

## **ANNEX 9**

### **STCW 7/Circ.2**

#### **INTERNATIONAL CONVENTION ON STANDARDS OF TRAINING, CERTIFICATION AND WATCHKEEPING FOR SEAFARERS (STCW), 1978**

##### **Model training record book for candidates for certification as an officer in charge of a navigational watch**

1. The Sub-Committee on Standards of Training and Watchkeeping (STW), at its twenty-eighth session, prepared the draft IMO Model training record book for candidates for certification as an officer in charge of a navigational watch given at annex.
2. The STW Sub-Committee noted the draft text of the model training record book must be seen as a model only which has been developed as guidance to assist Parties in preparing their own training record book for use as part of an approved training programme. The content of the model training record book follows the structure of the STCW Convention and the STCW Code. However, nothing prevents a Party from adopting its own format or specifying assignments in less or greater detail.
3. Assessment of the competence of the seafarers concerned is included in the model training record book. However, as the STW Sub-Committee could not reach consensus, the on-board assessment in relation to the training record books will be further considered at the twenty-ninth session of the STW Sub-Committee (January 1998).
4. Parties should be aware that it is their responsibility to ensure that instructors, supervisors and assessors are appropriately qualified as required by section A-1/6, paragraph 3 of the STCW Code and that they comply with the quality standards in section A-1/8 of the STCW Code.

**ENCLOSURE [1]**

**MODEL OF A TRAINING RECORD BOOK FOR CANDIDATES FOR  
CERTIFICATION  
AS OFFICER IN CHARGE OF A NAVIGATIONAL WATCH  
(as part of an approved training programme)**

**INTRODUCTION**

1. This model Training Record Book is developed as guidance to assist Parties in developing their own Training Record Book which may be used as part of an approved training programme. Further, the Training Record Book allows for the recording of assessment by qualified assessors of satisfactorily demonstrated competencies. The content of this book follows the structure given in section A-II/1 of the STCW Code. Nothing should prevent a Party from adopting its own format or specifying the assignments presented in section A-II/1 of the STCW Code in greater detail. Each company has to satisfy requirements relevant to training, as outlined in regulation I/III of the STCW Convention and Section A-I/14 of the STCW Code.
2. This model Training Record Book details the practical training which should be completed prior to certification as Officer in Charge of a Navigational Watch. It will serve both as a guide to the practical training which should be undertaken during the mandatory period of seagoing service and as a record of the satisfactory completion of that training on board.
3. Each trainee will require his/her own training record book and should be responsible for its safe keeping. Masters and shipboard training officers will also need to consult it to facilitate planning and organization of the training.
4. Those carrying out instruction or assessment' activities as part of an approved in-service training programme, either on board or ashore, should appreciate how and where the particular skill or ability being taught or assessed might best be conducted and related to all other skills or abilities required to achieve competency at the operational level. Where assessment is used in this document, it refers solely to the assessment of the trainee's practical ability to carry out the tasks given in the Training Record Book as demonstrated. Types of assessment include:
  - .1 Approved in-service experience;
  - .2 Approved training ship experience;

-----  
Instructors and assessors shall be qualified in accordance with regulation 1/6 of the STCW Convention and the corresponding parts of the STCW Code.

- .3 Approved simulator training, where appropriate;
  - .4 Approved laboratory equipment training;
  - .5 Approved fire-fighting training and experience as set out in section A-VI/3 of the STCW Code;
  - .6 Approved training and experience as set out in section A-VI/2, paragraphs 1 to 4 of the STCW Code; and
  - .7 Approved training as set out in section A-VI/4, paragraphs 1 to 3 of the STCW Code.
5. No on-board training or assessment should take place unless such activities can be carried out without interfering with the normal operation of the ship, jeopardizing safety of life at sea, or posing a risk of marine pollution. Instructors and assessors should be able to devote their time and attention exclusively to the instruction and assessment activity at hand, or if unable to do so, should defer the activity until a more suitable time.

## **SCOPE**

6. The aim of the practical training is for trainees to:
- gain experience in relevant aspects of shipboard activities as they occur on board the ship or ships on which the trainee is sailing;
  - test and compare the knowledge acquired at school with the daily practice on board;
  - consolidate and expand theoretical knowledge;
  - build a practical basis to achieve the standards of competence in accordance with table A-II/1 of the STCW Code;
  - build a practical basis to achieve the standards of competence in accordance with regulation VIII/2 and the corresponding parts of the STCW Code relating to principles to be observed in keeping a navigational watch; and
  - prepare for a future position on board.

-----  
Instructors and assessors shall be qualified in accordance with regulation 1/6 of the STCW Convention and the corresponding parts of the STCW Code.

## **OBJECTIVE**

7.1 The trainees will acquire basic seamanship skills and a practical awareness of the need to follow safe working practices. They will also -be able to keep a navigational watch safely, in accordance with the relevant regulations and recommendations.

7.2 The aim of the Training Record Book is three fold, namely:

- directing the practical training, so the trainee is guided as to the objectives of the practical training period;
- giving guidance to the shipboard training officers regarding the development of the practical training to enable them to judge the progress and, if necessary, to make adjustments; and
- directing the assessment so that the required training outcome can be proved and documented.

## **APPROVED PROGRAMME OF ON-BOARD TRAINING**

8.1 Candidates for certification under regulation II/1, other than those who have approved seagoing service of not less than three years, are required to have completed an “approved program of on board training”. This program of onboard training is to form part of an overall program of education and training approved by the Party under whose authority the certificate or endorsement is to be issued. The programme of on-board training is required to ensure that the candidate receives systematic practical training and experience which is closely supervised and monitored by qualified officers and adequately documented in an approved Training Record Book. The regulation requires that officers supervising and monitoring and assessing the on board training are appropriately qualified.

8.2 Each general training activity specified in the approved training record book is required to have been completed by the candidate and supervised, monitored, assessed and documented as being satisfactorily completed in accordance with the requirements and recommendations of the STCW Code.

See regulations I/6, I/8 and II/1 of the STCW Convention and the corresponding parts of the STCW Code.

# SEA GOING PHASE TRAINING RECORD BOOK

## Guidance for the Master and Shipboard Training Officer

### Guidance for on-board instructors.

1. Before giving instruction in a particular skill or ability for the purpose of initialing this training record book (TRB), the instructor should (a) be qualified under the relevant regulations to give such instruction, and (b) determine that the candidate is qualified on the basis of prior experience and/or training, to receive such instruction. The instructor should also review the TRB to identify what training the candidate has already completed, and what training remains to be conducted.
2. In designing an on-board training activity, the instructor should have clear, measurable, training objectives. These should be organized by reference to other related skills and abilities needed by the student to achieve the level of competence being pursued. The training objectives should be approved by the responsible person supervising the training and assessment program.
3. The instructor should conduct training only when the necessary equipment is operational and will be available throughout the training exercise.
4. The instructor should follow an outline, checklist, or training plan which organizes information and instructional activities in a logical and progressive manner.
5. Instructional activities should make effective use of available teaching media such as videotape, personal computers, and models.
6. The instructor should ensure the candidate has sufficient opportunities to observe the skill or ability being properly performed. When the skill or ability requires the use of certain shipboard equipment, the instructor should ensure that the candidate is given adequate opportunities for hands-on use of that equipment along with constructive comments directing the candidate to preferred or proper ways of using the equipment.
7. Instruction should include explanations of misuse or improper procedure; problems that may be encountered and proper corrective actions to take; and descriptions of important differences which may exist from ship to ship.
8. The instructor should periodically use a reliable means of assessment to determine that candidate is in fact making progress toward the objectives stated for the instructional activity.
9. When the instructor is inexperienced, arrangements should be made for his or her early training activities to be monitored by the person responsible for supervising the training and assessment program, with the aim of ensuring that training activities are conducted in the most effective manner possible.Guidance for on-board assessors/designated examiners

10. Before assessing the performance of a particular skill or ability for the purpose of initialing this TRB, the assessor should (a) be qualified under the relevant regulations to perform the assessment; and (b) determine that the candidate is qualified on the basis of prior experience and/or training, to be assessed. The assessor should also review the TRB to identify what training and assessment the candidate has already completed, and what training or assessment remains to be conducted.
11. In designing an on-board assessment activity, the assessor should have clear, measurable, assessment objectives. These should be organized by reference to other related skills and abilities needed by the student to achieve the level of competence being pursued. The training objectives should be approved by the person responsible for supervising the training and assessment program.
12. The following guidelines are taken from section B-II/1 of the STCW Code for the conduct of assessment and should be taken into account:
  - .1 The scope of knowledge is implicit in the concept of competence. Assessment of competence should, therefore, encompass more than the immediate technical requirements of the job, the skills and tasks to be performed, and should reflect the broader aspects needed to meet the full expectations of competent performance as a ship's officer. This includes relevant knowledge, theory principles, and cognitive skills which, to varying degrees, underpin all levels of competence. It also encompasses proficiency in what to do, how and when to do it, and why it should be done. Properly applied, this will help to ensure that a candidate can:
    - .1.1 work competently in different ships and across a range of circumstances;
    - .1.2 anticipate, prepare for, and deal with contingencies; and
    - .1.3 adapt to new and changing requirements.
  - .2 The criteria for evaluating competence (column 4 of table A-II/1 of the STCW Code) identify primarily in outcome terms the essential aspects of competent performance. They are expressed so that assessment of a candidate's performance can be made against them and should be adequately documented in the training record book.
  - .3 Evaluation of competence is the process of:
    - .3.1 collecting sufficient valid and reliable evidence about the candidate's knowledge, understanding and proficiency to accomplish the tasks, duties and responsibilities listed in column 1 of table A-II/1; and
    - .3.2 judging that evidence against the criteria specified in the standard.
  - .4 The arrangements for evaluating competence should be designed to take account of different methods of assessment which can provide different types of evidence about the candidate's competence, e.g.:

- .4.1 direct observation of work activities (including seagoing service);
- .4.2 skills/proficiency/competency tests;
- .4.3 projects and assignments;
- .4.4 evidence from previous experience; and
- .4.5 written, oral and computer-based questioning techniques.

One or more of the first four methods listed should be used to provide evidence of ability, in addition to appropriate questioning techniques to provide evidence of supporting knowledge and understanding.

13. Before conducting the assessment, the assessor should:

- .1 familiarize him or herself with the assessment criteria [in column 4 of the relevant tables in section A-II/1 of the STCW Code] to ensure that the assessment activities will be effective and comprehensive;
- .2 develop scenarios which involve a sequence of events that require the candidate to exercise good judgment in a realistic amount of time; that include distracters (such as equipment malfunctions) which test the candidate's ability to react properly to abnormal or emergency circumstances; and that require the candidate to make effective use of all relevant and available human resources, hardware and information.
- .3 ensure the necessary equipment is operational and will be available throughout the assessment activity;
- .4 be able to articulate the parameters or thresholds which will, under the circumstances, represent an acceptable level of performance;
- .5 clearly explain to the candidate the purpose of the activity and the steps he or she is to take during the demonstration of the skill or ability;
- .6 ensure that the candidate (a) can concentrate on the task(s) at hand; (b) will not receive unauthorized assistance during the assessment process; and (c) is not in a position to "learn the test" by watching the performance of other candidates;
- .7 inform the candidate as to the scope and depth of knowledge to be assessed, the length of time allowed for the demonstration, and the effect of failing to perform part of the demonstration properly; and establish the candidate's willingness to be assessed under the circumstances presented.

14. The assessor should continuously observe the candidate during performance of the skill or ability and should only note in the training record book when the performance is acceptable. In

the event the candidate does not perform a critical phase of the assessment exercise at an acceptable level of proficiency, assessment should be suspended and should not be conducted until further instruction is provided.

15. Successful or acceptable performance should be based on the candidate's proved ability to safely perform:
  - .1 the assigned tasks in accordance with competency criteria identified in the training record book;
  - .2 such tasks in a manner which demonstrates that the required level of skill, knowledge and ability was never in serious doubt; and
  - .3 such tasks in a manner which demonstrates sound and professional judgment.
16. Unsuccessful or unacceptable performance may be based on the candidate's failure to prove his or her ability in accordance with paragraph 14, or because the candidate otherwise performs improperly in the judgment of the assessor, based on events such as the following:
  - .1 an action, or lack of action, by the candidate which required corrective action or intervention by the assessor to prevent injury, damage, or the development of a hazardous condition;
  - .2 the candidate failed to use proper procedures (including appropriate communication procedures);
  - .3 the candidate failed to take prompt corrective action when required.
17. Normally, a single demonstration of skill immediately following instruction should not be relied upon as the sole basis for judging competence.
18. When the assessor is inexperienced, arrangements should be made for his or her early assessment activities to be monitored by the person responsible for the training and assessment program, with the aim of ensuring that assessment activities are conducted in the most effective manner possible.



**MODEL TRAINING RECORD BOOK FOR CANDIDATES FOR CERTIFICATION  
AS OFFICER IN CHARGE OF A NAVIGATIONAL WATCH**

**Subject outline**

Page

- 1 Navigation
- 2 Cargo handling and stowage
- 3 Controlling the operation of the ship and care for persons on board.

**PERSONAL HISTORY**

\_\_\_\_\_  
**Photo**  
\_\_\_\_\_

**Full Name**

\_\_\_\_\_

**Permanent Address**

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date of Birth**

\_\_\_\_\_

**Seaman's Registration**

\_\_\_\_\_

**Number**

\_\_\_\_\_

**Training College**

\_\_\_\_\_

\_\_\_\_\_

**Shipping Companies**

\_\_\_\_\_

**undertaking training**

\_\_\_\_\_

**and their addresses**

\_\_\_\_\_

\_\_\_\_\_

**Government**

\_\_\_\_\_

**Administration**

\_\_\_\_\_

**Department issuing the**

\_\_\_\_\_

**Training Record Book**

**Date of issue**

\_\_\_\_\_

**SHIP SERVICE RECORD**

SHIP REF.No.	NAME OF SHIP/PORT OF REGISTRY	SERVICE PERIOD				SIGNATURE OF MASTER
		Date		Service		
		Joining	Leaving	m	d	

**BRIDGE WATCHKEEPING RECORD**

SHIP REF. No.	NAME OF SHIP/PORT OF REGISTRY	SERVICE PERIOD		SIGNATURE OF MASTER	
		Dates			Days of Service on Bridge
		From	To		

**SHIPBOARD TRAINING OFFICER'S REVIEW OF TRAINING PROGRESS**

Ship	Comments	Name of Shipboard Training Officer	Initials	Date



**COMPANY TRAINING OFFICER'S INSPECTION OF RECORD BOOK**

<b>Company Name</b>	<b>Comments</b>	<b>Name of Company Training Officer</b>	<b>Initials</b>	<b>Date</b>

SHIP DATA (Use a different sheet for each ship)

SHIP REFERENCE NO. \_\_\_\_\_

SHIP'S NAME SS/MV \_\_\_\_\_

CALL SIGN \_\_\_\_\_

**Dimensions and capacities**

Gross tonnage \_\_\_\_\_  
 Net tonnage \_\_\_\_\_  
 Length O.A. \_\_\_\_\_  
 Breadth \_\_\_\_\_  
 Depth \_\_\_\_\_  
 Summer draught \_\_\_\_\_  
 Summer freeboard \_\_\_\_\_  
 Deadweight \_\_\_\_\_  
 Light displacement \_\_\_\_\_  
 Fresh water allowance \_\_\_\_\_ mm  
 Immersion at load draft \_\_\_\_\_ tpc  
 Trimming moment \_\_\_\_\_ mctc  
 Bale capacity \_\_\_\_\_ m<sup>3</sup>  
 Grain capacity \_\_\_\_\_ m<sup>3</sup>  
 Liquid capacity \_\_\_\_\_ m<sup>3</sup>  
 Refrigerated capacity \_\_\_\_\_ m<sup>3</sup>  
 Total ballast capacity \_\_\_\_\_ t

**Main Engines**

Type of engines \_\_\_\_\_  
 Types of boiler and No. \_\_\_\_\_  
 Type of fuel \_\_\_\_\_  
 Daily consumption \_\_\_\_\_  
 Bunker capacity \_\_\_\_\_  
 Propellers \_\_\_\_\_  
 Service speed \_\_\_\_\_  
 Type of steering gear \_\_\_\_\_  
 Main Engine output at \_\_\_\_\_ kw  
 ..... Revs per min

**Anchors**

Type and weight  
 Port \_\_\_\_\_  
 Starboard \_\_\_\_\_  
 Spare \_\_\_\_\_  
 Other \_\_\_\_\_

Cable size \_\_\_\_\_  
 (diam.) \_\_\_\_\_  
 Type of windless \_\_\_\_\_  
 or capstans \_\_\_\_\_

**Moorings**

Size  
 Natural fibre \_\_\_\_\_  
 Synthetic fibre \_\_\_\_\_  
 Wires \_\_\_\_\_  
 Towing spring \_\_\_\_\_  
 Type of mooring winches \_\_\_\_\_

**Environmental protection**

Working principle/Capacity  
 Sewage treatment plant \_\_\_\_\_  
 Bilge water treatment \_\_\_\_\_  
 Incinerator plant \_\_\_\_\_  
 Ballast water monitor \_\_\_\_\_

**Cargo handling gear**

No. and SWL

Derricks \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Cranes \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Winches \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Other equipment \_\_\_\_\_  
 \_\_\_\_\_

Type of hatch covers

main deck \_\_\_\_\_  
 'tween decks \_\_\_\_\_

**Navigational and communications equipment**

Compasses \_\_\_\_\_ Type  
 magnetic \_\_\_\_\_  
 gyro \_\_\_\_\_  
 Radars \_\_\_\_\_  
 Log \_\_\_\_\_  
 SATCOM \_\_\_\_\_  
 OPS \_\_\_\_\_  
 NAVTEX \_\_\_\_\_  
 Autopilot \_\_\_\_\_  
 VHF/FT \_\_\_\_\_  
 Echo-sounder \_\_\_\_\_  
 other electronic \_\_\_\_\_  
 navigation aids \_\_\_\_\_

**GMDSS EPIRB (No.) Lifesaving equipment**

No. and capacity

Lifeboats \_\_\_\_\_  
 Liferafts \_\_\_\_\_  
 Rescue boats \_\_\_\_\_  
 Davits (type) \_\_\_\_\_  
 Size of falls \_\_\_\_\_  
 Lifebuoys (No.) \_\_\_\_\_

**Fire-fighting equipment**

No. and capacity  
 Fire extinguishers \_\_\_\_\_  
 water \_\_\_\_\_  
 Soda/Acid \_\_\_\_\_  
 Foam \_\_\_\_\_  
 Dry powder \_\_\_\_\_  
 CO<sub>2</sub> \_\_\_\_\_  
 Other \_\_\_\_\_  
 Fire hoses (No. and size) \_\_\_\_\_ mm  
 Breathing apparatus (No. and type) \_\_\_\_\_



SAFETY FAMILIARIZATION\*

Ship Ref. No.						
Task/Duty	Officer's Initials/Date	Officer's Initials/Date	Officer's Initials/Date	Officer's Initials/Date	Officer's Initials/Date	Officer's Initials/Date
<b>Be able To:</b> Communicate with other persons on board on elementary safety matters						
Understand safety information symbols, signs and alarm signals						
<b>Know what to do if:</b> A person falls overboard Fire or smoke is detected The fire or abandon ship alarm is sounded						
<b>Be able to:</b> Identify muster and embarkation stations and emergency escape routes						
Locate and don life jackets						
Raise the alarm and have a basic knowledge of the use of portable fire extinguishers						
Take immediate action upon encountering an accident or other medical emergency before seeking further medical assistance on board						
Close and open the fire, weathertight and watertight doors fitted in the particular ship, other than those for hull openings						

Use a different sheet for each ship.

Ship Ref. No.						
Task/Duty	Officer's Initials/Date	Officer's Initials/Date	Officer's Initials/Date	Officer's Initials/ate	Officer's Initials/Date	Officer's Initials/Date
<b>Watchkeeping procedures and arrangements:</b> Visit bridge, lookout post, forecastle, poopdeck, main deck and other work areas						
Get acquainted with steering controls, telephones, telegraphs and other bridge equipment and displays						
Activate, under supervision, equipment to be used in routine duties						
<b>Safety and emergency procedures:</b> Read and demonstrate an understanding of your company's Fire and Safety Regulations.						
Demonstrate recognition of the alarm signals for: FIRE EMERGENCY ABANDON SHIP						
Locate medical and first aid equipment						
Locate fire-fighting equipment: alarm activating points, alarm bells, extinguishers, hydrants, fire axes and hoses						
Locate: Rocket line throwing apparatus						
Distress rockets, flares and other pyrotechnics						
Breathing apparatus and fire-fighter's outfits, etc.						
Locate and explain how to operate emergency deck stop mechanism for main engines, including other emergency stop valves						

\*Use a different sheet for each ship.

**SHIPBOARD FAMILIARIZATION**

Ship Ref. No						
Task/Duty	Officer's Initials/Date	Officer's Initials/Date	Officer's Initials/Date	Officer's Initials/Date	Officer's Initials/Date	Officer's Initials/Date
<b>Safety and emergency procedures (continued):</b> Locate CO <sub>2</sub> or halon bottle room, and control valves for smothering apparatus in pump rooms, cargo tanks and holds Locate and explain the operation of the emergency pump						
<b>Environmental protection:</b> Get acquainted with the: procedure for handling garbage, rubbish and other wastes use of garbage compactor or other equipment as appropriate						

*Insert Boat and Fire Muster Stations and other details in the appropriate space. have the Shipboard Training Officer sign in the space provided*

<b>Ship's Ref. No.</b>						
<b>Boat Muster Station</b>						
<b>Fire Muster Station</b>						
<b>Shipboard Training Officer</b>						
<b>Shipboard Training Officer</b>						
<b>Date</b>						

**ANav2**

**Function: Navigation at the operational level**

**Competence: Plan and conduct a passage and determine position (STCW Code, Table A-II/1)**

No.	No.	TASKS Plan a passage	CRITERIA FOR SATISFACTORY PERFORMANCE	Ship Ref. No.	Assignment completed					
					Date	Confirmed by qualified instructor	Date	Confirmed by qualified assessor	*Type of Assessment	Remarks
1.1	1.1	Consult nautical publications.	The information obtained from navigational charts and publications is relevant, interpreted correctly and properly applied. All potential navigational hazards are accurately identified.							
1.2	1.2	Select charts of adequate scale.	The charts selected are the largest scale suitable for the area of navigation and charts are corrected in accordance with the latest information available.							
1.3	1.3	Set courses.	The courses are suitably set in respect of the ship's size, draft and maneuverability, 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.							
1.4	1.4	Calculate Estimated Time of Arrival (ETA).	The total distance is correctly calculated and ETA given within acceptable time limits.							

\* For details on types of assessment, see the Introduction, paragraph 4.

**Function: Navigation at the operational level**

**Competence: Plan and conduct a passage and determine position (STCW Code, Table A-II/1)**

No.	TASKS	CRITERIA FOR SATISFACTORY PERFORMANCE	Ship Ref. No.	Assignment completed					Remarks
				Date	Confirmed by qualified instructor	Date	Confirmed by qualified assessor	Type of Assessment	
2.1	Determine and apply compass error for courses and compass bearings.	Errors in magnetic and gyro compasses are determined and correctly applied to courses and bearings.							
2.2	Recognize conspicuous objects and other terrestrial aids to navigation in daylight and at night.	The information obtained from navigational charts and publications is relevant, interpreted correctly and properly applied. All potential navigational hazards are accurately identified.							
2.3	Establish position by terrestrial observations i.e. lighthouses, buoys and beacons.	The position is determined within the limits of acceptable instruments stem errors							
2.4	Establish position by use of electronic navigational equipment.	The position is determined within the limits of acceptable instrument/system errors							
2.5	Determine ship's position by dead reckoning.	The position is determined within acceptable limits.							
2.6	Operate electronic position fixing and navigational equipment.	Performance checks and tests to navigation systems comply with manufacturer's recommendations and good navigational practice.							
2.7	Use celestial bodies to determine the ship's position.	The fix is within acceptable accuracy, due regard taken to possible errors of the position lines and the meteorological conditions.							

**Function: Navigation at the operational level**

**Competence: Plan and conduct a passage and determine position (STCW Code, Table A-II/1) (continued)**

No.	TASKS	CRITERIA FOR SATISFACTORY PERFORMANCE	Ship Ref. No.	Assignment completed					Remarks
				Date	Confirmed by qualified instructor	Date	Confirmed by qualified assessor	Type of Assessment	
2.8	Steer the ship and comply with helm orders in the English language.	A steady course is steered within acceptable limits having regard to the area of navigation and prevailing sea state. Alteration of course are smooth and controlled. Communications are clear and concise at all times and orders are acknowledged in a seaman-like manner.							
2.9	Operate the steering control systems. Know the operational procedures and change-over from manual to automatic control and vice-versa. Adjust the controls for optimum performance.	The selection of mode of steering is the most suitable for the prevailing weather, sea and traffic conditions and intended maneuvers.							
2.10	Able to use and interpret information obtained from shipborne meteorological instruments.	Measurements and observations of weather conditions are accurate.							
2.11	Able to apply the meteorological information available.	Meteorological information is correctly interpreted and applied.							

Function: Navigation at the operational level

Competence: Plan and conduct a passage and determine position (STCW Code, Table A-II/1)

No.	TASKS	CRITERIA FOR SATISFACTORY PERFORMANCE	Ship Ref. No.	Assignment completed					Remarks
				Date	Confirmed by qualified instructor	Date	Confirmed by qualified assessor	Type of Assessment	
3.1	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.	All navigational and communication equipment is operational and all appropriate charts, tidal and weather information is available.							
3.2	On leaving or entering port notify the master/engine control room as appropriate.	The master/engine control room is notified as appropriate.							
3.3	Assist in carrying out the master's/pilot's order/directions.	Master's/pilot's instructions are verified and essential information recorded and relevant information given to those concerned.							
3.4	Monitor the course, speed and position.	Ship's safety is constantly monitored and the candidate shows to be particularly vigilant and on the alert in confined waters.							
3.5	Display/sound correct lights, flags, shapes and sound signals.	Correct lights, flags, shapes and sound signals are displayed/sounded.							
3.6	Properly monitor the pilot's safety when boarding and disembarking.	The pilot's safety is ensured when boarding and disembarking.							
3.7	On leaving or entering port notify the crew as appropriate.	The crew is available for handling moorings/anchors when needed.							
3.8	At the commencement of the watch ascertain ship's position, course and speed and appraise the traffic situation and any danger to the ship.	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.							

No.	TASKS Maintain a safe navigational <b>watch</b>	CRITERIA FOR SATISFACTORY PERFORMANCE	Ship Ref. No.	Assignment completed					
				Date	Confirmed by qualified instructor	Date	Confirmed by qualified assessor	Type of Assessment	Remarks
3.9	Keep a proper lookout by sight and hearing.	Sound signals, lights and other objects are properly detected and their appropriate bearing in degrees or points is reported to the officer of the watch.							
3.10	Fix the ship's position regularly, assess risks of collision and/or grounding and take appropriate actions.	Apply properly the International Regulations for Preventing Collisions at Sea.							
3.11	Check the reliability of the information obtained from the primary method of position fixing at appropriate intervals.	The reliability of the information obtained from the primary method of position fixing is checked at appropriate intervals.							
3.12	Adjust the ship's course and speed to the traffic, the waters and the meteorological condition.	The speed and mode of steering is suitable for the prevailing conditions.							
3.13	Monitor and control navigational instruments and record relevant activities and incidents.	Compasses are regularly checked and errors are correctly applied. All movements and activities related to the navigation of the ship are properly recorded.							



Function: Navigation at the operational level

**Competence: Use radar and ARPA to maintain safety of navigation (STCW Code, Table A-II/1)**

No.	TASKS Use radar and ARPA.	CRITERIA FOR SATISFACTORY PERFORMANCE	Ship Ref. No.	Assignment completed					
				Date	Confirmed by qualified instructor	Date	Confirmed by qualified assessor	Type of Assessment	Remarks
4.1	Carry out operational checks and adjust the equipment to proper performance.	The equipment is functioning properly and in accordance with the manufacturers specifications.							
4.2	Able to operate and to interpret and analyze information obtained from radar and ARPA, as applicable.	The information obtained from the equipment is correctly interpreted and applied with due regards to the limitations of the equipment and prevailing circumstances and conditions.							
4.3	Interpret and analyze factors affecting performance and accuracy.	The information obtained from the equipment is correctly interpreted and applied with due regards to the limitations of the equipment and prevailing circumstances and conditions.							
4.4	Set up and maintain displays.	The displays are properly set up and maintained.							
4.5	Detect and be aware of the possibility of misinterpretation of information, false echoes, sea returns, etc.	The information obtained from the equipment is correctly interpreted and applied with due regards to the limitations of the equipment and prevailing circumstances and conditions.							
4.6	Interpret and analyze information obtained from racons and SARTs.	The information obtained from the equipment is correctly interpreted and applied with due regards to the limitations of the equipment and prevailing circumstances and conditions.							

No.	TASKS <b>Use radar and ARPA.</b>	CRITERIA FOR SATISFACTORY PERFORMANCE	Ship' Ref. No.	Assignment completed					Remarks
				Date	Confirmed by qualified instructor	Date	Confirmed by qualified assessor	Type of Assessment	
4.7	Detect and calculate range and bearing, course and speed of other ships, lime and distance of closest approach of crossing, meeting and overtaking ships.	The information obtained from the equipment is correctly interpreted and applied with due regards 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.							
4.8	Identity 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.	The information obtained from the equipment is correctly interpreted and applied with due regards to the limitations of the equipment and prevailing circumstances and conditions.							
4.9	Apply the International Regulations for Preventing Collisions at Sea.	Action taken to avoid close encounter or collision with other vessels is in accordance with the International Regulations for Preventing Collisions at SCL							
4.10	Use plotting techniques and relative and true motion concepts.	The information obtained from the equipment is correctly interpreted and applied with due regards to the limitations of the equipment and prevailing circumstances and conditions.							
4.11	Use parallel indexing techniques.	The information obtained from the equipment is correctly interpreted and applied with due regards to the limitations of the equipment and prevailing circumstances and conditions.							

No.	TASKS Use radar and ARPA.	CRITERIA FOR SATISFACTORY PERFORMANCE	Ship Ref. No.	Assignment completed					Remarks
				Date	Confirmed by qualified instructor	Date	Confirmed by qualified assessor	Type of Assessment	
4.12	Interpret and analyze information related to system performance and accuracy, tracking capabilities and limitations, and processing delays.	The information obtained from the equipment is correctly interpreted and applied with due regards 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.							
4.13	Use operational warnings and Systems tests.	The information obtained from the equipment is correctly interpreted and applied with due regards to the limitations of the equipment and prevailing circumstances and conditions.							
4.14	Use of the target acquisition and its limitations.	The information obtained from the equipment is correctly interpreted and applied with due regards to the limitations of the equipment and prevailing circumstances and conditions.							
4.15	Use true and relative vectors, graphic representation of target information and danger areas.	The information obtained from the equipment is correctly interpreted and applied with due regards 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.							

No.	TASKS Use radar and ARPA.	CRITERIA FOR SATISFACTORY PERFORMANCE	Ship Ref. No.	Assignment completed					
				Date	Confirmed by qualified instructor	Date	Confirmed by qualified assessor	Type of Assessment	Remarks
4.16	Derive and analyze information, critical echoes, exclusion areas and trial maneuvers.	<b>The information obtained from the equipment is correctly interpreted and applied with due regards 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 10 take appropriate actions.</b>							
4.17	Take appropriate actions to avoid accidents.	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. Maneuvering signals are made at the appropriate time and are in accordance with the International Regulations for Preventing Collisions at Sea.							

**Function: Navigation at the operational level**

**Competence: Respond to emergencies (STCW Code, Table A-II/1)**

No.	TASKS Respond to emergencies	CRITERIA FOR SATISFACTORY PERFORMANCE	Ship Ref. No.	Assignment completed					
				Date	Confirmed by qualified instructor	Date	Confirmed by qualified assessor	Type of Assessment	Remarks
5.1	During relevant drills demonstrate ability to take precautions for the protection and safety of passengers and crew in emergency situations.	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.							
5.2	During relevant drills demonstrate ability to take initial actions following a collision or grounding, initial damage assessment and control.	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.							
5.3	During relevant drills demonstrate ability to act correctly when rescuing persons from the sea, assisting a ship in distress, responding to emergencies which arise in port	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.							

**Function: Navigation at the operational level**

**Competence: Respond to a distress signal at sea (STCW Code, Table A-II/1)**

No.	TASKS Respond to a distress signal at sea	CRITERIA FOR SATISFACTORY PERFORMANCE	Ship Ref. No.	Assignment completed					
				Date	Confirmed by qualified instructor	Date	Confirmed by qualified assessor	Type of Assessment	Remarks
6.1	During relevant drills establish the position of a unit in distress in relation to own position.	The distress or emergency signal is immediately recognized. The positions are correctly plotted in suitable charts.							
6.2	During relevant drills make a preliminary assessment of the situation and inform the master.	Contingency plans and instructions in standing orders are implemented and complied with.							

**Function: Navigation at the operational level**

**Competence: Use the IMO Standard Marine Navigational Vocabulary as replaced by the IMO Standard Marine Communication Phrases and use English in written and oral form (STCW Code, Table A-II/1)**

No.	TASKS Use the IMO Standard Marine Communication Phrases and write and speak English	CRITERIA FOR SATISFACTORY PERFORMANCE	Ship Ref. No.	Assignment completed					
				Date	Confirmed by qualified instructor	Date	Confirmed by qualified assessor	Type of Assessment	Remarks
7.1	Use IMO Standard Marine Communication Phrases.	Navigation and Safety communication is satisfactorily conducted with persons unable to understand the officer's national language.							
7.2	Understand Meteorological and Marine Safety messages	The messages relevant to the safety of the ship are correctly interpreted or drafted.							
7.3	Fill in standard English nautical reports and forms.	All reports and forms relevant to the duties of an officer in charge of a navigational watch are correctly fulfilled.							
7.4	Communicate with other ships and coast stations.	Communications are clear and understood.							
7.5	Perform the officer's duties also with multi-lingual crew.	Communications are clear and understood.							

**Function: Navigation at the operational level**

**Competence: Transmit and receive information by visual signaling (STCW Code, Table A-II/1)**

No.	TASKS Transmit and receive visual signals	CRITERIA FOR SATISFACTORY PERFORMANCE	Ship Ref. No.	Assignment Completed					Remarks
				Date	Confirmed by a qualified instructor	Date	Confirmed by qualified assessor	Type of Assessment	
8.1	Transmit and receive Morse signals by light.	Communication within the operator's area of responsibility are consistently successful.							
8.2	Use the International Code of Signals to interpret messages given by flags and pendants.	Communication within the operator's area of responsibility are consistently successful.							



**Function:** Navigation at the operational level

**Competence:** Maneuver the ship (STCW Code, Table A-II/1)

No.	TASKS Maneuver the ship	CRITERIA FOR SATISFACTORY PERFORMANCE	Ship Ref. No.	Assignment completed					
				Date	Confirmed by qualified instructor	Date	Confirmed by qualified assessor	Type of Assessment	Remarks
9.1	Use available information as to the ship's turning circles and stopping distances when maneuvering taking into account the effects of deadweight, 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 maneuvers. Adjustments made to the ship's course and speed maintain safety of navigation.							
9.2	Use available information as to the ship's turning circles and stopping distances when maneuvering taking into account the effects of wind and current on ship handling.	The information is adequately used during normal situations while taking due regards to wind and current. Safe operating limits of ship propulsion, steering and power systems are not exceeded in normal maneuvers. Adjustments made to the ship's course and speed maintain safety of navigation.							
9.3	Use available information as to the ship's turning circles and stopping distances when maneuvering taking into account the effects of squat, shallow water and similar effects.	The information is adequately used during normal situations while taking due regards to squat, shallow water and similar effects. Safe operating limits of ship propulsion, steering and power systems are not exceeded in normal maneuvers. Adjustments made to the ship's course and speed maintain safety of navigation.							
9.4	Demonstrate proper mooring procedures.	Moorings are made fast or taken onboard as ordered. Ship is safely moored without undue delay.							

No.	TASKS	CRITERIA FOR SATISFACTORY	Ship	Assignment completed
-----	-------	---------------------------	------	----------------------

	Maneuver the ship	PERFORMANCE	Ref. No.						
				Date	Confirmed by qualified instructor	Date	Confirmed by qualified assessor	Type of Assessment	Remarks
9.5	Demonstrate proper anchoring procedures.	Anchors are lowered/heaved and secured as ordered. Ship is safely anchored without undue delay.							
9.6	Maneuver to rescue a man overboard.	The actions taken are as generally recommended and the turning maneuver brings the ship into its wake.							

Acargo2

**Function: Cargo handling and stowage at the operational level**

**Competence: Monitor loading, stowage, securing and unloading of cargoes and their care during the voyage (STCW Code, Table A-II/1)**

No.	TASKS Monitor loading of cargoes	CRITERIA FOR SATISFACTORY PERFORMANCE	Ship Ref. No.	Assignment completed					
				Date	Confirmed by qualified instructor	Date	Confirmed by qualified assessor	Type of Assessment	Remarks
1.1	Supervise the preparation of holds and deep tanks for loading.	Precautions are taken before entering holds or confined spaces to ensure safe atmosphere. The holds and deep tanks are in good order and condition, sufficiently cleaned and adequately dunned for the new cargo. Any heating arrangement is functioning. The bilge's are dry and there is free drainage to the suctions.							
1.2	Supervise the operation of the ship's cargo gear.	The gear is safely operated and the safe working load never exceeded. Damaged or worn out ropes, wires or parts of the gear are detected and replaced.							
1.3	Supervise the loading. Take into account the effect of cargo including heavy lifts on the seaworthiness and stability of the ship.	The cargo is loaded in accordance with the cargo plan while maintaining proper trim and stability at all times. Dangerous goods are detected and handled in accordance with international regulations and recognized standards and codes of safe practice. Any incidents or accidents during loading are reported immediately and proper actions taken.							

**Function: Cargo handling and stowage at the operational level**

**Competence: Monitor loading, stowage, securing and unloading of cargoes and their care during the voyage (STCW Code, Table A-II/1)**

No.	TASKS Monitor loading of cargoes	CRITERIA FOR SATISFACTORY PERFORMANCE	Ship Ref. No.	assignment completed					
				Date	Confirmed by qualified instructor	Date	Confirmed by qualified assessor	Type of Assessment	Remarks
2.1	Ensure a solid stow and securing of all cargoes in packaged form.	Cargoes liable to slide during rolling or pitching are adequately stowed and secured to avoid damage to ship and cargo. Special attention is paid to dangerous goods, heavy loads and vehicles.							
2.2	Ensure separation between bulk cargoes or packaged goods if required.	The cargoes are not mixed or contaminated and all cargoes are delivered at the due port.							
2.3	Supervise that adequate precautions are taken to ensure ventilation and facilitate inspections during the voyage.	The ventilation is sufficient to avoid sweat from cargo and ship and harmful gases are let out.							
2.4	Stowage and securing of dangerous, hazardous and harmful cargoes and their effect on the safety of life and of the ship.	The handling of dangerous, hazardous and harmful cargoes complies with international regulations and recognized standards and codes of safe practice.							

**Function: Cargo handling and stowage at the operational level**

**Competence: Monitor loading, stowage, securing and unloading of cargoes and their care during the voyage (STCW Code, Table A-II/1)**

No.	TASKS Taking care of cargoes during voyage	CRITERIA FOR SATISFACTORY PERFORMANCE	Ship Ref. No.	Assignment completed					
				Date	Confirmed by qualified instructor	Date	Confirmed by qualified assessor	Type of Assessment	Remarks
3.1	Inspect the cargo at regular intervals.	Routine inspections are carried Out, taking into account the condition of the cargo and the weather.							
3.2	Record all inspections and the conditions found.	The results of the inspections are properly recorded and any need for actions reported immediately.							
3.3	Take actions to avoid damage to the ship or cargo.	Correct actions are taken to adjust ventilation, temperature or to carry out any other operation to avoid damage to ship or cargo.							

**Function:** Cargo Handling and stowage at the operational level

**Competence:** Monitor loading, stowage, securing and unloading of cargoes and their care during the voyage (STCW Code, Table A-II/1)

No.	TASKS Taking care of cargoes during voyage	CRITERIA FOR SATISFACTORY PERFORMANCE	Ship Ref. No.	Assignment completed					
				Date	Confirmed by qualified instructor	Date	Confirmed by qualified assessor	Type of Assessment	Remarks
4.1	Inspect hatch covers, gear and cargoes before and during discharging.	Any damage is immediately reported and properly recorded. Appropriate action are taken to avoid accidents or further damage.							
4.2	Ensure that all cargoes are discharged in good condition..	Cargo operations are carried out in accordance with the cargo plan or other documents and established safety rules/regulations, equipment operating instructions and shipboard limitations. Improper handling of gear or cargo is immediately stopped or reported.							
4.3	Ensure satisfactory trim, stability, hogging and sagging at all times.	Factors influencing the safety of the ship are constantly monitored and kept within stated acceptable limits.							
4.4	Identify and damage to ship or cargo after discharging and establish possible causes.	Any damage is detected, immediately reported and causes established or suggested depending on the circumstances.							

**Function:** Controlling the operation of the ship and care for persons on board it the operational level

**Competence:** Ensure compliance with pollution prevention requirements (STCW Code, Table A-II/1)

No.	TASKS Take actions to prevent pollution	CRITERIA FOR SATISFACTORY PERFORMANCE	Ship Ref. No.	Assignment completed					
				Date	Confirmed by qualified instructor	Date	Confirmed by qualified assessor	Type of Assessment	Remarks
1.1	Ensure that procedures are agreed and observed and all scuppers are blocked before bunkering.	The operations are fully observed, all scuppers are blocked and pipes and hoses inspected before bunkering takes place.							
1.2	During relevant drills initiate immediate investigation to detect the source of pollution.	All available resources are utilized to detect the source and the master or appropriate authorities are informed.							
1.3	During relevant drills stop or prevent leakage's and spills of harmful liquids and solid substances.	The situation is thoroughly assessed and the actions taken are effectively organized and exercised with due consideration for the extent of the pollution.							
1.4	Have all tanks and compartments sounded if any damage is suspected.	The soundings are readily available and the results immediately reported to the master.							
1.5	Carry out bilge, ballast and bunkering operations.	All operations are carried out in accordance with MARPOL and due regard paid to Shipboard Oil Pollution Emergency Plan (SOPEP).							

**Function: Controlling the operation of the ship and care for persons on board at the operational level**

**Competence: Maintain seaworthiness of the ship (STCW Code, Table A-II/1)**

No.	TASKS Monitor stowage and securing of cargoes	CRITERIA FOR SATISFACTORY PERFORMANCE	Ship Ref. No.	Assignment completed					
				Date	Confirmed by qualified instructor	Date	Confirmed by qualified assessor	Type of Assessment	Remarks
2.1	Inspect hull and hull openings, compartments, hatch covers, equipment and complement and take action if any defects are detected.	The inspection is properly carried out, due regards 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.							
2.2	Ensure that all loose objects are securely fastened to avoid damage.	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.							
2.3	Arrange for regular control measures to ensure watertight integrity.	Peaks, bilge's, tanks and other compartments are sounded regularly, the results recorded and any irregularities reported and examined further							
2.4	Calculate stability, trim and stresses using stability trim, and Stress tables, diagrams and stress calculating equipment.	Ensure that stability conditions comply with the IMO intact stability criteria under all conditions of loading.							
2.5	During relevant drills take actions to ensure and maintain the watertight integrity of the ship.	Actions to ensure and maintain the watertight integrity of the ship are in accordance with accepted practice.							

R  
e



**Function:** Controlling the operation of the ship and care for persons on board at the operational level

**Competence:** Prevent, control and fight fires on board (STCW code, Table A-II/11)

No.	TASKS Prevent fires on board	CRITERIA FOR SATISFACTORY PERFORMANCE	Ship Ref. No.	Assignment completed					
				Date	Confirmed by qualified instructor	Date	Confirmed by qualified assessor	Type of Assessment	Remarks
3.1	Operate fire and smoke detecting equipment	The equipment is tested and operated in accordance with manufacturer's manuals and ship-specific instructions.							
3.2	Ensure that all persons on watch are able to detect and correct hazardous situations and actions and keep the ship clean and tidy.	Watch personnel make regular inspections in areas exposed to ignition. Easily inflammable material is put in safe places and the watch demonstrate an attitude of alertness and readiness to respond to fires.							
3.3	Make the watch locate and use fire-fighting appliances and emergency escape routes and sound alarm.	Every person on watch can use portable or otherwise adequate fire-extinguishers for small fires, demonstrate ability to find emergency escape routes and raise the alarm.							

Function: Controlling the operation of the ship and care for persons on board at the operational level

Competence: Prevent, control and fight fires on board (STCW Code, Table A-II/1)

No.	TASKS <b>Fight fires on board</b>	CRITERIA FOR SATISFACTORY PERFORMANCE	Ship Ref. No.	assignment completed					
				Date	Confirmed by qualified instructor	Date	Confirmed by qualified assessor	Type of Assessment	Remarks
4.1	Locate fire-stations and demonstrate proper use of fixed installations and other fire-fighting appliances and agents.	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.							
4.2	Locate and use fire-protective equipment (fireman's outfit, including breathing apparatus).	The equipment is quickly donned and used in a way that no accidents are likely to occur.							
4.3	Demonstrate ability to act in accordance with the fire-fighting plan during fire-drills.	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.							
4.4	During relevant drills carry out rescue operations wearing breathing apparatus.	The breathing apparatus is tested and used in accordance with manufacturers manual and the rescue operation is successful.							

**Function: Controlling the operation of the ship and care for persons on board at the operational level**

**Competence: Operate life saving appliances (STCW Code, Table A-II/1)**

No.	TASKS Operate life saving appliances	CRITERIA FOR SATISFACTORY PERFORMANCE	Ship Ref. No.	assignment completed					
				Date	Confirmed by qualified instructor	Date	Confirmed by qualified assessor	Type of Assessment	Remarks
5.1	Organize abandon ship drills.	On sounding the alarm all persons meet at the designated life-boat station wearing life jackets or immersion suits and carry out their duties on request.							
5.2	Demonstrate the ability to organize and supervise the launching, handling and recovery of life boat.	Correct orders for embarkation, launching, immediately clearing the ship's side, safely handling the boat under motor, oars or sail as appropriate, and safe boat recovery.							
5.3	Demonstrate the ability to organize and supervise the launching or throwing overboard a liferaft, and manoeuvre it clear of ship's side.	The duties for the persons designated for the raft are clearly allocated and orders efficiently executed.							
5.4	Demonstrate proper use of radio life-saving appliances, satellite, EPIRBs and SARTs.	Equipment is operated in accordance with manufacturer's instruction.							
5.5	Ensure that all survival craft launching equipment on board is functioning.	Equipment is maintained in accordance with manufacturer's instructions and regulatory requirements.							
5.6	Ensure rations on board survival craft are adequate.	Food and water are sufficient for the survival craft designated complement.							
5.7	Ensure that equipment on board survival craft is adequate.	Equipment such as pyrotechnics, signaling equipment, all meet regulatory requirements.							

**Function: Controlling the operation of the ship and care for persons on board at the operational level**

**Competence: Apply medical first aid on board (STCW Code, Table A-II/I)**

No.	TASKS Apply medical first aid on board	CRITERIA FOR SATISFACTORY PERFORMANCE	Ship Ref. No.	assignment completed					
				Date	Confirmed by qualified instructor	Date	Confirmed by qualified assessor	Type of Assessment	Remarks
6.1	During relevant drills stop excessive bleeding, ensure breathing and put injured persons in proper position.	The actions demonstrated are in compliance with accepted recommendations given in international medical first aid guidance.							
6.2	During relevant drills detect signs of shock and heat stroke and act accordingly.	The treatment recommended or given is adequate. Ability to request Radio Medico for advice is demonstrated.							
6.3	During relevant drills treat burns, scalds, fractures and hypothermia.	Recommended guidelines for proper actions are explained and the basic principles for avoiding hypothermia are demonstrated.							
6.4	During relevant drills, locate and access shipboard medicine and equipment.	Ability to access the medical cabinet in a timely way.							

**Function: Controlling the operation of the ship and care for persons on board at the operational level**

**Competence: Monitor compliance with legislation requirements (STCW Code, Table A-II/1)**

No.	TASKS Monitor compliance with legislation	CRITERIA FOR SATISFACTORY PERFORMANCE	Ship Ref. No.	assignment completed				Type of Assessment	Remarks
				Date	Confirmed by qualified instructor	Date	Confirmed by qualified assessor		
7.1	State where laws, rules and regulations concerning ship operation and pollution prevention are available.	The statement given is correct and includes relevant bodies or organizations which may be contacted to attain special information or guidance which is not easily accessible.							
7.2	Use legislation to ascertain due approach to solve questions encountered during onboard operations.	Legislative requirements relating to safety of life at sea and protection of the marine environment are correctly identified.							