipment on board passenger vessels

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
1.	Organise the use of life-saving equipment	1. Ability to demonstrate the use of life-saving equipment for passengers including passengers with reduced mobility.		

### 10.2. The expert shall be able to:

- apply safety instructions and take the necessary measures to protect passengers, especially in the event of emergencies (e.g. evacuation, damage, collision, running aground, fire, explosion or other situations which may give rise to panic) including providing direct assistance to disabled persons and persons with reduced mobility in accordance with training requirements and instructions of Annex IV to Regulation (EU) No 1177/2010

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
1.	Apply safety instructions	1. Ability to monitor the safety systems and equipment, organise checks and control of the passenger vessel safety equipment including breathing apparatus. 2. Ability to conduct exercises on emergency situations. 3. Ability to instruct crew members and shipboard personnel named on the the safety rota on the use of life-saving equipment, escape routes, muster areas and evacuation areas in the case of an emergency. 4. Ability to provide information to passengers at the beginning of the voyage on the code of conduct and contents of the safety plan.		

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
2.	Take necessary measures to protect passengers in general and in emergency situations	<ol style="list-style-type: none"> <li>1. Ability to implement safety rota planning for evacuation of parts of the vessel or of the entire vessel, taking into account different emergency situations (e.g. smoke, fire, leakage, danger to vessel stability and dangers arising from cargo transported on board).</li> <li>2. Ability to provide necessary information to the boatmaster, passengers and external rescue forces.</li> </ol>		
3.	Provide assistance and give instructions so that disabled persons and passengers with reduced mobility can embark, stay on board and disembark safely.	<ol style="list-style-type: none"> <li>1. Ability to implement rules on non-discriminatory access and safety rota planning for disabled persons and persons with reduced mobility. This includes all training requirements referred to in Annex IV to Regulation (EU) No 1177/2010.</li> </ol>		

### 10.3. The expert shall be able to:

- communicate in elementary English

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
1.	Communicate safety related issues in elementary English	<ol style="list-style-type: none"> <li>1. Ability to use elementary English vocabulary and pronunciation of wording suited to guiding all persons on board in standard situations and to alert and guide them in the event of emergencies.</li> </ol>		

#### 10.4 The expert shall be able to:

- meet the relevant requirements of Regulation (EU) No 1177/2010

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
1.	Provide assistance to passengers concerning passenger rights	<ol style="list-style-type: none"><li>1. Ability to inform passengers on applicable passenger rights.</li><li>2. Ability to implement applicable procedures to provide access and professional assistance.</li></ol>		

## 11. LIQUEFIED NATURAL GAS (LNG) EXPERTS

#### 11.1 The expert shall be able to:

- ensure compliance with legislation and standards applicable to craft that use LNG as fuel, as well as with other relevant health and safety regulations

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
1.	Ensure compliance with relevant legislation and standards applicable to craft using LNG as fuel	<ol style="list-style-type: none"><li>1. Ability to instruct and monitor crew member operations in order to ensure compliance with legislation and standards applicable to craft using LNG as a fuel and in particular with the bunkering procedure.</li></ol>		
2.	Ensure compliance with other relevant health and safety regulations when sailing and moored	<ol style="list-style-type: none"><li>1. Ability to instruct and monitor crew member operations in order to ensure compliance with other relevant health and safety regulations.</li></ol>		

### 11.2 The expert shall be able to:

- be aware of specific points of attention related to LNG, recognise the risks and manage them

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
1.	Recognise risks and manage them.	1. Ability to apply risk-management principles, to document on-board safety strategies (including safety plan and safety instructions), to assess and control dangerous areas, manage fire safety and to use personal protective equipment.		

### 11.3 The expert shall be able to:

- operate the LNG-specific systems in a safe way

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
1.	Operate both the LNG-specific systems on-board and those connected to on-board systems in a safe way	1. Ability to present the mode of action of LNG, read pressure and temperature, operate stripping, containment, gas supply, ventilation, pipe and safety systems, valves and management of boil-off of LNG.		

### 11.4 The expert shall be able to:

- ensure regular checking of the LNG system

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
1.	Perform and monitor regular checks of the LNG system.	1. Ability to perform daily maintenance, weekly maintenance, regular periodic maintenance, to correct malfunctions and to document maintenance work.		



#### 11.5. The expert shall be able to:

- know how to perform LNG bunkering operations in a safe and controlled manner

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
1.	Perform and monitor bunkering procedures in a safe way	<ol style="list-style-type: none"><li>1. Ability to start and monitor bunkering procedures including measures to guarantee safe mooring, correct position of cables &amp; pipes in order to avoid leakage and take measures to safely disconnect LNG and bunkering connection if needed at any time.</li><li>2. Ability to ensure compliance with relevant safety zone regulations.</li><li>3. Ability to report start of bunkering procedure and perform safe bunkering according to manual. Being able to monitor pressure, temperature and LNG level in tanks.</li><li>4. Ability to purge pipe systems, close valves and disconnect craft from bunkering installation. Reports end of procedure after bunkering.</li></ol>		

#### 11.6. The expert shall be able to:

- prepare the LNG system for craft maintenance

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
1.	Prepare the LNG system for craft maintenance and for renewed use	<ol style="list-style-type: none"><li>1. Ability to perform: inerting of the LNG system, LNG fuel tank drainage procedure, first filling of LNG fuel tank (drying and cooldown), entry into service following a shipyard stay.</li></ol>		

### 11.7. The expert shall be able to:

- handle emergency situations related to LNG

Ref No	TASK/ COMPETENCE:	KNOWLEDGE & SKILLS TO DEMONSTRATE	ADVICE ON AREAS FOR IMPROVEMENT	COMPETENCE DEMONSTRATED Designated Training Person/ Boatmaster (Full name/Date)
1.	React appropriately in emergency situations (e.g. LNG spills and leaks, skin contact with low temperature substance, fire, incidents related to transport of dangerous goods with specific hazards or craft running aground)	<p>1. Ability to react appropriately in case of emergencies such as: on-deck LNG spills, skin contact with LNG, LNG spills in closed spaces (e.g. in engine rooms), LNG spills or natural gas leaks in inter-barrier spaces (e.g. double-walled fuel tanks, double-walled pipes), fire in the vicinity of LNG fuel tanks or in the engine rooms, pressure built up in pipe systems after Emergency Shut Down activation in case of imminent release or venting.</p> <p>2. Ability to take emergency measures and remote surveillance emergency measures e.g. to properly control LNG fire, pool, jet and flash fire.</p>		

# ASSIGNMENT



## 12. ASSIGNMENTS

This section of the TRB details the assignments required for the candidate to qualify for the Union Certificate of Qualification at Operational Level during his/her training on board inland navigation vessels and also on simulator equipment. The primary purpose is to acquire a series of competences and practical abilities necessary for his/her own professional progress, reaching the standards laid out in Directive (EU) 2017/2397 on the recognition of professional qualifications in inland navigation. Additionally, the assignments are designed to ensure the candidate obtains & demonstrates, via practical exams, the competence, knowledge and skills required to meet the standards laid down by Delegated Directive (EU) 2020/12 for the approval of simulators and for medical fitness.

Simulator training toward the Union Certificate of Qualification as a Boatman, must take into account the voluntary standards for the practical examination for obtaining a certificate of qualification on operational level, adopted by CESNI.

The same voluntary standards for practical examination principles apply to simulator-based training of candidates wishing to obtain the certificate of qualification as a Passenger Navigation Expert, and for obtaining the certificate of qualification as Liquefied Natural Gas (LNG) Expert.

Below you'll find all of the TRB assignments that need to be performed on board your training vessel. The assignments are based on the examination elements from the specific standards and prepare you for the final test.

**The assignments focus on the seven core thematic modules from ES-QIN for the deck crew members at OL.**

Each assignment will be assessed by your Designated Training Person and/or boatmaster. If you have performed the task to a satisfactory degree, s/he will write down the date and his/her remarks. If you have passed all tasks you will receive a final evaluation that you and your Designated Training Person and/or boatmaster will sign.

When your TRB is completed to a satisfactory degree, you may take the final practical test.

**Remember to bring your TRB (an online version is permitted), Service Record Book, a copy of the vessel's logbook, and a valid identity document.**

Passing requirements are included in the following voluntary and mandatory standards:

1. Standards for the practical examination for obtaining a certificate of qualification at operational level
2. Standards for the practical examination for obtaining a certificate of qualification as a Passenger Navigation Expert
3. Standards for the practical examination for obtaining a certificate of qualification as a Liquefied Natural Gas (LNG) Expert

## ASSIGNMENT 1

# MANOEUVRING AND HANDLING A CRAFT ON INLAND WATERWAYS UNDER SUPERVISION

TRAINEE'S ACTIVITY/COMMENTS

CHECKED BY BOATMASTER/  
DESIGNATED TRAINING PERSON

## ASSIGNMENT 2

# CONTROLLING THE OPERATION OF THE CRAFT (ASSIST THE MANAGEMENT OF THE CRAFT)

TRAINEE'S ACTIVITY/COMMENTS

CHECKED BY BOATMASTER/  
DESIGNATED TRAINING PERSON

### ASSIGNMENT 3

# PREPARATION, STOWAGE AND MONITORING OF CAR- GO DURING LOADING AND UNLOADING OPERATIONS (ASSIST THE MANAGEMENT OF THE CRAFT)

TRAINEE'S ACTIVITY/COMMENTS

CHECKED BY BOATMASTER/  
DESIGNATED TRAINING PERSON

#### ASSIGNMENT 4

# MARINE ENGINEERING, ELECTRICAL, ELECTRONIC, AND CONTROL ENGINEERING TO ENSURE GENERAL TECHNICAL SAFETY (ASSIST THE MANAGEMENT OF THE CRAFT)

TRAINEE'S ACTIVITY/COMMENTS

CHECKED BY BOATMASTER/  
DESIGNATED TRAINING PERSON



## ASSIGNMENT 5

# MAINTAINING AND REPAIRING CRAFT, ITS DEVICES AND ITS EQUIPMENT (ASSIST THE MANAGEMENT OF THE CRAFT)

TRAINEE'S ACTIVITY/COMMENTS

CHECKED BY BOATMASTER/  
DESIGNATED TRAINING PERSON

## ASSIGNMENT 6

# COMMUNICATE GENERALLY AND PROFESSIONALLY, USING STANDARDISED COMMUNICATION PHRASES

TRAINEE'S ACTIVITY/COMMENTS

CHECKED BY BOATMASTER/  
DESIGNATED TRAINING PERSON

## ASSIGNMENT 7

# USE HEALTH AND SAFETY RULES AND PROTECT THE ENVIRONMENT

TRAINEE'S ACTIVITY/COMMENTS

CHECKED BY BOATMASTER/  
DESIGNATED TRAINING PERSON

# 14.FINAL EVALUATION OF THE TRAINEE

During the final evaluation of the trainee the standards for practical examinations adopted by Directive (EU) 2020/12 must be followed, as well as examination elements included in these standards. This ensures that the trainee has the conditions required to be able to pass the attestation exam for obtaining the certificate of qualification at operational level.

The practical examination is conducted during voyage execution and consists of the following elements:

No	Competence	Examination elements	Examination on board the vessel	Examination on simulators
1	1.1.1	Assist in mooring, unmooring and hauling (towage) operations		
2	1.1.2	Assist with coupling operations of push barge combinations		
3	1.1.3	Assist with anchoring operations		
4	1.1.4	Steer the craft complying with helm orders, using steering gear properly		
5	1.1.5	Steer the craft complying with helm orders, taking the influence of wind and current into account		
6	1.1.6	Use navigational aids and instruments under supervision		
7	1.1.7	Undertake necessary actions for safety of navigation		
8	1.1.8	Describe the characteristics of main European inland waterways, ports and terminals for voyage preparation and steering		
9	1.1.9	Respect the general provisions, signals, signs and marking system		
10	1.1.10	Follow procedures while passing locks and bridges		
11	1.1.11	Use systems of traffic control		
12	2.1.1	Distinguish various types of craft		
13	2.1.2	Explain the craft's behavior in different loading conditions, related the craft's stability and strength		
14	2.1.3	Name and recognize equipment used on board craft and explain its specific use		

No	Competence	Examination elements	Examination on board the vessel	Examination on simulators
15	2.1.4	Apply knowledge on the craft's watertight integrity		
16	2.1.5	Apply knowledge on the craft's obligatory documentation required for craft's operation		
17	2.2.1	Use anchors and handle anchor winches		
18	2.2.2	Handle deck equipment and lifting devices		
19	2.2.3	Use equipment specific to passenger vessels		
20	3.1.1	Read stowage and stability plans		
21	3.1.2	Monitor the stowage and securing of cargo		
22	3.1.3	Distinguish various types of cargo and their qualities		
23	3.1.4	Use ballast system		
24	3.1.5	Check amount of cargo		
25	3.1.6	Work according to regulations and safe working rules		
26	3.2.1	Respect regulations and conventions regarding passenger transport		
27	3.2.2	Assist in safe movement of passengers when embarking and disembarking		
28	3.2.3	Assist in supervising passengers during emergency situations		
29	3.2.4	Communicate effectively with passengers		
30	4.1.1	Assist in monitoring the engines and propulsion system		
31	4.1.2	Prepare main engines and auxiliary equipment for operation		
32	4.1.3	React adequately to malfunctions of engines		
33	4.1.4	Operate machinery including pumps, piping systems, bilge and ballast systems		
34	4.1.5	Assist in monitoring electronic and electrical devices		
35	4.1.6	Prepare, start, connect and change generators, and control their systems and shore supply		

No	Competence	Examination elements	Examination on board the vessel	Examination on simulators
36	4.1.7	Define malfunctions and common faults, and describe the actions to prevent damage		
37	4.1.8	Use required tools to ensure general technical safety		
38	4.2.1	Perform the daily maintenance work on the main engines, auxiliary machinery and control systems		
39	4.2.2	Perform the daily maintenance work on machinery including pumps, piping systems, bilge- and ballast systems		
40	4.2.3	Use required tools to ensure general technical safety		
41	4.2.4	Follow procedures of maintenance and repair		
42	4.2.5	Use technical information and document technical procedures		
43	5.1.1	Work with different types of materials and tools used for maintenance and repair operations		
44	5.1.2	Protect health and environment when performing maintenance and repair		
45	5.1.3	Maintain technical devices according to technical instructions		
46	5.1.4	Safely handle wires and ropes		
47	5.1.5	Make knots and splices according to their use and maintain them		
48	5.1.6	Prepare and carry out working plans as a member of a team and check the results		
49	6.1.1	Use information and communication systems		
50	6.1.2	Solve different tasks with the help of different types of digital devices, information services (such as River Information Services (RIS)) and communication systems		
51	6.1.3	Collect and store data including backup and data update		
52	6.1.4	Follow instructions for data protection		
53	6.1.5	Present facts using technical terms		
54	6.1.6	Obtain nautical and technical information to maintain safety of navigation		
55	6.2.1	Follow instructions and communicate with others in terms of shipboard duties		

No	Competence	Examination elements	Examination on board the vessel	Examination on simulators
56	6.2.2	Contribute to good social relations and cooperate with others on board		
57	6.2.3	Accept social responsibility, conditions of employment, individual rights and duties; acknowledge dangers of alcohol and drug abuse and adequately respond to misconduct and dangers		
58	6.2.4	Plan, purchase and prepare simple meals		
59	7.1.1	Work according to instructions and rules for safety at work and prevention of accidents		
60	7.1.2	Use personal protective equipment to prevent accidents		
61	7.1.3	Take required precautions before entering enclosed spaces		
62	7.2.1	Act in the case of emergencies according to applicable instructions and procedures		
63	7.2.2	Perform medical first aid		
64	7.2.3	Use and maintain personal protective equipment and shipboard life saving equipment		
65	7.2.4	Provide assistance in the case of rescue operations and swim		
66	7.2.5	Use emergency escape routes		
67	7.2.6	Use internal emergency communication and alarm system		
68	7.3.1	Distinguish the elements of fire and types and sources of ignition		
69	7.3.2	Use different types of fire extinguishers		
70	7.3.3	Act according to shipboard fire-fighting procedures and organisation		
71	7.3.4	Follow instructions concerning personal equipment, methods, extinguishing agents and procedures during firefighting and rescue operations		
72	7.4.1	Protect the environment in accordance with relevant regulations		
73	7.4.2 (2+3)	Take precautions to prevent pollution of the environment		
74	7.4.3 (2)	Use resources efficiently		
75	7.4.4 (2)	Dispose of waste in an environmentally-friendly fashion.		

## Practical examination for obtaining a certificate of qualification as a passenger navigation expert

The practical examination consists of the following examination elements:

No	Competence	Examination elements	Examination on board the vessel	Examination on simulators
1.	1.1	Demonstrate the use of lifebuoys for passengers		
2.	1.1	Demonstrate the use of life jackets for passengers and deck crew members and shipboard personnel including specific individual life-saving equipment for persons not undertaking duties for the safety rota		
3.	1.1	Demonstrate the use of appropriate equipment for evacuation to shallow water, to the bank or to another craft		
4.	1.1	Demonstrate the use of ship's boats including its engine and searchlight or platform according to Article 19.15 ES-TRIN 2017/1 replacing the ship's boat or collective life-saving appliances according to Article 19.09(5) to (7) ES-TRIN 2017/1		
5.	1.1	Demonstrate the use of suitable stretcher)		
6.	1.1	Demonstrate the use of first aid kits		
7.	1.1	Demonstrate the use of self-contained breathing apparatus sets and sets of equipment as well as smoke hoods according to Article 19.12(10) ES-TRIN 2017/1 or a combination thereof		
8.	2.1	Check and monitor inspection intervals for the equipment mentioned in No 1-7 of this table		
9.	2.1	Check and monitor the necessary qualification of persons using first aid kits and self-contained breathing apparatus sets and sets of equipment as well as smoke hoods		
10.	2.1	Appropriately stow and distribute life-saving appliances.		
11.	2.3	Identify areas accessible for passengers with reduced mobility		
12.	1.1	Demonstrate the use of life-saving equipment for passengers with reduced mobility		
13.	2.1	Explain elements of the safety rota and the safety plan		
14.	2.1	Attribute tasks to shipboard personnel according to safety rota and safety plan		
15.	2.3	Attribute tasks to shipboard personnel with regard to non-discriminatory access and safety rota planning for passengers with reduced mobility		



No	Competence	Examination elements	Examination on board the vessel	Examination on simulators
16.	2.3	Organise training and instructions for persons with reduced mobility according to Annex IV to Regulation (EU) No 1177/2010		
17.	2.2	Organise the evacuation of a passenger area explaining specific measures to take in case of collision, running aground, smoke and fire		
18.	2.2.	Fight incipient fire and handle waterproof and fire-retardant doors		
19.	2.2.	Provide necessary information to the boatmaster, passengers and external rescue forces in a simulated emergency		
20.	3.1	Use elementary English vocabulary and pronounce wording suited to guide passengers and shipboard personnel in standard situations and to alert and guide them in the event of emergencies		
21.	4.1	Explain which passenger rights are applicable		
22.	4.1	Implement applicable procedures to provide access and professional assistance to passengers according to Regulation (EU) No 1177/2010		

## Practical examination for obtaining a certificate of qualification as an LNG expert

The practical examination consists of the following examination elements:

No	Competence	Examination elements	Examination on board the vessel	Examination on simulators
1.	1.1	Instruct and monitor crew member operations in order to ensure compliance with legislation and standards applicable to craft using LNG as a fuel and in particular with the bunkering procedure		
2.	1.2	Instruct and monitor crew member operations in order to ensure compliance with other relevant health and safety regulations		
3.	2.2	Conduct risk management, document on-board safety (including safety plan and safety instructions), to assess and control dangerous areas, fire safety and to use personal protective equipment		
4.	3.1	Present the mode of action of LNG		
5.	3.1	Read pressure and temperature, operate stripping, containment, pipe, gas supply, ventilation, safety systems, valves and to manage boil-off of LNG		
6.	4.1	Perform daily, weekly and regular periodic maintenance		
7.	4.1	Correct malfunctions detected during maintenance		
8.	4.1	Document maintenance workflow		
9.	5.1	Start and monitor bunkering procedures including measures to guarantee safe mooring, correct position of cables & pipes in order to avoid leakage, and to take measures to safely disconnect LNG and bunkering connection if needed at any time		
10.	5.1	Ensure compliance with relevant safety zone regulations		
11.	5.1	Report start of bunkering procedure		
12.	5.1	Perform safe bunkering according to manual, including ability to monitor pressure, temperature and LNG level in tanks		
13.	5.1	Purge pipe systems, to close valves and disconnect craft from bunkering installation. Report end of procedure after bunkering		
14.	6.1	Perform <ul style="list-style-type: none"> <li>- LNG system inerting</li> <li>- LNG fuel tank drainage procedure</li> <li>- First filling of LNG fuel tank (drying and cooling down)</li> <li>- Entry into service following a shipyard stay</li> </ul>		

No	Competence	Examination elements	Examination on board the vessel	Examination on simulators
15.	7.1	React appropriately in case of emergencies: - On-deck LNG spills - Skin contact with LNG - LNG spills in closed spaces (e.g. in engine rooms) - LNG spills or natural gas leaks in inter-barrier spaces (e.g. double- walled fuel tanks, double-walled pipes)		
16.	7.1	React appropriately in case of fire in the vicinity of LNG fuel tanks or in the engine rooms		
17.	7.1	React appropriately in case of pressure built up in pipe systems after emergency shutdown activation in case of imminent release or venting		
18.	7.1	Take emergency measures and remote surveillance emergency measures, e.g. to properly control LNG fire, pool, jet and flash fire		

No.	Assignment	Pass	Fail
1.	NAVIGATION		
2.	OPERATION OF THE CRAFT		
3.	CARGO HANDLING, STOWAGE AND PASSENGER TRANSPORT		
4.	MARINE ENGINEERING AND ELECTRICAL, ELECTRONIC AND CONTROL ENGINEERING		
5.	MAINTENANCE AND REPAIR		
6.	COMMUNICATION		
7.	HEALTH AND SAFETY AND ENVIRONMENTAL PROTECTION		
8.	PASSENGER NAVIGATION EXPERT		
9.	LNG EXPERT		

# 15. DEBRIEFING SESSION/ COMMENTS:

**Date:**

**Name of the boatmaster/training person:**

**Name of the training vessel:**

**Signature of the boatmaster/training  
person – approval of all TRB tasks:**

**Signature of the trainee after reading  
final evaluation:**