



# "K" Line RoRo Bulk Ship Management Co., Ltd.

## Regional Operating Headquarters

14<sup>th</sup> 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)-20-0004**

**March 24, 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: ONLINE TRAINING POLICY

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.

1. Kline EMS
2. Nishi – F LRRS
3. E – Navigator

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

#### 1) Training Endorsement

- a) Manning will endorse their crew in the same endorsement form given to them by ROHQ Training.
- b) Deadline / Submission of Endorsement: **Every Wednesday - 04:00pm (1600H)**
- c) **Strictly no late submission or additional endorsement.**
- d) **Every Thursday – 04:00pm (1600H)**, ROHQ Training Department will send the passcode to be used by the crew in every training that was endorsed.
- e) Authorize person in each Manning Agency (i.e. Training Staff / Training Manager) will distribute the passcode to their endorsed crew.
- f) Please address the training endorsement to Capt. Rolando D. Durana ([rolando.durana@krbs.ph](mailto:rolando.durana@krbs.ph)) and to Ms. Angela Lanzar ([angela.lanzar@krbs.ph](mailto:angela.lanzar@krbs.ph))
- g) In case there are Emergency cases (due to Sickness/Accidents/Immediate Reliever)
  - i) Manning agencies will send an email indicating the reason why their crew would undergo Emergency case.
  - 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.



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### 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%.

### 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 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 Tuesday – on or before 04:00pm (1600H).**

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