

**College of Micronesia – FSM  
P.O. Box 159  
Kolonia, Pohnpei**

**Course Outline Cover Page**

**Vessel Administration**  
Course Title

**MME 200**  
Department and Number

**Course Description:** This course provides the student with the knowledge and skills required to manage compliance with legislative requirements concerning the operation of a vessel.

**Prepared by:** Brent Villiers

**State:** FSM-FMI

	Hours per Week	No. Of Weeks	Total Hours	Semester Credits
Lecture	4/8/16/32	8/4/2/1	32	2
Laboratory	2/4/8/12	12/6/3/2	24	0.5
Total Semester Credits:				2.5

**Purpose of Course**

Degree Requirement	_____XX_____
Degree Elective	_____
Advanced Certificate	_____
Certificate	_____
Remedial	_____
Other (Workshop)	_____

**Prerequisite Course(s):** Nil

\_\_\_\_\_  
Signature, Chairman, Curriculum Committee

\_\_\_\_\_  
Date Approved by Committee

\_\_\_\_\_  
Signature, President, COM-FSM

\_\_\_\_\_  
Date Approved by the President

**General Objective:** By successfully completing this course, students will have been provided with the skills required to manage compliance with legislative requirements concerning the operation of a vessel.

**Learning Outcomes:** On successful completion of this course the student will be able to:

1. Identify the regulatory framework within which a vessel operates.
2. Manage compliance with statutory requirements.
3. Manage the master's responsibilities under a range of marine contracts.
4. Comply with the procedures and requirements for entering and clearing a foreign port.
5. Manage vessel hygiene.

***STUDENTS SHOULD BE MADE AWARE OF OCCUPATIONAL HEALTH AND SAFETY ISSUES IN ALL SITUATIONS AND BE EXPECTED TO DEMONSTRATE SAFE WORKING PRACTICES AT ALL TIMES.***

**Outline of Content:** This course contains:

1. Regulation of Shipping
  - IMO & STCW-95
  - SOLAS
  - MARPOL
  - Loadlines
  - Prevention of collisions
  - Port state control
  - ISM Code
  - UNCLOS-III
  - South Pacific Maritime Code
  - National legislation.
2. Certificates
  - Cargo Ship Safety Construction Certificate
  - Cargo Ship Safety Equipment Certificate
  - Cargo Ship Safety Radio Certificate
  - International Load-line Certificate
  - Passenger Ship Safety Certificate
  - International Oil Pollution Prevention Certificate
  - International Tonnage Certificate

- Certificate of Registry
  - Minimum Safe Manning Document
  - Deratting (or exemption) Certificate
  - Safety Management Certificate.
3. Marine Contracts
- Charter parties
  - Bills of lading
  - Hague-Visby Rules
  - Salvage and towage
  - Lloyd's open form
  - Insurance contracts
  - Master's responsibilities towards crew
  - Crew responsibilities and entitlements.
4. Foreign Ports
- Health and quarantine
  - Custom and immigration
  - Port state control.
5. Vessel Hygiene
- Rodent infestation
  - Precautions in using insecticides
  - Fumigation
  - Living areas, galleys and storage areas
  - Potable fresh water.

**Learning Outcomes:** On completion of this course the learner will be able to:

**Learning Outcome 1** Identify the regulatory framework within which a vessel operates.

Assessment criteria

1.1 The role and function of International Maritime Organization is described.

1.2 The purpose, content, and application of the following international conventions and regulations are outlined:

- STCW-95
- SOLAS
- MARPOL
- Loadlines
- Prevention of Collisions
- Port State Control
- ISM Code
- UNCLOS-III

	1.3	The maritime zones of jurisdiction under UNCLOS-III are identified.
	1.4	The rights and obligations of the coastal state and the flag state in the different zones of jurisdiction under UNCLOS-III are described.
	1.5	The purpose, content, and application of the South Pacific Maritime Code is outlined.
	1.6	Relationship between the South Pacific Maritime Code and national legislation is described.
	1.7	National legislation and regulations pertaining to ships and shipping are identified.
Conditions and Method of assessment		As specified in the Assessment Strategy listed at the end of this outline and by a combination of: <ul style="list-style-type: none"> <li>• Written test involving the use of sketching, diagram interpretation, short answer questions, descriptive answer questions, multiple choice questions, assignments</li> <li>• Oral questioning.</li> </ul>
<b>Learning Outcome 2</b>		<b>Manage compliance with statutory requirements.</b>
Assessment criteria	2.1	The significance and function of the following certificates and documents are explained: <ul style="list-style-type: none"> <li>• Cargo Ship Safety Construction Certificate</li> <li>• Cargo Ship Safety Equipment Certificate</li> <li>• Cargo Ship Safety Radio Certificate</li> <li>• International Load-line Certificate</li> <li>• Passenger Ship Safety Certificate</li> <li>• International Oil Pollution Prevention Certificate</li> <li>• International Tonnage Certificate</li> <li>• Certificate of Registry</li> <li>• Minimum Safe Manning Document</li> <li>• Deratting (or exemption) Certificate</li> <li>• Safety Management Certificate.</li> </ul>
	2.2	The surveys, examinations and inspections carried out for the purpose of issuing or renewing each of the certificates listed in (2.1) are outlined.

Conditions and Method of assessment	<p>2.3 The issuing authority, period of validity, survey interval and survey authority of each of the certificates listed in (2.1) are stated.</p> <p>2.4 The role and function of ship classification societies is outlined.</p>
<b>Learning Outcome 3</b>	<p>As specified in the Assessment Strategy listed at the end of this outline and by a combination of:</p> <ul style="list-style-type: none"> <li>• Written test involving the use of short answer questions, descriptive answer questions, multiple choice questions, assignments</li> <li>• Oral questioning.</li> </ul> <p><b>Manage the master's responsibilities under a range of marine contracts.</b></p>
Assessment criteria	<p>3.1 The functions of different types of contracts of affreightment including bills of lading and charter parties are outlined.</p> <p>3.2 Master's obligations under the following types of contracts of affreightment are described:</p> <ul style="list-style-type: none"> <li>• Voyage charter party</li> <li>• Time charter party</li> <li>• Demise charter party</li> <li>• Bill of lading.</li> </ul> <p>3.3 Carrier's obligations under the Hague-Visby Rules are outlined.</p> <p>3.4 Difference between a towage contract and salvage is explained.</p> <p>3.5 The use of Lloyd's Open Form is described in general terms.</p> <p>3.6 Essential features of an insurance contract are described.</p> <p>3.7 Cover provided by institute clauses is summarized.</p> <p>3.8 The role and function of P&amp;I clubs is outlined.</p> <p>3.9 Cover provided by P&amp;I clubs is outlined.</p> <p>3.10 The relationship between the master, crew and the ship owner is described.</p> <p>3.11 The master's responsibilities towards crew are outlined.</p> <p>3.12 Crewmembers' responsibilities and entitlements are outlined.</p>

Conditions and Method of assessment	As specified in the Assessment Strategy listed at the end of this outline and by a combination of: <ul style="list-style-type: none"> <li>• Written test involving the use of short answer questions, descriptive answer questions, multiple choice questions, assignments</li> <li>• Oral questioning.</li> </ul>
<b>Learning Outcome 4</b>	<b>Comply with the procedures and requirements for entering and clearing a foreign port.</b>
Assessment criteria	<p>4.1 National and international health and quarantine procedures are outlined.</p> <p>4.2 Custom procedures for inward and outward clearance of a vessel are described.</p> <p>4.3 Immigration procedures are described.</p> <p>4.4 The control and monitoring that the Port State may carry out is described.</p>
Conditions and Method of assessment	As specified in the Assessment Strategy listed at the end of this outline and by a combination of: <ul style="list-style-type: none"> <li>• Written test involving the use of short answer questions, descriptive answer questions, multiple choice questions, assignments</li> <li>• Oral questioning.</li> </ul>
<b>Learning Outcome 5</b>	<b>Manage vessel hygiene.</b>
Assessment criteria	<p>5.1 Common methods of eliminating rodent infestation are described.</p> <p>5.2 Safety precautions to be observed when using insecticides and fumigants are described.</p> <p>5.3 Methods to ensure adequate standards of hygiene in living areas, galley, and stores are described.</p> <p>5.4 Measures to maintain the quality of potable fresh water are described.</p>
Conditions and Method of assessment	As specified in the Assessment Strategy listed at the end of this outline and by a combination of: <ul style="list-style-type: none"> <li>• Written test involving the use of short answer questions, descriptive answer questions, multiple choice questions</li> <li>• Oral questioning.</li> </ul>

Delivery strategy

This course provides for off-the-job delivery in a classroom. Learners will need to be provided with access to all necessary documents relating to the subject matter.

Resource requirements

Delivery of the training will require:

- A suitable theory teaching space
- Specimen bills of lading and charter parties
- Access to relevant international conventions and IMO publications
- Specimen certificates
- Access to statutory rules and regulations
- Specimen marine insurance contract
- Specimen forms and documents required for inwards and outwards clearing of vessels
- Specimen contract of employment

Assessment StrategyAssessment Method

Knowledge, skills and attitudes may be measured by using a combination of practical exercises, oral assessment, and written tests.

Condition of Assessment

This course may be assessed on-the-job and off the job. Competence may be assessed in the following situations: a vessel under survey; approved training vessel/facility; approved equipment laboratory; approved simulator facility.

Evaluation:

Final Grade for this course will be based on meeting the course requirements at the following percentage rates:

96% - 100%	A – Superior
90% - 95%	B – Above Average
80% - 89%	C – Average
69% - 79%	D – Below Average
0 % - 69%	F – Failure

Attendance:

The COM-FSM attendance policy will apply.