

## EXECUTION OF THE VESSEL'S TASKS

With this self-evaluation form, you can assess whether all the essential things for OBT are covered.

EVALUATION	
Yes	= The task/issue has been completed
Partly	= The task/issue has been completed to some extent
No	= The task/issue has not been completed

Vessel's tasks during the OBT	Yes	Partly	No
The DTO is responsible for the OBT. Other crew members are also involved in the guidance onboard, but the DTO confirms that everybody is aware of the apprentice and his/her plan for the OBT			
The OBT has started with the opening discussion and the DTO and apprentice have got to know each other. They have also discussed the apprentice's previous experience, wishes and goals for the OBT			
A safety familiarization including walk around the ship and meeting crew members has been carried out			
Safety, security and emergency procedures have been introduced to the apprentice			
The apprentice has been told about practicalities onboard; where to meet in when the work shift starts, where and when meals are served, where to wash clothes, where to find bed linen, working clothes and personal protective equipment, free-time activities, etc.			
The apprentice has been explained about the process if inappropriate behaviour occurs			
The DTO has been following the progress of the OBT and the Training Record Book has been filled in accordingly			
The DTO has arranged discussions for follow-up together with the apprentice to check on progress of the training and next steps			
Both DTO and the apprentice have actively given feedback about the ongoing OBT			
It is discussed together with apprentice about the planned end date and port of the OBT. That depends on the vessel's schedule			

HarjoitteluMyllly has been informed about when the current apprentice will go home and when/where the next one can join			
DTO has arranged a final discussion with apprentice before the end of OBT			

<b>Vessel's tasks after OBT</b>	<b>Yes</b>	<b>Partly</b>	<b>No</b>
Remind the apprentice to fill in the feedback form about the vessel: "Feedback on the training vessel"			
The DTO has filled in the feedback form about the apprentice!			
Inform office/crew management if apprentice could be a good fit for employment			