



GUIDANCE NOTE
Level 3 Assessment – Master
(<200GT near coastal and
<200GT)

Document No. GOP-513.6
Revision No, Date 4 – 25.10.13
Effective Date
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Compiled by

Approved by

Chief Examiner

Executive Head: Centre of Seafarers

OPERATIONS – SEAFARER CERTIFICATION

GUIDANCE NOTE

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Content

MASTER (<200GT NEAR COASTAL AND <200GT) ORAL EXAMINATION SYLLABUS GUIDELINE

The oral examination is mainly concerned with the safe and efficient operation of a ship, the correct use of equipment provided for the safety of the ship and the protection of the environment. The examiner will expect the candidate to be able to answer selected questions from the syllabus guideline with the exception of the collision regulations, where the candidate shall be questioned in depth and is expected to have a thorough knowledge.

MASTER (<200GT NEAR COASTAL AND <200GT)

TOPIC ONE COLLISION REGULATIONS

1. General

- (a) Application of Rules, definitions, Rule 2(b)
- (b) Look out and safe speed
- (c) Risk of collision, scanty information and action taken to avoid a collision
- (d) Narrow channels and Traffic Separation Schemes

2. Lights, shapes, fog signals and additional signals

- (a) Lights, shapes and fog signals of all types of vessels. Models or cards shall be used for this part of the examination.
- (b) Arc and range of visibility of lights for various lengths and types of vessels. Details of shapes

3. Conduct of vessels in sights of one another

- (a) Responsibilities between vessels, action of give way and stand on vessels
- (b) Action to take to avoid collision by use of models for all cases including end on, crossing and overtaking
- (c) Action to take when in a multiple vessel situation by use of models
- (d) Describe the procedures for routine navigational and collision avoidance manoeuvres
- (e) Describe actions when officer of the watch calls the Master when in an close quarters situation or *in extremis*

3. Conduct of vessels not in sight of one another

- a) Thorough knowledge of Rule 19
- b) Single and multiple vessel collision situations in restricted visibility

4. Annexes to Collision Regulations an other items

- a) Distress signals
- b) Positioning of lights
- c) Describe the requirements for the organisation of bridge teams
- d) Explains the requirements and methods for passage planning
- e) Describe the contents of Masters standing orders and expectations from the officers of the watch

NOTE: IF A CANDIDATE SHOWS A LACK OF KNOWLEDGE OF THESE REGULATIONS, THEN THE ORAL IS TO BE TERMINATED.

TOPIC TWO EXCEPTIONAL CIRCUMSTANCES AND HEAVY WEATHER

1. Exceptional circumstances

- (a) Demonstrate the ability to act decisively in situations that put the vessel in possible or real peril such as loss of rudder and or propeller
- (b) Explain the legal and practical actions after a collision or sustaining hull damage from any cause
- (c) Explain the actions after grounding and methods of re-floating
- (d) State reasons and methods of beaching a vessel
- (e) Describe methods of handling a disabled vessel in seaway
- (f) Explain the actions when experiencing loss of power in confined waters or on a lee shore
- (g) Explain the actions when experiencing E/R emergencies such as crankcase explosions, generator failure, fire
- (h) Explain the actions when cargo lashing comes adrift
- (i) Devise a contingency plan due top structural failure, leaking hatch covers, cracks to the deck and hull and flooding

2. Preservation of passengers and crew

- (a) Describe the steps and procedure to be taken when a vessel is in distress as a result of grounding, collision, fire or foundering
- (b) Describe the procedures to ensure survival following abandoning ship
- (c) Describe recognised distress procedures when communicating with another station
- (d) Explain the use of distress rocket apparatus to facilitate contact between ship and shore
- (e) Explain various methods for rescuing of passengers and crew by helicopter, other vessels and rocket apparatus

3. Search and Rescue

- (a) Demonstrate a knowledge of the IAMSAR manual
- (b) Describe the methods for preparing boats, rafts and other equipment for the recovering of survivors
- (c) Describe methods of rescuing survivors of casualties, manoeuvring of vessels close to casualty, launching a recovery of boats in a seaway and treatment of survivors
- (d) Explain working with helicopters and fixed wing aircraft

4. Oil pollution and other items

- (a) Describe actions and statutory obligations to be taken after accidental or deliberate pollution by oil or other noxious substances
- (b) Describe actions to be taken when passengers or crew are injured at or in port
- (c) Describe actions to take in case of navigational emergencies such as chart does not correspond with marks in sight, poor visibility in heavy traffic and close waters
- (d) Explain the Master=s statutory obligations responsibilities as a result of a marine casualty

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4. Heavy weather

- (a) Describe precautions in detail to be taken prior to the onset of heavy weather
- (b) Describe how certain types of vessels will handle in heavy weather
- (c) Describe the method for turning a vessel around in heavy seas
- (d) Describe action to be taken when the vessel is pounding excessively and access control on the decks

TOPIC THREE SHIP HANDLING, TOWAGE AND WATCHKEEPING

1 Manoeuvring

- (a) Demonstrate with models the ability to manoeuvre in the open sea, approaching rivers and harbours, to anchorage or to pick up a pilot, to a berth alongside a quay or jetty, to single buoy mooring and to leave from buoys and other SBMs
- (b) Demonstrate the use of anchors and cables both for manoeuvring a vessel and berthing a vessel with or without currents and wind
- (c) Describe precautions before entering heavy weather, entering close waters and entering or leaving port
- (d) Demonstrate with models the turning circles and manoeuvring data of ships

2. Towing and being towed

- (a) Discuss the precautions to be taken en route and how to avoid chaffing
- (b) Discuss the passage planning for a vessel being towed

3. IMO principles of navigation watchkeeping and port duties

- (a) Demonstrate a sound knowledge of the principles of keeping a navigational watch at sea and at anchor including the following:-
 - watch arrangements especially in respect of lookouts
 - fitness for duty
 - navigational planning and position determination
 - navigation equipment
 - duties and responsibilities when taking over and keeping a watch
 - recording events while on watch
 - reporting of navigational hazards, derelicts and any event that could affect the safety of the vessel or other vessels
- (b) Demonstrate a good understanding of the various duties of the OOW in port with respect to watchkeeping and cargo related matters

TOPIC FOUR DRYDOCKING AND SAFEGUARDING OF CARGO

1. Dry-docking

- (a) State particulars to be provided to dockmaster and records of previous dry-dock
- (b) State the optimum conditions for dry-docking
- (c) State the precautions to be taken in dry-dock
- (d) State the precautions to be taken before undocking
- (e) State the precautions to be taken during undocking

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2. **Safeguarding of cargo**

- (a) Describe the Master’s responsibilities regarding the care of cargo
- (b) Demonstrate a knowledge of commercial cargo terms and functions of bills of lading, letters of protest and letters of indemnity
- (c) Demonstrate the knowledge of P&I Clubs and the role they play to assist the owners

TOPIC FIVE PREVENTION OF FIRE, PEST CONTROL, CREW RELATIONS

1. **Prevention of fire**

- (a) Define terms such as flammable, non-flammable, toxic vapours, combustible, flash point, ignition temperature
- (b) Explain the advantages and disadvantages of certain fire-fighting mediums
- (c) Describe the crew organisation for fire fighting
- (d) Discuss the tactical organisation and actions required in any fire situation
- (e) Discuss the tactical organisation and actions required **after** any fire situation both from a legal and practical point of view
- (f) Demonstrate a knowledge of how and why all types of fire appliances should be tested and importance of drills
- (g) Demonstrate a knowledge of fire divisions in terms of SOLAS
- (i) Demonstrate a knowledge of fire precautions in port
- (j) Explain the contents of the Masters standing orders in port especially with regard to fire patrols

2. **Pest Control**

- (a) Describe methods of preventing infestation and fumigation especially with regard to safety precautions before and after fumigation

3. **Personnel management, organisation and training**

- (a) Demonstrate an understanding of the crew welfare sections of the MSA
- (c) Demonstrate an understanding of Contract of Employment and the legislation regarding engagement and discharge of crew
- (d) Describe the seaman=s right to wages and employer=s duties to pay such wages
- (e) Discuss the role of the Master as a manager in respect of planning , delegation and so forth, and their authority and responsibilities.
- (f) Demonstrate knowledge of the concept of modern management practices, motivation of crew, job satisfaction and good communication
- (g) Demonstrate a good understanding of budgets and control of expenditure
- (h) Resolve typical crew problems relating to articles, other transgressions, contract of employment and penalties under the MSA
- (i) Describe procedure for handling crew complaints
- (k) Describe how to conduct a disciplinary hearing and entries in the OLB
- (l) Describe and explain the entries to be made in the OLB
- (m) Show knowledge of completing documents such as Discharge Books, Watch-keeping Certificates, Record Books, Overtime and so forth
- (n) Describe the role played by all the officers with respect to training of junior officers and ratings
- (o) Describe fully the actions and checks when taking over command in different circumstances such as a new ship, second hand ship, sick Master

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LEVEL THREE ASSESSMENT REPORT

TOPIC ONE-Collision Regulations

Competent: YES/NO
Weakness:

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TOPIC TWO - Exceptional circumstances and heavy weather

Competent: YES / NO
Weakness:

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TOPIC THREE-Ship handling, towage and watch-keeping

Competent: YES / NO
Weakness:

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TOPIC FOUR -Drydocking and safety of cargo

Competent: YES / NO
Weakness:

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TOPIC FIVE -Prevention of fire; Pest control and crew relations

Competent: YES / NO
Weakness:

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TOPIC SIX -Compasses and Regulations

Competent: YES / NO
Weakness:

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Date

Name of examiner

Signature of examiner

Name of assessor

Signature of assessor

THE CANDIDATE HAS: PASSED FAILED PENALTY MONTHS SEATIME

(The level 3 assessment report, oral examination syllabus guideline and examiners Aide Memoire is to be retained for record purpose in the candidates file)