

**Order on special qualification requirements, etc.
for personnel on passenger ships**

In pursuance of section 18(1)(iii), section 24b, section 24d, section 25(4), section 27(3) and section 28(5) of the act on the manning of ships (*lov om skibes besætning*), cf. consolidated act no. 74 of 17 February 2014, and following consultation with the shipowner and seafarer organisations, the following provisions are laid down:

Definitions

Section 1. For the purposes of this order, the following definitions shall apply:

- 1) “Passenger ship” means a merchant ship carrying more than 12 passengers.
- 2) “Sister ship” means a ship that, as regards construction and equipment, including access ways, corridors, staircases, localities, equipment and operation as well as the location hereof on board, is identical to another similar ship to such an extent that the crew could, without any further instructions, form part of the crew on the other identical ship.
- 3) “Operational crew” means the crew, except for the safety and service crew, prescribed in the safe manning document for the ship to maintain the ship’s normal operation.
- 4) “Safety crew” means the part of the ship’s crew, except for the operational and service crew, who shall assist passengers in emergencies in accordance with the muster lists.
- 5) “Service crew” means the crew serving on board in addition to the operational and the safety crew.
- 6) “Approved” means approved by the Danish Maritime Authority.
- 7) “Certificate of proficiency” means documentation approved by the Danish Maritime Authority for completed course/training.
- 8) “STCW Code” means the Seafarers’ Training, Certification and Watchkeeping (STCW) Code as adopted by the 1995 Conference resolution 2, as it may be amended by the International Maritime Organization.
- 9) “Senior officers” mean the master, chief mate, chief engineer, second engineer officer and dual officers who have signed on in a similar position.

General safety training

Section 2. Any person who is employed as a member of the safety crew shall, before commencement of service, have completed an approved general safety training course in accordance with annex 1 and have acquired a certificate of proficiency to this effect.

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

Crowd management training

Section 3. Members of the operational and safety crew designated on the muster list to assist passengers in emergencies shall, before commencing service, have completed a course in crowd management training in accordance with annex 2 and have acquired a certificate of proficiency to this effect.

Section 4. Members of the operational and safety crew as well as members of the service crew who provide direct service to passengers in passenger areas shall also, before commencing service, have completed safety training in accordance with annex 3 and have acquired a certificate of proficiency to this effect.

Crisis management and human behaviour training

Section 5. Senior officers and any person having responsibility for the safety of passengers in emergencies shall, before commencement of service, have completed an approved training course in crisis management and human behaviour in crisis situations in accordance with annex 4 and have acquired a certificate of proficiency to this effect.

Passenger safety, cargo safety and hull integrity

Section 6. Senior officers and any person assigned immediate responsibility for embarking and disembarking passengers on passenger ships and for 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 5 and have acquired a certificate of proficiency to this effect.

Organisation and execution of lifeboat and fire drills

Section 7. Navigation and engineer officers and senior personnel having responsibility for the safety of passengers in emergencies shall, no later than after one year's employment, have completed training in the organisation and execution of lifeboat and fire drills in accordance with annex 6.

Course providers and requirements for instructor qualifications

Section 8. Providers of the courses required in sections 2, 5 and 6 shall have been approved in accordance with the provisions on training and courses in pursuance of the act on the manning of ships (*lov om skibes besætning*).

Subsection 2. Courses mentioned in section 2 and section 6 shall be supplemented by on-board training as regards ship-specific elements. It shall not be possible to issue a certificate of proficiency for a completed course until training in ship-specific elements has been completed.

Subsection 3. Any person who is to be instructor on the courses mentioned in subsections 1 and 2 shall have an overall level of qualification superior to the professional level of the course. Level of qualification shall mean documented theoretical, special and professional competence.

Validity, etc. of certificates

Section 9. Certificates of proficiency issued pursuant to this order shall be prepared in an approved format. The requirements for format are stated in annexes 7 and 8.

Subsection 2. For ships in domestic trade, the requirement for a certificate of proficiency for a completed course pursuant to sections 2, 3 and 4 shall be deemed to be fulfilled by a list of names on board showing the date of completion of the course.

Subsection 3. Certificates for completed courses shall be issued by the course provider.

Subsection 4. Danish companies using ships for passenger carriage shall be authorised to issue certificates of proficiency pursuant to:

- 1) section 2 when documentation is available of having completed an approved course in accordance with annex 1, columns 1-3, and when training has been completed in accordance with annex 1, column 4; and
- 2) sections 3-6 when documentation is available of having completed an approved course and subsequent training in ship-specific elements on board.

Subsection 5. In addition, Danish passenger ship companies may issue certificates of proficiency as documentation of completed training pursuant to section 7.

Subsection 6. Certificates of proficiency pursuant to sections 2-4 and section 6 shall be valid for the ship for which the ship-specific training has been completed. The name of the ship shall be evident from the certificate. However, the validity may be extended to sister ships. It shall be possible to issue certificates of proficiency valid for another type of ship on the basis of a supplementary course in ship-specific elements.

Subsection 7. Certificates of proficiency issued in pursuance of sections 3, 5 and 6 shall remain valid for five years from the date of issue. It shall be possible to issue the person concerned with a new certificate of proficiency

- 1) if he has for at least one of the previous five years held a valid certificate of proficiency and served in a position for which it is required; or
- 2) if he has for the previous five years prior to the date of issue of the certificate completed an approved course covered by this order.

Subsection 8. Issuers of certificates shall keep a record of course participants to whom the certificates of proficiency mentioned in subsection 1 have been issued. The recording shall contain sufficient information for reconstructing the certificate.

Section 10. The shipowner and the master shall ensure

- 1) that the seafarers employed meet all the training, qualification and certification requirements prescribed for the relevant position and that the original certificates prescribed are available on board;
- 2) that all newly signed on seafarers are, before commencing service, informed appropriately about their special tasks, including about equipment, installations and contingency plans as well as about any special conditions of importance to both their routine tasks and their tasks in an emergency; and
- 3) that the crew members are able to communicate with each other about safety issues and to understand safety information, including symbols, signs and alarm signals.

Subsection 2. Subsection 1 shall apply irrespective of whether other organisations, companies or persons meet some of the tasks or obligations on behalf of the shipowner or the master.

Subsection 3. If a document of compliance has been issued in pursuance of the Code on the Safe Operation of Ships adopted by the United Nations' International Maritime Organization or a certificate in pursuance of the Maritime Labour Convention to another organisation, company or person, subsection 1 shall also apply to the organisation, company or person concerned.

Right of appeal and exemption

Section 11. It shall be possible for the person whom the decision concerns pursuant to the order in force on the holding of exams and tests as well as evaluations of participants at the maritime training programmes to appeal decisions made by course providers in pursuance of this order to the Danish Maritime Authority within two weeks.

Section 12. The Danish Maritime Authority may exempt a company from meeting individual course requirements for a passenger ship if the Danish Maritime Authority assesses that the ship's trade area, size, design and life-saving appliances are such that it would be unreasonable or impracticable to meet the requirements prescribed in consideration of internationally adopted provisions.

Penalty provisions

Section 13. Contraventions of this order shall be punishable by fine. Any shipowner or master contravening section 10, cf. sections 2-7, shall be liable to punishment by fine or imprisonment for a term not exceeding one year.

Subsection 2. The penalty may be increased to imprisonment for a term not exceeding two years if the violation was committed intentionally or grossly negligently and if the contravention:

- 1) has caused injury to young people below the age of 18 or provoked a risk of injury, or

- 2) has resulted in or aimed at a financial benefit, comprising also financial savings, for the contravener or for others.

Subsection 3. If the benefit obtained through the contravention is not confiscated, the size of such financial benefit obtained or aimed at shall be taken into account when determining the fine, including additional fines, cf. subsection 2(ii).

Subsection 4. Companies, etc. (legal persons) may incur criminal liability according to the provisions of part 5 of the criminal code (*straffeloven*).

Subsection 5. When determining criminal liability pursuant to subsection 4, persons who have been employed to carry out work on board the ship by others than the shipowner shall also be considered affiliated with the shipowner. If a document of compliance has been issued in accordance with the Code on the Safe Operation of Ships or a certificate in accordance with the Maritime Labour Convention to another organisation or person, the master and the seafarers shall also be considered to be affiliated with the one to whom the document has been issued.

Entry into force and interim provisions, etc.

Section 14. The order shall not apply to the Faroe Islands and Greenland.

Section 15. The order shall enter into force on 1 July 2014.

Subsection 2. At the same time, order no. 889 of 8 July 2010 on special training and qualification requirements for personnel in passenger ships shall be repealed.

Subsection 3. Certificates issued pursuant to order no. 889 of 8 July 2010 on special training and qualification requirements for personnel in passenger ships shall remain valid in accordance with the limitations and the date of expiry given on the certificate.

Danish Maritime Authority, 22 April 2014

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General safety training requirements for the safety and service crew on board passenger ships

Tables with references to A-V1/1-1, 1-3 and 1-4 are translations of the STCW Code, section A-V1/1-1, 1-3 and 1-4. Supplementing training elements have been added to the tables in italics.

An understanding shall be created for the necessity of always being prepared to act correctly in any emergency, including the value of education/training and drills.

General safety training courses shall include the below subjects.

Table A-V/1-1 Specification of minimum standard of competence in personal survival techniques

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
Survive at sea in the event of ship abandonment	<p>Types of emergency situations which may occur, such as collision, fire, foundering, and grounding.</p> <p>Types of life-saving appliances normally carried on ships.</p> <p>Equipment in survival craft.</p> <p>Location of personal life-saving appliances.</p> <p>Principles concerning survival, including:</p> <ol style="list-style-type: none"> .1 value of training and drills, .2 personal protective clothing and equipment, including knowledge of various types of and control of lifejackets and the difference between immersion suits and protective suits, .3 need to be ready for any emergency, .4 actions to be taken when called to survival craft stations, .5 actions to be taken when required to abandon ship, <i>including methods for</i> 	<p>Assessment of evidence obtained from approved instruction or during attendance at an approved course or approved in-service experience and examination, including practical demonstration of competence to:</p> <ol style="list-style-type: none"> .1 don a lifejacket, .2 don and use an immersion suit, .3 safely jump from a height into the water, .4 right an inverted life-raft while wearing a lifejacket, .5 swim while wearing a lifejacket, .6 keep afloat without a lifejacket, .7 board a survival craft from the ship and water while wearing a lifejacket. <i>Where practicable, the boarding of survival craft shall also be tested by means of an evacuation ladder from a height of at least 5 metres,</i> .8 take initial actions on boarding survival craft to enhance chance of survival, .9 stream a drogue or sea-anchor, 	<p>Action taken on identifying muster signals is appropriate to the indicated emergency and complies with established procedures.</p> <p>The timing and sequence of individual actions are appropriate to the prevailing circumstance and conditions and minimize potential dangers and threats to survival.</p> <p>Method of boarding survival craft is appropriate and avoids dangers to other survivors.</p> <p>Initial actions after leaving the ship and procedures and actions in water minimize threats to survival.</p>

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
	<p><i>launching survival craft in high seas,</i></p> <p>.6 actions to be taken when in the water,</p> <p>.7 actions to be taken when aboard a survival craft, <i>including knowledge of emergency repairs of survival craft,</i></p> <p>.8 main dangers to survivors.</p> <p><i>Knowledge of the following as regards survival craft:</i></p> <p>.1 <i>design and marking,</i></p> <p>.2 <i>special properties and possibilities,</i></p> <p>.3 <i>the individual elements and the use of the equipment.</i></p> <p><i>Knowledge of types and use of lifebuoys.</i></p> <p><i>Knowledge of:</i></p> <p>.1 <i>the use of rescue boats for retrieving rafts and rescuing persons from the water,</i></p> <p>.2 <i>helicopter rescue methods.</i></p>	<p>.10 operate survival craft equipment,</p> <p>.11 operate location devices, including radio equipment.</p>	

Table A-V/1-3 Specification of minimum standard of competence in elementary first aid

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
Take immediate action upon encountering an accident or other medical emergency	<p>Assessment of needs of casualties and threats to own safety.</p> <p>Appreciation of body structure and functions.</p> <p>Understanding of immediate measures to be taken in cases of emergency, including the ability to:</p> <p>.1 position casualty,</p> <p>.2 apply resuscitation techniques (<i>mouth-to-nose and mouth-to-mouth methods</i>),</p>	Assessment of evidence obtained from approved instruction or during attendance at an approved course.	<p>The manner and timing of raising the alarm is appropriate to the circumstances of the accident or medical emergency.</p> <p>The identification of probable cause, nature and extent of injuries is prompt and complete and the priority and sequence of actions is proportional to any potential threat to life.</p> <p>Risk of further harm to</p>

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
	<p>.3 control bleeding, .4 apply appropriate measures of basic shock management, .5 apply appropriate measures in event of burns and scalds, including accidents caused by electric current, .6 rescue and transport a casualty, .7 improvise bandages and use materials in the emergency kit.</p> <p><i>Knowledge of states of consciousness, cramps, breathing and pulse.</i></p>		self and casualty is minimized at all times.

Table A-V/1-4 Specification of minimum standard of competence in personal safety and social responsibilities

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
Comply with emergency procedures	<p>Types of emergency which may occur, such as collision, fire, foundering.</p> <p>Knowledge of shipboard contingency plans (<i>such as abandon-ship and fire and man-over-board muster lists</i>) for response to emergencies.</p> <p>Emergency signals and specific duties allocated to crew members in the muster list; muster stations; correct use of personal safety equipment.</p> <p>Action to take on discovering potential emergency, including fire, collision, foundering and ingress of water into the ship.</p> <p>Action to take on hearing emergency alarm signals.</p> <p>Value of training and</p>	Assessment of evidence obtained from approved instruction or during attendance at an approved course.	<p>Initial action on becoming aware of an emergency conforms to established emergency response procedures.</p> <p>Information given on raising alarm is prompt, accurate, complete and clear.</p>

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
	drills. Knowledge of escape routes and internal communication and alarm systems.		
Take precautions to prevent pollution of the marine environment	Basic knowledge of the impact of shipping on the marine environment and the effects of operational or accidental pollution on it. Basic environmental protection procedures. Basic knowledge of complexity and diversity of the marine environment.	Basic knowledge of the impact of shipping on the marine environment and the effects of operational or accidental pollution on it. Basic environmental protection procedures. Basic knowledge of complexity and diversity of the marine environment.	Organizational procedures designed to safeguard the marine environment are observed at all times.
Observe safe working practices.	Importance of adhering to safe working practices at all times. Safety and protective devices available to protect against potential hazards aboard ship. Precautions to be taken prior to entering enclosed spaces. Familiarization with international measures concerning accident prevention and occupational health. <i>Knowledge of:</i> .1 <i>safety representative,</i> .2 <i>safety group and committee,</i> .3 <i>the tasks, obligations and rights of the safety organization,</i> .4 <i>mandatory, prohibition, warning, rescue and fire signs.</i>	Assessment of evidence obtained from approved instruction or during attendance at an approved course.	Safe working practices are observed and appropriate safety and protective equipment is correctly used at all times.
Contribute to effective communications on board ship.	Understand the principles of, and barriers to, effective communication between individuals and teams within the ship. Ability to establish and	Assessment of evidence obtained from approved instruction or during attendance at an approved course.	Communications are clear and effective at all times.

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
	<p>maintain effective communications.</p> <p><i>Knowledge of:</i></p> <p>.1 the importance of maintaining law and order in emergencies,</p> <p>.2 measures to prevent panic.</p>		
Contribute to effective human relationships on board ship.	<p>Importance of maintaining good human and working relationships aboard ship.</p> <p>Basic team-working principles and practice, including conflict resolution.</p> <p>Social responsibilities; employment conditions; individual rights and obligations; dangers of drug and alcohol abuse.</p> <p><i>Be informed about occupational health on board ships.</i></p>	Assessment of evidence obtained from approved instruction or during attendance at an approved course.	Expected standards of work and behaviour are observed at all times.
Understand and take necessary actions to control fatigue course.	<p>Importance of obtaining the necessary rest.</p> <p>Effects of sleep, schedules, and the circadian rhythm on fatigue.</p> <p>Effects of physical stressors on seafarers.</p> <p>Effects of environmental stressors in and outside the ship and their impact on seafarers.</p> <p>Effects of schedule changes on seafarer fatigue.</p>	Assessment of evidence obtained from approved instruction or during attendance at an approved course.	Fatigue management practices are observed and appropriate actions are used at all times.

On fire-fighting

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
Minimize the risk of fire and maintain a state of readiness to respond to emergency situations involving fire.	<p>Knowledge of fire and extinguishing theory:</p> <p>.1 the fire triangle,</p> <p>.2 fire classes,</p> <p>.3 reasons for fires,</p>	Assessment of evidence obtained from approved instruction or during attendance at an approved course.	Initial actions on becoming aware of an emergency conform with accepted practices and procedures.

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
	<p>.4 the speed, spread and development of fires,</p> <p>.5 fire hazard and fire prevention,</p> <p>.6 knowledge of sprinkler and CO2 systems,</p> <p>.7 portable fire-extinguishers,</p> <p>.8 the arrangement of fire-extinguishers using water, CO2, powder and foam.</p> <p>Practical fire-fighting: Proficiency in:</p> <p>.1 fire-fighting using portable fire-extinguishers and fire blankets,</p> <p>.2 extinguishing a fire in a person.</p>		<p>Action taken on identifying muster signals is appropriate to the indicated emergency and complies with established procedure.</p>

On "Know your ship"

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
<p>Acquire knowledge about ship-specific equipment and its use</p>	<p>Knowledge of:</p> <p>.1 the meaning of abandon-ship and fire alarm signals,</p> <p>.2 the location and operation of fire alarm buttons (fire pressure),</p> <p>.3 other alarm systems in the ship,</p> <p>.4 the location and operation of life-saving and fire-extinguishing equipment,</p> <p>.5 lowering, boarding, putting out and releasing survival craft,</p> <p>.6 the location of the equipment in survival craft and its use,</p> <p>.7 the location of watertight doors and fire doors,</p> <p>.8 tasks indicated in the muster list.</p>	<p>Assessment of evidence obtained from approved instruction or during attendance at an approved course.</p>	<p>Initial actions on becoming aware of an emergency conform with accepted practices and procedures.</p> <p>Action taken on identifying muster signals is appropriate to the indicated emergency and complies with established procedure.</p>

The "Know your ship" training shall be repeated in case of a change of ship. In case of a change to a sister ship, however, only to the extent that there may be differences.

The general safety training, as described above, meets the minimum requirements of the STCW Code, section A-VI/1-1, on "Safety Familiarization Training".

Guidelines on crowd management training

This annex is a reproduction of the STCW Code, section A-V/2, paragraph 1.

Section A-V/2

Mandatory minimum requirements for the training and qualification of masters, officers, ratings and other personnel on passenger ships

Crowd management training

- 1 The crowd management training required by regulation V/2, paragraph 4, for personnel designated on muster lists to assist passengers in emergencies 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 passageways;
 - .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.

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

This annex is a reproduction of the STCW Code, section A-V/2, paragraph 2.

Section A-V/2

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

2 The additional safety training required by regulation V/2, paragraph 5, shall at least ensure attainment of the abilities as follows:

Communication

- .1** Ability to communicate with passengers during an emergency, taking into account:
 - .1.1** the language or languages appropriate to the principal nationalities of passengers carried on the particular route;
 - .1.2** 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;
 - .1.3** 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;
 - .1.4** the extent to which complete safety instructions have been provided to passengers in their native language or languages; and
 - .1.5** 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.

Embarkation procedures

- .3** Embarking and disembarking passengers, with special attention to disabled persons and persons needing assistance.

Crisis management and human behaviour training

This annex is a reproduction of the STCW Code, section A-V/2, paragraph 3, as well as table A-V/2.

Section A-V/2

Crisis management and human behaviour training

- 3** Masters, chief engineer officers, chief mates, 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 6, 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
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
Organise shipboard emergency procedures	Knowledge of: <ul style="list-style-type: none"> .1 the general design and layout of the ship; .2 safety regulations; and .3 emergency plans and procedures. The importance of the principles for the development of ship specific emergency procedures, including: <ul style="list-style-type: none"> .1 the need for preplanning and drills of shipboard emergency procedures; and .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. 	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.
Optimise the use of resources	Ability to optimise the use of resources, taking into account: <ul style="list-style-type: none"> .1 the possibility that resources available in an emergency may be limited; and 	Assessment of evidence obtained from approved training, practical demonstration and shipboard training and drills of emergency procedures.	Contingency plans optimise the use of available resources. Allocation of tasks and responsibilities reflects the known competence of

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
	<p>.2 the need to make full use of personnel and equipment immediately available and, if necessary, to improvise.</p> <p>Ability to organise realistic drills to maintain a state of readiness, taking into account lessons learnt from previous accidents involving passenger ships; debriefing after drills.</p>		<p>individuals.</p> <p>Roles and responsibilities of teams and individuals are clearly defined.</p>
Control response to emergencies	<p>Ability to make an initial assessment and provide an effective response to emergency situations in accordance with established emergency procedures.</p> <p><i>Leadership skills</i> 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; and</p> <p>.3 to motivate, encourage and reassure passengers and other personnel.</p> <p><i>Stress handling</i> 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 instructions and follow procedures.</p>	Assessment of evidence obtained from approved training, practical demonstration and shipboard training and drills of emergency procedures	<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>
Control passengers and other personnel during	<i>Human behaviour and reactions</i>	Assessment of evidence obtained from approved	Actions of crew members contribute to maintaining

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
emergency situations	<p>Ability to control passengers and other personnel in emergency situations, including:</p> <ul style="list-style-type: none"> .1 awareness of the general reaction patterns of passengers and other personnel in emergency situations, including the possibility that: <ul style="list-style-type: none"> .1.1 generally it takes some time before people accept the fact that there is an emergency situation; .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; .2 awareness that passengers and other personnel may, <i>inter alia</i>: <ul style="list-style-type: none"> .2.1 start looking for relatives, friends and/or their belongings as a first reaction when something goes wrong; .2.2 seek safety in their cabins or in other places on board where they think that they can escape danger; .2.3 tend to move to the upper side when the ship is listing; .3 appreciation of the possible problem of panic resulting from separating families. 	training, practical demonstration and shipboard training and drills of emergency procedures.	order and control.
Establish and maintain effective communication	<p>Ability to establish and maintain effective communications, including:</p> <ul style="list-style-type: none"> .1 the importance of clear and concise in- 	Assessment of evidence obtained from approved training, exercises and practical demonstration.	Information from all available sources is obtained, evaluated and confirmed as quickly as possible and reviewed

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
	<p>structions 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 appraised 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, 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>		<p>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>

Passenger safety, cargo safety and hull integrity training

This annex is a reproduction of the STCW Code, section A-V/2, paragraph 4.

Section A-V/2

Passenger safety, cargo safety and hull integrity training

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, for loading, discharging or securing cargo or for closing hull openings on board ro-ro passenger ships 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.

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

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 the STCW Code, section A-V/2-2, on crowd management and on communication with passengers in emergency situations and 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 order;
6. ensuring effective operation of fire-extinguishing and lifesaving appliances, including promoting cooperation between different teams within the complement during fire-fighting and life-saving efforts.

Requirements for the training plan and the goals of the training

The company shall, in the ship's safety management system (SMS) ensure that a plan for training in the organisation and execution of lifeboat and fire drills is available, showing that the above objectives have been taken into account and the training shall at least provide the participants with in-depth knowledge about:

1. the order with annexes on special training and qualification requirements for personnel on passenger ships as well as about the contents of Notice B from the Danish Maritime Authority on requirements for drills on board.
2. 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 life-saving appliances.
3. Detailed guidelines for
 - planning boat and fire drills;
 - practical execution of boat and fire drills; and
 - evaluation of drills.

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 company.

The list of requirements which have been fulfilled shall use the terminology shown in the examples in annex 8.

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.

Date of expiry or validity shall only be stated if the list of requirements refers to a requirement from sections 3, 5 or 6 of this order.

Translation into English is not necessary for passenger ships engaged in domestic trade.

Kvalifikationsbevis/*Certificate of proficiency*

Virksomhedens/Institutionens navn		Logo
BEVIS <i>Certificate of proficiency</i> FOR GENNEMFØRT KURSUS OG TRÆNING <i>of completed course and training</i> FOR PERSONEL PÅ PASSAGERSKIBE OG RO-RO-PASSAGERSKIBE <i>for personnel on passenger ships and ro-ro passenger ships</i>		
Det attesteres herved, at <i>This is to certify that</i>		
CPR nr. <i>Personal id</i>		
på datoen <i>on the date</i>		
med tilfredsstillende resultat har opnået kvalifikationer, der opfylder nedennævnte krav: <i>Satisfactorily has acquired qualifications complying with requirements as stated below:</i>		
Generel sikkerhedstræning <i>General Safety Familiarization Training</i>	STCW A-VI/1-1, A-VI/1-3, A-VI/1-4 Dansk krav § 2, bilag 1 i bekendtgørelse om særlige kvalifikationskrav m.m. til personel i passagerskibe STCW A-VI/1-1, A-VI/1-3, A-VI/1-4 Danish national requirement, section 2, annex 1 in Order on special training and qualification etc. for personnel on passenger ships	
Vejledning af passagerer i nødsituationer <i>Crowd Management Training</i>	STCW A-V/2-1	
Sikkerhedstræning for personel der yder direkte service over for passagerer i passagerområder <i>Safety training for personnel providing direct service to passengers in passenger spaces</i>	STCW A-V/2-2	
Krisestyring og menneskelig adfærd <i>Crisis Management and Human Behavior</i>	STCW A-V/2-3	
Passagersikkerhed <i>Passenger Safety, Cargo Safety and Hull Integrity Training</i>	STCW A-V/2-4	
Træning i tilrettelæggelse og afvikling af båd- og brand øvelser <i>Training in Planning and Conduct of fire drills and abandon ship drills</i>	Frivilligt <i>Optional</i>	
Beviset er gyldigt for tjeneste på <i>The certificate is valid for service on</i>		
		Skibsnavn/ <i>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> Stempel/ <i>Stamp</i>		Underskrift/ <i>Signature</i>