

## **BOOKING CONFIRMATION**

NAME:  
COURSE: **Safe Mooring Operation (SMO)**  
DATES:  
TIME: **0800 to 1700**  
DURATION: **3 Days**

SLOT NUMBER:

### **ENTRY REQUIREMENTS:**

Please submit below mentioned entry requirement/s upon enrollment to avoid delay in releasing of certificate.

- Medical Certificate/Waiver

### **JOINING INSTRUCTIONS FOR YOUR CREW**

**MANILA SITE:** Participant must be at the 4<sup>th</sup> Floor of **S&L Bldg., 1500 Roxas Blvd., Ermita, Manila** before **7:30 am** on the date stated.

**CAVITE SITE:** Participant must be at the **S&L Lobby, 1500 Roxas Blvd., Ermita, Manila** before **6:00 am** on the date stated for the transportation service going to Cavite. Or you may go directly to our training site at **Barangay Capipisa, Tanza, Cavite**.

### **THINGS TO BRING:**

1. **TWO (2) VALID GOVERNMENT-ISSUED IDs** (e.g. SSS, Driver's Lic., PRC ID, Passport, etc.)
2. Pen, notebook
3. Light sweater or jacket (Day 1)
4. T-shirt and long pants (Days 2 & 3)
  - **For LECTURE: Sleeveless shirts, shorts and slippers are not allowed**
  - **For PRACTICAL EXERCISES: Sleeveless shirts, short shorts (for female delegates) and boxer shorts (for male delegates) are not allowed**
5. Underwear (Days 2 & 3)
6. 1 pair of shoes and slippers (**Note: You are not allowed to wear your slippers in PPE-required area during practical exercises except for those conducted inside the pool area. Use safety shoes or rubber sandals where appropriate.**)
7. Toiletries (Days 2 & 3)
8. Bath & face towels (Days 2 & 3)
9. Coverall (Days 2 & 3) - (Note: CTSI will issue one coverall for the whole duration of the training)
10. Padlock and key
11. Rubber shoes (optional) for recreation activity

**NOTE: PLEASE BRING ONLY THE THINGS SPECIFIED ABOVE.**

### **OTHER REMINDERS:**

1. Trainees are NOT allowed to leave the training site premises within the duration of the course without CTSI's approval.
2. Alcoholic drinks/prohibited drugs are NOT allowed inside the training site. **Delegates/Trainees under the influence of alcohol/prohibited drugs will not be allowed to take the course. If already inside CTSI premises, the violating delegates/trainees will be asked to leave the class. MUCO policy shall be applied.**
3. Bringing expensive jewelries and/or large amount of money is strongly discouraged.
4. **For delegates/trainees attending classes in MANILA site: Cell phones/Tablets must be turned off when inside the classroom.**
5. **For delegates/trainees attending classes in CAVITE sites: Electronic gadgets (i.e., cellphones, tablets, netbooks, laptops) are NOT ALLOWED inside the classroom. When going out of your room: (a) leave electronic gadgets and other valuable belongings inside your designated locker, (b) no electronic gadget must be left charging and (c) make sure the locker is locked. CTSI will not be held responsible for any loss or damaged personal valuable item/s.**
6. Trainee's visitors are NOT allowed at the training site.
7. Trainees are expected to conduct themselves accordingly.
8. Please note that certain aspects of the course are physical in nature and contain potentially stressful elements.
9. Please be advised that the transportation service back to Manila is available at 5PM. Should you decide not to avail of the transportation service, kindly fill out the GATE PASS and WAIVER forms and have them signed by an AUTHORISED CTSI Personnel. Give the SIGNED Gate Pass and Waiver forms to the guard before leaving the premises of the Training Site.

**NOTE: YOUR RESERVATION AND THIS CONFIRMATION BIND YOU TO THE TERMS AND CONDITIONS FOR THE PROVISION OF TRAINING TO YOUR CREW AND UNDERTAKE TO PAY IN FULL ALL TRAINING FEES AT THE CURRENT RATE STIPULATED BY CTSI.**

**\*Please be informed that all booking transactions and sent e-mails are entertained from 7:00am–5:00pm, Mondays–Fridays. Transactions made after the cut-off time (5:00pm) shall be processed the following day.\***