



Maritime and Coastguard Agency

**NEW
BOATMASTERS LICENCE**

**For operators in Inland Waterways and limited coastal
areas**

Task Record Book

TASK RECORD BOOK

For candidates for the new Boatmaster's Licence

Notice to candidates

This Task Record Book is an important document which you need to keep safely. It provides a record of your training in preparation for assessment for obtaining a Boatmasters' Licence, and you will need to present it as part of that process.

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etc.

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CANDIDATE'S PERSONAL DETAILS

Surname	
Forenames	
Date of Birth	
Place of Birth	
National Insurance Number (UK candidates)	
Passport Details (non-UK candidates)	
Boatmasters' Licence Number (if held)	
Address	
Address (change)	
Address (change)	
Photograph of Holder (Optional)	
Signature of holder	I certify that the above details are true and accurate.
Date	

This book is the property of the person whose details appear above. If found, please return it to the latest address shown.

INTRODUCTION

The new Boatmasters Licence comes into force on 1 January 2007, and will be the principle qualification for masters of vessels commercially in inland waterways and on limited coastal operations.

“**Inland waterways**” means within waters of Categories A to D as defined in Merchant Shipping Notice (MSN) 1766, “Categorisation of Waters”. A copy of this MSN is available on the MCA’s website: www.mcga.gov.uk under Guidance and Regulations/Merchant Shipping Notices.

“**Limited coastal area**” means an area no more than 3 miles from land, and no more than 15 miles from the point of departure (exclusive of any Categorised waters).

“**Small commercial vessel**” means a vessel certificated to operate under MCA’s Small Commercial Vessel and Pilot Boat (SCV) Code.

The new Boatmasters’ Licence has a “Two-Tier” structure, with Tier 1 being a national licence, and Tier 2 being a local or restricted licence.

The **Tier 1** Boatmasters’ Licence is valid for operating a vessel anywhere in the UK, within the relevant water categories. A Tier 1 licence valid for categories A, B and non-linked C only, is referred to as “**Level 1**”. A Tier 1 licence that is also valid for all categories C and D, and limited coastal areas, is referred to as “**Level 2**”.

The Tier 1 Boatmasters Licence provides a national equivalent to the requirements of the European Council (EC) Directive 96/50 on “Harmonisation of the conditions for obtaining national boatmasters’ certificates for the carriage of goods and passengers by inland waterways in the community”. A Boatmaster’s Certificate, issued in accordance with Directive 96/50/EC will be accepted in other EC countries, subject to any local knowledge requirements. However, separate requirements currently apply on waterways that are subject to the Rhine rules.

The Tier 1 Licence may also provide a suitable stepping stone for those who wish to progress towards STCW certification.

The **Tier 2** Boatmasters’ Licence is valid only for operating within Categories A and B, and on non-linked Category C, waters.

The new Boatmasters’ Licence supersedes the previous MCA boatmasters’ licence that was introduced in 1993, and applied only to operators of passenger ships.

More information about the new licence is available in:-

Merchant Shipping Notice 1808, on Structure and Requirements of the licence;
Marine Guidance Note 334 on Local Information and Local Knowledge; and,
Marine Guidance Note 333 on Application Provisions for existing operators.;

The supporting legislation for the licence is The Merchant Shipping (Inland Waterway and Limited Coastal Operations) (Boatmasters' Qualifications and Hours of Work) Regulations 2006.

GUIDANCE NOTES FOR CANDIDATES

1. The upkeep and safe keeping of this Training Record Book is your responsibility. Please complete the Personal Details section on page 5 without delay. It is also suggested that you write your name at the top of each sheet.
2. This book must be submitted to the examiner when you have your on-board assessment for the Boatmaster's Licence.
3. The training task requirements for the Boatmasters' Licence are listed from page 16 onwards. When you have performed a task, you should put a tick against it. There are spaces for up to 4 ticks because you will need to do most of the tasks more than once before you are proficient in them. This will depend on your individual skills and experience, and the vessel you are on. When your boatmaster or employer considers that you have completed a task to a satisfactory standard, relevant to this licence, he/she should confirm that by initialling and completing the final column.
4. You will have to complete all of the tasks appropriate to your vessel, the equipment fitted to it and its area of operations. In some cases, this may mean that you do not have to do each and every task listed.
5. When you have completed all of the appropriate tasks in a section, to your employer's or boatmaster's satisfaction, he/she should sign and complete the box at the end of that section, to confirm that you have done so.
6. The Minimum Age and Qualifying Service requirements for the Boatmasters' Licence are given on pages 11 to 13.
7. For the Tier 1, national licence, the minimum qualifying service for achieving the Generic competencies detailed in this book are:-

- **120 days within a minimum period of 12 months for Categories A & B (Level 1); and,**
- **240 days within a minimum period of 24 months for Categories C & D (Level 2).**

For both Levels, the maximum qualifying period is 5 years.

8. REQUIREMENTS FOR THE BOATMASTERS' LICENCE

The conditions for obtaining a Boatmasters' Licence are as follows.

Tier 1

- completion of **all** the relevant requirements in this Task Record Book and present it to the examiner when taking the on-board practical/oral assessment;
- completion of the appropriate qualifying service;
- validation of Underpinning Knowledge by externally examination;
- completion of safety training courses– see below;
- presentation of a satisfactory, valid ML5 medical report , except for operators of passenger vessels proceeding to sea, who must produce a valid ENG1 certificate;
- payment of the statutory fee; and,
- a practical and oral, on-board assessment by an MCA, or MCA-approved, examiner.

The candidate must complete satisfactorily training and assessment in the following elements:-

- the main Generic requirements, for operation in the relevant water Categories;
- Underpinning (theoretical) Knowledge necessary to achieve competence in the various practical skills. (Formal courses are not mandatory but will be available);
- approved safety training in Personal Survival/Water Safety, Fire Safety and First Aid.

A Generic licence on its own entitles the candidate to operate as the Master of a small passenger vessel or workboat. If he/she wishes to work in one or more of the operations below, they will also need the appropriate Specialist Endorsement/s:-

- General Cargoes (includes dry bulk cargoes, packaged dangerous goods and ro-ro cargo operations);
- Oil Cargoes (includes oil, LPG and chemical cargoes);
- Dredging;
- Towing and Pushing;
- General Passenger Operations (up to 250 passengers);
- Large Passenger Vessel (over 250 passengers);
- Sea operations (small commercial **vessels only**);
- Fast Craft operations (this endorsement is vessel and route specific);
- Radar Operations (where radar is used for navigation);

A Local Knowledge endorsement will also be required for operation in certain areas. These are listed in MGN 334, Annexes 2 and 3.

Tier 2

- use of the Task Record Book as far as appropriate for your type and area of operation/s;
- completion of sufficient service (to the satisfaction of the MCA examiner);
- approved safety training courses in Personal Survival/Water Safety, Fire Safety and First Aid;
- presentation of a satisfactory, valid ML5 medical report (or Seafarer's Medical Certificate, ENG1);
- payment of the statutory fee;
- an on-board practical and oral assessment.

MINIMUM AGE AND QUALIFYING SERVICE REQUIREMENTS

TIER 1

Minimum Age

BML Component	Category	Age
Generic (Level 1)	A/B and non-linked C	18
Generic (Level 2)	C/D and limited coastal	18
General Cargoes endorsement	All	18 – for vessel up to 40m overall length
General Cargoes endorsement	All	21 – for vessels of 40m and over, overall length
Sea operations – valid only for small commercial vessels	-	18
Passenger operations endorsement	All	21
Large passenger vessel endorsement	All	22
Radar endorsement	All	18
All other endorsements	All	21

Qualifying Service

Generic Licence

Candidate must be working in a suitable deck capacity.

Category	Minimum Length of Experience (months)	Minimum Days service
Level 1	12	120
Level 2	24	240

The qualifying service for endorsements may be aggregated with that for the generic licence, within the same minimum period of experience. (eg Category C/D: generic licence 240 days + general passenger endorsement 120 days = 360 days service which may be undertaken with a minimum period of 24 months.)

Towing & Pushing Endorsement

Candidate must be working in a suitable deck capacity on a vessel engaged in towing or pushing. At least half of the required days service must be undertaken in the relevant category of waters.

Category	Minimum Length of Experience (months)	Minimum Days service
Level 1	6	60

Level 2	12	120
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General Cargoes, Oil Cargoes and Dredging endorsements

Candidate must be working in a suitable deck capacity on a vessel engaged in the relevant type of operation/s. At least half of the required days service must be undertaken in the relevant category of waters.

Category	Length of Experience (months)	Days service within period
Level 1	6	60
Level 2	6	60

General Passenger Operations endorsement

Candidate must be working in a suitable deck capacity. At least half of the required days service must be undertaken in the relevant category of waters.

Category	Minimum length of experience (months)	Minimum days service
Level 1	6	60
level 2	12	120

Large Passenger Vessel endorsement

Candidate must hold a general passenger operations endorsement, and have at least 12 months experience operating as the master of a passenger vessel carrying no more than 250 passengers. In addition, the candidate must meet the following QST requirement on a large passenger vessel working in a suitable deck capacity. At least half of the required days service must be undertaken in the relevant category of waters.

Category	Minimum length of experience (months)	Minimum days service
Level 1	6	60
Level 2	6	60

Sea endorsement

The sea endorsement is valid only for small commercial vessels, for up to 60 miles from a safe haven.

Category	Minimum length of experience (months)	Minimum days of service
Sea area	12	120

TIER 2

(Valid for Categories A, B and non-linked C only)

Minimum Age

Passenger operations	
Numbers	Age
- up to 100 passengers	18
- 101 to 250	20
- more than 250	21

Non-Passenger operations	
Age	18

Employer's/Boatmaster's inspection of this Training Record Book

The employer or boatmaster should sign the entries in this section at regular intervals, and when the candidate leaves the vessel. This is to vouch for this book having been properly used and completed. Entries in the "comments" boxes should aim to encourage the candidate, and identify areas where skills and competencies could be improved. Comments should not refer to character.

Vessel Name	Date	Comments	Signature Name Date

Training Tasks

TIER 1

The task requirements for the generic part of the Tier 1 licence are on pages 17 to 53.

- Those requirements applicable to Tier Levels 1 and 2 are on pages 17 to 42. These therefore relate to water categories (A to D and limited coastal areas).

- those requirements applicable only to Level 1 (categories A, B and non-linked C are on pages 43 to 46; and,

- those for Level 2 (categories C and D and in limited sea areas) on pages 47 to 53.

The candidate should tick each task when it has been performed. The candidate's Boatmaster/employer should initial and date in the end column, against each task when he/she believes it has been satisfactorily completed. Where appropriate, they should also enter the category of water (A, B, C, D or "sea") in which the task has been worked. When all the relevant tasks in a section have been completed to the satisfaction of the boatmaster/employer, he/she should sign it off by completing the box at the end of the section.

Tier 1 candidates should therefore complete this Task Record Book it as follows:-

<u>All</u> Tier 1 candidates	the Categories A to D section on page 17 which contains items relevant to Levels 1 and 2.
Level 1 candidates (Categories A, B and non-linked C only)	the Category A and B section on page 43
Level 2 candidates (Categories C, D and limited coastal areas)	the Category C and D and limited coastal section on page 47

Candidates taking one or more endorsements should also complete the relevant endorsement sections which start on page 55.

TIER 2

Using the first two Generic sections of the Task Record Book (pages 17 to 46) , Tier 2 candidates should complete those items that are relevant to their type/s, and area/s, of operation.

This will provide a clear, personal record of training undertaken, which may be valuable if they change vessels or employers.

It will also provide information for the BML examiner, who may refer to it during the on-board practical/oral assessment.

CATEGORIES A to D

GENERIC LICENCE REQUIREMENTS

Bridge Watchkeeping					
Task	Number of times task performed √ (Candidate) <i>see Guidance Note 3, page 7</i>				Task completed satisfactorily (Boatmaster/employer) <i>see Guidance Note 4, page 7</i>
Secure vessel for departure					Initials: Date: Water category:
Pre-sailing checks					Initials: Date: Water category:

Steering by lead marks					Initials: Date: Water category:
Bridge Watchkeeping – Good practice while underway and at anchor					Initials: Date: Water Category:
Lookout – keeping proper					Initials: Date: Water Category:
Anchor watch – maintaining <i>Not needed for Category A</i>					Initials: Date:

Dragging anchor – checking <i>Not needed for Category A</i>					Initials: Date: Water category:
Sound signals and light signals – recognise and report <i>Not needed for Category A</i>					Initials: Date:
Relative movement of other vessel/s – Assessment of					Initials: Date:
Buoys and navigation marks – Use for position referencing <i>Not needed for Category A</i>					Initials: Date:
Weather – Reporting changes					Initials: Date:

Clearing marks – Use of					Initials: Date:
Vessel’s log – Maintenance of					Initials: Date:
Navigation – external reporting of potential incidents					Initials: Date:
Ability to speak clearly in English					Initials: Date:
<p>I confirm that this candidate has completed the above tasks on “Bridge Watchkeeping” to a satisfactory standard.</p> <p>Employer’s/Boatmaster’s signature:-</p> <p>Name:-</p> <p>Date:-</p> <p>Vessel Name:-</p>					

Meteorology					
Task	Number of times task performed √ (Candidate)				Task completed satisfactorily (Boatmaster/employer)
Weather forecasts – obtain and act on					Initials: Date:
Extreme weather, relevant to area/s of operation – Recognise signs of approaching					Initials: Date:
<p>I confirm that this candidate has completed the above tasks on “Meteorology” to a satisfactory standard.</p> <p>Employer’s/Boatmaster’s signature:-</p> <p>Name:-</p> <p>Date:-</p> <p>Vessel Name:-</p>					

Ship Manoeuvring					
Task	Number of times task performed √				Task completed satisfactorily (Boatmaster/employer)
	(Candidate)				
Manoeuvre vessel under normal conditions, including stopping and going astern; co-ordinating helm and engine					Initials: Date: Water category:
Dock or lock – Entering and leaving in all stream conditions					Initials: Date: Water category:
Manoeuvring in limited depth of water and confined waters					Initials: Date: Water category:

Emergency manoeuvres, including stops and moving astern					Initials: Date: Water category:
Manoeuvre in passing another vessel					Initials: Date: Water category:
Manoeuvre vessel with anchor <i>(if fitted)</i>					Initials: Date: Water category:
Steering vessel, making allowance for current and leeway					Initials: Date: Water category:

Unpowered craft – manoeuvring					Initials: Date: Water category:
Emergency towing assistance – safety elements					Initials: Date: Water category:
Navigating close to weirs and discharges					Initials: Date: Water category:
<p>I confirm that this candidate has completed the above tasks on “Ship Manoeuvring” to a satisfactory standard.</p> <p>Employer’s/Boatmaster’s signature:-</p> <p>Name:-</p> <p>Date:-</p> <p>Vessel Name:-</p>					

Vessel Handling in Extreme Weather				
Task	Number of times task performed√ (Candidate)			Task completed satisfactorily (Boatmaster/employer)
Extreme weather procedures and precautions, including doubling up of mooring lines, and additional precautions to ensure watertight integrity				Initials: Date: Water category:
Extreme weather, relevant to area/s of operation – Management and handling of vessels				Initials: Date: Water category:
Sheltered or safe places – Knowledge of				Initials: Date: Water Category:

I confirm that this candidate has completed the above tasks on “Vessel Handling in Extreme Weather” to a satisfactory standard.

Employer’s/Boatmaster’s signature:-

Name:-

Date:-

Vessel Name:-

Mooring and unmooring a vessel					
Task	Number of times task performed √ (Candidate)				Task completed satisfactorily (Boatmaster/employer)
Getting underway and coming alongside – general best practice					Initials: Date: Water category:
Mooring lines – care and use of, including springs					Initials: Date: Water category:
Buoys – securing to or letting go from					Initials: Date: Water category:

Berth at and leave quay or jetty or another vessel, with or against wind and/or current				Initials: Date: Water category:
Berth at and leave buoy with and against wind and/or current				Initials: Date: Water category:
Heaving lines and messengers – checking and use of				Initials: Date:
<p>I confirm that this candidate has completed the above tasks on “Mooring and Unmooring a vessel” to a satisfactory standard.</p> <p>Employer’s/Boatmaster’s signature:-</p> <p>Name:-</p> <p>Date:-</p> <p>Vessel Name:-</p>				

Ropework and Access					
Task	Number of times task performed √ (Candidate)				Task completed satisfactorily (Boatmaster/employer)
Knots, bends and hitches in common use – Demonstrate knowledge and use of					Initials: Date: Water category:
Winches and wires – Demonstrate knowledge and use of					Initials: Date: Water category:
Safe working loads for ropes, including synthetic fibre and wire rope – Demonstrate knowledge of (<i>Understanding the manufacturers' documentation</i>)					Initials: Date:
Splices and types of multistrand, plaited manilla, synthetic fibre and wire rope – Demonstrate knowledge of					Initials: Date:

Rope and wire – Demonstrate use of, care and stowage, including break-out of new coil					Initials: Date: Water category:
Fenders – Knowledge of use					Initials: Date:
Ladders, gangways, stages and rigging for safe access – Knowledge of					Initials: Date:
Purchases, tackles and rigging; power gained from use – Knowledge of					Initials: Date:
General rope maintenance – Basic knowledge of <i>(Seizings, rackings, rope & chain stoppers, whipping)</i>					Initials: Date:

Lifting gear – Basic knowledge					Initials: Date:
<p>I confirm that this candidate has completed the above tasks on “Ropework and Access” to a satisfactory standard.</p> <p>Employer’s/Boatmaster’s signature:-</p> <p>Name:-</p> <p>Date:-</p> <p>Vessel Name:-</p>					

Ship Knowledge				
Task	Number of times task completed √ (Candidate)			Task completed satisfactorily (Boatmaster/employer)
Watertight integrity – ensuring and maintaining, including location, maintenance and testing of deck openings, watertight doors, hatches, sidescuttles and scuppers				Initials: Date: Water category:
Bilge pumping arrangements – Demonstrate use and care of				Initials: Date: Water category:
Maintenance of vessel, including painting, servicing and cleaning				Initials: Date:
Vessel construction and on-board plans; definition of main dimensions and parts, including air drafts – General knowledge of				Initials: Date: Water category:

Effect on stability of loading, discharging and weight distribution – Demonstrate outline knowledge of					Initials: Date: Water category:
<p>I confirm that this candidate has completed the above tasks on “Ship Knowledge” to a satisfactory standard.</p> <p>Employer’s/Boatmaster’s signature:-</p> <p>Name:-</p> <p>Date:-</p> <p>Vessel Name:-</p>					

Basic Engineering and Machinery				
Task	Number of times task completed ✓ (Candidate)			Task completed satisfactorily (Boatmaster/employer)
Engine monitoring – Good practice while underway				Initials: Date: Engine power output:
Starting all services				Initials: Date:
Pre-checks for starting propulsion units				Initials: Date:
Starting propulsion unit				Initials: Date:

Safety checks before leaving a berth				Initials: Date: Water category:
Deck gear and machinery – Use and care of				Initials: Date:
Type of machinery on board – knowledge of <i>(if any fitted)</i>				Initials: Date:
Defects on board – Reporting to the responsible person on shore, including procedure in the event of malfunction or breakdown				Initials: Date:

**I confirm that this candidate has completed the above tasks on
“Basic Engineering and Machinery” to a satisfactory standard.**

Employer's/Boatmaster's signature:-

Name:-

Date:-

Vessel Name:-

Health and Safety					
Task	Number of times task completed √ (Candidate)				Task completed satisfactorily (Boatmaster/employer)
Life-line and safety harness – Donning of and use					Initials: Date: Water category:
Safety maintenance checklist					Initials: Date: Water category:
Access to restricted spaces					Initials: Date: Water category:
Safe access for crew – awareness of needs					Initials: Date:

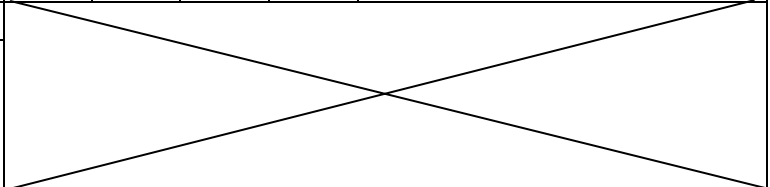
**I confirm that this candidate has completed the above on
“Health and Safety” to a satisfactory standard.**

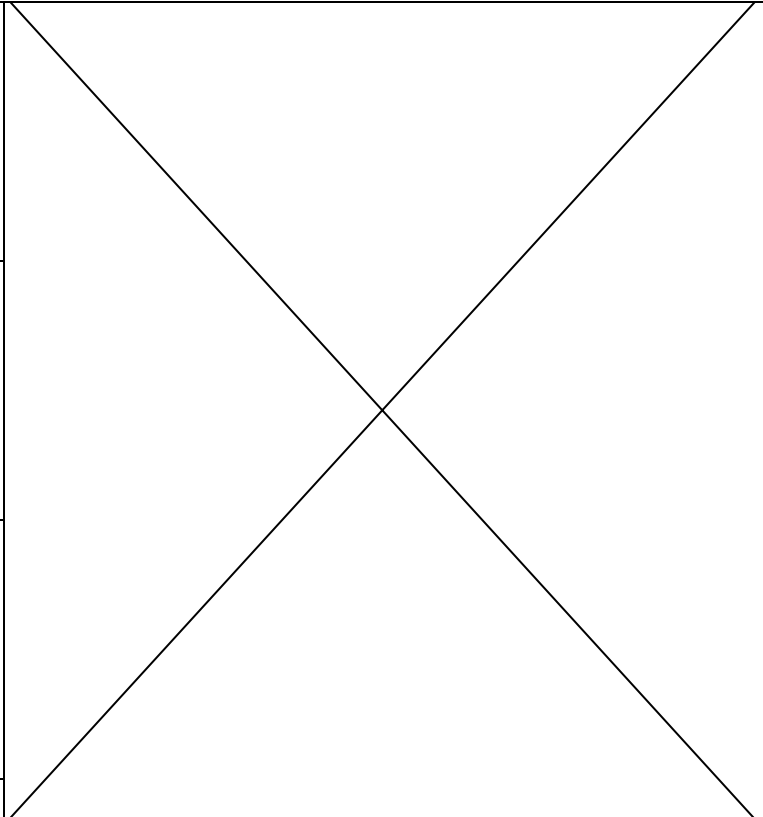
Employer's/Boatmaster's signature:-

Name:-

Date:-

Vessel Name:-

Part 16 – Emergency Action					
Task	Number of times task completed √ (Candidate)				Task completed satisfactorily (Boatmaster/employer)
Abandon ship – Organisation and direction					Initials: Date: Water Category:
Man overboard – demonstrate procedure					Initials: Date: Water category:
“Pan-Pan” and “Mayday” signals – demonstrate how to issue <i>Not needed for Category A</i>					Initials: Date:
<i>All BML candidates are required to attane approved courses in Water Safety/Personal Survival, Fire Safety and First Aid Please give details below of any such courses you have completed.</i>					

<p><u>Water Safety/Personal Survival</u></p> <p>Name of Course:-</p> <p>Name of college/training body:-</p> <p>Date course completed:-</p>	
<p><u>Fire Safety</u></p> <p>Name of Course:-</p> <p>Name of college/training body:-</p> <p>Date course completed:-</p>	
<p><u>First Aid</u></p> <p>Name of Course:-</p> <p>Name of college/training body:-</p> <p>Date course completed:-</p>	
<p><i>(Other relevant items are included in Part 13 "Ship Knowledge")</i></p>	

I confirm that this candidate has completed the above tasks on “Emergency Action” to a satisfactory standard.

Employer’s/Boatmaster’s signature:-

Name:-

Date:-

Vessel Name:-

Part 17 – Pollution Prevention and Waste Management					
Task	Number of times task completed √ (Candidate)				Task completed satisfactorily (Master/employer)
Pollution incidents on board – Practical anti-pollution measures to take					Initials: Date:
<p>I confirm that this candidate has completed the above task on “Pollution Prevention and Waste Management” to a satisfactory standard.</p> <p>Employer’s/Boatmaster’s signature:-</p> <p>Name:-</p> <p>Date:-</p> <p>Vessel Name:-</p>					

This concludes the tasks for the generic Boatmasters’ Licence, that are needed for both Levels 1 and 2 of the Tier 1 Licence (Categories A to D and limited coastal areas). The further requirements for operation in categories A, B, and non-linked C only are on pages 43 to 46; and those for categories C, D and limited coastal areas are on pages 47 to 52.

Categories A and B only

Generic Chartwork					
Task	Number of times task completed √ (Candidate)				Task completed satisfactorily (For completion by Boatmaster/employer)
Waterways Guides and maps, and charts where available – use of					Initials: Date:
<p>I confirm that this candidate has completed the above task on “Generic Chartwork” to a satisfactory standard.</p> <p>Employer’s/Boatmaster’s signature:-</p> <p>Name:-</p> <p>Date:-</p> <p>Vessel Name:-</p>					

Ship Manoeuvring					
Task	Number of times task completed √ (Candidate)				Task completed satisfactorily (Boatmaster/employer)
Rigid, or small tug, towing on category A and B waters <i>(Other towing and pushing skills are covered by a specialist endorsement)</i>					Initials: Date: Water category:
<p>I confirm that this candidate has completed the above task on “Ship Manoeuvring” to a satisfactory standard.</p> <p>Employer’s/Boatmaster’s signature:-</p> <p>Name:-</p> <p>Date:-</p> <p>Vessel Name:-</p>					

Locks and Bridges					
Task	Number of times task completed √ (Candidate)				Task completed satisfactorily (Boatmaster/employer)
Locks, manned and un-manned – Use of operating equipment					Initials: Date: Water category:
Lock-work – Demonstrate experience					Initials: Date: Water category:
Rope work for locks – demonstrate best practice					Initials: Date: Water category:

Locks, bridges and other moveable, and immovable, structures (eg power lines or pipes) – awareness of how to negotiate					Initials: Date: Water category:
Locks – Terminology and mechanical principles					Initials: Date:
<p>I confirm that this candidate has completed the above tasks on “Locks and Bridges” to a satisfactory standard.</p> <p>Employer’s/Boatmaster’s signature:-</p> <p>Name:-</p> <p>Date:-</p> <p>Vessel Name:-</p>					

Categories C and D (and limited coastal areas)

Additional generic requirements

Tides and Currents				
Task	Number of times task completed \checkmark (Candidate)			Task completed satisfactorily (Boatmaster/employer)
Tides and currents – demonstrate knowledge and experience				Initials: Date: Water category:
I confirm that this candidate has completed the above task on “Tides and Currents” to a satisfactory standard. Employer’s/Boatmaster’s signature:- Name:- Date:- Vessel Name:-				

Compass Work					
Task	Number of times task completed √ (Candidate)				Task completed satisfactorily (Boatmaster/employer)
Cardinal compass points – knowledge of					Initials: Date:
Compasses – Operation and use together with associated equipment; care and maintenance as appropriate					Initials: Date:
<p>I confirm that this candidate has completed the above tasks on “Compass Work” to a satisfactory standard.</p> <p>Employer’s/Boatmaster’s signature:-</p> <p>Name:-</p> <p>Date:-</p> <p>Vessel Name:-</p>					

Bridge Watchkeeping					
Task	Number of times task completed √ (Candidate)				Task completed satisfactorily (for completion by Boatmaster/employer)
Steering by compass					Initials: Date: Water category:
I confirm that this candidate has completed the above task on “Bridge Watchkeeping” to a satisfactory standard. Employer’s/Boatmaster’s signature:- Name:- Date:- Vessel Name:-					

Generic Chartwork					
Competency	Number of times task completed √ (Candidate)				Task completed satisfactorily (Boatmaster/employer)
Nautical charts – use of where available, including safety issues and restricted areas					Initials: Date: Water category:
Leading lights and marks					Initials: Date: Water category:
Compass; laying a course between two points – demonstrate ability					Initials: Date: Water category:

**I confirm that this candidate has completed the above tasks on
“Generic Chartwork” to a satisfactory standard.**

Employer's/Boatmaster's signature:-

Name:-

Date:-

Vessel Name:-

Anchor Work					
Task	Number of times task completed ✓ (Candidate)				Task completed satisfactorily (Boatmaster/employer)
Anchors and cables – Use and stowage of (if vessel fitted with this equipment)					Initials: Date: Water category:
Coming to and weighing anchor					Initials: Date: Water category:
Windlass and capstain – Use of (to work anchor cables)					Initials: Date: Water category:
Clearing a fouled anchor					Initials: Date: Water category:

I confirm that this candidate has completed the above tasks on “Anchor Work” to a satisfactory standard.

Employer’s/Boatmaster’s signature:-

Name:-

Date:-

Vessel Name:-

Specialist Endorsements

Specialist Endorsement on Towing & Pushing

(Not required for emergency towing assistance or rigid pushing operations on Category A and B waters)

Task	Number of times task performed				Task completed satisfactorily (Boatmaster/employer)
	√ (Candidate)				
Preparations for towing: - Preparing tug for towing – inspection of equipment, securing for voyage. - Preparing a tow – emergency towlines, watertight integrity.					Initials: Date: Water category:
Securing and letting go tow: - Connecting/disconnecting underway. - Ranging and care of towlines during voyage. - Methods of passing lines and suitable securing points on tugs and tows. - Presentation and securing of tug to various craft including barges and lighters.					Initials: Date: Water category:
Manoeuvre and manage tug and tow: - Practical experience. - Awareness of turning circles, wind and tide considerations, stopping techniques, bank effect, operation in confined areas, basins and locks.					Initials: Date: Water category:

<p>Safety considerations:</p> <p>– hazard identification: interaction, girting, tug stability when towing, breaking characteristics of cordage.</p>					<p>Initials:</p> <p>Date:</p> <p>Water category:</p>
<p>I confirm that this candidate has completed the above tasks on “Towing & Pushing/Tug Handling” to a satisfactory standard.</p> <p>Employer’s/Boatmaster’s signature:-</p> <p>Name:-</p> <p>Date:-</p> <p>Vessel Name:-</p>					

Specialist Endorsement on GENERAL CARGOES

Task	Number of times task performed \sqrt (Candidate)				Task completed satisfactorily (Boatmaster/employer)
Opening and closing cargo holds – risks, dangers and principles of safety					Initials: Date:
Loading and discharging – - rigging of cargo gear; - proper and appropriate use of slings and other types of lifting equipment; - special loads management.					Initials: Date:
Hold cleaning and preparation for cargoes					Initials: Date:
Loading and discharging – effects on stability					Initials: Date:
Ventilation of dry cargo holds					Initials: Date:
Stowage and securing of cargoes including bulk cargoes - stowage and loading/unloading plans in context of vessel's longitudinal strength - division of responsibilities between MCA and HSE.					Initials: Date:

**I confirm that this candidate has completed the above tasks on
“Dry Cargo Operations” to a satisfactory standard.**

Employer's/Boatmaster's signature:-

Name:-

Date:-

Vessel Name:-

Specialist Endorsement on OIL CARGOES OPERATIONS

Task	Number of times task completed √ (Candidate)				Task completed satisfactorily (Boatmaster/employer)
Loading and discharging - connecting and disconnecting cargo lines; - dipping of tanks; - taking samples of cargo.					Initials: Date:
Ventilation and venting of cargo tanks					Initials: Date:
Loading and discharge procedures for bulk liquid, and powder, cargoes – awareness of free-surface effect on stability.					Initials: Date:
Hazardous cargoes – knowledge of risks (eg spontaneous combustion)					Initials: Date:
Liquid and powder cargoes – characteristics and storage					Initials: Date:
Pollution prevention equipment and materials for bulk liquid cargoes, and pollution control measures – knowledge of					Initials: Date:

**I confirm that this candidate has completed the above tasks on
“Fluid Cargo Operations” to a satisfactory standard.**

Employer’s/Boatmaster’s signature:-

Name:-

Date:-

Vessel Name:-

Specialist Endorsement on DREDGING

Task	Number of times task completed √ (Candidate)				Task completed satisfactorily (Boatmaster/employer)
Specific stability problems – managing					Initials: Date:
Loading and discharging – demonstrate best principles					Initials: Date:
Managing operation to maintain personal safety					Initials: Date:
Specific stability problems – awareness of					Initials: Date:
Free-surface effects – awareness of					Initials: Date:
Bottom hazards, including power cables, gas pipes, objects retrieved – proper procedures to follow.					Initials: Date:

Air draft considerations including power cables – demonstrate knowledge of.					Initials:
Navigational hazard – awareness of causing/being one; - displaying appropriate warning signs.					Date:
I confirm that this candidate has completed the above tasks on “Dredging” to a satisfactory standard. Employer’s/Boatmaster’s signature:- Name:- Date:- Vessel Name:-					

Specialist Endorsement on GENERAL PASSENGER OPERATIONS

Task	Knowledge demonstrated√ (Candidate)				Demonstrated satisfactorily (Boatmaster/employer)
Knowledge of DSM Code requirements (ie the safety management system in place for the vessel?) <i>(MSN 1754 and MGN 158 refer)</i>					Initials: Date:
Procedures following an emergency <i>(MSN 1754 and MGN 158 refer. Includes recovery from the water, running aground, damage collision, fire and explosion.)</i>					Initials: Date:
First Aid – awareness of equipment carried and action required <i>(Pertaining to care of passengers – basic First Aid covered in generic BML)</i>					Initials: Date:
Pre-voyage procedures <i>(Including pre-voyage checks, crew briefing and passenger safety announcements, passenger counting and reporting (MSN 1729 refers)</i>					Initials: Date:
Firefighting equipment as fitted on vessel (and appropriate to category of water) <i>Basic Fire Safety covered in Generic licence.</i>					Initials: Date:
Lifesaving appliances as fitted on vessel ([and appropriate to category of water) <i>(Basic Water Safety/Personal Survival covered in Generic licence.)</i>					Initials: Date:

Fire prevention on passenger vessels – eg No Smoking areas					Initials:
Knowledge of safety instructions (main and auxiliary emergency exits, gangplank, fire and evacuation plans and routes)					Date:
<p>I confirm that this candidate has demonstrated skills in, or knowledge of, the above items on “Passenger Operations” to a satisfactory standard.</p> <p>Employer’s/Boatmaster’s signature:-</p> <p>Name:-</p> <p>Date:-</p> <p>Vessel Name:-</p>					

Local Knowledge Endorsement

(Only required for designated local knowledge area – see MGN 334)

Area for endorsement _____

Competency <i>(Syllabus may include the following as appropriate to the area/s concerned)</i>	Knowledge attained to boatmaster's/employer's satisfaction (Boatmaster/employer)
A thorough knowledge of local regulations and byelaws (this is essential for all areas)	Initials: Date:
Knowledge of navigation authority publications, (and where to obtain)	Initials: Date:
Local signals and traffic regulations	Initials: Date:
Local marks, including buoyage, lights, leading lights and marks	Initials: Date:
Local dangers to navigation – depths over banks, obstructions, currents and abnormal tidal streams etc.	Initials: Date:

Local safe havens and landing places in differing weather conditions	Initials: Date:
A knowledge of the times and heights of tides	Initials: Date:
Safe courses in and out of local harbours	Initials: Date:
Locations of, and means of communication with the nearest Coastguard centre, and other emergency services	Initials: Date:
Local language terminology (including radio communications where appropriate)	Initials: Date:
Knowledge of local VTS and traffic control	Initials: Date:
Knowledge of local traffic density and patterns;	Initials: Date:

Types of traffic to be encountered	Initials: Date:
Any other item of local knowledge which an examiner may deem to be necessary <i>(eg current notices to mariners on temporary works)</i>	Initials: Date:
Fixed items and air draft hazards <i>(eg bridges)</i>	Initials: Date:
<p>I confirm that this candidate has attained the above local knowledge items to a satisfactory standard.</p> <p>Employer's/Boatmaster's signature:-</p> <p>Name:-</p> <p>Date:-</p> <p>Vessel Name:-</p>	