

(Insert your Association letterhead here)

### Applicant Pilot Trip Report

The purpose of this form is to assist in determining the piloting ability of a pilot trainee in comparison to a newly licensed pilot, and to identify areas of strength and weakness that may help the trainee succeed in the training program. The Registered Pilot is expected to communicate with and give guidance to the pilot trainee in an effort to make the training trip a valuable learning experience.

**Applicant Pilot Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Trip #** \_\_\_\_\_ **of** \_\_\_\_\_

**Observation only**                       **Training**                       **Evaluation**                       **Tug ride**

**Registered Pilots Name:** \_\_\_\_\_ **Pilot Number:** \_\_\_\_\_

**Vessel Name:** \_\_\_\_\_ **Type:** \_\_\_\_\_

**LOA:** \_\_\_\_\_ **Beam:** \_\_\_\_\_ **Draft: F** \_\_\_\_\_ **A** \_\_\_\_\_ **IGT:** \_\_\_\_\_

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Onboard:** \_\_\_\_\_ **Disembark:** \_\_\_\_\_

**Environment:** \_\_\_\_\_

Visibility / Wind Direction & Velocity / Describe challenging environmental conditions     **Night**

**Voyage Number:** \_\_\_\_\_

#### **Applicant Pilot Performance Standards**

Grade	Standards:
1	Applicant Pilot observing and assisting with navigation.
2	Requires coaching and assistance. Not ready to provide pilotage services unaccompanied.
3	Acceptable performance – requires little coaching. Ready to provide Undesignated Waters Pilotage.
4	Good performance – requires very little coaching. Shows good understanding of critical areas. Displays the skills and knowledge needed to provide pilotage service unaccompanied.
5	Excellent performance – in ordinary or unexpected and difficult situations. Displays mastery of all technical skills and demonstrates complete understanding of all facets of the job. Applicant is ready to provide pilotage service in all areas and under all conditions.

1 2 3 4 5 N/A

**1. Preparation**

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**1.1 – Demonstrate knowledge of pilot notification system**

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**1.2 – Demonstrate knowledge of job assignment process**

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**1.3 – Demonstrate knowledge of District travel arrangements**

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**1.4 – Demonstrate knowledge of the District change points**

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**1.5 – Demonstrate knowledge safety procedures**

**Comments:**

1 2 3 4 5 N/A

## 2. Pilot/Master/Bridge Team Interface

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**2.1 – Conducted Master/pilot information exchange**

*Confer with master regarding pilot's expectations of bridge team, ship's particulars (pilot card), ship's maneuvering characteristics, and speed change requirements.*

*Confer with master regarding condition of propulsion systems, navigation systems and anchors.*

*Confer with master regarding voyage plan, including route and estimated time of arrival (ETA).*

*Confer with master regarding contingency plan to utilize escort tugs for controlling ship's movement.*

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**2.2 – Maintained communications with vessel master & bridge team**

*Continued to maintain good communications throughout the voyage.*

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**2.3 – Gave rudder and engine orders properly and confirmed correct execution**

*Verify commands by visual confirmation, by audible confirmation, and by monitoring ship's equipment to ensure command has been executed.*

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**2.4 – Relayed passing arrangements to master and bridge team**

*Identify conditions that may result during passing maneuver.*

**Comments:**

1 2 3 4 5 N/A

### 3. Navigation on Route

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**3.1 Demonstrated balanced use of radar and visual input**

*Verify vessel's position by comparing data from electronic navigational aids with visual observations.*

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**3.2 Demonstrated use of radar (Recognition of type and mode, tuning and use of filters, parallel indexing, ARPA, and speed input.)**

*Develop radar ranges around transit points, tangents or fixed marks to determine vessel's location. Establish parallel index lines off of points and/or fixed aids to navigation.*

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**3.3 Demonstrated VHF communications (passing arrangements, proper use of radio frequencies, timeliness)**

*Obtain info regarding names of vessels by using Automatic Information Systems (AIS), Electronic Chart Display and Information System (ECDIS). Monitor bridge-to-bridge frequencies.*

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**3.4 Maintained vessel on appropriate track line**

*Navigate ship in accordance with applicable Navigation Rules and Regulations. Confirm location in channel based on visual landmarks. T58 Verify vessel's position by comparing data from electronic navigational aids with visual observations.*

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**3.5 Demonstrated awareness of traffic (small boats, ferries, etc.)**

*Assess information for collision avoidance by using all available means. Assess targets to determine crossing or close quarter's situations. Identify vessels by their light characteristics at night or day shapes by day.*

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**3.6 Demonstrated knowledge of the effects of tides, currents and weather**

*Consider effect of current and wind on course over ground versus heading. Compensate for effects of currents and weather on maneuverability of ship.*

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**3.7 Demonstrated application of regulations**

*Navigation Area Regulations and other regulations.*

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**3.8 Demonstrated knowledge of minimum wake and speed control areas**

*Consider configuration of ship, trim, draft, speed and proximity to shoreline to prevent wake damage.*

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**3.9 Demonstrated knowledge of aids to navigation and relevant Notices to Mariners.**

*Plan transit by reviewing basic ship dimensions and Local Notice to Mariners.*

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**3.10 Demonstrated application of COLREGS**  
**Navigate ship in accordance with applicable Navigation Rules and Regulations.**

*Navigate ship in accordance with applicable Navigation Rules and Regulations.*

**Comments:**

1 2 3 4 5 N/A

## 4. General Shiphandling

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**4.1 Demonstrated use of vessel's power and rudder** (understanding characteristics and limitations of different propulsion and rudder configurations)

*Evaluate effect of propeller transverse thrust going ahead and astern.*

*Evaluate effects of different types and size of rudders on handling of ship.*

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**4.2 Demonstrated speed control in main channel and harbor**

*Consider effects of environmental and traffic conditions when establishing safe speed.*

*Modify estimated time of arrival (ETA) based on traffic or conditions that require speed changes.*

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**4.3 Demonstrated speed control in waterway approaches and waterways**

*Consider effects of environmental and traffic conditions when establishing safe speed.*

*Monitor effects of speed on moored vessels.*

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**4.4 Demonstrated speed control during berthing/unberthing**

*Counter effect of bank cushion, bank suction and squat in shallow waterways.*

*Monitor effects of speed on moored vessels.*

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**4.5 Exercised heading control in main channels (rudder control, rate of turns, awareness of set and drift, advance and transfer, collision avoidance maneuvering)**

*Assess rate of turn from visual or electronic means.*

*Determine whether ship has positive, negative, or neutral directional stability.*

*Monitor ship's position in traffic lanes by using ranges and bearings from fixed objects and all other available means to determine ship position.*

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**4.6 Exercised heading control in waterways (rudder control, rate of turns, awareness of set and drift, advance and transfer, collision avoidance maneuvering)**

*Consider effect of current and wind on course over ground versus heading.*

*Counter effect of bank cushion, bank suction and squat in shallow waterways.*

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**4.7 Exercised heading control when berthing/unberthing (rudder control, rate of turns, awareness of set and drift)**

*Adjust angle of approach depending upon current flow, wind, and sail area.*

*Monitor ship's inertia and momentum to determine actions required to manage ship's movements toward or away from berth.*

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**4.8 Compensated for bank and shallow water effects**

*Compensate for effects of currents and weather on maneuverability of ship.*

*Counter effect of bank cushion, bank suction and squat in shallow waterways.*

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**4.9 Demonstrated successful berthing/unberthing maneuver (use of lines, tugs and/or thrusters)**

*Plan number and placement of tugs by considering capabilities of bow thruster, tug capabilities, weather, current, ship characteristics, berth and maneuverability required to dock/undock ship.*

*Confer with tugs regarding tug position and lines, bollard pull, safe working load (SWL) of bitts and chocks on ship, and docking/undocking plans prior to arriving/departing berth.*

*Monitor ship's inertia and momentum to determine actions required to manage ship's movements toward or away from berth.*

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**4.10 Demonstrated understanding of pivot point**

*Assess effects of change in pivot point location.*

**Comments:**

1 2 3 4 5 N/A

## **5 – Anchoring**

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**5.1 Determined or verified ship's position before and after anchoring**

*Verify ship's position by using ranges and bearings and other available means.  
Establish position of vessel in the anchorage.*

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**5.2 Determined needed amount of chain**

*Determine amount of anchor chain needed after considering configuration of the ship; wind/current conditions; depth of water; quality of holding ground and maneuvering room.*

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**5.3 Demonstrated safe procedures for anchoring (deep water/shallow water)**

*Confer with master regarding procedures for walking out anchor or letting go with the brake.  
Confer with master regarding condition of anchor windlass.*

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**5.4 Demonstrated safe speed during anchoring**

*Confer with master regarding safe practices for vessels at anchor.*

**Comments:**

1 2 3 4 5 N/A

## **6 – Tug Escort Procedures**

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**6.1 Conducted tug escort conference and confirmed use of tugs**

*Confer with master regarding the use of tugs for controlling ship's movement.*

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**6.2 Conducted tug escort procedures and practices (including towline hookups, speed limits and company specific procedures)**

*Confer with master regarding contingency plan to utilize escort tugs for controlling ship's movement in an emergency.*

*Confer with master regarding escort tugs during normal transit.*

*Consider effects of environmental and traffic conditions when establishing safe speed.*

**Comments:**

1 2 3 4 5 N/A

## **7 – Additional Considerations**

**7.1** Demonstrated anticipation of and timely response to predictable events

**7.2** Demonstrated situational awareness

**7.3** Demonstrated appropriate response to unusual circumstances

**7.4** Demonstrated good judgement and moral character

**Level of coaching needed:**

None  Light  Moderate  Heavy

**How would you characterize the degree of difficulty of this training trip, relative to a newly licensed pilot?**

Straight Forward  Moderate  Difficult  Heavy

**Was any intervention needed to prevent damage or to stop a dangerous situation from developing?  
(For evaluation trips only)**

No  Yes (explanation required below)

**Was Applicant Debriefed?**

Yes  No

**Comments:**

**Registered Pilot's Name & Signature**

**Applicant Pilot's Name & Signature**