

# YACHT RATING TRAINING RECORD BOOK

NAME OF SEAFARER \_\_\_\_\_

DATE OF BIRTH \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Discharge Book No or Other I.D \_\_\_\_\_

## SECTION 1 - Navigational Watch Duties

Task	Verification	Name/Rank	Date
<b>Steering &amp; Helm Orders:</b>			
Demonstrate knowledge of the compass card in 360° notation			
Demonstrate ability to steer using magnetic and gyro-compass in open waters (minimum 5 hours)			
Demonstrate ability to steer using magnetic and gyro-compass in pilotage waters (minimum 5 hrs)			
Understand and respond to helm orders (for both pilotage and open water situations)			
Demonstrate change over procedures from helm to auto steering and vice-versa			
<b>Keeping a Proper Lookout &amp; Lookout Duties:</b>			
Demonstrate ability to report bearings in degrees and points			
Demonstrate ability to report ships, lights, navigation marks and other floating and fixed objects			
Demonstrate ability to report sound signals			
<b>Contribute to Monitoring and Controlling a Safe Watch</b>			
Demonstrate a knowledge of shipboard terms and definitions			
Demonstrate use of appropriate internal communications equipment and alarms			
Demonstrate the ability to understand common orders and commands from the OOW in matters relevant to watch keeping duties			
Demonstrate the ability to respond to orders and commands, and communicate with the OOW in a clear and concise fashion			
Demonstrate knowledge of the procedures for the relief and handover of the navigational watch in accordance with accepted principles and procedures			
Demonstrate knowledge of the information required to maintain a safe navigation watch			

**SECTION 2 - Life Saving and Fire Fighting Equipment**

<b>Task</b>	<b>Verification</b>	<b>Name/Rank</b>	<b>Date</b>
Understand the importance of musters and drills and know what action to take on hearing an alarm signal			
Demonstrate a knowledge of assigned shipboard emergency duties			
Understand alarm systems and demonstrate the ability to distinguish between the various alarm signals			
Demonstrate a familiarity with type, use and location of fire fighting appliances including fixed fire fighting equipment such as in engine room, galley and petrol storage lockers			
Understand the importance and operation of fire doors and fire dampers/ closure			
Demonstrate a familiarity with type, use and location of life saving appliances and life saving equipment.			
Understand the correct operation, precautions and the dangers of launching and recovery of rescue and survival craft			

**SECTION 3 - Seamanship**

<b>Task</b>	<b>Verification</b>	<b>Name/Rank</b>	<b>Date</b>
Demonstrate common knots , bends and hitches <ul style="list-style-type: none"> <li>• Reef knot</li> <li>• Clove hitch</li> <li>• Bowline</li> <li>• Bowline on the bight</li> <li>• Sheet bend</li> <li>• Double sheet bend</li> <li>• Rolling hitch</li> <li>• Round turn and two half hitches</li> <li>• Figure of eight</li> </ul>			
Demonstrate: <ul style="list-style-type: none"> <li>• Handling of mooring ropes and wires</li> <li>• Use of rope stoppers</li> <li>• Care, use and storage of ropes and wires</li> <li>• Safe operation of mooring winches, windlass and capstan</li> <li>• Correct fitting of wire grips</li> <li>• Slings a stage and bosun chair</li> <li>• Rigging pilot ladder, gangways and accommodation ladders</li> <li>• Rigging of hydrostatic releases</li> <li>• Securing the deck for heavy weather</li> <li>• Opening and closing of hatches and watertight doors including, stern, side and other shell openings</li> <li>• Securing of anchors for sea</li> </ul>			
Understand the importance and safe operation of watertight doors, hatches and hull openings			

**SECTION 4 – Code of safe Working Practices**

<b>Task</b>	<b>Verification</b>	<b>Name/Rank</b>	<b>Date</b>
<b>Code of Safe Working Practices (COSWP)</b>			
Have working knowledge of the following COSWP relevant to a seaman’s duties: <ul style="list-style-type: none"> <li>• Personal protective equipment</li> <li>• Safety signs</li> <li>• Safety induction</li> <li>• Fire precautions</li> <li>• Emergency procedures</li> <li>• Security on board</li> <li>• Safe movement onboard ship</li> <li>• Safe systems of work including work aloft, outboard and in machinery spaces</li> <li>• Entry into enclosed or confined spaces</li> <li>• Boarding arrangements</li> <li>• Manual lifting and carrying</li> <li>• Use of work equipment</li> <li>• Lifting plant</li> <li>• Anchoring, mooring and towing operations</li> <li>• Stowage and safe handling of oils and chemicals</li> </ul>			

**SECTION 5 - Engine Watch Keeping Duties**

<b>Task</b>	<b>Verification</b>	<b>Name/Rank</b>	<b>Date</b>
<b>Watch Keeping:</b>			
Demonstrate knowledge of the information required to maintain a safe engineering watch			
Understand terms used in machinery space and the names of machinery and equipment.			
Understand engine room watchkeeping procedures.			
Understand bilge pumping arrangements			
Understand safe working practices as related to engine room operations.			
Understand the requirement for record and log keeping			
Demonstrate how to hand over and relieve an engine room watch in accordance with accepted principles and procedures			
Demonstrate clear and concise communications and acknowledgement of machinery space orders			
Demonstrate a knowledge of machinery space emergency escape routes			
Demonstrate opening and closing of engine room opening and accesses incl. water tight doors (if fitted)			

**SECTION 6 – Pollution Prevention**

<b>Task</b>	<b>Verification</b>	<b>Name/Rank</b>	<b>Date</b>
<b>Prevention of Pollution</b>			
Understand bunkering and refuelling procedures with regards to protection of the marine environment			
Demonstrate knowledge of basic environmental protection procedures			
Understand requirements and prohibitions for discharge of oils, sewage and residues overseas.			
Understand requirements and prohibitions for disposal and/or discharge of garbage			
Knowledge of the location and use of anti-pollution equipment			

**SECTION 7 –Completion of STCW 95 Basic Training**

<b>Title</b>	<b>Cert No</b>	<b>Date Issue</b>	<b>Issued By</b>	<b>Verification</b>
Personnel Survival Techniques (STCW A-VI/1-1)				
Fire Prevention & Fire Fighting (STCW A-VI/1-2)				
Elementary First Aid (STCW A-VI/1-3)				
Personal Safety & Social Responsibility (STCW A-VI/1-4)				

**SECTION 8 – Yacht Service and Sea Service Records**

<b>Name, Type and Length of Yacht</b>	<b>Date of Joining</b>	<b>Date of Leaving</b>	<b>Days at Sea</b>	<b>Mileage</b>	<b>Total Time on Board</b>

**SECTION 9 – Verification of Signatures**

<b>Name</b>	<b>Rank</b>	<b>Qualification Details</b>				<b>Specimen Signature</b>
		<b>Certificate Title</b>	<b>Number</b>	<b>Issue Authority</b>	<b>Date of Issue</b>	

**SECTION 10 – Statement by Master of final vessel**

I confirm that I am satisfied that this candidate meets all of the required standards of competency to be issued with a MCA Yacht Rating Certificate.

Signature ..... Name ..... Date .....