

# BANDARI MARITIME ACADEMY

DIPLOMA IN MARITIME TRANSPORT LOGISTICS

Industrial Attachment Logbook



## **Vision Statement**

World Class Centre for Maritime Education and Training

## **Mission Statement**

To Provide Competent Maritime Human Resource for Sustainable Blue Economy

## **Core Values**

The Values guiding the culture and conduct of the Academy in the discharge of its mandate include: -

**a. Excellence:**

The Academy is committed to delivering quality and exceptional services. The Academy strives to achieve constant adaptation, innovation and vigilance to deliver on its mandate;

**b. Public Participation:**

The Academy embraces the contribution of the public, partners and customers towards realization of its mandate. This is achieved through collaborations, partnerships and stakeholders' engagements.

**c. Good Governance:**

The Academy has established structures to effectively and efficiently manage its affairs and resources. The structures facilitate effective decision making process to enable the Academy deliver on its mandate. In addition, the Academy embraces the culture of integrity, transparency, accountability, equity and fairness.

**d. Sustainable development:**

The Academy shall continue to deliver on its mandate, having regard to efficiency and environmental integrity and being mindful of future generations.

**e. National Ethos:**

The Academy is guided by the seventeen (17) national values and principles of governance in accordance with Articles 10 and 232 of the Constitution of Kenya.

**f. Team work:**

The Academy inculcates the culture of working together and motivating each other so as to maximize every member's contribution to the team. The Academy takes full cognizance of everyone's ideas and expertise towards fulfilment of a common goal.

## **Introduction**

This module unit is compulsory for all attachees undertaking Diploma in Maritime Transport Logistics Program. It is intended to equip the attachee with knowledge, skills and attitude to enable him/her perform duties in a real working environment. The rationale of the module unit is to:

- a) enhance the practical and communication skills/competences of attachees
- b) strengthen industrial/academy partnership
- c) provide a nation-wide mechanism to address key skill demand
- d) provide employers the opportunity to give back to society
- e) enhance training levels in acquired skills and competences
- f) provide a mechanism for the academy to respond to identified areas of national key skill needs
- g) develop the skills of attachees in regard to shipping operations
- h) develop the attachees' personality and understanding of individuals and groups in work situations
- i) provide the attachee with background information and experience in career choice

## **Competence**

**The attachee should have the ability to:**

- a) work effectively under supervision
- b) apply knowledge and skills to solve real time problems
- c) develop team work and organizational competences

## **General Objectives**

**By the end of the Industrial attachment period, the attachee should be able to:**

- a) comprehend the constraints of working life and functional relationships within and between organizations
- b) recognize the importance of human relationships and work attitudes
- c) develop procedural knowledge towards work processes
- d) apply theoretical concepts and school based skills to practice
- e) develop work attitudes like curiousness, self-confidence, maturity and self-reliance
- f) obtain knowledge of potential careers and develop new areas of interest

**The Industrial attachment scheme will enable the academy to:**

- a) establish link with industry for business development, particularly in service delivery
- b) identify skill gaps and improve quality of training
- c) obtain materials for teaching and case studies
- d) ensure a balanced assessment of attachees

**The industrial attachment scheme will enable employers to:**

- a) understand future skills availability
- b) improve the training delivered at the academy for industrial relevance
- c) influence the training of future generation of employees

**Roles of BMA, Industry and Attachees**

**It is the responsibility of BMA to:**

- a) identify attachment opportunities from the industry
- b) identify trainees eligible for attachment
- c) prepare prospective attachees for attachment
- d) provide a code of conduct to be observed by attachees
- e) provide log books to attachees
- f) provide an introductory letter to the attachee
- g) appoint an assessor for the attachee

**It is the responsibility of the Industry to:**

- a) appoint an industry supervisor/mentor for the attachee
- b) carry out formal introduction/induction to the workplace by the industry supervisor/mentor
- c) design a weekly program of work for the attachee to carry out whilst on attachment
- d) develop clear and well communicated expectations of the work program
- e) expose attachee to relevant activities and training opportunities
- f) supervise and assess progress of the attachee
- g) complete and release the log book of the attached trainee
- h) complete attachee evaluation form and submit to Office of the Registrar BMA

**It is the responsibility of the attached trainee to:**

- a) read and observe the code of conduct applicable to the host organization
- b) report to the Office of the Registrar BMA any challenges encountered in the course of the attachment
- c) complete the logbook as required, for endorsement by both the organization and the Academy supervisors
- d) prepare a report at the end of the attachment period and submit to the Office of the Registrar BMA
- e) notify the Office of the Registrar BMA regarding the organization where he/she is attached

**Instructions for the attachee on how to fill the logbook**

- a) The attachee should record daily assigned and completed tasks in the logbook
- b) The attachee may record any extra information at the back of each page to illustrate additional work carried out
- c) The attachee should submit the logbook to the Industry supervisor for comments on weekly basis
- d) The attachee should keep the logbook neat, clean and well preserved for future reference

**Change of attachment**

In the event of change of attachment, the attachee shall seek permission in writing to the Registrar giving details on the reasons for change

**Academy Supervisor**

The Academy supervisor shall visit the attachee at the host organization to make follow up on the progress of the attachment exercise

**Industry based supervisor**

The industry based supervisor shall

- a. guide and evaluate the attachee during the attachment period
- b. fill the evaluation form and submit to the Registrar BMA.

**Report writing**

The attachee shall submit a report at the end of the attachment to the Academy supervisor detailing the work covered during the attachment

**Attachment Evaluation**

The attachment shall be evaluated and marked out of 100 as follows

- a. Industry supervisor – 30%
- b. Academy supervisor - 20%
- c. Attachment report – 30%
- d. Logbook -20%

**(A) Attachee Personal Details:**

Surname: ..... Other Names: .....  
Gender: .....

ID/ Passport No. .... Nationality..... Date of Birth.....ADM No.  
.....

Course: ..... Level: ..... Year/ Module:  
.....

Physical Address: ..... Tel. No: .....  
Email.....

Next of Kin (Name): ..... Relationship:  
.....

Postal Address: ..... Code: ..... Tel. No:  
.....Email.....

**(B) Training Institution:**

Name of Institution:  
.....

Department:  
.....

School:  
.....  
...

Attachment Period: From.....  
To.....

Head of School: .....Signature: .....Date:  
.....

**(C) Details of Attachment Organization:**

Name of Organization:  
.....

Postal Address: ..... Postal Code:  
.....

Tel No: .....Mobile No..... Email  
address.....

Industrial Attachment Supervisor(Name):  
.....

Position/ Designation: .....Signature:  
.....Date.....

PERIOD  (Week and Dates)	COMPETENCES	TASK COMPLETED? (YES /NO)	ATTACHEES REMARKS  -Was the activity carried out? -Was it completed on time? -How difficult was it? - What are the learning experiences? - Challenges encountered?	SUPERVISOR'S REMARKS  • How did the attachee perform? • What was his/her attitude towards work? • Did attachee receive assistance to perform well?	SUPERVISORS SIGNATURE
	INTRODUCTION TO SHIPPING				
	The Ship				

	Identify different types of ships				
	Interpret ship stowage plans				
	<b>Documentation</b>				
	Identify type of documents used in shipping <ul style="list-style-type: none"> <li>• Port</li> <li>• Ship</li> <li>• Cargo</li> <li>• Custom</li> </ul>				
	Processing shipping documents				
	<b>Cargo</b>				



	Identify types of cargo <ul style="list-style-type: none"> <li>• Hazardous</li> <li>• RORO / STORO</li> <li>• Break bulk</li> <li>• Dry bulk</li> <li>• Liquid bulk</li> <li>• Containerized</li> </ul>				
	PORT AND TERMINALS				
	<b>Port Layout</b>				
	Demonstrate understanding of port layout <ul style="list-style-type: none"> <li>• Berth</li> <li>• Yard</li> <li>• Rail Siding</li> <li>• Gate</li> <li>• Administration Area</li> <li>• Communication Tower</li> <li>• Security</li> <li>• Fire Station</li> <li>• Engineering</li> </ul>				
	<b>Terminal Layout</b>				
	Demonstrate understanding of terminal layout <ul style="list-style-type: none"> <li>• Container</li> <li>• Dry Bulk</li> <li>• Liquid Bulk</li> </ul>				

	<ul style="list-style-type: none"> <li>• Break Bulk</li> <li>• Cruise</li> <li>• RORO</li> </ul>				
	<b>Port Equipment</b>				
	Identify types of port equipment <ul style="list-style-type: none"> <li>• Ship handling <ul style="list-style-type: none"> <li>-Pilot boats</li> <li>-Tug boats</li> <li>-Mooring boat</li> </ul> </li> <li>• Cargo handling <ul style="list-style-type: none"> <li>- STS</li> <li>- ITV (quay transfer equipment)</li> <li>- Yard Equipment</li> </ul> </li> </ul>				
	<b>Port and Terminal Operations</b>				
	Demonstrate understanding port and terminal operations <ul style="list-style-type: none"> <li>• Ship operation</li> <li>• Quay transfer</li> <li>• Yard</li> <li>• Receipt / Delivery</li> </ul>				
	<b>Port Operations Planning</b>				
	Interpret port and Operation plans				

	<ul style="list-style-type: none"> <li>• Ship (10 o'clock meeting)</li> <li>• Berth</li> <li>• Yard</li> <li>• Gate</li> <li>• Resource Allocation</li> </ul>				
	<b>Port and Terminal Tariffs</b>				
	Apply the port tariff to determine Port charges <ul style="list-style-type: none"> <li>• Ship charges</li> <li>• Cargo charges</li> <li>• Miscellaneous</li> </ul>				
	<b>HEALTH SAFETY AND SECURITY IN TRANSPORT LOGISTICS</b>				
	<b>Introduction to HSS</b>				
	Apply Occupational Health and Safety guidelines				
	<b>Workplace Hazards</b>				
	Identify hazards at the workplace				

	<b>Hazardous Cargo</b>				
	Identify classes of hazardous cargo as per IMDG code Manage hazardous cargo operations as per IMDG code				
	<b>Personal Protective Equipment</b>				
	Demonstrate appropriate use of PPEs				
	<b>Emergency Management</b>				
	Apply appropriate emergency procedure <ul style="list-style-type: none"> <li>• First Aid</li> <li>• Fire Extinguishing</li> <li>• Evacuation</li> </ul>				
	<b>Basic Fire Concepts</b>				
	Identify the causes of fire				

	<p>Apply appropriate fire prevention measures</p> <p>Identify different types of fire</p> <p>Identify the appropriate firefighting equipment in given cases</p>				
	<b>Accidents</b>				
	<p>Identify hazards</p> <p>Identify types of accidents</p> <p>Apply prevention measures</p> <p>Prepare accident reports</p>				
	<b>Security</b>				
	<p>Identify security levels as per ISPS code</p> <p>Apply ISPS code in port operation in a given scenario</p>				

	DOCUMENTATION IN SHIPPING PRACTICE				
	<b>Export Cargo</b>				
	Identify export cargo documents				
	Process export cargo documents				
	<b>Import Cargo</b>				
	Identify import cargo documents				
	Process import cargo documents				
	<b>Ship</b>				
	Identify ship documents				
	Process ship documents				
	<b>Multi modal transport</b>				
	Identify multi modal transport documents				
	Process multi modal transport documents				

	<b>Air Freight</b>				
	Identify air freight documents				
	Process air freight documents				
	<b>Transit Cargo</b>				
	Identify transit cargo documents				
	Process transit cargo documents				
	<b>Trans-shipment cargo</b>				
	Identify trans-shipment cargo documents				
	Process trans-shipment cargo documents				
	<b>CARGO AND TERMINAL OPERATIONS</b>				
	<b>Types of cargo</b>				
	Demonstrate knowledge on types of cargo				

	Demonstrate knowledge on handling requirements of cargo				
	<b>Cargo handling equipment</b>				
	Demonstrate knowledge on usage of cargo handling equipment				
	Demonstrate knowledge on effective deployment of cargo handling equipment				
	<b>Major types of cargo</b>				
	Identify major types of cargo				
	Demonstrate knowledge on shipping requirements of major types of cargo				
	<b>Cargo terminals</b>				
	Identify cargo terminals				
	<b>Terminal Operations</b>				
	Interpret and implement terminal plans <ul style="list-style-type: none"> <li>Ship</li> </ul>				



	<ul style="list-style-type: none"> <li>• Quay</li> <li>• Yard</li> <li>• Receipt /delivery</li> <li>• Resource</li> </ul>				
	<b>Terminal infrastructure and superstructure</b>				
	Identify terminal infrastructure <ul style="list-style-type: none"> <li>• Berths</li> <li>• Yard</li> <li>• Roads</li> <li>• Quay</li> </ul> Identify terminal superstructure <ul style="list-style-type: none"> <li>• Sheds</li> <li>• Office</li> <li>• Towers (watch &amp; communication)</li> <li>• Cranes</li> </ul>				
	<b>Cargo terminal operating systems</b>				
	Utilize terminal operating systems				
	<b>Cargo terminal safety and security</b>				
	Demonstrate knowledge of terminal safety and security regulations				

	<ul style="list-style-type: none"> <li>• Interpret safety and security regulations</li> <li>• Apply safety and security regulations</li> </ul>				
	<b>ENVIROMENTAL ASPECTS IN TRANSPORT LOGISTICS</b>				
	<b>Environmental pollution in cargo operations</b>				
	Identify pollution control resources				
	Utilize pollution control resources				
	<b>CONTAINERIZATION</b>				
	<b>Freight container</b>				
	Identify types of ISO freight containers				
	Use of container marks and numbers <ul style="list-style-type: none"> <li>• Identification</li> <li>• Tracking</li> <li>• Handling</li> </ul>				
	<b>Container handling equipment</b>				
	Identify types of container handling equipment				

	<ul style="list-style-type: none"> <li>• Ship based</li> <li>• Quay based</li> <li>• Yard based</li> </ul>				
	<b>Container ships</b>				
	Identify types of container ships <ul style="list-style-type: none"> <li>• Fully cellular</li> <li>• Cellular</li> <li>• Geared</li> <li>• CONRO</li> </ul>				
	<b>Empty container operations</b>				
	Process empty container documents  Survey of empty containers  Allocation of empty containers  Determine detention and demurrage charges				
	<b>CLEARING AND FREIGHT FORWARDING</b>				
	<b>Ship clearance</b>				
	Identify inbound and outbound ship clearance documents  Process inbound ship clearance <ul style="list-style-type: none"> <li>• Port</li> </ul>				

	<ul style="list-style-type: none"> <li>• Customs</li> <li>• Immigration</li> <li>• Port Health</li> </ul> <p>Process outbound ship clearance</p> <ul style="list-style-type: none"> <li>• Port</li> <li>• Customs</li> </ul> <p>Calculate Port dues and charges</p>				
	<b>Customs Cargo Clearance</b>				
	<p>Identify customs cargo clearance documents</p> <p>Process customs cargo clearance documents</p> <ul style="list-style-type: none"> <li>• Export</li> <li>• Import</li> <li>• Trans - shipment</li> <li>• Manufacture under bond (MUB)</li> <li>• Export Processing Zones (EPZ)</li> </ul>				
	<b>Cargo Clearance in Ports</b>				
	<p>Identify cargo clearance documents</p> <p>Process cargo clearance in ports</p> <ul style="list-style-type: none"> <li>• Export</li> </ul>				

	<ul style="list-style-type: none"> <li>• Import</li> <li>• Trans-shipment</li> <li>• Transit</li> </ul>				
	<b>Cargo Clearance with Shipping Lines</b>				
	Identify cargo clearance documents  Process cargo clearance <ul style="list-style-type: none"> <li>• Export</li> <li>• Import</li> </ul>				
	<b>Air Freight Clearance</b>				
	Identify air freight clearance documents  Process air freight clearance documents				
	<b>Transit Cargo Clearance</b>				
	Identify transit cargo clearance documents  Process transit cargo clearance documents <ul style="list-style-type: none"> <li>• Transit – Import</li> <li>• Transit – Export</li> </ul>				
	<b>Warehousing Operations</b>				

	Identify types of warehouses  Identify warehouse documents  Process warehousing documents  Apply warehousing regulations  Identify warehousing equipment  Utilize warehousing equipment  Apply warehouse safety and security measures				
	<b>Cargo Consolidation and Deconsolidation</b>				
	Apply consolidation procedures  Apply deconsolidation procedures  Apply safety and security measures				

ADDITIONAL REMARKS

Students Name: ..... Signature: ..... Date:  
.....

Supervisor's Name: ..... Signature: .....Date:  
.....





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