



Australian Government

Australian Maritime Safety Authority

# AMSA Mandated Practical Assessment Master <24 m NC

Certificate III in Maritime Operations (Master up to 24 metres Near Coastal)

Candidate surname:

Candidate first name:

Candidate signature:

Date:

RTO name:

RTO number:

Vessel name(s):

## Candidate assessment result summary

The candidate has completed all components of the relevant Maritime Training Package, including this practical assessment, and has been deemed competent:

Assessor name and number:

Assessor signature:

Date:

Assessor comments:

## Candidate instructions:

1. Observe all legislative and workplace health and safety (WHS) / occupational health and safety (OHS) requirements and comply with vessel safety management system.
2. Observe all procedures as set out in the vessel's operating documents.
3. Complete the practical tasks below using vessel documentation as required.
4. While completing the practical tasks, answer all questions, as directed by the assessor.

## Assessor requirements:

Assessors of the AMPA must be approved by AMSA in accordance with Marine Order 505 and the Administrative arrangements for the approval of registered training organisations as final assessors (AMSA 132).

## Vessel/assessment requirements:

The on water practical assessment must be carried out on board a commercial vessel  $\geq 7.5$ m in length that is appropriate to the certificate of competency being assessed and which is fitted and equipped to a standard sufficient to allow the candidate to complete the practical assessment tasks.

**Assessor instructions:**

Ensure the candidate's name, RTO details and vessel name(s) are recorded on the cover page of this AMPA prior to commencing the practical assessment.

The AMPA must be completed and signed off within 12 months of the date of the first assessment. The candidate will need to be reassessed with a new AMPA form should it not be completed in that time.

This AMPA is valid for submission to AMSA for the Master <24m certificate of competency for 12 months from the date signed on the cover page.

Each practical assessment task has a code adjacent to it that specifies the conditions under which the performance and assessment of each task must be carried out. The table below contains an explanation of the meaning of each of these codes.

<b>I</b>	Task is to be completed by each candidate individually
<b>G</b>	Task may be completed as a group activity with individual assessment. The group must contain no more than 5 candidates.
<b>V</b>	Task must be completed on a vessel that meets the requirements above while operating in navigable waters
<b>W</b>	Task may be completed either in a workshop or on a vessel that meets the requirements specified above
<b>P</b>	Task must be completed in water (pool, or other safe water)
<b>F</b>	Task must be completed on a fire ground
<b>S</b>	Task may be completed on an approved simulator where realistic conditions are not feasible aboard a vessel (such as an absence of traffic or navigation marks)
<b>O</b>	Task may be completed by observation

Where no code is specified for a task this is at the discretion of the assessor.

The AMPA may be conducted throughout the training or after all training has been completed.

As each task is completed successfully the assessor must sign and date the AMPA in the appropriate column. Where a number of tasks are assessed by a single assessor on the same day these tasks may be bracketed together and signed of as a group.

Additional simulated exercises and oral questions may be used to provide further opportunity to clarify a point or for a candidate to demonstrate competence.

Once all tasks for a unit of competency have been completed successfully the assessor should complete the section below the tasks for that unit.

AMPA tasks may be signed off by different AMPA approved assessors from different RTOs. A partially completed AMPA brought to a second or subsequent RTO may be completed and the front cover page signed when all AMPA tasks have been completed, provided this occurs within 12 months of the date of the first assessment.

Once the practical tasks for all units of competency have been signed off the assessor who signs off the final unit should complete the Candidate assessment result summary on the cover page of this AMPA.

Candidate name:			
Practical assessment tasks		Assessor Initials	Date
<b>Perform routine maintenance on a vessel up to 24 metres</b>			
<ul style="list-style-type: none"> <li>carry out inspection of:               <ul style="list-style-type: none"> <li>freshwater or bilge or firefighting pumps</li> <li>steering gear</li> <li>navigation lights</li> <li>windlass or winch or capstan</li> </ul> </li> </ul>	<b>IV</b>		
<ul style="list-style-type: none"> <li>carry out maintenance, including:               <ul style="list-style-type: none"> <li>greasing and oiling</li> <li>maintaining lifesaving appliances</li> </ul> </li> </ul>	<b>IW</b>		
<ul style="list-style-type: none"> <li>complete required records when performing routine remedial, preventative and survey deck maintenance on a vessel</li> </ul>	<b>I</b>		
<ul style="list-style-type: none"> <li>demonstrate safe and environmentally responsible work practices when performing routine remedial, preventative and survey deck maintenance on a vessel</li> </ul>	<b>IW</b>		
<ul style="list-style-type: none"> <li>locate structural components on a vessel</li> </ul>	<b>IV</b>		
<ul style="list-style-type: none"> <li>read and interpret instructions for performing routine remedial, preventative and survey deck maintenance on a vessel</li> </ul>	<b>I</b>		
<ul style="list-style-type: none"> <li>read and interpret manufacturer specifications</li> </ul>	<b>I</b>		
<ul style="list-style-type: none"> <li>read and interpret safety data sheets (SDS) / material safety data sheets (MSDS)</li> </ul>	<b>I</b>		
<ul style="list-style-type: none"> <li>select and use relevant tools, equipment and materials according to instructions</li> </ul>	<b>IW</b>		
Assessor name and number:	<input type="text"/>		
Assessor signature:	<input type="text"/>	Date:	<input type="text"/>
Notes			

Candidate name:			
Practical assessment tasks		Assessor Initials	Date
<b>Slip or dock a vessel and maintain hull on a vessel up to 100 metres</b>			
• complete permits for high risk activities	I		
• complete maintenance records	I		
• inspect underwater hull, equipment and fittings	G		
• prepare vessel for slipping or docking	I		
• range and examine anchors and cables	G		
• read, interpret and apply operating and service manuals for the slipping/docking of a vessel and the maintenance of its hull	I		
• read, interpret and apply manufacturer instructions including all work health and safety (WHS) / occupational health and safety (OHS) requirements	I		
• read, interpret and apply safety data sheets (SDS) / material safety data sheets (MSDS)	IW		
• recognise faulty equipment	IW		
• recognise hull damage and deterioration, and take appropriate action	IV		
• select and use correct tools and equipment for maintenance task	IW		
Assessor name and number:	<input type="text"/>		
Assessor signature:	<input type="text"/>	Date:	<input type="text"/>
Notes			

Candidate name:			
Practical assessment tasks		Assessor Initials	Date
<b>Apply basic survival skills in the event of vessel abandonment</b>			
• collect, manage and interpret information on the use of lifesaving equipment and procedures to be followed when order to abandon vessel is given	I		
• communicate effectively with other personnel and passengers during simulated abandon vessel musters and emergencies	IV		
• determine type and extent of emergency and appropriate survival action to be taken	IV		
• remain afloat without a life jacket for at least 5 minutes	IP		
• don a lifejacket in water	IP		
• ensure behaviour reflects statutory requirements pertaining to lifesaving appliances	IP		
• swim in a lifejacket for a minimum of 50 m	IP		
• tow with a life jacket for a minimum of 25 m	IP		
• maintain a group huddle for at least 10 minutes	GP		
• swim in a group conga line for a minimum of 50 m	GP		
• hold heat escape lessening posture for at least 5 Minutes	IP		
• operate radio equipment, including very high frequency (VHF) or high frequency (HF) radios	IW		
• operate and use orange smoke flares or red handheld flares	G		
• operate and use life buoys	IP		
• operate and use lifejacket or personal flotation devices	IP		
• read and interpret instructions on emergency procedures, safety management systems and plans	I		
• recognise and interpret muster signals appropriately	IV		
Assessor name and number:	<input type="text"/>		
Assessor signature:	<input type="text"/>	Date:	<input type="text"/>
Notes			

Candidate name:			
Practical assessment tasks		Assessor Initials	Date
<b>Follow procedure to minimise and fight fires on board a vessel</b>			
<ul style="list-style-type: none"> <li>• apply extinguishing media to a fire, including:               <ul style="list-style-type: none"> <li>- water</li> <li>- dry chemical powder</li> </ul> </li> </ul>	<b>GF</b>		
<ul style="list-style-type: none"> <li>• apply work health and safety (WHS) / occupational health and safety (OHS) requirements and work practices</li> </ul>	<b>I</b>		
<ul style="list-style-type: none"> <li>• communicate and work collaboratively as a member of a team in a firefighting operation</li> </ul>	<b>GF</b>		
<ul style="list-style-type: none"> <li>• correctly use vessel closure and shutdown systems</li> </ul>	<b>IV</b>		
<ul style="list-style-type: none"> <li>• identify fire hazards and risks</li> </ul>	<b>G</b>		
<ul style="list-style-type: none"> <li>• use a fire blanket to extinguish a fire</li> </ul>	<b>GF</b>		
<ul style="list-style-type: none"> <li>• use fire hose, lines (jet spray to fog stream)</li> </ul>	<b>I</b>		
Assessor name and number:	<input type="text"/>		
Assessor signature:	<input type="text"/>	Date:	<input type="text"/>
Notes			
<b>Meet work health and safety requirements</b>			
<ul style="list-style-type: none"> <li>• access workplace information on safety management systems</li> </ul>	<b>I</b>		
<ul style="list-style-type: none"> <li>• apply safe manual handling techniques</li> </ul>	<b>I</b>		
<ul style="list-style-type: none"> <li>• cooperate with employer or supervisor on any action taken to comply with WHS/OHS legislation</li> </ul>	<b>I</b>		
<ul style="list-style-type: none"> <li>• demonstrate safe work practices</li> </ul>	<b>I</b>		
<ul style="list-style-type: none"> <li>• identify and respond to typical emergency situations</li> </ul>	<b>IV</b>		
<ul style="list-style-type: none"> <li>• identify isolation points for equipment and follow workplace procedures for lock out or tag out of equipment as required</li> </ul>	<b>IW</b>		
<ul style="list-style-type: none"> <li>• maintain housekeeping standards in work area</li> </ul>	<b>IW</b>		
<ul style="list-style-type: none"> <li>• select, fit and use appropriate personal protective clothing and equipment</li> </ul>	<b>IW</b>		
<ul style="list-style-type: none"> <li>• take reasonable care for own health and safety</li> </ul>	<b>IW</b>		
Assessor name and number:	<input type="text"/>		
Assessor signature:	<input type="text"/>	Date:	<input type="text"/>
Notes			

Candidate name:			
Practical assessment tasks		Assessor Initials	Date
<b>Survival at sea using survival craft</b>			
• apply appropriate handling strategies to manoeuvre survival craft	<b>IP</b>		
• board a life raft unassisted while wearing a lifejacket	<b>IP</b>		
• communicate with other crew members	<b>G</b>		
• determine type and extent of emergency	<b>G</b>		
• jump safely from a height into the water while wearing a life jacket, and according to established survival practice	<b>IP</b>		
• operate radio equipment	<b>IW</b>		
• participate in training, musters and emergency drills	<b>IV</b>		
• recognise and interpret muster signals	<b>IV</b>		
• right an inverted life raft unassisted while wearing a lifejacket according to established survival practice	<b>IP</b>		
• swim while wearing a lifejacket and float without a lifejacket according to established survival practice	<b>IP</b>		
• use a rescue quoit to assist a person to the life raft	<b>GP</b>		
• use paddles to manoeuvre survival craft	<b>GP</b>		
• use survival equipment	<b>GP</b>		
Assessor name and number:	<input type="text"/>		
Assessor signature:	<input type="text"/>	Date:	<input type="text"/>
Notes			

Candidate name:			
Practical assessment tasks		Assessor Initials	Date
<b>Manage and maintain a navigational watch on board vessels up to 100 metres</b>			
<ul style="list-style-type: none"> <li>communicate effectively with others about watchkeeping issues, arrangements and requirements including:               <ul style="list-style-type: none"> <li>- verbal instructions relating to watchkeeping duties</li> <li>- written instructions, such as Master's standing orders and night orders</li> </ul> </li> </ul>	<b>G</b>		
<ul style="list-style-type: none"> <li>interpret and implement procedures relevant to the role and responsibilities of a watchkeeper</li> </ul>	<b>IV</b>		
<ul style="list-style-type: none"> <li>maintain situational awareness</li> </ul>	<b>IV</b>		
<ul style="list-style-type: none"> <li>monitor and anticipate hazards and risks that may arise during watchkeeping duties and take appropriate action</li> </ul>	<b>IV</b>		
<ul style="list-style-type: none"> <li>schedule checks and inspections (rounds) of the vessel to include appropriate coverage, frequency and timing</li> </ul>	<b>I</b>		
<ul style="list-style-type: none"> <li>select and use appropriate internal and external communications equipment during watchkeeping duties</li> </ul>	<b>IV</b>		
<ul style="list-style-type: none"> <li>use bridge equipment in normal and emergency situations on vessels up to 80m</li> </ul>	<b>IV</b>		
<ul style="list-style-type: none"> <li>use internal and external communications systems</li> </ul>	<b>I</b>		
Assessor name and number:	<input type="text"/>		
Assessor signature:	<input type="text"/>	Date:	<input type="text"/>
Notes			
<b>Plan and navigate a passage for a vessel up to 100 metres</b>			
<ul style="list-style-type: none"> <li>apply variation and deviation to compass courses</li> </ul>	<b>I</b>		
<ul style="list-style-type: none"> <li>complete required records relevant to planning and navigating a passage</li> </ul>	<b>I</b>		
<ul style="list-style-type: none"> <li>conduct a pre-departure check, including:               <ul style="list-style-type: none"> <li>- anchoring and mooring equipment</li> <li>- communications equipment:                   <ul style="list-style-type: none"> <li>• very high frequency (VHF) and high frequency (HF) radio</li> </ul> </li> <li>- ensuring vessel and equipment are secured for sea</li> <li>- fuel</li> <li>- propulsion equipment and alarms</li> <li>- steering equipment and alarms</li> <li>- vessel hull</li> </ul> </li> </ul>	<b>IV</b>		
<ul style="list-style-type: none"> <li>conduct a pre-departure check of safety equipment:               <ul style="list-style-type: none"> <li>- distress flares or pyrotechnics</li> <li>- electronic position indicating radio beacon (EPIRB)</li> <li>- firefighting equipment</li> <li>- lifejackets</li> <li>- life rafts and hydrostatic release systems</li> </ul> </li> </ul>	<b>I</b>		
<ul style="list-style-type: none"> <li>conduct a pre-departure check of wheelhouse equipment and alarms, including:               <ul style="list-style-type: none"> <li>- alarm devices including bilge, depth, off-course, radar range and watch alarms</li> <li>- automatic identification system (AIS)</li> <li>- automatic pilot</li> <li>- echo sounder</li> <li>- electronic charts</li> <li>- global navigation satellite system (GNSS) receiver</li> <li>- magnetic compasses</li> <li>- plotters</li> <li>- radar</li> <li>- speed and distance log</li> </ul> </li> </ul>	<b>IV</b>		



Candidate name:			
Practical assessment tasks		Assessor Initials	Date
<ul style="list-style-type: none"> <li>determine times and heights of:               <ul style="list-style-type: none"> <li>high and low water from Australian tide tables for any port and the relevance of chart datum</li> <li>tides at standard and secondary ports for any state of tide</li> </ul> </li> </ul>	I		
<ul style="list-style-type: none"> <li>develop a passage plan taking into account:               <ul style="list-style-type: none"> <li>anticipated weather conditions</li> <li>courses to steer</li> <li>depths of water throughout passage</li> <li>estimated time of arrival (ETA) at destination</li> <li>knowledge of navigation markers during passage</li> <li>tidal information</li> </ul> </li> </ul>	I		
<ul style="list-style-type: none"> <li>estimate position using dead reckoning</li> </ul>	IV		
<ul style="list-style-type: none"> <li>fix a vessel's position using:               <ul style="list-style-type: none"> <li>electronic navigation systems</li> <li>radar ranges or bearings</li> <li>running fix</li> <li>simultaneous bearings and transits of coastal features</li> </ul> </li> </ul>	IV		
<ul style="list-style-type: none"> <li>interpret and apply tidal stream data</li> </ul>	I		
<ul style="list-style-type: none"> <li>maintain situational awareness</li> </ul>	IV		
<ul style="list-style-type: none"> <li>observe and interpret weather and sea state conditions</li> </ul>	IV		
<ul style="list-style-type: none"> <li>produce accurate and reliable documentation</li> </ul>	I		
<ul style="list-style-type: none"> <li>read and interpret charts and other published information relevant to planning and navigating a passage</li> </ul>	I		
<ul style="list-style-type: none"> <li>read and interpret instrument and equipment readings relevant to planning and navigating a passage</li> </ul>	IV		
<ul style="list-style-type: none"> <li>read an aneroid barometer and interpret the information obtained</li> </ul>	I		
<ul style="list-style-type: none"> <li>recognise and correctly respond to cross-track error resulting from the effects of tide and wind</li> </ul>	IV		
<ul style="list-style-type: none"> <li>recognise faulty navigation equipment and take appropriate action according to operating instructions</li> </ul>	IV		
<ul style="list-style-type: none"> <li>recognise problems that may be experienced when planning and navigating a passage</li> </ul>	GV		
<ul style="list-style-type: none"> <li>select and use relevant equipment required for planning and navigating a passage</li> </ul>	IV		
<ul style="list-style-type: none"> <li>select and switch between modes of steering</li> </ul>	IV		
<ul style="list-style-type: none"> <li>use parallel indexing to maintain a required distance off a point of land</li> </ul>	IV		
<ul style="list-style-type: none"> <li>use meteorological information available</li> </ul>	I		
Assessor name and number:	<input type="text"/>		
Assessor signature:	<input type="text"/>	Date:	<input type="text"/>
Notes			

Candidate name:			
Practical assessment tasks		Assessor Initials	Date
<b>Use wheelhouse equipment for safe navigation</b>			
• construct a radar plot	<b>IS</b>		
• interpret radar displays	<b>IS</b>		
• set up and operate marine radar equipment on a vessel	<b>IS</b>		
• set up and operate an automatic radar plotting aid (ARPA)	<b>IS</b>		
• operate other electronic navigational instruments and equipment on a vessel	<b>IS</b>		
• recognise problems when using radar and other electronic navigational aids to maintain safe navigation and take appropriate action, including: - incorrect radar settings for heading marker and range marker - incorrect set up of electronic chart system (ECS) - incorrect set up of global navigation satellite system (GNSS) receiver - rain clutter - sea clutter	<b>IS</b>		
• use radar to determine action to avoid a close-quarters situation or collision with another vessel in accordance with the International Regulations for the Prevention of Collision at Sea	<b>IS</b>		
Assessor name and number:	<input type="text"/>		
Assessor signature:	<input type="text"/>	Date:	<input type="text"/>
Notes			
<b>Observe regulations to ensure safe operation of a vessel up to 100 metres</b>			
• identify and act according to the duties and responsibilities of the master	<b>IV</b>		
• interpret and apply regulations related to the operations, security and maintenance of a vessel up to 100 metres	<b>I</b>		
• maintain statutory records of compliance, including logbooks	<b>I</b>		
• provide training, inductions and briefings to crew and passengers	<b>I</b>		
• recognise navigation marks in the International Association of Lighthouse Authorities (IALA) Buoyage System	<b>IS</b>		
Assessor name and number:	<input type="text"/>		
Assessor signature:	<input type="text"/>	Date:	<input type="text"/>
Notes			

Candidate name:			
Practical assessment tasks		Assessor Initials	Date
<b>Monitor environmental management on a vessel</b>			
• conduct a risk assessment for environmental issues and hazards on a vessel and make recommendations to mitigate the risk/s identified	<b>I</b>		
• ensure that appropriate and timely action is taken in response to emergencies	<b>G</b>		
• ensure that environmental records and documentation are accurate, complete and timely, according to organisational and regulatory requirements	<b>I</b>		
• ensure that housekeeping standards are maintained, including: - pollution control and equipment - waste minimisation and control	<b>GW</b>		
• identify typical pollution control problems and take appropriate action	<b>G</b>		
• support others to follow environmental management procedures	<b>G</b>		
Assessor name and number:	<input type="text"/>		
Assessor signature:	<input type="text"/>	Date:	<input type="text"/>
Notes			

Candidate name:			
Practical assessment tasks		Assessor Initials	Date
<b>Manoeuvre a vessel up to 24 metres within near coastal waters</b>			
• anchor a vessel	<b>IV</b>		
• determine the required action for a range of emergency situations	<b>IV</b>		
• handle a disabled or partially disabled vessel	<b>I</b>		
• issue helm and engine orders	<b>IV</b>		
• manoeuvre a vessel astern	<b>IV</b>		
• manoeuvre a vessel to berth and leave a berth	<b>IV</b>		
• manoeuvre a vessel to come to and leave a mooring	<b>IV</b>		
• tow and be towed	<b>GV</b>		
• turn short around	<b>IV</b>		
• turn a vessel across the tide or across the wind	<b>GV</b>		
• manoeuvre a vessel to approach an anchorage	<b>IV</b>		
• maintain situational awareness, including awareness of: - vessels in the vicinity - own vessel position in relation to shallow water and other obstructions - weather conditions that may affect the manoeuvre	<b>IS</b>		
• operate secondary or emergency means of steering	<b>IV</b>		
• rescue a person overboard, including: - manoeuvring to retrieve person overboard - Williamson turn	<b>GV</b>		
• manoeuvre a vessel in adverse weather conditions, including: - steer a course to minimise the effect of wind and sea - reducing speed - seeking shelter	<b>IS</b>		
• undertake preparations for towing	<b>GV</b>		
Assessor name and number:	<input type="text"/>		
Assessor signature:	<input type="text"/>	Date:	<input type="text"/>
Notes			

Candidate name:			
Practical assessment tasks		Assessor Initials	Date
<b>Perform seamanship operations on board a vessel up to 24 metres</b>			
• prepare for and anchor vessel according to depth and prevailing winds	IV		
• apply work health and safety (WHS) / occupational health and safety (OHS) requirements and work practices	I		
• check seaworthiness of vessel	IV		
• coil and stow ropes correctly	I		
• maintain watertight integrity of vessel	I		
• perform an eye splice on natural and synthetic fibre rope	I		
• perform appropriate whippings on ropes and line	I		
• prepare and throw a heaving line	I		
• recognise damaged or worn ropes, wires and chains	I		
• safely use: - blocks - drum ends or capstans - eye bolts and shackles - hooks - swivels - wires, ropes and chains	GW		
• secure anchor and equipment on completion of anchoring operations	IV		
• handle ropes and wires safely	I		
• operate winches or windlasses and capstans safely	GW		
• secure vessel at its berth according to operational requirements and prevailing conditions	GV		
• tie the following, using natural or synthetic fibre rope: - figure-eight knot - reef knot - bowline - single and double sheet bend - half hitch - clove hitch - round turn and two half hitches - rolling hitch	I		
• use portable ladders to access heights up to 1.8 metres	I		
Assessor name and number:	<input type="text"/>		
Assessor signature:	<input type="text"/>	Date:	<input type="text"/>
Notes			