



**DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA**  
**MERCHANT SHIPPING SECRETARIAT**  
**Ministry of Ports & Civil Aviation**  
**No.79, Technical Junction, Maradana Road, Colombo 10, Sri Lanka**  
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**01.KEEP A PROPER LOOK-OUT BY SIGHT AND HEARING**

Ref. No	Knowledge, understanding and proficiency	Duration (Hrs)	Course Notes ref. no
1	<b>KEEP A PROPER LOOK-OUT BY SIGHT AND HEARING</b>	0.50	
1.1	<b>Responsibilities of a lookout</b>		
1.1.1	describes the responsibilities of a look - out		
1.1.2	states that the lookout includes by sight and hearing both		
1.1.3	states the importance of proper communication between the OOW and the lookout		
1.1.4	states to consult the OOW when in doubt		
1.2	<b>Reporting the approximate bearing of a sound signal, light or other object in degrees or points</b>	0.50	
1.2.1	Describes the procedure of reporting directions by means of degrees		
1.2.2	Describes the procedure of reporting directions by means of points		

**02. CONTRIBUTE TO MONITORING AND CONTROLLING A SAFE WATCH**

Ref. No	Knowledge, understanding and proficiency	Duration (Hrs)	Course Notes ref. no
2	<b>CONTRIBUTE TO MONITORING AND CONTROLLING A SAFE WATCH</b>		
2.1	<b>Procedures for the relief, maintenance and hand over of a watch</b>	1.50	
2.1.1	<b>Knowledge of handing over and taking over procedure of a navigational watch</b>		
2.1.1.1			



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2.1.1.2	States that the watchkeepers shall report to the watch at least 10-15 minutes before the watch		
2.1.1.3	States that the eyes of night watchkeepers shall be adjusted to the night vision before taking over the watch		
2.1.1.4	Describes the hand over and taking over procedure of a bridge watch		
2.1.1.5	Describes the duties of a bridge watchkeeper		
2.1.2	States that the watchkeeper shall contact the OOW when in doubt		
2.1.2.1	<b>Knowledge of duties of a lookout man</b> Describes the duties of a lookout		
2.1.3	<b>Knowledge of auto to manual and manual to auto change over procedure of the auto pilot</b>		
2.1.3.1	States that all watch keepers shall be aware of the change over procedure from auto to manual and manual to auto steering		
2.1.3.2	Describes the general procedure of the above change over		
2.1.4	<b>Knowledge of auto to manual and manual to auto change over procedure of the auto pilot</b>		
2.1.4.1	States that the watchkeepers shall report to the watch at least 10-15 minutes before the watch		
2.1.4.2	Describes the hand over and taking over procedure of a port watch		
2.1.4.3	Describes the duties of a watchkeeper at port		
2.1.4.4	Describes the duties of a watch keeper during bunkering		
2.1.4.5	States that the watchkeeper shall contact the OOW when in doubt		
2.1.5	<b>Knowledge of handing over and taking over procedure of a anchor watch</b>		
2.1.5.1	States that the watchkeepers shall report to the watch at least 10-15 minutes before the watch		
2.1.5.2	Describes the hand over & take over procedure of		



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2.1.5.3	an anchor watch Describes the duties of a watchkeeper at anchor		
2.1.5.4	Describes the anchor reporting procedure		
2.1.5.5	States that the watchkeeper shall contact the OOW when in doubt		
2.1.5.6	Describes the signs of dragging an anchor		
2.1.6	<b>Knowledge of handing over and taking over procedure of an anti-piracy watch</b>		
2.1.6.1	States that the watchkeepers shall report to the watch at least 10-15 minutes before the watch		
2.1.6.2	Describes the handing over and taking over procedure of a anti-piracy watch		
2.1.6.3	Describes the duties of an anti-piracy watch keeper		
2.1.6.4	States that the watchkeeper shall contact the OOW when in doubt		
2.1.7	<b>Local &amp; international regulations on work &amp; rest hours</b>		
2.1.7.1	States the ILO & STCW requirements regarding the watchkeeping and rest hours		
2.1.7.2	States that watch keepers must be well rested before coming to a watch		
2.2	<b>Information required to maintain a safe watch</b>		
2.2.1	States that the bridge watchkeepers shall be aware of:		
2.2.1.1	the company instructions relevant to navigational watchkeeping	0.50	
2.2.1.2	the masters orders		
2.2.1.3	the instructions of the OOW		
2.2.1.4	the visibility condition		
2.2.1.5	the traffic density		
2.2.1.6	the weather condition		
2.2.1.7	the navigational hazards around		
2.2.2			
2.2.2.1	<b>States that the port watchkeepers shall be aware of:</b>		



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<p>2.2.2.2 2.2.2.3 2.2.2.4 2.2.2.5 2.2.2.6 2.2.2.7 2.2.2.8</p> <p>2.2.3</p> <p>2.2.3.1</p> <p>2.2.3.2 2.2.3.3 2.2.3.4 2.2.3.5</p> <p>2.3</p> <p>2.3.1</p>	<p>the company instructions relevant to port watchkeeping</p> <p>the instructions of the chief officer and the OOW</p> <p>the regulations of the country/port</p> <p>the tidal conditions at the port</p> <p>the mooring condition</p> <p>the visitors coming on board</p> <p>the piracy condition of the port</p> <p>the other operations that may be under taken at the port</p> <p><b>States that the watchkeepers at anchor shall be aware of:</b></p> <p>the company instructions relevant to port watchkeeping</p> <p>the masters orders</p> <p>the instructions of the OOW</p> <p>the regulations of the country/port</p> <p>the piracy condition of the area</p> <p><b>Knowledge of helm orders</b> Explains the meaning of the terms used, actions to be taken and how to report during steering a vessel</p>	<p>1.5</p>	
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**03. OPERATE EMERGENCY EQUIPMENT AND APPLY EMERGENCY PROCEDURES**

Ref. No	Knowledge, understanding and proficiency	Duration (Hrs)	Course Notes ref. no
<p>3.1</p> <p>3.1.1</p> <p>3.1.1.1</p> <p>3.1.1.2</p>	<p><b>Knowledge of emergency duties and alarm signals</b></p> <p><b>Ability to identify general emergency alarm</b></p> <p>States the general emergency alarm</p> <p>States that the type of the emergency will be</p>	<p>1.5</p>	



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	announced over the public addressing system after the general emergency alarm		
3.1.2	<b>Ability to identify auto activated fire alarm</b>		
3.1.2.1	States that the auto activated fire alarms may be different from the general emergency alarm		
3.1.2.2	State that, usually, a continual or continuous alarm is sounded when the fire alarm is auto activated		
3.1.3	<b>Knowledge of actions to take when the emergency alarms are heard</b>		
3.1.3.1	States that all shall proceed to the ship's muster station when emergency alarms are sounded except in the case of a piracy warning alarm		
3.1.3.2	States that all the personnel shall proceed to piracy muster station when it is heard		
3.1.4	<b>Knowledge of duties during various emergency situations</b>		
3.1.4.1	Briefly describes the actions to take in case of man overboard		
3.1.4.2	Briefly describes the actions to take in case of abandon ship		
3.1.4.3	Briefly describes the actions to take in case of fire		
3.1.4.4	Briefly describes the actions to take in case of oil pollution		
3.1.5	<b>Knowledge of the contents of a muster list</b>		
3.1.5.1	describes the purpose and the contents of a muster list		
3.1.5.2	states that the individual emergency duties are mentioned in the muster list		
3.1.6	<b>Knowledge of the contents of LSA &amp; FFA training manuals</b>		
3.1.6.1	States the purpose of the LSA & FFA training manuals		
3.1.6.2	Lists the contents of a LSA training manual		
3.1.6.3	Lists the contents of a FFA training manual		



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3.1.6.4	States that the seafarers must be aware and familiar of the use of all LSA and FFA equipment onboard	1.0	
3.2	<b>Knowledge of pyrotechnic distress signals; satellite EPIRBs and SARTs</b>		
3.2.1	<b>Knowledge of pyrotechnic distress signals</b>		
3.2.1.1	describes the different types of pyrotechnics used on ships, and their stored locations onboard		
3.2.1.2	states that the pyrotechnics shall not be miss used		
3.2.2	<b>Knowledge of EPIRBs</b>		
3.2.2.1	Describes the purpose and the operation of an EPIRB		
3.2.3	<b>Knowledge of SARTs</b>		
3.2.3.1	Describes the purpose and the operation of a SART		
3.2.4	<b>Ability to understand the distress signals according to International Code of Signals</b>		
3.2.4.1	Describes the International distress signals as mentioned in the International Code of Signals		

**04.CONTRIBUTE TO BERTHING, ANCHORING AND OTHER MOORING OPERATIONS**

Ref. No	Knowledge, understanding and proficiency	Duration (Hrs)	Course Notes ref. no
4.1	<b>The capacities, safe working loads and breaking strengths</b>	1.0	
4.1.1	<b>Knowledge and the importance of SWL &amp; BS</b>		
4.1.1.1	Defines the SWL & BS		
4.1.1.2	States where the SWL is marked on different equipments		
4.1.1.3	States not to exceed the SWL mentioned under any circumstances		
4.1.2	<b>SWL &amp; BS of mooring ropes, mooring wires and anchor chain</b>		
4.1.3			



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4.1.4	SWL & BS of mooring winch, windless & capstan SWL & BS of bitts, chocks and bollards			
4.2	<p><b>The procedures and order of events for making fast &amp; letting go mooring lines and tug lines</b></p> <p>Knowledge of safe mooring &amp; unmooring operations &amp; ability to identify snap back zones</p> <p>States that the proper safety gears must be worn during mooring/unmooring operations and lists them</p> <p>Describes the safety procedures to be observed during such operations</p> <p>Defines the snap back zone with an aid of a diagram</p> <p>States to keep clear of snap back zones</p> <p>States not to throw heaving lines towards people ashore</p> <p>States the importance of a proper communication during mooring operations</p> <p>States mooring lines shall not be handled by legs or foot under any circumstances</p> <p>Describes the various hand signals used during mooring operations</p> <p>States that all the mooring lines shall have a messenger line connected to it</p> <p><b>The procedures and order of events for making fast mooring lines &amp; tug lines</b></p> <p>States that the mooring ropes shall be kept flaked on deck before lowering to avoid delays and to avoid kinking of the ropes (when lowering ropes which are not coiled on mooring winch)</p> <p>States to keep at least two heaving lines and ready to use</p> <p>States to check the mooring winch oil level and switch on safely according to the it's switching on procedure</p> <p>States to send the heaving line as soon possible</p>	1.5		
4.2.1				
4.2.1.1				
4.2.1.2				
4.2.1.3				
4.2.1.4				
4.2.1.5				
4.2.1.6				
4.2.1.7				
4.2.1.8				
4.2.1.9				
4.2.2				
4.2.2.1				
4.2.2.2				
4.2.2.3				
4.2.2.4				
4.2.2.5				



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4.2.2.6	States that the first line both at fwd and aft shall be sent ashore as soon as possible		
4.2.2.7	States to ensure the safety of the people on the tug when lowering ropes for tugs		
4.2.2.8	States to have a good communications with the tug when making fast a tug		
4.2.2.9	States to have good communication with the lines men ashore		
4.2.2.10	States that the propeller/bow thruster shall be kept clear when lowering the ropes and bridge shall be informed when it is not clear		
4.2.2.11	States that the vessel shall be brought along side parallel to the jetty.		
4.2.2.12	States to switch off the mooring winch after the operations		
4.2.2.13	States to rig rat guards after the completion of berthing operation		
4.2.2.14	States that the ropes shall not be secured on surging drums. All the mooring ropes which are not connected to drums shall be secured on bollards		
4.2.2.15	States that the rope drums shall be on the breaks and must be disconnected from the mooring winches after making fast		
4.2.2.16	Describe the purpose of safety pins on the warping drum's engaging and disengaging lever States that the dip trays shall be kept plugged during a port stay		
4.2.3	<b>The procedures and order of events for letting go mooring lines and tug lines</b>		
4.2.3.1	States to ensure; <ul style="list-style-type: none"><li>• the mooring winches are switched on</li><li>• have sufficient people</li></ul>		
4.2.3.2	• rat guards are removed		
4.2.3.3	States the meaning of 'single up'		
4.2.3.4	States that the lines shall be let gone according to the orders given by the master		



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4.2.3.5	States that the propeller/bow thruster to be kept clear		
4.2.3.6	States to have good communication with the tug personnel and lines men ashore		
4.2.3.7	Describes how to secure the stations for sea		
4.2.3.8	Describes how to secure the stations for heavy weather States the safe procedure of letting go a tug line		
4.3		1.5	
4.3.1	<p><b>The procedure for the use of anchors</b></p> <p><b>Knowledge of preparing an anchor for letting go</b></p> <p><b>States that;</b></p> <ul style="list-style-type: none"> <li>• to ensure the which anchor to be prepared</li> <li>• to start the windless according to the starting procedure</li> <li>• to remove sea lashing</li> <li>• to open the spurling pipe and the hawse pipe</li> <li>• to engage windless</li> <li>• to remove the guillotine bar</li> <li>• with the permission of the master or the officer at the anchor stations cock-bill the anchor</li> <li>• to apply the brakes and disengage the winch</li> </ul>		
4.3.2	<p><b>Knowledge of shallow water anchoring procedure</b></p> <p>States to let go the anchor (release the brakes) when the cable is in cock-bill position, once the orders are received from the officer at the anchor stations</p>		
4.3.3	<p><b>Knowledge of deep water anchoring procedure</b></p> <p>States that to lower the cable under power (walk back) throughout the operation once the orders are received from the officer at the anchor station</p>		
4.3.4	<p><b>Knowledge of the actions to be taken once the vessel is brought up</b></p> <p>States to hoist the anchor ball</p>		
4.3.4.1			
4.3.4.2			



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4.3.4.3	States to tight the brakes		
4.3.4.4	States to secure the guillotine bar States to close the hawse pipe		
4.3.5	<b>Knowledge of the procedure of heaving up &amp; securing for sea</b> States to;		
4.3.5.1			
	<ul style="list-style-type: none"> <li>• safely switch on the windless</li> <li>• engage the winch</li> <li>• remove the guillotine bar</li> <li>• start heaving up once the orders are received to heave up</li> <li>• open the anchor wash if mud is coming with the anchor chain</li> </ul>		

**05.CONTRIBUTE TO HANDLING OF CARGOES AND STORES**

Ref. No	Knowledge, understanding and proficiency	Duration (Hrs)	Course Notes ref. no
5.1	<b>Basic knowledge of and precautions to observe in connection with particular types of cargo and identification of IMDG labelling</b>	1.5	
5.1.1	<b>Ability to identify IMDG labels</b>		
5.1.1.1	Demonstrate ability to identify classes and the nature of IMDG according to the Code		
5.1.2	<b>Knowledge of the safety precautions to be observed when handling IMDG</b>		
5.1.2.1	States that the IMDG cargo must have IMDG labels attached on all the sides of the package		
5.1.2.2	States the actions to take when a dangerous cargo is received without IMDG labels		
5.1.2.3	States that the IMDG cargoes shall be positioned exactly as marked on the cargo plan given by the chief officer. The OOW to be informed if incorrectly loaded IMDG cargo is found		
5.1.2.4	States not to smoke or carryout hot works on deck		



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5.1.3	when carrying IMDG cargoes		
5.1.3.1	<p><b>General knowledge of emergency procedures</b>          States that the actions shall be taken according to the IMDG Code in case of a leaking package having IMDG cargoes or if such a package is on fire.</p>		
5.1.3.2	States the actions to take if a leaking dangerous cargo is noticed		
5.1.3.3	States to consult an officer immediately if a skin contact is made with such cargo.		

**06. CONTRIBUTE TO THE SAFE OPERATION OF DECK EQUIPMENT AND MACHINERY**

Ref. No	Knowledge, understanding and proficiency	Duration (Hrs)	Course Notes ref. no
6.1	<b>Rig &amp; unrig bosun's chairs</b>	1.0	
6.1.1	Demonstrates ability to rig & unrig bosun's chair		
6.2	<b>Rig and unrig pilot ladders, hoist, rat-guards and gangways</b>	1.5	
6.2.1	Knowledge of rigging and unrigging a pilot ladder		
6.2.1.1	Describes the procedure of rigging a pilot ladder		
6.2.1.2	Lists the equipment that shall be kept standby close to a pilot ladder		
6.2.1.3	Describes the procedure of unrigging a pilot ladder		
6.2.2	Knowledge of a pilot embarking and disembarking procedure		
6.2.2.1	States that the pilot ladder shall be checked by an officer before the pilot uses it		
6.2.2.2	States that an officer shall be present at the ladder when embarking or disembarking a pilot		
6.2.3			



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6.2.3.1	Knowledge of the use and the rigging procedure of the rat guards		
6.2.3.2	States the use of rat guards Describes the procedure of rigging rat guards		
6.2.4	Knowledge of the rigging and securing procedure of a gangway		
6.2.4.1	Differentiates between accommodation ladder and gangway		
6.2.4.2	States that the SWL of accommodation ladder and gangway is marked on a plate under it, by means of total number of people and total weight		
6.2.4.3	States the importance of a gangway net		
6.2.4.4	describes the procedure of rigging an accommodation ladder and a gangway		
6.2.4.5	Lists the equipments that shall be kept at the accommodation ladder or gangway		
6.3	<b>Use marlin spike seamanship skills, including the proper use of knots, splices and stoppers</b>	6.0	
6.3.1	Ability to make commonly used knots onboard		
6.3.1.1	Demonstrates ability to make a; <ul style="list-style-type: none"> <li>• reef knot</li> <li>• bowline knot</li> <li>• bowline on the bight</li> <li>• sheet bend</li> <li>• fisherman's bend</li> <li>• clove hitch</li> <li>• timber hitch</li> <li>• figure of eight</li> </ul>		
6.3.2	Ability to splice wires and ropes		
6.3.2.1	Demonstrates ability to do following splices; <ul style="list-style-type: none"> <li>• Eye splice</li> <li>• Back splice</li> <li>• Short splice</li> <li>• Cut splice</li> </ul>		
6.3.3			



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6.3.3.1	Ability to use stoppers on mooring ropes and mooring wires		
6.4	Demonstrates ability to apply a rope stopper on a fibre rope and a chain stopper on a wire rope		
6.4.1	<b>Knowledge of hoisting and dipping flags and the main single flag signals (A, B, G, H, O, P, Q)</b> Knowledge of hoisting and dipping flags Describes the procedure of hoisting and dipping of flags	0.50	
6.4.1.1			
6.4.2			
6.4.2.1			
6.4.2.2	Knowledge of the main single flag signals (A, B, G, H, O, P, Q) Demonstrate ability to identify the above flags States the meaning of the above flags		

**07.APPLY OCCUPATIONAL HEALTH AND SAFETY PRECAUTIONS**

Ref. No	Knowledge, understanding and proficiency	Duration (Hrs)	Course Notes ref. no
7.1	<b>Working in enclose spaces</b>	0.5	
7.1.1	Describes the dangers of entering into enclosed spaces		
7.1.2	Describes the procedure of entering into an enclosed space		
7.2	<b>Permit to work systems</b>	0.5	
7.2.1	States why it is important to have a permit work system		
7.2.2	Describes the procedure of permit to work system		
7.3	<b>Chemical &amp; Biohazards safety</b>	0.5	
7.3.1	Describes the procedure of working with various materials with having chemical and biohazards		
7.3.2	Lists the safety to gears to be used when handling such materials		
7.4	<b>Personal safety equipment</b>	0.5	



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7.4.1	Lists the personal safety equipments used onboard and states their uses		
7.4.2	States that seafarers shall wear safety gears appropriate for the particular duty		

**08.APPLY PRECAUTIONS AND CONTRIBUTE TO THE PREVENTION OF POLLUTION OF THE MARINE ENVIRONMENT**

Ref. No	Knowledge, understanding and proficiency	Duration (Hrs)	Course Notes ref. no
8.1	<b>Knowledge of the precautions to be taken to prevent pollution of the marine environment</b>	1.0	
8.1.1	Knowledge of the importance of protecting the marine environment		
8.1.1.1	Briefly explains the importance of protecting the marine environment		
8.1.2	Knowledge of the garbage management on board according to MARPOL Annex V		
8.1.2.1	Describes the procedure of the garbage management onboard a ship		
8.1.2.2	States that the seafarers shall adhere to the instructions provided in placards relating to the garbage management		
8.1.3	Knowledge of SOPEP and SMPEP		
8.1.3.1	Briefly describes the purpose and the use of SOPEP		
8.1.3.2	Briefly describes the purpose and the use of SMPEP		
8.2	<b>Knowledge of the use and operation of anti-pollution equipment</b>	1.0	
8.2.1	Knowledge of garbage compactor		
8.2.1.1	States the purpose of a garbage compactor		
8.2.1.2	Lists the garbage that may be compact		



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**MERCHANT SHIPPING SECRETARIAT**  
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8.2.2	Knowledge of incinerator		
8.2.2.1	States the purpose of an incinerator		
8.2.2.2	Lists the garbage that may be incinerated		
8.2.3	Knowledge of oily water separator		
8.2.3.1	States the purpose of an oily water separator		
8.2.4	Knowledge of SOPEP and SMPEP equipment		
8.2.4.1	Lists the SOPEP equipment and the use of them		
8.2.4.2	Lists the SMPEP equipment and the use of them		
8.3	<b>Knowledge of the approved methods for disposal of marine pollutants</b>	3.0	
8.3.1	Knowledge of approved methods for disposal of marine pollutants according to MARPOL;		
8.3.1.1	Describes the Annex I pollutants discharge procedure		
8.3.1.2	Describes the Annex II pollutants discharge procedure		
8.3.1.3	Describes the Annex III pollutants discharge procedure		
8.3.1.4	Describes the Annex IV pollutants discharge procedure		
8.3.1.5	Describes the Annex V pollutants discharge procedure		
8.3.1.6	Briefly describes the Annex VI pollutants discharge procedure		
8.3.2	Knowledge of the ballast water convention		
8.3.2.1	Describes the purpose of ballast water convention		
8.3.2.2	Describes the ballast water exchange methods		
8.3.2.3	Describes the ballast water discharge methods		