



The Maritime and Coastguard Agency

TRAINING RECORD BOOK

FOR

YACHT RATINGS AND OFFICER IN CHARGE OF A NAVIGATIONAL WATCH (YACHTS, LESS THAN 3000GT)

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TRAINING RECORD BOOK

FOR CANDIDATES FOR CERTIFICATION AS OFFICER IN CHARGE OF A
NAVIGATIONAL WATCH (YACHTS, LESS THAN 3000 Gt)

IMPORTANT NOTICE TO CANDIDATES

This TRAINING RECORD BOOK is part of the Qualification Requirements for Officer of the Watch (Yachts) Certification – OOW(Y). When fully completed, it must be presented to the Examiner at the UK Maritime and Coastguard Agency (MCA) when you attend to sit your oral examination.

IMPORTANT NOTICE TO THE MASTER AND DECK OFFICERS

This TRAINING RECORD BOOK is approved by the MCA and must be fully completed with the Master or a duly authorised Officer verifying that the various ASSIGNMENTS and TASKS are completed by signing the appropriate sections. Guidance for the Master and Officers on the verification procedures are detailed in the Introduction Section.

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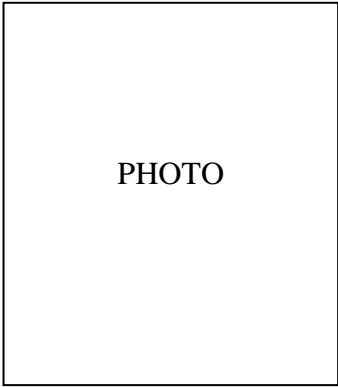
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1. PERSONAL DETAILS



Full Name:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
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Home Address:	Change of Address 1:
Tel/Fax Nos:	Tel/Fax Nos:
Change of Address 2:	Change of Address 3:
Tel/Fax Nos:	Tel/Fax Nos:

Date of Birth:	Place of Birth:	Nationality:
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Details of Seaman's Discharge Book, or other Seaman's Document:
Type of Document:
Number:
Date of Issue:
Issuing Authority:

Signature of the Candidate
TRAINING RECORD BOOK date of Issue:

Any other details the Candidate may wish to record (e.g. current mobile telephone numbers, local contact addresses, etc.):
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This TRAINING RECORD BOOK is the property of the Candidate whose details appear above. If found, please return it to the latest address shown.

2. INTRODUCTION

The International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended in 1995, (STCW 95) regulates the training and competence of seafarers internationally. The UK Maritime and Coastguard Agency (MCA) regulates the training and certification of seafarers working in UK registered yachts in line with the requirements of STCW95. As part of this training every candidate for certification as Officer of the Watch (Yachts, less than 3000gt), must complete an approved training programme which is structured to assist a officer candidate achieve the necessary standard of competence.

The OOW(Y) training programme is a combination of shore-based education and training, and onboard service. This TRAINING RECORD BOOK is an integral part of this training programme and should be completed during periods of onboard service. The TRAINING RECORD BOOK not only allows for the practical assessment of assignments but also provides a comprehensive record of shore based training and onboard service.

The MCA requires that a fully completed approved TRAINING RECORD BOOK be presented to the examiner when the candidate attends to sit the OOW (Yacht) oral examinations. This TRAINING RECORD BOOK is approved for this purpose.

The book must be fully completed, with the Master or a duly authorised officer verifying that the various ASSIGNMENTS and TASKS are completed by signing the appropriate sections. Guidance for the Master and officers on the verification procedures is detailed in the INTRODUCTION SECTION.

3. GUIDANCE FOR THE CANDIDATE - For completing this TRAINING RECORD BOOK

1. The candidate is personally responsible for the upkeep and safe keeping of this TRAINING RECORD BOOK. Fill in your PERSONAL DETAILS, and write your name at the top of each sheet.
2. As soon as possible after joining each vessel, complete the priority and familiarisation TASKS, and the vessel's particulars in the sheets provided.
3. A range of ASSIGNMENTS, TASKS and duties are detailed in this TRAINING RECORD BOOK to augment shore-based training and to give direction to your on-board service. Complete the ASSIGNMENTS, TASKS and duties as appropriate under the direction of the Master or a duly authorised officer(s) that the Master may designate.
4. On satisfactory completion, each of the ASSIGNMENTS and TASKS should be initialled by the Master or duly authorised officer. It is important for you to appreciate that you may need to demonstrate this ability on several occasions before the Master or officer is confident that you have achieved this standard.

Given the scope and depth of the tasks and assignments it is not expected that the required competencies can be properly achieved with service of less than 12 months.

5. Present this TRAINING RECORD BOOK to the Master for inspection and endorsement:
 - on joining the vessel;
 - at regular intervals; and
 - on leaving the vessel.
6. Prior to leaving any vessel, obtain a sea service testimonial from the Master attesting to the time served on board. This should be in the form detailed in Annex B of Marine Guidance Note (MGN) 195 (M) or as reproduced in this TRAINING RECORD BOOK.
7. Candidates will be required to present documentary proof of yacht service when applying for your oral examination. Such proof should be in the form of any of the following:
 - a. Merchant Navy Discharge Book;
 - b. Certificates of Discharge;
 - c. Professional Yachtsmen's Association Service Record Book;
 - d. Similar MCA approved service record book.

The document(s) should be submitted together with testimonials from the Master.

8. There are various pro-forma throughout this book. Spare copies are annexed at the end of this book as continuation sheets. These should be copied and attached to the book as required.

4. LIST OF REQUIREMENTS - Instruction to OOW (Y) candidates

Requirement	How to Meet the requirement	Record of Training and Qualification Obtained ¹
Proof of identity, and minimum age 19 years old.	Present passport or other document acceptable to MCA.	
Hold a valid medical fitness certificate showing the candidate to be physically fit, and have met the required standard of eyesight.	Attend at one of the approved Medical Practitioners for Medical Examination, and obtain an approved medical fitness certificate (ENG1). Refer to Merchant Shipping Notices MSN 1766 (M) and MSN 1750 (M) - or any subsequent amendment and MCA website www.mcga.gov.uk	
Minimum of 36 months service (over the age of 16) in vessels of 15 metres or over in loadline length.	Present properly completed approved logbook detailing service supported by testimonials from the Master, owner or their agents.	
Proof of attendance and successful completion of a Shore-based MCA approved Yachtmaster Offshore Course.	Present Course Completion Certificate.	
MCA approved Yachtmaster Offshore certificate of competency with commercial endorsement	Present certificate of competency.	
Complete the 4 element STCW95 Basic Safety Training Courses:		
Personal Survival Techniques (STCW Code A-VI/1-1), or RYA Basic Sea Survival.	Present Course Completion Certificate.	
Fire Prevention and Fire Fighting (STCW Code A-VI/1-2).	Present Course Completion Certificate.	
Elementary First Aid (STCW Code A-VI/1-3).	Present Course Completion Certificate.	
Personal Safety and Social Responsibilities (STCW Code A-VI/1-4).	Present Course Completion Certificate.	

4. **LIST OF REQUIREMENTS - Instruction to candidates Cont**

Requirement	How to Meet the requirement	Record of Training and Qualification Obtained¹
Hold an MCA approved Certificate of Proficiency in Survival Craft and Rescue Boats (CPSC&RB), (STCW A-VI/2-1), or an MCA approved Advanced Sea Survival for Yachtsmen certificate.	Present Course Completion Certificate.	
Hold an MCA accepted GMDSS General Operators Certificate (GOC).	Present GMDSS Certificate.	
Hold a certificate of successful completion of an MCA approved 'Navigation and Radar (OOW, Yacht)' training module, plus an examination pass certificate.	Present Course Completion Certificate: and	
	Examination pass certificate.	
Hold a certificate of successful completion of an MCA approved 'General Ship Knowledge (OOW, Yacht)' training module; plus an examination pass certificate.	Present Course Completion Certificate: and	
	Examination pass certificate.	
A completed MCA approved TRAINING RECORD BOOK.	Present TRAINING RECORD BOOK to the MCA Examiner.	
MCA Oral Examination Certificate Notice of Eligibility (NOE)	An NOE is required before booking an oral examination. The MCA examiner will complete the NOE after you have taken the oral examination.	
The fee for the issue of the Certificate for an officer of a navigational watch (yachts).	Contact the MCA for their current fee.	

Note¹ Insert details of certificate, including college/training provider, date of course (from/to) and certificate number.

5. GUIDANCE FOR THE MASTER AND DULY AUTHORISED OFFICERS

1. This section contains guidance to masters and duly authorised officers on how to complete this TRAINING RECORD BOOK.
2. The Master should take necessary steps to ensure that the candidate (and any other seafarer) receives thorough familiarisation training on first joining the vessel, including:
 - a. Providing the opportunity for all newly arrived seafarers to:
 - i. Visit the spaces in which their primary duties will be performed;
 - ii. Acquainted themselves with the location, controls and display features of any equipment they will be operating or using;
 - iii. When possible activate the equipment and perform the various functions using the equipment controls; and
 - iv. Familiarise him/herself with the operating procedures for equipment that they will work with.
 - c. Provide for a suitable period of supervision. where the seafarer is unfamiliar with the equipment, functions or operating procedures needed for the proper performance of his/her duties,
 - d. Ensuring that the seafarer receives approved familiarisation training in personal survival techniques or receives sufficient information and instruction to enable him/her to:
 - i. Communicate with other persons on board on elementary safety matters and understand safety information symbols, signs and alarm signals;
 - ii. Know what to do in event of:
 - a man overboard;
 - fire or smoke being detected;
 - sounding of the yacht alarm signals.
 - iii. Identify muster and embarkation stations and emergency escape routes.
 - iv. Locate and don a lifejacket.
 - v. Raise the fire alarm and have a basic knowledge of the use of portable fire extinguishers.
 - vi. Take immediate action upon encountering an accident or medical emergency; and
 - vii. Close and open internal fire, weather tight and watertight doors as fitted in the particular vessel (other than those for hull openings).

This TRAINING RECORD BOOK contains checklists for the candidate to complete which will focus attention to this familiarisation training.

The main ASSIGNMENTS, TASKS which are competency based relate to:

- Yacht rating competencies;
- Emergency procedures;
- Shipboard operations; and
- Navigations at operational level;

3. The performance of the candidate in each of the ASSIGNMENTS, TASKS and duties should be initialled by the Master or duly authorised officer when, in the opinion of the Master or officer, the candidate has achieved the necessary standard of proficiency. It may be necessary for the candidate to complete an ASSIGNMENT or TASK a number of times before he/she is considered proficient.
4. It is important that the candidate is given adequate opportunity for supervised bridge and watchkeeping experience, particularly in the later stages of their on-board training period.
5. The candidate should present this TRAINING RECORD BOOK to the Master on joining a vessel, at regular intervals during the period onboard and on leaving the vessel. Comments in this section should aim to both encourage the candidate and identify areas where skills or abilities could be improved. The comments should not refer to character. At the time of leaving the Master should issue the candidate with a Service Testimonial attesting to the time served on board and the amount of watchkeeping service.
6. The Master and other duly authorised officers that make entries in this TRAINING RECORD BOOK should identify themselves in the Section titled **Details of Officers Authorised to make entries in this TRAINING RECORD BOOK.**

Name of Candidate _____

6. Persons authorised to make entries in this TRAINING RECORD BOOK

Vessel Name	Name of Master or Authorised Officer	Position on Board	Details of CoC Held - Date and Place of Issue and Number	Signature of Master and duly authorised Officers

Name of Candidate _____

7. SERVICE RECORD

Name of Yacht	Dates & Places		Yacht Details	
	Joined	Discharged	Type	Length

Name of Candidate _____

8. SEA SERVICE RECORD

Yacht service testimonials, signed by the Master, attest to the time served on board and the amount of actual sea service time. These are required by the MCA for assessing eligibility and should be in the format detailed in Annex B of Marine Guidance Note (MGN) 195 (M) or as subsequently amended, and as reproduced in Section 10 of this TRAINING RECORD BOOK. The following SEA SERVICE RECORD enables the candidate to keep record of actual accrued sea service. This will assist the Master in determining the period of sea service for entry in the testimonial.

A 'day' at sea is any day that the yacht leaves port, or is at sea. A 'month' is 30 days.

Dates At Sea	Dep' Date	Dep' Date	Dep' Date	Dep' Date	Dep' Date	Dep' Date	Dep' Date
	Arr' Date	Arr' Date	Arr' Date	Arr' Date	Arr' Date	Arr' Date	Arr' Date
Name of Yacht	Tot' Days	Tot' Days	Tot' Days	Tot' Days	Tot' Days	Tot' Days	Tot' Days

Page Total (Days)		Running Total (Days)	
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Name of Candidate _____

9. MASTER'S INSPECTION OF THIS TRAINING RECORD BOOK

The Master should sign the entries in this section at regular intervals, and upon the candidate leaving the vessel. Comments recorded in this section should aim to both encourage the candidate and identify areas where skills or abilities could be improved. The comments should not refer to character.

Name of Vessel	Date	Comments	Name of Master:
			Master's Signature:
Name of Vessel	Date	Comments	Name of Master:
			Master's Signature:
Name of Vessel	Date	Comments	Name of Master:
			Master's Signature:
Name of Vessel	Date	Comments	Name of Master:
			Master's Signature:
Name of Vessel	Date	Comments	Name of Master:
			Master's Signature:
Name of Vessel	Date	Comments	Name of Master:
			Master's Signature:

Name of Candidate _____

10. TESTIMONIAL

- The following form should be used when a candidate leaves the vessel and should be submitted with any application for an MCA certificate of competency.
- A pro-forma is included in this section. Spare forms can be found in the Annex of this book, and in Annex B of 195(M) or as subsequently amended.

Name of Candidate _____

DECK OFFICER TESTIMONIAL

COMMERCIAL AND PRIVATELY OPERATED YACHTS AND SAIL TRAINING VESSELS

This is to certify that:

Full Name:

Date of Birth :/...../.....

has served on the yacht/sail training vessel*

(Name).....

Motor/Sail* Length (m)..... Gross Tons (gt).....

Type of Vessel

Between/...../..... and/...../.....

During this period of service, the above-named officer has served in the following capacity(s) (complete as appropriate):

Master/Chief Mate/OOW/Rating Monthsdays

The above service includes months days of actual sea service time.

My report on the service of the above named during the period is as follows:

Professional Conduct:

Experience/ability:

Behaviour:

Signed:

Name (Print)

Position on yacht or in owning/managing company*

Name of owning/managing company*

.....

Yacht/Company Stamp*

Date:.....

* Delete as appropriate

Name of Candidate _____

11. FAMILIARISATION TRAINING RECORDS

Before being assigned to onboard duties, all candidates (and any other new joining seafarer) should receive familiarisation training. The candidate should:

General:

- be familiar with the work spaces and areas in which the primary duties will be performed;
- become acquainted with the location, controls and display features of equipment you will be operating or using; and
- Under supervision activate any equipment you will be expected to use and perform functions using the equipment controls.

Safety and emergency procedures:

- Read and demonstrate an understanding of the company's Fire and Safety Regulations.
- Demonstrate recognition of the alarm signals for: FIRE, EMERGENCY, MAN OVER BOARD and ABANDON SHIP. Be familiar with the location of your muster station, and duties in event of an alarm.
- Locate medical and first aid equipment.
- Locate and be familiar with the operation of fire-fighting equipment: including alarm activating points, alarm bells, extinguishers, hydrants, hoses, breathing apparatus and fireman's outfits, fixed fire extinguishing systems.
- Locate and be familiar with the operation of emergency stop mechanisms for main engines, ventilation, pumps and emergency fuel shut-off valves.
- Locate and learn to operate the emergency fire and bilge pumps.
- Locate life-saving appliances: including lifejackets, liferafts, lifebuoys, line throwing apparatus, distress rockets, flares and other pyrotechnics, EPIRB's, SART's, emergency radios, survival suits and thermal protective aids.

Environmental protection:

- Be familiar with the procedure for garbage management including handling, storage, and segregation and disposal of garbage, rubbish and other wastes. Be familiar with the operation of vessel garbage handling equipment such as compactor or other equipment as appropriate.

To assist you in your familiarisation the following familiarisation sheets **should be completed for each vessel**:

- Familiarisation training sheet.
- Yacht particulars, pages 1 and 2.
- Location of muster stations and assigned emergency duties.

Additional copies should be made and added if necessary and are annexed to this book.

Name of Candidate _____

FAMILIARISATION TRAINING SHEET

Vessel Name _____

Task/Duty	Date	Officer's Initials
Is able to communicate with other persons on board on elementary safety matters.		
Understands safety information symbols, signs and alarm signals.		
Knows what to do if: i). A person falls overboard; ii). Fire or smoke is detected; or iii). The fire or abandon ship alarm is sounded.		
Is able to identify muster and embarkation stations and emergency escape routes and emergency exits.		
Is able to locate and don life jackets.		
Is able to raise the fire alarm and has a basic knowledge of the use of portable fire extinguishers.		
Is able to take immediate action upon encountering an accident or other medical emergency before seeking further medical assistance on board.		
Is able to close and open the fire, weathertight and watertight doors fitted in the particular ship, other than those for hull openings.		

Vessel Name _____

Task/Duty	Date	Officer's Initials
Is able to communicate with other persons on board on elementary safety matters.		
Understands safety information symbols, signs and alarm signals.		
Knows what to do if: i). A person falls overboard; ii). Fire or smoke is detected; or iii). The fire or abandon ship alarm is sounded.		
Is able to identify muster and embarkation stations and emergency escape routes and emergency exits.		
Is able to locate and don life jackets.		
Is able to raise the fire alarm and has a basic knowledge of the use of portable fire extinguishers.		
Is able to take immediate action upon encountering an accident or other medical emergency before seeking further medical assistance on board.		
Is able to close and open the fire, weathertight and watertight doors fitted in the particular ship, other than those for hull openings.		

YACHT PARTICULARS

Yacht Name	Port of Registry	IMO or Off No
Call Sign	Type of Yacht	Classification

<p>Length Overall m</p> <p>Load Line Lengthm</p> <p>Breadthm</p> <p>Depthm</p> <p>Summer Draftm</p> <p>Summer Freeboardm</p> <p>Air Draftm</p> <p>Gross Tonnagem</p> <p>Light Displacementm</p> <p>Load Displacementm</p>	<p>Liferafts: Type</p> <p>No Total Capacity</p> <p>Rescue Boat: Type</p> <p>Length: Capacity</p> <p>Launching Arrangement</p> <p>Lifebuoy: NoType</p> <p>Lifejackets: No Type</p> <p>Immersion Suits: No....</p> <p style="text-align: center;">Type</p>
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<p>Main Engine(s): Number</p> <p>Make Model</p> <p>Type Fuel Bunkers Cap</p> <p>Service RPM Service Power</p> <p>Max Speed Service Speed</p> <p>Consumption (Service Speed)t/d</p> <p>Range (Service Speed)</p> <p>Generator(s): Number</p> <p>Make Model</p> <p>Thrusters:</p> <p>Number - Bow Stern</p> <p>Power - Bow Stern</p> <p>Other Manoeuvring equipment:</p> <p>Steering Gear</p> <p>Rudder - Type & No</p> <p>Propeller - Type & No</p>	<p>Portable Fire Extinguishers (numbers):</p> <p>Water Foam</p> <p>Dry Powder CO2</p> <p>Fixed Fire Fighting system:</p> <p>Eng.Rm Galley</p> <p>Accommodation</p> <p>Fire Hoses and Nozzles:</p> <p>No Hoses Size</p> <p>Nozzle Type(s) No Hydrants</p> <p>Fire Pumps:</p> <p>No (Main) Type</p> <p>No (Emergency) Type</p> <p>CABA Outfits: Type</p> <p>No Sets No Bottles</p>
--	---

YACHT PARTICULARS Continued

Yacht Name:

Other Safety Equipment:

Emergency Generator:
 Type Location

BA Compressor:
 Type Location

SART: No
 Type Location

EPIRB: No MMSI
 Type Location

Line Throwing Apparatus:
 Type Location

Pyrotechnics:
 Type Location
 Type Location

Other (Specify):

Type Bridge Equipment:

Radar 1 Radar 2

Gyro Compass

Magnetic Compass

Autopilot

Echo Sounder (s)

GPS (s)

Electronic Chart:
 Type Make

Navtex

Weather Facsimile

VHF (1) VHF (2)

Satcom A Satcom B

Satcom C Satcom M

MF/HF 1 MF/HF 2

MMSI No

Anchoring & Mooring:

No Anchors Type

Chain Length (P) (S)

Chain Size

Windlass Type/Make

Capstan Type/Make

Mooring Lines Forward:
 No Type

Mooring Line Aft:
 No Type

Sailing Yachts: Rig Type

No Masts Sail Area

Brief Detail of Sail Handling Equipment:

Person On Board:

No. Crew

No. Guests

No. Trainees (Training Vessels)

Name of Candidate _____

FAMILIARISATION TRAINING - MUSTER STATIONS & DUTIES

Locate your Muster Stations and detail your emergency duties as appropriate for each vessel.

Name of Yacht	Alarm Signal			Officers Signature & Date
	Fire	Emergency	Manoverboard (MOB)	

12 ASSIGNMENTS and TASKS - Introduction

The ASSIGNMENTS and TASKS are divided into four Parts. TASKS may be signed off on completion and satisfactory demonstration. ASSIGNMENTS should be completed by giving an oral report (with notes as may be required) and a practical demonstration, to the satisfaction of the officer.

Part 1 Seamanship, deck work, watchkeeping (navigation and engine room) and safe working practices AT THE SUPPORT LEVEL

This Part must be completed as part of the requirements for issue of a yacht rating certificate. The TASKS reflect the under-pinning knowledge necessary to obtain yacht rating certificate.

Part 2 Emergency procedures, shipboard operations and safe working practices AT THE OPERATIONAL LEVEL

This includes TASKS and ASSIGNMENTS which will prepare the candidate for carrying out the TASKS in Parts 3 and 4. Whilst many of the ASSIGNMENTS are not identified in STCW95 they do reflect the under-pinning knowledge necessary to obtain yacht specific certification, and are part of the job of working in yachts or sail training vessels.

PART 3 Navigation AT THE OPERATIONAL LEVEL.

This Part requires the candidate to complete TASKS related to passage planning bridge watchkeeping and use of radar.

PART 4 Navigation AT THE OPERATIONAL LEVEL.

This Part requires the candidate to complete TASKS related to manoeuvring the vessel and response to various emergencies that may be encountered on board, the avoidance of pollution, the security of the yacht, and compliance with legislation.

Note:

It is assumed that the candidate will have completed Familiarisation Training (Section 11 of this TRAINING RECORD BOOK) prior to being assigned duties on board, since many of the TASKS and ASSIGNMENTS augment this Familiarisation Training and compliment the 4-element STCW95 Basic Safety Training Courses detailed in Section 4.

In all cases reference should be made to the **CODE OF SAFE WORKING PRACTICES FOR MERCHANT SEAMEN** for details of the proper safety procedures and recommendations to be followed when on board.

Name of Candidate _____

PART 1

YACHT RATING CERTIFICATE

(SUPPORT LEVEL FUNCTIONS)

PART 1: YACHT RATING CERTIFICATE Tasks	SATISFACTORY COMPLETION OF TASK WITNESSED
Steering & Helm Orders	
Demonstrate knowledge of the compass card in 360° notation.	Name of Ship..... Date..... Signature.....
Demonstrate ability to steer using magnetic and gyro-compass in open waters; Steer the ship and comply with helm orders in the English language. Steer the ship for at least 5 hours, excluding periods of instruction, demonstrating all of the knowledge, understanding and proficiency required.	Name of Ship..... Date..... Signature.....
Demonstrate ability to steer using magnetic and gyro-compass in pilotage waters; Steer the ship and comply with helm orders in the English language. Steer the ship for at least 5 hours, excluding periods of instruction, demonstrating all of the knowledge, understanding and proficiency required.	Name of Ship..... Date..... Signature.....
Demonstrate change over procedures from helm to auto steering and vice-versa.	Name of Ship..... Date..... Signature.....
On Satisfactory Completion of the Above Endorse with Ships Official Stamp: -	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 1: YACHT RATING CERTIFICATE Tasks	SATISFACTORY COMPLETION OF TASK WITNESSED
Keeping a Proper Lookout & Lookout Duties	
Demonstrate ability to report ships, lights, navigation mark and other floating and fixed objects; lights and other objects are properly detected and their appropriate bearing in degrees or points is reported to the officer of the watch.	Name of Ship..... Date..... Signature.....
Demonstrate ability to report sound signals; sound signals are properly detected and their appropriate bearing in degrees or points is reported to the officer of the watch.	Name of Ship..... Date..... Signature.....
Contribute to Monitoring and Controlling a Safe Watch	
Demonstrate a knowledge of shipboard terms and definitions.	Name of Ship..... Date..... Signature.....
Demonstrate use of appropriate internal communications equipment and alarms.	Name of Ship..... Date..... Signature.....
Demonstrate the ability to understand common orders and commands from the OOW in matters relevant to watch keeping duties.	Name of Ship..... Date..... Signature.....
Demonstrate the ability to respond to orders and commands, and communicate with the OOW in a clear and concise fashion.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 1: YACHT RATING CERTIFICATE Tasks	SATISFACTORY COMPLETION OF TASK WITNESSED
Demonstrate knowledge of the procedures for the relief and handover of the navigational watch in accordance with accepted principles and procedures.	Name of Ship..... Date..... Signature.....
Demonstrate knowledge of the information required to maintain a safe navigation watch.	Name of Ship..... Date..... Signature.....
Life Saving and Fire Fighting Equipment	
Understand the importance of musters and drills and know what action to take on hearing an alarm signal.	Name of Ship..... Date..... Signature.....
Demonstrate a knowledge of assigned shipboard emergency duties in event of a fire, emergency or Manoverboard both in port and at sea.	Name of Ship..... Date..... Signature.....
Understand alarm systems and demonstrate the ability to distinguish between the various alarm signals including fire, emergency and Manoverboard alarms, and other operational alarms (as applicable).	Name of Ship..... Date..... Signature.....
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.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 1: YACHT RATING CERTIFICATE Tasks	SATISFACTORY COMPLETION OF TASK WITNESSED
Understand the importance and operation of fire doors and fire dampers and ventilations closures.	Name of Ship..... Date..... Signature.....
Demonstrate a familiarity with type, use and location of life saving appliances and life saving equipment.	Name of Ship..... Date..... Signature.....
Understand the correct operation, precautions and the dangers of launching and recovery of rescue and survival craft.	Name of Ship..... Date..... Signature.....
Seamanship	
Demonstrate common knots , bends and hitches: <ul style="list-style-type: none"> • Reef knot. • Clove hitch. • Bowline. • Bowline on the bight. • Sheet bend. • Double sheet bend. • Rolling hitch. • Round turn and two half hitches. • Figure of eight. 	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 1: YACHT RATING CERTIFICATE Tasks	SATISFACTORY COMPLETION OF TASK WITNESSED
Demonstrate the safe and proper procedures for: <ul style="list-style-type: none"> • Handling of mooring ropes and wires. • Use of rope stoppers. • Care, use and storage of ropes and wires. • Safe operation of mooring winches, windlass and capstan. • Correct fitting of wire grips. • Slings a stage and bosun chair. • Rigging overside ladders, gangways and accommodation ladders. • Rigging of hydrostatic releases. • Securing the deck for heavy weather. • Opening and closing of hatches and watertight doors including, stern, side and other shell openings. • Securing of anchors for sea. 	Name of Ship..... Date..... Signature.....
Understand the importance and safe operation of watertight doors, hatches and hull openings.	Name of Ship..... Date..... Signature.....
Engine Watch Keeping Duties	
Demonstrate knowledge of the information required to maintain a safe engineering watch.	Name of Ship..... Date..... Signature.....
Understand terms used in machinery space and the names of machinery and equipment.	Name of Ship..... Date..... Signature.....
Understand engine room watchkeeping procedures.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 1: YACHT RATING CERTIFICATE Tasks	SATISFACTORY COMPLETION OF TASK WITNESSED
Understand bilge pumping arrangements.	Name of Ship..... Date..... Signature.....
Understand safe working practices as related to engine room operations.	Name of Ship..... Date..... Signature.....
Understand the requirement for record and log keeping.	Name of Ship..... Date..... Signature.....
Demonstrate how to hand over and relieve an engine room watch in accordance with accepted principles and procedures.	Name of Ship..... Date..... Signature.....
Demonstrate clear and concise communications and acknowledgement of machinery space orders.	Name of Ship..... Date..... Signature.....
Demonstrate an knowledge of machinery space emergency escape routes.	Name of Ship..... Date..... Signature.....
Demonstrate opening and closing of engine room openings and accesses including water tight doors (if fitted).	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 1: YACHT RATING CERTIFICATE Tasks	SATISFACTORY COMPLETION OF TASK WITNESSED
Pollution Prevention	
Understand bunkering and refuelling procedures with regards to protection of the marine environment.	Name of Ship..... Date..... Signature.....
Demonstrate knowledge of basic environmental protection procedures.	Name of Ship..... Date..... Signature.....
Understand requirements and prohibitions for discharge of oils, sewage and residues overside.	Name of Ship..... Date..... Signature.....
Understand requirements and prohibitions for disposal and/or discharge of garbage.	Name of Ship..... Date..... Signature.....
Knowledge of the location and use of anti pollution equipment.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 1: YACHT RATING CERTIFICATE Tasks	SATISFACTORY COMPLETION OF TASK WITNESSED
Safe Working Practices (COSWP)	
<p>Have working knowledge of the following COSWP relevant to a seaman's duties:</p> <ul style="list-style-type: none"> • Personal protective equipment. • Safety signs. • Safety induction. • Fire precautions. • Emergency procedures. • Security on board. • Safe movement onboard ship. • Safe systems of work including work aloft, outboard and in machinery spaces. • Entry into enclosed or confined spaces. • Boarding arrangements. • Manual lifting and carrying. • Use of work equipment. • Lifting plant. • Anchoring, mooring and towing operations. • Stowage and safe handling of oils and chemical. 	<p>Name of Ship.....</p> <p>Date.....</p> <p>Signature.....</p>

Name of Candidate _____

PART 2

**EMERGENCY PROCEDURES, SHIPBOARD OPERATIONS
& SAFE WORKING PRACTICES**

PART 2: FAMILIARISATION AND EMERGENCY PROCEDURES TASKS	SATISFACTORY COMPLETION OF TASK WITNESSED
Read and understand applicable ship's standing orders and instructions.	Name of Ship..... Date..... Signature.....
Demonstrate an understanding of safety and operational procedures to be followed, the lines of responsibility and to whom you report.	Name of Ship..... Date..... Signature.....
Describe the arrangements in place to monitor the number of persons on board. Detail any special security measures which are in place or required both at sea and in port.	Name of Ship..... Date..... Signature.....
Knows the various muster stations (including emergency and support parties, crew and guest muster points).	Name of Ship..... Date..... Signature.....
Locate and don your life jacket, and immersion suit (if applicable). Know the equipment which is associated with the lifejacket and immersion. Determine when you <u>may</u> wear the jacket, and when you <u>must</u> wear it. Describe the difference between a lifejacket and buoyancy aid.	Name of Ship..... Date..... Signature.....
Identify the safety information symbols and signs including those for muster stations, various emergency equipment, emergency escape routes and emergency exits.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 2: FAMILIARISATION AND EMERGENCY PROCEDURES TASKS	SATISFACTORY COMPLETION OF TASK WITNESSED
Understand the risk to persons and action to be taken in event of: <ul style="list-style-type: none"> • falling overboard, which may result in drowning, injury or hypothermia; • physical injury, such as falling, crushing limbs, trapping fingers cuts, or burns; • illness, which may result from lack of attention to personal hygiene or food preparation; • discomfort, which may result from cold, or heat, or sea sickness, Understand the precautions that may be taken to mitigate the risk of such injuries.	Name of Ship..... Date..... Signature.....
Demonstrate an understanding of use of foul weather gear for crew and trainees (including use of safety harnesses where appropriate) and of the importance of keeping personnel protected from cold and wet.	Name of Ship..... Date..... Signature.....
Locate the medical stores, (medical locker) and first aid kits. Identify the person responsible for medical care on board, and the procedure for obtaining medical attention both when the person is on board or when absent. Understand under what circumstances you may administer your own first aid without referral. Understand the reporting procedures and record keeping after administering first aid.	Name of Ship..... Date..... Signature.....
Locate and understand the operation of ship board fire fighting equipment including alarm activating points, alarm bells, extinguishers, hydrants, hoses, breathing apparatus and fireman's outfits. Understand the maintenance and service requirements for this equipment.	Name of Ship..... Date..... Signature.....
Locate and understand the operation of fixed fire extinguishing systems, including those for the engine room, galley, and accommodation spaces. Describe the precautions you would take before operating a fixed fire extinguishing system in the engine room. Understand the maintenance and service requirements for this equipment.	Name of Ship..... Date..... Signature.....
Locate and understand the operation of the emergency stop mechanism for main engines, emergency stop switches for engine room and accommodation ventilation fans, and emergency pump stops and fuel shut-off valves. Understand the circumstances in which they may be operated. Understand the maintenance and service requirements for this equipment	Name of Ship..... Date..... Signature.....
Locate and operate the main and emergency fire pumps. Describe the pumping and piping arrangement for the fire main including location of riser(s) and isolation valves.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 2: FAMILIARISATION AND EMERGENCY PROCEDURES TASKS	SATISFACTORY COMPLETION OF TASK WITNESSED
Locate and understand the operation of life saving appliances carried on board including liferafts, lifebuoys, line throwing apparatus, distress rockets, flares and other pyrotechnics, EPIRB's, SART's, emergency radio's, survival suits, thermal protective aids. Understand the maintenance and service requirements for this equipment.	Name of Ship..... Date..... Signature.....
Understand of the advantages of the early use of immersion suits and thermal protective aids (TPAs) and the circumstances In which they should be worn.	Name of Ship..... Date..... Signature.....
Locate and understand the operation of various sources of emergency power including batteries, emergency generator or other UPS. Detail equipment and system that are required to have an emergency source of power and those that may.	Name of Ship..... Date..... Signature.....
Describe the action to be taken in discovering smoke or fire: <ul style="list-style-type: none"> • In port: • At Sea: • From another vessel: 	Name of Ship..... Date..... Signature.....
Participate in a fire drill. Describe the procedures to be followed, and the correct and appropriate equipment to be used in various scenarios. Understand the most likely cause of fire for various spaces including accommodation, galley, engine room, storerooms etc.	Name of Ship..... Date..... Signature.....
Participate in an emergency drill. Describe the procedures to be followed for mustering and accounting for guest and crew, donning of lifesaving equipment, abandonment and boarding of survival craft.	Name of Ship..... Date..... Signature.....
Describe the action to be taken in event of a manoverboard: <ul style="list-style-type: none"> • In port: • At Sea: • From another vessel. 	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 2: FAMILIARISATION AND EMERGENCY PROCEDURES TASKS	SATISFACTORY COMPLETION OF TASK WITNESSED
Participate in a manoverboard drill. Describe the procedures to be followed for launching and recovery of a rescue boat, casualty handling and care.	Name of Ship..... Date..... Signature.....
Participate in a medical casualty drill. Describe the immediate action to be taken upon encountering an accident or other medical emergency, means of rescue and evacuation (including from an enclosed space) and means of obtaining further medical assistance on board.	Name of Ship..... Date..... Signature.....
FAMILIARISATION AND EMERGENCY PROCEDURES ASSIGNMENTS	SATISFACTORY COMPLETION OF ASSIGNMENT WITNESSED
Under supervision, give safety induction and familiarisation training to new joining crew including a safety briefing and induction/familiarisation tour of the vessel.	Name of Ship..... Date..... Signature.....
Life Saving Appliances – demonstrate your ability to use and instruct the crew on the use of lifesaving appliances including lifejackets, distress flares, fire, immersion suits, lifebuoys, liferafts and rescue boats. Under drill conditions, take charge of an emergency muster.	Name of Ship..... Date..... Signature.....
Fire Fighting Appliances - demonstrate your ability to use and instruct the crew on the use of portable fire extinguishers, fire hoses, nozzles and hydrants, fire fighting outfits, fixed fire fighting systems and fire pumps. Under drill conditions, take charge of a fire party	Name of Ship..... Date..... Signature.....
Under supervision, launch the rescue boat, clear away from ship sides, manoeuvre and recover back on board.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 2: SHIPBOARD OPERATIONS TASKS	SATISFACTORY COMPLETION OF TASK WITNESSED
Understand the meaning of common nautical terms. Describe the type of your ship, her layout, the equipment and machinery on board using appropriate nautical terminology.	Name of Ship..... Date..... Signature.....
Know the contents of the Bosun's store or rope locker. Identify the different warps, ropes, lines and small stuff and describe their use.	Name of Ship..... Date..... Signature.....
Know the properties and strengths of synthetic ropes in common use. Know how you would remove rope from a new coil and prepare it for use. Know the correct means of stowing synthetic ropes.	Name of Ship..... Date..... Signature.....
Make common splices in 3-strand rope including: eye, back, short and long splices.	Name of Ship..... Date..... Signature.....
Parcel and Serve a Splice.	Name of Ship..... Date..... Signature.....
Demonstrate Whippings and Seizings.	Name of Ship..... Date..... Signature.....
Make up a heaving line of suitable length, with suitable sized line. Form a monkey's fist or a heaving line knot to one end, and work on a common whipping to the other.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 2: SHIPBOARD OPERATIONS TASKS	SATISFACTORY COMPLETION OF TASK WITNESSED
Demonstrate the correct and safe use of stoppers for ropes and wires.	Name of Ship..... Date..... Signature.....
Obtain the formulae for estimating the approximate breaking stress for different types of rope, wire rope and chain. Calculate the breaking stress for the anchor chain cable on board, the wire or rope falls or crane used for handling the tender, and the principal mooring ropes. Given the breaking stress of a rope, describe how you would calculate the safe working load (SWL).	Name of Ship..... Date..... Signature.....
Know the lifting gear on board, and the safe working load of each piece of equipment.	Name of Ship..... Date..... Signature.....
Demonstrate the ability to properly reeve a two fold and three fold purchase. Identify the hauling and standing parts and securing points	Name of Ship..... Date..... Signature.....
Know the precautions to be adopted when launching or recovering a tender. Describe pre-launching checks, procedures for launching and recovery, number of personnel required and the responsibilities of each of the team.	Name of Ship..... Date..... Signature.....
Demonstrate spreading and lacing a canvas awning, or dodgers.	Name of Ship..... Date..... Signature.....
Know procedures for securing the ship for sea. Detail the additional precautions and measures that should be taken in event of expected heavy weather.	Name of Ship..... Date..... Signature.....
Describe gangway and access boarding arrangements including the correct and safe rigging and procedures for control and recording of persons on –board.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 2: SHIPBOARD OPERATIONS TASKS	SATISFACTORY COMPLETION OF TASK WITNESSED
Understand flag etiquette including: <ul style="list-style-type: none"> • Difference between the UK red, blue and white ensign; • Protocol for 'dipping the ensign', when and to whom; • Courtesy flags and their use; • When various flags and ensigns should be flown and for what occasions. 	Name of Ship..... Date..... Signature.....
Understand the general procedures for carrying out a deck watch in port at night including with respect to the ISPS Code. Describe the areas of special concern given the particular nature of your ship and where lying. Detail what reports you would make, to whom, and in which circumstances.	Name of Ship..... Date..... Signature.....
Know the procedures for carrying out a deck watch at anchor at night including with respect to the ISPS Code. Describe what regular checks you would make, and under what circumstances you would summon assistance.	Name of Ship..... Date..... Signature.....
Under supervision, carry out a deck watch at anchor at night.	Name of Ship..... Date..... Signature.....
With respect to tenders and water equipment, understand the periodic maintenance and service checks on engines and electrical installations, how to prevent common engine faults, pre-start, running checks and post use checks. Describe the requirement for tool kits, spares and lubricants.	Name of Ship..... Date..... Signature.....
Describe the general arrangement of the engine room in the ship, and identify the main and auxiliary machinery; electrical switchboards; main pipe work systems and sea water shut-off valves.	Name of Ship..... Date..... Signature.....
Describe the bilge pump piping and suction arrangements in the ship for all spaces including engine room, void spaces, storerooms, steering flat and peak spaces including any hand pumping arrangements.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 2: SHIPBOARD OPERATIONS TASKS	SATISFACTORY COMPLETION OF TASK WITNESSED
Describe the fuel transfer system and pumping arrangements in the ship including location of fuel shut-off valves; fuel tank gauges or level indicators; waste tank level indicators and pumping arrangements.	Name of Ship..... Date..... Signature.....
Describe the hotel service systems in the ship including heating and ventilation systems, water making systems, domestic pumping and piping arrangements, service lifts and elevators.	Name of Ship..... Date..... Signature.....
Know procedures and precautions to be taken and pre-start checks to be made before starting main engines. If in port, detail any additional precautions you should take to prevent damage to own or other vessel and/or equipment. Detail any arrangements you would make and any permissions you would seek with the port authorities and others before starting.	Name of Ship..... Date..... Signature.....
Identify all tank fill points, air pipes and ventilators associated with bunker, water (potable and ballast), bilges and voids. Sound and record bunker, water and bilge spaces levels.	Name of Ship..... Date..... Signature.....
Understand the vessel procedures for garbage handling, segregation, stowage and disposal both in port and at sea. Understand the operation of garbage handling equipment such as compactors, masticators. Understand the records to be kept with respect to garbage disposal.	Name of Ship..... Date..... Signature.....
Locate and operate, internal fire, weathertight and watertight doors, Understand the hazards and precautions to be taken when operating power operated doors (including hydraulic sliding watertight doors). Describe the circumstances when these doors may be open and should remain closed, both at sea and in port.	Name of Ship..... Date..... Signature.....
Locate and operate, external hull opening, including side and stern doors, and hatches. Understand the hazards and precautions to be taken when operating power operated doors and hatches. Describe the circumstances when these doors may be open and should remain closed, both at sea and in port.	Name of Ship..... Date..... Signature.....
Understand the safe use and operation, and precautions to be taken when working with power equipment and tools commonly found on board including paint spray equipment, grinding and buffing machines, compressors and high pressure washing equipment. Discuss the advantages and disadvantages of air tools against electric power tools. Describe the appropriate personal protective equipment to be worn when using this various equipment.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 2: SHIPBOARD OPERATIONS TASKS	SATISFACTORY COMPLETION OF TASK WITNESSED
Understand the safe use, operation, and precautions to be taken when working with hand tools such as hammer, chisel, knife, hack saw, screwdriver, pliers, wire cutters, file or rasp, fid, socket set, open ended spanners, ring spanners, electric drill, battery drill, grinder, power saw. Describe the appropriate personal protective equipment to be worn when using this various equipment.	Name of Ship..... Date..... Signature.....
Understand the arrangements for correct storage and care of power and hand tools, and describe the maintenance, inspection and service requirements.	Name of Ship..... Date..... Signature.....
Understand the precautions to be observed when handling chemical agents such as cleaning fluids, rust remover, etc. Describe where details of precautions, storage, handling, use, and any medical treatment that may be required following contact, inhalation or ingestion may be found	Name of Ship..... Date..... Signature.....
Understand the procedures to be followed and precautions to be observed when carrying out a full wash down of the ship's decks and superstructure. Detail the precautions to adopt to eliminate risk to personnel, avoid pollution, and to minimise effect to adjacent ships. List the measures you would take to avoid ingress of water and damage to wood decks, surface finishes or equipment.	Name of Ship..... Date..... Signature.....
Know the contents of the paint locker, and use of the different products. Understand the significance of product shelf life. Read product data sheets for details of storage, safe handling and application. Determine the use of varying products including: <ul style="list-style-type: none"> • Products for wood, steel, aluminium, GRP etc; • types of primers, fillers, undercoats and topcoats; • which paints and varnishes are to be used with which thinners; • which products are used by themselves or with their thinners (single part products); and • which are twin pack epoxy based products which require a catalyst. Describe the advantages and disadvantages of various paint and coating systems, and particular safety precautions to be taken when handling or using the different products.	Name of Ship..... Date..... Signature.....
Describe the surface preparation for various surfaces prior to coating including the safe and proper use of appropriate equipment such as, and including, power tools (grinders rotary, orbital and belt and sanders); sandpapers, wet-or-dry rubbing paper of differing grades and coarseness.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 2: SHIPBOARD OPERATIONS TASKS	SATISFACTORY COMPLETION OF TASK WITNESSED
<p>Describe the various methods of paint application including the safe and proper use of paint spray equipment (airless and conventional); brushes and rollers (various types, shape and size); masking tapes. Describe the personal protective equipment that must be worn when applying paint by various means of application including any additional precautions necessary when painting in enclosed spaces.</p>	<p>Name of Ship..... Date..... Signature.....</p>
<p>Describe the process for preparation and painting of an item of deck equipment. Detail the products you would use and the precautions you would adopt to eliminate risk to personnel, avoid pollution, minimise upset to other ships, and to avoid spills or damage. List the safety products or equipment you would have in place to cope with any spills or accidents. Give estimates of preparation, application and drying times, and a proposed starting time for the job.</p>	<p>Name of Ship..... Date..... Signature.....</p>
<p>Describe how you would deal with a spillage of petrol, solvent or other chemical on deck so as to prevent fire and/or eliminate risk to personnel and avoid pollution.</p>	<p>Name of Ship..... Date..... Signature.....</p>
<p>Demonstrate a thorough knowledge of the Code of Safe Working Practices for Merchant Seamen Code by detailing the requirements or recommendations relating various operations, including:</p> <ul style="list-style-type: none"> • Protective clothing and equipment; • Safety signs and to include standard signs for dangerous goods, pipe lines, fire extinguishers and gas cylinders; • Safety induction; • Fire precautions; • Emergency procedures; • Safe movement on board ship; • Working aloft and outboard; • Work in machinery spaces; • Permit to work; • Enclosed spaces; • Boarding arrangements; • Manual lifting and carrying; • Use of work equipment; • Lifting plant; • Hydraulic and pneumatic equipment; • Batteries; Painting; • Anchoring and mooring; • Hatches; • Hazardous substances. 	<p>Name of Ship..... Date..... Signature.....</p>

Name of Candidate _____

PART 2: SHIPBOARD OPERATIONS ASSIGNMENTS	SATISFACTORY COMPLETION OF ASSIGNMENT WITNESSED
Under supervision, secure the ship for sea including the stowage and securing of gear above and below deck.	Name of Ship..... Date..... Signature.....
Under supervision, carry out a deck watch in port at night.	Name of Ship..... Date..... Signature.....
Under supervision, and with use of a check list, carry out pre-start checks in engine room. Start the main engines from the engine room or bridge. Monitor the running. Shut down. Secure engines.	Name of Ship..... Date..... Signature.....
Under supervision, take charge of the team and carry out a full wash down of the ship's decks and superstructure.	Name of Ship..... Date..... Signature.....
Under supervision, carry out the preparation and painting of a piece of deck equipment. Observe all the relevant safety procedures. Clean and stow re-useable brushes, equipment and product when completed. Safely dispose of waste materials and product so as to ensure no danger to persons and to avoid pollution to the marine or land environment.	Name of Ship..... Date..... Signature.....
LAUNCH AND TENDER DRIVING	
Under supervision safely prepare, launch and embark a tender, including: <ul style="list-style-type: none"> • Crew safety brief, both launching and operating crew. Establish manning levels; • Pre-check of launching equipment, tender, equipment (including emergency and survival equipment), fuel and engine(s); • Pre-departure checks (including relevant local regulations, weather forecast, trip duration, tender range, communications etc.); • Emergency procedures and means of summoning assistance; • Lower and launch the tender and secure alongside the ship; • Secure the launch crane or davits. • Safely embark and clear safely from the ships side. 	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 2: SHIPBOARD OPERATIONS ASSIGNMENTS	SATISFACTORY COMPLETION OF ASSIGNMENT WITNESSED
<p>Under supervision, un-berth and safely manoeuvre a tender including:</p> <ul style="list-style-type: none"> • Communicate effectively with the crew; • Use of springs to depart from lee side; • Manoeuvre alongside a gangway or over side ladder; • Manoeuvre in a confined space, including 360⁰ turn; and • Position fenders and warps correctly. 	<p>Name of Ship.....</p> <p>Date.....</p> <p>Signature.....</p>
<p>Under supervision, safely secure a tender to a buoy including:</p> <ul style="list-style-type: none"> • Communicate effectively with crew; • Preparation and use of warps and fenders; • Choice of correct speed and angle of approach; • Secure boat effectively; and • Depart from the mooring safely. 	<p>Name of Ship.....</p> <p>Date.....</p> <p>Signature.....</p>
<p>Under supervision conduct a man overboard recovery using tender or rescue boat including:</p> <ul style="list-style-type: none"> • Communicate effectively with crew; • Preparation for recovery on board; • Correct approach to casualty; • Correct speed of approach to make recovery; • Recover and tend the MOB; and • Transfer casualty to mother ship. 	<p>Name of Ship.....</p> <p>Date.....</p> <p>Signature.....</p>
<p>Under supervision conduct high speed manoeuvres (if appropriate) including:</p> <ul style="list-style-type: none"> • Communicate effectively with crew before and during manoeuvres; • Use kill-cord if appropriate; • Choose suitable area; • Show awareness of other water users; • Display lateral awareness during manoeuvres; and • Perform an emergency stop. 	<p>Name of Ship.....</p> <p>Date.....</p> <p>Signature.....</p>

Name of Candidate _____

PART 2: SHIPBOARD OPERATIONS ASSIGNMENTS	SATISFACTORY COMPLETION OF ASSIGNMENT WITNESSED
<p>Under supervision manoeuvre alongside a windward pontoon or swimming platform including:</p> <ul style="list-style-type: none"> • Communicate effectively with crew; • Awareness of other water users; • Preparation and use of warps and fenders; • Choice of correct speed and angle of approach; • Positioning the tender in the place required; and • Secure to pontoon/swimming platform. Stop engine. 	<p>Name of Ship.....</p> <p>Date.....</p> <p>Signature.....</p>
<p>Under supervision safely disembark the tender including:</p> <ul style="list-style-type: none"> • Manoeuvre and secure alongside; • Secure boat correctly and safely; • Make allowance for any changes in tidal stream or height; • Clear away and stow gear; • Disembark guest and crew in an orderly and seamanlike manner, giving due consideration to the danger of standing up in a boat. 	<p>Name of Ship.....</p> <p>Date.....</p> <p>Signature.....</p>
<p>Under supervision, take charge of the team for recovering the tender. Recover the tender and lift on board. Stow ready for sea and secure. Secure crane or davits.</p>	<p>Name of Ship.....</p> <p>Date.....</p> <p>Signature.....</p>
<p>TENDER/DINGY HANDLING UNDER SAIL (IF APPROPRIATE) - Sail triangular course with one leg to windward. choose suitable area for hoisting/lowering sails. Use sails suitable for prevailing conditions. Show awareness of wind direction. Trim sails correctly on each point of sailing. Warn crew before manoeuvres. Look round before tacking and gybing. Control sails during tacking and gybing.</p>	<p>Name of Ship.....</p> <p>Date.....</p> <p>Signature.....</p>
<p>Manoeuvre the tender/dingy including tacking and gybing. Use correct orders and control sail during tacking and gibing. Warn crew members before carrying out a manoeuvre.</p>	<p>Name of Ship.....</p> <p>Date.....</p> <p>Signature.....</p>

Name of Candidate _____

PART 2: SHIPBOARD OPERATIONS – SAILING AND SAIL TRAINING VESSELS ONLY TASKS	SATISFACTORY COMPLETION OF TASK WITNESSED
As officer of the watch of a Sailing Yacht, or a Sail Training Ship, your actions will affect the safety of others - especially young persons - that may be working on deck or aloft. Special consideration should be given to the following tasks and assignments to enable the prospective officer to practice (under supervision) manoeuvring the ship under sail.	
Understand sailing vessel terminology.	Name of Ship..... Date..... Signature.....
Demonstrate an understanding of the use of safety harnesses and life lines both on deck and aloft. Discuss the rigging of safety lines, and when and where you would rig them.	Name of Ship..... Date..... Signature.....
Understand the precautions and procedures to be taken when moving around on deck, working and handling ropes.	Name of Ship..... Date..... Signature.....
Understand the precautions and procedures to be taken when working aloft, the induction training and safety precautions you would adopt before sending trainees aloft.	Name of Ship..... Date..... Signature.....
Demonstrate confidence and ability to work aloft, including taking of proper safety precautions to protect the safety of yourself and others.	Name of Ship..... Date..... Signature.....
Demonstrate a knowledge and ability to set and hand all sails including the order for setting and shortening sail.	Name of Ship..... Date..... Signature.....
Demonstrate your ability to set the appropriate sail plan for expected prevailing conditions including coping with squalls and the precautions to be taken in squally weather.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 2: SHIPBOARD OPERATIONS – SAILING AND SAIL TRAINING VESSELS ONLY TASKS	SATISFACTORY COMPLETION OF TASK WITNESSED
Monitor weather forecasts and discuss the precautions you would take on the receipt of a weather forecast which indicated a worsening weather situation.	Name of Ship..... Date..... Signature.....
Demonstrate the ability to set and hand sail underway to suit changing conditions including the order for handing and setting sails.	Name of Ship..... Date..... Signature.....
Demonstrate the ability to reef and reduce sails according to anticipated conditions.	Name of Ship..... Date..... Signature.....
Demonstrate your ability to set storm canvas, and discuss other precautions you would take to best protect the crew and trainees in case of storm.	Name of Ship..... Date..... Signature.....
Understand the precautions and actions necessary to prepare the vessel, crew and trainees for heavy weather. Discuss the arrangements you would make for meals and rest periods for the crew and trainees on board.	Name of Ship..... Date..... Signature.....
Detail the actions to be taken by the crew and trainees in event of 'knock-down'.	Name of Ship..... Date..... Signature.....
Understand watchkeeping arrangements underway to ensure that there are sufficient hands to maintain both a safe navigational watch and hand/set sails (including arrangements for meal reliefs etc.).	Name of Ship..... Date..... Signature.....
Demonstrate knowledge of tacking.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 2: SHIPBOARD OPERATIONS – SAILING AND SAIL TRAINING VESSELS ONLY TASKS	SATISFACTORY COMPLETION OF TASK WITNESSED
Demonstrate knowledge of wearing or gybing.	Name of Ship..... Date..... Signature.....
Demonstrate knowledge of heaving to.	Name of Ship..... Date..... Signature.....
Demonstrate an understanding of the action on being caught aback.	Name of Ship..... Date..... Signature.....
Demonstrate an understanding of a 'crash-stop' with the vessel under sail.	Name of Ship..... Date..... Signature.....
Demonstrate an understanding of the recovering a man overboard under sail.	Name of Ship..... Date..... Signature.....
Describe the procedures and equipment required for a rescue from aloft. Participate in a rescue from aloft drill.	Name of Ship..... Date..... Signature.....
Under supervision demonstrate the ability to tack the vessel.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 2: SHIPBOARD OPERATIONS – SAILING AND SAIL TRAINING VESSELS ONLY ASSIGNMENTS	SATISFACTORY COMPLETION OF TASK WITNESSED
Under supervision demonstrate the ability to wear/gybe the vessel.	Name of Ship..... Date..... Signature.....
Under supervision, demonstrate your ability to anchor the vessel under sail.	Name of Ship..... Date..... Signature.....
Under supervision, demonstrate your ability to weigh anchor and leave an anchorage under sail.	Name of Ship..... Date..... Signature.....
Under supervision, and as part of a drill, demonstrate your ability to recover a man overboard under sail.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 3

NAVIGATION AT OPERATIONAL LEVEL

Plan and conduct a passage and determine position

PART 3: TASKS - Plan a passage	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
General	Determine in advance the needs of the intended voyage, taking into consideration the requirements for fuel, water, lubricants, chemicals, expendable and other spare parts, tools, supplies, victualling and any other requirements.	All the requirements are considered, and any shortages correctly identified.	Name of Ship..... Date..... Signature.....
General	Calculation of fuel consumption at different speeds.	Estimated fuel consumption is correctly calculated.	Name of Ship..... Date..... Signature.....
Select charts of adequate scale.	The use of: The Admiralty navigational chart folio system; Admiralty charts including mercator and gnomonic charts; Electronic navigational charts, including ECDIS and raster systems.	The charts selected are the largest scale suitable for the area of navigation.	Name of Ship..... Date..... Signature.....
Chart corrections	Chart corrections (including navigation warnings, and temporary and preliminary corrections). Admiralty Notices to Mariners and the chart correction system.	Charts are corrected in accordance with the latest information available.	Name of Ship..... Date..... Signature.....
Corrections to Admiralty Publications	Publication corrections including List of Radio Signals, List of Lights and Pilot books.	Publications are corrected in accordance with the latest information available.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 3: TASKS - plan a passage	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
Consult nautical publications.	Sources and use of navigational information, including: Admiralty List of Lights and Fog Signals; Admiralty Tide Tables; Admiralty Tidal Stream Atlas; Admiralty Sailing Directions (Pilots); Admiralty List of Radio Signals; Admiralty Distance Tables; Routing charts; and Admiralty Notices to Mariners.	The information obtained from navigational charts and publications is relevant, interpreted correctly and properly applied. All potential navigational hazards are accurately identified.	Name of Ship..... Date..... Signature.....
Obtain weather forecast	Sources of meteorological information, ability to use and interpret information obtained from ship borne meteorological instruments, knowledge of characteristics of various weather systems, reporting and recording systems.	A suitable forecast for the intended passage is obtained, and the information is correctly interpreted.	Name of Ship..... Date..... Signature.....
Set courses.	Use of parallel rulers, dividers and proprietary plotting instruments. Interpret information shown on charts, chart symbols, longitude and latitude, and representation of direction and distance. Ability to apply meteorological information available. The use of routing in accordance with the General Provisions on Ship's Routing.	The courses are suitably set in respect of the ship's size, draft and manoeuvrability, and set with sufficient distance off shallow waters, banks and other dangers to navigation. Due consideration is given to current, ice, prevailing meteorological conditions and routing and traffic separation schemes.	Name of Ship..... Date..... Signature.....
Make a pilotage plan for departure and arrival.	IALA systems of maritime buoyage for Regions A and B. Use of transits, leading lines and clearing lines. Pilotage plans and harbour regulations. Tidal considerations: Use of appropriate publications: Port & Operational communications.	Available aids to pilotage are identified. Buoyage is correctly identified. Harbour regulations are respected.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 3: TASKS - conduct a passage and determine position	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
Calculate estimated time of arrival (ETA).	Speed of the ship. Effect of prevailing and predicted tides, currents, weather, visibility upon course and speed. Tidal stream information. Times of tides.	The total distance is correctly calculated and ETA given within acceptable time limits.	Name of Ship..... Date..... Signature.....
Determine and apply compass error for courses and compass bearings.	1. Basic principals of magnetic and gyro- compasses. 2. Ability to determine errors of the magnetic and gyro-compasses, using terrestrial means, and to allow for such errors. 3. The Magnetic Compass: Allowance for variation. Change of variation with time and position. Siting compass and causes of deviation. Allowance for deviation. Steering and hand bearing compasses. Swing for deviation. Use of the ship's Deviation Card. 4. The Gyro Compass: Correction for error which depends on the ship's course, speed and latitude. The need to frequently compare the magnetic and gyro-compasses, and synchronise repeaters with their master compass. 5. The use of the Compass Error Book.	Errors in magnetic and gyro compasses are determined and correctly applied to courses and bearings.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 3: TASKS - Conduct a passage and determine position (continued)	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
<p>Recognise conspicuous objects and other terrestrial aids to navigation in daylight and at night.</p>	<p>IALA systems of maritime buoyage. Information shown on charts, chart symbols. Use of navigational information given in nautical publications. Sources and use of radio navigational warnings.</p>	<p>The information obtained from navigational charts and publications is relevant, interpreted correctly and properly applied. All potential navigational hazards are accurately identified.</p>	<p>Name of Ship..... Date..... Signature.....</p>
<p>Establish position by terrestrial observations, i.e. lighthouses, buoys and beacons.</p>	<p>Techniques of visual position fixing. Running Fixes. Ranges by Dipping Distances. Use of an azimuth mirror, pelorus, and hand bearing compass for taking bearings.</p>	<p>The position is determined within the limits of acceptable instrument/system errors.</p>	<p>Name of Ship..... Date..... Signature.....</p>
<p>Establish position by use of electronic navigational equipment.</p>	<p>Use and limitations of navigational aids such as radar, GPS or other position fixing or indicating devices.</p>	<p>The position is determined within the limits of acceptable instrument/system errors.</p>	<p>Name of Ship..... Date..... Signature.....</p>
<p>Determine ship's position by dead reckoning.</p>	<p>Calculation of dead reckoning position (DR) from course steered and distance run. Calculation of estimated position (EP) taking into account the effect of Leeway, Set and drift of current or tidal Stream on intended course and DR.</p>	<p>The position is determined within acceptable limits.</p>	<p>Name of Ship..... Date..... Signature.....</p>

Name of Candidate _____

PART 3: TASKS - Conduct a passage and determine position (continued)	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
<p>Operate electronic position fixing and navigational equipment.</p>	<ol style="list-style-type: none"> 1. Use of modern electronic navigational aids (which includes the echo sounder), with knowledge of their operating principals, limitations, sources of error, detection of misrepresentation of information and methods of correction to obtain accurate position fixing. 2. Ability to set up the equipment for optimum performance in accordance with guidelines. 3. Methods of testing for malfunctions of the equipment, including functional self-testing, and precautions to be taken after a malfunction occurs. 	<p>Performance checks and tests to navigation systems comply with manufacturer's recommendations and good navigational practice.</p>	<p>Name of Ship..... Date..... Signature.....</p>
<p>Operate the steering control systems (autopilot).</p>	<ol style="list-style-type: none"> 1. Know the operational procedures and changeover from manual to automatic control and vice-versa. Adjust the controls for optimum performance. 2. Understand the need to put the steering into manual control in good time to allow any potential hazardous situation to be dealt with in a safe manner. 3. Understand the operational limitations of the automatic steering control system in heavy weather. 	<p>The selection of steering mode is the most suitable for the prevailing weather, sea and traffic conditions and intended manoeuvres.</p>	<p>Name of Ship..... Date..... Signature.....</p>

Name of Candidate _____

PART 3: TASKS - conduct a passage and determine position (continued)	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
<p>Use and interpret information obtained from shipborne meteorological instruments.</p>	<p>Sources of meteorological information, ability to use and interpret information obtained from ship borne meteorological instruments including weather fax and weather satellite information.</p> <p>Knowledge of characteristics of various weather systems, reporting and recording systems.</p> <p>Use of a barometer as a forecasting aid.</p>	<p>Measurements and observations of weather conditions are accurate.</p>	<p>Name of Ship.....</p> <p>Date.....</p> <p>Signature.....</p>
<p>Apply the meteorological information available.</p>	<p>Appreciation of the operational limitations of the ship, and the effect of weather on comfort and safety.</p> <p>Precautions for heavy weather sailing are taken in good time.</p> <p>Use of meteorological information for passage planning strategy.</p>	<p>Meteorological information is correctly interpreted and applied.</p>	<p>Name of Ship.....</p> <p>Name of Officer.....</p> <p>Date.....</p> <p>Signature.....</p>

Name of Candidate _____

PART 3

NAVIGATION AT OPERATIONAL LEVEL

Maintain a Safe Navigational Watch

PART 3: TASKS - maintain a safe navigational watch	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
<p align="center">GENERAL PRINCIPLES (To be read in conjunction with the tasks detailed below)</p>	<p>General Principals 1. A thorough knowledge of the principals of navigational watchkeeping at sea, including under pilotage, and watchkeeping at anchor and in port.</p>	<p>The principals applying to:</p> <ul style="list-style-type: none"> • watchkeeping generally; • protection of the marine environment; • keeping a navigational watch. 	<p>The knowledge and application of the principals will be demonstrated by satisfactory standard of proficiency in the various TASKS.</p>
	<p>General Principals 2. A thorough knowledge of the content, application and intent of the International Regulations for Preventing Collisions at Sea (COLREGS).</p>	<p>Correct knowledge and application of the Regulations in any given situation.</p>	<p>The knowledge and application of COLREGS will be demonstrated by satisfactory standard of proficiency in the various TASKS.</p>
	<p>General Principals 3. Knowledge of the 'Bridge Procedures Guide', published by The International Chamber of Shipping (ICS).</p>	<p>The procedures are adopted and applied correctly.</p>	<p>The knowledge and application of the procedures will be demonstrated by satisfactory standard of proficiency in the various TASKS.</p>
<p>On preparing for sea, check ship's draught, and check that the necessary equipment on the bridge is operational and proper sailing information is available.</p>	<p>As General Principals 1-3 above.</p>	<p>All navigational and communication equipment is operational and all appropriate charts, tidal and weather information is available.</p>	<p>Name of Ship..... Date..... Signature.....</p>
<p>On leaving or entering port notify the master/engine control room as appropriate.</p>	<p>As General Principals 1-3 above.</p>	<p>The master/engine control room is notified as appropriate.</p>	<p>Name of Ship..... Date..... Signature.....</p>

Name of Candidate _____

PART 3: TASKS - maintain a safe navigational watch	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
Assist in carrying out the master/pilot's order/directions.	As General Principals 1-3 above.	Master/pilot's instructions are verified and essential information recorded and relevant information given to those concerned.	Name of Ship..... Date..... Signature.....
Monitor the course, speed and position.	As General Principals 1-3 above.	Ship's safety is constantly monitored and the candidate shows to be particularly vigilant and on the alert in confined waters.	Name of Ship..... Date..... Signature.....
Display/sound correct lights, flags, shapes and sound signals.	As General Principals 1-3 above.	Correct lights, flags, shapes and sound signals are displayed/sounded.	Name of Ship..... Date..... Signature.....
Properly monitor the pilot's safety when boarding and disembarking.	As General Principals 1-3 above.	The pilot's safety is ensured when boarding and disembarking.	Name of Ship..... Date..... Signature.....
On leaving or entering port notify the crew as appropriate.	As General Principals 1-3 above.	The crew is available for handling moorings/anchors when needed.	Name of Ship..... Date..... Signature.....
At the commencement of the watch ascertain ship's position, course and speed and appraise the traffic situation and any danger to the ship.	As General Principals 1-3 above.	All checks are promptly and correctly carried out. A clear statement is given that the situation is under full control when the watch is formally taken over.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 3: TASKS - maintain a safe navigational watch	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
Fix the ship's position regularly, assess risks of collision and/or grounding and take appropriate actions.	As General Principals 1-3 above.	Apply the International Regulations for Preventing Collisions at Sea properly.	Name of Ship..... Date..... Signature.....
Check the reliability of the information obtained from the primary method of position fixing at appropriate intervals.	As General Principals 1-3 above.	The reliability of the information obtained from the primary method of position fixing is checked at appropriate intervals.	Name of Ship..... Date..... Signature.....
Adjust the ship's course and speed to the traffic, the waters and the meteorological condition.	As General Principals 1-3 above.	The speed and mode of steering is suitable for the prevailing conditions.	Name of Ship..... Date..... Signature.....
Monitor and control navigational instruments and record relevant activities and incidents.	As General Principals 1-3 above.	Compasses are regularly checked and errors are correctly applied. All movements and activities related to the navigation of the ship are properly recorded.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 3

NAVIGATION AT OPERATIONAL LEVEL

Use radar and Automatic Radar Plotting Aids (ARPA) to maintain safety of navigation

RADAR OBSERVATION AND PLOTTING:	ARPA:
<p>Proficiency in the operational use of Radar will require prior completion of shore based training in radar observation and plotting, incorporating the use of radar simulation equipment. The training syllabus will include:</p> <ol style="list-style-type: none"> 1. Factors affecting performance and accuracy. 2. Detection of misrepresentation of information, including false echoes and sea returns. 3. Setting up and maintaining displays. 4. Range and bearing. 5. Plotting techniques and relative motion concepts. 6. Identification of critical echoes. 7. Course and speed of other ships. 8. Time and distance of closest approach of crossing, meeting or overtaking ships. 9. Detecting course and speed changes of other ships. 10. Effects of changes in own ship's course or speed or both. 11. Application of the International Regulations for Preventing Collisions at Sea (A thorough knowledge of the content, application and intent of the International Regulations for Preventing Collisions at Sea (COLREGS) is required before Radar Observation and Plotting training is commenced). 	<p>Proficiency in the operational use of ARPA will require prior completion of shore based training in radar observation and plotting, incorporating the use of radar and ARPA simulation equipment. The training syllabus will include:</p> <ol style="list-style-type: none"> 1. Possible risks of over-reliance on ARPA. 2. Principal types of ARPA systems and their display characteristics. 3. IMO performance standards for ARPA. 4. Factors affecting system performance and accuracy. 5. Tracking capabilities and limitations. 6. Processing delays. 7. Operational warnings, their benefits and limitations. 8. System operational tests. 9. Manual and automatic acquisition of targets and their respective limitations. 10. True and relative vectors and typical graphic representation of target information and danger areas. 11. Information on past positions of targets being tracked. 12. Setting up and maintaining displays. 13. Obtaining information from the ARPA display. 14. Application of the International Regulations for Preventing Collisions at Sea (A thorough knowledge of the content, application and intent of the International Regulations for Preventing Collisions at Sea (COLREGS) is required before ARPA training is commenced).

Name of Candidate _____

PART 3

NAVIGATION AT OPERATIONAL LEVEL

Use radar and Automatic Radar Plotting Aids (ARPA) to maintain safety of navigation

PART 3: TASKS - use radar and ARPA continued).	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
Carry out operational checks and adjust the equipment to proper performance.	As radar observation and plotting syllabus detailed above.	The equipment is functioning properly and in accordance with the manufacturer specifications.	Name of Ship..... Date..... Signature.....
Able to operate and to interpret and analyse information obtained from radar and ARPA, as applicable.	As radar observation and plotting , and ARPA syllabus as detailed above.	The information obtained from the equipment is correctly interpreted and applied with due regard to the limitations of the equipment and prevailing circumstances and conditions.	Name of Ship..... Date..... Signature.....
Interpret and analyse factors affecting performance and accuracy.	As radar observation and plotting syllabus detailed above.	The information obtained from the equipment is correctly interpreted and applied with due regard to the limitations of the equipment and prevailing circumstances and conditions.	Name of Ship..... Date..... Signature.....
Set up and maintain displays.	As radar observation and plotting syllabus detailed above.	The displays are properly set up and maintained.	Name of Ship..... Date..... Signature.....
Detect and be aware of the possibility of misinterpretation of information, false echoes, sea returns, etc.	As radar observation and plotting syllabus detailed above.	The information obtained from the equipment is correctly interpreted and applied with due regard to the limitations of the equipment and prevailing circumstances and conditions.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 3: TASKS - use radar and ARPA (continued).	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
<p>Interpret and analyse information obtained from beacons and SARTs.</p>	<p>As radar observation and plotting syllabus detailed above.</p>	<p>The information obtained from the equipment is correctly interpreted and applied with due regard to the limitations of the equipment and prevailing circumstances and conditions.</p>	<p>Name of Ship..... Date..... Signature.....</p>
<p>Detect and calculate range and bearing, course and speed of other ships, time and distance of closest approach of crossing, meeting and overtaking ships.</p>	<p>As radar observation and plotting syllabus detailed above.</p>	<p>The information obtained from the equipment is correctly interpreted and applied with due regard to the limitations of the equipment and prevailing circumstances and conditions. The course and speed of other ships, as well as time and distance of assumed closest approach to other ships, are ascertained with sufficient accuracy to take appropriate actions.</p>	<p>Name of Ship..... Date..... Signature.....</p>
<p>Identify critical echoes, detect course and speed changes of other ships, take into account the effect of changes in own ship's course or speed or both.</p>	<p>As radar observation and plotting syllabus detailed above.</p>	<p>The information obtained from the equipment is correctly interpreted and applied with due regard to the limitations of the equipment and prevailing circumstances and conditions.</p>	<p>Name of Ship..... Date..... Signature.....</p>
<p>Apply the International Regulations for Preventing Collisions at Sea.</p>	<p>As radar observation and plotting syllabus detailed above.</p>	<p>Action taken to avoid close encounter or collision with other vessels is in accordance with the International Regulations for Preventing Collisions at Sea .</p>	<p>Name of Ship..... Date..... Signature.....</p>

Name of Candidate _____

PART 3: TASKS - use radar and ARPA (continued).	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
Use plotting techniques and relative and true motion concepts.	As radar observation and plotting syllabus detailed above.	The information obtained from the equipment is correctly interpreted and applied with due regard to the limitations of the equipment and prevailing circumstances and conditions.	Name of Ship..... Date..... Signature.....
Use parallel indexing techniques.	As radar observation and plotting syllabus detailed above.	The information obtained from the equipment is correctly interpreted and applied with due regard to the limitations of the equipment and prevailing circumstances and conditions.	Name of Ship..... Date..... Signature.....
Interpret and analyse information related to system performance and accuracy, tracking capabilities and limitations, and processing delays.	As radar observation and plotting syllabus detailed above.	The information obtained from the equipment is correctly interpreted and applied with due regard to the limitations of the equipment and prevailing circumstances and conditions. The course and speed of other ships as well as time and distance of assumed closest approach to other snips are ascertained with sufficient accuracy to take appropriate actions.	Name of Ship..... Date..... Signature.....
Use operational warnings and Systems tests.	As radar observation and plotting syllabus detailed above.	The information obtained from the equipment is correctly interpreted and applied with due regard to the limitations of the equipment and prevailing circumstances and conditions.	Name of Ship..... Date..... Signature.....
Use of the target acquisition and its limitations.	As radar observation and plotting syllabus, and ARPA syllabus as detailed above.	The information obtained from the equipment is correctly interpreted and applied with due regard to the limitations of the equipment and prevailing circumstances and conditions.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 3 TASKS - use radar and ARPA (continued).	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
<p>Use true and relative vectors, graphic representation of target information and danger areas.</p>	<p>As radar observation and plotting syllabus, and ARPA syllabus as detailed above.</p>	<p>The information obtained from the equipment is correctly interpreted and applied with due regard to the limitations of the equipment and prevailing circumstances and conditions. The course and speed of other ships as well as time and distance of assumed closest approach to other ships are ascertained with sufficient accuracy to take appropriate actions.</p>	<p>Name of Ship..... Date..... Signature.....</p>
<p>Derive and analyse information, critical echoes, exclusion areas and trial manoeuvres.</p>	<p>As radar observation and plotting syllabus, and ARPA syllabus as detailed above.</p>	<p>The information obtained from the equipment is correctly interpreted and applied with due regard to the limitations of the equipment and prevailing circumstances and conditions. The course and speed of other ships as well as time and distance of closest approach to other ships are ascertained with sufficient accuracy to take appropriate actions.</p>	<p>Name of Ship..... Date..... Signature.....</p>
<p>Take appropriate actions to avoid accidents.</p>	<p>As radar observation and plotting syllabus, and ARPA syllabus as detailed above.</p>	<p>Action taken to avoid a close encounter or collision with other vessels is in accordance with the International Regulations for Preventing Collisions at Sea. Decisions to amend course and/or speed are both timely and in accordance with accepted navigation practice. Adjustments made to the ship's course and speed maintain safety of navigation. Manoeuvring signals are made at the appropriate time and are in accordance with the International Regulations for Preventing Collisions at Sea.</p>	<p>Name of Ship..... Date..... Signature.....</p>

Name of Candidate _____

PART 4

NAVIGATION AT OPERATIONAL LEVEL

STCW Competence: Manoeuvre the ship

PART 4: TASKS - manoeuvre the ship	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
Prepare the ship for getting under way.	<ul style="list-style-type: none"> • Safety equipment required for the voyage. • Stowage of equipment and victuals. • Safety Briefing. • Deck gear and equipment ready. • Equipment, fuel and engine room checks. • General duties prior to proceeding to sea. 	The ship is properly prepared for getting under way.	Name of Ship..... Date..... Signature.....
Under supervision, take charge of one of the teams in preparing for un-mooring operations.	<ul style="list-style-type: none"> • Sufficient number of personnel available. • Communications with OOW and other team members. • Protective clothing and equipment. • Operation of windlass/winches. • Fairleads and rollers turning freely. • Working area properly lit and clutter free. • Positions of safety identified (avoiding 'snap-back' zones). • Wires and ropes separated and able to run freely. • Stowage arrangements for mooring wires and ropes identified. • Heaving line ready. • Emergency tools ready. 	The ship is, in all respects, ready to un-moor.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 4: TASKS - manoeuvre the ship	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
<p>From alongside and under supervision, take charge of the team for un-mooring at the forward position.</p>	<ul style="list-style-type: none"> • Safety Briefing. • Single up, as ordered, by taking in all mooring lines except those to be used for manoeuvring clear of the berth. • Shore lines for telephone, water, power etc. to be clear. • Cast off and take in mooring lines as ordered. • Care of mooring lines and associated equipment. • Securing to cleats and bits, use of windlass/winch, and general rope handling. • Clear reporting to the OOW. 	<p>The ship is safely un-moored.</p>	<p>Name of Ship..... Date..... Signature.....</p>
<p>From alongside and under supervision, take charge of the team for un-mooring at the aft position.</p>	<ul style="list-style-type: none"> • Safety Briefing. • Single up, as ordered, by taking in all mooring lines except those to be used for manoeuvring clear of the berth. • Shore lines for telephone, water, power etc. to be clear. • Gangways secured. • Cast off and take in mooring lines as ordered. Report when clear. • Care of mooring lines and associated equipment. • Securing to cleats and bits, use of capstan, and general rope handling. • Clear reporting to the OOW. 	<p>The ship is safely un-moored.</p>	<p>Name of Ship..... Date..... Signature.....</p>

Name of Candidate _____

PART 4: TASKS - manoeuvre the ship	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
From alongside and under supervision, take charge of un-mooring operations overall.	<ul style="list-style-type: none"> • Appraisal of weather. • Un-mooring plan, using extra mooring lines as required to manoeuvre the ship clear of the berth. • Permission from port and/or pilot, if required. • Safety briefing to un-mooring teams. • Shore lines for telephone, water, power etc. to be clear. • Gangways secured. • Engines ready. • Ship ready for sea. 	The ship is safely un-moored and manoeuvred clear of the berth.	Name of Ship..... Date..... Signature.....
Under supervision, take charge the team for mooring alongside forward.	<ul style="list-style-type: none"> • As for un-mooring: plus • Knowledge of the properties of synthetic ropes in common use. • General ropework. • Mooring lines flaked out and heaving lines ready. • Use of mooring lines including: headline, forward breastline and forward backspring, • Use of fenders. • Preparation of windlass and winches. 	The ship is, in all respects, ready to moor at given berth.	Name of Ship..... Date..... Signature.....
Under supervision, take charge of the team for mooring alongside aft.	<ul style="list-style-type: none"> • As for un-mooring: plus • Knowledge of the properties of synthetic ropes in common use. • General ropework. • Mooring lines flaked out and heaving lines ready. • Use of mooring lines including: sternline, aft breastline and aft backspring, • Use of fenders. • Preparation of capstan and winches. 	Moorings are made fast or taken onboard as ordered. Ship is safely moored at the aft position without undue delay.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 4: TASKS - manoeuvre the ship	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
From alongside and under supervision, take charge of mooring alongside overall.	<ul style="list-style-type: none"> • As for preparing to moor at the forward and aft position: plus • Duties for preparing to moor. • Mooring Plan. • Effect of current, tidal stream and windage on the manoeuvrability of the ship. • Use of engines and bowthruster. • Rigging of side gangways. • Connection of shore services. 	Moorings are made fast, and the ship is safely moored.	Name of Ship..... Date..... Signature.....
Under supervision, take charge of mooring operations berthing stern-to (Mediterranean mooring).	<ul style="list-style-type: none"> • As for mooring alongside, plus: • Rigging of after gangway. 	The ship is manoeuvred into the berth and safely moored.	Name of Ship..... Date..... Signature.....
Manoeuvre the ship in normal conditions.	Use available information as to the ship's turning circles and stopping distances when manoeuvring taking into account the effects of dead-weight, draught, trim, speed and under-keel clearance on turning circles and stopping distances.	The information is adequately used during normal situations while taking note of draught and trim. Safe operating limits of ship propulsion, steering and power systems are not exceeded in normal manoeuvres. Adjustments made to the ship's course and speed maintain safety of navigation.	Name of Ship..... Date..... Signature.....
Manoeuvre the ship taking into account the effects of wind or current.	Use available information as to the ship's turning circles and stopping distances when manoeuvring taking into account the effects of wind and current on ship handling.	The information is adequately used during normal situations while taking due regard to wind and current. Safe operating limits of ship propulsion, steering and power systems are not exceeded in normal manoeuvres. Adjustments made to the ship's course and speed maintain safety of navigation.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 4: TASKS - manoeuvre the ship	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
Demonstrate knowledge of manoeuvring the ship in narrow, shallow or restricted waters. Turning short around. Going astern.	Use available information as to the ship's turning circles and stopping distances when manoeuvring taking into account the effects of squat, shallow water and similar effects.	The information is adequately used during normal situations while taking due regard to squat, shallow water and similar effects. Safe operating limits of ship propulsion, steering and power systems are not exceeded in normal manoeuvres. Adjustments made to the ship's course and speed maintain safety of navigation.	Name of Ship..... Date..... Signature.....
Demonstrate knowledge of manoeuvring the ship in the vicinity of pilot vessels and other craft.	<ul style="list-style-type: none"> • Handling characteristics of the ship in all conditions. • International Regulations for Preventing Collisions at Sea. 	The ship is manoeuvred safely, and adjustments made to the ship's course and speed maintain safety of navigation.	Name of Ship..... Date..... Signature.....
Demonstrate knowledge of manoeuvring the ship to embark and disembark a pilot or other persons whilst underway.	<ul style="list-style-type: none"> • Merchant Shipping Notice 1716 - Pilot Transfer Arrangements. • The Boarding and Landing of Pilot by Pilot Boat - a Code of Practice. 	The ship is manoeuvred safely on a steady course at appropriate speed, providing a lee for the pilot boat as required. Arrangements for the safe transfer of the persons are made in advance and properly supervised.	Name of Ship..... Date..... Signature.....
During a drill, take appropriate action in case of failure of: <ul style="list-style-type: none"> • Bridge engine controls, • Main engines or propulsion system. 	Action to be taken in case of a navigational emergency: <ul style="list-style-type: none"> • NUC lights or shapes. • Advise the Master. • Take immediate action to avoid any dangerous situation.. 	The actions taken are the most appropriate given the exact circumstances of the case. NUC lights or shapes are correctly used.	Name of Ship..... Date..... Signature.....
Demonstrate ability to manoeuvre the ship to rescue a man overboard.	Manoverboard rescue manoeuvre. <ul style="list-style-type: none"> • Lifebuoy with light/smoke signal. • Keep in sight and point. • Williamson turn or double turn. • Sound alarm. • Activate GPS, plotter or other electronic markers. • Ladders or nets put out. • Advise shipping in the vicinity • Boat prepared for launching. 	The actions taken are as generally recommended and the turning manoeuvre brings the ship into its wake.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 4: TASKS - manoeuvre the ship	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
During a drill, take appropriate action in case of failure of the steering.	Action to be taken in case of a navigational emergency: <ul style="list-style-type: none"> • NUC lights or shapes. • Advise the Master. • Rig and steer using emergency steering. 	The actions taken are the most appropriate given the exact circumstances of the case. NUC lights or shapes are correctly used. Communications are established between the emergency steering position and the bridge.	Name of Ship..... Date..... Signature.....
Under supervision, take charge of the anchor party to prepare to let go the anchor(s).	<ul style="list-style-type: none"> • Sufficient number of personnel available. • Communications with OOW and other team members. • Safety briefing. • Protective clothing and equipment. • Operation of windlass. Power available. Windlass turned over out of gear. • Bow stoppers free and rollers turning freely. • Working area properly lit and clutter free. • Positions of safety identified • Anchor chain cable able to run freely, and inboard bitter end made fast (lashing or easy-to-slip pin) in chain locker. • Emergency tools ready. • Hawse and spurling pipes clear. • Anchor walked back. • Anchor ball and/or light ready. 	The anchors are ready to let go.	Name of Ship..... Date..... Signature.....
Under supervision, take charge of the anchor party and let go the anchor(s).	As for preparing to let go the anchor(s): plus <ul style="list-style-type: none"> • Shackle Marks on anchor chain cable are understood. • Depth of water. • Scope of cable required. • Use of Bow stoppers. 	Anchors are walked back and let go as appropriate. Correct scope is paid out in a controlled fashion. Ship is safely anchored and anchor chain secured. Anchor signal is correctly displayed.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 4: TASKS - manoeuvre the ship	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
<p>Under supervision, take charge of the anchor party for weighing anchor and securing for sea.</p>	<p>As for letting go the anchor(s): plus</p> <ul style="list-style-type: none"> • Anchor wash system. • Procedures for clearing a fouled anchor. • Procedure for guiding the cable in the chain locker if not self-stowing, and safety measures to take for the protection of personnel. • Signals for indicating how the cable (is leading and procedures to adopt if nipped, leading astern or otherwise impeded. 	<p>Operations are carried out correctly. Bridge is advised of the progress and lead of the cable. Correct action is taken to clear a fouled anchor. Anchor(s) are correctly weighed, stowed and secured. Anchor signal is removed at the appropriate moment. Bowstoppers are applied, and the windlass is secured.</p>	<p>Name of Ship..... Date..... Signature.....</p>
<p>Under supervision, take charge of anchoring operations.</p>	<p>As for letting go the anchor(s): plus</p> <ul style="list-style-type: none"> • Prepare anchor Plan, • Appreciation of effect of wind, current and tidal stream on the ship whilst at anchor. • Consideration of the positions of other ships anchored locally. • Calculation of scope of cable required, given the depth of water and nature of the seabed. • Expected stay at the anchorage. 	<p>The ship is safely anchored using suitable scope of cable(s). Signals between the anchor party and the bridge are clearly understood. Anchor signal is correctly displayed.</p>	<p>Name of Ship..... Date..... Signature.....</p>
<p>Manoeuvre the ship and secure to a buoy.</p>	<p>As for mooring and anchoring: plus</p> <ul style="list-style-type: none"> • Safety precautions to be adopted where mooring to buoys is undertaken from a ship's tender, or from the ship. 	<p>The ship is safely moored to the buoy, and operations do not put personnel at risk. Correct signal is displayed.</p>	<p>Name of Ship..... Date..... Signature.....</p>

PART 4

RESPONSE TO EMERGENCIES

Respond to emergencies

PART 4: TASKS - respond to emergencies	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
<p>Respond to an emergency drill in port</p>	<ul style="list-style-type: none"> • Take action on recognising an alarm signal to comply with the ship's muster requirements. • Demonstrate ability to take precautions for the protection and safety of passengers and crew in emergency situations. • Take initial action to conform to the ship's emergency procedures, and raise the alarm by the most appropriate method. • Implement the necessary evacuation, emergency shut down and isolation procedures. • Communicate information to the emergency services promptly and accurately. • Protection of the marine environment. 	<p>The type and scale of the emergency is promptly identified. Initial actions are in accordance with contingency plans and are appropriate to the urgency of the situation and nature of the emergency.</p>	<p>Name of Ship..... Date..... Signature.....</p>
<p>Respond to an emergency drill at sea following a collision or grounding.</p>	<ul style="list-style-type: none"> • Take initial action to conform to the ship's emergency procedures, and raise the alarm by the most appropriate method. • Implement the necessary evacuation, emergency shut down and isolation procedures. • Demonstrate ability to take initial actions following a collision or grounding, initial damage assessment and control. • Protection of personnel. • Protection of the marine environment. 	<p>The type and scale of the emergency is promptly identified. Initial actions and, if appropriate, manoeuvring of the ship are in accordance with contingency plans and are appropriate to the urgency of the situation and nature of the emergency.</p>	<p>Name of Ship..... Date..... Signature.....</p>

Name of Candidate _____

PART 4: TASKS - respond to emergencies	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
Understand the full procedure for sending a distress message using radio/GMDSS communications.	<ul style="list-style-type: none"> • Correct use of equipment and messages, and awareness of penalties for misuse. • Knowledge of the contents and use of the International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual, Volume III. 	<p>A correct message or signal is made.</p> <p>The contents of IAMSAR, Vol III, and SAR procedures, is understood.</p>	<p>Name of Ship.....</p> <p>Date.....</p> <p>Signature.....</p>
Understand the full procedure for sending a distress message using visual distress signals.	<ul style="list-style-type: none"> • Correct use of distress signals, and awareness of penalties for misuse. • Knowledge of the contents and use of the International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual, Volume III. 	<p>A correct message or signal is made.</p> <p>The contents of IAMSAR, Vol III, and SAR procedures, is understood.</p>	<p>Name of Ship.....</p> <p>Date.....</p> <p>Signature.....</p>
Respond to a manoverboard emergency drill.	<ul style="list-style-type: none"> • Manoverboard rescue manoeuvre. • Keep manoverboard in sight. • Activate electronic marking systems and deploy Manoverboard markers. • Demonstrate ability to act correctly when rescuing persons from the sea. • Manoverboard recovery system is prepared and ready for deployment. <p>Safety or rescue boat is ready for launching.</p>	<p>The type and scale of the emergency is promptly identified. Initial actions and, if appropriate, manoeuvring of the ship are in accordance with contingency plans and are appropriate to the urgency of the situation and nature of the emergency.</p>	<p>Name of Ship.....</p> <p>Date.....</p> <p>Signature.....</p>
Respond to assisting a ship in distress drill.	<ul style="list-style-type: none"> • Correct appreciation of the situation. • Correct response to distress call. • Demonstrate ability to act correctly when assisting a ship in distress. • Demonstrate ability to take precautions for the protection and safety of passengers and crew in emergency situations. • Prepare the ship to render assistance. 	<p>The type and scale of the emergency is promptly identified. Initial actions and, if appropriate, manoeuvring of the ship are in accordance with contingency plans and are appropriate to the urgency of the situation and nature of the emergency.</p>	<p>Name of Ship.....</p> <p>Date.....</p> <p>Signature.....</p>

Name of Candidate _____

PART 4: Respond to emergencies	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
Locate fire-stations and fire fighting equipment. Demonstrate the proper use of fixed and portable equipment and installations.	<ul style="list-style-type: none"> • Fire Prevention and Fire Fighting Course (STCW Code A-VI/1-2). • Familiarisation Training. • Experience on board. 	All stations are located and the most suitable one selected in the event of a fire. Proper equipment and extinguishing agents selected for the various materials on fire.	Name of Ship..... Date..... Signature.....
Locate and use fire-protective equipment (fireman's outfit, including breathing apparatus).	<ul style="list-style-type: none"> • Fire Prevention and Fire Fighting Course (STCW Code A-VI/1-2). • Familiarisation Training. • Experience on board. 	The equipment is quickly donned and used in a way that no accidents are likely to occur.	Name of Ship..... Date..... Signature.....
Demonstrate ability to act in accordance with the vessel's fire-fighting plan/procedures during fire-drills.	<ul style="list-style-type: none"> • Fire Prevention and Fire Fighting Course (STCW Code A-VI/1-2). • Familiarisation Training. • Experience on board. 	During debriefing after an exercise or a real fire extinguishing action the reasons for each action taken, including the priority in which they were taken, are explained and accepted as the most appropriate.	Name of Ship..... Date..... Signature.....
During relevant drills carry out rescue operations wearing breathing apparatus.	<ul style="list-style-type: none"> • Fire Prevention and Fire Fighting Course (STCW Code A-VI/1-2). 	The breathing apparatus is tested and used in accordance with manufacturers manual and the rescue operation is successful.	Name of Ship..... Date..... Signature.....
Ensure that all fire fighting equipment on board is properly maintained and functioning.	<ul style="list-style-type: none"> • Fire Prevention and Fire Fighting Course (STCW Code A-VI/1-2). • Experience on board. 	Equipment is maintained in accordance with manufacturer's instructions and regulatory requirements.	Name of Ship..... Date..... Signature.....

PART 4

RESPONSE TO EMERGENCIES

Operate life saving appliances

PART 4: TASKS - Operate life saving appliances	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
Organise abandon ship drills.	<ul style="list-style-type: none"> Personal Safety and Social Responsibilities Course (STCW Code A-VI/1-4). Experience on board. 	On sounding the alarm all persons muster at the designated muster station wearing life jackets or as required.	Name of Ship..... Date..... Signature.....
Demonstrate the ability to organise and supervise the launching, handling and recovery of a lifeboat or rescue boat or safety boat - as may be carried on board.	<ul style="list-style-type: none"> Experience on board. Apply safety procedures during launching and recovery. 	Correct orders for embarkation, launching, clearing the ship's side, and safely handling the boat under motor, oars or sail as appropriate. Safe recovery and stowage.	Name of Ship..... Date..... Signature.....
Demonstrate the ability to organise and supervise the launching a liferaft (by manual and automatic means), boarding and manoeuvring clear of ship's side.	<ul style="list-style-type: none"> Personal Survival Techniques Course (STCW Code A-VI/1-1). 	The duties for the persons designated for the raft are clearly allocated and orders efficiently executed.	Name of Ship..... Date..... Signature.....
Demonstrate proper use of life-saving communications and location equipment including VHF's, EPIRBs and SARTs.	<ul style="list-style-type: none"> GMDSS (GOC) Course 	Equipment is operated in accordance with manufacturer's instruction.	Name of Ship..... Date..... Signature.....
Ensure that all survival craft launching equipment on board is properly maintained and functioning.	<ul style="list-style-type: none"> Personal Survival Techniques Course (STCW Code A-VI/1-1). Experience on board. 	Equipment is maintained in accordance with manufacturer's instructions and regulatory requirements.	Name of Ship..... Date..... Signature.....
Ensure all survival craft equipment, (including water rations, pyrotechnics and survival equipment etc.) is correct and properly maintained.	<ul style="list-style-type: none"> Personal Survival Techniques Course (STCW Code A-VI/1-1) Experience on board. 	Equipment meets requirements for the designated survival craft.	Name of Ship..... Date..... Signature.....
During a drill assist in the evacuation of a casualty from the ship by helicopter.	<ul style="list-style-type: none"> Knowledge of the contents and use of the International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual, Volume III. Preparations for operation with helicopters. Helicopter rescue techniques and communications including helicopter Hi-Line Technique. 	The casualty is safely evacuated, without putting personnel (ship's or helicopter crew) at risk. Correct procedures are followed, and the rescue helicopter Hi-Line Technique is understood and demonstrated.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 4

RESPONSE TO EMERGENCIES

Apply medical first aid on board

PART 4: TASKS - apply medical first aid on board	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
During relevant drills demonstrate procedures to stop excessive bleeding, ensure clear airway/breathing and put injured persons in proper position.	Elementary First Aid Course (STCW Code A-VI/1-3).	The actions demonstrated are in compliance with accepted recommendations given in international medical first aid guidance.	Name of Ship..... Date..... Signature.....
During relevant drills demonstrate how to detect signs of shock and heat stroke and act accordingly.	Elementary First Aid Course (STCW Code A-VI/1-3).	The treatment recommended or given is adequate. Ability to request Radio Medico for advice is demonstrated.	Name of Ship..... Date..... Signature.....
During relevant drills demonstrate how to treat burns, scalds, fractures and hypothermia.	Elementary First Aid Course (STCW Code A-VI/1-3).	Recommended guidelines for proper actions are explained and the basic principles for avoiding hypothermia are demonstrated.	Name of Ship..... Date..... Signature.....
During relevant drills, locate and access shipboard medicine and equipment.	<ul style="list-style-type: none"> • Familiarisation Training. • Experience on board. 	Ability to access the medical cabinet in a timely way.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 4

RESPONSE TO EMERGENCIES

Respond to a distress signal at sea

PART 4: TASKS - respond to a distress signal at sea	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
Understand the actions to be taken on receiving a distress message by VHF.	<ul style="list-style-type: none"> • Distress procedure. • Correctly identify the nature of the signal. • Advise master. • Acknowledge the signal correctly and promptly. • Obligation to respond. • Obligation to render assistance. 	<p>The distress or emergency signal is immediately recognised and correctly acknowledged.</p> <p>Information is given in a clear and concise manner.</p>	<p>Name of Ship.....</p> <p>Date.....</p> <p>Signature.....</p>
On receipt of a distress establish the position of the casualty and make a preliminary assessment of the situation.	<ul style="list-style-type: none"> • Selection of Charts & Chartwork. • Calculation of distance and time to reach the unit in distress. • Knowledge of standing orders. • Communication is clear, concise and acknowledged in a seaman-like manner. 	The positions are correctly plotted in suitable charts. Contingency plans and instructions in standing orders are implemented and complied with.	<p>Name of Ship.....</p> <p>Date.....</p> <p>Signature.....</p>
Understand the preparations that may be made prior to rendering assistance to a vessel in distress	<ul style="list-style-type: none"> • Preparation of ships equipment including rescue boats and medical equipment. • Co-ordinate assistance with other vessels and SAR stations. • Assess environmental conditions. 	. Contingency plans and instructions in standing orders are implemented and complied with.	<p>Name of Ship.....</p> <p>Date.....</p> <p>Signature.....</p>

Name of Candidate _____

PART 4

RESPONSE TO EMERGENCIES

Use of IMO Standard Marine Communication Phrases and use English in written and oral form

PART 4 TASK - Use the IMO Standard Marine Communication Phrases, write and speak English	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
In the normal course of operations, request and obtain a safety message by radio telephone from a foreign station.	<ul style="list-style-type: none"> • IMO Standard Marine Communication Phrases. • A full knowledge of the phonetic alphabet. 	Navigation and Safety communication is satisfactorily conducted with persons unable to understand the officer's national language.	Name of Ship..... Date..... Signature.....
Obtain a weather forecast and safety message by radio telephone, in English.	<ul style="list-style-type: none"> • Understand Meteorological and Marine Safety messages. • Ability to speak clearly in the English language. 	The messages relevant to the safety of the ship are correctly interpreted or drafted	Name of Ship..... Date..... Signature.....
Fill in standard English nautical reports and forms.	<ul style="list-style-type: none"> • Ability to write in the English language. 	All reports and forms relevant to the duties of an officer in charge of a navigational watch are correctly fulfilled.	Name of Ship..... Date..... Signature.....
In the normal course of operations, communicate with other ships, port operations and coast stations.	<ul style="list-style-type: none"> • Radio procedures. • IMO Standard Marine Communication Phrases. 	Communications are clear and understood.	Name of Ship..... Date..... Signature.....
Satisfactorily perform the officer's duties with multi-lingual crew.	<ul style="list-style-type: none"> • IMO Standard Marine Communication Phrases. • Knowledge of the working routine of the ship. 	Communications are clear and understood.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 4

RESPONSE TO EMERGENCIES

Transmit and receive information by visual signalling

PART 4: TASKS - transmit and receive visual signals	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
Identify the meaning of a random selection of International Code Flags.	To be able to recognise the principle International Code Flags and their single letter meaning.	The flags are recognised and their meaning identified.	Name of Ship..... Date..... Signature.....
Use the International Code of Signals to interpret messages given by flags and pennants. Recognise the signal NC.	Prospective officers must have an understanding of the principals of signalling by flags, and of the International Code of Signals.	Communication are consistently successful.	Name of Ship..... Date..... Signature.....

Name of Candidate _____

PART 5

ONBOARD SHIP OPERATIONS

Ensure compliance with pollution prevention requirements

PART 5: TASKS - Take actions to prevent pollution	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
Under supervision, prepare the ship to bunker fuel.	<ul style="list-style-type: none"> • Ensure that procedures are agreed and observed and all scuppers are plugged prior to bunkering. • Equipment in place to contain or deal with any spillage. • Emergency stop procedures agreed • Communications system established. • Pipes clean and kept clear of water. • Ship's tanks have capacity to accept the amount ordered. • No smoking and correct signals displayed • All crew advised. 	The operations are fully observed, all scuppers are blocked and pipes and hoses inspected before bunkering takes place.	Name of Ship..... Date..... Signature.....
Understand procedures to be followed in event of an oil spillage from own or other vessel.	<ul style="list-style-type: none"> • Contain spill. • Initiate immediate investigation to detect the source of pollution. • Execute procedures as set out in your SOPEP. • Advise master and inform authorities. 	All available resources are utilised to detect the source and the master or appropriate authorities are informed.	Name of Ship..... Date..... Signature.....
Carry out bilge and ballast pumping operations.	<ul style="list-style-type: none"> • Precautions to avoid noxious discharges, and • As for 'preparing the ship for bunkering fuel'. • Use of oily water separator and on-board retention facilities 	All operations are carried out in accordance with MARPOL and due regard paid to Shipboard Oil Pollution Emergency Plan (SOPEP if applicable).	Name of Ship..... Date..... Signature.....
Understand the vessel garbage management plan and the requirements for storage and disposal of garbage	<ul style="list-style-type: none"> • Vessel garbage management policy. • Record keeping. • Permitted disposal at sea and alongside • Segregation and storage 	Garbage management is effective and meets international requirements with regards to disposal and record keeping	

Name of Candidate _____

PART 5: TASKS - Monitor the stability of the ship	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
<p>Prepare the ship for sea, and ensure watertight integrity.</p>	<ul style="list-style-type: none"> • Inspect hull and hull openings, compartments, hatch covers, watertight doors, equipment and gear and take action if any defects are detected. • Ensure that all loose objects are securely fastened to avoid damage. • Understanding of the fundamentals of watertight integrity. 	<p>The inspection is properly carried out, due regard paid to the prevailing circumstances and areas where defects are most likely to occur. Any defect is immediately reported and recorded and the suggested or executed action adequate for the situation.</p>	<p>Name of Ship..... Date..... Signature.....</p>
<p>Explain the precautions you would adopt relating to the trim and stability of the ship during a voyage.</p>	<ul style="list-style-type: none"> • Working knowledge and application of stability and trim. • Understanding of fundamental actions to be taken in the event of partial loss of intact buoyancy. 	<p>Inspection is carried out at regular intervals and more frequently in heavy weather or if other incidents occur. Heavy or otherwise dangerous objects are given the highest priority and good seamanship exercised.</p>	<p>Name of Ship..... Date..... Signature.....</p>
<p>Understand the precautions relating to the trim and stability of the ship before dry-docking and un-docking.</p>	<ul style="list-style-type: none"> • Working knowledge and application of stability and trim. • Understanding the result to the ship of partial loss of intact buoyancy. 	<p>The positioning of heavy gear and equipment is considered.</p> <p>The effects of extra weights added or removed during the dry-docking is considered.</p> <p>Options for minimising free surface effect by emptying or pressing tanks full are considered.</p>	<p>Name of Ship..... Date..... Signature.....</p>

Name of Candidate _____

PART 5

ONBOARD SHIP OPERATIONS

Monitor compliance with legislation requirements

PART 5: TASK - Monitor compliance with legislation	KNOWLEDGE, UNDERSTANDING and PROFICIENCY REQUIRED	CRITERIA FOR SATISFACTORY PERFORMANCE	SATISFACTORY STANDARD OF PROFICIENCY WITNESSED
<p>State where the various international laws, rules and regulations concerning ship safety, manning operation and pollution prevention are detailed.</p>	<p>Basic working knowledge of the relevant IMO conventions concerning safety of life at sea and protection of the marine environment.</p>	<p>The statement given is correct and includes relevant bodies or organisations which may be contacted to attain special information or guidance which is not easily accessible.</p> <p>Legislative requirements relating to safety of life at sea and protection of the marine environment and manning are correctly identified.</p>	<p>Name of Ship.....</p> <p>Date.....</p> <p>Signature.....</p>
<p>State where the various national laws, rules and regulations concerning ship safety, manning operation and pollution prevention are detailed.</p>	<p>Basis working knowledge of the source and structure of Merchant Shipping Acts, Regulations, Merchant Shipping Notices, Marine Guidance Notes and Marine Information Notes.</p>	<p>National legislative requirements relating to safety of life at sea and protection of the marine environment and manning are correctly identified</p>	<p>Name of Ship.....</p> <p>Date.....</p> <p>Signature.....</p>

13. SPARE FORMS

The last copy of each page may be used as a 'master copy' in order to make further photocopies - if required for use by the Prospective Officer. An extra copy of the following pages are included in this section:

Section:	Title of Spare Forms:
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- | | |
|-------|--|
| 8. | Details of the Officers who make entries in this TRAINING RECORD BOOK. |
| 9. | Service Record. |
| 10. | Actual Sea Service Record. |
| 11. | Master's inspection of this TRAINING RECORD BOOK. |
| 13/14 | Deck Officer Testimonial. |
| 15. | Familiarisation Training - Part One. |
| 16. | Familiarisation Training - Part Two - Ship's Particulars. |
| 17. | Familiarisation Training - Part Three - Muster Stations. |