



TRAINING COURSES

Bangladesh Ocean Going Ship Owners' Association

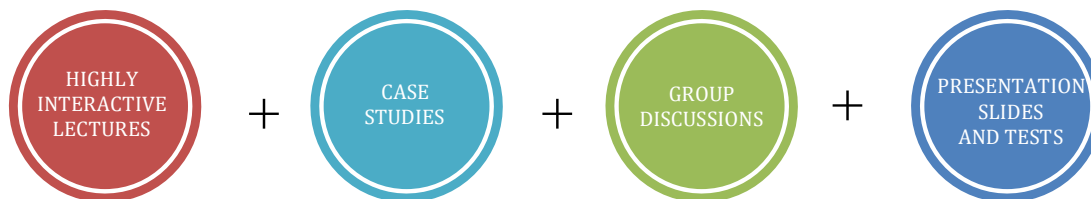
Year: 2020-21

Development of HR through Training for Shipping

An endeavor may be taken by Bangladesh Oceangoing Shipowners' Association (BOGSOA) to conduct training/workshop to train junior executives/ officials /staff of members' offices to improve their working capabilities in running the shipping industry-offices and allied work stations including ships as per the current international practice. BOGSOA may organize such training/workshop in co-ordination with some reputed institutes/academy. Getting right trainer for the course sea may be a big challenge. One/two trainees may be hired initially or selected candidates may be trained abroad with some sponsor. To get training support, local institutes may be engaged say BSMRMU (Dhaka), Bangladesh Marine Academy (Chittagong). Initially following subject may be chosen:

Ser	Name of course	Duration
1.	Container Management and Practice	2 days
2.	Compliance of IMDG code for transport of dangerous goods	2 days
3.	Basic course on bunkering practice (SS 600 and TR 481)	2 days
4.	Effective written communication in the Shipping Industry	2 days
5.	Advance course on Bunkering Practices (SS 600 and TR 48)	2.5 days
6.	Basic to Intermediate course of Shipping Documentation	2 days
7.	Marine Insurance	3 days
8.	H R Management at marine environment	3 days
9.	Maritime Labor Convention 2006, The Concise Perspective	2 days
10.	Principles of ship broking and chartering	3 days
11.	Principles of Shipping Operation & Practices	4 days
12.	Shipping Law and Disputes Resolution	2-3 days
13.	Understanding Import/Export Technique and Documentation	3 days
14.	Use of LNG on ships	1 day
15.	Bunker Technology, LSF0 Bunker Fuel	2 days

Methodology of courses:



Every course will be conducted by professionals who have long practical experience in the field as well as sound educational background. Lectures would be interactive in nature where cases will be studied depending on the type and nature of the course. Lectures will be guided by presentation followed by group discussion to make sessions more productive. There will be tests at the end of each course and successful participants will be given certificate.

Course Curriculum:

Course Title: Container Management and Practice

Course Objectives: This course is aimed at providing participants with the knowledge of container management and container operations.

Course Participants: Management Trainees, Supervisors and Junior Executives from Shipping, Freight Forwarding and Stevedoring Businesses.

Course Duration: 2 days

Course Outline:

- » Introduction Containerization
- » Principles and Concepts of Containerization
- » ISO Container - Types and Uses if Containers
- » Container Terminal and Inland Depot Services
- » Container Ships and Key Features
- » Stowage planning
- » Appreciation of Container Stowage Planning
- » Container Cargo Care and Reefer Handling
- » Container Damages and Preventions
- » Container Handling Equipment
- » Container Maintenance and Repairs
- » Various Types of Container Surveys
- » Container Leasing
- » Various Functions of Container Management
- » Container Imbalance and Documentations
- » Container Tracking System

Course Title: Compliance of IMDG Code for Transport of Dangerous Goods

Course Objectives: This course is aimed at providing participants with the basic knowledge of the IMDG Code and practical guidance on how to comply with the provisions in the Code.

Course Participants: Ship Owners, Mariner, Port/Terminal Operators, Manufacturers, Shippers, Shipping Agents, Packers, Freight Forwarders and Individuals Involved in Handling, Packing, Storage, Shipping and Transporting of Dangerous Goods.

Course Duration: 2 days

Course Outline:

- » Introduction to IMDG Code
- » Classification
- » Dangerous Goods List
- » Marking and labeling
- » Dangerous goods packaging and tanks
- » Stowage and segregation
- » Packing of cargo transport units
- » Documentation

At the end of the course, participants will be able to:

- » Understand the IMDG Code - What the Code requires, how it is structured and where the topics are found
- » Identify the Nine Hazard Classes and Three Packing Groups
- » Mark and label a consignment of dangerous goods correctly
- » Use packaging for dangerous goods correctly
- » Stow and segregate the incompatible dangerous goods
- » Complete and check dangerous goods transport documents correctly

Course Title: Basic Course on Bunkering Practice

Course Objectives: The course is aimed at familiarizing participants with the basic requirements of the International Standards and general knowledge of bunkering services in Bangladesh and abroad. This course is designed for the following personnel:

Course Participants: Bunker Suppliers, Bunker Clerks/Cargo Officers, Bunker Craft Operators, Supervisors, Management Trainees, Executives, Bunker Traders and Brokers, Bunker Surveyors and Shipping Agents.

Course Duration: 2 Days

Course Outlines:

- » Development of the Bunkering Services at local ports and Code of Practice for Bunkering
- » Resolution of Disputes
- » Pre and Post Delivery Checks and Documentation
- » Bunker Quantity Calculation Exercise
- » Introduction to Mass Flow Metering for Bunkering.

Essential Soft Skills

- » Personal Safety Awareness Basic Seamanship (Practical Module)
- » Preparing a Bunker Survey Report
- » Preparing a Bunker Surveying Company for Assessment

Course Title: Effective written communication in the Shipping Industry

Course Objectives: This course is designed to explain the importance of the use of correct English Grammar in daily shipping business transactions and communications. In addition, some techniques and useful pointers in writing emails, letters and memoranda, as well as presentation and analysis of numerical data in shipping situations, will be explained.

Course Participants: Management Trainees, Secretaries, Supervisors, Junior Executives and New Entrants from Shipping Agencies, Freight Forwarding, Trading and Stevedoring Companies.

Course Duration: 2 Days

Course Outline:

- » Grammar in Business Correspondence: Quick Revision of English Grammar with Special Emphasis on Common Errors
- » Some additional grammatical points: Articles, Punctuation, Phrasal Verbs, Local Usage
- » Business Correspondence: Style & Concise - Writing
- » Memoranda and Letters in a Shipping Environment
- » Effective Email-Writing in Shipping
- » Communication of Numerical Information in Shipping.

Course Title: Advance course on Bunkering Practices

Course Objectives: To enable participants to gain more in-depth and practical knowledge for bunkering.

Course Participants: Trainee Bunker Cargo Officers, Bunker Clerks/Cargo Officers, Bunker Suppliers, Bunker Craft Operators.

Course Duration: 2.5 days

Course Outline:

- » Bunkering Standards, Requirements and Procedures
- » Oil/Bunker Tankers Familiarization

- » Maritime Security and Oil Tanker Safety Awareness
- » Advance Bunkering Calculations
- » Mass flow Metering Principles, Requirements and Procedures
- » Familiarization of MFM System by two vendors
- » MFM Procedure for Bunker Delivery

Course Title: Basic to Intermediate course of Shipping Documentation

Course Objectives: This course seeks to bring better understanding of the important documents, Bill of Lading, which is used in international transactions. Proper preparation, issuance and use of these documents will be discussed to prepare participants for the effective usage.

Course Participants: Claim Executives, Documentation Staff of Shipping Lines, Shippers/Traders, Logistics Service Providers and Financial Institutions.

Course Duration: 2 days

Course Outline:

- » Understanding the functions of Bills of Lading
- » Preparation of Bills of Lading according to transport mode, payment terms and sales contract for International Trade
- » The Bills of Lading as a Receipt
- » The Bills of Lading as Evidence of Contract of Carriage
- » The Bills of Lading as a Document of Title
- » Legal issues to manage conflicts

Course Title: Marine Insurance

Course Objectives: This course is designed to acquaint those working in the shipping industry with knowledge of marine insurance and how different aspects of marine insurance play a role in shipping. This course is designed for the following personnel:

Course Participants: Management Trainees, Supervisors, and Junior Executives from Shipping, Freight Forwarding, Trading, Stevedoring and Warehousing Businesses.

Course Duration: 3 days

Course Outline:

- » The Functions of Marine Insurance in Shipping
- » Organizations of Insurance Market: Insurance Companies, Brokers, Agents, Lloyds, and Protection & Indemnity Clubs
- » Nature of Marine Insurance Policies
- » Institute Time Clauses: Common Covers for Ships

- » Hull Claims: Claim Procedures Including General Average Claims
- » Institute Cargo Clauses: Common Covers Including War and Strikes Insurance
- » Institute Cargo Clauses: Trade Clauses for Different Types of Cargo
- » Role of P & I Clubs
- » Coverage Provided by P & I Clubs

Course Title: H R Management at marine environment

Course Objectives: This course is intended to provide the underpinning knowledge to assist personal and professional development towards becoming an informed crewing agent for the recruitment and on-going management of sea going staff.

Course Participants: Maritime Executives, Crew Recruitment, Placement Agents and Those Working in the ship Manning and Training Sector.

Course Duration: 3 days

On successful completion, the participants shall be able to:

- » Conduct an Effective Interview
- » Have an Overview of the Flag State, MLC2006 and STCW 2010 (Manila Amendments)
- » Know the Verification Process of Seafarer Documents and Certificates
- » Have an Understanding of the Immigration Requirements
- » Know the Guidelines for Employment Agreement, Welfare and Wages
- » Understand the Need for Cultural Awareness

Course Title: Maritime Labor Convention 2006, The Concise Perspective

Course Objectives: The course provides useful insight into the need to safeguard the well-being of seafarers and the framework of the Maritime Labor Convention. It covers the day to day operational aspects as well as the control and enforcement mechanism with respect to the subject.

Course Participants: Managers and Executives who are working for Ship-Owners, Ship-Managers, Manning Agents, Ship Chandlers and Husbandry Agents as well Senior Officers who work on board ships.

Course Duration: 2 days

Course Outline:

- » Bunkering Standards, Requirements and Procedures
- » MLC 2006 Rationale, Structure & Key Players
- » Salient Details in the 5 Titles of MLC 2006

- » Description of Operational Requirements
- » Roles of Flag State & Port State Inspectors
- » Resolving Deficiencies and Handling Seafarers' Complaints
- » Implementation & Challenges
- » Preparations Required for MLC 2006 Inspection

Course Title: Principles of ship broking and chartering

Course Objectives: To obtain a general but practical appreciation of the subject. Enable students to handle chartering enquiries and be able to conclude basic terms of common dry cargo and tanker charter parties.

Course Participants: Management Trainees, Junior Executives and Supervisors from Trading Companies, Shipping Agencies, Ship Broking, Freight Forwarding, Stevedoring and Warehousing Companies.

Course Duration: 3 days

Course Outline:

- » Key Concepts of ship broking and chartering practice.
- » Preparation of charters and assess chartering decision in the bulk and liner market (synthesis and evaluation)
- » Details about the obligation of ship owners and the charters and allocation of costs for various parties
- » Charter party negotiation, Contract, Documentation, Post fixture operational administration

Course Title: Principles of Shipping Operation & Practices

Course Objectives: This course is designed to acquaint participants with the factors which affect cargo and ship operations and to enable them to adopt measures for more efficient ship operations.

Course Participants: Management Trainees, Junior Executives and Supervisors From Shipping Agencies, Freight Forwarding And Trading Companies.

Course Duration: 4 days

Course Outline:

- » The Ship - Its Features and Types of Services
- » Ship Manning and Classification of Ships
- » Port Knowledge and Procedures
- » Ship Stability, Stack weight and Stresses

- » Principles of Cargo Stowage
- » Cargo Care and Damage Prevention
- » Stevedoring and Lighterage
- » Cargo Lifting Gears and Safe Handling Documentation in cargo operations
- » Heavy Lift Cargo Handling
- » Break-bulk Cargo Handling and Operations
- » Containerization and Container Ship
- » Tanker, LNG, RoRo and Car Carrier Operations

Course Title: Shipping Law and Disputes Resolution

Course Objectives: To enable shipping personnel to have a general understanding of legal relations which arise in the day-to-day business of commercial shipping? A treatment of common shipping disputes will be imparted to the participants through case studies.

Course Participants: Supervisors, Management Trainees and Junior Executives From Shipping Agencies, Freight Forwarding and Trading Companies.

Course Duration: 2-3 days.

Course Outline:

- » Elements of Contract Law
- » Overview of the Carriage of Goods by Sea - Part I : Charter parties
- » Overview of the Carriage of Goods by Sea - Part II : Bills of Lading
- » Admiralty Jurisdiction of Singapore Courts
- » Arrest of Vessels
- » Provision of Security and Release of Vessels from Arrest
- » Appraisalment and Sale of Vessels Under Arrest
- » Forum Non-Convenience
- » Exclusive Jurisdiction Clauses

Course Title: Understanding Import/Export Technique and Documentation

Course Objectives: This course aims to help the participants understand the interpretation of shipping terms, learn the flow of letters of credit from opening to final negotiation, understand various the types of shipping documents used in international trade and appreciate the use of various trade declarations.

Course Participants: Junior and Managerial Staff Involved In Sales and Marketing, Freight Forwarding, Shipping, Banking, Export and Import Documentation.

Course Duration: 3 days

Course Outline:

- » Incoterms - Their effect on cost and risk
- » Import/Export Documentation - How They Work and Types of Documents
- » Export Letters of Credit - Getting it right
- » Shipping Procedures and Documentation
- » Different Modes of Transport
- » Conference Systems and Practices
- » Transport Documents
- » Difference Between a Bill of Lading and an Airway Bill
- » Tradenet Processing - Submission of Permit and Types of Permit
- » Import and Export Custom Practices - Harmonized System (HS) Code
- » Goods & Services Tax

At the end of the course the participants would have a fair knowledge on shipping terms, learn to communicate parties concerned and negotiate with various shipping agencies in international trade.

Course Title: Use of LNG on ships

Course Objectives: To deliver training as per international standard for operation and support staff to meet normal and emergency requirement.

Course Participants: Office staff from shipping companies, Junior and Managerial staff involved in execution of using LNG as fuel as well as for any personnel involved in LNG bunkering supply chain such as ship managers, ship owners etc.

Course Duration: 1 day

Course Outlines:

- » Introduction to LNG as fuel
- » Advantages of using LNG in ship propulsion
- » Current methods of LNG Bunkering
- » Safety Requirements for LNG Bunkering
- » Operational Issues when using LNG
- » Crew Training Requirements
- » Current Status of LNG Bunkering Hub

Course Title: Bunker Technology, LSFO Bunker Fuel.

Course Objectives: This course is for maritime personnel to gain a deeper understanding on the use of LSFO Bunker Fuel, notably its production process, chemical constituents and the testing regimes used to ensure and preserve product quality.

Course Participants: Office staff from shipping companies, Junior and Managerial staff involvement in execution of using LNG as fuel as well as for any personnel involved in LNG bunkering supply chain such as ship managers, ship owners etc.

Course Duration: 2 Days

Course Outlines:

- » Learn the updated regulatory requirements on the IMO 2020 0.5% Sulphur Cap
- » Understanding the production process of LSFO Bunker Fuel
- » Proper handling of LSFO onboard ship
- » Resolving operational issues due to different chemical constituents
- » Types of testing to ensure and preserve product quality
- » Additional requirements for Bunkering