



Start-up report

- welcoming new apprentices on board

To ensure that the new apprentice is being welcomed in a good fashion and that the training starts as soon as possible, the Maritime Training Office has made this start-up report. This report is a list of important issues that the apprentice has to be informed about the first time on board. The training manager fills in the form and signs it together with the apprentice.

The completed form is uploaded onto the digital logbook by the apprentice. This is to be done **no later than 14 days after the arrival of the apprentice**. If you don't have internet access, do it as soon as you can.

Apprentice:	_____	Ship owner:	_____
Field:	_____	Ship:	_____
Arrival date:	_____	Telephone ship:	_____
Training manager:	_____	e-mail ship:	_____

<i>The apprentice has:</i>	<i>Yes</i>
a valid employment contract	
insurance coverage	
been designated a training manager	
been given a guided tour on board	
received information on the fire-fighting and life-saving equipment onboard	
delivered an english handbook to the training manager	
shown the training manager the log and the content of www.maropp.no	
<i>The apprentice has been made familiar with:</i>	
how the future training will be executed on board	
the name of the designated person in the shipping company	
the content of the learning material, digital log and www.maropp.no	
the restrictions that might occur for apprentices in certain work situations	
<i>The apprentice has understood:</i>	
the alarm instructions	
the safety plan	
the shift schedule	

Date: _____

Signatures:

Apprentice

Training manager

