



“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
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KRBS(TG)-20-0006

July 13, 2020

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)
Sea Sunshine Shipping, Inc.	(Capt. Rocky Pestaño / Ms. Joy Gloria)
Fil-Star Maritime Corporation	(Ms. Elizabeth Pablo)
Huayang Maritime Center	(Mr. Liyuan Li)

SUBJECT: REVISED ONLINE TRAINING POLICY (Ref. KRBS(TG)-20-0004)

Please be informed that KRBS-ROHQ Training Department will implement an Online Training with the assistance of ELITE which is managing our website and crew repository, 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 read the training materials (lecture and/or video presentation) as well as taking an online assessment right after reading and understanding the training materials.

The reason for implementing this “Online Training” is because of the “Enhanced 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.

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

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.**
- Every Friday – 04:00pm (1600H)**, ROHQ Training Department will send the passcode to be used by the crew in every training that was endorsed.
- Authorize person in each Manning Agency (i.e. Training Staff / Training Manager) will distribute the passcode to their endorsed crew.



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- 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 Department will only accept emergency cases listed above and will give the crew appropriate training by setting a suitable schedule for the crew.
- 2) Training Assessment**
- a) For the online assessment, crew must get 100% percentage rate in order to pass their respective training, if the crew failed to get 100% rate, he/she must retake the assessment in order to get the passing rate of 100%.
 - b) **If the crew continuously failed his/her Training Assessment, he/she can request to his/her manning to be scheduled for a Zoom Meeting with the Training Instructor for respective training in order to discussed which topic was too difficult to understand. Then Manning will now endorse that crew to KRBS Training addressed to Capt. Rolando D. Durana (rolando.durana@krbs.ph) and to Ms. Angela Lanzar (angela.lanzar@krbs.ph).**
- 3) Expiration / Validity of Online Training**
- a) Online Training for example “K”Line EMS is good for One (1) day only. The validity of the passcode will be from 0000H to 2359H only.
 - b) If crew failed to access or did not do his/her training within the scheduled day, 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 will also monitor if the crew have taken the online training in order to verify completion before issuing a certificate.
 - b) After issuing the certificate, KRBS ROHQ Training Staff will send it to Manning Agencies **every Thursday – on or before 04:00pm (1600H).**
 - c) **Avoid requesting for advance issuance / release of certificates unless the crew already informed the Manning that he/she already passed the Online Training.**
 - d) In order to request for an advance issuance / release of certificates please **provide a letter from crewing department / email for crew change to prove that the crew is for embarkation.**
 - e) **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 new Training Policy, don't hesitate to call KRBS – ROHQ Training Department.

Very truly yours,

Noted by:

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

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