

## 1. Course Title: Medical Care on Board

### 2. Scope With reference to convention Imo Model Course:

This course is designed to equip individual with skills, knowledge and attitudes required to -

01. Contribute to medical first aid
02. Contribute to Care of casualties
03. Contribute to Nursing care
04. Take precautions to prevent Wounds, wound healing and infection
05. Knowledge about Techniques of sewing and clamping, Dressing and bandaging
06. Knowledge about Medical conditions and emergencies
07. Knowledge about Tropical and infectious diseases Sexually transmitted diseases
08. Knowledge about Alcohol and drug abuse and psychiatry
09. Contribute to Environmental control on board ship
10. Apply occupational health and safety precautions & measures.

in accordance with maritime industry standards.

### 3. Objective:

After completing the course, the candidates should be able to acquire the knowledge, skills and attitude for the Medical care of the ill and injured, Hygiene, Disease prevention, Medical Care Of rescued persons, including distress, hypothermia and cold exposure, Alcohol and drug abuse and psychiatry, take precautions to prevent Wounds, wound healing and infection, emergencies, precautions to prevent pollution of the environment.

### 4. Course Outline Shore base & On board Training:

Sl No	Knowledge, understanding and proficiency	Hour
	<b>Competence 1. Provide medical care to the sick and injured while they remain on board</b>	
<b>1</b>	<b>First aid- revision</b>	<b>6.0</b>
<b>1.1</b>	Revision of basic and intermediate knowledge	
<b>1.2</b>	Additional Knowledge	
<b>2.0</b>	<b>Care of casualties</b>	<b>7.0</b>
<b>2.1</b>	Head and spinal injuries	
<b>2.2</b>	injuries of ear, nose, throat and eyes	
<b>2.3</b>	External and internal bleeding	
<b>2.4</b>	Burns, scalds and frostbite	
<b>2.5</b>	Fractures, dislocations and muscular injuries	
<b>2.6</b>	Wounds, wound healing and infection	
<b>2.7</b>	Pain relief	
<b>2.8</b>	Techniques of sewing and clamping	
<b>2.9</b>	Management of acute abdominal conditions	
<b>2.10</b>	Minor surgical treatment	
<b>2.11</b>	Dressing and bandaging	
<b>3.0</b>	<b>Aspects of nursing</b>	<b>3.5</b>
<b>3.1</b>	General nursing principles	
<b>3.2</b>	Nursing care	
<b>4.0</b>	<b>Diseases</b>	<b>5.0</b>
<b>4.1</b>	Medical conditions and emergencies	
<b>4.2</b>	Sexually transmitted diseases	

4.3	Tropical and infectious diseases	
5.0	Alcohol and drug abuse and psychiatry	3.0
6.0	Dental care	3.5
7.0	Gynecology and pregnancy	2.0
8.0	Medical Care Of rescued persons, including distress, hypothermia and cold exposure	3.0
9.0	Death at sea	1.0
10.0	Environmental control on board ship	2.0
10.1	Hygiene	
11.0	Disease prevention	2.0
11.1	Disinfection, disinfestations and de-ratting	
11.2	Vaccinations	
12.0	Keeping of records	0.5
12.1	Records of signs, symptoms and medicines given	
12.2	Inventory control of medicines	
12.3	National and international regulation	
13.0	Medicines and medical equipment	4.0
14.0	Surgical equipment, instruments and supplies	4.0
	Competence 2: Participate in co-ordinate schemes for medical assistance to ships	
15.0	External assistance	3.0
15.1	Radio medical advice	
15.2	Transportation of the ill and injured	
15.3	Medical care of the ill and injured	
	Total	49.5

#### 5. Competence Standard/Course Syllabus Checked with up-to-date STCW/IMO Model Course:

SI No	Knowledge, Understanding And Proficiency	Hour
	<b>Competence 1. Provide medical care to the sick and injured while the remain on board</b>	
1	<b>First aid- revision</b>	6.0
1.1	<b>Revision of basic and intermediate knowledge</b>	
	.1 revises the knowledge and associated practical skills contained in the basic and intermediate levels of medical training as specified in appendices 1 and 2 of section 17 of the IMOALD Document for Guidance, 1985, paying special attention to:	
	- body structure and functions	
	-toxicological hazards on board ship with special reference to oil tankers, chemical tankers and gas tanker carriers	
	-the examination of patients	
1.2	<b>Additional Knowledge</b>	
	.1 describes and carries out simple laboratory tests for:	
	-the use and evaluation of urine testing sticks	
	-the collection of blood for smears with respect to malaria	
	.2 explains the concepts of clinical examination and medical history-taking under seagoing conditions	
2.0	<b>Care of casualties</b>	7.0
2.1	<b>Head and spinal injuries</b>	
	.1 recognizes the symptoms of head and spinal injuries	
	.2 describes how to care for an unconscious casualty and emphasizes that no anesthetic or sedative should be used.	

	.3 describes and demonstrates for a case of suspected spinal fracture:	
-	- how the patient is rescued	
-	- how the patient is transported	
-	- the treatment to be applied	
<b>2.2</b>	<b>injuries of ear, nose, throat and eyes</b>	
	.1 recognizes the symptoms of injuries to the ear, nose, throat and eyes	
	.2 describes the appropriate treatment to be applied to such injuries	
	.3 for injuries to the ear, nose and throat:	
	-describes the diagnosis	
	-identifies possible causes	
	.4 for injuries to the eye region and external eye:	
	-describes and demonstrates the use of moistened cotton bud or loop for the removal of loose foreign bodies	
	-use of fluorescence stain for corneal ulcers	
	-describes the correct aftercare to be applied	
<b>2.3</b>	<b>External and internal bleeding</b>	
	.1 for external and internal bleeding:	
	- recognizes the symptoms	
	- identifies the cause	
	- explains the dangers	
	- describes and demonstrates the appropriate treatment	
	- use of tourniquet/pressure points	
<b>2.4</b>	<b>Burns, scalds and frostbite</b>	
	.1 recognizes the signs of burns, scalds and frostbite	
	.2 states the possible complications that can arise from such injuries	
	.3 defines a burn	
	.4 explains the difference between a first-degree, second-degree or third-degree burn and a scald	
	.5 for the further treatment of a burn:	
	- states the need and importance of sterile dressings	
	- describes shock prophylaxis	
	- explains the need and importance of fluid balance	
	- calculates fluid requirement	
	- describes antibiotic prophylaxis	
	- explains the procedures for pain relief	
	.6 explains the difference between burns and frostbite	
	.7 describes how tissue can be damaged by frostbite	
	.8 describes and demonstrates appropriate procedures for:	
-	- immediate first aid	
-	- further treatment	
<b>2.5</b>	<b>Fractures, dislocations and muscular injuries</b>	
	.1 describes, explains and demonstrates for fractures, dislocations and muscular injuries:	
	-procedures for diagnosis	
	-practical treatment	
	.2 lists and describes the types of fracture as:	
	-open (or compound)	
	-closed (or simple)	
	-complicated	
	.3 describes and demonstrates the methods used for:	

	-immobilization of the injured part	
	-the prevention of infection	
	.4 describes the special requirements for the treatment of pelvic and spinal injuries	
	.5 describes the cause and symptoms of, and demonstrates the treatment for:	
	-sprains	
	-strains	
	-dislocations	
	required performance	
<b>2.6</b>	<b>Wounds, wound healing and infection</b>	
	.1 recognizes and lists the different kinds and types of wound as:	
	- abrasions	
	- avulsions	
	- contusions	
	- incisions	
	- lacerations	
	- punctures	
	.2 describes and demonstrates the different techniques required for wound treatment	
	.3 describes the approximate course of wound healing	
	.4 lists the measures to prevent infection as:	
	- aseptic procedures	
	- correct cleaning of the wound	
	- stopping of bleeding	
	- correct procedures for wound dressing	
	- immobilization	
	- prevention of tetanus	
	.5 states for an infected wound:	
	- that inflammation is an indication of infection	
	- sources of infection	
	- procedures for treatment	
	.6 demonstrates the treatment procedures to be used for infected wounds	
	Required performance:	
<b>2.7</b>	<b>Pain relief</b>	
	.1 states the general principles of pain relief and anesthesia and applies simple procedures	
	.2 describes the simple procedures of non-medicinal relief as:	
	- psychological	
	- relaxation	
	- positioning	
	- cooling	
	- warmth	
	.3 describes the medicinal treatment:	
	- methods available	
	- methods of application	
	- risks of abuse	
	- characteristics of remedies	
	.4 describes non-invasive anesthesia and lists the methods used	
<b>2.8</b>	<b>Techniques of sewing and clamping</b>	
	.1 applies simple technical measures to stop bleeding and close wounds	
	.2 describes and demonstrates the arrest of bleeding by:	

-	- surgical means	
-	- the use of a ligature	
	.3 describes and demonstrates the surgical treatment of a wound by:	
	-the application and removal of sutures	
	setting and removing clamps	
<b>2.9</b>	<b>Management of acute abdominal conditions</b>	
	.1 recognizes the signs and symptoms of acute abdominal conditions, including:	
-	- peritonitis	
-	- intestinal obstruction	
-	- acute urinary retention	
-	- abdominal trauma	
	.2 describes and applies emergency treatment	
	.3 recognizes the need for radion medical advice and describes the procedures used	
<b>2.10</b>	<b>Minor surgical treatment</b>	
	.1 states that for surgical instruments:	
-	- sterile pre-packaging can be used	
-	- instruments can be sterilized by boiling in water for twenty minutes	
	.2 demonstrates the correct preparations necessary for casualty and equipment before applying minor surgical treatment	
	.3 demonstrates the use of minor surgical treatment for localised skin infections and injuries	
<b>2.11</b>	<b>Dressing and bandaging</b>	
	.1 states that dressings are sterile gauze or lint with alayer of cotton wool as aped to cover a wound or injury	
	.2 states the main functions of bandages as:	
-	- the application of pressure to stop bleeding	
-	- keeping a dressing in its correct position	
-	- providing support	
-	- preventing movement	
	.3 demonstrates the use of simple dressings and bandages for injuries to:	
	-head	
	-limbs	
	-torso	
	.4 demonstrates the use of tubular gauze dressings and bandages	
<b>3.0</b>	<b>Aspects of nursing</b>	<b>3.5</b>
<b>3.1</b>	<b>General nursing principles</b>	
	.1 describes general nursing principles as:	
	- observation of patient condition	
	- observation of patient behavior	
	- observing and noting cardinal symptoms of:	
	• skin	
	• respiration	
	• excretion	
	• pulse	
	• blood pressure	
	• body temperature	
	-maintaining accurate and up-to-date records of cardinal symptoms and other clinical information	
	.2 demonstrates the application of nursing principles and the deeping of clinical and medical	

	records	
<b>3.2</b>	<b>Nursing care</b>	
	.1 describes and applies simple nursing care for:	
	- the control of pain	
	- the giving of injections	
	- the washing and cold sponging of the patient	
	- passing a catheter	
<b>4.0</b>	<b>Diseases</b>	<b>5.0</b>
<b>4.1</b>	<b>Medical conditions and emergencies</b>	
	.1 recognizes medical emergencies involving:	
	- disorders of the mental and central nervous system	
	- disorders of the digestive system and abdominal organs	
	- diseases of the heart, cardiovascular and respiratory systems	
	- diseases of the genitor-urinary system	
	- diseases of the eyes, skin and ear, nose and throat	
	- diseases of the muscular-skeletal system and joints	
	- poisoning and allergic reactions	
	- emergency resuscitation procedures	
	.2 use of O <sub>2</sub> resuscitators	
	- parts of the resuscitator	
	- operation of resuscitator	
	- changing cylinders	
	- CPR with resuscitator	
	- after use care and servicing	
	.3 applies measures and corrective treatments to deal with medical emergency conditions	
	.4 demonstrates the use of IMGS or similar national guide with radio medical advice until more expert help is available or the patient recovers	
<b>4.2</b>	<b>Sexually transmitted diseases</b>	
	.1 recognizes the most important venereal diseases	
	.2 applies basic medical treatment and counseling	
<b>4.3</b>	<b>Tropical and infectious diseases</b>	
	.1 recognizes infectious diseases and describes their characteristics, including:	
	- Diseases caused by viruses (influenza, pneumonia, etc.)	
	- Diseases caused by bacteria (salmonellosis, typhoid, cholera, etc.)	
	- Diseases caused by parasites (dysentery, malaria, etc.)	
	- tropical diseases in addition to malaria	
	.3 states that particular emphasis should be placed on the causes, treatment and prevention of gastrointestinal illnesses aboard ship.	
	.4 describes preventative measures and procedures	
<b>5.0</b>	<b>Alcohol and drug abuse and psychiatry</b>	<b>3.0</b>
	.1 recognizes the misuse of alcohol and signs of alcohol dependence	
	.2 describes potentially addictive drugs and narcotics	
	.3 lists the most frequently encountered addictive substances, and describes their effects on the individual	
	.4 describes and demonstrates appropriate countermeasures to take	
	.5 describes withdrawal damage	
	.6 recognizes the importance of alcohol and drug counseling	
	.7 identifies and lists where such counseling can be obtained	
	.8 demonstrates important aspects of counseling	

	.9 explains that situational disturbances and psychiatric problems may be influenced by:	
-	- factors peculiar to seafaring	
-	- psychological consequences of separation	
<b>6.0</b>	<b>Dental care</b>	<b>3.5</b>
	.1 describes basic dental care	
	.2 describes the principles of oral hygiene	
	.3 applies appropriate emergency treatment, including temporary fillings	
<b>7.0</b>	<b>Gynecology and pregnancy</b>	<b>2.0</b>
	.1 describes for a pregnancy:	
	- signs	
	- side effects	
	- complications	
	.2 describes miscarriage	
	.3 identifies and describes diseases and disorders peculiar to women	
<b>8.0</b>	<b>Medical Care Of rescued persons, including distress, hypothermia and cold exposure</b>	<b>3.0</b>
	.1 describes and applies the procedures for dealing with rescued persons	
	.2 recognizes the special problems in respect of rescued persons and identifies the causes of and the treatment for:	
	- hypothermia - precautions against heat loss and the effects of wind and humidity	
	- congregation - cold injury, immersion foot, etc	
	- seasickness - the causes and therapy needed	
	- dehydration and nutrition in rescue situations -frequent errors and hazards	
	- sun burn - cause, therapy, prophylaxis and effects	
	- hypoxia/gassing on ships and entry into enclosed space	
<b>9.0</b>	<b>Death at sea</b>	<b>1.0</b>
	1 recognizes and describes the general principles of care of the dying or dead persons, including	
	- signs of death	
	- examination of the corpse	
	- recording time of death	
	- keeping a corpse on board	
	- burial at sea	
<b>10.0</b>	<b>Environmental control on board ship</b>	<b>2.0</b>
<b>10.1</b>	<b>Hygiene</b>	
	.1 describes the main principles of shipboard hygiene and health education aboard ship	
	2 applies the main principles to:	
	- potable water	
	. chlorination	
	. hardening of water from evaporator	
	. reverse osmosis	
	- sewage disposal	
	- ventilation and air-conditioning	
	- food hygiene and galley hygiene	
	. food handler	

	. defrosting of frozen food	
	. food poisoning	
<b>11.0</b>	<b>Disease prevention</b>	<b>2.0</b>
<b>11.1</b>	<b>Disinfection, disinfestations and de-ratting</b>	
	.1 describes the general principles and applies the procedures for protection against the transmission of disease and the control of epidemic	
	.2 states the regulations regarding waste and sewage disposal garbage disposal manual	
	3 defines and applies methods for:	
	- disinfection	
	- de-ratting	
<b>11.2</b>	<b>Vaccinations</b>	
	.1 describes the general principles regarding the protection of persons by vaccinations	
	.2 describes the different kinds of vaccination required for seafarer	
<b>12.0</b>	<b>Keeping of records</b>	<b>0.5</b>
<b>12.1</b>	<b>Records of signs, symptoms and medicines given</b>	
	.1 describes the general principles regarding the keeping of medical record	
	.2 describes, in particular, the keeping and contents of:	
	- a medical log	
	- a dangerous drugs register	
	- reports to port health authorities	
	- communications to medical doctors in port	
<b>12.2</b>	<b>Inventory control of medicines</b>	
	.1 describes expiry dates on packaging of medicines and drugs and the need for timely supply of replacement	
<b>12.3</b>	<b>National and international regulation</b>	
	.1 states that international and national health regulations apply to seafarers, including recommendations from WHO, IMO and ILO	
<b>13.0</b>	<b>Medicines and medical equipment</b>	<b>4.0</b>
	.1 lists the contents of the ship's medicine chest	
	.2 states for the medicines and drugs contained in the Chest:	
	- dosage level	
	- beneficial action	
	- side effects	
	.3 lists and demonstrates the use of the medical equipment Carried aboard ship	
	4. states procedures for destruction of date-expired medicine	
	5. describes how hospital waste should be disposed of	
<b>14.0</b>	<b>Surgical equipment, instruments and supplies</b>	<b>4.0</b>
	1 describes and applies appropriate measures of Disinfection and sterilization	
	2 demonstrates the uses of the surgical equipment and	



	instruments available on board ship for appropriate application	
	<b>Competence 2: Participate in co-ordinate schemes for medical assistance to ships</b>	
<b>15.0</b>	<b>External assistance</b>	<b>3.0</b>
<b>15.1</b>	<b>Radio medical advice</b>	
	.1 applies and demonstrates the general principles of radio medical advice, including :	
	- GMDSS	
	- the use of the appropriate check list section of the Interactional Code of Signals	
<b>15.2</b>	<b>Transportation of the ill and injured</b>	
	.1 identifies the problems involved in the transport of the ill and injure	
	.2 uses only approved stretcher	
	.3 describes the procedures for evacuation by helicopter and by pilot boat / life boat	
<b>15.3</b>	<b>Medical care of the ill and injured</b>	
	.1 describes the procedures for co-operating with port health authorities and out-patient wards in ports	
	.2 identifies possible problems with language and cultural differences	
	.3 describes the detailed medical records that must be kept and demonstrates their use	
	<b>Total</b>	<b>49.5</b>

#### **6. Entry Standard, Selection Criteria of Students:**

Trainees or students wishing to gain entry into this course should possess the following requirements:

- Age: be not less than 16 years of age.
- Education & Training: must have valid seafaring documents.

#### **7. Intake limitation, with specific mention Instructor-student ratio:**

The number of trainees should not exceed 24 and the practical training should be undertaken in small groups of more than eight.

#### **8. Qualification and experience of instructors:**

Minimum qualification of any instructor or assessor must be Class- I Deck/Engine Officers with tanker knowledge.

**9. Qualification and experience of assessors:** Minimum qualification of any instructor or assessor must be Class- I Deck/Engine Officers with tanker knowledge.

#### **10. Details Facilities & Equipment, materials and resources available for the training; Visual aids lecture Notes, Library facilities, Rental documents, Workshops Training Equipment: Navigational, Engineering, Communication, Seamanship etc:**

04. Projectors and slides
05. Multimedia and videos
06. Advanced audio visual systems
07. Well-equipped First aid room
08. Dummy patient
09. Medical model Room

# 11. Conduct of Training with number of classroom lectures, practical work use of simulator, video etc:

Period → Day ↓	0900-0945	0945-1030	1030-1115	1115-1145	1145-1230	1230-1315	1315-1400	1400-1500	1500-1545	1545-1630	1630-1715	1715-1800
1 <sup>st</sup> Day	First aid-revision			Tea Break	Care of casualties			Launch Break	First aid-revision		Surgical equipment, instruments and supplies	
2 <sup>nd</sup> Day	Care of casualties				First aid-revision				Care of casualties		Surgical equipment, instruments and supplies	
3 <sup>rd</sup> Day	Diseases				Aspects of nursing		Diseases		Aspects of nursing		External assistance	
4 <sup>th</sup> Day	Diseases						Alcohol and drug abuse and psychiatry		Dental care		External assistance	
5 <sup>th</sup> Day	Alcohol and drug abuse and psychiatry				Dental care		Death at sea		Gynecology and pregnancy		Disease prevention	
6 <sup>th</sup> Day	Medicines and medical equipment				Environmental control on board ship		Keeping of records		Medical Care Of rescued persons, including distress, hypothermia and cold exposure		Medical Care Of rescued persons, including distress, hypothermia and cold exposure	
7 <sup>th</sup> Day	Medicines and medical equipment	Assessment										

# 12. Total duration of Training; Duration of Practical's:

Training period is of 06 days, (45.5 Hours)


- Theory - 32 Hours
- Practical -13.5 Hours

# 13. Assessment procedure, whether independent of instruction or continuous performance evaluation:

Course end assessment shall be carried out to ensure adequate knowledge, understanding & competence of the candidate.

A variety of source of evidence are used which include evidence of candidate's ability, under realistic condition. Short answers, multiple choice, fill in the blanks and true/false type questions in a written test are used for assessment includes direct observation, oral questioning and role play.

# 14. Formats of certificate to be issued with correct reference to STCW and reference to approval and authorization by the Department of Shipping and contact point of the issuing institution for verifying authenticity:

No. NMIMC/	গণপ্রজাতন্ত্রী বাংলাদেশ সরকার GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH ন্যাশনাল মেরিটাইম ইনস্টিটিউট NATIONAL MARITIME INSTITUTE দক্ষিণহাতিশাহর, ভাঙ্গরা- নন্দর চট্টো-৪১০০, বাংলাদেশ। South Halishahar, P.O. Bandar Chittagong-4100 Bangladesh. Tel. 880-31-740569, Fax. No. 880-31-800620, E-mail: <a href="mailto:nmictgbd@btcl.net.bd">nmictgbd@btcl.net.bd</a>		PHOTO
	ট্রেনিং করা মেডিক্যাল কেয়ার অন বোর্ড সার্টিফিকেট <b>TRAINING FOR MEDICAL CARE ON BOARD CERTIFICATE</b>		
এই মর্মে প্রত্যয়ন করা যাইতেছে যে, This is to certify that,			
জনাব/ Mr. ....		পিতা/ Son of Mr. ....	জন্ম তারিখ ও স্থান/
Date & Place of Birth .....		পদবী/ Rank .....	সি. ডি. সি. নম্বর/ C.D.C.No. ....
ইস্যুর তারিখ ও স্থান/ Date & Place of Issue .....		ন্যাশনাল মেরিটাইম ইনস্টিটিউট, চট্টোং.	
বাংলাদেশে অনুষ্ঠিত ট্রেনিং করা মেডিক্যাল কেয়ার অন বোর্ড সার্টিফিকেট কোর্সটি সফলতার সাথে সম্পন্ন করেছেন। has successfully completed basic safety training course on TRAINING FOR MEDICAL CARE ON BOARD CERTIFICATE conducted at the National Maritime Institute, Chittagong, Bangladesh.			
হইতে from ..... পর্যন্ত to .....			
এই সার্টিফিকেট আন্তর্জাতিক এসটিসিভিউ-১৯৭৮ কনভেনশন ও ইন্টারন্যাশনাল অবিজ্ঞানবিধি- VI/4, Paragraph 2 এ এসটিসিভিউ কোডের সেকশন A-VI/4, Paragraph 4-6 অনুযায়ী অনুষ্ঠিত করা হয়েছে এবং বাংলাদেশ সরকারের সমস্ত পরিবহন অধিদপ্তরের অনুমোদন রয়েছে। The course is in conformity with International Convention on Standards of Training, Certification & Watch keeping for Seafarers, 1978 as amended, Regulation VI/4, Paragraph 2, Section A-VI/4, Paragraph 4-6 of the STCW code and has the approval of the Department of Shipping, Government of the People's Republic of Bangladesh.			
ইস্যুর তারিখ/ Date of Issue .....			
মেয়াদ উত্তীর্ণ তারিখ/ Date of Expiry .....			
সমন্বায়ীর স্বাক্ষর/ Signature of the holder .....		অধ্যক্ষ/ Principal .....	

### 15. Maintenance of records in Data-base for facilitation of checking including assessments:

NMI will maintain a data-base of all the students who have completed the course. The following records for each individual will be kept so as to ensure that the certificate is issued to a candidate who have met the requirements as laid down by the governing authority regarding issuance of a certificate on Bridge Resource Management.

- Application form
- Assessment papers after completion of course
- Attendance Sheet
- Attested Xerox copy of the issued certificates & licenses
- A registered data-base in hard copy and soft form

### 16. Internal Quality Standard System if any. Students Impressions, past results:

The institute maintains quality standard system ISO 9001:2008, Certified by DNV GL

### 17. Course notice served, course conducted as per course notice, progression report served:

Will be complied as per DOS Instruction.

### 18. Attendance of Students and Instructors:

Students and Instructor attendance sheet attached.



**Annex- 03**

## NATIONAL MARITIME INSTITUTE

### TRAINING RECORD

Instructor:

Venue:

Subject:

Brief description on training material:

#### Attendance:

Name & rank	Sign	Name & rank	Sign	Name & rank	Sign

Signature  
Management Representative

Signature  
Principal