



本地船員在職培訓記錄
Local Seaman In-service Training Record

Note: Please read the 'Guidance Notes' and 'Personal Data Collection Statement' on page 2 to 4 before filling in this form.
註：填寫本表格前，請參閱第2至4頁的'填表須知'及'收集個人資料聲明'。

第一部分 Part 1

船上在職培訓船員資料 Particulars of seaman under the shipboard in-service training

姓名 Name: _____ 出生日期 Date of Birth: _____
身份證號碼 Identity Card No.: _____ 開始接受培訓日期 Commencement date of training: _____

船員於全職服務期間接受培訓的船隻資料 Particulars of vessel(s) under which the full time seaman received the in-service training

- (1) 船隻名稱/類型 Vessel Name/type: _____ 牌照號碼 Licence No.: _____ 船東姓名 Owner's Name: _____
船東地址 Owner's Address: _____
- (2) 船隻名稱/類型 Vessel Name/type: _____ 牌照號碼 Licence No.: _____ 船東姓名 Owner's Name: _____
船東地址 Owner's Address: _____
- (3) 船隻名稱/類型 Vessel Name/type: _____ 牌照號碼 Licence No.: _____ 船東姓名 Owner's Name: _____
船東地址 Owner's Address: _____

船東/僱主/獲授權人*聲明 Declaration of Owner of Vessel/Employer/Authorised Person*

本人茲證明上述全職船員已完成記錄在第二部分的船上在職培訓
I certify that the above full time seaman has completed the shipboard in-service training as recorded in Part 2

日期 Date: _____
(船東/僱主/獲授權人*簽署連公司蓋章)
(Signature of Owner/Employer/Authorised Person* with company chop)

船東/僱主/獲授權人*姓名 Full name of Owner/Employer/Authorised Person*: _____

船東/僱主/獲授權人*身份證號碼 I.D. No. of Owner/Employer/Authorised Person*: _____ 日間聯絡電話 Daytime Tel. No.: _____

* 請刪去不適用者 Delete as appropriate

第二部分 Part 2

以下為上述全職船員在本人擁有的船隻上完成載於填表須知的培訓項目

Below is the in-service training record of the above-mentioned full time seaman in completion of the training as stated in the Guidance Notes on my vessel(s)

培訓期間 (日/月/年至日/月/年) In-service training period (day/month/year to day/month/year)	船員簽名 Signature of Seaman	船東/僱主/獲授權人*簽署連公司蓋章 Signature of Owner/Employer/Authorised Person* with company chop
		* 請刪去不適用者 Delete as appropriate

* 請刪去不適用者 Delete as appropriate

本處專用 For Official Use only

To : CO/SE

- I. The particulars in Part 1 have been checked against the record card and found correct / not correct *.
II. During the service as listed in Part 2, the vessel was in possession of a valid /an invalid * licence.

C i/c Record Centre

Date

* 請刪去不適用者 Delete as appropriate

填表須知

船上在職培訓應在所需的海上服務年資內完成，並在修畢海事預備課程和通過相關考試後，船員才可獲海事處發出本地船隻船長三級證明書。

請以正楷填寫。

如有修改或塗擦之處，其旁必須由船東/僱主或獲授權人簽署核實。

如相關海員曾服務於多位船東/僱主或因其他原因，請用個別記錄以記載所完成的培訓。

如有需要，海事處會要求相關海員提供更多資料以證明其船上在職培訓記錄。

按照《商船(本地船隻)條例》(第 548 章)第 22 條的規定，任何人如為自己或他人取得本地合格證明書，作出或協助作出任何虛假陳述，或促使作出任何虛假陳述，即屬犯罪，一經定罪，可處罰款 10,000 元及監禁 6 個月。

GUIDANCE NOTES

The shipboard in-service training is deemed for completion within the required sea service period. Together with the completion of a maritime preparatory course and having passed the relevant examination, the Marine Department will issue a local Coxswain Grade 3 Certificate of Competency to the seaman.

Please use BLOCK LETTERS.

Any place having erasures or amendments should be initialed by owner/employer or authorized person for verification.

If the concerned seaman has served for more than one ship-owner/employer or due to any other reason, please use separate record to record the completed in-service training.

The Marine Department may require the concerned seaman to submit further information to prove the shipboard in-service training record if necessary.

Under section 22 of the Merchant Shipping (Local Vessels) Ordinance (Cap. 548), any person who makes, assists in making or procures to be made any false representation for the purpose of procuring, either for himself or for any other person, a local certificate of competency; commits an offence and is liable on conviction to a fine of \$10,000 and to imprisonment for 6 months.

培訓項目 Training Item	項目內容 Description	培訓頻次 (每三個月) Training Frequency (every 3-month period)
1. 操舵訓練 Steering training	船長選擇在合適水域、時段和天氣情況下進行，並在航行安全情況下提供實際操舵訓練。(註：建議日間和夜間操舵訓練比例差異不應太大) Briefing, and providing practical training under safe navigational condition, in steering to be conducted by coxswain in appropriate waters, at varying times and under different weather conditions as he sees fit. (Note: It is recommended that there should not be a significant difference in proportion between daytime training and night-time training).	不少於 12 小時 No fewer than 12 hours
2. 瞭望訓練 Lookout training	船長選擇在合適水域、時段和天氣情況下進行瞭望講解，並在航行安全情況下提供實際瞭望訓練。 Briefing, and providing practical training under safe navigational condition, in lookout to be conducted by coxswain in appropriate waters, at varying times and under different weather conditions as he sees fit.	不少於 48 小時 No fewer than 48 hours
3. 夜間航行注意事項 Points to note for navigation at night	船長選擇在合適水域、時段和天氣情況下進行講解夜間航行注意事項。(註：在許可和安全的情況下，船公司應安排船員進行夜間航行培訓，有助受訓者明白船長講解的內容) Briefings on points to note for navigation at night to be conducted by coxswain in appropriate waters, at varying times and under different weather conditions as he sees fit. (Note: Shipping companies should, where circumstances permit and it is safe to do so, arrange for a trainee to receive training in navigation at night to facilitate his/her understanding of the contents of the briefings given by the coxswain).	不少於 12 小時 No fewer than 12 hours

培訓項目 Training Item	項目內容 Description	培訓頻次 (每三個月) Training Frequency (every 3-month period)
4. 能見度低環境下的航行注意事項 Points to note for navigation in poor visibility	船長選擇在合適水域、時段和天氣情況下進行講解在能見度低環境下的航行注意事項。(註:在不影響船隻航行安全的情況下,講解可在處身於能見度低的環境下進行,以助受訓者明白須注意的事項) Briefings on points to note for navigation in poor visibility to be conducted by coxswain in appropriate waters, at varying times and under different weather conditions as he sees fit. (Note: Provided that the safety of navigation is not affected, it is advisable to conduct briefings in poor visibility conditions to facilitate the trainee's understanding of the points to note).	不少於 12 小時 No fewer than 12 hours
5. 航海燈、響號和霧號的使用 The use of navigation lights and sound/fog signals	船長選擇在合適水域、時段和天氣情況下進行講解航海燈、響號及霧號的使用方法。(註:在不影響船隻航行安全和其他海面使用者的情況下,受訓者應在船長督導下進行有效地使用航海燈、響號和霧號的實際訓練) Briefings on the use of navigation lights and sound/fog signals to be conducted by coxswain in appropriate waters, at varying times and under different weather conditions as he sees fit. (Note: Provided that the safety of navigation and other users of the sea are not affected, practical training in the effective use of navigation lights and sound/fog signals should be provided to the trainee under the supervision of the coxswain).	不少於 12 小時 No fewer than 12 hours
6 使用航海設施,例如(如有安裝)雷達、甚高頻無線電話等 The use of navigation installations such as (if installed) radar, Very High Frequency (VHF) radiotelephone, etc.	船長選擇在合適水域、時段和天氣情況下進行講解船上航海設施的使用方法,例如(如有安裝)雷達、甚高頻無線電話等。 (註:在不影響船隻航行安全和其他海面使用者的情況下,受訓者應在船長督導下進行有效地使用航海設施的實際訓練) Briefings on the use of onboard navigation installations such as (if installed) radar, VHF radiotelephone, etc. to be conducted by coxswain in appropriate waters, at varying times and under different weather conditions as he sees fit. (Note: Provided that the safety of navigation and other users of the sea are not affected, practical training in the effective use of navigation installations should be provided to the trainee under the supervision of the coxswain).	不少於 24 小時 No fewer than 24 hours
7 繫泊方法及纜繩的使用 Mooring practices and the use of ropes	船長選擇在合適水域、時段和天氣情況下進行講解繫泊方法及纜繩的使用方法。(註:在船隻和個人安全的情況下,受訓者應在船長督導下進行有效的實際訓練) Briefings on mooring practices and the use of ropes to be conducted by coxswain in appropriate waters, at varying times and under different weather conditions as he sees fit. (Note: Provided that the safety of the vessel and individuals is ensured, effective practical training should be provided to the trainee under the supervision of the coxswain.)	不少於 24 小時 No fewer than 24 hours
8 啟航前和回航後檢查輪機的基本程序 Basic pre-departure and post-voyage checks for engines	輪機長講解啟航前和回航後檢查輪機的基本程序。(註:在船隻和個人安全的情況下,受訓者應在輪機長督導下進行實際訓練) Briefings on basic pre-departure and post-voyage checks for engines to be conducted by chief engineer. (Note: Provided that the safety of the vessel and individuals is ensured, practical training should be provided to the trainee under the supervision of the chief engineer.)	不少於 12 小時 No fewer than 12 hours

收集個人資料聲明

1. **收集目的** – 海事處會使用透過本申請表所獲得的個人資料作下列用途：

- (a) 辦理有關審批你在本申請表中所提出的申請的事務；
- (b) 方便海事處與你聯絡；
- (c) 供作法例規定、授權或准許的其他合法用途；
- (d) 成功申請人的有限個人資料可能供第三者用於經海事處的互聯網網頁查證已發出的證書；以及
- (e) 供作統計及研究用途，但所得的統計數字或研究成果，不會以能辨識各有關的資料當事人或其中任何人的身份的形式提供。

2. **獲轉交資料的部門／人士** – 你透過本申請表所提供的個人資料會向其他政府部門、決策局及有關機構，以作上述第 1 段所列的用途。

3. **索閱個人資料** – 根據《個人資料(私隱)條例》第 18 及 22 條及附表 1 第 6 條，你有權索閱和修正你的個人資料。你的索閱權包括獲取本申請表所提供的個人資料副本一份。

4. **查詢** – 有關透過本申請表收集的個人資料的查詢，包括索閱及修正資料，應寄往：

香港中環統一碼頭 38 號海港政府大樓 3 樓 303 室
海事處內河航行及本地考試組主管

Personal Data Collection Statement

1. **Purposes of Collection** - The personal data provided by means of this form will be used by Marine Department for the following purposes:

- (a) activities relating to the processing of your application in this form;
- (b) facilitating communication between the Marine Department and yourself;
- (c) for any other legitimate purposes as may be required, authorized or permitted by law;
- (d) limited personal data of successful applicants may be used via the Marine Department's Internet web site for verification of the issued certificate by any third party; and
- (e) for statistics and research purposes on the condition that the resulting statistics or results will not be made available in a form which will identify the data subjects.

2. **Classes of Transferees** - The personal data you provided by means of this form may be disclosed to other Government Bureaux and Departments for the purposes mentioned in paragraph 1 above.

3. **Access to Personal Data** - You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

4. **Enquires** - Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be addressed to:

Officer-in-charge, River Trade and Local Examination
Section, Marine Department,
Room 303, 3/F, Harbour Building, 38 Pier Road, Central,
Hong Kong.