



“K” Line RoRo Bulk Ship Management Co., Ltd.

Regional Operating Headquarters

14th Floor, Marc 2000 Tower
1973 Taft Avenue corner San Andres Street
Malate 1004 Manila, Philippines
Tel. No. (632) 8521-7594 • 8524-1565 • 8524-2759 • 8310-7297
Fax No. (632) 8526-1033 • (632) 8310-0321

KRBS(TG)-21-0012

July 13, 2021

ATTENTION:

Veritas Maritime Corporation	(C/E Pedrito Fadul / Elect. Eufemio Eloriaga)
Ventis Maritime Corporation	(Capt. Kennette Clavel / Engr. Frank Canlobo)
New Filipino Maritime Agencies, Inc.	(C/E Jude Saisy Marigmen)
Intermodal Shipping, Inc.	(C/E Daniel Divinagracia / Ms. Roveelyn Presto)
Fil-Star Maritime Corporation	(Ms. Elizabeth Pablo)
Huayang Maritime Center	(Mr. Liyuan Li)
OSM Maritime Group	(Ms. Ma. Mae G. Villanueva)

SUBJECT: REVISED ONLINE TRAINING POLICY (Ref. KRBS(TG)-20-0006)

Please be informed that KRBS-ROHQ Training Group already implemented Online Webinar and Online Training Assessment with the assistance of ELITE which is managing our website and crew management system, so that the crew can still take their mandatory training to comply with the KRBS Requirements even if they are at home, therefore crew must attend Online Webinar and to take an online assessment in order to have their certificate issued.

The reason for implementing this “Online Webinar” is because of the “Community Quarantine” due to the Pandemic Condition of COVID-19 and as the measure to lighten the burden of crew especially those who live in the province for future.

Below Training are already posted and ready to be used or accessed by our crew.

- | | |
|---------------------------------------|--|
| 1. Kline EMS | 16. SAFIR |
| 2. Nishi – F LRRS | 17. Gas Detector Calibration |
| 3. Bulk Carrier / Bulk Corona | 18. Bulk Carrier Briefing (For Master & C/O) |
| 4. SPAS | 19. Guidance on Prevention and Control of COVID-19 Onboard |
| 5. Pure Car Carrier (PCC) | 20. Promotional Deck (CPIT – Deck) |
| 6. IMSBC Code | 21. SMS (Ex Crew) |
| 7. Nickel Ore Cargo Familiarization | 22. SMS (New Hire) |
| 8. MLC 2006 | 23. PCC Special Briefing |
| 9. Basic Navigation | 24. ISPS Code |
| 10. Painting Technique | 25. Incident Report and Loss Prevention Lesson |
| 11. Rope Splicing | |
| 12. Bassnet (Ex-Crew) | |
| 13. Bassnet (New Hire) | |
| 14. Electronic Engine Familiarization | |
| 15. Promotional Engine (CPIT –Engine) | |

The Process of the Online Training will be like the Regular In-House training as follows:

1) Training Endorsement

- Manning will endorse their crew in the same endorsement form given to them by ROHQ Training.
- Deadline / Submission of Endorsement: **Every Wednesday - 04:00pm (1600H)**
- Strictly no late submission.**
- No additional endorsement.**



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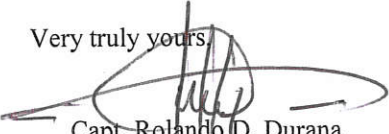
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- e) **Every Friday – 04:00pm (1600H)**, ROHQ Training Group will send a confirmation email that crew are already scheduled in the system.
 - f) Authorize person in each Manning Agency (i.e. Training Staff / Training Manager) will distribute the passcode to their endorsed crew.
 - g) Please **always** address the training endorsement to Capt. Rolando D. Durana (rolando.durana@krbs.ph) and to Ms. Angela Lanzar (angela.lanzar@krbs.ph)
 - h) In case there are Emergency cases (due to Sickness/Accidents/Immediate Reliever/Certificate near Expiration/Expired Certificate)
 - i) Manning agencies will send an email indicating the reason why their crew would undergo Emergency case and **provide a letter from crewing department / email for crew change or actual ticket of embarking crew.**
 - ii) Training Group will only accept emergency cases listed above and will give the crew appropriate training by setting a suitable schedule for the crew.
- 2) **Online Webinar and Online Training Assessment**
- a) The crew must attend designated Online Webinar then after attending the Online Webinar crew must take online training assessment to have his/her certificate issued.
 - b) For the online assessment, crew must get 80% percentage rate in order to pass their respective training, if the crew failed to get 80% rate, he/she must retake the assessment in order to get the passing rate of 80%.
- 3) **Expiration / Validity of Online Training**
- a) Online Training for example "K"Line EMS is good for Half day (1/2) only. The validity of the passcode will be until 1700H only.
 - b) If crew failed to access or did not attend his/her training within the scheduled day and assessment cut off time, the passcode will expire, therefore the crew must inform his/her Manning, and Manning needs to reschedule him/her for the next available schedule of his/her training.
- 4) **Issuance / Validity of Training Certificate**
- a) KRBS ROHQ Training and Manning will also monitor if the crew have taken the online training in order to verify completion of training.
 - b) Issuance of Certificate is already Auto-generated in the KRBS Online Training System. Manning will download the certificate of their crew per training.
 - c) **For Training which are repeated Every Contract, the validity of the certificate will be for 6 months only.**

Please be guided accordingly. Any questions regarding this Revised Training Policy, don't hesitate to contact KRBS – ROHQ Training Group.

Very truly yours,


Capt. Rolando D. Durana
KRBS-ROHQ - Training Manager

Noted by:


Capt. Makoto Kono
KRBS-ROHQ - Executive Officer and Senior General Manager