

National Record of Practical Experience and Sea-Service (ROPES)



**A record book for candidates for the award of a
Certificate of Competency as a Master Class 5**

Edition 1 – January 2004

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Edition 1 – published January 2004

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Disclaimer

This record book was prepared by the National Marine Safety Committee. The material presented in this book is provided as a nationally uniform method of recording practical experience and sea-service.

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This book does not provide occupational health and safety guidance for the tasks described. It is the responsibility of the candidate to seek permission from the master, engineer or other relevant supervisor before attempting any task. It is the responsibility of the candidate and supervisory personnel on the vessel or in the workplace to ensure that these tasks are conducted in a safe manner.

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PERSONAL INFORMATION

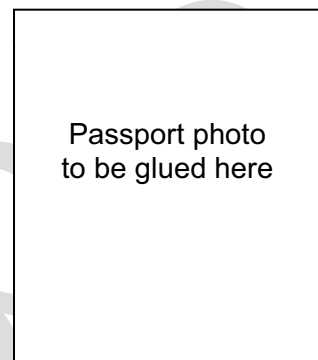
Surname _____ Given name(s) _____

Date of birth _____ Place of birth _____

Height (cm) _____ Complexion _____

Hair colour _____ Eye colour _____

Personal marks
(i.e.: scars, tattoos, amputations – list below)



Signature _____

Contact Details

Address _____

Tel _____ Mobile _____

Address _____

Tel _____ Mobile _____

Address _____

Tel _____ Mobile _____

Address _____

Tel _____ Mobile _____

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Example

CONTENTS

PERSONAL INFORMATION.....	3
CONTENTS.....	5
SECTION 1 INTRODUCTION.....	7
SECTION 2 MASTER CLASS 5 TASKS.....	9
Core Task 1 — Radio operations.....	9
Core Task 2 — Safe working practices.....	11
Core Task 3 — Fire safety.....	13
Core Task 4 — First aid.....	15
Core Task 5 — Survival.....	16
Core Task 6 — Effective human relationships onboard a vessel.....	17
Deck Task 1 — Vessel design and construction.....	18
Deck Task 2 — Pumping systems.....	21
Deck Task 3 — Operate and maintain deck machinery.....	24
Deck Task 4 — Operate steering gear arrangements.....	26
Deck Task 5 — Manage hull deterioration.....	27
Deck Task 6 — Slip a vessel.....	28
Deck Task 7 — Maintain the stability of a vessel 8—24 m in length.....	31
Deck Task 8 — Plan and conduct a safe passage.....	32
Deck Task 9 — Use wheelhouse and navigational equipment.....	34
Deck Task 10 — Obtain and interpret meteorological information relevant to a voyage...36	36
Deck Task 11 — Maintain a safe watch.....	37
Deck Task 12 — Comply with legislative requirements.....	39
Deck Task 13 — Respond to emergency situations.....	40
Deck Task 14 — Manoeuvre a vessel.....	41
Deck Task 15 — Demonstrate seamanship skills and techniques.....	43
SECTION 3 SUPERVISOR’S DETAILS.....	47
SECTION 4 DETAILS OF VESSELS SERVED ON.....	53
SECTION 5 SUMMARY OF SEA-SERVICE.....	71
SECTION 6 NOTES.....	77
SECTION 7 FURTHER INFORMATION.....	83

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Example

Section 1 Introduction

Purpose of this record book

This book has been designed to allow a candidate for a Master Class 5 Certificate of Competency, or a Skipper Grade 3¹ to gain relevant workplace experience and to record the details of their sea-service in a format that can be submitted to a marine authority for assessment.

The benefits of using ROPES

The tasks in ROPES cover the areas of skill and knowledge that you will need to acquire in order to gain your Master Class 5 Certificate of Competency. By undertaking the tasks in this record book you are demonstrating to the marine authority that you have gained relevant sea-service and onboard practical experience.

As a result, completion of this book may result in a remission of the amount of sea-service required, up to a maximum of 50%.

Other systems of structured on-the-job training, such as those provided by an approved registered training provider, may, with the prior approval of the marine authority, also qualify you for similar reductions in sea-service.

Should you decide not to complete this ROPES book, or an equivalent approved system, you will be required to complete the full amount of sea-service normally required for the certificate.

Partial completion of ROPES may result in a pro-rata reduction in the amount of sea-service required.

Instructions to candidates

The aim of using the ROPES book is to increase the value of your practical experience at sea. Wherever possible and appropriate the tasks should be completed in a seagoing environment (rather than onshore or in port). Where the opportunities for completing a task on your vessel are limited, provision may be made for the task to be performed onshore.

Some of the tasks in this ROPES book require you to record, describe or sketch information. This can be done in an exercise book, or in Section 6 of this book on the pages provided. Copies of this information will need to be submitted with your ROPES book at the time of assessment.

Who can sign the book?

Each task in this book needs to be signed by a competent person who acts in a supervisory role and has witnessed that you have satisfactorily completed the task. Normally this will be the Master or Engineer onboard the vessel, but may also include the owner of the vessel, operations manager, or other person associated with the operations of that vessel and your employment.

¹ The requirements for a Master Class 5 or Skipper Grade 3 Certificates of Competency are the same. Throughout this book wherever the term Master Class 5 is used, it should be taken to also mean Skipper Grade 3.

Persons signing this book will also need to provide contact details and a sample signature in Section 3 of this book.

Other requirements to gain a Certificate of Competency

In addition to completing the requirements for sea-time, candidates for a Certificate of Competency are also required to complete an approved training program with a registered training provider. For more information regarding these requirements contact your local marine authority. See Section 7.

Assessment of this book

On completion of this book the marine authority, or a person delegated by the marine authority, will assess the ROPES book and determine if it is acceptable, and whether a reduction in sea-service will be granted.

It is important to remember that a task is only considered to be complete when the task has been signed-off by an appropriate person in a supervisory role.

Candidates should note that the marine authority might seek to verify the information contained in this book and may call the signatories to this book to check its accuracy. It is an offence to provide false or misleading information in an application for a Certificate of Competency.

The marine authority may also use the information supplied by you in the ROPES book when conducting the oral examination prior to awarding a Certificate of Competency.

Warning

When undertaking any tasks listed in this book, first seek permission from the Master or Engineer before commencing, and make sure you are supervised appropriately.

This book does not provide occupational health and safety guidance on completing these tasks. It is the responsibility of the candidate and supervisory personnel on the vessel to ensure that all tasks are conducted safely.

Further information

For further information on using this book, contact your local marine authority. See Section 7 for contact details.

Signature of candidate

I have read and understood the above requirements.

Name _____

Signature _____

Date _____

Section 2 Master Class 5 Tasks

Instruction to candidates

Read through the tasks listed in the tables below. There are 6 core tasks and 15 deck tasks to be completed in this section of ROPES.

The tasks for a Master 5 should be completed on a vessel more than 8 metre in length.

Before attempting any of these tasks discuss them with the Master, Engineer, or other appropriate supervisor onboard your vessel.

It is important to note that each task has a number of separate parts or components. When you have completed each part of a task, request that the person who supervised you sign the book to show that you have satisfactorily completed the task. Each component of a task requires a separate signature, and may be undertaken on more than one vessel. You should also note that these tasks do not have to be undertaken in the order they appear, and may be done on different vessels.

Core Task 1 — Radio operations		
Aim		
The aim of this task is to gain experience in transmitting and receiving information by marine radio. Specifically to communicate by radio with another vessel or coast radio station using correct procedures, frequencies, and appropriate messages; use a radio to obtain weather forecasts; and to understand how to seek assistance, including urgent medical advice while at sea.		
	Vessel	Signature & Date
Identify radio equipment		
1. List the radio equipment onboard your vessel:		

2. List the main working frequencies or channels for each radio:		

3. Discuss the procedure for selecting these.		

<p>Radio controls</p> <p>4. Identify and select the controls for each of the onboard radio sets and explain what each control does.</p>		
<p>Making distress calls</p> <p>5. Demonstrate how to select the distress, urgency and safety frequencies or channels for each of the radios onboard. List these frequencies.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>6. Demonstrate (not to be transmitted) the ability to make a distress, urgency or safety call.</p>		
<p>Operate a marine radio</p> <p>7. Obtain weather forecasts from the radio for your area using as many different services, sources or frequencies as are available.</p> <p>8. Operate each of the marine radios onboard to transmit and receive routine messages between other vessels and shore.</p>		
<p>Undertaking basic maintenance</p> <p>9. Perform basic maintenance checks on batteries and power supplies.</p> <p>10. Identify and replace fuses.</p> <p>11. Identify main parts of aerial and earth system and check cables and connections are secured and protected properly.</p>		
<p>Comments about completion of these tasks can be added here.</p>		

Core Task 2 — Safe working practices

Aim

The aim of this task is to become aware of safety issues onboard your vessel and with ways of minimising the risks inherent in working onboard a vessel.

Special instructions

Discuss the following list of onboard activities with Master and / or Engine Driver onboard your vessel. In particular discuss the danger and risks inherent in these activities; the correct way to undertake each activity, and how emergency or dangerous situations should be handled.

Wherever possible supervised practical experience of each of these activities should also be undertaken.

	Vessel	Signature & Date
<p>Berthing the vessel</p> <p>1. Discuss how you would safely:</p> <ul style="list-style-type: none"> a) Pay out and retrieve anchor chain and rope in adverse winds and/or current. b) Handle and secure mooring lines during berthing and un-berthing. c) Haul in/ease out a line that is under tension. 		
<p>Entering confined spaces</p> <p>2. Discuss how you would safely:</p> <ul style="list-style-type: none"> a) Enter machinery space with main engines running. b) Enter a compartment or tank (i.e. confined space) that has been sealed up for a lengthy period. List the precautions you would take: <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p>Handling dangerous chemicals</p> <p>3. Discuss how you would safely handle chemicals (cleaning products or paint) below decks where ventilation was inadequate.</p>		
<p>Operating equipment and machinery</p> <p>4. Discuss how you would safely:</p> <ul style="list-style-type: none"> a) Operate a crane or lifting boom to lift and swing a heavy load. b) Retrieve fishing gear under tension with catch. 		

<p>Working on the deck</p> <p>5. Discuss how you would safely:</p> <ul style="list-style-type: none"> a) Work on deck / move around inside the vessel in heavy weather. b) Lash and secure a heavy movable item on a vessel rolling in a seaway. 		
<p>Working with other persons</p> <p>6. Discuss how you would safely:</p> <ul style="list-style-type: none"> a) Supervise passengers and other crewmembers and keep them safe. b) Control a passenger / crewman who is posing a threat to themselves or others onboard during a voyage. (Simulation or drill) <p>7. Discuss appropriate clothing onboard for an emergency situation or drill.</p>		
<p>Comments about completion of these tasks can be added here:</p> <p style="text-align: center; font-size: 48px; opacity: 0.3; transform: rotate(-20deg);">Example</p>		

Core Task 3 — Fire safety		
Aim		
To become familiar with aspects of fire safety onboard the vessel including fire readiness, minimising the risk of fires, fire protection systems and fighting and extinguishing fires.		
	Vessel	Signature & Date
Familiarisation with fire systems <ol style="list-style-type: none"> 1. Identify the different types of fire extinguishers onboard and discuss their uses (i.e.: stored pressure water, foam type, CO2, dry chemical powder). 2. Demonstrate how you would check the fire extinguishers to make sure they are in good order and ready for use. 3. If your vessel has a fire detection system find out— <ol style="list-style-type: none"> a) what causes the detector system to activate the alarm (eg: heat, smoke, flame); _____ b) how you can check whether the detector is working; and c) whether you can hear the alarm in all parts of the vessel. 		
Minimising the risk of fire <ol style="list-style-type: none"> 4. Participate in inspecting the vessel for fire hazards and in minimising the risk of ignition. 5. Explain the preferred methods and locations for storing flammable materials onboard (i.e. petrol, bulk cleaning chemicals, paint). 6. Explain how you would minimise the risk of fire while repairs involving heat (eg welding) are being done onboard. Consider preparation for welding as well as safety after the welding has been completed. 		
Participating in a fire drill <ol style="list-style-type: none"> 7. Participate in a fire drill simulating a fire in the: <ol style="list-style-type: none"> a) Galley b) Accommodation space c) Machinery space 8. Where applicable to the vessel's operations, manage passengers in a fire emergency drill. 9. Wear appropriate clothing for a fire during the emergency drill. 10. Use the vessel pumping system to charge up a hose that could be used for fire fighting and boundary cooling. 		

<p>Fire planning</p> <p>11. Discuss the fire plan for each of the following compartments onboard the vessel:</p> <ul style="list-style-type: none"> a) Accommodation spaces and cabin area. b) Galley. c) Machinery space / engine room. d) Store space. <p>12. In discussing the fire plan consideration should be given to each of the following items:</p> <ul style="list-style-type: none"> a) The most likely type of fire for each area (i.e. fuel, paper, oil, etc). b) The most likely way fires would be detected. c) The immediate “first response” to the fire. d) The best type of equipment onboard to deal with the fire. e) How to control ventilation to the compartment, or how you would starve the fire of oxygen. f) The major problems that would arise from such a fire (i.e.: smoke, fumes, heat, loss of power, explosion, loss of vessel, etc). g) How to contain/limit the spread of fire. h) How to tell if a fire was out and how and when you would go about re-entry to the compartment. i) What to do in the event that the fire was out of control. j) What are the responsibilities of each crewmember, and passenger control procedures? 		
<p>Comments about completion of these tasks can be added here:</p>		

Core Task 4 — First aid		
Aim		
To become familiar with first aid facilities, equipment and protocols onboard the vessel.		
	Vessel	Signature & Date
Familiarisation with first aid facilities and equipment <ol style="list-style-type: none"> 1. Identify the location of onboard first aid facilities and equipment. 2. Identify the designated first aid officer. 3. Check the contents of the first aid kit and ensure that the contents are— <ol style="list-style-type: none"> a) in good condition; b) in date; and c) that the items and quantity match with the list of equipment to be carried onboard the vessel. 		
First aid revision <ol style="list-style-type: none"> 4. If you hold a current first aid qualification review the first aid kit and discuss how you would treat the following onboard injuries: <ol style="list-style-type: none"> a) Fracture b) Fishing hook injury c) Cuts and abrasions d) Amputations e) Fall and crush injuries f) Electric shock g) Near drowning h) Heart attack 5. Consideration should be given to how you would seek help for such accidents, given the following issues: <ol style="list-style-type: none"> a) Area of operation b) Availability of other vessels c) Time to reach port d) Available rescue services. 		
Comments about completion of these tasks can be added here:		

Core Task 5 — Survival		
Aim To become familiar with the location, deployment, use and care of all items of lifesaving equipment onboard the vessel.		
	Vessel	Signature & Date
LifeJackets 1. Locate where the lifejackets are stored and check to see if there are sufficient for your vessel survey. 2. Check the condition of the lifejackets. 3. Correctly put on and wear a lifejacket, and demonstrate how to enter the water wearing a lifejacket, and the use of the whistle and light (if fitted).		
Lifebuoys 4. Locate all lifebuoys and demonstrate the correct use of lifebuoys for both day and night situations.		
Liferafts 5. Demonstrate how to launch and inflate the liferaft or deploy other buoyant apparatus. 6. Demonstrate how a hydrostatic release is secured to liferaft and how it is released manually. Reassemble the release so that it is fully operational and ready for use.		
Distress signals 7. Locate the following lifesaving equipment: a) Pyrotechnics (hand-held flares, parachute flares and smoke floats). b) EPIRBs. 8. Explain when each would be used and precautions necessary to prevent accidental or inappropriate use.		
Abandon ship 9. Write down in your <u>exercise book</u> a list of things that need to be done before abandoning ship. 10. Find out for your vessel and area of operation, how long it would take for help to arrive.		
Person overboard 11. Discuss the person overboard procedure for your vessel with the other crew and participate in a person overboard drill.		
Comments about completion of these tasks can be added here:		

Core Task 6 — Effective human relationships onboard a vessel

Aim

To observe the standards of work and behaviour expected onboard a commercial vessel, and to effectively operate as a member of the crew by practising effective communication, co-operation and teamwork, and by displaying respect for other crewmembers.

	Vessel	Signature & Date
<p>Observing occupational health and safety</p> <ol style="list-style-type: none"> 1. Obtain information from your state work cover authority and review requirements for OH&S for employers and employees. 2. Co-operate with senior personnel and other crewmembers in implementing safe work practices and complying with responsibilities under OH&S legislation. 3. Learn and observe the rules regarding onboard: <ol style="list-style-type: none"> a) Smoking — identify where, when and why smoking is banned. b) Drugs and alcohol — explain the safety issues that may occur from working or being onboard a vessel while under the influence of drugs and/or alcohol – consider the issues to yourself and other crew members. 4. Understand and follow orders given, seeking clarification as necessary. 		
<p>Emergency training</p> <ol style="list-style-type: none"> 5. Explain allocation of duties in an emergency. 6. Participate in emergency training drills onboard. 		
<p>Watchkeeping</p> <ol style="list-style-type: none"> 7. Where applicable perform watchkeeping duties as required, being on time and fully fit for duty. 		

Comments about completion of these tasks can be added here:

Deck Task 1 — Vessel design and construction

Aim

To become familiar with the principal structural components of a vessel in the range of 8—24 metres in length by conducting inspections of accessible parts of the vessel, reviewing drawings, identifying compartments or spaces in the vessel and understanding their purpose.

WARNING

It is critical that any spaces that are defined as “confined spaces” by occupational health and safety legislation are identified and the dangers associated with them appreciated.

	Vessel	Signature & Date
<p>Vessel plans and structure</p> <p>1. Look at the naval architect’s drawings and plans of the vessel and identify all the main structural components, compartments and divisions.</p> <p>2. Locate and describe the function of the following common structural components of the vessel:</p> <p>a) Keel</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>b) Frames – longitudinal and transverse</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>c) Stringers/Gussets</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>d) Bearers/Load supports</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		

<p>Watertight bulkheads</p> <p>3. Inspect all watertight bulkheads and decks that limit the spreading of flooding between compartments and check that the compartments remain watertight.</p>		
<p>Watertight integrity</p> <p>4. Locate and describe how the watertight integrity of the vessel is maintained at:</p> <p>a) Propeller shaft and stern glands</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>b) Rudderstock</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>c) Skin fittings – seacocks</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>d) Hatches, doors, windows and ports</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		

Deck Task 2 — Pumping systems		
Aim		
To become familiar with the operation and maintenance of the vessels onboard pumping systems including fuel, fresh water, ballast water, sewage, grey water, bilge and fire. To be carried out on a vessel 8—24 metres in length.		
	Vessel	Signature & Date
Identify tanks and piping arrangements 1. In your exercise book draw an arrangement of the vessel showing: a) The tanks and the capacity of each tank b) Piping systems c) Locations of valves and breathing pipes d) Bilge suctions, bilge alarm system e) Fire hose discharges f) Overside discharges 2. Also list the measures to control flow rates and shut down pumping.		
Pumps 3. Clear suction strainers in vessel. 4. Operate pumps and valves in accordance with manufacturer's specifications. 5. Operate pumps and valves to provide fire fighting/deck water.		
Tanks – general 6. Sound and determine the contents of any tank or space.		
Fresh water tanks 7. Fill fresh water tanks, avoiding contamination of drinking water.		
Bilge 8. Keep bilges clean and dry. Identify sources of any leakages and dispose of contaminated bilge liquids without polluting the environment. 9. Ensure prevention of automatic pumping of contaminated bilges overboard. 10. Operate emergency bilge pumping system. 11. Identify local harbour instructions for pumping bilges.		
Bilge alarms 12. Locate bilge alarm sensors and position of alarms and controls. 13. Carry out the correct reaction to a bilge alarm.		

Deck Task 4 — Operate steering gear arrangements		
Aim To become familiar with testing, operation and maintenance of steering gear, and emergency steering arrangements.		
	Vessel	Signature & Date
Familiarisation 1. Read the handbook on the steering system and the autopilot. 2. Demonstrate knowledge of all the functions and controls of the autopilot and the steering system.		
Autopilot 3. Demonstrate switching safely to and from an autopilot. 4. Demonstrate how to safely alter course when on autopilot.		
Steering 5. Demonstrate competency at changing over from alternative steering position to normal position (i.e. wheelhouse to flybridge). 6. Operate the steering system in normal mode. 7. Operate the steering system in alternative mode.		
Emergency steering 8. Demonstrate changing over steering from normal to alternative and emergency system. 9. Rig emergency steering. 10. Practise steering in all alternative and emergency modes.		
Maintenance 11. Conduct all user checks and maintenance on the steering system.		
Comments about completion of these tasks can be added here:		

Deck Task 5 — Manage hull deterioration		
Aim		
To become familiar with correctly identifying deterioration of the hull and deck fittings, and planning the maintenance of the deterioration.		
	Vessel	Signature & Date
Identify deterioration		
1. Inspect vessel and machinery on a regular basis and identify deterioration in the hull, machinery and deck fittings.		
Maintenance		
2. Carry out general day-to-day cleaning and housekeeping and maintenance as required.		
3. Use chemicals safely in accordance with instructions and their hazchem card.		
4. Conduct maintenance on the following:		
a) GRP sections		
b) Steel sections (stainless and mild steel)		
c) Aluminium sections fittings		
d) Timber (varnish/paint)		
e) Timber (structural)		
f) Watertight doors and hatches including deadlights or windows		
g) Wire rope		
h) Winches		
i) Gangways		
5. Record in your <u>exercise book</u> the materials used, tools required, the work required, the preparation, special skills required, weather or climate issues that impact on the quality of work and the sequence of application and clean-up requirements.		
Safety		
6. State and understand the dangers in working:		
a) With chemicals, paints, varnishes, glues, etc.		
b) At heights.		
c) Close to machinery.		
d) Over the side.		
e) With materials and tools.		
Painting		
7. Prepare surfaces for painting as required (by cleaning, removing scale, etc); apply primer and paint in the manner specified by the paint manufacturer's instructions.		
Comments about completion of these tasks can be included in your exercise book.		

Deck Task 7 — Maintain the stability of a vessel 8—24 m in length		
Aim		
To develop a practical understanding of vessel stability and how to maintain it, including correctly identifying warning signs.		
	Vessel	Signature & Date
Stability information <ol style="list-style-type: none"> 1. Read the vessel's stability book. Check the layout of the book and read any special instructions/limits applicable to the operations of the vessel. Use the book to find the position of the centres of gravity and buoyancy for various sample load conditions. 2. Identify any limits for loading the vessel. 3. Read draught marks, determine trim of vessel and use stability book to estimate the vessel's displacement from the draughts. 4. Use the stability book to determine which compartments have a high risk of free surface effect and how it reduces KG of the vessel. 		
Hydrostatic tables <ol style="list-style-type: none"> 5. Look at the hydrostatic tables section of the stability book and see where the position of the vessel's metacentre (KM) is located for various draughts. Compare with centres of gravity and buoyancy. 		
Loading the vessel <ol style="list-style-type: none"> 6. Observe loading and discharging operations onboard (i.e.: Passengers, catch, cargo, etc). 7. Supervise the loading of deadweight items to ensure the vessel is stable, upright and trimmed safely. Do not exceed any limits stated in stability book. 		
Flooding <ol style="list-style-type: none"> 8. Identify the position of deck freeing ports and ensure that deck water can escape easily. 9. Identify areas of potential flooding down into hull and ensure that they are secured properly when the vessel is underway. 		
Roll period <ol style="list-style-type: none"> 10. Time the roll period of your vessel at sea and compare it with the GM of your vessel. 		
Modifications to the vessel <ol style="list-style-type: none"> 11. Explain the procedure required when modifications and/or alterations are made to a vessel and their potential to impact on the vessel's stability and safety. 		
Comments about completion of these tasks can be included in your exercise book.		

Deck Task 8 — Plan and conduct a safe passage		
Aim To become familiar with planning a voyage and navigating safely using charts, aids to navigation, standard navigation publications and coastal navigation techniques.		
	Vessel	Signature & Date
Chart work 1. Use a navigational chart, identifying all symbols and abbreviations including: <ol style="list-style-type: none"> Coastal features – rocks, beach, safe haven, elevation, islands Dangers – rocks, wrecks, bars, rough water Depths – metric, fathoms Buoyage – IALA system daytime appearance and night lights Lights – sequence, sectors, ranges 2. Use the chart to identify a light seen at night from the characteristics of its sequence, visibility, range and colour.		
Compass 3. Use the chart to determine the compass variation for any locality at the current date. 4. Locate and read the vessel’s deviation card to find the deviation of the compass on a heading. 5. From the deviation card note: <ol style="list-style-type: none"> which heading the deviation is greatest _____ which heading the deviation is least _____ 		
Calculations for a voyage 6. Calculate the true and compass courses to steer between two waypoints on a chart. 7. Measure the distance between the two locations and estimate the time it will take to arrive at the second location at a given speed. 8. Transfer the waypoints to GPS and compare the answers for speed and time to the GPS calculations.		
Prepare a voyage plan 9. Prepare a voyage plan for a voyage between 2 ports at least 200 n miles apart. Record in your exercise book the waypoints, compass courses to steer, tidal data, distances to run, position fixing methods, bridge equipment usage, chart preparations, fuel consumption, weather forecasts, etc.		

<p>Recording your position</p> <p>10. Fix the ship's position using the following means:</p> <ul style="list-style-type: none"> a) Dead reckoning b) GPS c) 3 shore bearings d) 3 radar bearings e) Radar ranges and bearing f) Combination of all of the above. 		
<p>Tide tables</p> <p>11. Use Australian tide tables to find the heights and times of tide at a primary port and approximate heights and times at a secondary port.</p> <p>12. Calculate the height of the tide at a given time in a primary port (follow the instructions in the tide tables).</p>		
<p>Notices to Mariners</p> <p>13. Obtain and read copies of Notices to Mariners and explain how they are used to update a chart.</p>		
<p>Vessel log</p> <p>14. Keep a detailed log for a seagoing voyage and attach it to this ROPES book.</p>		
<p>Comments about completion of these tasks can be added here:</p>		

Deck Task 9 — Use wheelhouse and navigational equipment		
Aim		
To become familiar with the operation of all bridge navigation equipment.		
	Vessel	Signature & Date
Familiarisation		
<p>1. Read the user handbook/instructions for all the equipment installed in the wheelhouse, particularly the following, and list the make and model:</p> <p>a) Radar _____</p> <p>b) GPS _____</p> <p>c) Plotter _____</p> <p>d) Echo sounder 1 _____</p> <p>e) Log _____</p> <p>f) VHF radio _____</p> <p>g) HF radio _____</p> <p>h) 27 MHz radio _____</p> <p>i) Steering and autopilot _____</p> <p>j) Internal communications _____</p> <p>k) Other _____</p>		
<p>2. Demonstrate how to switch on each of the items listed above and bring it to an operational state as well as shut it down on completion. Be able to adjust any illumination and adjust tuning for different conditions. Know the purpose of all the controls.</p>		
Lights		
<p>3. Demonstrate how to switch on and off the vessel's navigation lights and deck and internal lighting.</p>		

<p>Internal communication systems</p> <p>4. Use internal communication systems – e.g. telephones, 2-way UHF.</p>		
<p>Alarms</p> <p>5. Identify and explain correct reaction to all alarms in the wheelhouse including fire alarms.</p>		
<p>Radar</p> <p>6. Identify and demonstrate how to use all of the controls of the radar set.</p> <p>7. Demonstrate how to turn a radar set on and tune display for optimum performance – safety precautions required.</p> <p>8. Demonstrate how to convert a relative radar bearing into a true bearing for navigational purposes.</p> <p>9. Demonstrate working knowledge of the International Collision Regulations that relate to use of the radar for collision avoidance.</p>		
<p>Safe navigation</p> <p>10. Use bearing marker to determine if risk of collision exists with vessel targets.</p> <p>11. Use parallel indexing to safely navigate vessel.</p>		
<p>Comments about completion of these tasks can be added here:</p>		

Deck Task 10 — Obtain and interpret meteorological information relevant to a voyage

Aim

To become familiar in obtaining and interpreting meteorological information relevant to a voyage.

	Vessel	Signature & Date
<p>Obtaining information about the weather</p> <p>1. Obtain a marine weather forecast for your area daily. Also try to obtain a synoptic weather map each day for 10 days.</p>		
<p>Interpret a weather forecast</p> <p>2. Interpret and explain a marine weather forecast obtained from the bureau of meteorology.</p> <p>3. Identify severe weather patterns on synoptic charts.</p>		
<p>Use a barometer</p> <p>4. Use a barometer to record variations in pressure and relate observed readings to weather experienced.</p>		
<p>Maintain a weather log</p> <p>5. Maintain a weather log, recording:</p> <ul style="list-style-type: none"> a) Wind b) Cloud c) Swell d) Sea e) Air temperature f) Barometer reading (where available). <p>6. Compare weather actually experienced to forecasts and compare forecasts to synoptic chart. Try to identify and record links.</p>		
<p>Local weather patterns</p> <p>7. Discuss local weather patterns with the Master and try to identify links with weather patterns to observations, synoptic charts and forecasts.</p>		
<p>Wind strength</p> <p>8. Use the Beaufort wind scale to estimate wind strength.</p>		
<p>Comments about completion of these tasks can be added here:</p>		

Deck Task 11 — Maintain a safe watch		
Aim To become familiar with watch keeping duties.		
	Vessel	Signature & Date
Watch keeping duty <ol style="list-style-type: none"> 1. Assist in watch keeping and act as understudy for a period of at least 30 days – day and night. 2. Keep a safe watch at anchor, monitoring vessel's position by use of appropriate transits and anchor bearings. 3. Explain the importance of keeping a watch by night. 		
Instructions to watch keepers <ol style="list-style-type: none"> 4. Review with the Master their expectations for: <ol style="list-style-type: none"> a) Altering of speed and course during watch b) Being called upon detection of other vessels c) Steering changeover from auto to manual d) Maintaining a lookout e) Smoking on watch 		
Standing orders <ol style="list-style-type: none"> 5. Read and discuss standing orders and demonstrate how they would be written if you were master. 		
Steer the vessel <ol style="list-style-type: none"> 6. Steer the vessel for at least 2 hours by day and night or until skilled with seas/swell: <ol style="list-style-type: none"> a) Astern/on a quarter b) Ahead c) On the beam 7. Steer the vessel at sea on a compass course (in differing conditions and during day and night if possible). 8. Adjust course and speed to minimise stress on the vessel and provide most comfortable ride. 9. Steer the vessel in shallow water (depth under keel less than half draught). Note the difference in vessel handling. 		
Risk of collision <ol style="list-style-type: none"> 10. Demonstrate the principal ways to detect if there is a risk of collision with another vessel. 11. Practise determining the risk of collision using radar, compass bearings and relative bearings. 		

Deck Task 12 — Comply with legislative requirements		
Aim		
To become familiar with the legislative requirements applying to your vessel and its operations.		
	Vessel	Signature & Date
Certificate of Survey		
1. Look at the vessel's Certificate of Survey and its appendices and be able to determine the operating conditions that have been applied to that vessel.		
Legislation		
2. Identify which Acts and Regulations apply, as well as how they apply to: <ul style="list-style-type: none"> a) Operations of Commercial Vessels (Survey, Crewing, Equipment etc). b) General boating regulations. c) Port Management. d) Occupational Health & Safety. e) Protection of the Environment. f) National Standard for Commercial Vessels. g) Commonwealth Navigation Act & Marine Orders (interstate/international operations). 		
Local port rules		
3. Manoeuvre vessel in the vicinity of large commercial vessels/traffic, obeying local port rules.		
Vessel's logbook		
4. Make entries into the vessel's log book.		
Pollution prevention		
5. Learn and undertake pollution prevention measures and precautions for: <ul style="list-style-type: none"> a) Fuelling b) Dealing with a fuel oil spill c) Managing bilge liquids d) Sewage and pump out e) Disposal of rubbish f) Avoiding noise g) Anchoring in sensitive environments 		
6. Explain the regulatory responsibility to report spillage should fuel or other pollutants be spilt/pumped overboard and it enters the waterways.		
Comments about completion of these tasks can be made in your exercise book.		

Deck Task 13 — Respond to emergency situations

Aim

To become familiar with the vessel's emergency plan.

	Vessel	Signature & Date
<p>Emergency planning</p> <ol style="list-style-type: none"> 1. Demonstrate familiarisation with emergency plans for the vessel including the following: <ol style="list-style-type: none"> a) Collision b) Accidental grounding c) Assembly stations d) Fire e) Abandoning vessel f) Rescue of other people/vessels g) Serious medical incident at sea/remote location h) Heavy weather/tropical revolving storm 2. Identify your own role in the emergency response and identify with the Master any skill gaps to allow you to meet your roles. 		
<p>Emergency drill</p> <ol style="list-style-type: none"> 3. Plan a simple emergency exercise drill for each item listed in 1. 4. Brief the crew on the exercise, conduct the exercise and hold a debriefing/evaluation of the exercise. 		
<p>Training</p> <ol style="list-style-type: none"> 5. Participate in emergency response training plans. Record these in your exercise book. 		

Comments about completion of these tasks can be added here:

Deck Task 14 — Manoeuvre a vessel		
Aim		
To gain experience in manoeuvring a vessel in a variety of conditions.		
	Vessel	Signature & Date
Steer in a fairway 1. Steer a safe course in: a) An open fairway with traffic b) A narrow channel with traffic		
Steer using a compass and leads 2. Steer a steady course lined up on a set of leads. 3. Steer a safe compass course in a swell in: a) Following sea b) Ahead sea c) Abeam sea		
Navigation plan 4. Conduct at least 5 pre-planned course change manoeuvres as per the navigation plan track, plotting the vessel's position before and after the course alteration and adjust the course as necessary to maintain track.		
Towing 5. Manoeuvre and steer safely while towing and being towed.		
Shallow water 6. Manoeuvre and steer safely in shallow water considering the effects of shallow water and channel banks and wash.		
Person overboard 7. Manoeuvre and steer vessel to retrieve a person who has fallen overboard. Use the Williamson turn to retrace the vessel's course.		
Search and rescue 8. Manoeuvre vessel in a simulated search and rescue exercise using expanding square or parallel track search patterns (day and night) or other recognised SAR search pattern.		
Steer using emergency steering 9. Manoeuvre and steer a steady course using emergency steering.		
Safety equipment 10. Manoeuvre vessel to launch and retrieve dinghies and / or lifeboats (if appropriate).		

<p>Bar crossing</p> <p>11. Observe vessels crossing a bar.</p> <p>12. Research from local experts guidance on how the bar should be crossed.</p> <p>13. Manoeuvre and steer vessel safely through and across an ocean bar entrance with and against the sea and tide.</p>		
<p>Berthing</p> <p>14. Berth the vessel:</p> <ul style="list-style-type: none"> a) Port side to a wharf, jetty, marina or other vessel b) Starboard side to a wharf, jetty, marina or other vessel c) In a marina pen (or slipway) bow in d) In a marina pen stern in 		
<p>Anchoring</p> <p>15. Manoeuvre the vessel while coming to anchor.</p> <p>16. Retrieve anchor and manoeuvre and depart from an anchorage.</p>		
<p>Mooring</p> <p>17. Manoeuvre the vessel to:</p> <ul style="list-style-type: none"> a) Secure to a mooring buoy b) Depart from a mooring buoy 		
<p>Coming alongside</p> <p>18. Bring a vessel alongside another which is underway or stopped with an understanding of interaction between hulls.</p>		
<p>Other manoeuvres</p> <p>19. Any other basic manoeuvres associated with the operation of the vessel such as pot or trap recovery (list).</p> <p>20. Manoeuvre vessel to turn short round in a confined area.</p> <p>21. Manoeuvre a vessel applying visual stand-on / give way rules between vessels for crossing, head-on and overtaking situations.</p>		
<p>Dinghy handling</p> <p>22. Put the dinghy alongside a berth or landing on each side, and depart the berth.</p> <p>23. Anchor the dinghy.</p> <p>24. Pick up a mooring in a dinghy.</p> <p>25. Load the dinghy with its safe complement / weight of stores and conduct transfers with the shore. (Passengers must not be used for training.)</p> <p>26. Discuss actions in case of capsize or swamping.</p>		

Deck Task 15 — Demonstrate seamanship skills and techniques		
Aim		
To become familiar with ropes and their common usage and maintenance.		
	Vessel	Signature & Date
<p>Practical rope work</p> <p>1. Demonstrate the following rope work and understand when to use each:</p> <ul style="list-style-type: none"> a) Reef knot b) Bowline c) Sheet bend d) Clove hitch e) Round turn and 2 half-hitches f) Eye splice g) Rolling hitch h) Whipping the end of a rope i) Safe handling of rope, wire and chains j) Safe handling of mooring lines during berthing and unberthing k) Lashing and securing heavy items for rough weather l) Use of winches to control lines under tension m) Use of anchor windlass to raise and lower anchor, chain and rope n) Rigging and use of a sea anchor o) Use block and tackle to lift/move a weight. 		
<p>Lifting with ropes</p> <p>2. Operate all deck lifting appliances (where fitted) safely including boat davits, hiabs, crane, and booms to raise and lower weights.</p>		
<p>Maintenance of ropes and rigging</p> <p>3. Examine ropes and rigging for wear and damage.</p> <p>4. Remove and overhaul 3 different items of rigging onboard. List items below:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>5. Inspect and survey old rigging and remove/unreeve as necessary.</p> <p>6. Measure and prepare any new lines/rigging including any splicing, joining or similar work. Record details of each item and the work involved in your exercise book.</p>		

<p>Mooring lines</p> <p>7. Lay out mooring lines for entering a harbour.</p> <p>8. Rig and prepare fenders.</p> <p>9. Participate in berthing vessel using:</p> <p>a) Head lines</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>b) Stern lines</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>c) Breasts</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>d) Springs</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>10. Explain the purpose and use of each line.</p>		
<p>Prepare vessel for sea</p> <p>11. Prepare a vessel for sea including:</p> <p>a) Make a list of provisions onboard and determine what would be needed for a 3-day voyage.</p> <p>b) Obtain, record and interpret a local weather forecast.</p> <p>c) Check all fire and safety equipment is present, in service date and stowed in sea positions.</p> <p>d) Check all weathertight doors and hatches are closed and escape hatches are clear of obstruction.</p> <p>e) Check and test steering equipment.</p> <p>f) Switch on, prepare and confirm that all navigational equipment is operational.</p> <p>g) Sound and record fuel and water in the tanks.</p> <p>h) Prepare engines and auxiliaries for starting.</p>		

<p>Anchors</p> <p>12. Prepare the anchors for anchoring.</p> <p>13. Take charge of the foredeck for anchoring.</p> <p>14. Secure anchors for sea.</p> <p>15. List the information needed by the Master from the foredeck:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>16. List the information needed by the foredeck from the Master:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p>Harbour work</p> <p>17. In your exercise book make a list of work required while in port. List the tasks that need to be accomplished before next sailing. Include routine maintenance, necessary repairs, provisions, landing catch and preparing gear, arranging fuel, stores, etc.</p>		
<p>Prepare a vessel for lay-up</p> <p>18. Make a list of precautions to leave a vessel moored for a week or more:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		

Section 3 Supervisor's details

Instructions to supervisors

Masters and Engineers of vessels who are supervising the tasks in this book must provide the following details so as to allow verification of the service claimed.

Tasks can only be accepted where there are adequate identification and contact details provided for the person who signed the task off.

The marine authority may contact signatories to ask for verification.

Name:	<i>Harry Signoffski</i>	Position:	<i>Master and Owner</i>
Vessel/s:	<i>MV Buttercup & MV Bluebell</i>		
Contact address:	<i>c/- Sunny's Charters Shop 2, Pier 3, Sunny Point, NSW</i>		
Phone:	<i>(02) 9322 4958</i>	Mobile:	<i>(0410) 344 911</i>
Fax:	<i>(02) 9322 5946</i>	Email:	<i>harry@sea.com</i>
Qualification/s held:	<i>Master V / MED 3</i>	State of issue and #:	<i>NSW 8395 & 56780</i>
Other details:			
Signature:	<i>Harry Signoffski</i>		

Name:	Position:
Vessel/s:	
Contact address:	
Phone:	Mobile:
Fax:	Email:
Qualification/s held:	State of issue and #:
Other details:	
Signature:	

Name:	Position:
Vessel/s:	
Contact address:	
Phone:	Mobile:
Fax:	Email:
Qualification/s held:	State of issue and #:
Other details:	
Signature:	

Name:	Position:
Vessel/s:	
Contact address:	
Phone:	Mobile:
Fax:	Email:
Qualification/s held:	State of issue and #:
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Contact address:	
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Qualification/s held:	State of issue and #:
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Name:	Position:
Vessel/s:	
Contact address:	
Phone:	Mobile:
Fax:	Email:
Qualification/s held:	State of issue and #:
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Fax:	Email:
Qualification/s held:	State of issue and #:
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Contact address:	
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Fax:	Email:
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Name:	Position:
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Contact address:	
Phone:	Mobile:
Fax:	Email:
Qualification/s held:	State of issue and #:
Other details:	
Signature:	

Name:	Position:
Vessel/s:	
Contact address:	
Phone:	Mobile:
Fax:	Email:
Qualification/s held:	State of issue and #:
Other details:	
Signature:	

Section 4 Details of vessels served on

Introduction

As part of your sea-service you are expected to obtain a thorough knowledge of the vessels that you serve on. It is likely that questions relating to your experience on each vessel will be put to you during your assessment for the Certificate.

Instructions to candidates

The following tables are to be completed for each vessel for which you are claiming sea-service. The tables provide you with the opportunity to record specific details about the vessel and its machinery and equipment.

As an aid to training you may also find it useful to record in your exercise book diagrams of the vessel's layout noting any special features; pumping plans (piping diagram); electrical diagrams and the location of fire safety equipment.

When completing these sections you should consult appropriate documentation such as the vessel's Certificate of Survey or Class, manufacturer's documentation, manuals, or vessel handbook.

There are two pages of information per vessel, and both should be completed where applicable. If you require additional pages for the vessels served on, please photocopy these pages and attach them to this book.

Vessel details

Name of vessel	State & registered #	
Type of vessel (description/class)		
Length	Max. speed	Service speed

Navigation equipment carried — state type / model

Compass
Radio (VHF)
Radio (HF or other)
Auto Pilot
Radar
Sounder
GPS
Plotter
ARPA
ECDIS
Other

Nature of operations

Main operating location of this vessel
Other operating areas
Voyages beyond sheltered waters
Position on the vessel
Duties you were employed for
Briefly describe any other activities you experienced on this vessel
% of time spent on hospitality / recreational activities
Period of service claimed (months/days)

Record details of your service in Section 5

Engine details	<u>Main Engine/s</u>	<u>Auxiliary</u>
Manufacturer		
No. of cylinders		
Power rating (kW)		
RPM (working)		
Stroke		

Engineering systems – provide a brief description of the following
Fuel system
Lubrication system
Propulsion / transmission system
Steering system
Refrigeration system
Bilge pumping system

Engineering duties — briefly describe the engineering duties you performed onboard
Prior to departure
During the voyage
At completion of the voyage

Engineering maintenance – briefly describe the maintenance duties you performed
Routine maintenance
Breakdown maintenance
Slipway maintenance
Other

Vessel details

Name of vessel	State & registered #	
Type of vessel (description/class)		
Length	Max. speed	Service speed

Navigation equipment carried — state type / model

Compass
Radio (VHF)
Radio (HF or other)
Auto Pilot
Radar
Sounder
GPS
Plotter
ARPA
ECDIS
Other

Nature of operations

Main operating location of this vessel
Other operating areas
Voyages beyond sheltered waters
Position on the vessel
Duties you were employed for
Briefly describe any other activities you experienced on this vessel
% of time spent on hospitality / recreational activities
Period of service claimed (months/days)

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Engine details	<u>Main Engine/s</u>	<u>Auxiliary</u>
Manufacturer		
No. of cylinders		
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Engineering systems – provide a brief description of the following
Fuel system
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Bilge pumping system

Engineering duties — briefly describe the engineering duties you performed onboard
Prior to departure
During the voyage
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Engineering maintenance – briefly describe the maintenance duties you performed
Routine maintenance
Breakdown maintenance
Slipway maintenance
Other

Vessel details

Name of vessel	State & registered #	
Type of vessel (description/class)		
Length	Max. speed	Service speed

Navigation equipment carried — state type / model

Compass
Radio (VHF)
Radio (HF or other)
Auto Pilot
Radar
Sounder
GPS
Plotter
ARPA
ECDIS
Other

Nature of operations

Main operating location of this vessel
Other operating areas
Voyages beyond sheltered waters
Position on the vessel
Duties you were employed for
Briefly describe any other activities you experienced on this vessel
% of time spent on hospitality / recreational activities
Period of service claimed (months/days)

Record details of your service in Section 5

Engine details	<u>Main Engine/s</u>	<u>Auxiliary</u>
Manufacturer		
No. of cylinders		
Power rating (kW)		
RPM (working)		
Stroke		

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Other

Vessel details

Name of vessel	State & registered #	
Type of vessel (description/class)		
Length	Max. speed	Service speed

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Compass
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Radio (HF or other)
Auto Pilot
Radar
Sounder
GPS
Plotter
ARPA
ECDIS
Other

Nature of operations

Main operating location of this vessel
Other operating areas
Voyages beyond sheltered waters
Position on the vessel
Duties you were employed for
Briefly describe any other activities you experienced on this vessel
% of time spent on hospitality / recreational activities
Period of service claimed (months/days)

Record details of your service in Section 5

Engine details	<u>Main Engine/s</u>	<u>Auxiliary</u>
Manufacturer		
No. of cylinders		
Power rating (kW)		
RPM (working)		
Stroke		

Engineering systems – provide a brief description of the following
Fuel system
Lubrication system
Propulsion / transmission system
Steering system
Refrigeration system
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Engineering duties — briefly describe the engineering duties you performed onboard
Prior to departure
During the voyage
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Slipway maintenance
Other

Vessel details

Name of vessel	State & registered #	
Type of vessel (description/class)		
Length	Max. speed	Service speed

Navigation equipment carried — state type / model

Compass
Radio (VHF)
Radio (HF or other)
Auto Pilot
Radar
Sounder
GPS
Plotter
ARPA
ECDIS
Other

Nature of operations

Main operating location of this vessel
Other operating areas
Voyages beyond sheltered waters
Position on the vessel
Duties you were employed for
Briefly describe any other activities you experienced on this vessel
% of time spent on hospitality / recreational activities
Period of service claimed (months/days)

Record details of your service in Section 5

Engine details	<u>Main Engine/s</u>	<u>Auxiliary</u>
Manufacturer		
No. of cylinders		
Power rating (kW)		
RPM (working)		
Stroke		

Engineering systems – provide a brief description of the following
Fuel system
Lubrication system
Propulsion / transmission system
Steering system
Refrigeration system
Bilge pumping system

Engineering duties — briefly describe the engineering duties you performed onboard
Prior to departure
During the voyage
At completion of the voyage

Engineering maintenance – briefly describe the maintenance duties you performed
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Breakdown maintenance
Slipway maintenance
Other

Vessel details		
Name of vessel	State & registered #	
Type of vessel (description/class)		
Length	Max. speed	Service speed

Navigation equipment carried — state type / model
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Radio (HF or other)
Auto Pilot
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GPS
Plotter
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ECDIS
Other

Nature of operations
Main operating location of this vessel
Other operating areas
Voyages beyond sheltered waters
Position on the vessel
Duties you were employed for
Briefly describe any other activities you experienced on this vessel
% of time spent on hospitality / recreational activities
Period of service claimed (months/days)
<i>Record details of your service in Section 5</i>

Engine details	<u>Main Engine/s</u>	<u>Auxiliary</u>
Manufacturer		
No. of cylinders		
Power rating (kW)		
RPM (working)		
Stroke		

Engineering systems – provide a brief description of the following
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Lubrication system
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Vessel details

Name of vessel	State & registered #	
Type of vessel (description/class)		
Length	Max. speed	Service speed

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Radio (HF or other)
Auto Pilot
Radar
Sounder
GPS
Plotter
ARPA
ECDIS
Other

Nature of operations

Main operating location of this vessel
Other operating areas
Voyages beyond sheltered waters
Position on the vessel
Duties you were employed for
Briefly describe any other activities you experienced on this vessel
% of time spent on hospitality / recreational activities
Period of service claimed (months/days)

Record details of your service in Section 5

Engine details	<u>Main Engine/s</u>	<u>Auxiliary</u>
Manufacturer		
No. of cylinders		
Power rating (kW)		
RPM (working)		
Stroke		

Engineering systems – provide a brief description of the following
Fuel system
Lubrication system
Propulsion / transmission system
Steering system
Refrigeration system
Bilge pumping system

Engineering duties — briefly describe the engineering duties you performed onboard
Prior to departure
During the voyage
At completion of the voyage

Engineering maintenance – briefly describe the maintenance duties you performed
Routine maintenance
Breakdown maintenance
Slipway maintenance
Other

Vessel details

Name of vessel	State & registered #	
Type of vessel (description/class)		
Length	Max. speed	Service speed

Navigation equipment carried — state type / model

Compass
Radio (VHF)
Radio (HF or other)
Auto Pilot
Radar
Sounder
GPS
Plotter
ARPA
ECDIS
Other

Nature of operations

Main operating location of this vessel
Other operating areas
Voyages beyond sheltered waters
Position on the vessel
Duties you were employed for
Briefly describe any other activities you experienced on this vessel
% of time spent on hospitality / recreational activities
Period of service claimed (months/days)

Record details of your service in Section 5

Engine details	<u>Main Engine/s</u>	<u>Auxiliary</u>
Manufacturer		
No. of cylinders		
Power rating (kW)		
RPM (working)		
Stroke		

Engineering systems – provide a brief description of the following

Fuel system

Lubrication system

Propulsion / transmission system

Steering system

Refrigeration system

Bilge pumping system

Engineering duties — briefly describe the engineering duties you performed onboard

Prior to departure

During the voyage

At completion of the voyage

Engineering maintenance – briefly describe the maintenance duties you performed

Routine maintenance

Breakdown maintenance

Slipway maintenance

Other

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Example

Section 5 Summary of sea-service

Introduction

To be eligible for the award of a Certificate of Competency as a Master 5 you are required to have 30 months of sea-service. Satisfactory completion of this ROPES book (or equivalent program) makes you eligible for a 50% reduction in sea-service, i.e. 15 months sea-service is required.

Further reductions may apply for other reasons. Applicants are advised to check with their local marine authority for a determination. In all instances however, sea-service will not be reduced below 12 months for this Certificate of Competency.

Instructions to candidates

Use the following table to summarise the amount of sea-service you have undertaken. Each entry should represent a block of time served on one vessel, and should be signed by the Master of that vessel, or any other person in a supervisory role who can verify your period of service.

You should check that—

- a) you have supplied the vessel details required in Section 4 of this book for each vessel that you are claiming sea-service onboard; and
- b) that the supervisor signing off on this sea-service has provided the details required in Section 3 of this book.

Calculation of sea-service


The basic unit for measuring sea-service is a month. This has been defined as a minimum of 150 hours of work over a period of at least 20 days.

Restricted Certificates of Competency may be granted in certain circumstances. Candidates are advised to discuss the requirements for a restricted certificate with their marine authority prior to commencing this book as the sea-service requirements may be varied, both in terms of time and nature of service to the type of restriction being sought.

In addition, certain non-traditional, but relevant experiences may be credited towards sea-service. For example:

- Experience on recreational vessels i.e.: operating a powerboat, crewing on racing yachts, ocean cruising or racing, etc.
- Experience as hospitality staff, scientists, divers, special personnel, military staff, hydrographers, etc. serving onboard a vessel.

Claims for non-traditional service will need to be discussed with your marine authority.

Summary of Sea-Service						
Vessel Name and Class	Employed:		Period of service claimed	Summary of voyage and operations	Supervisor's name and signature	Marine Authority's verification
	From	To				
MV Buttercup Class 1 D	12/01/02	18/04/02	3 months	working as deckhand on charter boat operating in Southernly Quays Harbour. Carrying up to 60 passengers per trip (2 hours duration) – 3 trips per day, 1 per night.	Harry Signoffski <i>Harry Signoffski</i>	

Summary of Sea-Service						
Vessel Name and Class	Employed:		Period of service claimed	Summary of voyage and operations	Supervisor's name and signature	Marine Authority's verification
	From	To				

Summary of Sea-Service						
Vessel Name and Class	Employed:		Period of service claimed	Summary of voyage and operations	Supervisor's name and signature	Marine Authority's verification
	From	To				

Section 6 Notes

The following pages have been left blank for you to record your answers to some of the tasks. These may be recorded here or in a separate exercise book to be submitted with this book for assessment by the marine authority.

Example

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Example

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Section 7 Further information

For more information please contact your local marine authority.

Queensland

Manager (Policy Implementation & Support)
Maritime Safety Branch
Maritime Safety Queensland
Floor 22, Mineral House, 41 George Street
Brisbane QLD 4000
GPO Box 2595, Brisbane QLD 4001

Tel: (07) 3224 8195
Fax: (07) 3224 8718
Email: maritime.safety@msq.qld.gov.au
Web: www.transport.qld.gov.au/maritime

New South Wales

Waterways Authority
Commercial Operations Branch
James Craig Road
Rozelle Bay, NSW 2039
PO Box R228, Royal Exchange NSW 1223

Tel: (02) 9563 8769
Web: www.waterways.nsw.gov.au

Victoria

Marine Safety Victoria
Level 11, Nauru House
80 Collins Street
Melbourne VIC 3000
PO Box 2797Y, Melbourne VIC 3001.

Tel: (03) 9655 3399
Fax: (03) 9655 6611
Email: marinesafety@doi.vic.gov.au
Web: www.marinesafety.vic.gov.au

Northern Territory

Transport Division - Marine Safety Branch
1st Floor Minerals House
66 The Esplanade
Darwin NT 0800
PO Box 2520, Darwin NT 0801

Tel: (08) 8999 5285
Fax: (08) 8999 5300
Web: <http://www.nt.gov.au/ipe/dtw/aboutus/branches/transport/marine/>

Western Australia

Marine Examiner
Department for Planning and Infrastructure
1 Essex Street
Fremantle WA 6160
PO Box 402, Fremantle 6959

Tel: (08) 9216 8275
Fax: (08) 9216 8977
Web: www.dpi.wa.gov.au/imagine/comm_vessels/certificates.html

South Australia

Transport SA
1st Floor, 64 Dale Street
Port Adelaide SA 5015

Tel: (08) 83475028.
Fax: (08) 83475088.
Email: Lisa.Curnow@transport.sa.gov.au
Web: www.transport.sa.gov.au

Tasmania

Manager Marine Operations
Marine & Safety Tasmania (MAST)
Level 1, 7-9 Franklin Wharf
Hobart TAS 7000
PO Box 607, Hobart TAS 7001

Tel: (03) 6233 5661
Fax: (03) 6233 5662
Web: www.mast.tas.gov.au

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Example