



Maritime &  
Coastguard  
Agency

# Master Workboat less than 500GT

## Training Record Book

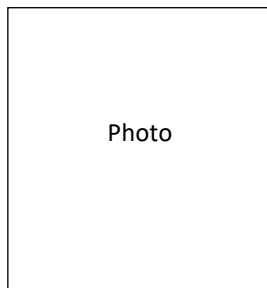
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Russell House, 31 Oxford Rd, Bournemouth BH8 8EX

[www.workboatassociation.org](http://www.workboatassociation.org)

# Contact details

This Training Record Book belongs to



Candidate Name:	
Candidate Email:	

## Company Contact

Name:	
Position:	
Company	
Address:	
Telephone:	
Email:	

## Training Organisation Contact

Name:	
Position:	
Training Organisation	
Address:	
Telephone:	
Email:	

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# Section 1

## Guidance for the Use and Completion of the Training Record Book

## 1.1 Purpose of the Training Record Book

This Training Record Book (TRB) is published by the Workboat Association (WA) and is approved by the Maritime Coastguard Agency (MCA) for use by Master (Workboat) <500gt candidates to progress towards a recognised Certificate of Competency.

Properly used, the TRB will ensure that the candidate receives systematic practical training and experience in the tasks, duties and responsibilities required, and provide a comprehensive record. Appropriate periods should be set aside for on-board training within the normal operational requirements of the vessel.

Sections 3 and 4 contain the tasks that give direction to the training and experience gained on board and required as evidence of performance. The TRB will also assist companies in monitoring experience and skills.

Trainees should complete all tasks that are relevant to the type of vessel on which they are deployed.

National Occupational Standards (NOS) define the levels of knowledge and performance required for a particular activity, in general terms. The revised 2012 Maritime NOS relevant to the tasks in this TRB can be found in Section 5.

It is the responsibility of the candidate to ensure that the TRB is properly maintained and completed.

It is the responsibility of the Master and other staff on board to manage and supervise the on-board training, sign tasks when they have been properly completed, and maintain reports on the trainee's progress.

Note: If the candidate is the Master, then the Company Training Officer, another vessel Master, the Marine Superintendent, Operations Manager or other person appropriately qualified and experienced to judge the Master's performance will be able to undertake this function.

## 1.2 Guidance for the Candidate

The TRB is an important document and you are responsible for its upkeep and safekeeping during your training. On receiving your TRB you should complete the contact information on the first page.

At the start of your training you should find out who is responsible for managing your training. This will normally be the Master or another experienced and certificated person as described above. You should discuss your training with them at the start of each trip. The practical training undertaken at sea must be planned and structured in a way that enables you to acquire and practise skills and to demonstrate your proficiency in the tasks listed. Each task should build on those already completed, both on previous Vessels and during the current trip. You should be given information and guidance as to what is expected of you and how the training will be organised.

If you have difficulty completing any of the tasks in your TRB you should contact the Master, or the Company Training Officer (CTO) for advice and guidance at an early stage.

Section 2 covers a record of you, the company, any existing certification you have, your sea service, and a summary of the training tasks you have completed.

Section 3 covers information about the vessels you are on and the trips you undertake during your sea time. It also contains the priority, familiarisation and safety tasks that you must complete and get signed as soon as possible after joining each vessel. This section contains 2 sets of vessel details, one of which you can use to complete and one that you can photocopy, as required, depending on the number of vessels you are on during your sea service throughout your training. The Master will write their progress reviews about you in this section, and the CTO will record their inspection of your progress here (If you are the Master, then it is only necessary for the CTO's entry to be included). You should agree with the CTO when they will review your progress and when you should hand in your TRB for inspection. This section also contains sea service testimonials and specimen signatures of officers and other experienced staff authorised to sign your training tasks. You must have these completed before any of the tasks themselves can be signed. You must also make sure that all signatures have been provided before the person in question leaves the vessel.

Section 4 contains the training tasks that you must complete and get signed. There are two stages to each task, both which must be signed (which can be by the same person, but not on the same date). The first signature shows that you are making progress in carrying out the task, and the second signature shows that you are proficient in the task. You should ask the person supervising the task to sign it when you have reached each stage.



### **1.3 Guidance for Masters, Officers and Company Training Officers (CTO)**

Please read the trainee guidance on the previous page, so that you are aware of what the trainee has been told about their shipboard training and the use of the TRB.

As soon as possible after joining a vessel they should be informed as to who will be the person organising and supervising their training. They should insert their name at the start of section 3.1, along with the Company Training Officer (CTO), whose details also need to be recorded on the first page of the TRB.

It is the Master (or CTO's) responsibility to give trainees detailed information and guidance as to what is expected of them and how their training on board will be organised. They should check the trainee's progress to date and to help organise their duties in order to develop their experience and complete the training tasks within the vessel's operational requirements.

The Master (or CTO) should review the trainee's progress on a regular basis and it is wise to agree a regular time when the trainee prepares and hands the TRB in for inspection, in order to establish a routine and ensure an efficient process. The Master will also need to record comments on a monthly basis in section 3.3.

The Master (or CTO) should provide a monthly progress review and record comments in section 3.4, and complete and sign the sea service testimonial in section 3.6. This will be required by the candidate as evidence of sea time for MCA purposes.

The CTO should provide the trainee with details of the programme they are following, which should include its title, the certification and qualifications they will achieve, the sea service requirement, the college name, dates, duration and summary content of college and sea phases, and any variations to the TRB requirements arising from previous qualifications or experience which the trainee may have. The CTO should inspect the TRB and comment on progress regularly.

Any experienced and certificated sea staff with supervisory responsibility for the candidate when they are carrying out TRB tasks (or the CTO) are eligible to sign the tasks to say that the candidate is either making progress or is deemed to be proficient in the task. All such staff should first complete the specimen signature details in section 3.7, which is required by the MCA to ensure that evidence of task completion can be verified. Guidance about signing tasks is given at the start of section 4. The tasks are cross referenced to the relevant marine National Occupational Standards

## 1.4 STCW and Maritime and Coastguard Agency (MCA) Requirements

Qualifying sea service for certification as Master (Workboat) <500gt to STCW Regulation II/2 must include:

Completing 36 months sea service in vessels of any size, including not less than 12 months sea service and 120 days watchkeeping service in vessels 15 metres or over in load line length, whilst holding a Master (Code vessel 200GT). You must have completed 6 months sea service on a workboat of 15m or over in load line length.

**Note:** Your 6 months service on board a workboat can be completed within the 12 months whilst holding the Master (Code vessel 200GT), however this is not necessary.

The programme of on-board training must be closely supervised and monitored by qualified officers aboard the Vessel in which the sea-going service is performed.

The MCA requires all trainees to provide testimonials covering character, standards of behaviour including sobriety, experience and ability on board, and good conduct at sea. Unless there are exceptional circumstances, the Master of the Vessel in which qualifying sea service has been performed must sign the required testimonials in section 3.6.

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## **Section 2**

### **Records of Progress and Achievement**

## 2.1 Ancillary or Additional Training Certificates achieved

Certificate	Number	Date
<b>RYA</b>		
RYA Day Skipper Shore Based		
RYA Coastal Skipper/Yachtmaster Offshore (Theory)		
RYA Yachtmaster Offshore (COC)		
RYA Yachtmaster Ocean (Theory)		
RYA Yachtmaster Ocean (COC)		
<b>STCW</b>		
Elementary First Aid		
Basic Fire Prevention and Firefighting		
Personal Survival Techniques		
Personal Safety and Social Responsibility		
Efficient Deck Hand		
Medical First Aid		
Proficiency in Survival Craft and Rescue Boats		
GMDSS (GOC)		
Advanced Firefighting		
Proficiency in Medical Care		
Master (Yacht) NARAS		
Master 200 GT Code Vessels up to 150 miles		
Master 200 GT Code Vessels Unlimited		
<b>Others</b>		
Towing Endorsement - General		
Towing Endorsement – Ship Assist		
Towing Endorsement – Sea Towage		
Crane Operator		
MCA Workboat Stability		

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## 2.2 Sea Service Record

This table is for recording details of the total sea service completed and the time spent on navigational bridge watchkeeping. The total time spent on a particular vessel may need to be split into a number of shorter periods to coincide with different Masters leaving and joining the ship during a voyage, and these are the periods which you should enter in the column headed 'Period (Dates)' in the table. You should enter the total sea service as months and days in the 'Total Sea Service' column. The Master, if applicable, will help you to calculate the sea service if need be, and will sign each entry in the Authorised Signature column. The information in this table will be used to complete your sea service testimonials.

Vessel Name	IMO Number	Type	Gross Tonnage	KW Power	Type of Main Propulsion	Period (Dates)		Total Sea Service		Nav. Bridge WK Duties	Authorised Signature
						From	To	M	D	Days	

Vessel Name	IMO Number	Type	Gross Tonnage	KW Power	Type of Main Propulsion	Period (Dates)		Total Sea Service		WK or UMS Duties Days	Authorised Signature
						From	To	M	D		



# Section 3

## Vessel Details, Requirements and Records

*NB – Pages 34 to 44 to be used for photocopying purposes where sea service is undertaken on more than one Vessel.*

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# First Vessel

## 3.1 Priority, Familiarisation and Safety Tasks

Priority, Familiarisation and Safety tasks should be completed as soon as possible after joining each vessel, and signed only when the specimen signatures in section 3.7 have been completed. At the discretion of the person supervising completion of each task, the trainee may be required to demonstrate an understanding of the actual operation and use of selected items of equipment and systems.

<b>VESSEL NAME:</b>	<b>VESSEL TYPE:</b>	<b>IMO Number:</b>	
<b>Task</b>	<b>Signature</b>	<b>Date</b>	
Undertake a conducted safety tour of the Vessel			
Demonstrate a knowledge of the Vessel's emergency plans and procedures			
Demonstrate recognition of the alarm signals for Fire, Emergency and Abandon Vessel, and a knowledge of the immediate actions you must take on hearing any of these signals			
Demonstrate a knowledge of the immediate actions you must take if you see fire, smoke, a person fall overboard, or any other emergency occurrence			
Locate your Fire, Emergency and Abandon Vessel stations			
Locate your life jacket (or approved immersion suit, where carried) and demonstrate the donning procedure			
Locate all survival craft, lifebuoys, additional lifejackets, immersion suits, personal survival equipment, and any other lifesaving appliances			
Locate the Vessel's distress rockets, flares and line throwing apparatus			
Locate the portable emergency lifeboat radio, lifeboat radios, EPIRB's and SARTs			
Locate all medical and first aid equipment			
Locate all fire fighting equipment including alarm activating points, alarms, extinguishers, hydrants, fire axes and hoses, breathing apparatus, escape sets, firefighter's outfits, escape routes and other emergency equipment on deck and in the engine room			
Locate all equipment spaces, machinery and controls for sprinkler systems, and demonstrate recognition of associated alarms			
Locate all equipment spaces, machinery and controls for smothering systems in engine room spaces, pump rooms, cargo holds and tanks, and any other compartments, and demonstrate recognition of associated alarms			
Locate the emergency fire pump			
Locate the emergency generator			
Locate all the engine room spaces machinery emergency remote stop switches, valves and other controls			
Locate all the fire, weathertight and watertight doors on the Vessel, other than hull openings			
Demonstrate a knowledge of security procedures			
Demonstrate a knowledge of waste disposal and pollution prevention procedures			
Demonstrate a knowledge of the location and use of key publications, including the Code Of Safe Working Practices, Emergency Procedures Manuals, Security Procedures manuals, Safety Management System manuals, and Legislation			
<b>Master/CTO's Signature:</b>		<b>Date:</b>	

# First Vessel

## 3.2 Particulars of Vessel

It is essential that you gain a thorough knowledge of the Vessels on which you serve. You should record the following particulars as early on in the voyage as possible.

<b>SHIP NAME:</b>	<b>SHIP TYPE:</b>	<b>IMO Number:</b>
-------------------	-------------------	--------------------

### Dimensions and capacities

Length OA (metres)	
Breadth (metres)	
Depth (metres)	
Maximum Draft	
Net tonnage (tonnes)	
Gross tonnage (tonnes)	
Deadweight (tonnes)	
Light displacement (tonnes)	
Ballast capacity (m <sup>3</sup> )	
Fresh water capacity (m <sup>3</sup> )	
Maximum persons carried	

### Bridge

Magnetic compasses (no./type)	
Gyro compasses (no./type)	
Satellite compass (no./type)	
Autopilot (type)	
Radars (no./type)	
Echo sounders (no./type)	
GPS (no./type)	
Integrated navigation system (type)	
DP system (no./type)	
SATCOM (type/area & number on board)	
GMDSS (type)	

### Stores handling & operations gear

Derricks/cranes (no./type/SWL)	
Winches (no./type/SWL)	
Liquid transfer pumps (no./type/rating(ltr/minute))	
Ballast pumps (no./type/rating(t/hr))	
Survivor rescue	
Anchor handling equipment	
Towing equipment	
Towing winch (Type & line pull	
Stores and equipment securing	
Surveying	
Dive Support	
Dredging	

**Anchors**

Port & starboard (kilograms/shackles)	
Stern (kilograms /shackles)	
Spare (kilograms)	

**Mooring ropes (no./type/diam.(mm))**

Natural fibre	
Synthetic fibre	
Wires	
Towing wires	
Towing chains	

**Anchoring & Mooring Machinery**

Windlasses (no./type)	
Mooring Winches (no./type)	
Capstans (no./Type)	

**Fire fighting appliances**

Water extinguishers (no./capacity)	
Foam extinguishers (no./capacity)	
Dry powder extinguishers (no./capacity)	
CO2 extinguishers (no./capacity)	
Other extinguishers (no./capacity)	
Hoses (no. & size (mm))	
Breathing apparatus (no./type)	
Fixed installations (no./type)	

**Lifesaving appliances**

Liferafts (no./type/capacity)	
Davits (no./type/falls)	
Rescue boats/craft (no./type/capacity)	
Survival suits (no./type)	
Escape sets (no./type)	
EPIRB (no./type)	
SART (no./type)	
Life jackets (no./type)	
Lifebuoys	
Thermal Protection Aids (no./type)	
Pyrotechnics (no./type)	
First Aid kit (no./category)	

## First Vessel

### 3.3 Designated Shipboard Training Officer's Reviews of Progress

Comments	Signature	Date
Month 1		
Month 2		
Month 3		
Month 4		
Month 5		
Month 6		

### 3.4 Master's Monthly Reviews of Progress

<b>Comments</b>	<b>Signature</b>	<b>Date</b>
Month 1		
Month 2		
Month 3		
Month 4		
Month 5		
Month 6		

**3.5 Company Training Officer's Inspection of Progress**

<b>Comments</b>	<b>Signature</b>	<b>Date</b>



### **3.6 Sea Service Testimonials**

The following pages contain the testimonials that must be presented to the issuing authority for the Master (Workboat) <500gt certificate of competency, which will be issued by the Maritime and Coastguard Agency (MCA).

The completed Testimonials will need to be removed from the Training Record Book to accompany the application to the MCA.

**Unless there are exceptional circumstances, the Master of the Vessel in which the qualifying sea service is performed, or CTO MUST sign the testimonials. It is your responsibility to obtain these testimonials.**

# WA Training Record Book: Sea Service Testimonial (Deck) for Maritime and Coastguard Agency

## Company Address/Contact Details

Company Name: .....

Address: .....

.....

.....

.....

.....

Contact Details: Tel: .....

E-mail: .....

## PART 1 – WATCHKEEPING SERVICE

### This is to certify that:

Full name of Candidate .....

### Has served on:

Name of Vessel: .....

IMO Number: .....

Type of Vessel .....

Gross tonnage .....

from: .....

to: .....

During this period the above-named candidate accrued the following bridge watchkeeping duty at the support level for not less than 4 hours out of every 24 hours whilst the Vessel was engaged on seagoing voyages:

..... months .....

..... days

In addition the above-named candidate:

- a) Regularly carried out other duties in connection with the routine and maintenance of the Vessel\*
- b) Was granted no leave of absence\*
- c) Was granted leave of absence as follows:

\*Delete as appropriate

**Continue to Part 2 overleaf .....**

## **PART 2 – TESTIMONIAL**

My report on the service of the above-named candidate, during the period stated, is as follows (include comments on the candidate's Conduct, Experience/Ability, and Behaviour/Sobriety):

I confirm that the above-named candidate has gained experience in carrying out regular cargo handling duties during the period stated.

## **PART 3 – OFFICIAL ENDORSEMENT**

### **Towage;**

During the service on board this vessel this person has undertaken ..... days towage duties

### **Dredging**

During the service on board this vessel this person has undertaken ..... days dredging duties

### **Anchor Handling**

During the service on board this vessel this person has undertaken ..... days anchor handling duties

### **Surveying**

During the service on board this vessel this person has undertaken ..... days surveying duties

### **Dive Support**

During the service on board this vessel this person has undertaken ..... days dive support duties

**Name (block letters) of  
Master/CTO:**

.....

**Certificate Grade, Number,  
Expiry Date, and Issuing  
Country:**

.....

**Signature of Master/CTO:**

.....

**Ship's/Company stamp and  
date:**

**For candidates serving as Master, this testimonial may be signed by a responsible official of the Company, who holds a deck officer certificate of competency and has knowledge of the candidate's sea experience.**

**Vessel Name and IMO Number:** ..... **Vessel Stamp**

**3.7 Specimen Signatures of Officers and other experienced staff authorised to sign Tasks, Records and Reports**

All Masters, CTO's, all Officers and other personnel who are authorised to sign tasks, should enter their details as indicated below. This must be done before any of the tasks are signed, including the priority, familiarisation and safety tasks.

No rows should be left blank between entries.

<b>Date of Entry</b>	<b>Full Name (please print)</b>	<b>Rank</b>	<b>Certificate Grade, Number, Expiry Date, and Issuing Country</b>	<b>Specimen Signature</b>	<b>Specimen Initials</b>

Date of Entry	Full Name (please print)	Rank	Certificate Grade, Number, Expiry Date, and Issuing Country	Specimen Signature	Specimen Initials

Date of Entry	Full Name (please print)	Rank	Certificate Grade, Number, Expiry Date, and Issuing Country	Specimen Signature	Specimen Initials

**Note: Additional Vessel pages, for photocopying, follow**

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## Additional Vessel

### 3.1 Priority, Familiarisation and Safety Tasks

Priority, Familiarisation and Safety tasks should be completed as soon as possible after joining each Vessel, and signed only when the specimen signatures in section 3.7 have been completed. At the discretion of the person supervising completion of each task, the trainee may be required to demonstrate an understanding of the actual operation and use of selected items of equipment and systems.

VESSEL NAME:	VESSEL TYPE:	IMO Number:	
Task		Signature	Date
Undertake a conducted safety tour of the Vessel			
Demonstrate a knowledge of the Vessel's emergency plans and procedures			
Demonstrate recognition of the alarm signals for Fire, Emergency and Abandon Vessel, and a knowledge of the immediate actions you must take on hearing any of these signals			
Demonstrate a knowledge of the immediate actions you must take if you see fire, smoke, a person fall overboard, or any other emergency occurrence			
Locate your Fire, Emergency and Abandon Ship stations			
Locate your life jacket (or approved immersion suit, where carried) and demonstrate the donning procedure			
Locate all survival craft, lifebuoys, additional lifejackets, immersion suits, personal survival equipment, and any other lifesaving appliances			
Locate the Vessel's distress rockets, flares and line throwing apparatus			
Locate the portable emergency lifeboat radio, lifeboat radios, EPIRB's and SARTs			
Locate all medical and first aid equipment			
Locate all fire fighting equipment including alarm activating points, alarms, extinguishers, hydrants, fire axes and hoses, breathing apparatus, escape sets, firefighter's outfits, escape routes and other emergency equipment on deck and in the engine room			
Locate all equipment spaces, machinery and controls for sprinkler systems, and demonstrate recognition of associated alarms			
Locate all equipment spaces, machinery and controls for smothering systems in engine room spaces, pump rooms, cargo holds and tanks, and any other compartments, and demonstrate recognition of associated alarms			
Locate the emergency fire pump			
Locate the emergency generator			
Locate all the engine room spaces machinery emergency remote stop switches, valves and other controls			
Locate all the fire, weathertight and watertight doors on the Vessel, other than hull openings			
Demonstrate a knowledge of security procedures			
Demonstrate a knowledge of waste disposal and pollution prevention procedures			
Demonstrate a knowledge of the location and use of key publications, including the Code Of Safe Working Practices, Emergency Procedures Manuals, Security Procedures manuals, Safety Management System manuals, and Legislation			
<b>Master's Signature:</b>		<b>Date:</b>	

## Additional Vessel

### 3.2 Particulars of Vessel

It is essential that you gain a thorough knowledge of the Vessels on which you serve. You should record the following particulars as early on in the voyage as possible.

<b>VESSEL NAME:</b>	<b>VESSEL TYPE:</b>	<b>IMO Number:</b>
---------------------	---------------------	--------------------

#### Dimensions and capacities

Length OA (metres)	
Breadth (metres)	
Depth (metres)	
Maximum Draft	
Net tonnage (tonnes)	
Gross tonnage (tonnes)	
Deadweight (tonnes)	
Light displacement (tonnes)	
Ballast capacity (m <sup>3</sup> )	
Fresh water capacity (m <sup>3</sup> )	
Maximum persons carried	

#### Bridge

Magnetic compasses (no./type)	
Gyro compasses (no./type)	
Satellite compass (no./type)	
Autopilot (type)	
Radars (no./type)	
Echo sounders (no./type)	
GPS (no./type)	
Integrated navigation system (type)	
DP system (no./type)	
SATCOM (type/area & number on board)	
GMDSS (type)	

#### Stores handling & operations gear

Derricks/cranes (no./type/SWL)	
Winches (no./type/SWL)	
Liquid transfer pumps (no./type/rating(ltr/minute))	
Ballast pumps (no./type/rating(t/hr))	
Survivor rescue	
Anchor handling equipment	
Towing equipment	
Towing winch (type & line pull)	
Stores & equipment securing	
Surveying	
Dive Support	
Dredging	

**Anchors**

Port & starboard (kilograms/shackles)	
Stern (kilograms /shackles)	
Spare (kilograms)	

**Mooring ropes (no./type/diam.(mm))**

Natural fibre	
Synthetic fibre	
Wires	
Towing wires	
Towing chains	

**Anchoring & Mooring Machinery**

Windlasses (no./type)	
Mooring Winches (no./type)	
Capstans (no./Type)	

**Fire fighting appliances**

Water extinguishers (no./capacity)	
Foam extinguishers (no./capacity)	
Dry powder extinguishers (no./capacity)	
CO <sub>2</sub> extinguishers (no./capacity)	
Other extinguishers (no./capacity)	
Hoses (no. & size (mm))	
Breathing apparatus (no./type)	
Fixed installations (no./type)	

**Lifesaving appliances**

Liferafts (no./type/capacity)	
Davits (no./type/falls)	
Rescue boats/craft (no./type/capacity)	
Survival suits (no./type)	
Escape sets (no./type)	
EPIRB (no./type)	
SART (no./type)	
Life jackets (no./type)	
Lifebuoys	
Thermal Protection Aids (no./type)	
Pyrotechnics (no./type)	
First Aid kit (no./category)	

## Additional Vessel

### 3.3 Designated Vessel Training Officer's Reviews of Progress

Comments	Signature	Date
Month 1		
Month 2		
Month 3		
Month 4		
Month 5		
Month 6		

### 3.4 Master's Monthly Reviews of Progress

Comments	Signature	Date
Month 1		
Month 2		
Month 3		
Month 4		
Month 5		
Month 6		

**Additional Vessel**

**3.5 Company Training Officer's Inspection of Progress**

<b>Comments</b>	<b>Signature</b>	<b>Date</b>

### **3.6 Sea Service Testimonials**

The following pages contain the testimonials that must be presented to the issuing authority for the Master (Workboat) <500gt certificate of competency, which will be issued by the Maritime and Coastguard Agency (MCA).

The completed Testimonials will need to be removed from the Training Record Book to accompany the application to the MCA.

**Unless there are exceptional circumstances, the Master of the Vessel in which the qualifying sea service is performed, or CTO MUST sign the testimonials. It is your responsibility to obtain these testimonials.**

# WA Training Record Book: Sea Service Testimonial (Deck) for Maritime and Coastguard Agency

## Company Address/Contact Details

Company Name: .....

Address: .....

.....

.....

.....

Contact Details: Tel: .....

E-mail: .....

## PART 1 – WATCHKEEPING SERVICE

### This is to certify that:

Full name of Candidate .....

### Has served on:

Name of Vessel: .....

IMO Number: .....

Type of Vessel .....

Gross tonnage .....

from: .....

to: .....

During this period the above-named candidate accrued the following bridge watchkeeping duty at the support level for not less than 4 hours out of every 24 hours whilst the Vessel was engaged on seagoing voyages:

..... months .....

..... days

In addition the above-named candidate:

- a) Regularly carried out other duties in connection with the routine and maintenance of the Vessel\*
- b) Was granted no leave of absence\*
- c) Was granted leave of absence as follows:

.....  
\*Delete as appropriate

**Continue to Part 2 overleaf .....**

**PART 2 – TESTIMONIAL**

My report on the service of the above-named candidate, during the period stated, is as follows (include comments on the candidate’s Conduct, Experience/Ability, and Behaviour/Sobriety):

I confirm that the above-named candidate has gained experience in carrying out regular cargo handling duties during the period stated.

**PART 3 – OFFICIAL ENDORSEMENT**

**Towage;**

During the service on board this vessel this person has undertaken ..... days towage duties

**Dredging**

During the service on board this vessel this person has undertaken ..... days dredging duties

**Anchor Handling**

During the service on board this vessel this person has undertaken ..... days anchor handling duties

**Surveying**

During the service on board this vessel this person has undertaken ..... days surveying duties

**Dive Support**

During the service on board this vessel this person has undertaken ..... days dive support duties

**Name (block letters) of  
Master/CTO:**

.....

**Certificate Grade, Number,  
Expiry Date, and Issuing  
Country:**

.....

**Signature of Master/CTO:**

.....

**Ship’s/Company stamp and  
date:**

**For candidates serving as Master, this testimonial may be signed by a responsible official of the Company, who holds a deck officer certificate of competency and has knowledge of the candidate’s sea experience.**



**Vessel Name and IMO Number: ..... Vessel Stamp**

**3.7 Specimen Signatures of Officers and other experienced staff authorised to sign off Tasks, Records and Reports**

All Masters, DSTO’s, CTO’s, and all Officers and other personnel who are authorised to sign off tasks, should enter their details as indicated below. This must be done before any of the tasks are signed, including the priority, familiarisation and safety tasks.

No rows should be left blank between entries.

Date of Entry	Full Name (please print)	Rank	Certificate Grade, Number, Expiry Date, and Issuing Country	Specimen Signature	Specimen Initials





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## **Section 4**

# **Training Tasks & Personal Reflective Log**

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## Training Tasks

This section sets out a series of tasks that should be undertaken by Master (Workboat) < 500gt candidates as part of their programme of on-board training.

The tasks are grouped under broad areas of activity and referenced to National Occupational Standards (NOS) as follows:

Area Of Activity	National Occupational Standard
Compliance and Legislation	<p>A32 – Maintain safe, legal and effective working practices on board a vessel</p> <p>A33 – Ensure safe, legal and effective working practices on board a vessel</p> <p>A34 – Create, maintain and enhance productive working relationships on board a vessel</p> <p>A35 – Ensure compliance with the commercial obligations of a vessel</p>
Stability	<p>A01 – Contribute to the stability and watertight integrity of a vessel</p> <p>A02 - Ensure the stability and watertight integrity of a vessel</p>
Vessel Handling	B04 – Control navigation and vessel handling
Vessel Operations	<p>B14 – Monitor and control vessel operations</p> <p>B15 – Plan and direct vessel operations</p> <p>E01 – Control Tug operations</p> <p>E02 – Direct tug operations</p> <p>E11 – Plan and carry out dredging operations from a vessel</p> <p>E12 – Plan and carry out anchor handling operations from a vessel</p> <p>E13 – Plan and carry out dive support operations from a vessel</p>

The TRB has been designed to enable candidates to complete tasks that, where possible, are part of the normal routine of the vessel. Candidates should familiarise themselves with the tasks and duties which are to be undertaken during the voyage, as discussed with the Master/CTO.

Where a task, e.g. A32.1, has sub-tasks, e.g. a, b, c...., the sub-tasks must be completed before the headline task number is signed.

## 4.1 Compliance and Legislation

### ENSURE COMPLIANCE WITH SAFE WORKING PRACTICES (A32, A33, A34 & A35)

Number	Task	Progressing		Proficient	
		Initials/Date		Initials/Date	
A32	<p>Maintain the health and safety and environmental standards for work activities on board including;</p> <ul style="list-style-type: none"> <li>- work planning</li> <li>- entry into enclosed spaces</li> <li>- work aloft and outboard</li> <li>- preparation of work area</li> <li>- selection of correct tools, materials and equipment</li> <li>- selection and use of personal protective clothing and equipment</li> <li>- manual lifting and carrying</li> <li>- use of power operated tools</li> <li>- use of lifting gear</li> <li>- return and safe stowage of tools, materials and equipment on completion of work, and disposal of waste materials</li> <li>- leave work area in a safe and clean condition on completion.</li> </ul>				
A33	<p>Plan, organise, and monitor work activities, and maintain suitable work conditions, ensuring that on board working practices meet the requirements of the vessel, and are conducted safely and conform to organisational and legal requirements for health, safety, working practices and environmental standards. Include;</p> <ul style="list-style-type: none"> <li>- the vessel's safety management system</li> <li>- the vessel's planned maintenance</li> <li>- risk assessment plans</li> <li>- the vessel's permit to work system</li> <li>- the special precautions to be taken for work in hazardous areas.</li> </ul>				
A34	<p>Act as a team leader so that work activities are carried out in ways that ensure effective communication and working relationships with colleagues, team members and managers, and to minimise the potential for interpersonal conflict and deal with such conflicts should they arise.</p>				
A35.1	<p>Demonstrate that vessel complies with commercial obligations and Codes including the Small Commercial Vessel and Work Boat Codes</p>				
A35.2	<ul style="list-style-type: none"> <li>- Ensure vessel compliance with legislative requirements including vessel certificates and;</li> <li>- SOLAS</li> <li>- Convention on Load lines</li> <li>- MARPOL</li> <li>- Maritime labour Convention</li> </ul>				
	<b>Additional Tasks</b>				



## 4.2 Stability

### IMPLEMENT STABILTY REQUIREMENTS FOR A VESSEL (A01/02)

Number	Task	Making progress		Proficient	
		Initials/Date	Initials/Date	Initials/Date	Initials/Date
A01.1	Control the weather and watertight arrangements on the vessel, conduct drills and maintain logs as appropriate				
A01.2	Determine the trim, stress and stability of the vessel for various stages of the operation/voyage, including calculations and equipment generated data.				
A01.3	Demonstrate an understanding of the vessel's stability plans and information and an ability to monitor operations and maintain the vessel within the safety margin of the plan.				
	<b>Additional Tasks</b>				

### 4.3 Vessel Handling

#### CONTROL VESSEL NAVIGATION AND HANDLING (B04)

Number	Task	Progressing		Proficient	
		Initials/Date		Initials/Date	
B04.1	Determine and maintain Bridge watchkeeping arrangements and procedures in compliance with regulations				
B04.2	Ensure safety of navigation, protection of the marine environment and safety of the vessel and persons on board				
B04.3	Ensure voyage and contingency plans comply with recognised standards				
B04.4	Define night and standing orders for watchkeepers including circumstances when appropriate to call the Master				
B04.5	Plan and conduct manoeuvres to maximise safety of the vessel and crew using vessel's manoeuvring characteristics to best advantage during operations				
B04.6	Handle the vessel safely under prevailing conditions with due consideration to the engineering systems				
B04.7	Operate remote controls of propulsion plant, engineering systems and services correctly and safely				
	<b>Additional Tasks</b>				

## 4.4 Vessel Operations

### PLAN AND CARRY OUT VESSEL OPERATIONS (B14, B15, E01, E02, E11, E12, E13)

Number	Task	Progressing Initials/Date		Proficient Initials/Date	
B14/15.1	Demonstrate an ability on any vessel type to control/direct: <i>(Specify Vessel types on which tasks completed)</i>				
a	- prepare systems and equipment for operations, conduct performance checks and report irregularities				
b	- operate equipment safely and in accordance with manufacturers' instructions				
c	- shut down systems on completion of operations, stow and secure equipment.				
B14/15.2	Comply with the principles and safe working practices for the proper loading, stowage, carriage and discharge of the vessel's stores and equipment				
B13.8.i Vessel 1	Demonstrate an ability on any vessel type carrying out specialist operations (not including cargo carrying) that are the main purpose of the vessel's design to control/direct: <i>(Specify Vessel type on which tasks completed e.g. Dive Support, Anchor Handler, Transfer vessel )</i>				
a	- compliance with the principles and safe working practices for the operations				
b	- maintenance a safe working environment throughout the period of operations				
c	- preparation of compartments and equipment for the operations				
d	- monitoring the equipment during use, and respond appropriately to abnormal variations				
e	- operation of measurement equipment and taking readings as appropriate to monitor and rate the efficiency of operations, and respond to abnormal variations.				
B13.8.ii Vessel 2	Demonstrate an ability on any vessel type carrying out specialist operations (not including cargo carrying) that are the main purpose of the vessel's design to control/direct: <i>(Specify Vessel type on which tasks completed e.g. Dive Support, Anchor Handler, Transfer vessel )</i>				
a	- compliance with the principles and safe working practices for the operations				
b	- maintenance a safe working environment throughout the period of operations				
c	- preparation of compartments and equipment for the operations				
d	- monitoring the equipment during use, and respond appropriately to abnormal variations				
e	- operation of measurement equipment and taking readings as appropriate to monitor and rate the efficiency of operations, and respond to abnormal variations.				

B13.8.iii	Demonstrate an ability on any vessel type carrying out specialist operations (not including cargo carrying) that are the main purpose of the vessel's design to control/direct: <i>(Specify Vessel type on which tasks completed e.g. Dive Support, Anchor Handler, Transfer vessel )</i>				
Vessel 3					
a	- compliance with the principles and safe working practices for the operations				
b	- maintenance a safe working environment throughout the period of operations				
c	- preparation of compartments and equipment for the operations				
d	- monitoring the equipment during use, and respond appropriately to abnormal variations				
e	- operation of measurement equipment and taking readings as appropriate to monitor and rate the efficiency of operations, and respond to abnormal variations.				
	<b>Additional Tasks</b>				

## 4.5 Personal Reflective Log

You should use this Personal Reflective Log to record key events/work activities on board and it provides a space for you to reflect on what you are learning/have learnt. You should complete an entry at least once every two weeks. You should include any event/work activity that you have been involved in or that has been undertaken on board that you think is of particular note and that has made you think about your job as a Master, how you do your job and what you are learning.

This log will record your own development as you see it throughout your period of on-board training.

Date & Duration of the activity	Brief Description of the activity	Describe your role in the activity	What have you learnt from the activity? Could it have been done differently? Would you do it differently next time?

**Personal reflective log**

Date & Duration of the activity	Brief Description of the activity	Describe your role in the activity	What have you learnt from the activity? Could it have been done differently? Would you do it differently next time?

## **Section 5**

# **Relevant Maritime National Occupational Standards (NOS), as revised 2012.**

## **A01 CONTRIBUTE TO THE STABILITY AND WATERTIGHT INTEGRITY OF A VESSEL**

### **SUMMARY**

#### **What this standard is about:**

This standard covers the competence required to contribute to the stability and watertight integrity of a vessel for all stages of a voyage or operation to be undertaken. It includes actioning the vessel's stability plans for the required events, instructing the crew and confirming that the outcomes of the plan are as expected. Problems or changes have to be recognised and taken account of.

#### **Who this standard is for**

This standard applies to individuals at the operational level with responsibility for contributing to stability and watertight integrity of any size vessel working in any operational area.

### **PERFORMANCE CRITERIA**

#### **You must be able to do the following:**

- P1 ensure the stability and watertight integrity of the vessel is maintained in accordance with established safety rules, regulations and vessel procedures
- P2 assist in monitoring the stability and watertight integrity of the vessel and take relevant action to maintain them in accordance with established good practice
- P3 instruct the crew to ensure the vessel procedures are fully met
- P4 contribute to ensuring the vessel's weight distribution maintains the stability and stress condition within safe limits and defined stability criteria at all times.
- P5 provide information for maintaining accurate records relating to stability and watertight integrity

### **KNOWLEDGE AND UNDERSTANDING**

#### **You need to know and understand the following:**

- K1 how to maintain seaworthiness of a vessel
- K2 how to apply the basic principles of ship stability
- K3 the significant features of a vessel's structure and the names of key parts
- K4 the application of statutory regulations and guidelines, organisational instructions and guidance and vessel contingency plans



## **A02 ENSURE THE STABILITY AND WATERTIGHT INTEGRITY OF A VESSEL**

### **SUMMARY**

#### **What this standard is about**

This standard covers the competence required to ensure that the vessel is maintained in a seaworthy condition with respect to watertight integrity, stability and stress being correct for all stages of a voyage or operation to be undertaken.

It includes planning for the required events and planning the vessel's weight distribution, delegating the operation, confirming that the outcomes of the plans are as expected and that problems or changes have to be recognised and taken into account.

#### **Who this standard is for**

This standard applies to individuals at the managerial level with responsibility for ensuring stability and watertight integrity of any size vessel working in any operational area.

### **OUTCOMES OF EFFECTIVE PERFORMANCE**

#### **You must be able to:**

- P1 plan to ensure the stability and watertight integrity of the vessel at all times in accordance with the code of safe working practices and legal requirements
- P2 plan the vessel's weight distribution to ensure the stability and stress condition remain within safe limits at all times
- P3 instruct the crew to ensure that plans are fully met
- P4 confirm the stability and watertight integrity of the vessel at all times
- P5 ensure that stability calculations are appropriate to the proposed nature of the voyage or operation and meet the required stability criteria
- P6 confirm that trim, drafts and list are acceptable for vessel operations
- P7 ensure that checks on the vessel's stability condition are carried out at appropriate frequency.
- P8 take relevant remedial action in instances where stability or watertight integrity is compromised
- P9 keep accurate records relating to stability and watertight integrity

### **KNOWLEDGE AND UNDERSTANDING**

#### **You need to know and understand:**

- K1 how to control the trim, stability and stress of the vessel
- K2 the effect of damage and flooding on stability
- K3 the construction features and systems that may be used to limit damage
- K4 how to evaluate and apply statutory regulations and guidelines, organisational instructions and guidance, and vessel contingency plans
- K5 organisational recording requirements

## **A32 MAINTAIN SAFE, LEGAL AND EFFECTIVE WORKING PRACTICES ON A VESSEL.**

### **SUMMARY**

#### **What this standard is about**

This standard covers the competence required to ensure that the on board working practices meet the requirements of the vessel and are conducted safely and conform to organisational and legal requirements for health, safety, working practices and environmental standards. This involves planning, organising and monitoring work activities and maintaining suitable work conditions.

#### **Who this standard is for**

This standard applies to individuals at the operational level with responsibility for maintaining effective working practices on any size vessel working in any operational area.

### **OUTCOMES OF EFFECTIVE PERFORMANCE**

#### **You must be able to:**

- P1 identify potential hazards and assess risk in area of responsibility, according to health, safety and environmental requirements
- P2 plan and organise work in accordance with identified risk assessment
- P3 ensure that appropriate safety equipment and protective devices are in place and functioning
- P4 inform relevant people about their organisational and legal responsibilities for maintaining a healthy, safe and environmentally sound working environment
- P5 monitor and maintain work according to organisational, legal, safety and environmental requirements
- P6 give support to team members to ensure that they comply with health, safety and environmental regulations
- P7 respond to breaches in health, safety and environmental requirements in ways which are prompt and consistent with organisational and legal requirements
- P8 ensure efficient use of resources, taking into account possible impact on the environment\*
- P9 identify dangers to the environment and take relevant immediate action\*
- P10 ensure that documentation relating to health, safety and environmental aspects is complete, accurate and complies with legal requirements, and is distributed promptly to authorised persons

### **KNOWLEDGE AND UNDERSTANDING**

#### **You need to know and understand:**

- K1 how to monitor compliance with legislative requirements
- K2 the importance of creating a safety culture in the workplace
- K3 the relationship between law, codes and other forms of guidance
- K4 the law, codes, principles and procedures and other forms of guidance relating to health, safety, working practices and environmental standards
- K5 issues regarding personal and corporate penalties for unlawful acts or omissions and for breaches of company regulations
- K6 the principles of planning, directing and monitoring progress
- K7 how to ensure compliance with pollution prevention requirements
- K8 the requirements of records for commercial and legislative purposes
- K9 the application of statutory regulations and guidelines, organisational instructions and guidance, and vessel contingency plans

## **A33 ENSURE SAFE, LEGAL AND EFFECTIVE WORKING PRACTICES ON A VESSEL.**

### **SUMMARY**

#### **What this standard is about**

This standard covers the competence required to ensure that on board activities meet the requirements of the vessel, are conducted safely and conform to organisational and legal requirements. This involves monitoring activities and taking action when standards are not met.

#### **Who this standard is for**

This standard applies to individuals at the managerial level with responsibility for health, safety and environmental standards on any size vessel working in any operational area.

### **OUTCOMES OF EFFECTIVE PERFORMANCE**

#### **You must be able to:**

- P1 ensure that working conditions and practices meet legal and organisational requirements and that appropriate safety equipment and devices are available, accessible and maintained in a serviceable condition
- P2 ensure the effective management of potential hazards and risk
- P3 plan and have work carried out in accordance with shipboard and safety requirements, in accordance with legal and organisational requirements
- P4 ensure crew members are trained and fit to work in a healthy, safe and efficient manner
- P5 ensure safety and environmental monitoring activities are completed, identify any shortfalls in standards and instigate action to restore standards where required
- P6 investigate breaches in health and safety requirements promptly, in accordance with legal and organisational requirements
- P7 ensure that waste disposal is in accordance with approved procedures and legal requirements
- P8 ensure that safety documentation is complete, accurate, complies with organisational and legal requirements and is distributed promptly to authorised persons
- P9 ensure effective communications with relevant personnel as required

### **KNOWLEDGE AND UNDERSTANDING**

#### **You need to know and understand:**

- K1 how to monitor and control compliance with legislative requirements
- K2 measures to ensure safety of life at sea and the protection of the marine environment
- K3 how to maintain safety and security of all on board, and the operational condition of life-saving, fire-fighting and other safety systems
- K4 the development of emergency and damage control plans and how to handle emergency situations
- K5 how to organise and manage the crew
- K6 how to evaluate and apply statutory regulations and guidelines, organisational instructions and guidance, and vessel contingency plans

## **A34 CREATE, MAINTAIN AND ENHANCE PRODUCTIVE WORKING RELATIONSHIPS ON BOARD A VESSEL.**

### **SUMMARY**

#### **What this standard is about**

This standard covers the competence required as a team leader so that work activities are carried out in ways that ensure effective working relationships with colleagues, team members and managers. It includes minimising the potential for interpersonal conflict and dealing with such conflicts should they arise.

#### **Who this standard is for**

This standard applies to individuals at the operational level with responsibility for maintaining effective working relationships on any size vessel working in any operational area.

### **OUTCOMES OF EFFECTIVE PERFORMANCE**

#### **You must be able to:**

- P1 treat colleagues, team members and managers in a manner which shows respect for individuals
- P2 keep colleagues, team members and managers informed about plans and activities
- P3 clearly define the responsibilities of the team and its individual members and the limits of their authority
- P4 allocate work to make the best use of individual and team resources and the abilities of those concerned
- P5 promptly identify poor performance within the team, discuss with those concerned and agree the action to be taken
- P6 resolve conflicts in accordance with statutory and organisational requirements
- P7 provide timely and accurate reports to managers on activities, progress, results and achievements
- P8 make clear and realistic proposals to colleagues, team members and managers for action to achieve objectives

### **KNOWLEDGE AND UNDERSTANDING**

#### **You need to know and understand:**

- K1 how to monitor compliance with legislative requirements
- K2 the officer's managerial role and key responsibilities
- K3 the principles of planning, directing and monitoring progress
- K4 how to communicate effectively
- K5 the importance of creating a safety culture in the workplace
- K6 the principles relating to the management of people
- K7 the types of conflict that may occur between people at work and the action to take
- K8 the requirements of records for commercial and legislative purposes
- K9 the relationship between law, codes and other forms of guidance
- K10 the law, codes, principles and procedures and other forms of guidance relating to health, safety, working practices and environmental standards
- K11 issues regarding personal and corporate penalties for unlawful acts or omissions and for breaches of company regulations
- K12 the application of statutory regulations and guidelines, organisational instructions and guidance and vessel contingency plans

## **A35 ENSURE COMPLIANCE WITH THE COMMERCIAL OBLIGATIONS OF A VESSEL.**

### **SUMMARY**

#### **What this standard is about**

This standard covers the competence required for ensuring that the commercial obligations of the vessel are met. It includes planning the operations for vessels that are engaged in complex commercial operations and making sure that they comply with commercial requirements, ensuring those involved have clearly defined responsibilities, that operations are properly monitored and that all relevant documentation is complete and distributed as required.

#### **Who this standard is for**

This standard applies to individuals at the managerial level with responsibility for ensuring the vessel's compliance with commercial obligations on any size vessel working in any operational area

### **OUTCOMES OF EFFECTIVE PERFORMANCE**

#### **You must be able to:**

- P1 plan operations in accordance with commercial requirements
- P2 ensure that training of those involved in commercial operations is sufficient and meets quality standards
- P3 clearly define the responsibilities of teams and individuals and the limits of their authority
- P4 monitor operations in accordance with commercial requirements
- P5 ensure that documentation is complete, accurate and complies with organisational, legal and commercial requirements
- P6 investigate and instigate remedial action for documentation not meeting the required standards
- P7 ensure that documentation is distributed efficiently and within required timescales to authorised persons and organisations

### **KNOWLEDGE AND UNDERSTANDING**

#### **You need to know and understand:**

- K1 the application of commercial law to vessel operations
- K2 how to monitor and control compliance with legislative requirements
- K3 measures to ensure safety of life at sea and the protection of the marine environment
- K4 how to maintain safety and security of all on board, and the operational condition of life-saving, fire-fighting and other safety systems
- K5 the development of emergency and damage control plans and how to handle emergency situations
- K6 how to organise and manage the crew
- K7 the principles and application of UK and international law to vessel operations
- K8 the procedures for dry-docking and the preparations required for surveys
- K9 how to evaluate and apply statutory regulations and guidelines, organisational instructions and guidance, and vessel contingency plans

## **B04 CONTROL NAVIGATION AND VESSEL HANDLING**

### **SUMMARY**

#### **What this standard is about**

This standard covers the competence required to implement policies for the safety of navigation in all conditions, including planning for contingencies, ensuring compliance with international standards concerning watchkeeping and navigation and providing navigational support, when required, to those responsible for producing and executing detailed operational plans. It also includes vessel handling in all conditions.

#### **Who this standard is for**

This standard applies to individuals at the managerial level who have responsibility and control for navigating and handling any size vessel working in any operational area.

### **OUTCOMES OF EFFECTIVE PERFORMANCE**

#### **You must be able to do the following:**

- P1 determine and maintain watchkeeping arrangements and procedures in compliance with international regulations and guidelines
- P2 ensure the safety of navigation, protection of the marine environment and safety of the vessel and persons on board
- P3 ensure that those providing detailed plans understand their roles and responsibilities in voyage and contingency planning
- P4 clearly define in night and standing orders the duties and responsibilities of watchkeepers and the circumstances requiring the Master's support on the bridge
- P5 accurately assess and evaluate the circumstances where Master's support is appropriate and provide the support when requested
- P6 plan and conduct manoeuvres to maximise the safety of the vessel and crew using the vessel's manoeuvring characteristics to the best advantage during operations
- P7 handle the vessel safely under the prevailing conditions with due consideration to the engineering systems
- P8 communicate clearly and concisely with the ship's team to ensure effective navigation and ship handling
- P9 operate remote controls of propulsion plant, engineering systems and services correctly and safely
- P10 develop and action appropriate contingency plans, which reflect bridge team management principles and that ensure the safety of navigation, protection of the marine environment and safety of the vessel and persons on board

### **KNOWLEDGE AND UNDERSTANDING**

#### **You need to know and understand:**

- K1 how to plan a voyage and conduct navigation
- K2 how to establish watch-keeping arrangements and procedures
- K3 how to maintain safe navigation through the use of radar and ARPA and modern navigation systems to assist command decision-making
- K4 the use of weather and oceanographic information to forecast conditions
- K5 how to develop contingency plans which reflect bridge team management principles and that ensure the safety of navigation, protection of the marine environment and safety of the vessel and persons on board
- K6 how to respond and control navigational emergencies
- K7 how to manoeuvre and handle the vessel in all conditions
- K8 the operation of remote controls of propulsion plant and engineering systems and services
- K9 the procedures for dry-docking and the preparations required for surveys
- K10 how to evaluate and apply statutory regulations and guidelines, organisational instructions and guidance and vessel contingency plans

## **B14 MONITOR AND CONTROL VESSEL OPERATIONS**

### **SUMMARY**

#### **What this standard is about**

This standard covers the competence required to monitor and control the operation of vessels including the handling (loading, unloading), securing and care of cargo and equipment or other operations for which the vessel is purposely designed.

It provides for the development of specialist skills and knowledge associated with the main purpose of the vessel.

#### **Who this standard is for**

This standard applies to individuals at the operational level with responsibility for monitoring and controlling operations on any size vessel working in any operational area.

### **OUTCOMES OF EFFECTIVE PERFORMANCE**

#### **You must be able to:**

- P1 take over and hand over an operational watch, in accordance with established procedures
- P2 organise and control the team to ensure the operations are carried out effectively and equipment is operated correctly
- P3 ensure the exchange of internal and external information is complete and relevant to the circumstances of the operation
- P4 ensure that operations are carried out in accordance with the operational plan and established practice, safety and environmental protection requirements
- P5 ensure procedures for emergencies and contingencies are established and ready for operation when required
- P6 ensure dangerous, hazardous or harmful substances are correctly handled, in accordance with regulations and codes of safe working practices
- P7 report progress on operations in accordance with organisational requirements and record operations in accordance with legislative and organisational requirements
- P8 ensure that equipment is correctly shut down and the vessel is secure on completion of operations

### **KNOWLEDGE AND UNDERSTANDING**

#### **You need to know and understand:**

- K1 how to monitor the loading, stowage, securing and unloading of cargoes and their care during the voyage
- K2 how to ensure compliance with pollution prevention requirements
- K3 how to maintain seaworthiness of a vessel
- K4 how to apply the basic principles of ship stability
- K5 the significant features of a vessel's structure and the names of key parts
- K6 the application of statutory regulations and guidelines, organisational instructions and guidance and vessel contingency plans

## **B15 PLAN AND DIRECT VESSEL OPERATIONS**

### **SUMMARY**

#### **What this standard is about**

This standard covers the competence required to plan and direct the operation of vessels including the handling (loading, unloading), securing and care of cargo or other operations for which the vessel is purposely designed. It is also concerned with monitoring and controlling compliance with legislative requirements to ensure safety of life at sea and protection of the marine environment.

It provides for the development of specialist skills and knowledge associated with the main purpose of the vessel.

#### **Who this standard is for**

This standard applies to individuals at the managerial level who have responsibility for planning and directing operations on any size vessel working in any operational area

### **OUTCOMES OF EFFECTIVE PERFORMANCE**

#### **You must be able to:**

- P1 prepare a plan for operations on receipt of instructions for the vessel and in accordance with established procedures and legislative requirements
- P2 specify the most appropriate strategies, work methods and activities for the vessel operation
- P3 define the work sequence in accordance with the plan and fully brief the team leaders on them
- P4 prepare a plan for dealing with known contingencies, hazards or special requirements and to meet safety requirements
- P5 confirm that operations are carried out in accordance with the plan
- P6 negotiate with external agencies to ensure that the operations proceed safely and to schedule
- P7 confirm that procedures for environmental protection, emergencies and contingencies are established and ready for operation if required
- P8 confirm procedures for handling dangerous, hazardous or harmful substances are in accordance with regulations and codes of safe working practices
- P9 report progress on operations in accordance with organisational requirements
- P10 confirm that the vessel is secure on completion of operations  
record plans for reference and confirm that records of operations are kept in accordance with legislative and organisational requirements

### **KNOWLEDGE AND UNDERSTANDING**

#### **You need to know and understand:**

- K1 how to plan and ensure safe loading, stowage, securing and care during the voyage and unloading of cargoes
- K2 the carriage of dangerous goods
- K3 how to control the trim, stability and stress of the vessel
- K4 how to monitor and control compliance with legislative requirements and measures to ensure safety of life at sea and the protection of the marine environment
- K5 how to evaluate and apply statutory regulations and guidelines, organisational instructions and guidance and vessel contingency plans



## **E01 CONTROL TUG OPERATIONS**

### **SUMMARY**

#### **What this standard is about**

This standard covers the competence required to control operations on board the tug. It includes controlling preparation, connection, adjustment and disconnection of the tow in all conditions, and maintaining internal and external communications.

#### **Who this standard is for**

This standard applies to individuals at the operational level who control tug operations on any size vessel working in any operational area.

### **OUTCOMES OF EFFECTIVE PERFORMANCE**

#### **You must be able to:**

- P1 plan and progress the work in accordance with legislation and industry
- P2 ensure specialised preparation equipment is used in accordance with manufacturers' recommendations and instructions
- P3 take appropriate action in the event of irregularities and report to the relevant bodies
- P4 confirm that the operations necessary to complete preparation are fully carried out
- P5 ensure that connecting, adjusting and disconnecting the tow is in accordance with instructions and safe working practice
- P6 successfully use on-board systems for internal and external communications
- P7 correctly identify and respond to sound signals and special port signals in respect of tug operations
- P8 maintain the working area in a safe condition throughout the operation
- P9 apply contingency procedures to malfunctioning equipment promptly and effectively
- P10 ensure that the procedures used for emergency operation of towing equipment comply fully with contingency plans and minimise personal risk  
shut down and secure the equipment on completion of the operation in accordance with operational requirements

### **KNOWLEDGE AND UNDERSTANDING**

#### **You need to know and understand:**

- K1 different types of tug equipment and the equipment required for routine operations
- K2 characteristics, including safe working load and breaking strain, of different types of rope, wire, chain, shackles and links
- K3 winch construction including spooling devices
- K4 anti-pollution equipment: chemicals; masts and booms; wash boards; pumps; hoses and nozzles.
- K5 fire fighting equipment: fixed and portable monitors (water and foam); water curtains; pumps and associated portable equipment
- K6 how to connect, control, adjust and disconnect the tow
- K7 how to operate equipment in contingency situations and in rough seas
- K8 tug construction with respect to watertight integrity when securing the vessel
- K9 use of protective clothing; guarding of machinery; safe movement on board ship
- K10 the application of Statutory Regulations and guidelines, organisational instructions and guidance and vessel contingency plans

## **E02 DIRECT TUG OPERATIONS**

### **SUMMARY**

#### **What this standard is about**

This standard covers the competence required to direct towing operations on board tug. It includes planning the tow, controlling and manoeuvring during the towing operation and maintaining communications with the crew and the towed vessel, in all conditions.

#### **Who this standard is for**

This standard applies to individuals at the managerial level with responsibility for directing tug operations on any size vessel working in any operational area

### **OUTCOMES OF EFFECTIVE PERFORMANCE**

#### **You must be able to:**

- P1 plan tug operations considering the relevant factors and using reliable and up-to- date information
- P2 determine and obtain the required resources to carry out the operation
- P3 agree the operational plans and inform the appropriate personnel
- P4 supervise the plans to ensure operations are carried out in a safe manner, allocating work to the appropriate personnel and giving instructions to optimise the efficiency of the towing operation
- P5 identify and resolve problems and irregularities to avoid disruption of operations and apply contingency procedures in the event of malfunction to minimise risk to the equipment and maximise the success of the operation
- P6 select the most suitable control position and steering mode for the operation area of navigation in the prevailing conditions in order to manoeuvre the tug safely and keep the tug and tow in safe water
- P7 maintain the required tug heading and speed necessary for the operation, taking account of the area of navigation and the existing sea state, and make controlled alterations to the heading smoothly and with minimal overshoot
- P8 maintain the safe operating limits of the vessel propulsion, steering and power systems during normal operations
- P9 make any emergency manoeuvres promptly to minimise risk to personnel, tug, equipment and the operation
- P10 direct the correct connection and disconnection of the tow
- P11 ensure the working area is maintained in a safe condition ? throughout the operation and that equipment for the operation is handled in a safe and controlled manner
- P12 ensure procedures for the emergency operation of towing equipment are implemented and comply fully with contingency plans and minimise the risk to personnel
- P13 confirm that the shut down and securing of equipment complies with manufacturers' instructions and operational requirements
- P14 maintain links with the vessel being towed and select the most suitable method and system available for the required link for the existing circumstances and conditions
- P15 transmit and receive radio communications in accordance with ITU regulations and procedures and comply with port installation requirements.
- P16 communicate effectively and efficiently and maintain appropriate records of communications

## **E02 DIRECT TUG OPERATIONS Continued**

### **KNOWLEDGE AND UNDERSTANDING**

#### **You need to know and understand:**

- K1 how to plan for and provide towing and associated services for normal operations, contingencies and combined tows
- K2 how to plan and provide for fire fighting services, anti-pollution and pollution control services
- K3 manoeuvring characteristics of tugs and acceptable manoeuvres to execute the plan
- K4 the overall principles involved in towing operations and procedures for normal operation
- K5 tug and equipment construction with respect to performance when operating on or near the limits of performance
- K6 the effects that failure or mal-operation of equipment may have on the tug
- K7 the effects of different hull forms on manoeuvring
- K8 propulsion control systems and the type of response
- K9 how equipment must be operated
- K10 which contingency procedures to apply in towing emergencies and how to apply them
- K11 how to delegate tasks to crew members
- K12 how to communicate using VHF radio and sound signals
- K13 the likely effects of different winds, sea states, tides and currents on the tug and tow
- K14 emergencies that may arise – e.g. towrope breaking, hook malfunctions, GOG malfunction, winch malfunction, main engine malfunction
- K15 the effects of the various propulsion systems on manoeuvring
- K16 interaction, its cause and its effects
- K17 how to evaluate and apply Statutory Regulations and guidelines, organisational instructions and guidance and vessel contingency plans

## **E11 – PLAN AND CARRY OUT DREDGING OPERATIONS FROM A VESSEL**

### **SUMMARY**

#### **What this standard is about**

This standard covers planning for and carrying out dredging operations from a vessel within inland and/or coastal waters.

Dredging operations can include those involving any form of dredging, including for example, cutting, dragging, hopper suction, jetting and ploughing operations.

#### **Who this standard is for**

This standard applies to individuals at the operational level with responsibility for planning and carrying out dredging from a vessel in inland or coastal waters.

### **PERFORMANCE CRITERIA**

#### **You must be able to:**

- P1 establish correctly the area to be dredged, the material likely to be removed including its quantity, and identify and assess any related potential hazards
- P2 use the appropriate vessel, gear and equipment required to carry out dredging operations
- P3 plan the dredging operation, taking account of the characteristics of the vessel, gear and equipment, the nature of the material to be dredged, and the environment
- P4 identify any potential areas of uncertainty, and prepare relevant contingencies to address these
- P5 confirm the destination of the waste materials, that this is adequate and appropriate for the safe and correct disposal of the materials, and that all necessary permissions have been obtained
- P6 brief all concerned clearly and correctly on the actions to be taken, ensuring that everyone understand their role and the emphasis upon safety
- P7 notify all relevant persons promptly and correctly of the dredging operation, where relevant
- P8 confirm that the vessel, gear and equipment is in good working order before use
- P9 operate vessel and dredging equipment correctly and safely, ensuring that dredging occurs at, and to, the required level
- P10 dispose of items and dredged materials removed from the water correctly and safely
- P11 report any suspicious items promptly and accurately to the relevant person
- P12 maintain a look out and radio watch for other individuals and vessels within the vicinity of the dredging operation and take the necessary action to maximise safe working operations
- P13 ensure that those working areas above water are clean, tidy and free from obstructions, upon completion of operations

## **E11 – PLAN AND CARRY OUT DREDGING OPERATIONS FROM A VESSEL**

### **Continued**

#### **KNOWLEDGE AND UNDERSTANDING**

##### **You need to know and understand:**

- K1 the operation of the principal types of dredging vessels, gear and equipment used in your area of operations
- K2 how to plan dredging operations and the factors to take into account
- K3 how to interpret weather and sea state information and how these can impact upon dredging operations and craft movements
- K4 how a craft's stability may be affected by dredging operations
- K5 the importance and impact of Department for Environment and Rural Affairs' (DEFRA) dredging licence, United Kingdom Hydrographic Office's (UKHO) Hydrographic Standards, and other regulations upon dredging operations
- K6 your organisation's and local navigation authorities' requirements for dealing with reports of hazards and obstructions within navigable channels
- K7 local geography, including advertised water depths, and water conditions, and their impact upon the movement of craft, obstructions and hazards
- K8 your organisation's inspection regime for dredging equipment
- K9 the importance of following safe working practice when dredging, and how to do this
- K10 methods for minimising environmental damage during work and in the disposal of dredged materials
- K11 the importance of clear communications on board and with other vessels, and how to do this
- K12 relevant persons to be notified of dredging operations, and how to do this
- K13 procedures for dealing with emergencies when dredging

## **E12 – PLAN AND CARRY OUT ANCHOR HANDLING OPERATIONS FROM A VESSEL**

### **SUMMARY**

#### **What this standard is about**

This standard covers the competence required to control operations on board the anchor handler. It includes controlling preparation and carrying out of anchor handling operations.

#### **Who this standard is for**

This Standard applied to individuals at the operational level who control anchor handling operations on any size of vessel working in any operational area.

### **OUTCOMES OF EFFECTIVE PERFORMANCE**

#### **You must be able to:**

- P1 plan anchor handling operations in accordance with instructions, legislation and industry standards taking into account hazards and local conditions
- P2 brief all personnel involved on the actions to be taken and ensure that everyone understands their role in the anchor handling operation
- P3 confirm that the vessel, specialist gear and equipment is in good working order in accordance with manufacturers' recommendations and instructions before use
- P4 correctly use specialist equipment associated with anchor handling in accordance with manufacturers' recommendations and instructions
- P5 pick up surface buoys in accordance with safe working practices
- P6 ensure correct connecting, disconnecting and rigging of handling wires in accordance with safe working practices
- P7 control spooling of additional pennants onto a winch drum in accordance with safe working practices
- P8 ensure safe anchor handling procedures to deck an anchor, secure an anchor to the deck and deploy an anchor
- P9 manoeuvre a vessel within the vessel's operating parameters to run an anchor, to break out an a anchor, to a lasso buoy and to attach a pennant
- P10 shut down and secure equipment on completion of the operation in accordance with operational requirements

## **E12 – PLAN AND CARRY OUT ANCHOR HANDLING OPERATIONS FROM A VESSEL Continued**

### **KNOWLEDGE AND UNDERSTANDING**

**You need to know and understand the following:**

- K1 terminology used in the Offshore sector
- K2 different types of anchor handling gear and equipment including anchors, grapnel, lasso, hand tools
- K3 characteristics, including safe working load and breaking strain, of wires, shackles, jaws, pins and kenter, pear and hinge links
- K4 winch construction including spooling devices
- K5 inspection regimes for equipment
- K6 safe working procedures and hand signals used for correctly handling anchors in general and while the vessel is manoeuvring
- K7 the dangers of a 'live' wire and the need to keep the deck clear
- K8 how to interpret weather and sea state information and how these can impact upon anchor handling operations and vessel movements
- K9 advertised water depths, water conditions and their impact on the movement of vessels, obstructions and hazards
- K10 how a vessel's stability may be affected during anchor handling operations
- K11 construction of anchor handling vessels with respect to watertight integrity
- K12 procedures for dealing with emergencies through application of Statutory Regulations, organisational instructions and guidance

## **E13 PLAN AND CARRY OUT DIVE SUPPORT OPERATIONS FROM A VESSEL**

### **SUMMARY**

#### **What this standard is about**

This standard covers the competence required to control operations on board a diving operations vessel. It includes controlling preparation and carrying out of safe support for diving operations.

#### **Who this standard is for**

This Standard applies to individuals at the operational level with responsibility for planning and controlling the support of diving operations on any size of vessel working in any operational area.

### **OUTCOMES OF EFFECTIVE PERFORMANCE**

#### **You must be able to:**

- P1 plan dive support operations in accordance with instructions, legislation and industry standards taking into account hazards and local conditions
- P2 hold vessel induction talk with personnel that are not crew of vessel
- P3 brief all personnel involved on the actions to be taken and ensure that everyone understands their role in the diving operation
- P4 respond to a dive operations emergency in accordance with industry standards and latest guidance
- P5 communicate with shore side emergency services and support in accordance with standard procedures and regulations
- P6 confirm that the vessel, specialist gear and equipment are in good working order in accordance with manufacturers' recommendations and instructions before use
- P7 ensure correct lifting of specialist dive equipment on-board vessel and the correct Sea Fastening of equipment on deck in accordance with safe working practices
- P8 ensure clear lines of communication between wheelhouse and dive team
- P9 notify relevant authorities and work site administration of dive operation in accordance with requirements
- P10 ensure correct dive signals are displayed in accordance with regulations
- P11 ensure correct mooring/anchoring of vessel to ensure a safe static position for dive operations
- P12 deploy and secure dive recovery platform/ladder in accordance with safe working practices
- P13 ensure immobilization of vessel propulsion system and deployment of "divers down" signs in engine room prior to dive operations
- P14 ensure permanent watch kept for approaching vessels by all available means
- P15 recover divers using on-board crane/ladder deck in accordance with safe working practices
- P16 recover mooring/anchor devices in accordance with safe working practice



## **E13 PLAN AND CARRY OUT DIVE SUPPORT OPERATIONS FROM A VESSEL Continued**

### **KNOWLEDGE AND UNDERSTANDING**

**You need to know and understand the following:**

- K1 terminology used in dive support operations
- K2 principles of dive support operations and diving
- K3 basic principles of effective communication
- K4 how to communicate on board a vessel, ship to ship and between ship/shore
- K5 different types of mooring and anchoring arrangements
- K6 safe working procedures for the use of mooring and anchoring equipment
- K7 inspection and maintenance regimes for equipment
- K8 safe working procedures and hand signals used for crane operations
- K9 how to interpret weather and sea state information and how these can impact upon dive operations and vessel movements.
- K10 predicted water depths, water conditions and their impact on dive operations.
- K11 procedures for dealing with emergencies through the application of Statutory Regulations, organisational instructions and guidance.
- K12 understanding the specific dangers and response for diving operations