

Executive Order no. 232 of 24 April 2002

Executive Order on special training and qualification requirements for personnel on passenger ships

The following shall be laid down pursuant to section 18(1), section 25(2), section 27(2) and section 28(4) of Act no. 15 of 13 January 1997 on manning of ships (*lov om skibes besætning*), as amended by Act no. 1261 of 20 December 2000:

Definitions

1. For the purpose of this Executive Order:

- 1) Operational complement shall mean the complement required for the ship when passengers are not to be carried.
- 2) Safety complement shall mean the complement which, in addition to the operational complement, is required for the ship when passengers are to be carried.
- 3) Service complement shall mean the complement who serve on board in addition to the operational and the safety complement.
- 4) Approved shall mean approved by the Danish Maritime Authority.
- 5) Certificate shall mean documentation approved by the Danish Maritime Authority for completed training.

Language skills of the complement

2.-(1) All the members of the complement shall have language skills which enable them to communicate internally and to comply with the provisions stated in annex 1.

(2) Passengers shall be made aware of the nationality of the ship and the safety language on board before embarkation.

Safety training

3.-(1) Any person who is employed as a member of the safety complement shall, before commencement of service, have completed an approved safety training course in accordance with annex 2 and have acquired a certificate for this.

(2) Any person who is included in the service complement shall, no later than one month after first joining one of the shipping company's ships, complete the safety training course mentioned in subsection (1).

Instructing passengers in emergency situations

4.-(1) Members of the operational and safety complement designated on the muster list shall to assist passengers in emergency situations, shall, before commencing service, have completed a training course in instructing passengers in emergency situations in accordance with annex 3, and have acquired a certificate for this.

(2) The group of persons dealt with in subsection (1) as well as members of the service complement who provide direct service to passengers in passenger spaces shall also, before commencing service, have completed safety training for personnel who provide direct service to passengers in passenger spaces in accordance with annex 4 and have acquired a certificate for this.

Special knowledge of the characteristics and problems of passenger ships

5. Masters, officers and other personnel assigned specific duties and responsibilities on board passenger ships shall, before commencing service, have completed a training course in the special characteristics and problems of passenger ships in accordance with annex 5 and have acquired a certificate for this.

Passenger safety, cargo safety and hull integrity

6. Masters, chief mates, chief engineer officers, second engineer officers and persons assigned immediate responsibility for embarking and disembarking passengers, loading, discharging or securing cargo or for closing hull openings on board ro-ro passenger ships shall, before commencement of service, have completed an approved training course in passenger safety, cargo safety and hull integrity in accordance with annex 6 and have acquired a certificate for this.

Crisis management and human behaviour training

7. Masters, chief mates, chief engineer officers, second engineer officers and any person having responsibility for the safety of passengers in emergency situations shall, before commencement of service, have completed an approved training course in crisis management and on human behaviour in crisis situations in accordance with annex 7 and have acquired a certificate for this.

Organisation and execution of lifeboat and fire drills

8. Navigation and engineer officers and senior catering personnel (chief pursers, pursers, inspectors etc.) shall, no later than after one year's employment, have completed an approved training course on organisation and execution of lifeboat and fire drills in accordance with annex 8 and have acquired a certificate for this.

Courses

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9.-(1) The training courses required by section 3(1) and sections 6, 7 and 8 shall be held by the Danish Maritime Authority, assuming an adequate number of candidates enrol. Courses according to sections 3 and 6 shall be supplemented by training on board for ship-specific elements of the courses and a certificate for completion of the training courses may not be issued before such elements have been completed.

(2) The training courses dealt with in subsection (1) shall be held by the Danish Maritime Authority without payment of course fees, except for the training course pursuant to section 3(1).

(3) The training courses mentioned in subsection (1) may be held as courses by shipping companies or ferry operators on the condition that they are approved by the Danish Maritime Authority.

(4) Approval by the Danish Maritime Authority pursuant to subsection (3) shall require that,

- 1) there is a written description of the course programme approved by the Danish Maritime Authority,
- 2) the Danish Maritime Authority is kept regularly informed about instructors and their qualifications as well as planned course locations and dates, and
- 3) the Danish Maritime Authority has access to inspection on a sample basis in order to ensure that the basis for approval is being maintained.

(5) Any person who is to be an instructor on the safety courses dealt with in section 3 shall have completed an approved training course in instruction technique. Exemption from this requirement for instructors who are deemed qualified in some other manner shall be approved by the Danish Maritime Authority.

(6) The Danish Maritime Authority may exempt a shipping company from fulfilling parts of the training requirements for a passenger ship, if the Authority deems that the areas of trade, size, construction and lifesaving appliances of the ship are such that the requirements will be unreasonable or impracticable.

Validity etc. of certificates

10.-(1) Danish certificates issued pursuant to this Executive Order shall be prepared in a format approved by the Danish Maritime Authority. The text shall be in Danish and for ships in international trade shall also include a translation into English. The requirements for format are stated in annex 9.

(2) For ships in domestic trade, the requirement for a certificate of training pursuant to sections 4 and 5 shall be deemed to be fulfilled by a list of names on board showing the date of completion of the training course.

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(3) Except for certificates pursuant to section 7 and section 8, certificates shall only be valid for the ship for which training was completed. The name of the ship shall appear on the certificate. The validity may, however, be extended to sister ships. Certificates valid for another type of ship may be issued on the basis of a supplementary course in the ship-specific elements.

(4) Certificates issued pursuant to section 4(1) and sections 6 and 7 shall only be valid for five years after the date of issue. New certificates may be issued, provided the candidate completes a refresher course approved by the Danish Maritime Authority, or provided the candidate has done service with a valid certificate in the position for which the certificate is required for no less than one year in the previous five years.

(5) Certificates shall be issued by the course organiser which has arranged the relevant training course. A Danish passenger-ship shipping company shall be authorised to issue certificates

- 1) pursuant to section 3(1), when there is prior documentation from an approved course for completion of training pursuant to annex 2, sections 1-3 and when training pursuant to annex 2, section 4 has been completed,
- 2) pursuant to sections 4 and 5,
- 3) pursuant to section 6, when there is prior documentation from an approved course for completion of training pursuant to annex 6, section 4.2 and section 4.4 and other training requirements pursuant to annex 6 have been fulfilled through training on board,
- 4) pursuant to sections 7 and 8, when there is prior documentation from an approved course for completion of training pursuant to annex 7 and 8 respectively, and
- 5) pursuant to subsection (4) in situations where the candidate has done service with a valid certificate in the position for which the certificate is required for no less than one year in the previous five years.

(6) The issuer of the certificates shall be responsible for registering issuance of the certificates mentioned in subsection (1). Registration shall contain sufficient information to allow the certificate to be reconstructed. The Danish Maritime Authority may permit registration on electronic media on the condition that transcripts are available at all times for survey and inspection of the passenger ship.

Penalty provisions

11. Any person violating this Executive Order shall be liable to a fine.

12.-(1) Any shipowner* or master violating sections 2, 3, 4, 5, 6, 7 or 8 shall be liable to a fine or imprisonment for up to one year.

(2) The penalty may increase to imprisonment for up to two years if the violation was committed intentionally or through gross negligence and if said violation:

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Translation: Only the Danish document has legal validity.

1) has caused injury to young people of less than 18 years of age or provoked a risk of injury, or

2) has resulted in or aimed at a financial benefit, comprising also financial savings, for the person committing the violation, or for others.

(3) If the benefit obtained through the violation is not confiscated, the size of such financial benefit obtained shall be taken into account when determining the fine, including additional fines, cf. subsection (2), no. 2.

(4) Companies, etc. (legal persons) may incur criminal liability according to the regulations in chapter 5 of the Criminal Code (*straffeloven*).

Entry into force etc.

13.-(1) This Executive Order shall enter into force on 15 May 2002.

(2) Executive Order no. 372 of 4 June 1997 on special training and qualification requirements for personnel on passenger ships shall be repealed.

Danish Maritime Authority, 24 April 2002

Niels J. Bagge

/Frantz Miller

Annex 1

Language skills of the complement on passenger ships

1. On ships in trade between Danish ports

- 1) it shall be possible to give safety information from the bridge over the loud-speaker system in Danish and in English, and
- 2) members of the complement who, according to the muster lists, are nominated to instruct and assist passengers shall be able to communicate with the passengers in Danish.

2. On ships in trade between Danish and Nordic ports, the provisions of section 3 shall apply, although communication with the passengers may be in Swedish or Norwegian instead of Danish.

3. On ships in trade between Danish and non-Nordic ports

- 1) safety information over the loud-speaker system shall be given in Danish and English as well as the language spoken in the countries at which the ship calls, and
- 2) members of the complement who, according to the muster lists, are nominated to instruct and assist passengers shall be able to instruct and assist with information in English. On ships in trade between Danish and German ports, German may be used instead of English.

4.-(1) On Danish ships in trade between foreign ports

- 1) safety information shall be given to the passengers in the language of the nations which experience shows are represented on board as well as English, and
- 2) members of the complement who, according to the muster lists, are nominated to instruct and assist passengers shall be able to instruct and assist with information in English.

(2) Where it is more appropriate in relation to the passengers to use other languages than those mentioned in subsection (1), no. 2, the Danish Maritime Authority may make special decisions regarding the language on board.

Guidelines on requirements for language skills:

The oral language skills of the individual member of the complement shall enable the person to communicate with the passengers in the relevant language. As a guide, the individual member of the complement should have language skills corresponding to a vocabulary of about 400 relevant

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words. See also the guidelines on language skills from the International Maritime Organization (IMO).*)

*) Guidelines on language in connection with emergency situations etc. are currently under preparation by the IMO. Today, IMO has the following guidelines:

Resolution A.770 (18) Minimum training requirements for personnel nominated to assist passengers in emergency situations on passenger ships.

MSC/Circ. 673 On-board communication phrases for passenger care.

Annex 2

Requirements for general safety training for the safety and service complement on passenger ships

There shall be a general understanding of the importance of always being prepared and acting correctly in any emergency situation, including the value of training and drills.

Safety training shall include the following topics.

1. Safety and first aid

1.1. Introduction:

- .1 overview of the contents of the training course,
- .2 briefing on the various emergency situations which can occur (collision, grounding, fire, foundering etc.),
- .3 briefing on instruction book on use of life-saving appliances,
- .4 briefing about occupational safety on ships.

1.2. Safety organisation:

- .1 safety representative, safety groups and committee,
- .2 tasks, duties and rights of the safety organisation.

1.3. Safety notices and signs:

Knowledge of

- .1 mandatory, prohibition, warning, emergency and fire signs.

1.4. Muster lists:

Knowledge of

- .1 boat and fire muster lists,
- .2 Man-Over-Board muster list,
- .3 different alarm signals and their meaning,
- .4 work stations and duties,
- .5 mustering, drills and instruction.

1.5. Communication:

Knowledge of

- .1 the importance of keeping order in emergency situations,
- .2 procedures for reducing and avoiding panic.

1.6. First aid:

Knowledge of

- .1 unconsciousness, cramps, respiration, pulse,
- .2 cuts, bleeding, fractures, burns,
- .3 shock prevention,

Familiarization with the use of

- .4 recovery position,
- .5 resuscitation (mouth-to-nose and mouth-to-mouth methods).

2. Life-saving appliances and survival at sea

2.1. Lifeboats and rafts:

Knowledge of

- .1 construction, equipment and labelling of lifeboats and rafts,
- .2 special characteristics and possibilities of lifeboats and rafts,
- .3 individual components and use of appliances.

2.2. Emergency radio beacon (EPIRB), radio equipment and pyrotechnics:

Familiarization with

- .1 use and operation of equipment,
- .2 use of pyrotechnics.

2.3. Lifejackets:

- .1 knowledge of the different types and inspection of lifejackets,
- .2 familiarization with the correct way to don lifejackets.

2.4. Lifebelts:

- .1 knowledge of the types and use.

2.5. Immersion suits and thermal protective aids:

- .1 knowledge of the difference between immersion suits and thermal protective aids,
- .2 familiarization with the correct way to don suits.

2.6. Launching lifesaving appliances:

Familiarization with

- .1 giving the correct commands for launching of and boarding liferafts,
- .2 checks before lowering liferafts, lowering, boarding and clearing the ship. Boarding shall, where practicable, be performed via an evacuation ladder from a height of no less than five meters,
- .3 jumping into the water from a height and boarding a liferaft from the water while wearing a lifejacket,

.4 righting an inverted liferaft while wearing a lifejacket,

Knowledge of

.5 methods of launching lifeboats and liferafts into a rough sea,

.6 precautions to be taken once the boat or raft has left the ship,

.7 dealing with injured persons after abandonment.

2.7. Time spent in lifeboats and liferafts:

Knowledge of

.1 survival techniques (hyperthermia),

.2 emergency repairs to liferafts.

2.8. Rescue at sea:

Knowledge of

.1 use of rescue boats for marshalling liferafts and rescue of persons in the sea,

.2 methods of helicopter rescue.

3. Fire fighting

3.1. Fire and extinguishing theory:

Knowledge of

.1 the fire triangle, classification of fire, causes of fires, combustion rates, propagation, development,

.2 fire hazards, prevention of fire.

3.2. Fixed fire extinguishing systems:

.1 Knowledge of sprinkler and CO₂ systems.

3.3. Portable extinguishers:

.1 Knowledge of the mechanism of extinguishers using water, CO₂, powder and foam.

3.4. Practical fire fighting:

Familiarization with

- .1 fire fighting with portable extinguishers and fire blankets,
- .2 extinguishing flames on people.

4. "Know your ship". Held on board

4.1. The ship's alarm systems:

Knowledge of

- .1 the meaning of boat and fire alarm signals,
- .2 location and operation of fire alarms,
- .3 other alarm systems on the ship.

4.2. Rescue and fire-extinguishing equipment:

- .1 knowledge of location and operation.

4.3. Life-saving appliances:

Knowledge of

- .1 lowering, boarding, launching and releasing lifeboats,
- .2 location of equipment in lifeboats and rafts and its use.

Familiarization with

- .3 lowering, boarding, launching and releasing liferafts.

4.4. Water-tight doors and firedoors:

- .1 knowledge of location,
- .2 familiarization with operation.

4.5. Location in the muster lists:

- .1 know the duties.

The »Know your ship« course shall be repeated on change of ship and transfer to sister ship but only to the extent that there may be a difference.

Organisation of safety training shall fulfil paragraph 1 of section A-VI/1 of the STCW Code.

Section A-VI/1 of the STCW Code is reproduced below:

Mandatory minimum requirements for familiarization and basic safety training and instruction for all seafarers

Familiarization training

1. Before being assigned to shipboard duties, all persons employed or engaged on a seagoing ship other than passengers, shall receive approved familiarization training in personal survival techniques or receive sufficient information and instruction, taking account of the guidance given in part B, to be able to:

.1 communicate with other persons on board on elementary safety matters and understand safety information symbols, signs and alarm signals;

.2 know what to do if:

.2.1 a person falls overboard,

.2.2 fire or smoke is detected, or

.2.3 the fire or abandon ship alarm is sounded;

.3 identify muster and embarkation stations and emergency escape routes;

.4 locate and don life-jackets;

.5 raise the alarm and have basic knowledge of the use of portable fire extinguishers;

.6 take immediate action upon encountering an accident or other medical emergency before seeking further medical assistance on board; and

.7 close and open the fire weathertight and watertight doors fitted in the particular ship other than those for hull openings.

Annex 3

Training in instructing passengers in emergency situations

This annex is an extract from the STCW Code, section A-V/2, paragraph 1, combined with section A-V/3, paragraph 1. These two sections are identical except that V/2 only refers to ro-ro passenger ships, while V/3 refers to passenger ships other than ro-ro ships.

Crowd management training

1 The crowd management training required by regulation V/2, paragraph 4 and V/3, paragraph 4 for personnel designated on muster lists to assist passengers in emergency situations shall include, but not necessarily be limited to:

.1 awareness of life-saving appliance and control plans including:

.1.1 knowledge of muster lists and emergency instructions,

.1.2 knowledge of the emergency exits, and

.1.3 restrictions on the use of elevators;

.2 the ability to assist passengers en route to muster and embarkation stations including:

.2.1 the ability to give clear reassuring orders,

.2.2 the control of passengers in corridors, staircases and passage ways,

.2.3 maintaining escape routes clear of obstructions,

.2.4 methods available for evacuation of disabled persons and persons needing special assistance, and

.2.5 search of accommodation spaces;

.3 mustering procedures including:

.3.1 the importance of keeping order,

.3.2 the ability to use procedures for reducing and avoiding panic,

.3.3 the ability to use, where appropriate, passenger lists for evacuation counts, and

.3.4 the ability to ensure that the passengers are suitably clothed and have donned their lifejackets correctly.

Annex 4

Safety training for personnel providing direct service for passengers in passenger spaces

This annex is an extract from the STCW Code, section A-V/2, paragraph 3 and A-V/3, paragraph 3. These two sections are identical.

3 The additional safety training required by regulation V/2, paragraph 6, and V/3, paragraph 6 shall at least ensure attainment of the abilities as follows:

Communication

.1 Ability to communicate with passengers during an emergency, taking into account:

.1 the language or languages appropriate to the principal nationalities of passengers carried on the particular route,

.2 the likelihood that an ability to use an elementary English vocabulary for basic instructions can provide a means of communicating with a passenger in need of assistance whether or not the passenger and crew member share a common language,

.3 the possible need to communicate during an emergency by some other means such as by demonstration, or hand signals, or calling attention to the location of instructions, muster stations, life-saving devices or evacuation routes, when oral communication is impractical,

.4 the extent to which complete safety instructions have been provided to passengers in their native language or languages, and

.5 the languages in which emergency announcements may be broadcast during an emergency or drill to convey critical guidance to passengers and to facilitate crew members in assisting passengers.

Life-saving appliances

.2 Ability to demonstrate to passengers the use of personal life-saving appliances.

Annex 5

Training in knowledge of ro-ro passenger ships

This annex is an extract from the STCW Code, section A-V/2, paragraph 2. The training requirements for passenger ships other than ro-ro ships appear in section A-V/3, paragraph 2,

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which is identical to paragraph 2.1 below except that the words »safety for passengers and crew, ship and cargo« are changed to »safety for life and for ship«

2 The familiarization training required by regulation V/2, paragraph 5 shall at least ensure attainment of the abilities that are appropriate to the capacity to be filled and the duties and responsibilities to be taken up, as follows:

Design and operational limitations

.1 Ability to properly understand and observe any operational limitations imposed on the ship, and to understand and apply performance restrictions, including speed limitations in adverse weather, which are intended to maintain the safety of passengers and crew, ship and cargo.

Procedures to open, close and secure openings in the hull

.2 Ability to apply properly the procedures established for the ship regarding the opening, closing and securing of bow, stern, and side doors and ramps and to correctly operate the related systems.

Legislation, codes and agreements affecting ro-ro passenger ships

.3 Ability to understand and apply international and national requirements for ro-ro passenger ships relevant to the ship concerned and the duties to be performed.

Stability and stress requirements and limitations

.4 Ability to take proper account of stress limitations for sensitive parts of the ship such as bow doors and other closing devices that maintain watertight integrity and of special stability considerations which may affect the safety of ro-ro passenger ships.

Procedures for the maintenance of special equipment on ro-ro passenger ships

.5 Ability to apply properly the shipboard procedures for maintenance of equipment peculiar to ro-ro passenger ships such as, bow, stern and side doors and ramps, scuppers and associated systems.

Loading and cargo securing manuals and calculators

.6 Ability to make proper use of the loading and securing manuals in respect of all types of vehicles and rail cars where applicable, and to calculate and apply stress limitations for vehicle decks.

Dangerous cargo areas

.7 Ability to ensure proper observance of special precautions and limitations applying to designated dangerous cargo areas.

Emergency procedures

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.8 Ability to ensure proper application of any special procedures to:

.8.1 prevent or reduce the ingress of water on vehicle decks,

.8.2 remove water from vehicle decks, and

.8.3 minimize effects of water on vehicle decks.

Annex 6

Training on passenger safety etc.

This annex is an extract from the STCW Code, section A-V/2, paragraph 4 and A-V/3, paragraph 4.

STCW Code, section A-V/2, paragraph 4

Training in passenger safety, cargo safety and hull integrity

4. The passenger safety, cargo safety and hull integrity training required by regulation V/2, paragraph 7, for masters, chief mates, chief engineer officers, second engineer officers and persons assigned immediate responsibility for embarking and disembarking passengers loading, discharging or securing cargo or for closing hull openings, shall at least ensure attainment of the abilities that are appropriate to their duties and responsibilities as follows:

Loading and embarkation procedures

.1 Ability to apply properly the procedures established for the ship regarding:

.1.1 loading and discharging vehicles, rail cars and other cargo transport units, including related communications,

.1.2 lowering and hoisting ramps,

.1.3 setting up and stowing retractable vehicle decks, and

.1.4 embarking and disembarking passengers with special attention to disabled persons and persons needing assistance.

Carriage of dangerous goods

.2 Ability to apply any special safeguards, procedures and requirements regarding the carriage of dangerous goods on board ro-ro passenger ships.

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Securing cargoes

.3 Ability to:

.3.1 apply correctly the provisions of the Code of Safe Practice for Cargo Stowage and Securing to the vehicles, rail cars and other cargo transport units carried; and

.3.2 use properly the cargo securing equipment and materials provided, taking into account their limitations.

Stability, trim and stress calculations

.4 Ability to:

.4.1 make proper use of the stability and stress information provided,

.4.2 calculate stability and trim for different conditions of loading using the stability calculators or computer programmes provided,

.4.3 calculate load factors for decks, and

.4.4 calculate the impact of ballast and fuel transfers on stability, trim and stress.

Opening, closing and securing hull openings

.5 Ability to:

.5.1 apply properly the procedures established for the ship regarding the opening, closing and securing of bow, stern and side doors and ramps and to correctly operate the associated systems, and

.5.2 conduct surveys on proper sealing.

Ro-ro deck atmosphere

.6 Ability to:

.6.1 use equipment, where carried, to monitor atmosphere in ro-ro cargo spaces, and

.6.2 apply properly the procedures established for the ship for ventilation of ro-ro cargo spaces during loading and discharging of vehicles, while on voyage and in emergencies.

STCW Code, Section A-V/3, paragraph 4:

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Passenger safety

The passenger safety training required by regulation V/3, paragraph 7, for masters, chief mates, and persons assigned immediate responsibility for embarking and disembarking passengers shall at least ensure attainment of the abilities that are appropriate to their duties and responsibilities for embarking and disembarking passengers with special regard to disabled persons and persons who require special assistance.

Annex 7

Training in crisis management and human behaviour

This annex is an extract from the STCW Code, section A-V/2, paragraph 5 and section A-V/3, paragraph 5. These two sections are identical.

Crisis management and human behaviour training

5

Masters, chief mates, chief engineer officers, second engineer officers and any person having responsibility for the safety of passengers in emergency situations shall:

.1

have successfully completed the approved crisis management and human behaviour training, required by regulation V/2, paragraph 8, in accordance with their capacity, duties and responsibilities as set out in table A-V/2; and

.2

be required to provide evidence that the required standard of competence has been achieved in accordance with the methods and the criteria for evaluating competence tabulated in columns 3 and 4 of table A-V/2.

Table A-V/2 Specification of minimum standard of competence in crisis management and human behaviour

Column 1	Column 2	Column 3	Column 4
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COMPETENCE	KNOWLEDGE, UNDERSTANDING AND PROFICIENCY	METHODS FOR DEMONSTRATING COMPETENCE	CRITERIA FOR EVALUATING COMPETENCE
Organize shipboard emergency procedures	<p>Knowledge of:</p> <p>.1 the general design and layout of the ship;</p> <p>.2 safety regulations;</p> <p>.3 emergency plans and procedures.</p> <p>The importance of the principles for the development of ship specific emergency procedures including:</p> <p>.1 the need for pre-planning and drills of shipboard emergency procedures;</p> <p>.2 the need for all personnel to be aware of and adhere to pre-planned emergency procedures as carefully as possible in the event of an emergency situation.</p>	Assessment of evidence obtained from approved training, exercises with one or more prepared emergency plans and practical demonstration.	The shipboard emergency procedures ensure a state of readiness to respond to emergency situations.
Optimize the use of resources	<p>Ability to optimize the use of resources, taking into account:</p> <p>.1 the possibility that resources available in an emergency may be limited;</p> <p>.2 the need to make full use of personnel and equipment immediately available and, if necessary, to improvise.</p> <p>Ability to organize</p>	Assessment of evidence obtained from approved training, practical demonstration and shipboard training and drills of emergency procedures.	<p>Contingency plans optimize the use of available resources.</p> <p>Allocation of tasks and responsibilities reflects the known competence of individuals.</p> <p>Roles and responsibilities of teams and individuals are clearly defined.</p>

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	<p>realistic drills to maintain a state of readiness, taking into account lessons learnt from previous accidents involving passenger ships; debriefing after drills.</p>		
<p>Control response to emergencies</p>	<p>Ability to make an initial assessment and provide an effective response to emergency situations in accordance with established emergency procedures.</p> <p>Leadership skills Ability to lead and direct others in emergency situations, including the need:</p> <p>.1 to set an example during emergency situations;</p> <p>.2 to focus decision making, given the need to act quickly in an emergency;</p> <p>.3 to motivate, encourage and reassure passengers and other personnel.</p> <p>Stress handling Ability to identify the development of symptoms of excessive personal stress and those of other members of the ship's emergency team.</p> <p>Understanding that stress generated by emergency situations can affect the performance of individuals and their ability to act on</p>	<p>Assessment of evidence obtained from approved training, practical demonstration and shipboard training and drills of emergency procedures.</p>	<p>Procedures and actions are in accordance with established principles and plans for crisis management on board.</p> <p>Objectives and strategy are appropriate to the nature of the emergency, take account of contingencies and make optimum use of available resources.</p> <p>Actions of crew members contribute to maintaining order and control.</p>

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	instructions and follow procedures.		
Control passengers and other personnel during emergency situations	<p>Human behaviour and responses</p> <p>Ability to control passengers and other personnel in emergency situations, including:</p> <p>.1 awareness of the general reaction patterns of passengers and other personnel in emergency situations, including the possibility that:</p> <p>.1.1 generally it takes some time before people accept the fact that there is an emergency situation;</p> <p>.1.2 some people may panic and not behave with a normal level of rationality, that their ability to comprehend may be impaired and they may not be as responsive to instructions as in non-emergency situations;</p> <p>.2 awareness that passengers and other personnel may, <i>inter alia</i>:</p> <p>.2.1 start looking for relatives, friends and/or their belongings as a first reaction when something goes wrong;</p> <p>.2.2 seek safety in their cabins or in other places on-board where they think that they can escape danger;</p>	Assessment of evidence obtained from approved training, practical demonstration and shipboard training and drills of emergency procedures.	Actions of crew members contribute to maintaining order and control.

	<p>.2.3 tend to move to the upper side when the ship is listing;</p> <p>.3 appreciation of the possible problem of panic resulting from separating families.</p>		
<p>Establish and maintain effective communications</p>	<p>Ability to establish and maintain effective communications, including:</p> <p>.1 the importance of clear and concise instructions and reports;</p> <p>.2 the need to encourage an exchange of information with, and feedback from, passengers and other personnel.</p> <p>Ability to provide relevant information to passengers and other personnel during an emergency situation, to keep them apprised of the overall situation and to communicate any action required of them, taking into account:</p> <p>.1 the language or languages appropriate to the principal nationalities of passengers and other personnel carried on the particular route;</p> <p>.2 the possible need to communicate during an emergency by some other means such as by demonstration, or by hand signals or calling attention to the location of instructions,</p>	<p>Assessment of evidence obtained from approved training, exercises and practical demonstration.</p>	<p>Information from all available sources is obtained, evaluated and confirmed as quickly as possible and reviewed throughout the emergency.</p> <p>Information given to individuals, emergency response teams and passengers is accurate, relevant and timely.</p> <p>Information keeps passengers informed as to the nature of the emergency and the actions required of them.</p>

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	<p>muster stations, life-saving devices or evacuation routes, when oral communication is impractical;</p> <p>.3 the language in which emergency announcements may be broadcast during an emergency or drill to convey critical guidance to passengers and to facilitate crew members in assisting passengers.</p>		
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Annex 8

Training in organisation and execution of boat and fire drills

Objectives of the training course

The objective of the training course is to enhance the management function in connection with execution of boat and fire drills on board, including drills in passenger evacuation with a view to

1. ensuring detailed knowledge of the regulations relevant for the facilities on passenger ships with regard to extinguishing fires, evacuation and use of rescue equipment and life-saving appliances,
2. ensuring that all officers and senior catering personnel have a common understanding of the importance of thorough preparation and planning of all the required drills as well as awareness of the requirements for such preparation and planning,
3. ensuring that completed drills are subject to thorough evaluation involving all participants as well as awareness of how such an evaluation is organised most effectively in order to aid regular improvement of drills,
4. ensuring that completed drills contribute effectively to raising understanding of all crew members of the importance of the ship having a high level of emergency preparedness,
5. ensuring that drills involve elements from annex 3 of this Executive Order on crowd management and annex 4 on communication with passengers in emergency situations and

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demonstrating to passengers the use of personal life-saving appliances and thereby contributing to qualifying officers and senior catering personnel in performing or assisting in performing the training which shall or should be completed on board pursuant to this Executive Order,

6. ensuring effective operation of fire-extinguishing or lifesaving appliances, including promoting cooperation between different teams within the complement during fire-fighting and lifesaving efforts.

Requirements for the training plan and the goals of the training

In order for a course to be approved by the Danish Maritime Authority, there shall be a course plan which shows that the above objectives have been taken into account and the course shall at least fulfil the following goals:

1. Give participants detailed knowledge of the Executive Order on special training and qualification requirements for personnel on passenger ships and its annexes as well as Notice B from the Danish Maritime Authority on requirements for drills on board.
2. Give participants knowledge of regulation I/14 of the STCW Convention with regard to the obligation to brief newly employed personnel of their special duties and of the contents of Notice B from the Danish Maritime Authority on requirements for passenger ships regarding fire fighting and use of lifesaving appliances.
3. Give participants detailed knowledge of the detailed guidelines for
planning boat and fire drills,
practical execution of boat and fire drills, and
evaluation of drills.

Annex 9

Format requirements for certificates

The certificate shall be in A5 format (14.8 x 21.0 cm) and at the top there shall be the name and logo of the issuing institution or enterprise.

The list of requirements which have been fulfilled shall use the terminology shown in the examples on the following pages. The requirements from the list which have actually been fulfilled on the date of issue shall be included, or the requirements which do not apply may be crossed out.

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Date of expiry of validity shall only be stated if the list of requirements refers to a requirement from section 4(1) of this Executive Order or sections 6 or 7. Translation into English is not necessary for passenger ships on domestic trade.

Virksomhedens/Institutionens navn Logo

Undertaking/institution name and logo

BEVIS

Certificate

FOR UDDANNELSE OG TRÆNING

of education and training

for personel på RO-RO passagerskibe

for personnel on ro-ro passenger ships

Det attesteres herved, at _____ <i>This is to certify that</i>		
CPR nr. _____ på datoen _____ <i>Date of birth.</i> <i>on the date</i>		
med tilfredsstillende resultat har gennemført en uddannelse, der opfylder nedennævnte krav: <i>Satisfactorily has completed education and training complying with requirements as stated below:</i>		
Uddannelse <i>Education and Training</i>	Krav <i>Requirement</i>	
Vejledning af passagerer i nødsituationer <i>Crowd Management Training</i>	STCW V/2-4	
Sikkerhedstræning <i>Safety Training</i>	STCW V/2-6	
Generel sikkerhedsuddannelse <i>General Safety Education and Training</i>	Dansk krav <i>Danish national requirement</i>	

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Translation: Only the Danish document has legal validity.

	Kendskab til passagerskibe <i>Familiarization training</i>	STCW V/2-5	
	Passagersikkerhed <i>Passenger safety</i>	STCW V/2-7	
	Krisestyring og menneskelig adfærd <i>Crisis management and human behavior</i>	STCW V/2-8	
	Tilrettelæggelse og afvikling af båd- og brandøvelser <i>Planning and conduct of fire drills and abandon ship drills</i>	Dansk krav <i>Danish national requirement</i>	
	Beviset er gyldigt for tjeneste på _____ <i>The certificate is valid for service on Skibsnavn/ Name of ship</i>		
	Dette bevis er gyldigt indtil den _____ <i>This certificate expires on</i>		
	Efter bemyndigelse af Søfartsstyrelsen <i>As authorized by the Danish Maritime Authority</i>		

	Sted og dato/ <i>Place and date</i> Underskrift/ <i>Signature</i>		
	Stempel/ <i>Stamp</i>		

Virksomhedens/Institutionens navn Logo

BEVIS

Certificate

FOR UDDANNELSE OG TRÆNING

of education and training

for personel på passagerskibe

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Bortset fra RO-RO Passagerskibe

for personnel passengerships other than ro-ro passenger ships

Det attesteres herved, at _____ <i>This is to certify that</i>		
CPR nr. _____ på datoen _____ <i>Date of birth</i> <i>on the date</i>		
med tilfredsstillende resultat har gennemført en uddannelse, der opfylder nedennævnte krav: <i>Satisfactorily has completed education and training complying with requirements as stated below:</i>		
Uddannelse <i>Education and Training</i>	Krav <i>Requirement</i>	
Vejledning af passagerer i nødsituationer <i>Crowd Management Training</i>	STCW V/3-4	
Sikkerhedstræning <i>Safety Training</i>	STCW V/3-6	
Generel sikkerhedsuddannelse <i>General Safety Education and Training</i>	Dansk krav <i>Danish national requirement</i>	
Kendskab til passagerskibe <i>Familiarization training</i>	STCW V/3-5	
Passagersikkerhed <i>Passenger safety</i>	STCW V/3-7	
Krisestyring og menneskelig adfærd <i>Crisis management and human behavior</i>	STCW V/3-8	
Tilrettelæggelse og afvikling af båd- og brandøvelser <i>Planning and conduct of fire drills and abandon ship drills</i>	Dansk krav <i>Danish national requirement</i>	
Beviset er gyldigt for tjeneste på _____		

Translation: Only the Danish document has legal validity.

	<i>The certificate is valid for service on Skibsnavn/ Name of ship</i>	
	Dette bevis er gyldigt indtil den _____ <i>This certificate expires on</i>	
	Efter bemyndigelse af Søfartsstyrelsen <i>As authorized by the Danish Maritime Authority</i>	

	Sted og dato/ <i>Place and date</i> Underskrift/ <i>Signature</i>	
	Stempel/ <i>Stamp</i>	

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