



Australian Government

Australian Maritime Safety Authority

# AMSA Mandated Practical Assessment Coxswain Grade 1 NC

Certificate II in Maritime Operations (Coxswain Grade 1 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 vessel  $\geq 5.0\text{m}$  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 is valid for submission to AMSA for the Coxswain Grade 1 certificate of competency for 12 months from the date signed on the cover page.

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.

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.

<b>Candidate name:</b>			
<b>Practical assessment tasks</b>		<b>Assessor Initials</b>	<b>Date</b>
<b>Perform basic servicing and maintenance of main propulsion unit and auxiliary systems</b>			
<ul style="list-style-type: none"> <li>• apply state or territory work health and safety (WHS) / occupational health and safety (OHS) requirements (specifically relating to personal protective equipment (PPE), use of tools and equipment, workplace environment and safety, handling of materials, hazard control and hazardous materials and substances) as per legislative requirements and vessel operating procedures</li> </ul>	<b>I</b>		
<ul style="list-style-type: none"> <li>• complete all work required to service, replace and repair faulty equipment to specification/s</li> </ul>	<b>IW</b>		
<ul style="list-style-type: none"> <li>• complete relevant logbooks and service reports</li> </ul>	<b>I</b>		
<ul style="list-style-type: none"> <li>• implement safe operating procedures, including recognising and preventing hazards associated with worksite visitors and the public</li> </ul>	<b>IW</b>		
<ul style="list-style-type: none"> <li>• perform emergency shutdown and stopping of equipment</li> </ul>	<b>IV</b>		
<ul style="list-style-type: none"> <li>• undertake basic servicing tasks</li> </ul>	<b>IW</b>		
<ul style="list-style-type: none"> <li>• read and interpret gauges</li> </ul>	<b>IV</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 appropriate processes, tools and equipment</li> </ul>	<b>IW</b>		
<ul style="list-style-type: none"> <li>• service and maintain propulsion machinery and auxiliary equipment to manufacturer specifications</li> </ul>	<b>GW</b>		
Assessor name and number:	<input type="text"/>		
Assessor signature:	<input type="text"/>	Date:	<input type="text"/>
Notes			

<b>Candidate name:</b>			
Practical assessment tasks		Assessor Initials	Date
<b>Operate inboard and outboard motors</b>			
• apply work health and safety (WHS) / occupational health and safety (OHS) requirements and work practices	<b>I</b>		
• conduct pre-start checks, including: - fuel - lubricating oil - cooling system - motor attachment points - water depth	<b>IV</b>		
• conduct shutdown checks on inboard or outboard motors	<b>IV</b>		
• tag out and report faults	<b>GW</b>		
• estimate fuel consumption	<b>I</b>		
• read and interpret company standard operating procedures (SOPs) about operating inboard or outboard engines	<b>IW</b>		
• store inboard or outboard motors	<b>IW</b>		
• use inboard or outboard motors	<b>IW</b>		
Assessor name and number:	<input type="text"/>		
Assessor signature:	<input type="text"/>	Date:	<input type="text"/>
Notes			

<b>Candidate name:</b>		
<b>Practical assessment tasks</b>	<b>Assessor Initials</b>	<b>Date</b>
<b>Operate main propulsion unit and auxiliary systems</b>		
<ul style="list-style-type: none"> <li>• apply work health and safety (WHS) / occupational health and safety (OHS) requirements and work practices <span style="float: right;"><b>I</b></span></li> </ul>		
<ul style="list-style-type: none"> <li>• conduct pre-operational checks, including:               <ul style="list-style-type: none"> <li>- fuel system</li> <li>- leads, lines and connections</li> <li>- oils and lubricants</li> <li>- safety guards</li> </ul> <span style="float: right;"><b>IV</b></span> </li> </ul>		
<ul style="list-style-type: none"> <li>• implement safe and environmentally responsible work practices <span style="float: right;"><b>IW</b></span></li> </ul>		
<ul style="list-style-type: none"> <li>• maintain engine work load within specifications <span style="float: right;"><b>IV</b></span></li> </ul>		
<ul style="list-style-type: none"> <li>• measure and calculate volumes, consumption and servicing requirements <span style="float: right;"><b>IW</b></span></li> </ul>		
<ul style="list-style-type: none"> <li>• monitor noise levels for correct operation <span style="float: right;"><b>IW</b></span></li> </ul>		
<ul style="list-style-type: none"> <li>• operate propulsion machinery and ancillary equipment <span style="float: right;"><b>IW</b></span></li> </ul>		
<ul style="list-style-type: none"> <li>• keep required records <span style="float: right;"><b>I</b></span></li> </ul>		
<ul style="list-style-type: none"> <li>• use appropriate personal protective clothing and equipment (PPE) <span style="float: right;"><b>IW</b></span></li> </ul>		
Assessor name and number:	<input style="width: 100%; height: 20px;" type="text"/>	
Assessor signature:	<input style="width: 80%; height: 20px;" type="text"/>	Date: <input style="width: 15%; height: 20px;" type="text"/>
Notes		

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

<b>Candidate name:</b>			
<b>Practical assessment tasks</b>		<b>Assessor Initials</b>	<b>Date</b>
<b>Follow procedure to minimise and fight fires on board a vessel</b>			
• apply extinguishing media to a fire, including: - water - dry chemical powder	<b>GF</b>		
• apply work health and safety (WHS) / occupational health and safety (OHS) requirements and work practices	<b>I</b>		
• communicate and work collaboratively as a member of a team in a firefighting operation	<b>GF</b>		
• correctly use vessel closure and shutdown systems	<b>IV</b>		
• identify fire hazards and risks	<b>G</b>		
• use a fire blanket to extinguish a fire	<b>GF</b>		
• use fire hose, lines (jet spray to fog stream)	<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>			
• access workplace information on safety management systems	<b>I</b>		
• apply safe manual handling techniques	<b>I</b>		
• cooperate with employer or supervisor on any action taken to comply with WHS/ OHS legislation	<b>I</b>		
• demonstrate safe work practices	<b>I</b>		
• identify and respond to typical emergency situations	<b>IV</b>		
• identify isolation points for equipment and follow workplace procedures for lock out or tag out of equipment as required	<b>IW</b>		
• maintain housekeeping standards in work area	<b>IW</b>		
• select, fit and use appropriate personal protective clothing and equipment	<b>IW</b>		
• take reasonable care for own health and safety	<b>IW</b>		
Assessor name and number:	<input type="text"/>		
Assessor signature:	<input type="text"/>	Date:	<input type="text"/>
Notes			

<b>Candidate name:</b>			
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			



<b>Candidate name:</b>			
<b>Practical assessment tasks</b>		<b>Assessor Initials</b>	<b>Date</b>
<b>Plan and navigate a passage for a vessel up to 12 metres</b>			
• apply International Regulations for Preventing Collisions at Sea	<b>IS</b>		
• conduct a pre-departure check of: - anchoring and mooring equipment - communications equipment - engine controls and alarms - fuel - navigation equipment and alarms - safety equipment	<b>IV</b>		
• identify and comply with all navigational buoys, marks and beacons	<b>IS</b>		
• identify and respond to relevant proximity alarms	<b>IS</b>		
• identify courses to steer between turning points	<b>IV</b>		
• identify navigational hazards	<b>IS</b>		
• identify times and heights of high and low water from local tide tables	<b>I</b>		
• obtain weather information applicable to an intended passage	<b>I</b>		
• plot the position derived from a global positioning system (GPS)	<b>IV</b>		
• plot visual bearings on a chart to derive a position	<b>IV</b>		
• relate information in forecasts to conditions expected for small vessels	<b>I</b>		
• steer a pre-planned course	<b>IV</b>		
Assessor name and number:	<input type="text"/>		
Assessor signature:	<input type="text"/>	Date:	<input type="text"/>
Notes			

<b>Candidate name:</b>			
<b>Practical assessment tasks</b>		<b>Assessor Initials</b>	<b>Date</b>
<b>Comply with regulations to ensure safe operation of a vessel up to 12 metres</b>			
• apply regulations pertaining to the safe operation of the vessel	I		
• apply safety management plan	IV		
• conduct inductions for crew	I		
• demonstrate an understanding of the duties and responsibilities of a coxswain	I		
Assessor name and number:	<input type="text"/>		
Assessor signature:	<input type="text"/>	Date:	<input type="text"/>
Notes			
<b>Follow environmental work practices</b>			
• apply safety and hazard control procedures when disposing of waste and garbage	I		
• apply work health and safety (WHS) / occupational health and safety (OHS) practices, including hazard identification, risk assessment and risk control options	I		
• recognise procedures and follow instructions for environmental work practices	I		
• report environmental hazards and risks in a timely way	I		
Assessor name and number:	<input type="text"/>		
Assessor signature:	<input type="text"/>	Date:	<input type="text"/>
Notes			

<b>Candidate name:</b>		
<b>Practical assessment tasks</b>		<b>Assessor Initials</b>
<b>Handle a vessel up to 12 metres</b>		<b>Date</b>
• anchor a vessel	<b>GV</b>	
• handle a disabled or partially disabled vessel	<b>I</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>	
• manoeuvre a vessel to maintain a steady course	<b>IV</b>	
• manoeuvre a vessel to retrieve a person overboard	<b>IV</b>	
• steer astern	<b>IV</b>	
• undertake preparations for towing, including: - crew briefings that include the task at hand and risks to persons on both vessels - ensuring means of communication between the two vessels is available - ensuring tow ropes are in good condition and of adequate strength and length for the proposed tow - ensuring tow line is of sufficient length to minimise shock loading on tow-line - making tow fast to the towing vessel to ensure steerage can be maintained - making provision for rapid slipping of the tow in emergency situations - preparing messenger ropes for passing tow lines	<b>GV</b>	
• tow and be towed	<b>GV</b>	
• turn short around	<b>IV</b>	
• turn a vessel across the tide/wind	<b>GV</b>	
• maintain situational awareness	<b>IV</b>	
• use appropriate communication	<b>IV</b>	
Assessor name and number:	<input type="text"/>	
Assessor signature:	<input type="text"/>	Date: <input type="text"/>
Notes		

<b>Candidate name:</b>			
<b>Practical assessment tasks</b>		<b>Assessor Initials</b>	<b>Date</b>
<b>Apply seamanship skills aboard a vessel up to 12 metres</b>			
• apply work health and safety (WHS) / occupational health and safety (OHS) requirements and work practices	<b>I</b>		
• check seaworthiness and general condition of a vessel up to 12 metres	<b>IV</b>		
• coil and stow ropes	<b>I</b>		
• handle ropes	<b>I</b>		
• identify deterioration in hull and fittings, and its causes	<b>IV</b>		
• perform an eye splice	<b>I</b>		
• perform common whipping on ropes	<b>I</b>		
• perform letting go and weighing anchor	<b>IV</b>		
• prepare and throw a heaving line	<b>I</b>		
• secure a vessel alongside using vessel mooring lines, including: - bow and stern lines - fore and aft springs	<b>GV</b>		
• secure anchor and equipment on completion of anchoring operations	<b>GV</b>		
• tie a reef-knot, bowline, clove hitch, round turn and two half hitches, rolling hitch and sheet bend – single and double	<b>I</b>		
Assessor name and number:	<input type="text"/>		
Assessor signature:	<input type="text"/>	Date:	<input type="text"/>
Notes			