



MARITIME BUSINESS TRAINING REPORT

STUDENT'S

NAME :

SURNAME :

STUDENT NUMBER :

CITIZEN ID NO :

DATE & BIRTH PLACE :

DATE OF TRAINING
BEGINNING :

DATE OF TRAINING
COMPLETING :

BUSINESS INFORMATION

BUSINESS :

ADMINISTRATOR /
EMPLOYER :

ADDRESS :

TEL/FAX NUMBER :

E-MAIL ADDRESS :

TRAINER NAME SURNAME :

EMPLOYER SIGNATURE &
STAMP :



T.C.
DOKUZ EYLÜL UNIVERSITY
MARITIME FACULTY
DEPARTMENT OF MARINE TRANSPORTATION ENGINEERING



This training report covers the maritime business training which has been completed between dates of/...../..... -/...../..... and consists of pages daily reports and...pages appendix.

(Bu staj raporu/...../..... -/...../..... tarihleri arasında gerçekleştirilen deniz işletme stajını kapsamakta olup, sayfa staja ilişkin günlük rapor vesayfa ekten oluşmaktadır.)

TRAINER

NAME SURNAME :

SIGNATURE & STAMP :



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DOKUZ EYLÜL UNIVERSITY
MARITIME FACULTY
DEPARTMENT OF MARINE TRANSPORTATION ENGINEERING



Completed Duty :

Date :/...../.....

Completed Duty :

Date :/...../.....

Completed Duty :

Date :/...../.....

TRAINER NAME SURNAME :

SIGNATURE & STAMP :

***The pages will be filled on daily basis throughout the training period and undersigned by responsible manager.



APPENDIX

General Information About Business

1. Introduction of the business (name, type, history etc.)
2. Specific sector(s) and areas in which the business operates
3. Mission, vision and strategies of the business
4. Management structure and organization chart of the business
5. Human resources policy of the business
6. Duties and responsibilities of the units of the business

***A report should be prepared according to the six titles above and to be added to daily reports.

***Daily Reports should include daily activities in Maritime Business such as routine, communications, planned maintenance system, safety management system follow-up and the tasks performed by the trainee.