



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

填寫前請參閱備註 Please read Notes before completing this record

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備註的培訓項目

Below is the in-service training record of the above-mentioned full time seaman in completion of the training as stated in the 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

備註

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。

任何人士偽造、企圖偽造或協助偽造此記錄所填報的資料，並故意呈交此等資料作詐騙之用，將可能遭受檢控。

所提供的資料會有可能送交執法機構和有關部門，以便進行與其有關的事宜。

此記錄內的有限個人資料也會用於海事處的互聯網網頁以供第三者查證本處所發出的證書。

填報失實，即屬違法，特此警告。

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 initialled by owner/employer or authorized person for verification.

If the concerned seaman has served for more than one shipowner/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.

Any person who forges, attempts to forge, or procures to be forged any entry recorded on this record and submits it with intent to defraud or deceive any person shall be liable to prosecution.

The information provided in this record may be divulged to departments/agencies authorised to process the information for the mentioned purpose.

Limited personal data contained in this record may be used via the Marine Department's Internet web site for verification of the issued certificate by any third party.

This is to warn that it is an offence to make a false declaration.

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

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

本處專用 For Official Use only

To : CO/CRT

- 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.
* 請刪去不適用者 Delete as appropriate

C i/c Record Centre

Date : _____