

INTERTANKO



Tanker Officer Training Standard (TOTS)

Frequently Asked “TOTS” Questions



**Poseidon
Challenge**



TOTS: An Introduction

Executive Summary

TOTS – Tanker Officer Training Standards – is intended to provide the tanker industry with a standard that ensures tanker officer competence through onboard and shore training, evaluating “time in rank” and “time with company” and also easing the problems and difficulties that tanker owners are encountering with the different “officer matrix” requirements of certain charterers. Importantly, TOTS also aims to address the current increasing trends in tanker accidents.

Historical Background

A number of oil companies have in place their “Officer Matrix” requirement based on two elements: “time in rank” and “time with company”. These requirements have grown out of the perception that officer competence across the tanker industry does not universally meet with some charterers’ expectations for experience in rank and familiarity with their company operating and ISM systems. This perception is fuelled by the trend of increasing tanker accidents.

As a result, tanker owners are increasingly finding themselves subject to “time in rank” and “time with company” requirements which are competing and contradictory, and which can be difficult to comply with.



INTERTANKO’s Tanker Officer Training Standards (TOTS), aims to provide a coordinated response from INTERTANKO by establishing a set of voluntary Tanker Officer Training Standards for INTERTANKO members, which, when complied with, will ensure tanker officers’ competence for shipboard operations in addition to specific tanker types such as Crude, Product and Chemical tankers. The aim is that this will be accepted as the norm of a competent tanker officer and provide alternative measuring tools for “sea time” or “calendar years” for both “time in rank” and “time with the company”. The TOTS system aims to provide a level of comfort to those oil companies that utilise officer matrix requirements and will ease compliance with them.

TOTS: The Concept & Implementation

The TOTS system has been fully endorsed by INTERTANKO’s Council and is currently on schedule for release in April 2008.

TOTS aims to:

- Provide competency training and verification for tanker officers
- Show how it can be built around what exists today
- Show how it will fill the gaps that exist with regard to "experience" and how this can be improved and how alternative systems can be used as a measuring system other than the use of “time”.
- Show the overall concept and outline how it fits into TMSA and how TMSA can be used as part of the verifying process.
- Indicate that TOTS is a system over and above the STCW requirements, and demonstrates that TOTS does not duplicate or replace the IMO tanker familiarisation model course or the IMO tanker endorsement in any way, or any other training requirements.

It is recognised by INTERTANKO that it is important that we gain support from all parties (most importantly the oil companies), and cooperate with them to ensure we gain acceptance of the TOTS system; that TOTS is seen as “additional” to what exists today; that TOTS will meet oil company requirements and expectations and will provide an alternative tool to measure “time in rank” and “time with company”. We believe that linking TMSA with TOTS will play an important role in this process. However the acceptance of TOTS as an industry standard will predominantly be dependent on how robustly the TOTS system is implemented by each company and on the controls that each company has in place to ensure compliance with the TOTS standard.

INTERTANKO believes that the system demonstrates that TOTS can offer additional value. It will fill the experience gap which exists and also provide a system of “verification of experience for each officer”.

Being able to demonstrate, both at the training and verification levels, that TOTS is robustly implemented will be critical to the success of TOTS. The system provides tools to achieve this and also to verify that the candidate achieves the required level of experience at each stage. In order that the system will be robust and will provide real value to the industry, TOTS provides a systematic method of acquiring specific experience in different ranks and includes a method of verifying that experience. This addresses the current “lack of compliance with rules and regulations” via the Human Element aspects of the TOTS system, whilst also providing a training system that will provide sound technical knowledge and competency.

The TOTS pictogram (see below) is divided into the 4 TOTS sections which are explained later, but also provides an overview of the statutory training requirements regarding The Tanker Familiarisation Training and Tanker Endorsements Requirements in order to indicate that TOTS is not a duplication of this or a replacement for the statutory training requirements.

It is important to understand that TOTS is a voluntary system, and it is up to each individual company to decide which of its officers should undertake, or need to undertake, training in the TOTS system. However if a company has a senior officer, who is experienced both in rank and in time with the company, and who meets charterers’ requirements, and has demonstrated to the company from his past and current experience that he has the levels of knowledge and safety compliance required, then there would be less value in that officer undertaking the TOTS training system.

Where the TOTS system specifically aims its efforts is as follows:

- New junior officers;
- Preparing senior cadets for their first junior officer position
- Existing junior officers aspiring to senior officer positions;
- Newly promoted officers who will benefit from the additional training
- Officers which are new to the company (specifically undertaking module 1D “Time with company”).

It is recognised that some companies will operate systems which are either similar to the TOTS standard; or are similar to the TOTS standard but utilise different systems to attain the TOTS standard; or already incorporate some but not all of the elements of the TOTS standard. In such cases it is not envisaged that a company would need to totally



change its existing system, or the elements that it already utilises, if its existing system meets parts of the TOTS standard. Specific elements may be utilised so that the overall TOTS standard is achieved by the company, but it would be expedient for the company to be able to demonstrate that its standard is equivalent to the TOTS standard. It should also be recognised that TOTS is developed with the view to being a minimum standard, (albeit above the STCW requirements) and a company may exceed the TOTS standard, or utilise those sections that it may require in order to meet the overall TOTS requirements of the standard.

We believe that by ensuring that TOTS meets some of the associated TMSA elements contained in the “Recruitment and Management of Vessel Personnel” and “Navigational Safety” sections of The Tanker Management and Self Assessment 2nd Edition (TMSA 2), this will be beneficial for all concerned as it will ensure the same degree of attention to detail and verification by the company as with all other elements within TMSA. It is hoped that a self-auditing company system of verification of TOTS linked to TMSA will provide an over-arching additional verification process which, in turn, will ensure a systematic undertaking by the company to ensure TOTS is implemented as intended.

TOTS: Goal & Objective

This is a detailed system built on the initial concept outlined previously.

INTERTANKO's Tanker Officer Training Standards (TOTS) aims to provide a coordinated response by INTERTANKO, by establishing a set of voluntary Tanker Officer Training Standards for INTERTANKO members, and others which, when complied with, will ensure tanker officers' competencies for ship board operations and specific tanker types such as crude, product and chemical tankers, via a core competency based training system through a practical, experience-based authenticated, assessed and verifiable system, over and above the current minimum requirements. The aim is that this will be accepted as the norm of a competent tanker officer within the industry, and will provide alternative measuring tools to "sea time" or "calendar years" for time in rank and time with the company. The TOTS system aims to provide a level of comfort to those oil companies that utilise officer matrix requirements and ease compliance with them.

Elements 1, 2, 3 & 4 Explained

(Element 1) Time in Rank: Modules 1A, 1B, 1C

Definitions for the purpose of TOTS:

- The "Candidate": Is the Officer who has being assigned the training record book.
- The "Authenticating Person": Should be either the master or the company training officer.
- The "Supervising Officer/Instructor" Should be either a senior officer onboard or the training officer

There are 3 detailed "Time in Rank Modules" which are training record books which include various elements, both tanker specific and non-tanker specific. Each record book is designed to incorporate tasks and questions that need to be signed off by the authenticating person. These tasks should be coordinated, controlled and verified by the company. Each record book is designed for a specific level of rank and discipline.

The three training record books are as follows:

- 1A Command Module, Master and Chief Officer
- 1B Senior Engineering Officer Tanker Module
- 1C Junior Deck & Engineering Officers Module

These record training books are officer specific as they address time in rank and thus will follow the candidate even if he changes companies.

The candidate must complete the "Particulars of Trainee" section and affix a clear passport style photograph of him/her self where indicated. The candidate is also responsible for ensuring that the "shipboard service record" is completed according to the dates recorded in his/her seaman's discharge book, and for completion of the particulars of ship section for each vessel sailed on.

The candidate must sign the "Candidate's Affidavit" to confirm that he/she has personally completed the work and CBA requirements within the record book.

The "Authenticating Person" (and this will vary from ship to ship) must sign section 13 of the record training book confirming the candidate has completed each specific CBA test. However, each authenticating person "must" sign the "Authenticating Person's Affidavit"

Training record books 1A, 1B and 1C contain general shipboard sections, safety environmental sections, tanker operation sections, navigational, engineering and safety sections. Each task has provision to be assessed twice. If the candidate completes the task or demonstrates the required level of knowledge to the entire satisfaction of the Supervising Officer/Instructor associated with that task, then the supervising officer/instructor may sign both columns 1 and 3 associated with the task, to indicate the task as satisfactorily completed.

However, if after the initial assessment the supervising officer/instructor finds that the candidate requires further improvement in specific areas associated with the task, then the supervising officer should only sign column 1 and indicate in column 2 which the areas for improvement are. The company may then decide that the candidate should undertake additional training in that specific area - for example additional Computer Based Training (CBT) relevant to that section, or a training course or some form of in-house training and/or onboard familiarisation as appropriate. Where any such additional CBT, training course, or familiarisation programme is undertaken, this should be recorded in section 14. The candidate should then be re-assessed against that specific task and, if completed satisfactorily, then and only then should the task be signed off as fully completed (in column 3).

Each of these training record books contains 3 different tanker type supplements as follows:

- Chemical Tankers
- Product Tankers
- Crude Oil Tankers

The candidate need only complete the tanker supplement appropriate to the type of tanker upon which he/she is sailing or intends to sail.

(Element 1) Time with Company: Module 1D

There is 1 generic training record book that covers time with company as follows:

- 1D All Officer Module “Time With Company”

This training record book (1D) will only remain “valid” whilst the candidate is serving with that company. If the candidate changes companies then the candidate will have to under go a new “Time with Company” training record and verification process with that new company.

This record book is in the form of a template which is available in an editable format for the company to download if it wishes. Although each company has a fully implemented ISM system, operating systems and security plans and arrangements, this is obviously unique for each company. Module 1D provides the minimum requirements with which the company should ensure each officer is fully conversant. But each company will need to expand and customise this module to meet its own particular needs whilst covering all the elements contained in 1D.

(Element 2) Computer Based Assessment (CBA)

The Computer Based Assessment (CBA) will be delivered via a CD-ROM, and all assessment tasks will be contained on this CD-ROM which will be included with every training record book. When a section of the training record book has been completed, the user will be required to complete the assessment on the CD-ROM for that section, to print out his/her certificate, and to ensure that the authenticated person logs and signs completion of the activity and assessment in his/her training record book. The CBA will not cover the tanker supplements as this will be verified by the simulator sections of TOTS in element 4.

When all sections and assessments have been completed the user will be required to complete a final assessment. This final assessment will be sat under exam conditions either onboard or ashore in the company. This CBA assessment is on a separate CD-ROM which will be either held by the Master or in the office.

When the candidate starts the CD-ROM they will be asked to select the module they are taking (1A, 1B or 1C). The candidate will then be presented with the list of assessments



available in that module. When an assessment is started it will pull a set number of questions randomly from the databank. As each question is answered the candidate will receive partial feedback (they will be told if they got the question right or wrong, but not the correct answer) to reaffirm acquired knowledge and highlight areas of weakness for further self-study. There will be no limit to the number of times the user can sit the assessment, but both the candidate and the authenticated person will be required to sign an affidavit to confirm that the candidate personally sat each CBA when completed.

(Element 3) Company Based Assessment

Upon completion of Module 1D the company is to ensure that each officer undergoes verification. This may be via a CBA system developed by the company which will ensure the candidate is fully conversant with the company's systems. Records of such training and the individual's verification process should be retained for audit purposes. However, as a company-based system, it remains important that there is a verification process involved that will over-arch the “Time with company” elements to ensure a uniform system of implementation and application and that the system is fully implemented and robust within that company.

(Element 4) Simulator Training & Verification

There are 6 simulator modules attached to the TOTS system which are outlined as follows:

Tanker Type Simulator Training Modules 4A, 4C & 4E

The deck officer candidates either at the junior officer level or command module level, as appropriate/necessary, will be required to attend an externally auditable maritime training centre, upon successful completion of the appropriate tanker type supplement,



i.e. the chemical, crude or product, and to undertake the simulator training course for the type of tanker upon which he/she will sail. There are three simulator training modules in the TOTS system:

- 4A Chemical Tanker Simulator Training Course
- 4C Product Tanker Simulator Training Course
- 4E Crude Oil Tanker Simulator Training course

Each module will complement the tanker supplements in the record training books and ensure the candidate acquires “hands on” experience to build on the knowledge gained in element 1. Having completed the appropriate simulator training course it is however expected that the candidate will attend at a later stage to complete the appropriate tanker type simulator verification course as part of the verification process of assessing proficiency of knowledge at the senior level.

These modules are simulator models which determine the standard to be attained through the simulator training course, and it is expected that the externally auditable maritime training centre which runs these courses will ensure it attains the standard that the models set out - and that it can demonstrate this.

Tanker Type Simulator Verification Modules 4B, 4D & 4F

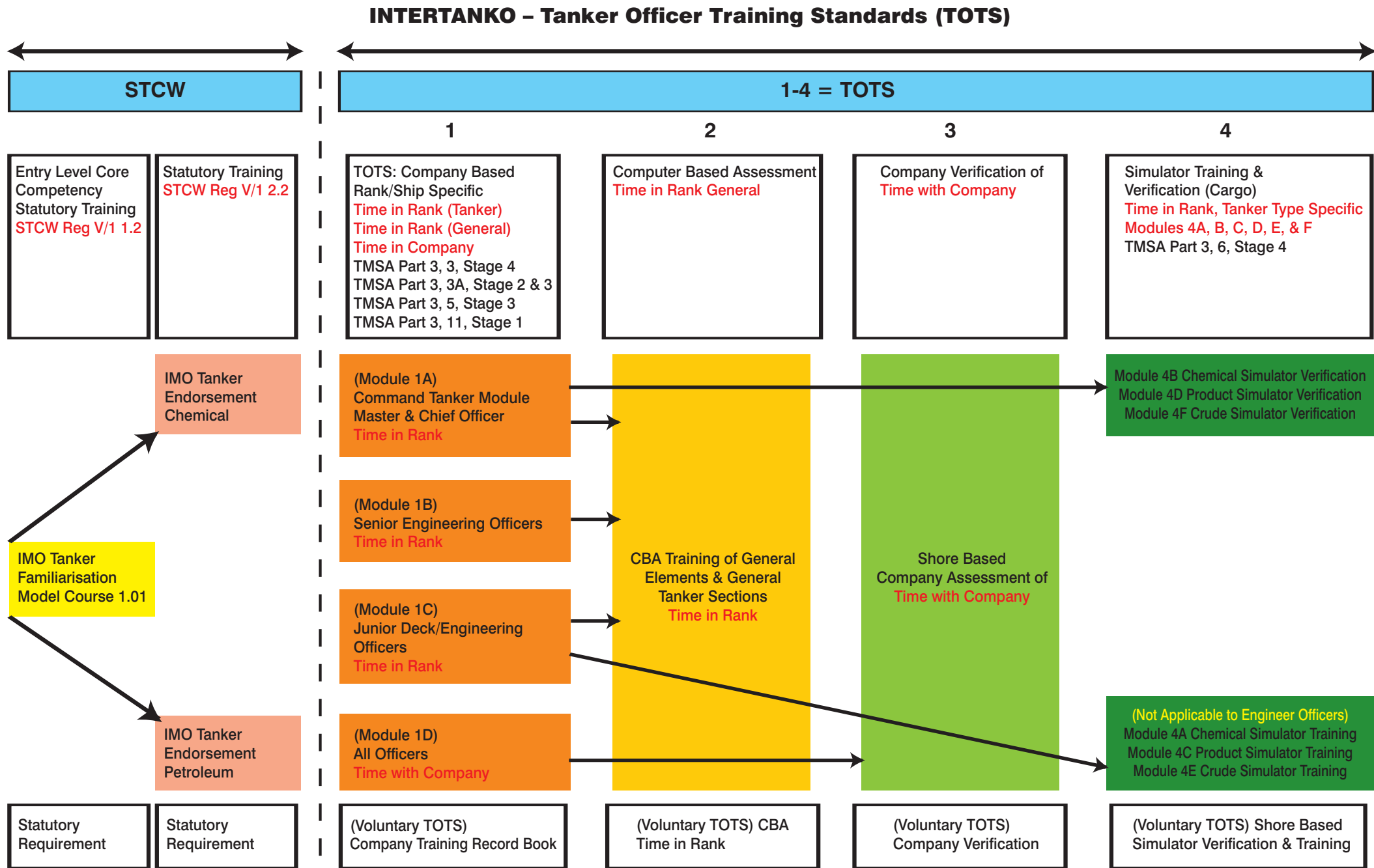
The deck officer candidates, who undertake the command module (1A), will be required to attend an externally auditable maritime training centre, upon successful completion of the appropriate tanker type supplement, i.e. the chemical, crude or product, and to undertake the simulator verification course for the type of tanker upon which he/she will sail. There are three simulator verification modules in the TOTS system as follows:

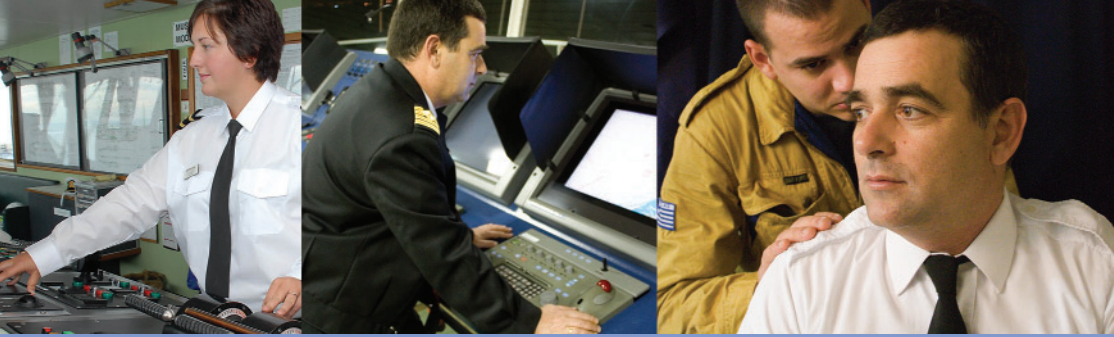
- 4B Chemical Tanker Simulator Verification course
- 4D Product Tanker Simulator Verification course
- 4F Crude Oil Tanker Simulator Verification course

Each module will complement the tanker supplements in the record training books and ensure the candidate is assessed of his “hands on” experience to build on the knowledge gained in 1A.

These modules are simulator models which determine the standard to be attained through the simulator verification course, and it is expected that the externally auditable maritime training centre which runs these courses will ensure it attains the standard that the models set out – and that it can demonstrate this.

The following pictogram provides an overview of the system as explained above.





Frequently Asked “TOTS” Questions

What does TOTS stand for?

Tanker Officer Training Standards

Why did INTERTANKO produce TOTS?

A number of oil companies have in place their “Officer Matrix” requirements based on two elements: “Time in Rank” and “Time with Company”. These requirements have grown out of the perception that officer competence across the tanker industry does not universally meet with some charterers’ expectations for experience in rank and familiarity with their company’s operating and ISM systems, This perception if fuelled by the trend of increasing tanker accidents. As a result, tanker owners are increasingly finding themselves subject to “time in rank” and “time with company” requirements which are competing and contradictory, and which can be difficult to comply with.

How did INTERTANKO produce TOTS?

Following extensive review of the issue by the INTERTANKO Vetting Committee, (Chaired by Capt. Bob Bishop: CEO VShips), it was agreed that an alternative method of measuring experience should be developed by INTERTANKO to address “time in rank” and “time with company”, other than using time as a measure of a tanker officer’s individual experience.

The matter was reviewed jointly with INTERTANKO’s’s Human Element in Shipping Committee (HEISC), (chaired by Mr Amir Azizan President & CEO of AET Tankers Group of Companies) and, following endorsement by INTERTANKO’s Council in March 2007, it was agreed to form a joint working group of the two committees in order to best develop the TOTS system by utilising the resources and expertise of specific committee members and associated staff from their respective companies.

The concept was developed by this joint working group consisting of the following participants and companies:

Name

Company Name

Working Group Chairman:

Capt Rajalingam

Capt Vishal Singh

Capt. Steve Hardy

Mr Dimitrios Stamoudis

Mr. Roel Vermeulen

Mr Jean Nectar

Capt Andy Hill

Capt. Anuj Chopra

Mr John Adams

Mr Lau Seng Chuan

Prof. Mike Barnett

Mr Andy Muir

Capt Howard Snaith

Mr Fredrik Larsson

Mr Ajay Gour

AET Ship Management (Singapore) Ltd

VShips

Interorient Marine Services

Minerva Marine Inc.

Broere Shipping BV

Brostrom Tankers SAS

MOL Tankship Management (Europe) Ltd

Anglo Eastern Ship Management Ltd

Teekay Shipping (Canada) Ltd

Malaysian Maritime Academy

Warsash Maritime Academy

MARLINS

INTERTANKO Marine & Chemical Director

INTERTANKO Marine Manager

INTERTANKO Chemical Manager

What’s the objective of TOTS?

INTERTANKO’s Tanker Officer Training Standards (TOTS), aims to provide a coordinated response by INTERTANKO by establishing a set of “voluntary” Tanker Officer Training Standards for INTERTANKO members, which, when complied with, will ensure tanker officers’ competence for rank-specific shipboard operations as well as for specific tanker types such as Crude, Product and Chemical tankers – and as well as for specific company operating systems. The objective is that this will be accepted as the norm of a competent tanker officer and provide alternative measuring tools to “sea time” or “calendar years” for both “time in rank” and time with the company”.

When will TOTS be available?

The current launch date is the 22nd April 2008, post endorsement by the INTERTANKO Council meeting, during our Annual Tanker event in Istanbul.

www.intertanko.com/tankerevent

www.poseidonchallenge.com

How long did it take to produce TOTS?

13 Months.

Will TOTS replace the Officer Matrix requirements?

The intent of TOTS is not to replace the officer matrix requirements but to ease compliance with these requirements, by offering a structured, controlled auditable process to ensure enhanced competency training and an understanding of compliance with today's rules and regulations.

Will TOTS be accepted by the Oil Companies?

INTERTANKO anticipates that the amount of easing compliance that will be attained with any of the existing officer matrix requirements will probably be based on a one-to-one basis between the individual shipping company and the oil company concerned. It will include various factors that will be assessed by the oil company, as may be determined by the oil company, but not least how robustly the TOTS standard and associated verification process is implemented by the shipping company, and probably the amount of evidence that the shipping company can produce to demonstrate that TOTS is robustly implemented. In essence, the aim is to provide a comparable level of comfort that the team onboard will operate the tanker in a safe and environmentally conscious manner.

Will TOTS replace my existing officer competency training system ?

The intent of the TOTS system is to produce a stand-alone standard in excess of STCW. TOTS stands for "Tanker Officer Training Standard" and thus whilst TOTS is produced as "The Standard" it is a voluntary standard and not intended to replace or duplicate anything which already exists in each company - if what exists in a company already meets the TOTS standard. As a consequence, a company may use the systems it already has (if they meet, or indeed exceed, the TOTS standard).

Will TOTS be referenced to TMSA 2?

TOTS will be TMSA 2 compliant, such that the references to the TMSA sections in TOTS are referenced and applicable to TMSA 2. We are very grateful to OCIMF for facilitating this in advance of the release of TMSA 2.

As TMSA is referenced into the TOTS system, users should be aware that oil companies who do undertake TMSA office audits will probably be comparing these elements of the TOTS system against the TMSA applicable elements. The TOTS system is an auditable system and provides an auditable tool to check that the TOTS elements, and specifically the TOTS verification elements, are adequately controlled by the company.

Will all tanker officers have to undertake TOTS?

No, not at all, where TOTS specifically aims its efforts is as follows:

- New junior officers.
- Senior cadets in preparation for their first position as a junior officer?

- Existing junior officers aspiring to senior officer positions;
- Newly promoted officers
- Officers who are new to the company (specifically module 1D "Time with company").

What if the candidate changes companies?

The time in rank elements will transfer with the individual candidate as this is his own personal experience record. However, the time with company training book is unique to the company and therefore if the candidate changes companies then the candidate's "time in company" book will need to be repeated with the new company.

How many ships will the candidate need to sail on before completing the TOTS record book?

Although the record training books contain records for 4 ships, the time required will be up to the individual candidate, as some will require more time than others. Also some will be on deep sea voyages and some will be engaged in the short sea trade and thus there is no single specific length of time, or number of ships. This will depend upon each individual's skills and sailing patterns and level of achievement.

How robust is the verification processes in the TOTS system?

The verification elements in TOTS are as robust as possible, as it is not possible to build a competency training system which is totally unique to each company. However, the integrity of the implementation of the system will largely depend on each company to ensure that the TOTS system and its associated verification processes are adequately implemented, and it will depend upon each individual company to give a strong lead to ensure proper implementation - and to be able to demonstrate this.

Will TOTS be submitted to IMO?

Once TOTS is released the intention is to submit TOTS to the IMO as an information paper only, simply to bring it to the attention of the IMO and member Governments and Non Government Associations.

Does TOTS address the Human Element?

Yes, the human element is fully addressed in both the time in rank modules and time in company modules. The time in rank manuals address this by requiring that a Crew Resource Management Course is undertaken, by an externally audited maritime training centre. The main aspects that are addressed by these courses include:

- Situational awareness
- Planning & decision making
- Communications
- Teamwork

- Emotional climate
- Stress
- Managing stress
- Commercial, organisational pressures & morale
- Fatigue

The time in company manual addresses the human element through its occupational health & safety aspects

How will areas of improvement be addressed for the candidate?

If the candidate is assessed as requiring specific area(s) that require improvement then the tools for identifying this are built into the TOTS system. There is a facility in the record books to identify this. In such cases it would then be the responsibility of the individual company to ensure that the candidate's knowledge and understanding is improved and then re-assessed to confirm this and recorded in the TOTS training book.

Will there be a pass mark for TOTS?

Yes, and the tools are provided within TOTS to be able to assess each candidate. But it will be up to the individual company to assess the level of achievement required within each CBA and the final CBA, and also to assess the training manuals as well as the simulator verification courses, to determine the acceptability of the candidate within his/her own company's requirements.

Will the Computer Based Assessment (CBA) elements be different between large and small tankers?

The CBA will be based upon the training record books and is generic for all sizes of tankers. The TOTS tanker type supplements for Chemical, Crude and Product tankers contain specific questions relating to the specific ship type.

Will the CBA assessments be undertaken by “closed book” or “open book” exam?

There will be no limit to the number of times the candidate may undertake the section CBAs associated with the training record books. However the final assessment CBA must be completed under exam conditions (closed book) in order to ensure the assessment system is robust.

How long will each CBA take to complete?

Approximately 1 hour

How many CBA assessments are there in each training record book?

The training record books contain the following number of CBA assessments

Module 1A – 18 Assessments

Module 1B – 22 Assessments

Module 1C – 17 Assessments

How large will the total CBA question database be?

It is expected that the question database will be in excess of 2,000 separate questions.

What is an “Externally Auditable Maritime Training centre”?

This is a maritime training centre that can demonstrate that it runs and operates its TOTS simulator training & verification courses to the TOTS standard.

Will the Maritime Training Centre pass or fail the candidate after completing the tanker specific simulator verification course?

The maritime training centre will provide the shipping company with an assessment of the candidate's performance upon completion of the simulator verification course. But it will be up to the shipping company to determine the acceptability of the candidates within its own company requirements.

How long will the simulator training and verification course take?

The training simulator course will take about 4 and a half days and the verification course will take about 3 days.

Will the TOTS simulator models be able to be utilised by any maritime training centre?

As long as the maritime training centre is externally auditable; utilises simulator equipment recognised by an acceptable standard; runs the simulator courses to the TOTS standard, then such courses can be undertaken around the world.

Will the simulator models be flexible so that “faults” can be simulated and controlled in the exercises?

Yes, the simulator models are specifically designed with this in mind.

My company has transferred me from the bulk carrier fleet to the oil tanker fleet. I have completed the familiarisation courses for the specific tanker type I shall be working on. I have ten years' sea-time as a marine engineer in various ascending ranks and my last position was as Second Engineer for three years. How should the company

blend me into the TOTS system?

It is up to the company to assess how best to achieve this, but the system allows for you to commence with the TOTS Training Record Book 1B for Senior Engineers (Chief and 2nd Engineer).

Our product tanker fleet has recruited a new Master who is a veteran from an oil tanker company. He has more than ten years' experience as Master with the old company. We intend to put him on board our new product tankers. What should our company do according to the TOTS system?

It is up to the company to assess each circumstance on a case-by-case basis, and the company may find value in sending the officer on the Simulator Verification Course. If the officer meets charterers' requirements for "time in rank", there will be minimal value in the officer undertaking the "time in rank" training and assessment. However, as the candidate is new to the company, there will be maximum value in the officer undertaking the "time with company" training and assessment elements.

Our company has sponsored a few cadets (engineer and deck) who will work with us for about ten years after graduation. They will shortly be embarking on their sea training on our tankers. During their sea-time, they will be completing their own cadets training record book. Do they still need to use the TOTS Record Books?

TOTS is a voluntary system so it is not necessary, but towards the end of their cadetship they may find value in undertaking some of the elements of the Junior Officer Training Record Book (1C) prior to their first position as a Junior Officer.

I have just graduated from a maritime academy and I hold a Watch-Keeping Engineer certificate issued in accordance with STCW. My cadet sea-time was performed in a non-tanker company. I shall be joining a product tanker company as a junior engineer officer and hope to benefit from the TOTS system. Please advise which record book to use.

The correct TOTS record book to utilise is the Junior Officer Record Training Book (1C), but, as indicated in the book, only the engineering sections will apply.

I have just passed my Class 2 certificate of competency as a Marine Engineer Officer. My last position was as Third Engineer. My total tanker time is five years in chemical tankers, of which two years were

spent as Fifth Engineer and three years as Fourth Engineer. I am due to be promoted to third engineer. Please advise which record book to use as I have not used any TOTS Record Book so far.

The correct place to enter the TOTS system will be by using the Junior Officer Record Training Book (1C), engineering sections only, and advancing to the Senior Engineering Officer Module (1B) in due course

Will TOTS only be available to INTERTANKO members?

TOTS is produced primarily to assist INTERTANKO members as one of the many benefits of membership, but the system will be available to non-INTERTANKO members should they wish to use it.

We are a Maritime Training Centre. Can you advise what "externally auditable" means for us?

If the maritime training centre that is running the TOTS simulator courses has been audited by an external body against the TOTS simulator courses' standard, then this would meet the criteria of externally auditable.

How do I obtain copies of the TOTS Record Training Books and Simulator Modules?

The primary contact for these is MARLINS who may be contacted at:
MARLINS, 1st Floor, Skypark, 8 Elliot Place, Glasgow G3 8EP, UK
<http://www.marlins.co.uk/>

For further information, or if you have any further questions, please contact:-

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ISO 9000

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