**Data Item Description**

**Training Development Report**

**ILS-088-040**

Prepared by: Vancouver Shipyards Co. Ltd.

2 Pemberton Ave.

North Vancouver, BC, Canada, V7P 2R2

Tel: (604) 988-3111

Fax: (604) 984-1636

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| **DATA ITEM DESCRIPTION** |
| 1. **TITLE**

Training Development Report | 1. **IDENTIFICATION NUMBER**

ILS-088-040 |
| 1. **DESCRIPTION / PURPOSE**

The Training Development Report shall outline the detailed training manuals as well as the required media resources to deliver the trainings. |
| 1. **REFERENCES**

Attachments: NilReferences: DID ILS 081-030; DID ILS 086-020; DID ILS 086-030; DID ILS 088-010; DID ILS 088-020; This DID must be read in conjunction with the appropriate paragraphs of the Statement of Work, Contract Data Requirements List and any references cited in the DID |
| 1. **FORMAT**

The following formatting guidelines must be considered when preparing the deliverables.* 1. Unless a specific template is provided by VSY, the deliverables may be prepared in contractor’s format upon review and approval by VSY.
	2. The format shall not impose any restriction on searching, editing, copying, or printing.
	3. The information shall be provided in English and in French, if available.
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| 1. **CONTENT**
2. The Training Development Report must provide sufficient detail for the Customer to determine which of the following Crew and Technical Training is required:
	* 1. Available OEM courses; and
		2. Available or to be developed System Level courses.
3. For the purpose of the Training Development Report, System Level course refers to all non-OEM equipment specific or special purpose training unique to the vessel configuration. System in this context refers to major functional areas assigned to the Single System Integrators (SSl’s), such as:
	* 1. Propulsion;
		2. Power;
		3. Ship Control and Monitoring System (SCMS);
		4. Heating, Ventilation, and Air Conditioning (HVAC);
		5. Hydraulic Power, Winches, Cranes and Mission Handling Systems; and,
		6. Communications, Navigation and Bridge Systems.
4. The Training Development Report must identify all recommended existing OEM courses along with all associated costs, including delivery.
5. The Training Development Report must identify recommended or proposed System Level courses and all associated costs for the development of related course material and the delivery of the training.
6. The Supplier must consider details of the proposed structure of the training as well as how and when, training should be delivered as listed below. The Training Development Report must include a course syllabus (if available), excluding training materials. The list of System Level Training courses must be developed with the assistance and input of the Customer.
7. Technical Training courses listed in the Training Development Report must cover all equipment and systems listed in the Vessel Manuals developed for DID ILS 086-020, as fitted on-board the Vessel.
8. The Training Development Report must be sufficient to prepare the crew and shore-side support staff to maintain the equipment and systems, in accordance with OEM recommendations and the Vessel Maintenance Plan developed in accordance with DID ILS 081-030. The Supplier must include in the Training Development Report the following data elements related to the existing OEM courses:
	1. The Training Development Report shall include the following for each training requirement:
		1. Training Selection Criteria.
		* Mandatory (yes or no).
		* Type of Training (In-Person, Computer, etc.).
		* Maximum Class Size.
		* Special Media Requirements.
		* Training Pre-requisites.
		* Delivery Period (Pre / Post Acceptance).
		* Post-Training Assessment Requirements.
		1. Training topics (Subject / Topic / System).
		2. Course Outline / Syllabus.
		3. System or equipment on the vessel.
		4. Training Supplier / OEM.
		5. Training location(s) (e.g. onboard vessel or at Supplier's facility).
		6. Training Course duration.
		7. Intended audience.
		8. Identification of the instructor(s).
		9. Cost to attend or deliver training.
		10. Cost to develop Lesson Plan(s) for each training topic, if one does not exist; and,
		11. Cost to develop Trainee Guide for each topic if one does not exist.
9. The Trainee Guide must include, as a minimum:
	* 1. Applicable sections of approved technical manuals.
		2. OFSV Class Manual.
		3. Half-size ship construction / equipment drawings.
		4. Narrative descriptions, diagrams, sketches, charts, graphs, pictures, and other material to support the Information presented in the course.
		5. Ship orientation.
		6. Start-up, operation, shutdown procedures; and,
		7. Basic daily maintenance and troubleshooting for all equipment and systems.
10. **DELIVERABLES**
11. One (1) electronic copy of the Training Development Report must be provided for review and acceptance in accordance with the SOW.
12. **RECOMMENDED CREW TRAINING**
13. Familiarization Training - The Supplier must provide members of the Vessel Crew, as grouped below and identified by the Customer, with an understanding of the operation of specific equipment and systems fitted onboard the Vessel.
14. The Emergency Familiarization Training must cover, at minimum, the location and operation of the following items:
15. Fire-fighting equipment and arrangement including emergency operation;
16. Life-saving equipment including emergency operation;
17. Abandon ship procedures (lifeboat and life rafts);
18. Watertight door operation and locations;
19. Steering system including emergency operation;
20. Emergency telegraph procedures;
21. Propulsion and machinery control systems emergency operation;
22. Damage control equipment locations;
23. First Aid equipment locations; and
24. Environmental protection equipment and system locations and operation.
25. The General Familiarization Training must cover, at minimum, the location and operation of the following items:
26. Key design features, unique to this vessel, which may impact operations;
27. Key safety features;
28. General safety and security, including confined spaces locations (not including confined space entry training);
29. Science Program fitted equipment and systems operation, including drop keel and fishing gear;
30. Acoustic enclosures and treatments locations; and
31. Any unique operating procedures as appropriate.
32. The Deck Department Familiarization Training must cover, at minimum, the location and operation of the following items:
33. Loading conditions which may affect stability, including tank arrangement;
34. Ship specific propulsion (including thrusters) operation, constraints and recommended practices;
35. Integrated bridge control and navigation work stations, including station keeping;
36. Integrated bridge alarm system (including fire detection panel);
37. Integrated communication systems and equipment;
38. Integrated scientific information systems and equipment;
39. Deck equipment including anchor windlass, cranes, davits and winches.
40. The Engine Room Department Familiarization Training must cover, at minimum, the location and operation of the following items:
41. Ship specific propulsion (including thrusters) constraints and recommended practices;
42. Review of sea trial data for all machinery, equipment and systems;
43. Procedures for starting the machinery, equipment and systems on board vessel from a dead ship condition to full away condition. This must include the list of the normally expected parameter range for all relevant
44. machinery, equipment and systems;
45. Stability control systems and equipment including tank arrangement;
46. Propulsion and machinery control systems;
47. Electrical generation and distribution systems including power management and emergency operation;
48. Hydraulic systems;
49. Compressed air systems;
50. MCR alarm system including fire detection panel;
51. Fueling and ballasting systems and equipment;
52. Water and waste management systems and equipment;
53. Deck equipment including anchor windlass, cranes, davits and winches;
54. HVAC equipment and systems; and
55. Refrigeration Systems.
56. Technical Training - Technical training is a package delivered by the Supplier to the Customer through the ILS Authority. The Supplier must provide members of the Vessel crew and shore based in-service support personnel, with an understanding of specific equipment and systems fitted onboard the Vessel. The training topics must include, at a minimum the systems listed in the Class Manual with particular focus on, the following:
57. Main engines;
58. Generators and power distribution systems;
59. Propulsion system including motor;
60. Steering systems;
61. Alarm & Monitoring systems;
62. Lifeboat and life-raft davits;
63. Safety equipment systems including Arc-flash training;
64. Use of special tools and instruments;
65. Navigation equipment;
66. Communication equipment; and
67. Science systems
68. The Customer will provide the Supplier with information related to the experience, certification, and the knowledge level of the personnel that will attend the technical training.
	1. The Training Development Report shall include all information required for general understanding and shall define all special terms and acronyms used.
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