



**Australian Government**  
**Australian Maritime Safety Authority**

# QUEENSLAND COASTAL PILOTAGE TRAINING PROGRAM



# WORKBOOK

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Queensland Coastal Pilotage Training Program  
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QUEENSLAND COASTAL PILOTAGE TRAINING PROGRAM  
TRAINEE PILOT'S WORKBOOK VERSION 1.0



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NAME OF TRAINEE PILOT
SIGNATURE
LICENCE AREA

## CONTENTS

### **Introduction**

Workbook submission for AMSA assessment  
How the workbook is organized  
AMSA contact

### **PART 1. ASSESSMENT GUIDELINES**

Terminology  
Assessment areas  
General instructions  
Organising and completing the workbook  
Preparatory activities  
Guidelines on preparing personal pilotage records  
Pilotage procedures

### **PART 2. PERSONAL PILOTAGE RECORDS**

Training voyages  
Local area knowledge  
Additional nautical knowledge  
Voyage charts  
Distance tables  
Assessment voyages

### **PART 3. ASSESSMENT FORMS**

Local area knowledge assessment  
Voyage assessment  
Workbook assessment  
AMSA assessment and licence application



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## INTRODUCTION

This Trainee Pilot's Workbook serves as a companion to the Queensland Coastal Pilotage Training Program Study Guide. The workbook is designed to document a trainee's knowledge of coastal pilotage and competence in piloting a vessel through a given licence area. As noted in the study guide, successful completion of the workbook is a requirement for the issuance of a restricted coastal pilot licence.

### WORKBOOK SUBMISSION FOR AMSA ASSESSMENT

On completion of the training program, the workbook is to be submitted to AMSA for assessment. Therefore, take the necessary care when organising the workbook and writing down notes. Make sure the information provided is accurate, complete, and relevant to coastal pilotage. Used properly, the workbook will form the basis of a useful aid-memoire on Queensland coastal pilotage. Make sure also that the workbook remains in good physical condition for final presentation to AMSA.

### HOW THE WORKBOOK IS ORGANISED

The workbook is organised into three parts:

- Part 1 (Assessment Guidelines) summarizes assessment guidelines for trainees, supervising pilots and assessing pilots.
- Part 2 (Personal Pilotage Records) is intended to hold a trainee's records of training activities.
- Part 3 (Assessment Forms) holds the assessment forms that assessing pilots must complete and sign.

### AMSA CONTACT

Trainees needing further advice or assistance on the training program should contact:

Manager, Ship Operations & Qualifications, AMSA  
*address* 25 Constitution Ave/PO Box 2181, Canberra ACT 2601  
*phone* (02) 6279 5908 *fax* (02) 6279 5056 *email* mopilotage@amsa.gov.au



## PART 1

# ASSESSMENT GUIDELINES

Part 1 provides guidelines and instructions for trainee, supervising pilots and assessing pilots on assessment areas and requirements and details how the workbook should be organized and completed.

### 1.1 TERMINOLOGY

As noted in the study guide, the following definitions should be used for the purposes of this training program:

- **Licensed Pilot** A pilot holding an unrestricted licence for a route.
- **Supervising pilot** A supervising pilot guides and instructs a trainee on training voyages, informally monitors the trainee's performance, and in general helps the trainee to become familiar with the coastal pilot's way of life. A supervising pilot can be any pilot holding an unrestricted licence for a route for at least 5 years.
- **Assessing pilot** An assessing pilot conducts a formal assessment of a trainee pilot's competence as a coastal pilot as a final requirement of the training program. All assessing pilots must be check pilots.
- **Check pilot** Check pilots are pilots licenced as Check Pilots and authorized by AMSA to conduct voyage assessments.

### 1.2 ASSESSMENT AREAS

There are three areas of assessment:

- Local area knowledge assessment, which is designed to test a trainee's knowledge of the area for which a licence is sought
- Voyage assessment, which tests a trainee's competence as a pilot during a whole passage
- Workbook assessment, which is designed to evaluate the completeness and accuracy of a trainee's records on a licence area in particular and coastal pilotage in general as documented in the workbook

### 1.3 GENERAL INSTRUCTIONS

Key instructions to trainees, supervising pilots and assessing pilots are summarized below. For full details of assessment requirements, please refer to the study guide (see 'Program Overview' and 'Assessment of Competence').

## TRAINEES

It is the responsibility of trainee pilots to:

- Indicate at the start of training each pilotage area for which a licence is sought.
- Schedule and organise studies and voyages around personal and work circumstances.
- Take as many training voyages as needed before requesting a formal assessment.
- Be watchful on training voyages without being intrusive – remember that a pilot's assistance to a trainee is an additional task.
- Ensure that for each training activity undertaken, the appropriate section of the workbook is reviewed by the supervising pilot.
- Establish a purposeful relationship with supervising and assessing pilots and use their experience and expertise to gain a good solid grounding on coastal pilotage.
- Maintain the workbook in good working order.
- When ready for assessment, ask an assessing pilot for a formal assessment.
- Ensure the assessing pilot signs off every assessment completed.
- Once all assessments are completed and signed off, submit the workbook to AMSA and apply for an initial coastal pilot licence. The workbook will be returned to the trainee once the AMSA Examiner is satisfied all requirements have been met.

## SUPERVISING PILOTS

Supervising pilots are expected to:

- Read the study guide and workbook to familiarise themselves with the content, objectives and requirements of the training program
- Act as a trainee's mentor, guide and adviser
- Conduct informal checks of a trainee's workbook to determine the comprehensiveness, completeness, and accuracy of information collected, and identify areas that are well done or requiring further work
- Provide ongoing support and encouragement

## ASSESSING PILOTS

Assessing pilots are expected to:

- Read the study guide and workbook to familiarise themselves with the content, objectives and requirements of the training program
- Assess a trainee's knowledge of his or her selected licence area(s)
- Assess the completeness and accuracy of a trainee's workbook

- Conduct voyage assessments to ascertain a trainee’s knowledge of coastal pilotage and competence in piloting a vessel through the selected licence area(s)
- Sign off the assessment forms in the workbook to indicate satisfaction over the trainee’s performance in three assessment areas: local area knowledge (components section) assessment, voyage assessment, workbook assessment

#### 1.4 ORGANISING AND COMPLETING THE WORKBOOK

Parts 2 (Personal Pilotage Records) and 3 (Assessment Forms) of the workbook must be completed in accordance with the guidelines and instructions set out in the study guide.

##### PART 2

Part 2, where all training activities undertaken by a trainee are recorded, is divided into 6 sections.

Workbook Part 2 Sections		Proformas
1	Training voyages	Workbook Form 1 - Pre-Assessment Voyage Report
2	Local area knowledge	Workbook Form 2 - Port Report Workbook Form 3 - Ports Summary Checklist
	• Ports	
	• Licence areas	Workbook Form 4 - Licence Area Checklist
3	Additional nautical knowledge	none – trainee to add own notes as needed
4	Voyage charts	Workbook Form 5 - Voyage Chart
5	Distance tables	Workbook Form 6 - Distance Table
6	Assessment voyages	Workbook Form 7 – Assessment Voyage Checklist

Each section starts with a blank ‘Index’ page that can be used to list the contents of the section and cross references between specific reports, notes, charts and tables.

Except for section 3 (Additional Nautical Knowledge), each section has a proforma that can be used for note taking and overall presentation and organization. However, **trainees are free to add additional pages of their own notes or any relevant documentation from other sources as they see fit.** The key here is to develop a resource book that is rich in detail and organized in a manner that allows easy access to good, accurate information on various aspects of coastal pilotage.

Guidelines on the preparation of Part 2 are provided in section 1.4 below.

##### PART 3

Part 3 contains the forms for three assessment areas: local knowledge (component sections) assessment, voyage assessment, and workbook assessment.

Trainees should ensure that on completion of an assessment, the assessing pilot signs the relevant assessment form. Trainees should also bear in mind that the components section assessment must be completed before any voyage assessment can be allowed.



## 1.5 PREPARATORY ACTIVITIES

There are two important things that trainees should take care on receipt of the workbook:

- **Make photocopies of proformas.** As soon as practicable, please make enough photocopies of each relevant proforma. This is particularly true of the training voyage report form since trainees should expect to make several training voyages prior to formal assessment.
- **Decide on a cross-referencing system.** It is important to develop a cross-referencing system for the various sections in the workbook. To facilitate cross-referencing, each workbook form has space allocated for a report, chart, or table number. A 2- or 3-letter code has also been assigned to each form (TVR, PR, etc). It is up to the trainee to decide on a numbering system for all reports, charts, or tables produced in the course of training.

## 1.6 GUIDELINES ON PREPARING PERSONAL PILOTAGE RECORDS

The following guidelines should be studied carefully to ensure a trainee's pilotage records include the right type and amount of information that is required to assess knowledge of and competence in coastal pilotage.

### SECTION 1 – TRAINING (PRE-ASSESSMENT) VOYAGES

For each training voyage undertaken, a pre-assessment voyage report form (Workbook Form 1) must be completed by the trainee and the completed form signed by the supervising pilot.

Most of the information contained in the training voyage report form is self-explanatory. It includes general information of the ship being piloted (eg dimensions, tonnages, cargo type, power and propulsion, draughts, registry, crew nationality, and any unusual features relating to pilotage).

There is also a section on navigation instruments, which can be used to record the type of ARPA fitted (eg Furuno) or if ECDIS/ ECS is carried, and the general efficiency of the equipment for the purpose used. Some indicative times and dates can be recorded in the 'pilot on board time' and 'pilot away time' sections.

In addition there are spaces for general remarks on the following topics:

- Pilot transfer
- Weather
- Route
- Tides and tidal streams
- Traffic
- Navigation and passage planning
- Bridge resource management (BRM) and human factors
- Non-routine events/emergencies

These topics will not always warrant a comment for each training voyage but some remarks are necessary for a successful completion of the workbook. Here are some sample remarks that can go under each heading.

- Under ‘Pilot transfer’, remarks could include ‘the ship was late at the pilot station (explain why)’, ‘the pilot ladder was incorrectly rigged (describe how it was done)’, or ‘during helicopter transfer there was difficulty in communicating with the ship (describe what the difficulty was)’.
- ‘Weather description’ could include heavy rainstorm or poor visibility conditions in a certain area, or unseasonable winds.
- ‘Route’ could contain a remark on a leg followed in a particular area (eg deepwater route through the Howick Island areas), arrivals and departures from harbour pilotage districts, or port limits.
- ‘Tides and tidal streams’ may warrant a remark if there was an unusual tidal stream experienced or tides are not making predictions in the Torres Strait.
- ‘Traffic’ should include remarks on passing in a navigationally restricted area, GBRMPA special areas and related requirements, other vessels failing to follow international collision regulations or normal practice, or a concentration of fishing vessels in a particular area.
- ‘Navigation and passage planning’ should include comments on the serviceability of radars or on excessive gyro or other compass errors. State of charts & other publications. Other observations may note the experience, organization, techniques, or navigational expertise of watchkeepers (or otherwise). Excessive reliance on GPS or ECDIS could be indicated in this context.
- ‘Bridge resource management (BRM) and human factors’ could include comments on the nature of the relationship between the pilot and the ship staff, the use of the SMCP Code in VHF inter-ship communications, communications techniques, or difficulties in communication and working relationships. The Master/pilot relationship in particular should be given careful consideration.
- ‘Non-routine events/emergencies’ should include the occurrence of any unplanned or emergency situation, emergency procedures used, or ports of refuge sought.

**Space is very limited on the report form but if further comment is warranted, feel free to add extra pages.**

On each training voyage, remember that a trainee’s job is to watch the actions of the pilot and officers of the ship throughout the pilotage process and learn from their example, whether good or bad. In some instances, a trainee may be an observer only; in others, the trainee may carry out the pilotage function under the guidance of a supervising pilot. In all cases, a trainee must remain observant and record relevant observations on training voyage reports. Notes should be as specific and as descriptive as possible. If necessary, combine text with drawings to put across main ideas.

A trainee should consciously develop a professional view of a pilot’s role and relate accordingly to the masters, officers and crew of the piloted vessels. For example, develop a habitual style of inclusive communication and of giving clear and unmistakable orders based on the precepts of brevity and precision.

## SECTION 2 - LOCAL AREA KNOWLEDGE

In this section, the trainee must demonstrate local area knowledge by providing appropriate information on the pilotage area(s) for which a licence is sought and the ports within and adjacent to the pilotage area(s). Work in this section should be carried out in conjunction with module 3 of the study guide.

**Note Taking**

The following three forms should be used to record local area knowledge:

- **Workbook Form 2: Port Report**

This form should be completed to provide a general profile of each port in the area(s) for which a licence is sought. Each port profile should include (but need not be limited to) such information as:

- Port limits
- Navigation procedures and harbourmaster's directions
- Pilotage limits and boarding grounds
- GBRMPA limits (as appropriate)
- Anchorage and places of refuge
- Approach depths and under keel clearances
- Nature of the seabed in shoal areas
- Channel characteristics and limiting factors
- Tidal ranges and current stream directions

- **Workbook Form 3: Ports Summary Checklist**

This checklist is meant to summarize a trainee's familiarity with ports of direct relevance to the licence area. Once enough knowledge about a port is gained, tick the appropriate box on the form and initial it. Over time, the checklist should show increasing familiarity with the various ports in or adjacent to the licence area.

- **Workbook Form 4: Licence Area Report**

This form should be completed to provide a general profile of each pilotage area for which a licence is sought. This should include (but need not be limited to) such items as:

- Critical depths and routes (Depth and limiting dimensions of channels)
- Tidal streams, and directions
- Shoals and underwater hazards/obstructions
- Anchorages
- Navigational aids and radar prominence
- Characteristics of soundings
- Nature of sea bed
- Traffic characteristics
- 

Licence area report forms for the following individual sectors are provided in the workbook (**use only those forms of relevance to the licence required**):

- Hydrographers Passage
- Western Approaches to Torres Strait
- Prince of Wales Channel and Torres Strait
- Alert Patches to Wyborn Reef
- Wyborn Reef to Chapman Island
- Fairway Channel (LADS Passage)
- Chapman Island to King Island via Heath\*
- King Island to Gubbins Reef
- Gubbins Reef to Whitsunday Islands
- Alert Patches to Dalrymple Island Pilot Ground
- Whitsunday Islands

\*This area is not regularly used by pilots but trainees should attempt to complete at least one training voyage through the area

The forms described above should be completed in conjunction with the charts and distance tables provided in the workbook. Additional pages of personal notes or documentation from outside sources can also be added. Ensure that appropriate cross-references are made between the workbook forms, notes, charts and tables.

### Formal Assessment

As discussed in the study guide, local knowledge will be formally assessed during the training program. Trainees should review part 2, module 3 (Local Area Knowledge) and part 3 (Assessment of Competence) of the study guide when preparing for assessment.

For convenience, licence areas have been organized into component sections to facilitate assessment (see table below). The Local Area Knowledge (Components Section) Assessment Form is in part 3 of this workbook.

Licence Area	Sectors
Hydrographers Passage	Hydrographers Passage
The Inner Route	1 Western Approaches to Torres Strait
	2 Prince of Wales Channel
	3 Alert Patches to Wyborn Reef
	4 Wyborn Reef to Chapman Island
	5 Fairway Channel (LADS Passage)
	6 Chapman Island to King Island via Heath*
	7 King Island to Gubbins Reef
	8 Gubbins Reef to Cairns
Great NE Channel	Alert Patches to Dalrymple Island Pilot boarding Ground
Whitsunday Islands	Whitsunday Islands

\*This area is not regularly used by pilots but trainees should attempt to complete at least one training voyage through the area

## SECTION 3 - ADDITIONAL NAUTICAL KNOWLEDGE

This section on additional nautical knowledge covers 13 topics:

• Pilot boat transfer arrangements	• Fatigue and risk management
• Local weather conditions	• Safety management system
• Navigation instruments	• Emergency procedures
• Ship reporting requirements	• Helicopter procedures
• Traffic conditions and passing requirements	• Pilotage booking arrangements
• Ship manoeuvring information	• Shipping information in Queensland ports
	• Regulations and legal requirements

The aim is to give trainees general advice on each of these topics so that they will know what areas to focus on during training.

There are no proformas for this section; trainees are free to organize their notes as is relevant to their particular licence area. Notes can include reference materials or web pages, illustrations of navigational marks, procedures and common practices.

Where appropriate, notes on the topics above can be added to pre-assessment voyage reports and local knowledge reports. Like the Local Area Knowledge section, this section should be completed in conjunction with charts and distance tables. Cross-references between notes, charts, and distance tables should also be made.

### **Pilot Boat Transfer Arrangements**

Arguably one of the most important topics, the trainee could include the following information in this section:

- Pilot boarding area conditions
- Notice for pilot requirements
- Boarding times and travel times to ships
- Pilot boat details, crew and equipment available
- Pilot ladder requirements (references and diagram)
- Defects of boarding arrangements
- Boarding practices used by coxswains
- Communication and use of SMCP
- Speed and heading of vessels
- Man overboard procedure and safety equipment
- Limiting factors for each place of transfer

### **Local Weather Conditions**

Some information on local weather conditions will be available from the pilot's book and other publications but most should come from discussions with practising pilots and from observation. This section should be broken into geographical areas, and for each geographical area, topics should include (but need not be limited to) the following:

- General notes on the weather conditions during the wet and dry seasons
- Prevailing winds, rain patterns and poor visibility periods
- Local conditions affecting visibility, such as rain, haze, or smoke
- How to obtain weather reports and availability of updates
- Colour and clarity of water for particular areas
- Local information re cyclones and cyclone warning information

### **Navigation Instruments**

General notes only are required in this section. These can include:

- Information on ARPA including ground stabilisation effect, inherent errors and limitations
- Requirements under SOLAS for navigation equipment
- New requirements for AIS and voyage data recorders
- Performance requirements for gyro compass and log
- Condition, accuracy, and checking of magnetic compasses
- Effect of geodetic datum with GPS positioning
- Notes on charts for the area and their limitations
- Chart correction and notice to mariner information including available chart agents
- Notes on set up and initialisation if an electronic chart system is carried by the trainee
- Radar reflection characteristics of geographic features

### **Ship Reporting Requirements**

Main areas include:

- AUSREP and REEFREP reporting requirements
- Communication channels to be used
- Consistent use of SMCP
- How the satellite polling system works and steps to initiate polling on various systems
- Radar coverage limits on relevant charts provided in this workbook
- Notes on Reef Centre guidelines on monitoring of shipping and format of warnings to shipping

- Requirements for shipping lanes and no go areas (zones) under the Great Barrier Reef Marine Park Act

### **Traffic Conditions and Passing Requirements**

Notes in this section should refer to charts as appropriate. Information to include:

- Areas of fishing vessel concentrations indicated on the chartlets with seasonal variations
- Type of gear used by the fishing vessels and how they deploy and operate whilst fishing
- Restricted locations where an 'all ships' broadcast is given and areas where to safely pass another vessel
- Procedures for passing or waiting other vessels
- Adherence to Colregs
- Consistent use of SMCP
- Communication channels for ship to ship information
- How to raise fishing vessels

### **Ship Manoeuvring Information**

This section can include general information on:

- Squat effects (with reference to formulae)
- Metacentric height and set-down of bilges in turns
- Response to rudder angles under a range of conditions
- Tidal windows for critical areas
- Useful articles or case studies
- Effects of shallow water on turning and stopping ability (a table of general indications of turning circle and stopping distance for various classes of ships may be relevant here)
- Nature and contours of the seabed
- Limitations for manoeuvring such as shaft alternators
- Procedures for anchoring of large vessels including a few diagrams
- Emergency procedures available
- Potential places of refuge, including suitable ports

### **Fatigue and Risk Management**

This is an essential aspect of coastal pilotage in the Great Barrier Reef so information should be gathered very accurately from senior pilots the section can include:

- Notes on useful articles or case studies or references that you have read
- Web site addresses (particularly useful for updates)
- Operational limitations of various fatigue management systems or programs
- Known rest areas and reporting points indicated on the charts
- Self-management techniques used

### **Safety Management System**

This section should include detailed notes on the safety management system used by the coastal pilotage service provider and also some notes on the coastal pilots' Code of Conduct. The obligations of the marine pilot under the safety management system can be listed here. Any special reporting requirements should also be noted. In this context, the relationship of coastal pilots and their service providers with AMSA and the respective obligations of each to the other should be described.

## Emergency Procedures

Notes must include but need not be limited to:

- Requirements for incident reporting to Reef Centre and AMSA (some form of a checklist may be appropriate here which can cover the majority of incidents)
- Responsibilities in the case of pollution and damage to reefs particularly under the GBRMPA Act
- Requirements for request for safe haven and cyclone emergency procedures (discussion with senior pilots should be sought in relation to the position of possible emergency anchorages, which can be shown on the chartlets)
- SAR responsibilities within the Great Barrier Reef area
- Contact information for SAR and Radio Medical Advice
- Assistance to other vessels (and advisory procedures)
- Role with respect to assisting or salvaging tugs

## Helicopter Procedures

This section should include:

- Notification, pre arrival, landing, departure from vessel and emergency procedures
- A checklist of requirements necessary for the ship to have ready prior to the helicopter landing
- Details of AMSA and/or ICS Standard Procedures for Helicopter operations with shipping
- Limitations on vessel movement for safe helicopter landing
- Communications protocols (and consistent use of SMCP with ships)
- Duration over station at the pilot boarding ground
- Operational relationship between helicopter pilot, passengers, and coastal pilot(s)
- Helicopter emergencies, ditching, escape measures

## Pilotage Booking Arrangements

A set of information can be shown listing the procedures and requirements for booking a pilot through the different areas of the Great Barrier Reef. Communication channels and reference publications can be indicated. Mandatory and recommended pilotage areas should be delineated and could be shown on the chartlets.

## Shipping Information in Queensland Ports

This section could be dealt with by using the standard information sources provided by MSQ for Queensland ports. Summaries should include basic information for entry and departure such as pre-arrival notification, calling procedures and VHF channels, VTS and pilotage requirements, and limiting parameters set by the relevant regional harbourmaster. Some appropriate shipping agency communications information could also be listed. Other entries for this section may include the availability of various services for shipping such as garbage disposal, fresh water, towage and launch services from anchorage.

## Regulations and Legal Requirements

Under this heading, include such items as:

- Reference information on where to obtain copies of relevant information and sources for updates on existing legislation
- A chain of authority diagram to illustrate the role of the various departments and organizations in the legislation of the reef
- Customs and Quarantine requirements for shipping
- Requirements for port state control and pilot responsibilities for PSC
- Ballast water requirements
- Immigration controls and security requirements

## SECTION 4 – CHARTS

As mentioned in the previous section, the workbook has blank voyage charts (Workbook Form 5) to allow graphical presentation of information.

The charts can be used to supplement what is written on some of the topics in the Local Area Knowledge and Additional Nautical Knowledge sections. Where applicable, make cross-references between these sections and the charts. Space has been allocated on the chart for chart reference numbers.

The charts cover the following areas:

- Torres Strait
- Great North East Channel
- Inner Route
- Hydrographers Passage
- Whitsundays

Only the charts for the licence area being applied for need be used. Please make as many photocopies of the relevant chart(s) as necessary. Charts have been reproduced under approval of the Hydrographer RAN on the understanding that they will not be used for navigation.

## SECTION 5 - DISTANCE TABLES

Distance tables must be prepared for all the major routes to be followed within the selected licence area(s). A blank form (Workbook Form 6) is provided in your workbook.

Please make enough photocopies of the blank form as needed. Discuss with senior pilots as to how many tables would be required in the selected licence area. The Hydrographers Passage, for instance, would need an inbound table from Blossom Bank to Hay Point and a corresponding outbound table.

The distance tables can be prepared using spreadsheet or electronic chart software or they can be hand drawn. All distance tables pertinent to the licence area(s) must be included in the workbook.

As with charts, distance tables can be used to supplement notes in the Local Area Knowledge and Additional Nautical Knowledge sections. Where applicable, make cross-references between these sections and the charts and tables. Space has been allocated on the form where a table reference number can be entered.

## SECTION 6 - ASSESSMENT VOYAGES

This final section of Part 2 covers assessment voyages. At this final stage, it is the responsibility of the assessing pilot to complete an assessment form for each assessment voyage a trainee undertakes. The Assessing Pilot's Assessment Report Form is found in part 3 of the workbook.

To prepare for an assessment voyage, the trainee is encouraged to review the Voyage Checklist (Workbook Form 7). In addition, attention should be given to the following guidelines. Although previously discussed in part 3 of the study guide, it is useful to reiterate key requirements.



### Agreement on Assessment Areas

Prior to an assessment voyage, the trainee and the assessing pilot should agree on what the assessment will cover and how assessment will be carried out. The trainee should have a clear idea of what the assessing pilot expects of the trainee during the assessment.

### Nature of Transits

1. The table below summarizes the passage requirements for each licence area:

Licence Area	Passage Requirements
Torres Strait (a)	<ul style="list-style-type: none"> <li>• 2 x east bound passages</li> <li>• 2 x west bound passages</li> <li>• 1 passage in each direction must be by day</li> <li>• 1 passage in each direction must be by night</li> <li>• involve at least 2 assessing (check) pilots</li> </ul>
Cairns to Thursday Island (a)	<ul style="list-style-type: none"> <li>• 2 x north bound passages</li> <li>• 2 x south bound passages</li> <li>• involve at least 2 assessing (check) pilots</li> </ul>
Great North East Channel (b)	<ul style="list-style-type: none"> <li>• 1 x northeast passage</li> <li>• 1 x southwest passage</li> <li>• 1 passage should be by day if practicable</li> <li>• 1 passage should be by night if practicable</li> <li>• involve at least 2 assessing (check) pilots</li> </ul>
Hydrographers Passage	<ul style="list-style-type: none"> <li>• 4 passages, one in each direction by day and one in each direction by night</li> <li>• between Creal Reef and Blossom Bank</li> <li>• involve at least 2 assessing (check) pilots</li> </ul>
Whitsunday Islands	No voyage assessment required providing at least 2 transits have been undertaken as OOW or Master

#### Notes:

- a) Any combination of passages counts for assessment purposes. For example, a Gladstone to Thursday Island passage counts as 1 passage S/N Cairns to Thursday Island and 1 passage E/W Torres Strait (day/night).
  - b) For assessment purposes, a Great North East Channel passage also incorporates a Torres Strait passage.
2. As shown in the table above:
    - a. For all routes, transits are to be undertaken in both directions.
    - b. For some routes, transits are to be undertaken by day and by night to ensure trainees have demonstrated experience of the area under various conditions.
  3. Since it is possible that night transits could involve clear weather with bright moonlight and day transits could involve overcast and rainy conditions with limited visibility, it is up to the assessing pilot to decide if a transit qualifies as a day or night voyage.
  4. Transits may be undertaken in any convenient sequence. It is acknowledged that the order in which particular transits are undertaken will depend on the availability of vessels.

### Signing Off

1. On completion of an assessment voyage, the assessing pilot is to sign a declaration attesting to the competence of the trainee to conduct safe pilotage for the route(s) covered by the voyage. This serves as a formal record that the assessing pilot is satisfied that the trainee has demonstrated the relevant knowledge and skills in relation to a given voyage.

2. At least 2 assessing (check) pilots should sign off transits for each identified route section. As near as possible, no assessing pilot should sign off more than 50% of a trainee's assessment voyages.

#### **Conditions for a Termination of Assessment**

An assessing pilot may decline to sign the statement if there is any doubt of the trainee's competence to conduct unsupervised pilotage. Under these circumstances, the assessing pilot should terminate the assessment and discuss what the trainee needs to do to improve his or her performance.

#### **'No Liability' Clause**

Should a trainee, on becoming licensed, be subsequently found to be lacking competence or at fault for an incident, the assessing pilot is not liable for any such outcomes.

### 1.7 PILOTAGE PROCEDURES

When preparing for a voyage, whether for training or assessment, it makes good sense to mentally go through the requisite procedures and steps that a coastal pilot must follow before, during, and after a given pilotage.

Module 2 of the study guide details the procedures that pilots take:

- Prior to the trip
- On joining the ship
- During the passage
- On leaving the ship

Trainees should review these procedures carefully and use them to guide their own voyage planning. Workbook Form 7, Voyage Checklist, is also a good aid to memory as it provides a detailed list of areas and procedures that a licensed pilot must check before, during, and after a pilotage. Trainees are strongly encouraged to develop their own procedural guidelines and personal checklists covering areas of relevance to their particular licence area(s).

Notes on pilotage procedures can be organized under the voyage stages listed above and included under section 1, 'Training Voyages'.



## PART 2. PILOTAGE RECORDS TRAINING VOYAGES

### INDEX

REPORT NO	ROUTE	SUPERVISING PILOT	DATE

Workbook Form 1 <b>PRE-ASSESSMENT                  VOYAGE REPORT</b>	VOYAGE DATE	REPORT NUMBER PVR-
	SUPERVISING PILOT	

ROUTE			
FROM		TO	
VIA	VIA	VIA	VIA
VIA	VIA	VIA	VIA

SHIP DETAILS			
SHIP'S NAME	MASTER'S NAME	BOARDING & DEPARTURE TIMES	PILOT ON BOARD
			PILOT AWAY
REGISTRY	CREW NATIONALITY	NAVIGATION INSTRUMENTS	
LENGTH	BEAM	DRAUGHTS	ENGINES

VOYAGE DESCRIPTION
1. PILOT TRANSFER
2. WEATHER
3. ROUTE
4. TIDE AND TIDAL STREAM

» to page 2

Workbook Form 1 <b>PRE-ASSESSMENT                  VOYAGE REPORT</b>	VOYAGE DATE	REPORT NUMBER PVR-
	SUPERVISING PILOT	

5. TRAFFIC
6. NAVIGATION AND PASSAGE PLANNING
7. BRIDGE RESOURCE MANAGEMENT AND HUMAN FACTORS
8. NON-ROUTINE EVENTS/EMERGENCIES

SIGNATURE OF SUPERVISING PILOT	DATE
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## PART 2. PILOTAGE RECORDS LOCAL AREA KNOWLEDGE

### INDEX - PORTS

REPORT NO	PORT NAME	SUPERVISING PILOT	DATE

### INDEX - LICENCE AREAS

REPORT NO	LICENCE AREA	SUPERVISING PILOT	DATE

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Workbook Form 2 <b>PORT REPORT</b>	PORT NAME	REPORT NO PR-
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1. PORT LIMITS

2. BOARDING GROUNDS

3. ANCHORAGE

4. APPROACH DEPTHS

» to page 2

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Workbook Form 2 <b>PORT REPORT</b>	PORT NAME	REPORT NO PR-
---------------------------------------	-----------	------------------

5. TIDAL RANGES

6. STREAM DIRECTIONS

7. OTHER INFORMATION



Workbook Form 3 <b>PORTS SUMMARY CHECKLIST</b>	<b>INSTRUCTIONS</b> Use this form to monitor your progress in your note taking for each port in question. Tick off items as you complete your note taking.	<b>REPORT NUMBER</b>  PSC-
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PORT	PORT LIMITS	BOARDING GROUNDS	ANCHOR-AGE	APPROACH DEPTHS	TIDAL RANGES	STREAM DIRECTIONS
WEIPA						
THURSDAY ISLAND						
CAPE FLATTERY						
COOKTOWN						
CAIRNS						
MOURILYAN						
LUCINDA						
TOWNSVILLE						
ABBOT POINT						
MACKAY						
HAY POINT						
PORT ALMA						
GLADSTONE						
BUNDABERG						
BRISBANE						

Workbook Form 4 <b>LICENCE AREA REPORT</b>	<b>HYDROGRAPHERS PASSAGE</b>	REPORT NUMBER LAR-
---	------------------------------	-----------------------

LOCAL KNOWLEDGE ITEMS	CHART NO*	DISTANCE TABLE NO*
1. Courses, distances, and navigation aids between Blossom Bank and Mackay/Hay Pont or Abbot Point		
2. Least depths and routes for best water for maximum draught vessels departing Hay Point		
3. Clearing marks and bearings between Blossom Bank and Little Bugatti Reef		

\* Provide cross-reference number as appropriate

» to page 2

Workbook Form 4 <b>LICENCE AREA                  REPORT</b>	<b>HYDROGRAPHERS PASSAGE</b>	REPORT NUMBER LAR-	
LOCAL KNOWLEDGE ITEMS		CHART NO	DISTANCE TABLE NO
4. Precautions required departing Hay Point on a maximum draught vessel			
5. Tidal information and streams in vicinity of Blossom Bank, Ferris Shoal, Bond Entrance, Bugatti Reef, Creal Reef and Three Rocks			
6. Other information			

Workbook Form 4 <b>LICENCE AREA                  REPORT</b>	<b>WESTERN APPROACHES TO TORRES STRAIT</b>	REPORT NUMBER
--	--	---------------

LOCAL KNOWLEDGE ITEMS	CHART NO	DISTANCE TABLE NO
1. Depths available to the West and South West of Gannet Passage and Varzin Passage up to 25 miles from Booby Island		
2. Closest safe anchorage to the west of Booby Island for vessels between 10.5 metres and 12.2 metres draught		
3. Shoal areas west of Booby Island and areas of deepest water approaching Varzin Passage and Gannet Passage		

» to page 2

Workbook Form 4 <b>LICENCE AREA                  REPORT</b>	<b>WESTERN APPROACHES TO TORRES STRAIT</b>	REPORT NUMBER
--	--	---------------

LOCAL KNOWLEDGE ITEMS	CHART NO	DISTANCE TABLE NO
4. Navigation aids for Gannet Passage and Varzin Passage		
5. Booby Island pilot boarding ground		
6. Route for best possible water in Gannet Passage or Varzin Passage; strength and direction of tidal stream in vicinity of Gannet Passage and Varzin Passage		

» to page 3

Workbook Form 4 <b>LICENCE AREA                  REPORT</b>	<b>WESTERN APPROACHES TO TORRES STRAIT</b>	REPORT NUMBER
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LOCAL KNOWLEDGE ITEMS	CHART NO	DISTANCE TABLE NO
7. Deepest safe water anchorage between Goods and Booby Islands		
8. Torres Strait Tide Tables		
9. VHF radio tide gauges		

» to page 4

Workbook Form 4 <b>LICENCE AREA                  REPORT</b>	<b>WESTERN APPROACHES TO TORRES STRAIT</b>	REPORT NUMBER	
LOCAL KNOWLEDGE ITEMS		CHART NO	DISTANCE TABLE NO
10. Underkeel clearance calculations			
11. Other information			

Workbook Form 4 <b>LICENCE AREA                  REPORT</b>	<b>PRINCE OF WALES CHANNEL AND TORRES STRAIT</b>	REPORT NUMBER
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LOCAL KNOWLEDGE ITEMS	CHART NO	DISTANCE TABLE NO
1. High and low lights on Goods Island and their combined function		
2. Function of red sector on Goods Island low light		
3. Least water and best depth through Prince of Wales Channel		



Workbook Form 4 <b>LICENCE AREA                  REPORT</b>	<b>PRINCE OF WALES CHANNEL AND TORRES STRAIT</b>	REPORT NUMBER
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LOCAL KNOWLEDGE ITEMS	CHART NO	DISTANCE TABLE NO
4. Navigation aids between Harrison Rock and East Strait Island leads; characteristics, sectors, and purpose, swing radius of buoys		
5. Standard tidal ports between Booby Island and Twin island		
6. Strength, direction of stream in Prince of Wales Channel between Harrison Rock and Twin Island		

» to page 3

Workbook Form 4 <b>LICENCE AREA REPORT</b>	<b>PRINCE OF WALES CHANNEL AND TORRES STRAIT</b>	REPORT NUMBER	
LOCAL KNOWLEDGE ITEMS	CHART NO	DISTANCE TABLE NO	
7. Torres Strait Tide Tables			
8. VHF radio tide gauges VHF tidal stream from Nardana			
9. Preparation of tidal information for deep draught transits of Torres Strait and Under Keel Clearances (UKC) required			

» to page 4

Workbook Form 4 <b>LICENCE AREA                  REPORT</b>	<b>PRINCE OF WALES CHANNEL AND TORRES STRAIT</b>	REPORT NUMBER	
LOCAL KNOWLEDGE ITEMS		CHART NO	DISTANCE TABLE NO
10. The Barras formula for squat			
11. Transit times from Booby Island to Alert Patches and speed requirements at minimum UKC			
12. Other information			

Workbook Form 4 <b>LICENCE AREA                  REPORT</b>	<b>ALERT PATCHES TO WYBORN REEF</b>	REPORT NUMBER
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LOCAL KNOWLEDGE ITEMS	CHART NO	DISTANCE TABLE NO
1. Courses and distances for draughts between 6.0 metres and 12.2 metres		
2. Clearing marks, CPAs and transits used in the area		
3. Tidal information and streams between Alert Patches and Alpha Rock		

» to page 2

Workbook Form 4 <b>LICENCE AREA                  REPORT</b>	<b>ALERT PATCHES TO WYBORN REEF</b>	REPORT NUMBER
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LOCAL KNOWLEDGE ITEMS	CHART NO	DISTANCE TABLE NO
4. Tidal information and streams between Alpha Rock and Albany Rock		
5. Tidal information and streams between Albany Rock to Wyborn Reef		
6. Navigation aids from Alert Patches to Wyborn Reef		

▶▶ to page 3

Workbook Form 4 <b>LICENCE AREA                  REPORT</b>	<b>ALERT PATCHES TO WYBORN REEF</b>	REPORT NUMBER
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LOCAL KNOWLEDGE ITEMS	CHART NO	DISTANCE TABLE NO
7. Anchorages in vicinity of Strait Rock for maximum draught vessels		
8. Deep water route in Adolphus Channel		
9. Cautions to be observed in the area  Note sandwaves		

» to page 4

Workbook Form 4 <b>LICENCE AREA                  REPORT</b>	<b>ALERT PATCHES TO WYBORN REEF</b>	REPORT NUMBER	
LOCAL KNOWLEDGE ITEMS	CHART NO	DISTANCE TABLE NO	
10. Other information			

Workbook Form 4 <b>LICENCE AREA                  REPORT</b>	<b>WYBORN REEF TO CHAPMAN ISLAND</b>	REPORT NUMBER
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LOCAL KNOWLEDGE ITEMS	CHART NO	DISTANCE TABLE NO
1. Courses, distances, and navigation aids between Wyborn Reef and Chapman Island		
2. Clearing marks for Pearn Rock, Paluma Patch, Kemp Rocks, Tannadice Rock, and Lansdown Reef		
3. Procedure for rounding Clerke Island and meeting vessels in vicinity		

» to page 2



Workbook Form 4 <b>LICENCE AREA REPORT</b>	<b>WYBORN REEF TO CHAPMAN ISLAND</b>	<b>REPORT NUMBER</b>	
LOCAL KNOWLEDGE ITEMS		CHART NO	DISTANCE TABLE NO
4. Tidal information and streams experienced between Wyborn Reef and Chapman Island			

Workbook Form 4 <b>LICENCE AREA REPORT</b>	<b>LADS PASSAGE &amp; FAIRWAY CHANNEL</b>	<b>REPORT NUMBER</b>	
<b>LOCAL KNOWLEDGE ITEMS</b>		<b>CHART NO</b>	<b>DISTANCE TABLE NO</b>
1. Navigation aids and currents in the Fairway Channel from Wye Reef to Wide Awake Buoy			
2. Navigation aids and currents in the Fairway Channel from Wide Awake Buoy to Pipon Island			
3. Joining main route off Cape Melville			

» to page 2

Workbook Form 4 <b>LICENCE AREA                  REPORT</b>	<b>LADS PASSAGE &amp; FAIRWAY CHANNEL</b>	REPORT NUMBER	
LOCAL KNOWLEDGE ITEMS		CHART NO	DISTANCE TABLE NO
4. Other Information			

<b>Workbook Form 4 LICENCE AREA REPORT</b>	<b>CHAPMAN ISLAND TO KING ISLAND VIA HEATH</b>	<b>REPORT NUMBER</b>
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LOCAL KNOWLEDGE ITEMS	CHART NO	DISTANCE TABLE NO
1. Courses, distances, and navigation aids between Chapman Island and King Island. Variations in courses for light, medium, and deep draught vessels		
2. Transits, clearing marks and bearings for Dugdale Rock, Morris Rock, Parry Rock, and Howard Rock		
3. Procedure for vessels meeting at Waterwitch Reef, Heath Reef, Iris Reef buoy, and Eden Reef		

» to page 2

Workbook Form 4 <b>LICENCE AREA REPORT</b>	<b>CHAPMAN ISLAND TO KING ISLAND VIA HEATH</b>	REPORT NUMBER
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LOCAL KNOWLEDGE ITEMS	CHART NO	DISTANCE TABLE NO
4. Procedure for northbound vessels passing east of Heath Reef to clear Khandalla shoals		
5. CPAs and clearing bearings for Ballerina Shoal, Dayman Rock, and Yule Rock		
6. Tidal information and streams experienced between Chapman Island and King Island		

▶▶ to page 3

Workbook Form 4 <b>LICENCE AREA                  REPORT</b>	<b>CHAPMAN ISLAND TO KING ISLAND</b>	REPORT NUMBER	
LOCAL KNOWLEDGE ITEMS		CHART NO	DISTANCE TABLE NO
7. Other information			

This area is not regularly used by pilots but trainees must complete at least one training voyage through the area

Workbook Form 4 <b>LICENCE AREA                  REPORT</b>	<b>KING ISLAND TO GUBBINS REEF</b>	REPORT NUMBER
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LOCAL KNOWLEDGE ITEMS	CHART NO	DISTANCE TABLE NO
1. Courses, distances, and navigation aids between King Island and Gubbins Reef		
2. Clearing marks and bearings for Singleton Patches, Unison Reef, Davy Patches, Switzer Reef, Gunga Shoal, Turtle Reef, Sim Reef, and Maxwell Reef		
3. Alternative routes for light, medium, and deep draught vessels		

» to page 2

Workbook Form 4 <b>LICENCE AREA                  REPORT</b>	<b>KING ISLAND TO GUBBINS REEF</b>	REPORT NUMBER
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LOCAL KNOWLEDGE ITEMS	CHART NO	DISTANCE TABLE NO
4. VHF procedure for vessels using Howick North Channel		
5. Alternative route at Gubbins Reef for maximum draught (13.5 m) for vessels ex Cape Flattery		
6. Tidal information and streams experienced between King Island and Gubbins Reef		

» to page 3



Workbook Form 4 <b>LICENCE AREA                  REPORT</b>	<b>KING ISLAND TO GUBBINS REEF</b>	REPORT NUMBER
--	------------------------------------	---------------

LOCAL KNOWLEDGE ITEMS	CHART NO	DISTANCE TABLE NO
7. Other information		

This area is not regularly used by pilots but trainees must complete at least one training voyage through the area

Workbook Form 4 <b>LICENCE AREA REPORT</b>	<b>GUBBINS REEF TO CAIRNS</b>	REPORT NUMBER
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LOCAL KNOWLEDGE ITEMS	CHART NO	DISTANCE TABLE NO
1. Courses, distances, and navigation aids between Gubbins Reef and Cairns		
2. Offshore dangers along the route and Satellite Reef		
3. Tidal information and streams experienced between Gubbins Reef and Cairns. Variations in currents due to seasonal changes		

Workbook Form 4 <b>LICENCE AREA                  REPORT</b>	<b>GUBBINS REEF TO CAIRNS</b>	REPORT NUMBER
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LOCAL KNOWLEDGE ITEMS	CHART NO	DISTANCE TABLE NO
4. Other information		

Workbook Form 4 <b>LICENCE AREA                  REPORT</b>	<b>WHITSUNDAY ISLANDS</b>	REPORT NUMBER	
LOCAL KNOWLEDGE ITEMS		CHART NO	DISTANCE TABLE NO
1. Tidal streams			
2. Determination of whether to go inside or outside of the Whitsunday Islands <b>Note:</b> A pilot should be aware that under certain circumstances passage inside the Whitsunday Islands is undesirable <b>Note 2:</b> GBRMPA prohibits use of West Molle Channel by commercial vessels			
3. Other information			

<b>Workbook Form 4 LICENCE AREA REPORT</b>	<b>ALERT PATCHES TO DALRYMPLE ISLAND PILOT GROUND</b>	<b>REPORT NUMBER</b>
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LOCAL KNOWLEDGE ITEMS	CHART NO	DISTANCE TABLE NO
1. Controlling depths between Kirkaldie Reef and Richardson Reef		
2. Controlling depths between Bet Reef and Arden Island		
3. Tidal information and tidal streams between Twin Island and Dalrymple Island		

Workbook Form 4 <b>LICENCE AREA                  REPORT</b>	<b>ALERT PATCHES TO DALRYMPLE ISLAND PILOT                  GROUND</b>	REPORT NUMBER
--	--	---------------

LOCAL KNOWLEDGE ITEMS	CHART NO	DISTANCE TABLE NO
4. Navigation aids between Twin Island and Dalrymple Island		
5. Courses and clearing marks used for moderate and deep draught vessels between:  Twin Island and Dalrymple Island via direct route West of Arden Island   Moian Reef and Newman Reef and West of Smith Cay    East of Caldbeck Reef and West of Smith Cay		

» to page 3

Workbook Form 4 <b>LICENCE AREA                  REPORT</b>	<b>ALERT PATCHES TO DALRYMPLE ISLAND PILOT                  GROUND</b>	REPORT NUMBER
--	--	---------------

LOCAL KNOWLEDGE ITEMS	CHART NO	DISTANCE TABLE NO
6. Other information		



## PART 2. PILOTAGE RECORDS ADDITIONAL NAUTICAL KNOWLEDGE

### INDEX

REPORT NO	TOPIC	SEE ALSO*
	Pilot boat transfer arrangements	
	Local weather conditions	
	Navigation instruments	
	Ship reporting requirements	
	Traffic conditions and passing requirements	
	Ship manoeuvring information	
	Fatigue and risk management	
	Safety management system	
	Emergency procedures	
	Helicopter procedures	
	Pilotage booking arrangements	
	Shipping information in Queensland ports	
	Regulations and legal requirements	

\* Use this column to refer to other sections of the workbook.



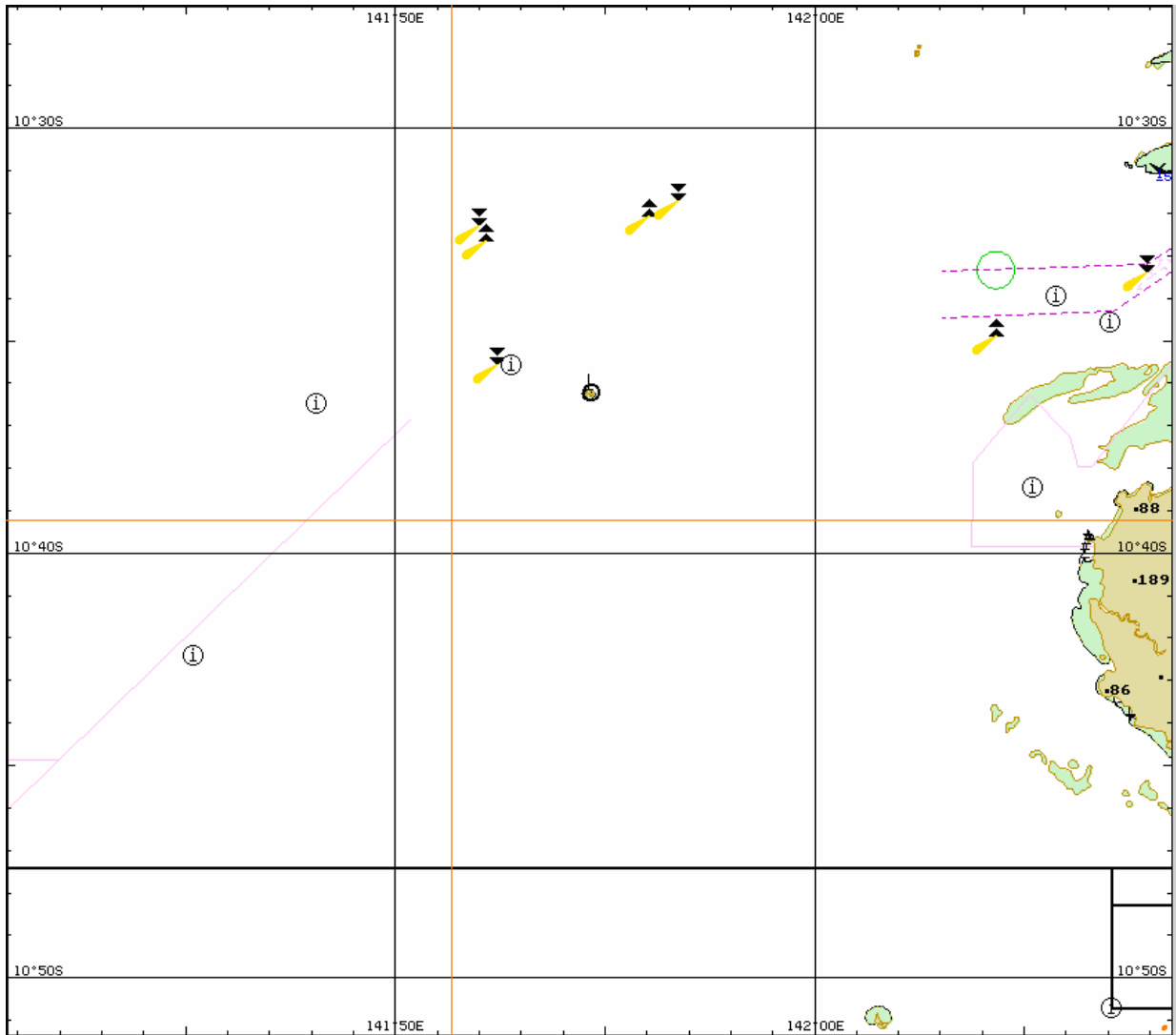


Workbook Form 5  
**VOYAGE CHART**

**TORRES STRAIT**

CHART NUMBER  
**VC-**

CHART TITLE

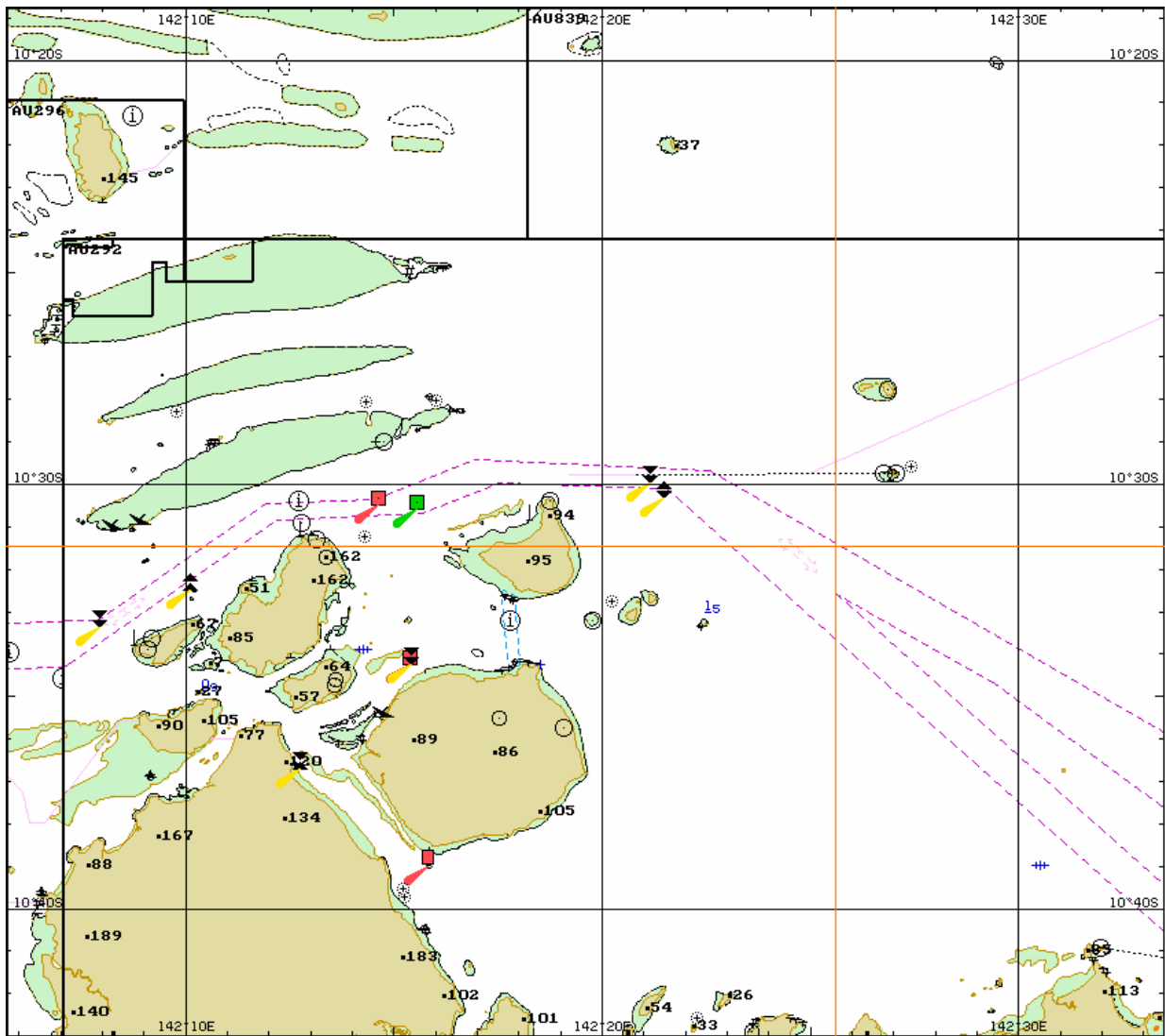


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**TORRES STRAIT**

CHART NUMBER  
**VC-**

CHART TITLE

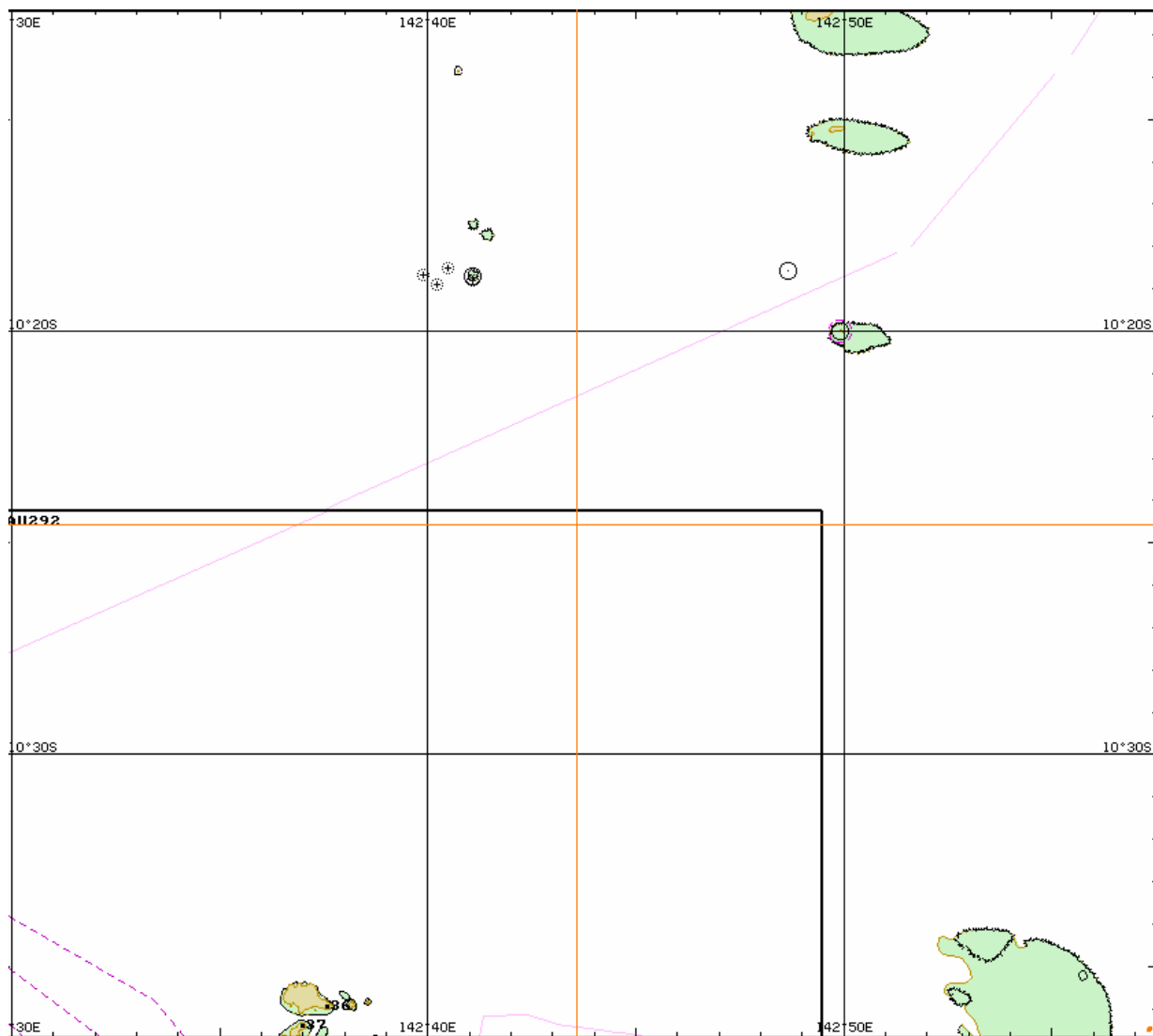


Workbook Form 5  
**VOYAGE CHART**

**GREAT NORTH EAST CHANNEL**

CHART NUMBER  
**VC-**

CHART TITLE

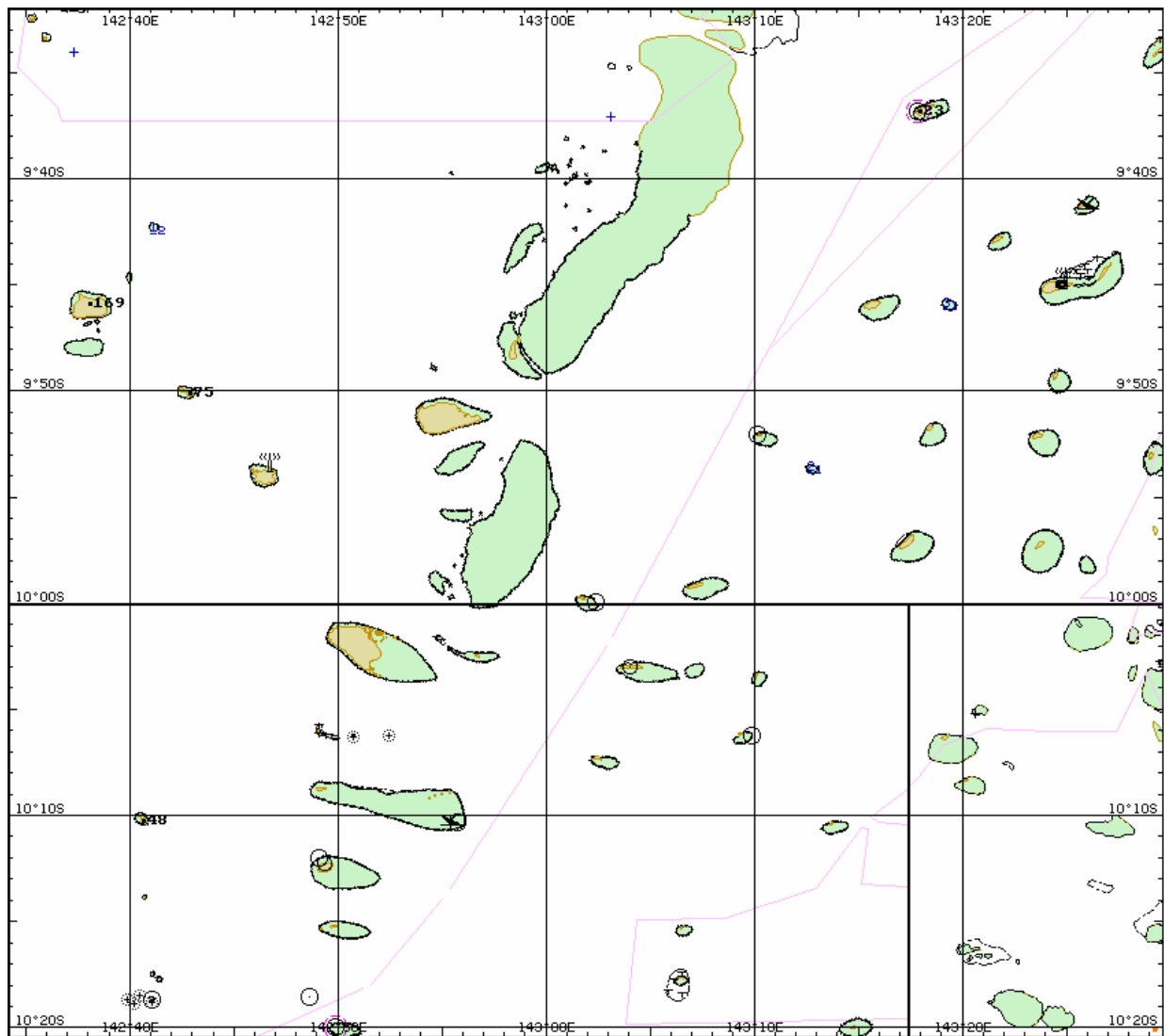


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**VOYAGE CHART**

**GREAT NORTH EAST CHANNEL**

CHART NUMBER  
**VC-**

CHART TITLE



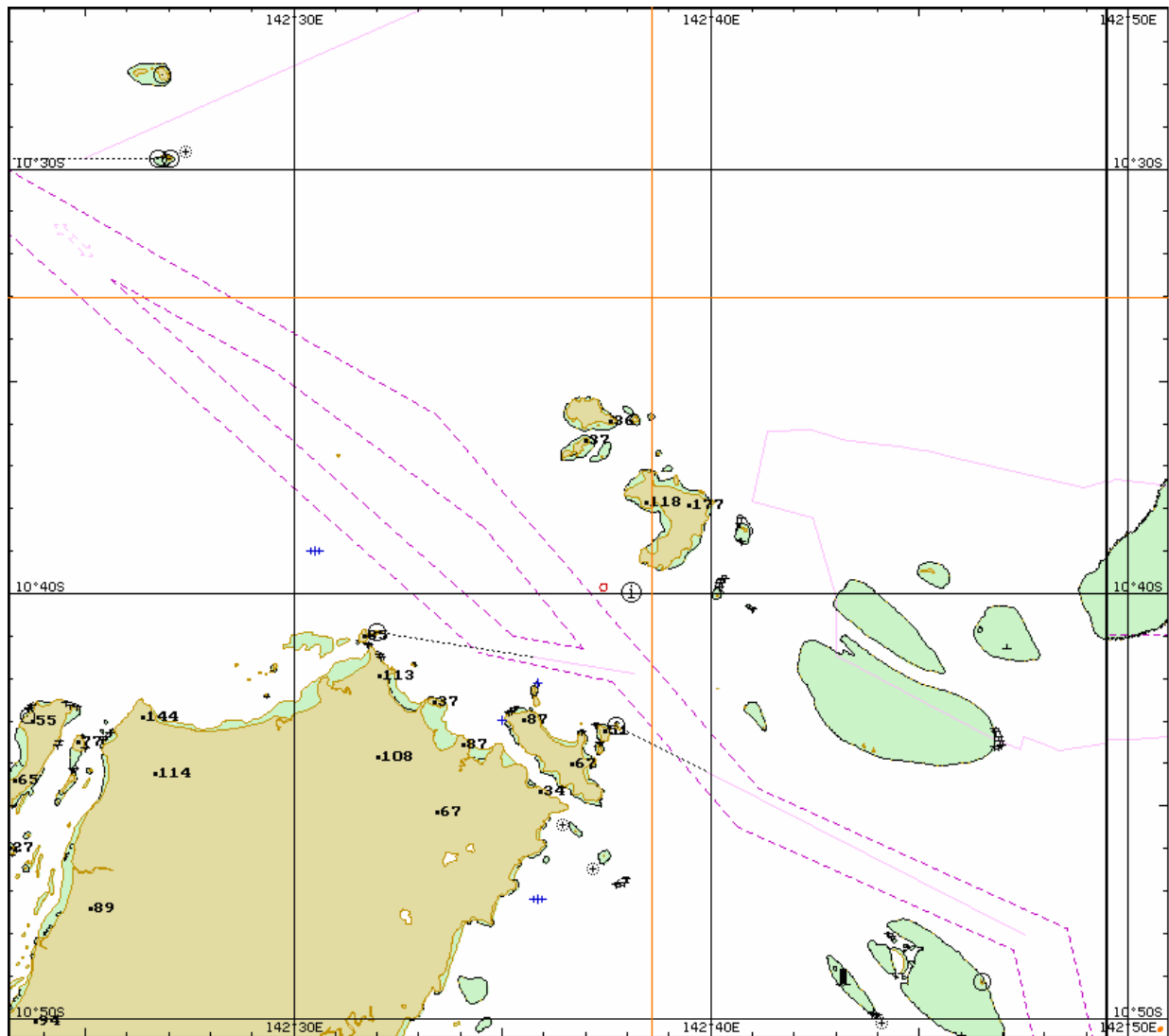


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**VOYAGE CHART**

**INNER ROUTE**

CHART NUMBER  
**VC-**

CHART TITLE

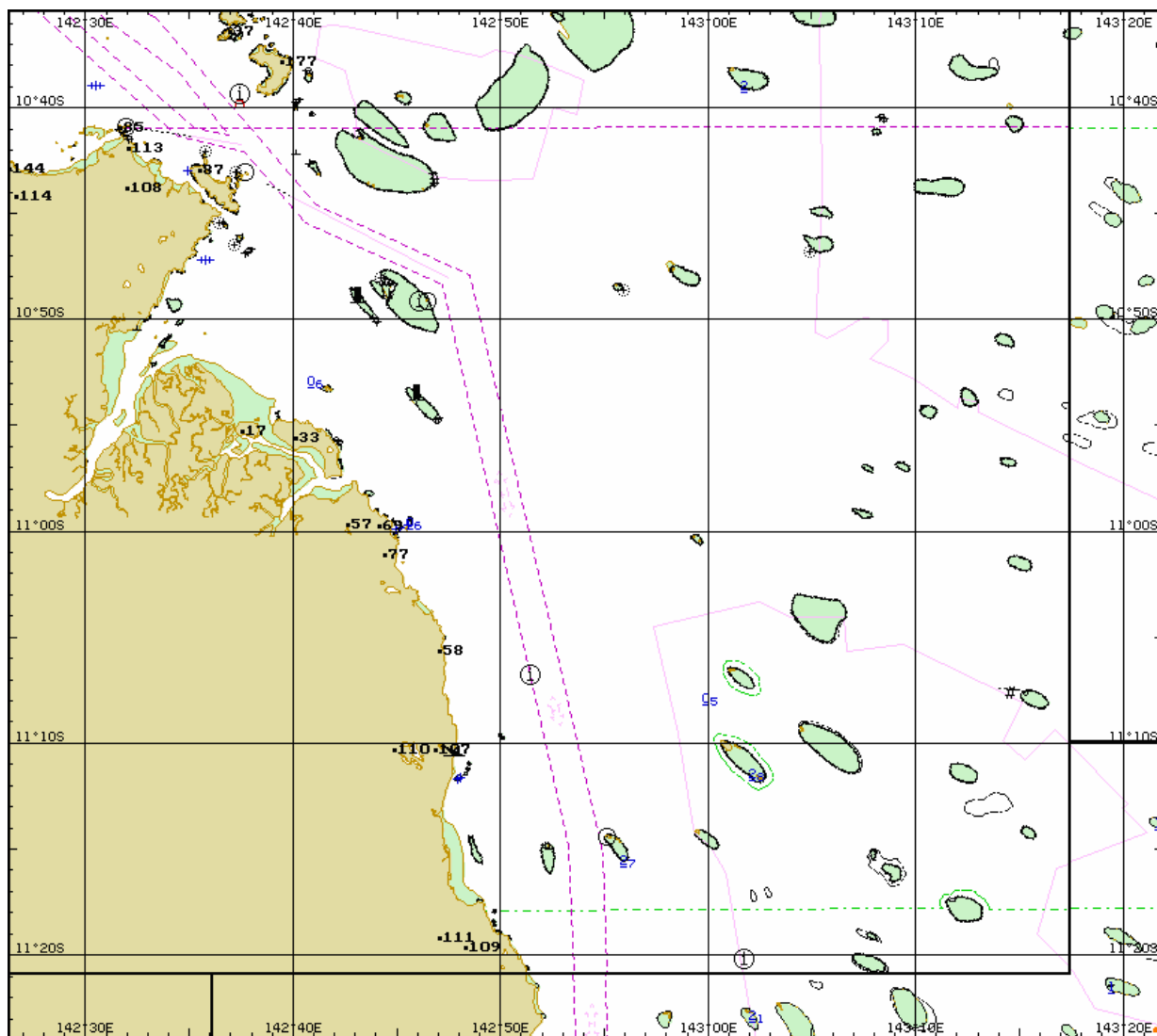


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**INNER ROUTE**

CHART NUMBER  
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CHART TITLE



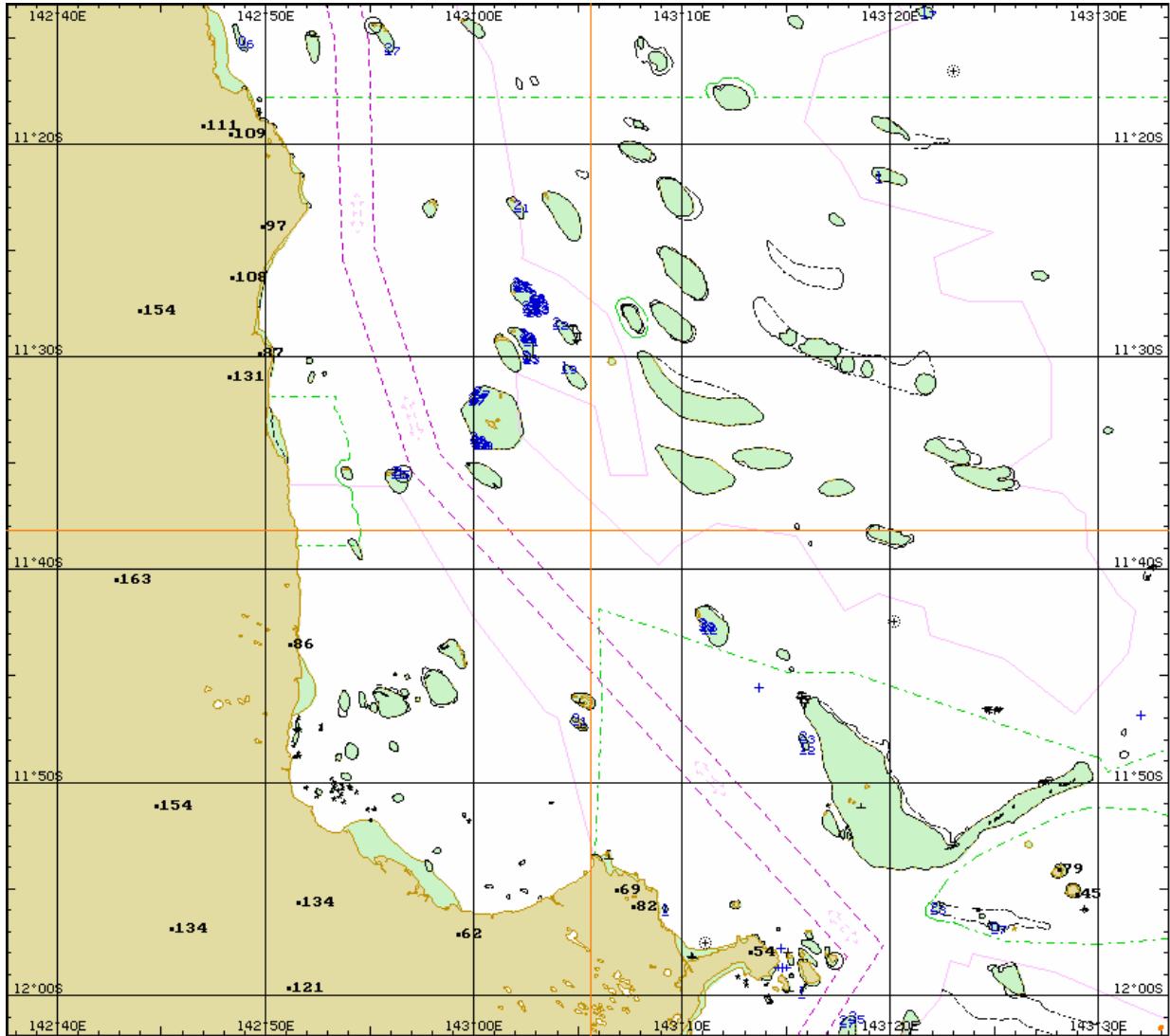


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**INNER ROUTE**

CHART NUMBER  
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CHART TITLE

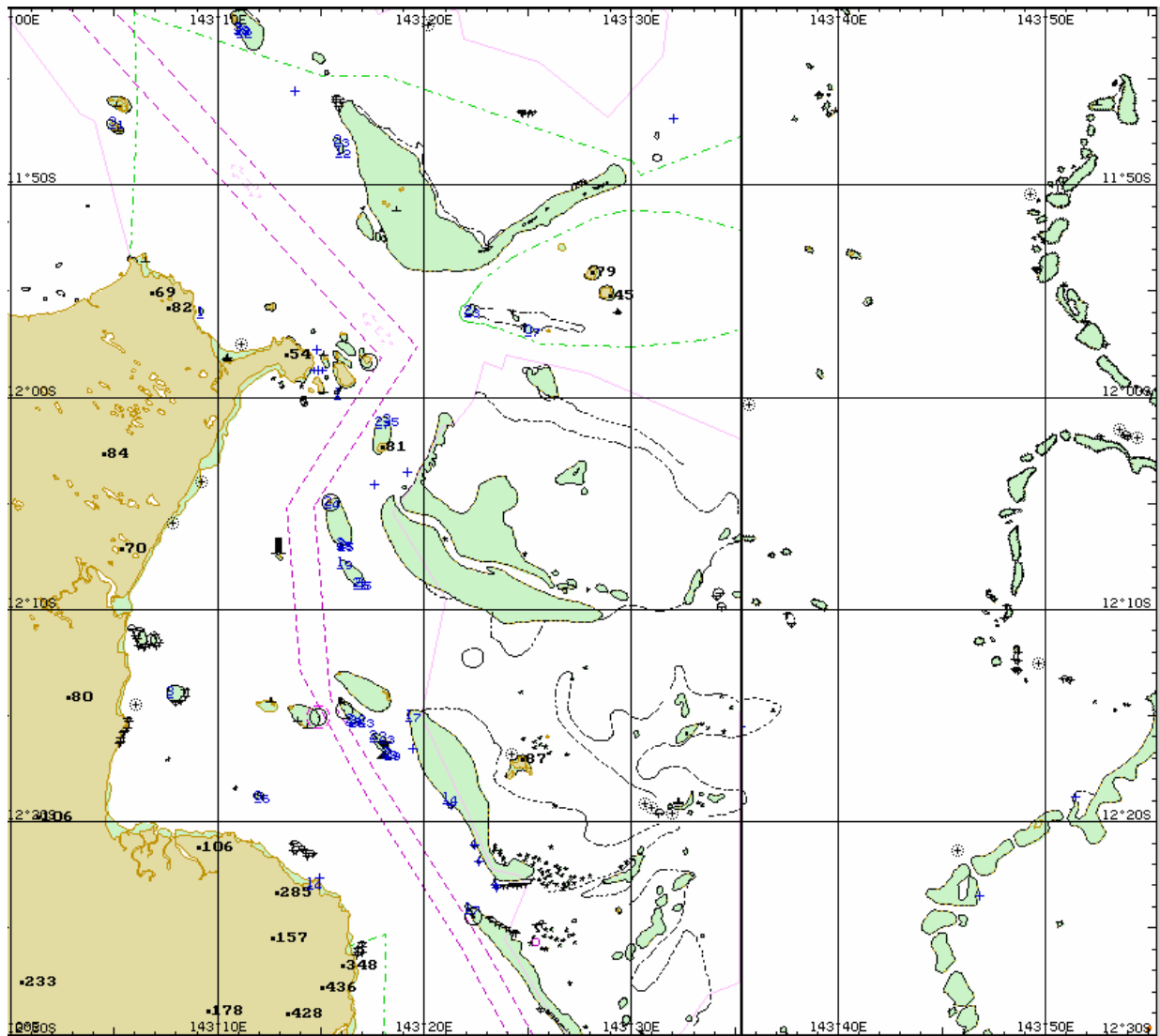


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**INNER ROUTE**

CHART NUMBER  
**VC-**

CHART TITLE

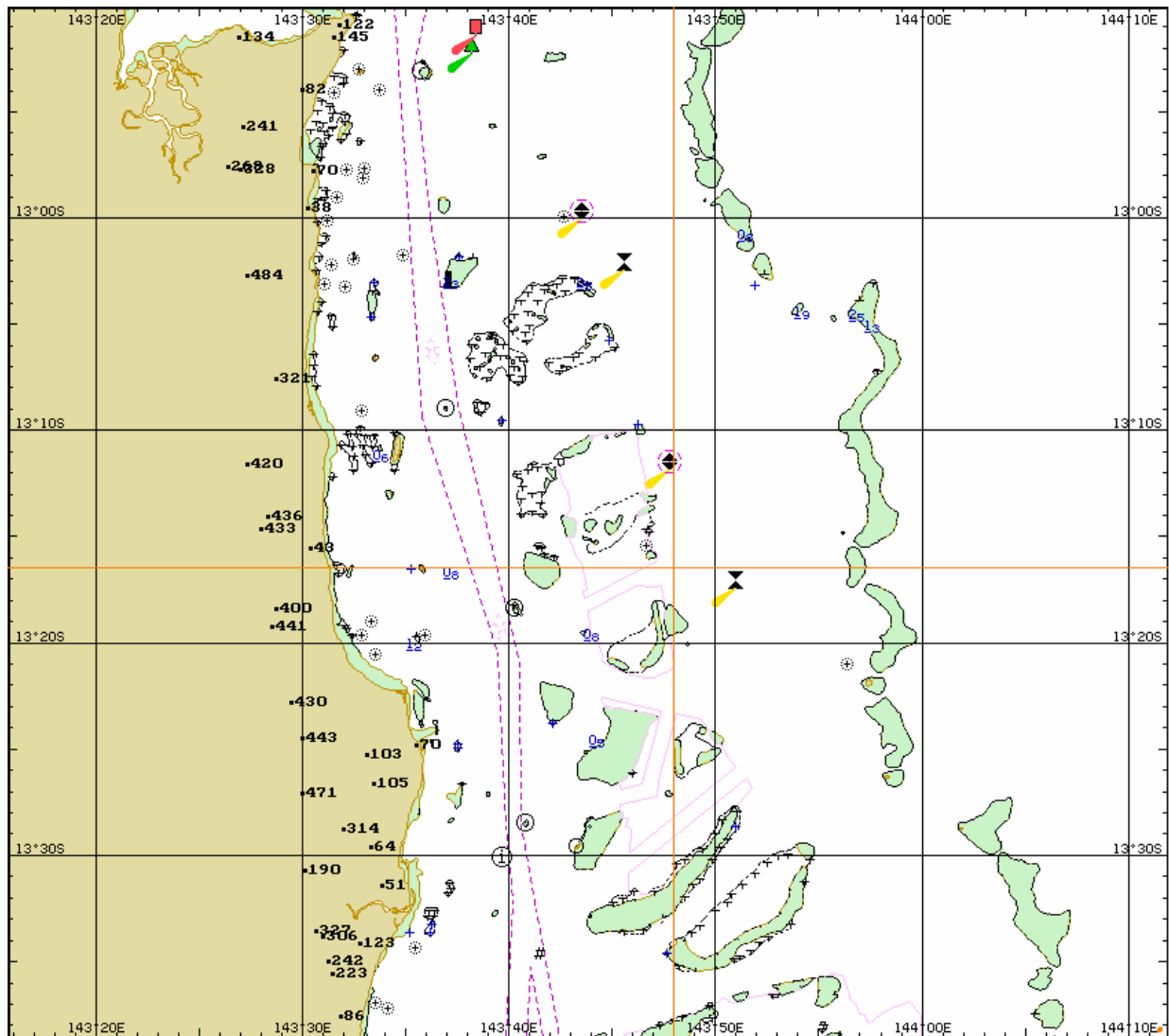


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**INNER ROUTE**

CHART NUMBER  
**VC-**

CHART TITLE

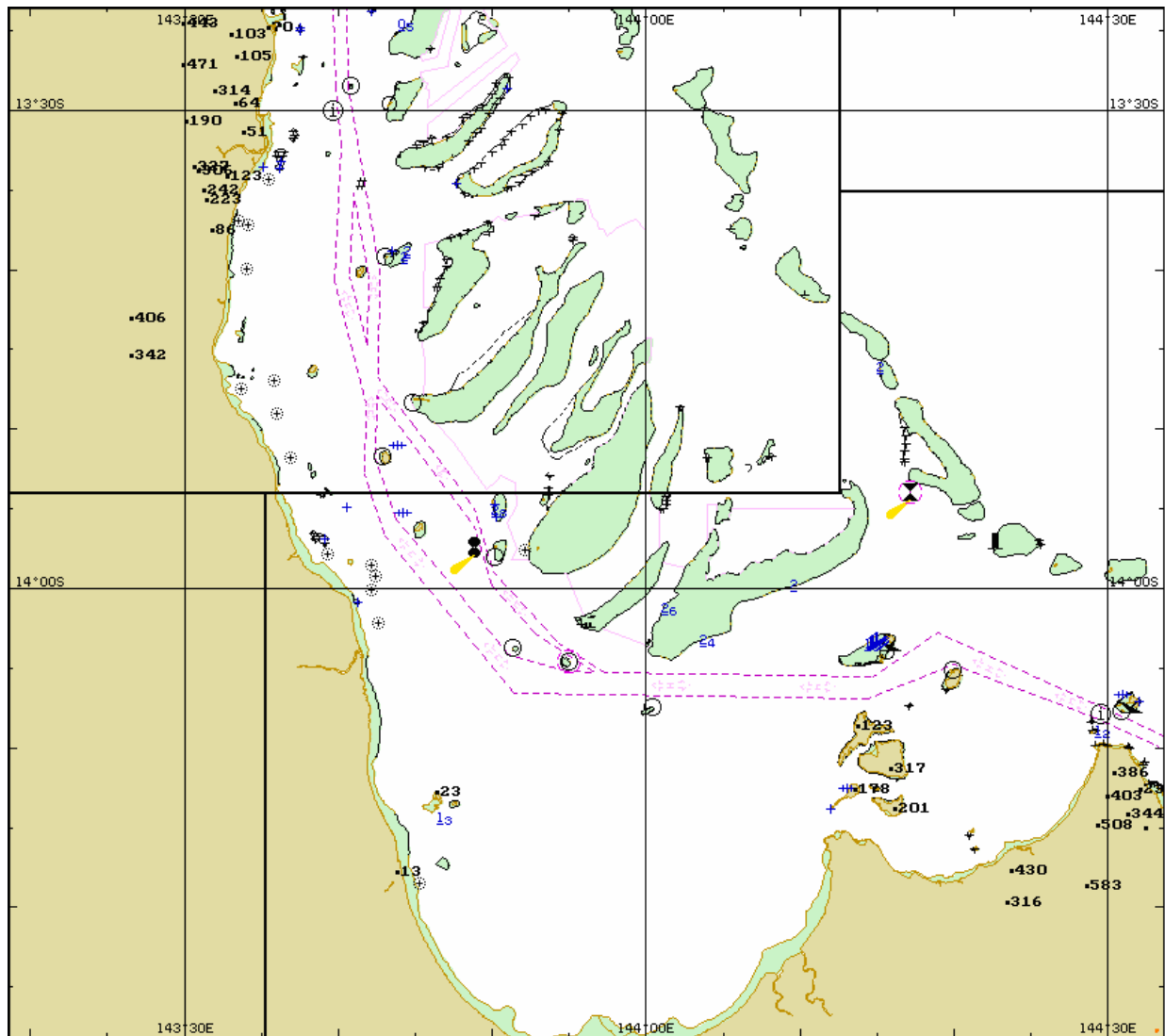


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**INNER ROUTE**

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**VC-**

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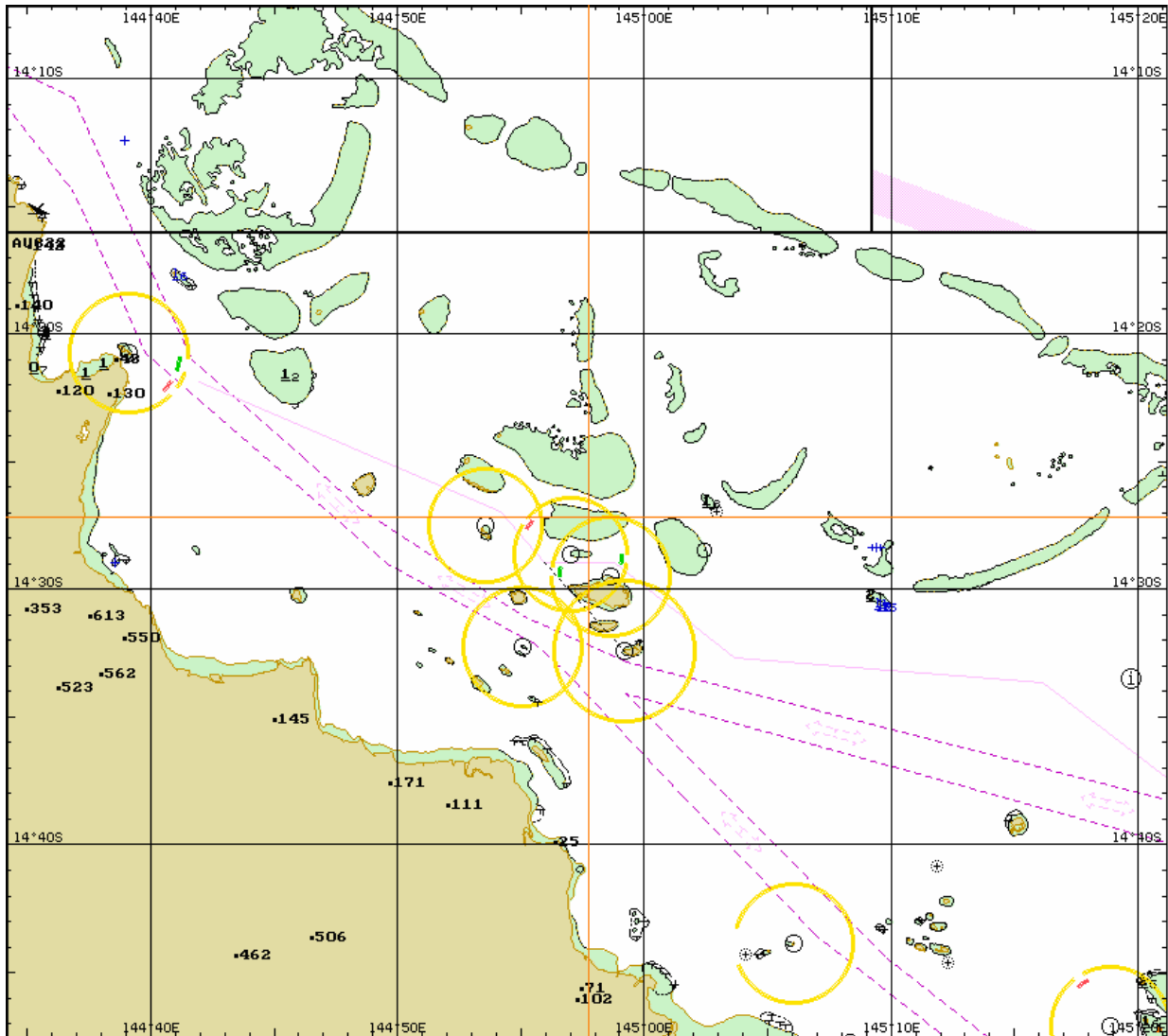


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**INNER ROUTE**

CHART NUMBER  
**VC-**

CHART TITLE

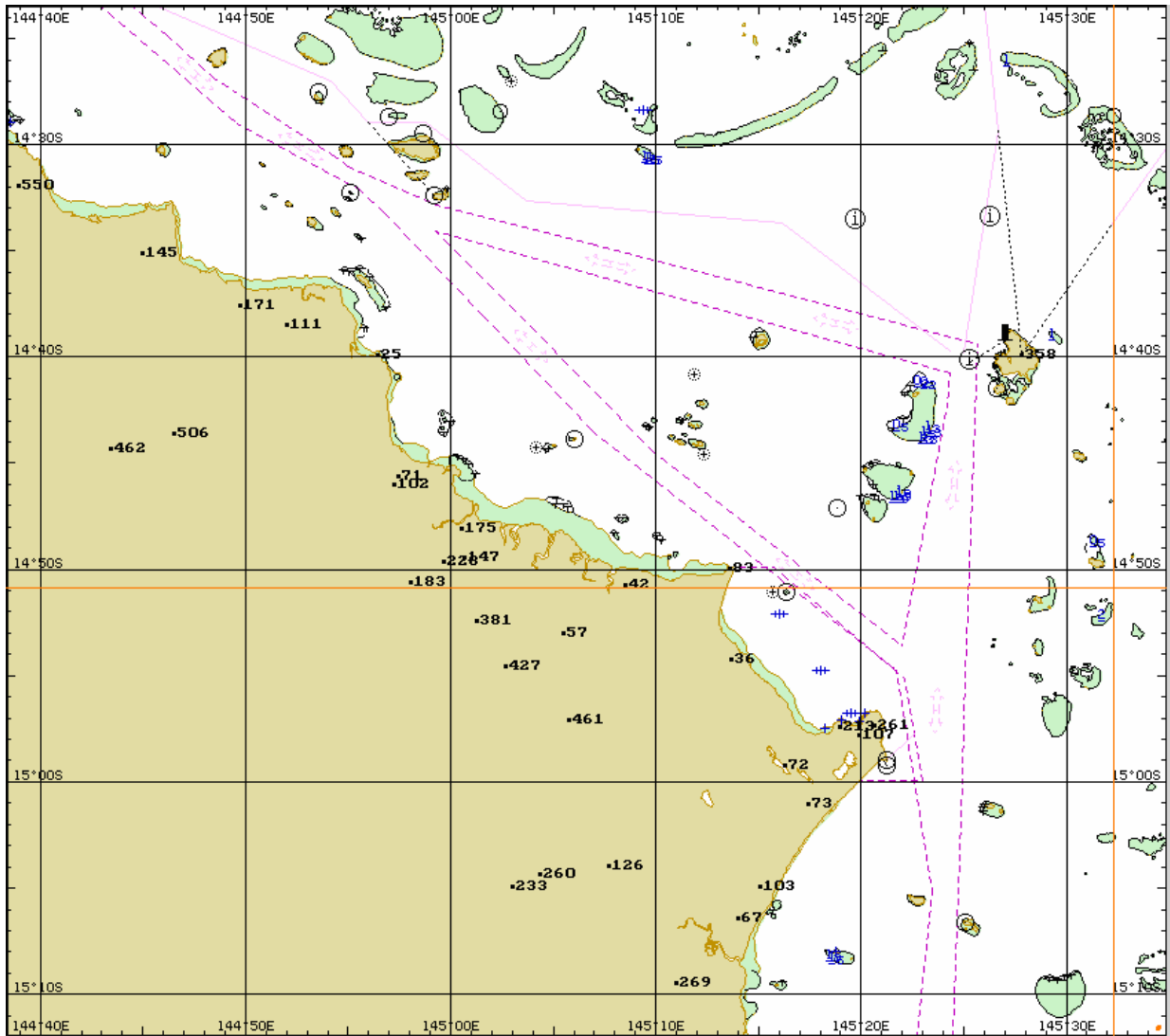


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**INNER ROUTE**

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CHART TITLE

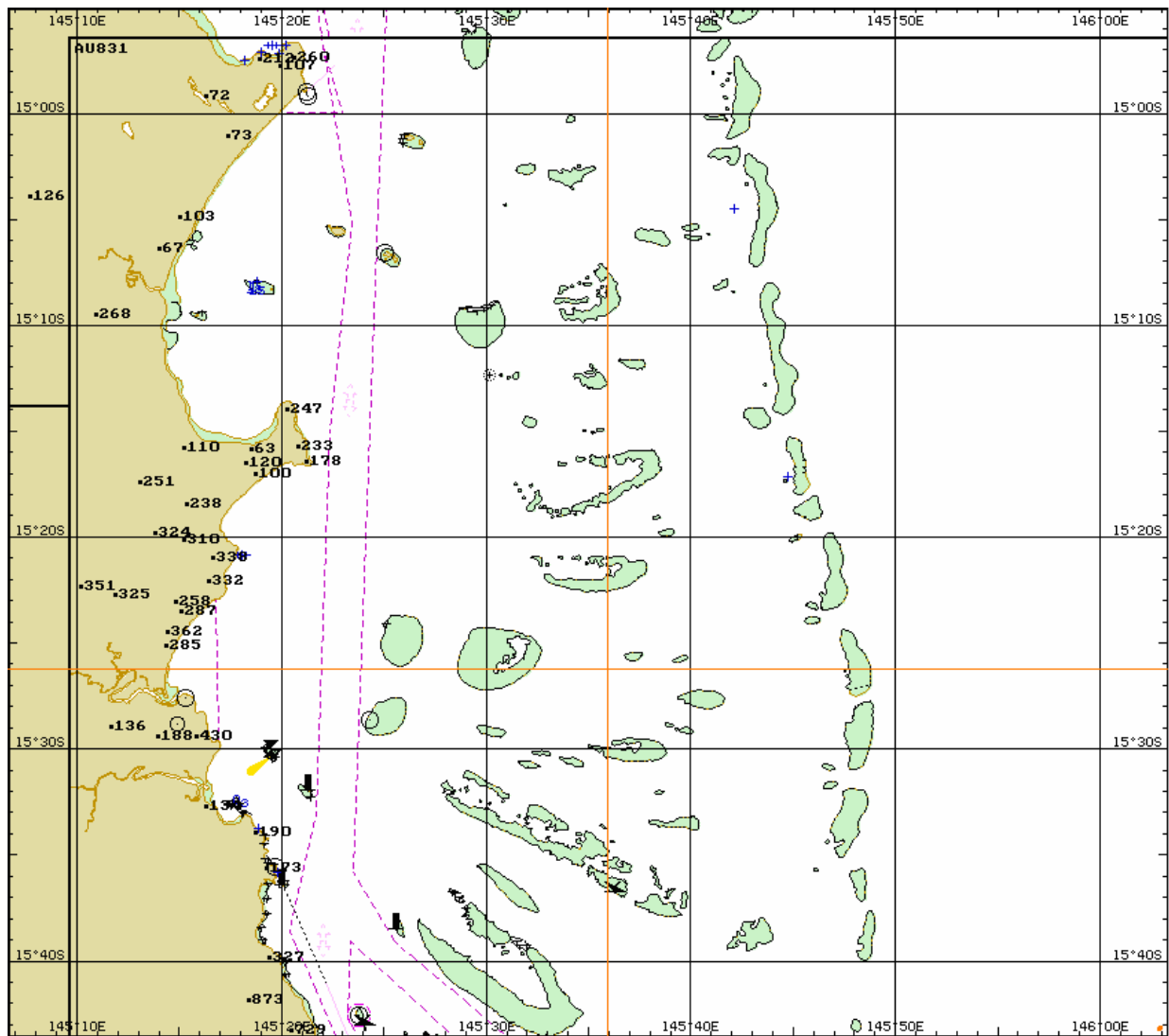


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**INNER ROUTE**

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CHART TITLE

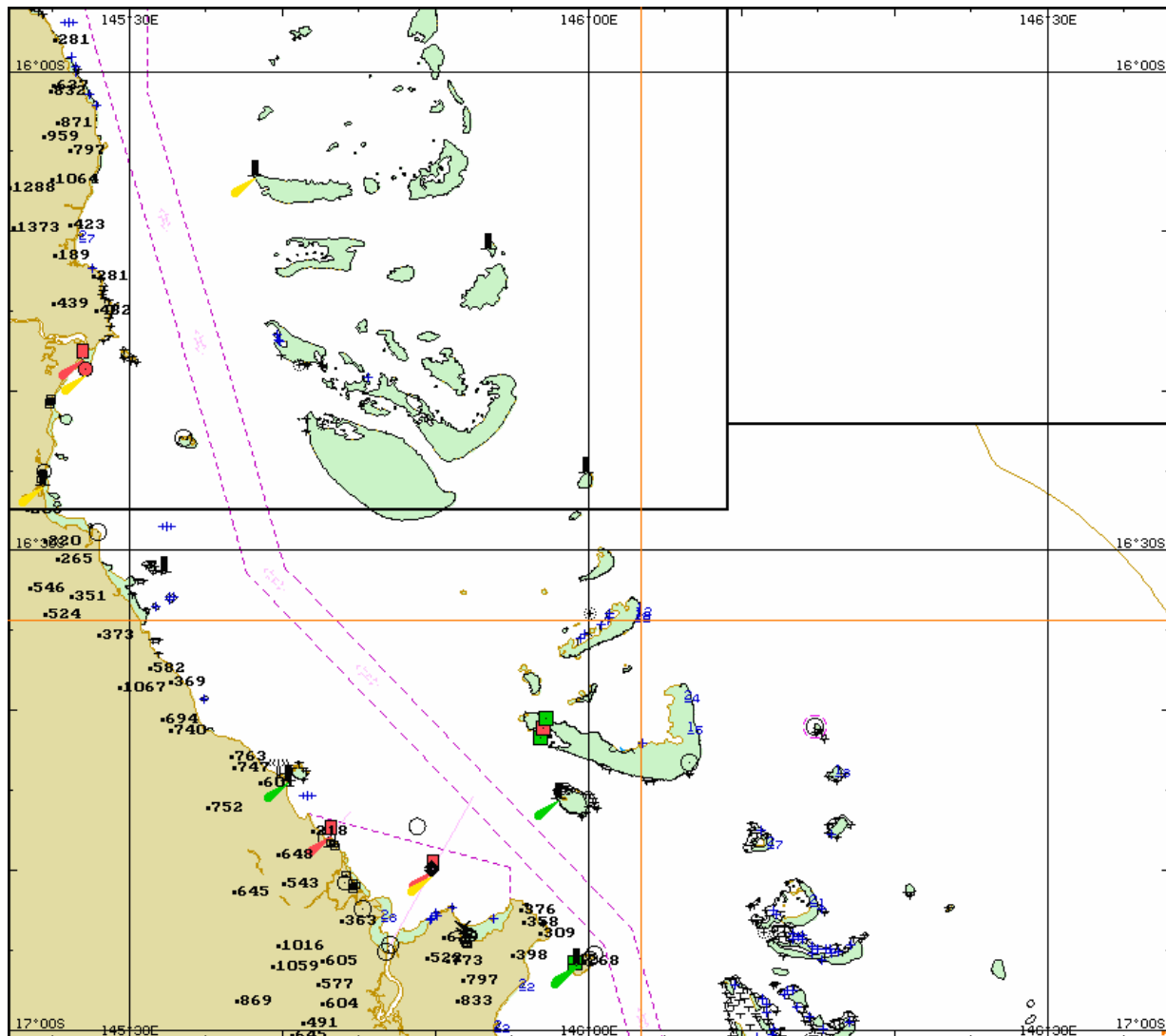


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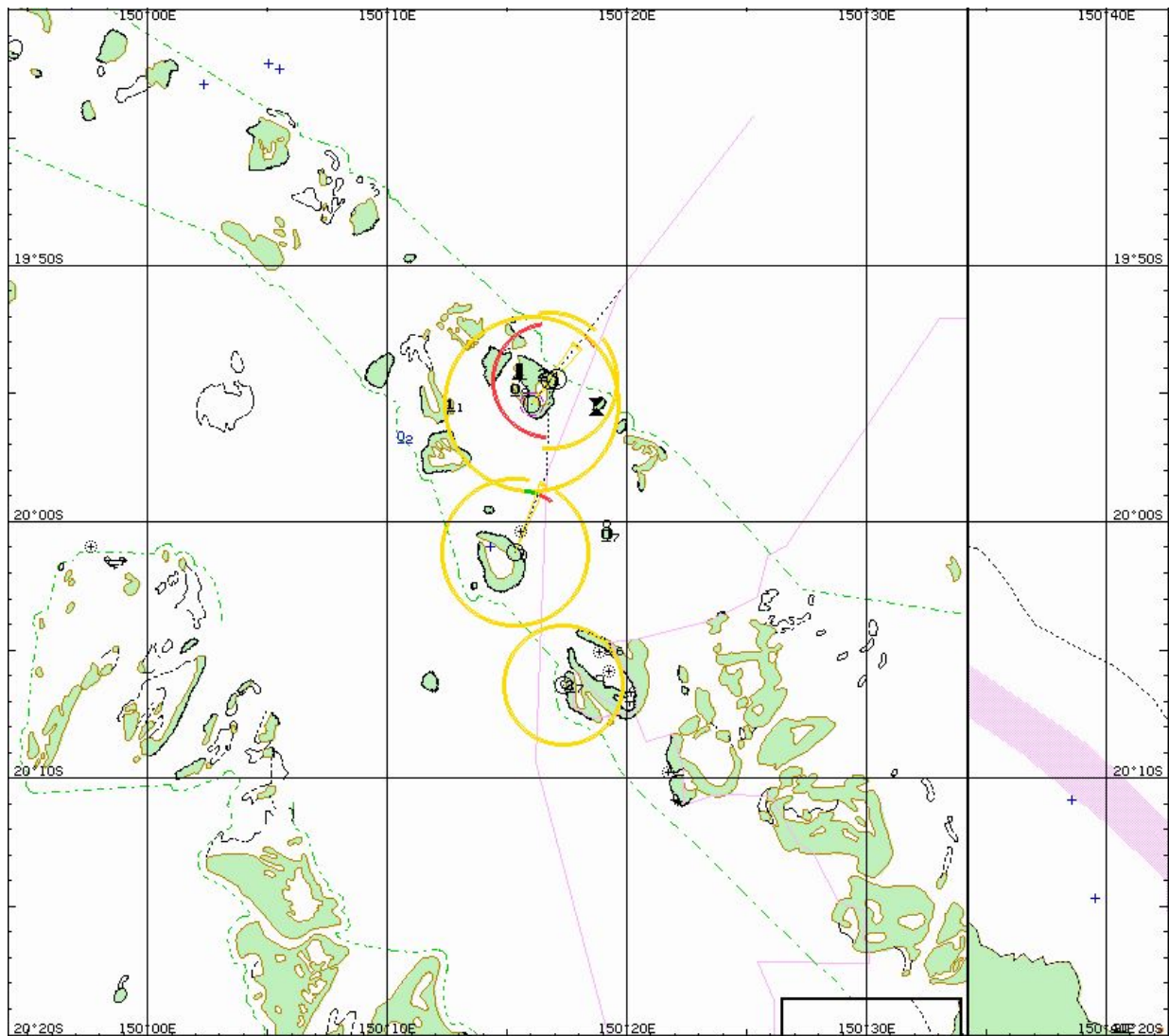


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**HYDROGRAPHERS PASSAGE**

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**VC-**

CHART TITLE

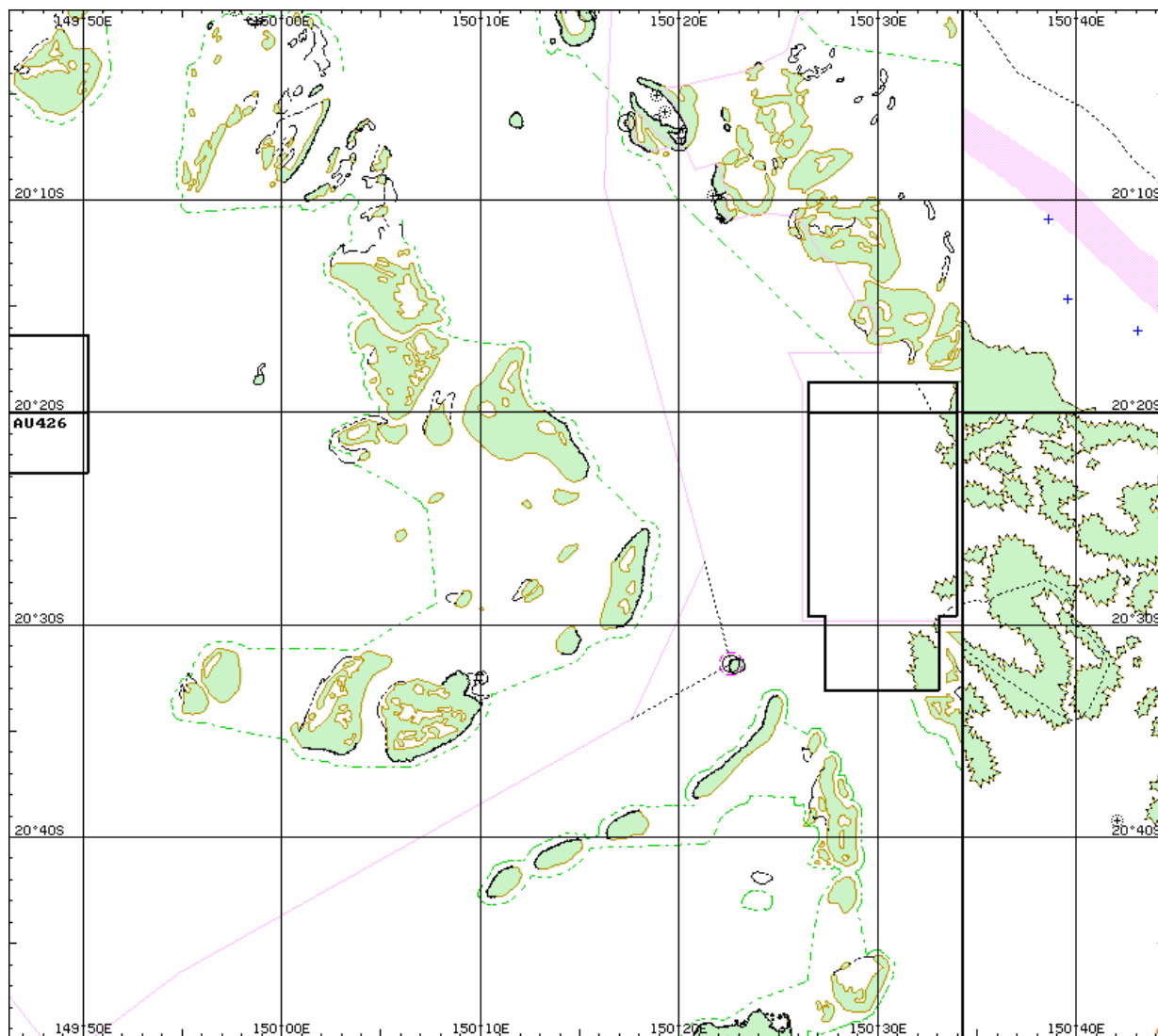


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**HYDROGRAPHERS PASSAGE**

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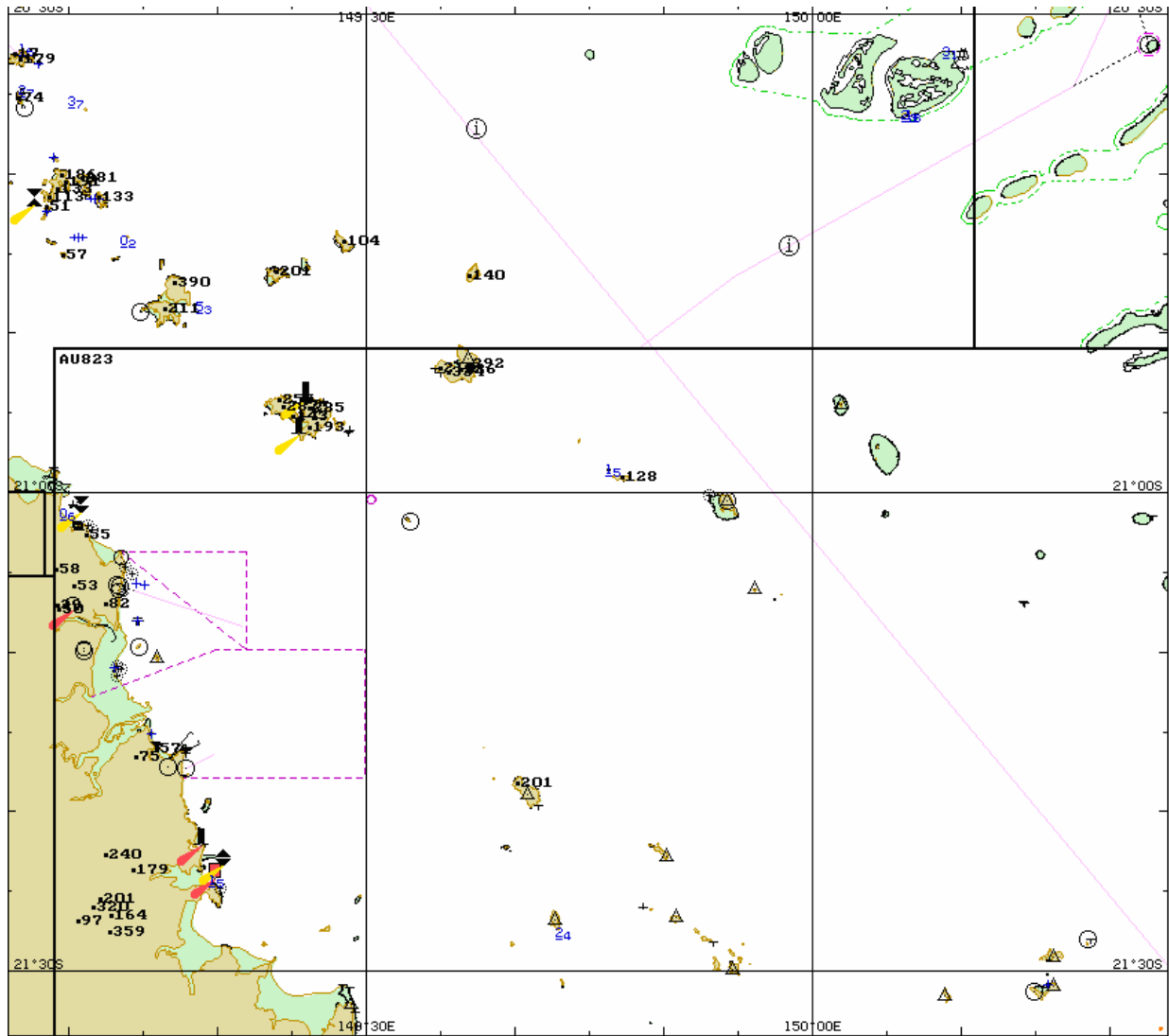


Workbook Form 5  
**VOYAGE CHART**

**HYDROGRAPHERS PASSAGE**

CHART NUMBER  
**VC-**

CHART TITLE



Workbook Form 5 <b>VOYAGE CHART</b>	<b>WHITSUNDAY ISLANDS</b>	CHART NUMBER <b>VC-</b>
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CHART TITLE
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Australian Government  
Australian Maritime Safety Authority

# PART 2. PILOTAGE RECORDS DISTANCE TABLES

## INDEX

TABLE NO	AREA	SUPERVISING PILOT	DATE

Workbook Form 6 <b>DISTANCE TABLE</b>	AREA	TABLE NUMBER <b>DT-</b>
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Workbook Form 6 <b>DISTANCE TABLE</b>	AREA	TABLE NUMBER <b>DT-</b>
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Australian Government  
Australian Maritime Safety Authority

## PART 2. PILOTAGE RECORDS ASSESSMENT VOYAGES

### To the trainee:

The checklist below provides a detailed look at all the procedures and steps that coastal pilots must be thoroughly familiar with. Please use it to prepare yourself for your assessment voyage.

Workbook Form 7	
<b>VOYAGE CHECKLIST</b>	
<b>(A) MASTER/PILOT EXCHANGE</b>	
<b>1</b>	<b>Vessel information card presented and discussed</b>
1.1	Vessel operating defects and deficiencies noted
1.2	Unusual operating conditions quantified to pilot
1.3	Draught forward and aft
1.4	Propeller immersion
1.5	Sea and manoeuvring speeds
1.6	Ahead/astern time lag
1.7	Notice to engine room required (emergency and routine)
1.8	Ships particulars noted for REEFREP
1.9	Anti-pollution notice delivered and discussed
1.10	Status and efficiency of windlass and anchors discussed
1.11	Gyro and standard compass errors known
1.12	Pilot/master information satisfactorily exchanged
<b>2</b>	<b>Status of communications</b>
2.1	VHF Radios, correct channels
2.2	Operating efficiently (squelch/volume)
2.3	If one VHF radio only, prioritise and set to 'Scan'
<b>3</b>	<b>Position of vessel</b>
3.1	Visual check (transit lights/marks/sector lights)
3.2	Electronic checks (radar, racon, GPS)
3.3	Pilots electronic equipment operating correctly (laptop/GPS)
3.4	Hand steering (or standby helmsman) for this point of passage
<b>4</b>	<b>Conduct of navigation</b>
4.1	Formally passed to pilot on completion of agreed passage plan
4.2	Agreed forward procedures
4.3	Master and pilot ensure that watch officers fully informed



(B) COASTAL PILOTAGE EQUIPMENT	
<b>1</b>	<b>Passage plan completed for specific passage and specific vessel</b>
<b>2</b>	<b>Pilots equipment and navigation references</b>
2.1	Tidal information
2.2	'Pilot information for Officer of the Watch' Card
2.3	General reference notes for designated passage
2.4	Plotting and navigating instruments (torch, pens, instruments)
2.5	Order book
2.8	Spare corrective glasses, if needed
2.8	Current notice to mariners, navigation warning, weather warning
2.9	Current Reef Centre pollution message, if any
2.10	Master and pilot explain passage plan to watch officers
2.11	Pilot's electronic aids fully operational and checked (laptop, GPS)
<b>3</b>	<b>Passage plan</b>
3.1	Format and detail and discussed and agreed with watch officers
3.2	Protocol established as to who has the con
3.3	Waypoints and layout of Passage plan explained
3.4	Limits of pilotage area clearly indicated
3.5	Reference points clearly indicated for:
	(i) Calling master
	(ii) Notification to engine room
	(iii) Notification prior to harbour limits or anchorage
	(iv) 'Stations' for anchoring
<b>4</b>	<b>Navigation lights/shapes</b>
4.1	Standard navigation lights lit
4.2	Deep draught signal/lights shown
4.3	Steering light on, as required
(C) REEF CENTRE	
<b>1</b>	<b>Reef report</b>
1.1	<b>Content</b>
	(i) Name
	(ii) Call sign
	(iii) Draught forward and aft
	(iv) Course
	(v) Speed
	(vi) Time at Reporting Point
	(vii) ETA at next Reporting Point
	(ix) Pilots name and number
	(x) Vessel defects, if any
	(xi) Request for 'Pollution Message' to be transmitted
	Note that they may report using INMARSAT C Polling
<b>2</b>	<b>Radio transmission style</b>
2.1	Slowly with brevity and precision

<b>(D) VESSEL HANDLING INFORMATION</b>	
<b>1 Vessel draught/dwt condition</b>	
1.1 Displacement (and relate to power)	
1.2 Change of (displacement) condition during passage	
1.3 Laden or ballast condition	
1.4 Draught forward and aft	
<b>(E) CONNING OF VESSEL</b>	
<b>1 Instructions and communications</b>	
<b>1.1 To Officer of the Watch</b>	
(i) Consistent use of SMCP	
(ii) Instructions given slowly with brevity and precision	
(iii) Ensure mutual understanding of passage plan	
(iv) Explanations using and marking chart	
(v) Pilots Instruction Card for OOW always available	
(vi) Position-fixing requirement precisely explained	
(vii) Monitoring of pilots performance required	
(viii) On-going OOW communication of questions or advice	
(ix) Quiet insistence on unequivocal responses	
<b>1.2 To helmsman</b>	
(i) Consistent use of SMCP form of helm orders	
(ii) Helm orders given slowly with brevity and precision	
(iii) Helm orders given emphasis with hand gesture	
(iv) Responses to be clear, consistent, and unequivocal	
(v) Consistent helm orders technique	
(vi) Pilot checks helm angle repeater always	
(vii) Pilot always checks course when steady	
(viii) Pilot checks Rate of Turn indicator where appropriate	
<b>1.3 Interaction with traffic and at ‘Choke Points’</b>	
(i) General call on VHF Channel 16	
(ii) Consistent use of SMCP form of communications	
(iii) Communications made slowly with brevity and precision	
(iv) Request identity of ship(s) from Reef centre	
(v) Establish ARPA and form close avoidance strategy	
(vi) Discuss strategy with master and/or OOW	
<b>(F) NAVIGATION EQUIPMENT</b>	
<b>1 Radar</b>	
1.1 General operation and set-up correct	
1.2 Range rings and VRM operation satisfactory	
1.3 Bearing cursor operation satisfactory	
1.4 Track lines correctly displayed	
1.5 Off-sets and clearing lines displayed satisfactorily	
1.6 ARPA	
(i) Capture of targets satisfactory	
(ii) Analysis of target information satisfactory	

<b>2 Gyro compass repeaters</b>	
2.1 Wing repeater covers cleared away	
2.2 Repeater clean and well-lit	
2.3 Azimuth rings in place	
2.4 Headings checked, compass error book maintained	
<b>3 Magnetic compass</b>	
3.1 Errors checked, compass error book maintained	
<b>(G) PILOTAGE PROCEDURES</b>	
<b>1 Pilotage district</b>	
1.1 Geographic limits	
<b>2 Navigation marks</b>	
2.1 Light characteristics and sectors known	
2.2 Minimum critical depth determined, together with chosen UKC	
2.3 Positive identification of features assured	
2.4 Courses known, checked, and confirmed	
2.5 Tides known, checked, and confirmed	
(i) Flows, streams direction and rate known	
(ii) Tidal information sources cross-checked	
(iii) Graphical representations of tidal curves in use (PC)	
<b>3 Position-fixing techniques</b>	
3.1 Pilotage without radar or GPS periodically practiced (with back-up)	
3.2 Available and used position-fixing techniques	
(i) Parallel indexing	
(ii) Multiple visual bearings	
(iii) Bearings and radar distances	
(iv) Multiple radar ranges	
(v) Running fix	
(vi) Doubling the angle on the bow	
(vii) Dipping distances of lights	
(viii) Transit bearing (beacons, lights, features)	
(ix) Leading lights/beacons	
(x) GPS/Electronic Chart System	
<b>4 Weather</b>	
4.1 Seasonal effects	
4.2 Local trends and effects	
4.3 Cyclones and cyclonic conditions	


<b>(H) CONTINGENCY PLANS</b>	
<b>1</b>	<b>Incidents, near-incidents, and management flowcharts</b>
1.1	Helicopter
	(i) Incident in transit
	(ii) Incident landing on-board
	(iii) Incident departing from vessel
1.2	Pilot fall from boarding ladder
	(i) Pre-planned recovery procedures
	(ii) Instructions to piloted vessel
1.3	Mechanical failure(s)
	(i) Steering gear
	(ii) Main engine stoppage
	(iii) Auxiliary systems failure causing main stoppage
	(iv) Anchor windlass failure
	(v) Anchor and/or failure at anchorage
	(vi) Port of refuge information known
1.4	Grounding
	(i) Reporting
	(ii) Minimisation of damage
	(iii) Stabilising of situation, appropriate signals
	(iv) Preparation for salvage
1.5	Collision
	(i) Reporting, exchange of information
	(ii) Rendering of assistance
	(iii) Stabilising of situation, appropriate signals
	(iv) Preparation for salvage
1.6	Bridge equipment failure
	(i) Steering gear
	(ii) Radar breakdown
	(iii) GPS unserviceable
	(iv) Gyro compass unserviceable
	(v) Radio/communications unserviceable
	(vi) AIS unserviceable
1.7	Near-collision
	(i) Reporting (identity, place, time, circumstance)
1.8	Oil spillage (including that of other vessel)
	(i) Reporting
	(ii) Minimisation management
1.9	Fire on board (including that of other vessel)
	(i) Reporting
	(ii) Minimisation management
1.10	Coastal Pilot
	(i) Incapacity (reported, standard response)
	(ii) Over carried (reported, standard response)
<b>(I) AUTHORITY INTERFACES</b>	
<b>1</b>	<b>Customs, AQIS, Immigration, Security, Port Authorities. Military</b>
1.1	Reporting (by standard procedure)
1.2	Pilot to provide assistance as required
1.3	Monitoring (by standard procedure)



## PART 3 ASSESSMENT FORMS: FOR ASSESSING (CHECK) PILOTS

### INDEX

ASSESSMENT AREA
Local Area Knowledge (Components Section) Assessment
Voyage Assessment
Workbook Assessment
AMSA Assessment and Licence Application

 <p>Australian Government Australian Maritime Safety Authority</p>	<p>Queensland Coastal Pilotage Training Program LOCAL KNOWLEDGE (COMPONENTS SECTION) ASSESSMENT FORM</p>
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**To the Assessing Pilot:**

Please sign off a component section when you are satisfied that the trainee's:

- local knowledge is accurate
- application of the information to voyage planning and its implementation is appropriate and comprehensive

The pilot knowledge required for each component section is discussed in module 3 (section 2) of the study guide.

HYDROGRAPHERS PASSAGE (CONSIDERED AS A WHOLE)

Assessing Pilot: Name .....

Signature .....

Date .....

WESTERN APPROACHES TO TORRES STRAIT

Assessing Pilot: Name .....

Signature .....

Date .....

PRINCE OF WALES CHANNEL

Assessing Pilot: Name .....

Signature .....

Date .....

 Australian Government Australian Maritime Safety Authority	Queensland Coastal Pilotage Training Program <b>LOCAL KNOWLEDGE (COMPONENTS SECTION) ASSESSMENT FORM</b>
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**To the Assessing Pilot:**

Please sign off a component section when you are satisfied that the trainee's:

- local knowledge is accurate
- application of the information to voyage planning and its implementation is appropriate and comprehensive

The pilot knowledge required for each component section is discussed in module 3 (section 2) of the study guide.

ALERT PATCHES TO WYBORN REEF

Assessing Pilot: Name .....

Signature .....

Date .....

WYBORN REEF TO CHAPMAN ISLAND

Assessing Pilot: Name .....

Signature .....

Date .....

FAIRWAY CHANNEL (LADS PASSAGE)

Assessing Pilot: Name .....

Signature .....

Date .....

 <p>Australian Government Australian Maritime Safety Authority</p>	<p>Queensland Coastal Pilotage Training Program LOCAL KNOWLEDGE (COMPONENTS SECTION) ASSESSMENT FORM</p>
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**To the Assessing Pilot:**

Please sign off a component section when you are satisfied that the trainee's:

- local knowledge is accurate
- application of the information to voyage planning and its implementation is appropriate and comprehensive

The pilot knowledge required for each component section is discussed in module 3 (section 2) of the study guide.

CHAPMAN ISLAND TO KING ISLAND *(THIS SECTION IS NOT MANDATORY)*

Assessing Pilot: Name .....

Signature .....

Date .....

KING ISLAND TO GUBBINS REEF *(THIS SECTION IS NOT MANDATORY)*

Assessing Pilot: Name .....

Signature .....

Date .....

GUBBINS REEF TO CAIRNS

Assessing Pilot: Name .....

Signature .....

Date .....



 Australian Government Australian Maritime Safety Authority	Queensland Coastal Pilotage Training Program LOCAL KNOWLEDGE (COMPONENTS SECTION) ASSESSMENT FORM
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**To the Assessing Pilot:**

Please sign off a component section when you are satisfied that the trainee's:

- local knowledge is accurate
- application of the information to voyage planning and its implementation is appropriate and comprehensive

The pilot knowledge required for each component section is discussed in module 3 (section 2) of the study guide.

ALERT PATCHES TO DALRYMPLE ISLAND PILOT GROUND	
Assessing Pilot:	Name .....
	Signature .....
	Date .....

 <p>Australian Government Australian Maritime Safety Authority</p>	<p>Queensland Coastal Pilotage Training Program <b>VOYAGE ASSESSMENT FORM: TORRES STRAIT PASSAGE</b></p>
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**Requirements:**

- 2 x east bound passages
- 2 x west bound passages
- 1 passage in each direction must be by day
- 1 passage in each direction must be by night
- involve at least 2 assessing (check) pilots

PASSAGE 1: EAST BOUND BY DAY

I .....

am satisfied that .....  
has demonstrated the ability to integrate knowledge, skill and understanding as required as is capable of undertaking pilotage safely and competently for this passage.

Assessing pilot's signature ..... Date .....

PASSAGE 2: EAST BOUND BY NIGHT

I .....

am satisfied that .....  
has demonstrated the ability to integrate knowledge, skill and understanding as required as is capable of undertaking pilotage safely and competently for this passage.

Assessing pilot's signature ..... Date .....

PASSAGE 1: WEST BOUND BY DAY

I .....

am satisfied that .....  
has demonstrated the ability to integrate knowledge, skill and understanding as required as is capable of undertaking pilotage safely and competently for this passage.

Assessing pilot's signature ..... Date .....

PASSAGE 2: WEST BOUND BY NIGHT

I .....

am satisfied that .....

has demonstrated the ability to integrate knowledge, skill and understanding as required as is capable of undertaking pilotage safely and competently for this passage.

Assessing pilot's signature ..... Date .....

 <p>Australian Government Australian Maritime Safety Authority</p>	<p>Queensland Coastal Pilotage Training Program  <b>VOYAGE ASSESSMENT FORM: CAIRNS TO THURSDAY ISLAND</b></p>
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**Requirements:**

- 2 x north bound passages
- 2 x south bound passages
- involve at least 2 assessing (check) pilots

PASSAGE 1: NORTH BOUND

I .....

am satisfied that .....  
 has demonstrated the ability to integrate knowledge, skill and understanding as required as is capable of undertaking pilotage safely and competently for this passage.

Assessing pilot's signature ..... Date .....

PASSAGE 2: NORTH BOUND

I .....

am satisfied that .....  
 has demonstrated the ability to integrate knowledge, skill and understanding as required as is capable of undertaking pilotage safely and competently for this passage.

Assessing pilot's signature ..... Date .....

PASSAGE 1: SOUTH BOUND

I .....

am satisfied that .....  
 has demonstrated the ability to integrate knowledge, skill and understanding as required as is capable of undertaking pilotage safely and competently for this passage.

Assessing pilot's signature ..... Date .....

PASSAGE 2: SOUTH BOUND

I .....

am satisfied that .....  
 has demonstrated the ability to integrate knowledge, skill and understanding as required as is capable of undertaking pilotage safely and competently for this passage.

Assessing pilot's signature ..... Date .....

 <p>Australian Government Australian Maritime Safety Authority</p>	<p>Queensland Coastal Pilotage Training Program <b>VOYAGE ASSESSMENT FORM: GREAT NORTH EAST CHANNEL</b></p>
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**Requirements:**

- 1 x northeast passage
- 1 x southwest passage
- 1 passage should be by day if practicable
- 1 passage should be by night if practicable
- involve at least 2 assessing (check) pilots

For assessment purposes, a Great North East Channel passage also incorporates a Torres Strait passage.

<p>PASSAGE 1: NORTH EASTERLY BOUND</p> <p>I .....</p> <p>am satisfied that .....</p> <p>has demonstrated the ability to integrate knowledge, skill and understanding as required as is capable of undertaking pilotage safely and competently for this passage.</p> <p>Assessing pilot's signature ..... Date .....</p>
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<p>PASSAGE 2: SOUTH WESTERN BOUND</p> <p>I .....</p> <p>am satisfied that .....</p> <p>has demonstrated the ability to integrate knowledge, skill and understanding as required as is capable of undertaking pilotage safely and competently for this passage.</p> <p>Assessing pilot's signature ..... Date .....</p>
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 <p>Australian Government Australian Maritime Safety Authority</p>	<p>Queensland Coastal Pilotage Training Program <b>VOYAGE ASSESSMENT FORM: HYDROGRAPHERS PASSAGE</b></p>
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**Requirements:**

- 4 passages, one in each direction by day and one in each direction by night
- between Creal Reef and Blossom Bank
- involve at least 2 assessing (check) pilots

PASSAGE 1: CREAL REEF TO BLOSSOM BANK BY DAY

I .....

am satisfied that .....  
has demonstrated the ability to integrate knowledge, skill and understanding as required as is capable of undertaking pilotage safely and competently for this passage.

Assessing pilot's signature ..... Date .....

PASSAGE 2: CREAL REEF TO BLOSSOM BANK BY NIGHT

I .....

am satisfied that .....  
has demonstrated the ability to integrate knowledge, skill and understanding as required as is capable of undertaking pilotage safely and competently for this passage.

Assessing pilot's signature ..... Date .....

PASSAGE 1: BLOSSOM BANK TO CREAL REEF BY DAY

I .....

am satisfied that .....  
has demonstrated the ability to integrate knowledge, skill and understanding as required as is capable of undertaking pilotage safely and competently for this passage.

Assessing pilot's signature ..... Date .....

PASSAGE 2: BLOSSOM BANK TO CREAL REEF BY NIGHT

I .....

am satisfied that .....  
 has demonstrated the ability to integrate knowledge, skill and understanding as required as is capable of  
 undertaking pilotage safely and competently for this passage.

Assessing pilot's signature ..... Date .....



Queensland Coastal Pilotage Training Program  
**WORKBOOK ASSESSMENT FORM**

**To the Assessing Pilot:**

Please complete the following form to indicate the trainee's successful completion of the Course Workbook.

TRAINEE'S NAME			
LICENCE AREA APPLIED FOR	<input type="checkbox"/>	INNER ROUTE	
	<input type="checkbox"/>	HYDROGRAPHERS PASSAGE	
	<input type="checkbox"/>	GREAT NORTH EAST CHANNEL	
	<input type="checkbox"/>	WHITSUNDAY ISLANDS (TRANSIT ONLY)	
	<input type="checkbox"/>	WHITSUNDAY ISLANDS (ANCHORAGE)	
I have inspected the trainee's workbook and am satisfied of its: <ul style="list-style-type: none"> <li>• Completeness, in respect of each section of the training program</li> <li>• Comprehensiveness and accuracy, in respect of local knowledge of the areas for which I have supervised him/her.</li> </ul>			
ASSESSING PILOT'S NAME			
ASSESSING PILOT'S SIGNATURE			DATE

 Australian Government Australian Maritime Safety Authority	Queensland Coastal Pilotage Training Program <b>AMSA ASSESSMENT AND LICENCE APPLICATION</b>
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**To the trainee:**

Once all assessment forms are duly signed, please:

- Give the completed workbook a ‘brush up’ job for submission to AMSA.
- Get an application form for a restricted pilot licence from AMSA.
- In addition to the workbook, the following supporting documentation must also be submitted:
  - a) Proof of citizenship or permanent residence (eg passport, birth certificate, Department of Immigration documentation on residence status)
  - b) Current Australian Certificate of Competency as Master (Unlimited) or Certificate of Recognition
  - c) Proof of at least 36 months service as a navigating officer in charge of a watch/ Master/pilot on ships 35 metres or over in length while holding a Master (Unlimited) certificate
  - d) Certificate of Medical Fitness referred to in Marine Orders Part 9 (Health – Medical Fitness)
  - e) Proof of attending a Bridge Resource Management (BRM) course
- Submit the completed application form together with the workbook and supporting documentation to:

Manager, Maritime Operations – North, AMSA  
address PO Box 10790, 410 Ann St, Brisbane QLD 4000  
phone (07) 3001 6800  
fax (07) 3001 6801

- The workbook will be returned to the trainee once AMSA is satisfied that all requirements have been met.