



Australian Government  
Australian Maritime Safety Authority

# MASTER < 100m NC EXAMINATION CHECKLIST (AIDE MEMOIRE)

Questions should be framed managing the ship as a whole.

Seafarer ID	<input type="text"/>	Exam location	<input type="text"/>
Name	<input type="text"/>	Examiner	<input type="text"/>
Duration	<input type="text"/>	Result	<input type="text"/>
Date and Time	<input type="text"/>	Attempt	<input type="text"/>

Management and shipmaster's business		
Limits to near coastal certificates and area of operation	A	<input type="checkbox"/>
Class societies, flag state	B	<input type="checkbox"/>
Load-line rules, conditions of assignment	B	<input type="checkbox"/>
International conventions relevant to domestic vessels e.g. MARPOL and SOLAS	B	<input type="checkbox"/>
Navigation Act, marine orders and the national law	B	<input type="checkbox"/>
Safety management systems, master's authority, standard and emergency operating procedures, drills, maintenance and document review, safe access	A	<input type="checkbox"/>
OHS/ WHS legislation, notices, duty of care, safe access, psychological wellbeing of personnel	A	<input type="checkbox"/>
Log book entries	B	<input type="checkbox"/>
Responsibilities and duties	A	<input type="checkbox"/>
Approved stability information	B	<input type="checkbox"/>
Statutory certificates, validity	A	<input type="checkbox"/>
Taking over command, joining a vessel	A	<input type="checkbox"/>
Types of survey, preparation	B	<input type="checkbox"/>
Reporting of incidents, near misses and deficiencies	A	<input type="checkbox"/>

Standards of watchkeeping		
Fitness for duty, fatigue, drugs and alcohol	B	<input type="checkbox"/>
Maintaining a proper lookout	A	<input type="checkbox"/>
Maintaining an anchor watch	A	<input type="checkbox"/>
Navigation in restricted visibility	A	<input type="checkbox"/>
Navigation in congested waters	A	<input type="checkbox"/>
Navigation with pilot on board	A	<input type="checkbox"/>
Performing a watch, position fixing	A	<input type="checkbox"/>
Taking over, handing over a watch	A	<input type="checkbox"/>
Voyage planning	A	<input type="checkbox"/>
Watchkeeping records, night orders	A	<input type="checkbox"/>

Bridge equipment		
Use of S band, 10cm, and X band, 3cm, radars	B	<input type="checkbox"/>
AIS precautions	B	<input type="checkbox"/>
ARPA, use of, and precautions	B	<input type="checkbox"/>
ECDIS, chart plotters and various bridge equipment	A	<input type="checkbox"/>
Radar set up, testing, precautions	B	<input type="checkbox"/>

Navigational charts and publications		
Chart corrections, symbols and abbreviations	A	<input type="checkbox"/>
Gyro, magnetic compass, errors variation, deviation	A	<input type="checkbox"/>
Interpretation, use of information contained on charts	A	<input type="checkbox"/>
Marine notices, Notices to Mariners	A	<input type="checkbox"/>
Navigation warnings, EGC, MSI, radio-watch, meteorological warnings	B	<input type="checkbox"/>
Ship reporting systems, VTIS	B	<input type="checkbox"/>
Large, small scale charts	B	<input type="checkbox"/>
Tidal calculations, chart datum	A	<input type="checkbox"/>
Methods of obtaining compass errors	A	<input type="checkbox"/>
Methods of obtaining position lines	B	<input type="checkbox"/>

Stress and stability		
Effect of density on draft	A	<input type="checkbox"/>
Basic principles of flotation	A	<input type="checkbox"/>
Free surface effect, angle of loll	A	<input type="checkbox"/>
Draw and interpret a GZ curve, stability definitions (e.g.) angle of deck immersion, angle of downflooding	A	<input type="checkbox"/>
Knowledge of different types of shipboard stresses and stability information	A	<input type="checkbox"/>
Cargo shift and listing	A	<input type="checkbox"/>
Load line marks and draft reading	A	<input type="checkbox"/>
Seasonal zones	A	<input type="checkbox"/>
Ship structure, design features, and loading practices to reduce stresses	B	<input type="checkbox"/>

Cargo work		
IMSBC code and carriage of bulk cargoes (basic understanding)	A	<input type="checkbox"/>
Cargo securing	A	<input type="checkbox"/>
Statutory requirements, testing and inspection of equipment, and records	B	<input type="checkbox"/>
Case studies – cargo related	B	<input type="checkbox"/>
Heavy lift precautions	B	<input type="checkbox"/>
IMDG code, documentation, segregation and marking	B	<input type="checkbox"/>
Bridge visibility	B	<input type="checkbox"/>
Loading / discharging precautions	B	<input type="checkbox"/>
Maintain cargo watch, records	B	<input type="checkbox"/>
Ship shore safety checklist	B	<input type="checkbox"/>
Ballasting / de-ballasting	B	<input type="checkbox"/>

Marine engineering systems		
Engineering systems e.g. steering gear	B	<input type="checkbox"/>
Engine room alarms and failures	B	<input type="checkbox"/>

Ship handling		
Effect of wave impact on vessels structure	B	<input type="checkbox"/>
Effects of UKC on vessel manoeuvrability	B	<input type="checkbox"/>
Embarking and disembarking pilot	A	<input type="checkbox"/>
Launching rescue craft / liferaft in adverse weather	A	<input type="checkbox"/>
Mooring, unmooring, dredging, anchor	A	<input type="checkbox"/>
Preparations for anchoring, choosing anchorage, anchoring in adverse weather, dragging anchor	A	<input type="checkbox"/>
Fixed blade and CPP propellers, bow thrusters	B	<input type="checkbox"/>
Vessel and tug interaction, tug safety	A	<input type="checkbox"/>
Factors affecting squat, bank effect and interaction	A	<input type="checkbox"/>
Turn vessel short round, transverse thrust, use of anchor for manoeuvring	B	<input type="checkbox"/>

Prevention of pollution		
Action to be taken in the event of a pollution incident	A	<input type="checkbox"/>
Action taken to prevent pollution	A	<input type="checkbox"/>
Garbage management plan record book	A	<input type="checkbox"/>
Precautions while bunkering	B	<input type="checkbox"/>
SOPEP, MARPOL and annexes	B	<input type="checkbox"/>

Emergency situations, response and equipment		
Case studies	B	<input type="checkbox"/>
Action in the event of blackout / steering failure	A	<input type="checkbox"/>
Action in the event of grounding	A	<input type="checkbox"/>
Action in the event of collision	A	<input type="checkbox"/>
Action in the event of water ingress	A	<input type="checkbox"/>
Confined space entry	A	<input type="checkbox"/>
Distress, urgency and safety messages	A	<input type="checkbox"/>
Towing, taken in tow	B	<input type="checkbox"/>
MOB, rescue of persons in water	B	<input type="checkbox"/>
Master's obligation to render assistance	A	<input type="checkbox"/>
Means of controlling flooding when fighting a fire on board ship	B	<input type="checkbox"/>
Onset of heavy weather, weather forecasting	A	<input type="checkbox"/>
TRS, avoidance of TRS	A	<input type="checkbox"/>
Principles of damage control	B	<input type="checkbox"/>
Response to emergency in port	B	<input type="checkbox"/>
Preparations for heavy weather	B	<input type="checkbox"/>

Dry docking		
Preparations for docking, stability	A	<input type="checkbox"/>
Procedures prior to leaving dock	B	<input type="checkbox"/>
Types of docks	C	<input type="checkbox"/>

Search and rescue		
Communications	B	<input type="checkbox"/>
SAR procedures	B	<input type="checkbox"/>
Use and testing of EPIRB	B	<input type="checkbox"/>

Essential shipboard equipment and machinery		
Routine maintenance, deck machinery, watertight bulkheads	A	<input type="checkbox"/>
Anchors, cables, pilot ladders	C	<input type="checkbox"/>
Maintenance of bilges, ballast tanks	C	<input type="checkbox"/>
Maintenance records, planned maintenance	B	<input type="checkbox"/>
Practical knowledge of safety aspects, and precautions, related to operating equipment	B	<input type="checkbox"/>
Practical operation & maintenance of various types of shipboard firefighting and lifesaving equipment	B	<input type="checkbox"/>
Types of fire detection systems, use of SCBA, emergency fire pumps and emergency shutoffs	B	<input type="checkbox"/>

Collision regulations		
Buoyage region A	A	<input type="checkbox"/>
Rules 1,2,3 and annexes	A	<input type="checkbox"/>
Rules 4-18	A	<input type="checkbox"/>
Rules 20-31	A	<input type="checkbox"/>
Rules 32-25	A	<input type="checkbox"/>
Rule 19	A	<input type="checkbox"/>
Use of radar (in determining risk of collision, other vessels movement, action to be taken to avoid collision, excluding ARPA)	B	<input type="checkbox"/>