

# **Requirements for Approval of Safety Training Centres and Safety Training Courses**

(Under Shipping and Port Control (Works) Regulation, Cap 313X  
and Merchant Shipping (Local Vessels)(Works) Regulation, Cap 548I)



MARINE INDUSTRIAL SAFETY SECTION

MARINE DEPARTMENT, HKSAR

(May 2011 Edition)

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# **Section One**

## **Legislation Requirements on Safety Training**

### **1.1 Legislation**

- 1.1.1 Under sections 19, 51 and 54 of the Merchant Shipping (Local Vessels) (Works) Regulation (Cap 548 I) and sections 19, 50 and 53 of the Shipping and Port Control (Works) Regulation (Cap 313 X), person engaged in certain trade of works on board a vessel within the waters of Hong Kong is required to hold relevant valid certificate of training.
- 1.1.2 The Director of Marine (the "Director") is empowered under section 70 of the Merchant Shipping (Local Vessels)(Works) Regulation and section 69 of the Shipping and Port Control (Works) Regulation to approve any organization to provide mandatory safety training courses for issuing a certificate to any person who has successfully completed the course. An organization that is granted with such approval is referred as “approved safety training centre” in this document.
- 1.1.3 This document provides guidance for any organization that is interested to become approved safety training centre by making application to the Director. It contains course description, course curriculum, trainer requirements, training facilities, certification arrangements, approval and application procedures.
- 1.1.4 This document also provides information for employers or employees who are interested in the details of courses related to their trade.
- 1.1.5 The Director may recognize other training institutions or administrations if the standard of the courses are assessed and found acceptable.

### **1.2 Types of Mandatory Safety Training Courses**

- 1.2.1 The mandatory safety training courses include: --
  - (a) Shipboard Cargo Handling Basic Safety Training;
  - (b) Works Supervisor Safety Training which is divided into three distinct courses for

different trades, i.e. “Cargo Handling”, “Marine Construction” and “Ship-repairing and Ship-breaking”; and

(c) Shipboard Crane Operator Safety Training.

- 1.2.2 A person who carries out cargo handling on board a vessel must hold a valid certificate of training in respect of ‘Shipboard Cargo Handling Basic Safety Training Course’.
- 1.2.3 No works shall be carried out on board a vessel unless the works are carried out under supervision of at least one works supervisor. The works supervisor must be well experienced and hold a valid certificate of training in respect of the ‘Works Supervisor Safety Training Course’ specifically for the trade being engaged on the vessel.
- 1.2.4 A person who operates cranes on board must hold a valid certificate of training in respect of ‘Shipboard Crane Operator Safety Training Course’.

## **Section Two**

### **Approval of Safety Training Centres**

#### **2.1 Overview**

- 2.1.1 Any organization that wishes to become approved safety training centre for providing any of the mandatory safety training courses is required to apply to the Director for approval.
- 2.1.2 As certificates are issued by the approved safety training centre, the centre is accountable to maintain the course standard, to monitor the lecture and trainers and assessment test, and to ensure their integrity. To this purpose, any application for approval of safety training centre is required to submit all relevant documents including trainers' qualification and experience. Please see details in paragraphs 3.4 and 3.5 in Section Three.

#### **2.2 Training Facilities and Arrangements**

- 2.2.1 Reasonably safe and comfortable lecture rooms suitable for effective training should be provided by the approved safety training centres. Suitable and sufficient training aids such as a whiteboard and writing tools, overhead and/or slide projector, public address system (if necessary), video tape recorder with monitor should be made available for use by the trainers during any session.
- 2.2.2 Suitable and sufficient demonstration safety equipment or gear (such as safety helmet, safety shoes, safety harness, safety gloves, ear and eye protectors, respiratory and breathing apparatus, personal buoyancy aids, portable fire extinguishers, and different types of slings, etc.) should be provided during training.

#### **2.3 Trainees to Trainer Ratio**

- 2.3.1 For effective lecturing, the number of trainees for each trainer should preferably not exceed 35 in each class.

## **2.4 Certificates of Training**

- 2.4.1 Upon successful completion of the Course with a pass in the assessment test, each trainee should be issued with a certificate of training by the approved safety training centre.
- 2.4.2 To facilitate inspection by law-enforcing officers, the certificates should be convenient to carry and preferably be of a size not larger than that of a Hong Kong Identity Card. The certificates should also be reasonably durable. It is suggested that the certificates be printed in black letters on a sky blue background.
- 2.4.3 Annex I(c), Annex II(d) and Annex III(c) are the samples of certificates of training for ‘Shipboard Cargo Handling Basic Safety Training’, ‘Works Supervisor Safety Training’ and ‘Shipboard Crane Operator Safety Training’ respectively. Even though approved training centres may supplement their own information in the certificates, the entire contents indicated in the certificate samples must be included in the certificates they issued.

## **2.5 Training Assessment**

- 2.5.1 At the end of training, each trainee is required to sit for a test in the format of written multiple-choice questions. Applicant should submit at least 3 sets of test papers with model answers and marking scheme.
- 2.5.2 Each set of papers should contain at least 30 questions, in which multiple-choice questions should be comprehensive to cover all the important topics in the curriculum, such as marine legislation, general shipboard safety, cargo handling safety/marine construction safety/ship-repairing safety, both in mid-stream and along wharf (depending on type of trade), safe use of relevant equipment, emergency procedures etc.

## **2.6 Appeal by Trainee**

- 2.6.1 Approved safety training centre is required to develop appropriate procedures for trainees to lodge their complaints regarding the courses. Applicant should submit the details of the appeal process and how trainees are well informed of this process.

## **2.7 Course Fees**

- 2.7.1 Approved safety training centre may determine the course fee for each course. The approved training centre will charge any such fees directly to the trainees attending the courses.

## **2.8 Arrangement for Language Difficulties**

- 2.8.1 Special arrangement should be made for those trainees who are illiterate or with language difficulties. Applicants should, in their application, either declare their ability of providing special arrangement or specify the types of arrangement for the above-mentioned trainees.

## **2.9 Application and Approval**

- 2.9.1 Applicant should submit necessary documentation as indicated in paragraph 3.5 of Section Three.
- 2.9.2 The submitted documents will be first examined by the Marine Department, including on site assessment. After the preliminary assessment has been made to the Director's satisfaction, the applicant is required to run a pilot class to demonstrate that the quality of running the course is of an acceptable standard.
- 2.9.2 Based on the demonstration in the pilot course, the Director may approve or disapprove the applicant as approved training centre. The Director may specify in his approval an expiry date or any conditions if he considers appropriate.
- 2.9.3 All approved safety training centres are required to comply the instructions and guidance issued from time to time by the Director.

## **2.10 Inquiry**

- 2.10.1 For further inquiries on matters relating to the application for approval to become approved safety training centre for providing the relevant safety training courses, please contact Marine Industrial Safety Section, Marine Department at Room 2315, 23/F., Harbour Building, 38 Pier Road, Central, Hong Kong (Telephone: 2852 4472; Facsimile: 2543 7209).

## **Section Three**

### **Marine Industrial Safety Training Courses**

#### **3.1 Shipboard Cargo Handling Basic Safety Training Courses**

- 3.1.1 The ‘Shipboard Cargo Handling Basic Safety Training Course’ is a mandatory safety training applicable to all persons engaged in shipboard cargo handling including chief foremen, hatch foremen, tally clerks, cargo surveyors, gang leaders, crane operators, signallers, stevedores, labourers, fork lift truck drivers, lighter-men and those self-employed. However, this does not apply to persons who undertake administrative or office-related work in the offices.
- 3.1.2 The duration of the above course should not be less than 7 hours (including a multiple-choice written assessment session and preferably a total of not more than 45 minutes recess, but excluding meal breaks). The validity of certificate is 3 years.
- 3.1.3 There is no specific requirements to the trainee’s enrolment to the above course.
- 3.1.4 Upon expiry of the certificate, certificate holders are required to attend a “Refresher” course for renewal of the certificate with a fresh validity of 3 years. Applicant wishing to run the “Refresher” course is required to first obtain at least one-year experience in running the ‘Shipboard Cargo Handling Basic Safety Training Course’ before making application for the “Refresher” course. The duration of the Refresher Course is 3 hours.
- 3.1.5 The curriculum for the ‘Shipboard Cargo Handling Safety Training Course’ and its Refresher Course and the sample of the certificate of training are given in Annex I.

#### **3.2 Works Supervisor Safety Training Course**

- 3.2.1 The ‘Works Supervisor Safety Training Course’ is mandatory safety training applicable to all persons who are appointed by the person in charge as a works supervisor to supervise the works being carried out safely on board a vessel.
- 3.2.2 The meaning of “works” under the Merchant Shipping (Local Vessels) Ordinance



(Cap 548) and the Shipping and Port Control Ordinance (Cap 313) refers to cargo handling, marine construction, ship-repairing and ship-breaking activities carried out in connection with a local vessel or an ocean-going vessel as appropriate. Three different courses are designed for the safety training of works supervisors engaged in the aforesaid trades, namely

- (a) Works Supervisor Safety Training for Cargo Handling,
- (b) Works Supervisor Safety Training for Marine Construction, and
- (c) Works Supervisor Safety Training for Ship-repair and Ship-breaking.

3.2.3 Only a person who is holding a certificate of training in respect of the Works Supervisor Safety Training Course of a specified trade is eligible to be appointed as a works supervisor onboard a vessel to supervise the works of the trade relevant to that of the certificate.

3.2.4 The duration of the ‘Works Supervisor Safety Training Course’ should not be less than 12 hours (including a multiple-choice written assessment session and recesses of, preferably, not more than 45 minutes in one day, but excluding meal breaks). The certificate of training has no expiry date.

3.2.5 Trainee who wishes to enroll in this course should

- (a) be at the age of 18 or over,
- (b) be a person having at least 2-year working experience in respect of the trade to which the course relates; and
- (c) for enrolment in the “Works Supervisor Safety Training Course (Cargo Handling)”, the trainee should also be holding a valid certificate of training in respect of the ‘Shipboard Cargo Handling Basic Safety Training Course’.

3.2.6 The curriculum for the above three safety training courses for works supervisors and the sample of the certificate of training are given in Annex II.

### **3.3 Shipboard Crane Operator Safety Training Course**

3.3.1 Under section 51 of the Merchant Shipping (Local Vessels)(Works) Regulations (Cap 548I) and section 50 of the Shipping and Port Control (Works) Regulation (Cap 313 X) all lifting appliance operators engaged in works carried out on, to, or by means of

local vessels or ocean-going vessels as appropriate in the waters of Hong Kong are required to hold a valid certificate of training in respect of the “Shipboard Crane Operator Safety Training Course”.

3.3.2 The Shipboard Crane Operator Safety Training shall be in two parts – a practical test and a two-day theoretical training course.

(a) The Practical Test is to ensure candidates have acquired the practical skills in the type of shipboard cranes that they intend to operate.

(b) The Theoretical Training course is to educate trainees the general duties, legal aspects, safe operation and precautions in operating the shipboard cranes.

3.3.3 Unless a crane operator has not less than one year experience in operating the same type of shipboard crane, the crane operator is required to conduct and pass a practical test on the type of crane he intend to operate. Practical test can be conducted by the training centres approved by the Director for the ‘Shipboard Crane Operator Safety Training Course’ or by the Construction Industry Council.

3.3.4 The duration of the theoretical training should not be less than 14 hours (including a multiple-choice written assessment session and recesses of, preferably, more than 45 minutes in one day, but excluding meal breaks). The certificate of this course is valid for 5 years.

3.3.5 Upon expiry of the certificate, certificate holders are required to attend a “Refresher” course for renewal of the certificate with a fresh validity of 5 years. Applicant wishing to run the Refresher Course is required to first obtain at least one year experience in running the Shipboard Crane Operator Safety Training Course before making application. The duration of the Refresher Course is 6 hours.

3.3.6 The curriculum for the ‘Shipboard Crane Operator Safety Training Course’ and its Refresher Course and the sample of the certificate of training are given in Annex III.

## **3.4 Trainer Requirements**

3.4.1 Trainer conducting the ‘Shipboard Cargo Handling Basic Safety Training Course, ‘Works Supervisor Safety Training Course’ and ‘Shipboard Crane Operator Safety Training Course’, and examiner conducting the practical test of shipboard crane must be approved by the Director. The pre-requisite qualification and experience of a

trainer and examiner should be in the field relevant to the trade that the course will be taught, together with the knowledge of occupational safety and health, and preferably with experience in teaching. The trainers should have:--

- (a) Sea-going Certificate of Competency (Marine Engineer or Deck Officer) Class 3 or equivalent, plus at least three years experience in safety related supervisory position in respect of the trade relevant to the course the trainer intends to teach, or
- (b) Sea-going Certificate of Competency (Marine Engineer or Deck Officer) Class 2, plus one year experience in safety related supervisory position in respect of the trade relevant to the course the trainer intends to teach, or
- (c) Certificate of Registered Safety Officer issued under the Factory and Industrial Undertaking Ordinance together with diploma in Marine, Mechanical or other related Engineering, or in Occupational Safety and Health, plus four years experience in safety-related supervisory position in respect of the trade relevant to the course the trainer intends to teach, or
- (d) Equivalent professional qualification and experience in marine industrial safety recognized by or acceptable to the Director.

3.4.2 The trainer should be able to read and write in the language to be used as a medium.

### **3.5 Application**

3.5.1 Organization wishing to become approved safety training centre for the ‘Shipboard Cargo Handling Basic Safety Training Course’ or ‘Works Supervisor Safety Training Course’ is required to submit to the Director the following:

- (a) Facilities and Administration
  - (i) particulars of the training facilities and arrangements including lists of training and demonstration equipment, complement in each class, and record keeping;
  - (ii) details of arrangements for interpretation or assistance to those with any language difficulty when required; and
  - (iii) details of arrangements for trainees to lodge their complaints regarding the course.

(b) Trainers or Examiners

- (i) personal particulars, including qualification and working experience, of the trainers as required in the Form in Annex IV.

(c) Course materials and Assessment Papers

- (i) course materials including detailed course contents, lesson plan, lecture notes, handouts etc.; and
- (ii) at least 3 sets of test papers (with model answers and marking scheme) with different combination of questions.

(d) Certificate

- (i) sample of certificate of training of the concerned course.

3.5.2 Organization wishing to become an approved safety training centre for the ‘Shipboard Crane Operator Safety Training Course’ is required to submit to the Director the following:

- (a) documents as stipulated in Section 3.5.1 (a) to (d);
- (b) the policy and administrative arrangement for running the practical test;
- (c) the schedule and checklist of carrying out the practical test; and
- (d) record keeping of the candidates who pass the practical test.

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## Curriculum

**Shipboard Cargo Handling Basic Safety Training Course**

Module	Topics	Duration (not less than)
<b>1.</b>	<b><i>Introduction</i></b>	<b>0.5 hours</b>
1.1	Overview of the safety development in local shipboard cargo handling industry	
1.2	Objectives of the safety training	
1.3	Safety responsibilities of employer, person in charge of works, and person employed	
<b>2.</b>	<b><i>Overview of legislative provisions</i></b>	<b>0.5 hours</b>
2.1	Shipping and Port Control Ordinance, and subsidiary regulations, offences and penalties	
2.2	Codes of practices and Marine Department Notices issued by Director of Marine	
2.3	Mandatory safety training for shipboard cargo handling workers	
<b>3.</b>	<b><i>General shipboard safety</i></b>	<b>2 hours</b>
3.1	Causes of accidents and principles of accident prevention	
3.2	Characteristics and potential hazards of shipboard operations <ul style="list-style-type: none"> <li>● Means of access to and egress from vessels and safe shipboard movements</li> <li>● Shipboard housekeeping</li> <li>● Working in cargo holds and confined spaces</li> <li>● Working at heights and near water</li> <li>● Safety in anchoring, mooring and towing operations</li> <li>● Safe handling of ropes</li> </ul>	
3.3	Correct use of personal protective equipment	
3.4	Fire prevention and the use of fire fighting equipment	
3.5	Emergency procedures and first aid facilities	
3.6	Reporting of accidents	

curriculum continued...

<b>Module</b>	<b>Topics</b>	<b>Duration (not less than)</b>
<b>4.</b>	<b><i>Safe cargo handling operation</i></b>	<b>2 hours</b>
4.1	Major causes of cargo handling accidents	
4.2	Basic safe working practices in cargo and container handling operations	
4.3	Slinging safety	
4.4	Signalling	
4.5	Safe handling of dangerous or hazardous goods	
4.6	Manual handling	
4.7	Safe use of portable ladders	
<b>5.</b>	<b><i>Safe use of cargo handling equipment</i></b>	<b>0.5 hours</b>
5.1	Basic operating instructions and limitations of cargo handling equipment	
5.2	Legal requirements of cargo handling equipment	
<b>6.</b>	<b><i>Discussions and assessment</i></b>	<b>1 hours</b>
6.1	Discussions	
6.2	Written assessment	

**Curriculum**

**Shipboard Cargo Handling Basic Safety Training Refresher Course**

<b>Module</b>	<b>Topics</b>	<b>Duration (not less than)</b>
<b>1.</b>	<b><i>Current developments in shipboard cargo handling safety legislation and recent trends in cargo handling accidents</i></b>	<b>1 hours</b>
1.1	Shipping and Port Control Ordinance and subsidiary regulations; other relevant legislation	
1.2	Recent cargo handling accident statistics and common causes of accidents	
1.3	Shipboard cargo Handling accident case studies	
<b>2.</b>	<b><i>Current developments in shipboard cargo handling practices</i></b>	<b>2 hours</b>
2.1	Current developments in shipboard cargo handling equipment and safe working practices	
2.2	Codes of practice and Marine Department Notices issued by Director of Marine	
2.3	Discussions and feedbacks	

**Certificate of Training**

**Shipboard Cargo Handling Basic Safety Training Course**

訓練證明書 Certificate of Training

船上貨物處理基礎安全訓練課程

Shipboard Cargo Handling Basic Safety Training Course

《商船(本地船隻)條例(第 548 章)》 Merchant Shipping (Local Vessels) Ordinance (Cap. 548)

《船舶及港口管制條例(第 313 章)》 Shipping and Port Control Ordinance (Cap. 313)

證明書編號 Certificate No.:

持證人姓名：（中 文）

Name of holder: (English)

發證日期 Date of issue:

有效期至 Valid till:



〔獲批准安全訓練中心名稱 Name of Approved Safety Training Centre〕



**Curriculum****Works Supervisor Safety Training Course (Cargo Handling)**

<b>Module</b>	<b>Topics</b>	<b>Duration (not less than)</b>
<b>1.</b>	<b><i>Introduction</i></b>	<b>1.5 hours</b>
1.1	Overview of the safety development in local shipboard cargo handling industry	
1.2	Causes of accident and principles of accident prevention	
1.3	Basic principles in risk assessment	
<b>2.</b>	<b><i>Overview of legislative provisions</i></b>	<b>1.5 hours</b>
2.1	Shipping and Port Control Ordinance, and subsidiary regulations, offences and penalties	
2.2	General duties of employer and person in charge of works	
2.3	General duties of employee	
2.4	Duties of a works supervisor	
2.5	Codes of practices and Marine Department Notices issued by Director of Marine and other relevant codes of practice and safety guides	
<b>3.</b>	<b><i>General shipboard safety and safe working environment</i></b>	<b>2 hours</b>
3.1	Means of access to and egress from vessels and safe shipboard movements	
3.2	Transport of workers by water	
3.3	Working at heights and near water	
3.4	Correct use of personal protective equipment	
3.5	Shipboard housekeeping	
3.6	Working on hatches, in cargo holds and confined spaces	
3.7	Fire prevention and the use of fire fighting equipment	
3.8	Hazards in open waters and vessel stability during works	

curriculum continued...

<b>Module</b>	<b>Topics</b>	<b>Duration (not less than)</b>
<b>4.</b>	<b><i>Safe cargo handling operation</i></b>	<b>1.5 hours</b>
4.1	Slings safety	
4.2	Signalling	
4.3	Safe handling of dangerous or hazardous goods	
4.4	Stowage and stacking of cargoes	
4.5	Manual lifting and handling	
<b>5.</b>	<b><i>Safe handling of containers at mid-stream</i></b>	<b>1.5 hours</b>
5.1	Hazards in mid-stream operations	
5.2	Access to container top	
5.3	Use of four-leg slings	
<b>6.</b>	<b><i>Safe use of cargo handling equipment</i></b>	<b>1.5 hours</b>
6.1	Basic operating instructions, theories and limitations of cargo handling equipment	
6.2	Inspection of cargo handling equipment	
6.3	Safe use of fork lift trucks	
6.4	Legal requirements of cargo handling equipment, duty of competent person	
<b>7.</b>	<b><i>General safety in towing and lightering operations</i></b>	<b>0.5 hours</b>
7.1	Safe working practices in anchoring, mooring and towing operations	
7.2	Handling and maintenance of ropes	
<b>8.</b>	<b><i>Emergency preparedness</i></b>	<b>0.5 hours</b>
8.1	Emergency procedures	
8.2	Accident reporting	
8.3	First aid facilities	
<b>9.</b>	<b><i>Discussions and assessment</i></b>	<b>1 hours</b>
9.1	Discussions	
9.2	Written assessment	

**Curriculum****Works Supervisor Safety Training Course (Marine Construction)**

<b>Module</b>	<b>Topics</b>	<b>Duration (not less than)</b>
<b>1.</b>	<b><i>Introduction</i></b>	<b>1.5 hours</b>
1.1	Overview of the safety development in local marine construction industry	
1.2	Characteristics of vessels engaged in marine construction activities	
1.3	Causes of accident and principles of accident prevention	
1.4	Basic principles in risk assessment	
<b>2.</b>	<b><i>Overview of legislative provisions</i></b>	<b>1.5 hours</b>
2.1	Shipping and Port Control Ordinance, and subsidiary regulations, offences and penalties	
2.2	General duties of employer and person in charge of works	
2.3	General duties of employee	
2.4	Duties of a works supervisor	
2.5	Codes of practices and Marine Department Notices issued by Director of Marine and other relevant codes of practice and safety guides	
<b>3.</b>	<b><i>General shipboard safety and safe working environment</i></b>	<b>2 hours</b>
3.1	Means of access to and egress from vessels and safe shipboard movements	
3.2	Transport of workers by water	
3.3	Correct use of personal protective equipment	
3.4	Shipboard housekeeping	
3.5	Working on deck, in holds and confined spaces	
3.6	Fire prevention and the use of fire fighting equipment	
3.7	Hazards in open waters and vessel stability during works	

curriculum continued...

<b>Module</b>	<b>Topics</b>	<b>Duration (not less than)</b>
<b>4.</b>	<b><i>Safe working practices in marine construction</i></b>	<b>2 hours</b>
4.1	Working at heights, above, under or near water	
4.2	Welding, flame cutting and other hot work	
4.3	Anchoring, mooring and towing operations in marine construction sites	
4.4	Handling and maintenance of ropes	
<b>5.</b>	<b><i>Safe material and equipment handling</i></b>	<b>1.5 hours</b>
5.1	Slings safety	
5.2	Signalling	
5.3	Safe handling of dangerous or hazardous goods	
5.4	Stowage and stacking of cargoes	
5.5	Manual lifting and handling	
<b>6.</b>	<b><i>Safe use of machinery, equipment and appliances</i></b>	<b>1.5 hours</b>
6.1	Basic operating instructions, theories and limitations and hazards	
6.2	Inspection and maintenance of machinery, equipment and appliances	
6.3	Safe use electrical equipment and tools, hand tools and pressure plants	
6.4	Legal requirements of cargo handling equipment, duty of competent person	
<b>7.</b>	<b><i>Emergency preparedness</i></b>	<b>0.5 hours</b>
7.1	Emergency procedures	
7.2	Accident reporting	
7.3	First aid facilities	
<b>8.</b>	<b><i>Discussions and assessment</i></b>	<b>1 hours</b>
8.1	Discussions	
8.2	Written assessment	

**Curriculum****Works Supervisor Safety Training Course**  
**(Ship Repairing and Ship Breaking)**

<b>Module</b>	<b>Topics</b>	<b>Duration (not less than)</b>
<b>1.</b>	<b><i>Introduction</i></b>	<b>1.5 hours</b>
1.1	Overview of the safety development in local ship repairing and ship breaking industry	
1.2	Characteristics of vessels engaged in ship repairing and ship breaking activities	
1.3	Causes of accident and principles of accident prevention	
1.4	Basic principles in risk assessment	
<b>2.</b>	<b><i>Overview of legislative provisions</i></b>	<b>1.5 hours</b>
2.1	Shipping and Port Control Ordinance, and subsidiary regulations, offences and penalties	
2.2	General duties of employer and person in charge of works	
2.3	General duties of employee	
2.4	Duties of a works supervisor	
2.5	Codes of practices and Marine Department Notices issued by Director of Marine and other relevant codes of practice and safety guides	
<b>3.</b>	<b><i>General shipboard safety and safe working environment</i></b>	<b>2 hours</b>
3.1	Means of access to and egress from vessels and safe shipboard movements	
3.2	Transport of workers by water	
3.3	Working at heights, above, under or near water	
3.4	Correct use of personal protective equipment	
3.5	Shipboard housekeeping	
3.6	Hazards in open waters and vessel stability during works	

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<b>Module</b>	<b>Topics</b>	<b>Duration (not less than)</b>
<b>4.</b>	<b><i>Safe working practices in ship repairing and ship breaking</i></b>	<b>2 hours</b>
4.1	Working on deck, in holds, machinery spaces, and confined spaces	
4.2	Welding, flame cutting and other hot work	
4.3	Spray painting	
4.4	Fire prevention and the use of fire fighting equipment	
4.5	Work on boilers and pressure plants	
4.6	Abrasive blasting and the use of high pressure water jet	
<b>5.</b>	<b><i>Safe material and equipment handling</i></b>	<b>1.5 hours</b>
5.1	Slings safety	
5.2	Signalling	
5.3	Safe handling of dangerous or hazardous goods	
5.4	Stowage and stacking of cargoes	
5.5	Manual lifting and handling	
<b>6.</b>	<b><i>Safe use of machinery, equipment and appliances</i></b>	<b>1.5 hours</b>
6.1	Basic operating instructions, theories and limitations and hazards	
6.2	Inspection and maintenance of machinery, equipment and appliances	
6.3	Safe use electrical equipment and tools, hand tools and pressure plants	
6.4	Legal requirements of cargo handling equipment, duty of competent person	
<b>7.</b>	<b><i>Emergency preparedness</i></b>	<b>0.5 hours</b>
7.1	Emergency procedures	
7.2	Accident reporting	
7.3	First aid facilities	
<b>8.</b>	<b><i>Discussions and assessment</i></b>	<b>1 hours</b>
8.1	Discussions	
8.2	Written assessment	

**Certificate of Training**

**Works Supervisor Safety Training Course**

<p>訓練證明書 <b>Certificate of Training</b> 工程督導員安全訓練課程 <b>Works Supervisor Safety Training Course</b> 《商船（本地船隻）條例》（第 548 章）Merchant Shipping (Local Vessels) Ordinance (Cap. 548) 《船舶及港口管制條例》（第 313 章）Shipping and Port Control Ordinance (Cap. 313)</p>	
證明書編號 <b>Certificate No.:</b>	
持證人姓名：（中 文）	
<b>Name of holder:</b> （English）	
指定工程 <b>Specified Works:</b>	
發證日期 <b>Date of issue:</b>	
<p>〔 獲批准安全訓練中心名稱 <b>Name of Approved Safety Training Centre</b> 〕</p>	

"Specified works" means— "Shipboard Cargo Handling",  
"Marine Construction", or  
"Ship Repairing and Ship Breaking".

**Curriculum****Shipboard Crane Operator Safety Training Course**

<b>Module</b>	<b>Topics</b>	<b>Duration (not less than)</b>
<b>1.</b>	<b><i>Introduction</i></b>	<b>1.5 hour</b>
1.1	Objectives of the training course	
1.2	Causes of accident and principles of accident prevention	
1.3	Shipboard crane accidents	
<b>2.</b>	<b><i>Overview of legislative provisions</i></b>	<b>1.5 hour</b>
2.1	Merchant Shipping (Local Vessels) Ordinance, Shipping and Port Control Ordinance, and subsidiary regulations, offences and penalties	
2.2	Duties of crane owner, person in charge of works, and works supervisor	
2.3	Duties of crane operator, slinger, signaller, and other workers, duty of competent person	
2.4	Legal requirements for shipboard cranes	
2.5	Codes of practices and Marine Department Notices issued by Director of Marine relating to shipboard lifting equipment; other relevant codes of practices and safety guides	
<b>3.</b>	<b><i>Knowledge on crane safety</i></b>	<b>5 hours</b>
3.1	Basic theories and limitation of cranes	
3.2	Hazards associated with crane operations and safety precautions	
3.3	Set-up, assembly, dismantling, and demobilization procedures	
3.4	Determining configuration and safe working load of cranes	
3.5	Computing the size and weight of loads	
3.6	Usage and limitations of crane operator aids	
3.7	Factors which reduce rated capacity of cranes	
3.8	Inspection and maintenance of cranes	

curriculum continued...



<b>Module</b>	<b>Topics</b>	<b>Duration (not less than)</b>
<b>4.</b>	<b><i>Safe operation of cranes used in works</i></b>	<b>3 hour</b>
4.1	Slings safety	
4.2	Signalling	
4.3	Handling dangerous or hazardous goods	
4.4	Handling containers	
4.5	Handling large or unwieldy loads	
4.6	Working in open waters and vessel stability during works	
<b>7.</b>	<b><i>Emergency preparedness</i></b>	<b>1 hours</b>
7.1	Emergency procedures	
7.2	Accident reporting	
7.3	First aid facilities	
<b>8.</b>	<b><i>Discussions and assessment</i></b>	<b>2 hours</b>
8.1	Discussions	
8.2	Written assessment	

**Curriculum****Shipboard Crane Operator Safety Training Refresher Course**

<b>Module</b>	<b>Topics</b>	<b>Duration (not less than)</b>
<b>1.</b>	<b><i>Current developments in works safety legislation and recent trends in crane operation accidents</i></b>	<b>1 hour</b>
1.1	Merchant Shipping (Local Vessels) Ordinance, Shipping and Port Control Ordinance, and subsidiary regulations, and other relevant legislation	
1.2	Recent crane operation accident statistics and common causes of accidents	
1.3	Crane operation accident case studies	
<b>2.</b>	<b><i>Current developments in shipboard crane operation safety practices</i></b>	<b>2 hour</b>
2.1	Current developments in shipboard cranes and safe working practices	
2.2	Codes of practices and Marine Department Notices issued by Director of Marine relating to shipboard cargo handling and crane operation safety; and other relevant codes of practices and safety guides	
<b>3.</b>	<b><i>Topics in shipboard crane inspection and maintenance with case studies</i></b>	<b>1 hours</b>
<b>4.</b>	<b><i>Emergency preparedness</i></b>	<b>1 hours</b>
4.1	Emergency procedures	
4.2	Accident reporting	
4.3	First aid facilities	
<b>5.</b>	<b><i>Discussions and feedbacks</i></b>	<b>0.5 hours</b>

**Certificate of Training**

**Shipboard Crane Operator Safety Training Course**

**訓練證明書 Certificate of Training**

**船上起重機操作員安全訓練課程**

**Shipboard Crane Operator Safety Training Course**

《商船（本地船隻）條例（第 548 章）》 Merchant Shipping (Local Vessels) Ordinance (Cap. 548)

《船舶及港口管制條例（第 313 章）》 Shipping and Port Control Ordinance (Cap. 313)

證明書編號 Certificate No.:

持證人姓名：（中 文）

Name of holder: (English)

起重機類別 Crane Type: (代號 Code No.)

發證日期 Date of issue:

有效期至 Valid till:



〔獲批准安全訓練中心名稱 Name of Approved Safety Training Centre〕

**（證明書背面 Back Side of Certificate）**

起重機類別代號 Code Number for Crane type:

- ‘1’ — 在非本地船隻上使用的起重機  
crane used on a vessel other than a local vessel
- ‘2’ — 在本地船隻上使用的人字吊臂起重機  
derrick crane used on a local vessel
- ‘3’ — 在本地船隻上使用的固定吊臂起重機  
fixed boom jib crane used on a local vessel
- ‘4’ — 在本地船隻上使用的液壓伸縮吊臂起重機  
extensible hydraulic jib crane used on a local vessel
- ‘5’ — 在本地船隻上使用的指定類別起重機（第 1 至 4 類以外）  
specified type of crane (other than type 1 to 4) used on a local vessel

## APPLICATION RECORD OF TRAINER FOR SAFETY TRAINING COURSE

(Merchant Shipping (Local Vessels)(Works) Regulation, Cap 548I /

Shipping and Port Control (Works) Regulation, Cap 313X)

*\* Delete as appropriate*

**Course(s) Applied to be a trainer:-** [ tick in the square bracket as necessary ]

- [ ] Shipboard Cargo Handling Basic Safety Training Course
- [ ] Works Supervisor Safety Training Course (\* cargo handling / Marine Construction / Ship-repairing and ship-breaking)
- [ ] Shipboard Crane Operator Safety Training. (\* Theory / Practical)

*Photograph*  
*(approx. 4cm x 5cm)*

### Notes:

- (a) Please complete every item in typing or block letters and in black.
- (b) Please attach photocopies of I.D. Card and documentary evidence of professional qualifications and other relevant information as required.
- (c) Personal Data : The personal data collected by means of this form will be used by the Government for the purpose of the safety training courses approval.

1.	Name (Surname first) :	_____	Sex :	_____
2.	Date of Birth (yy/mm) :	_____	Age :	_____
3.	Nationality :	_____	Identity Card or Passport No.:	_____
4.	Contact Address :	_____		
		E-mail address : _____		
5.	Office Tel. No.:	_____	Office Fax No.:	_____
6.	Qualification and Experience obtained ( <i>use separate sheet as necessary</i> ) :			
	_____			
	_____			
	_____			
	_____			
7.	Are you a full time staff of the training organization under application? [ * full time / part-time ]			
8.	If you are serving as a part-time trainer in the training organization under application and you have other full time employment, please ensure to seek your employer's consent for the training job. (Employer's reference to be submitted) [ *Yes / No ]			
9.	Have you ever been disciplined or subjected to revocation / suspension by any Government authority or engineering institution or training organization? [ *Yes / No ]			
	If yes, please give details in separate sheet.			

Declaration: The undersigned declares that the above submitted information details are true and correct.

Name and Signature of the Applicant Trainer:

\_\_\_\_\_ Date: \_\_\_\_\_

Name and Seal of Training Organization:

\_\_\_\_\_ Date: \_\_\_\_\_

*Note : Photocopies of I.D. Card / passport document and documentary evidence are to be submitted.*