

船务公司常用模板：PSC 自查与培训记录

Company Templates: PSC Self-check & Training Logs

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一、PSC 迎检 24 小时自查表（要点）

- 证书与文件：船舶法定证书、船员适任与健康、体系文件在船有效版本。
- 救生消防：救生艇/救生筏/消防泵/灭火系统/消防员装备即时可用。
- 应急演练记录与应变部署表一致；GMDSS 测试正常。
- MLC：休息时间记录完整、工资支付凭证、投诉程序张贴。
- 机舱：防污染设备、油类记录簿、报警测试与泄漏应急。

二、培训记录模板（表头）

- 字段：姓名 / 职务 / 课程或科目 / 日期 / 教员 / 评估结果 / 签字。
- 新聘与转岗人员：熟悉部署、岗位职责、设备操作与应急程序，培训后评估入库。
- 记录保存于岗位档案分类库，便于检查与审核调阅。

I. PSC Pre-inspection 24h Self-check

- Certificates & documents: statutory certificates, crew competency/medical, valid SMS documents onboard.
- LSA/FFA: lifeboats/rafts, fire pumps, extinguishing systems, firefighter gear ready.
- Drills match the station bill; GMDSS tested.
- MLC: rest-hour records complete, wage evidence, complaint procedure posted.
- Engine room: pollution prevention, Oil Record Book, alarm tests and spill response.

II. Training Record Template

- Fields: name / rank / subject / date / instructor / assessment / signature.
- New hires and transfers: familiarization, duties, equipment and emergency procedures, assessment on file.
- Keep records in the position archive for inspections and audits.