

SEAFARER TRAINING RECORD BOOK

FOR

ADVANCED DECKHAND – FISHING (ADH-F)

Certificate of proficiency

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PERSONAL DETAILS

Family name.....

Attach passport photo

Given name(s).....

Date of birth.....

Place of birth.....

Home address.....

.....

Telephone.....Mobile.....

Email address.....

Signature.....

Date.....

The information recorded in this book is a true and correct account of the matters referred to. I understand that knowingly providing false information, or withholding relevant information, is an offence under section 406 of the Maritime Transport Act 1994 and a conviction may result in fines or imprisonment, and may have consequences for the maritime documents that I hold or apply for.

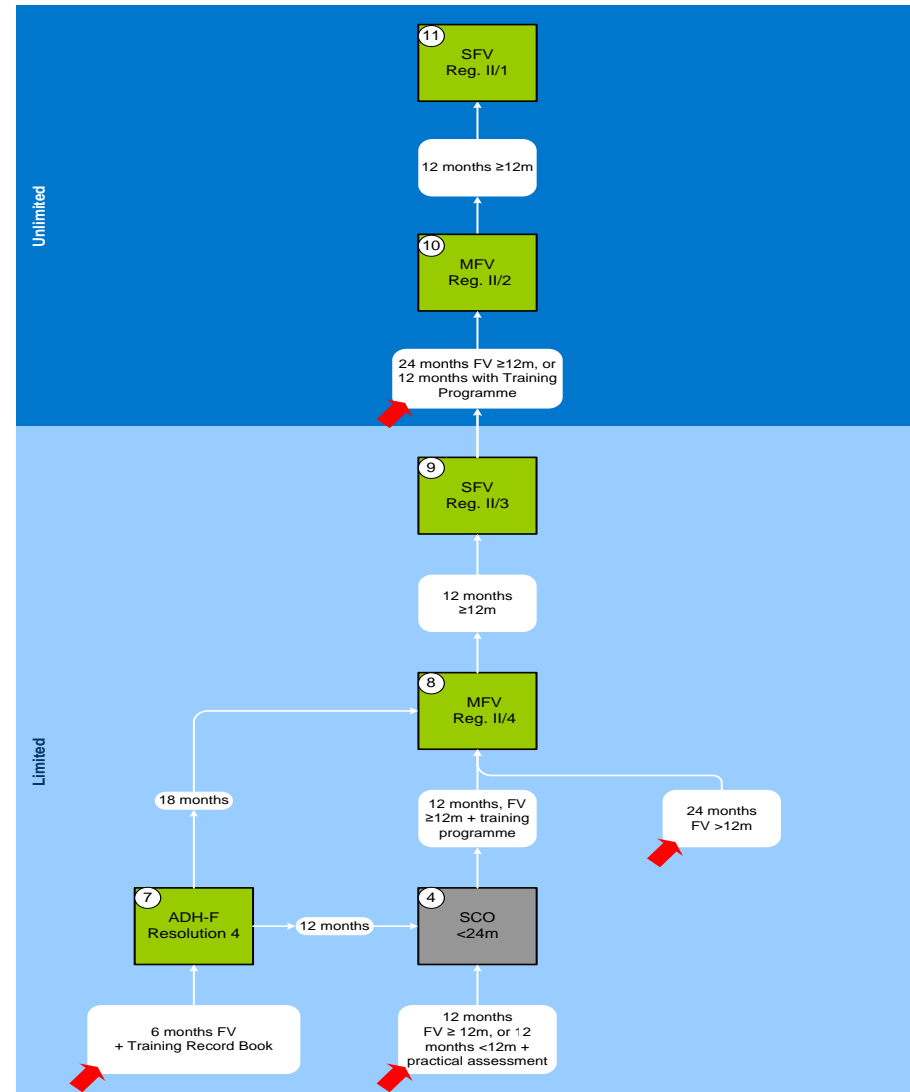
Advanced Deckhand – Fishing (ADH-F) Certificate of proficiency

This is a certificate of proficiency for fishing deckhands aboard fishing vessels operating in limited and unlimited waters. It corresponds to the recommendations under resolution 4 of STCW-F

Short name	ADH-F
Regulation	STCW-F resolution 4
Replaces	Advanced deckhand fishing endorsement
Operational limit	Coastal, offshore and unlimited
Privileges	Deckhand aboard fishing vessels of 24m or more length in limited waters and aboard unlimited fishing vessels
Prior certification	None
Minimum age	16
Minimum service	Duration: six months Vessel type: fishing Operational limit: outside enclosed limits
Training and supplementary certificates	<ul style="list-style-type: none"> • Training record book • Complete an approved training course • STCW-F basic safety training
Career progression	To MFV – Limited, with 18 months' sea service aboard fishing vessels $\geq 12\text{m}$, of which 12 months must be beyond restricted limits, plus a training course and examination To SCO, with 12 months' sea service aboard vessels $\geq 12\text{m}$ in any limit, plus a training course and examination

Career pathways for ADH-F

See maritimenz.govt.nz for more information on career progression from ADH-F.



Overview

Introduction to this ADH-F training record book

This training record book has been developed to assist candidates for an Advanced Deckhand – Fishing (ADH-F) certificate of proficiency to obtain practical skills and competencies in a workplace environment prior to undertaking a training course and Maritime New Zealand (MNZ) final examination. The format is similar to that of the training record books for other MNZ certificates, such as Skipper Restricted Limits and Qualified Deck Crew. It also closely follows the format of Australian training record books for equivalent certificates.

The focus of the book is on attaining and demonstrating the competencies required to be an ADH-F where required by maritime crewing and watchkeeping rules aboard commercial fishing vessels operating in limited and unlimited waters.

Most of the competencies required for ADH-F can be attained through completion of the tasks in the training record book, which must be completed while serving aboard a commercial fishing vessel. The completed book will be made available to a training provider who is providing an approved training course and an approved MNZ examiner for a final oral examination. The examination must be passed before a certificate of proficiency as ADH-F can be issued by MNZ.

Benefits of using a training record book

This training record book will:

- allow for the accrual of high-quality experience aboard commercial or recreational vessels
- provide for the delivery of competency-based training and assessment
- provide employers with qualified crew of high standards through a skills acquisition process
- provide the candidate with a greater exposure to a variety of tasks with flexibility in gaining experience
- allow candidates to gain hands-on experience required for issue of an ADH-F certificate and gain employment
- enable new entrants to the maritime industry to gain certification as a possible first step in their career progression.

On receipt of the training record book:

- familiarise yourself with the layout of the book
- read all the instructions carefully
- fill out the personal details section of the book
- establish a plan on how to complete the book in a timely manner.

Responsibility

The primary responsibility for completion of the tasks detailed in this book rests with the holder of the book. You should treat the training seriously and responsibly. You should take all opportunities to visit other vessels, shipyards and workshops, in order to gain as much knowledge and exposure to the maritime industry as possible, to enable you to complete all the tasks listed. Please keep this book in a safe place. It is highly recommended that you keep a copy of the sections you have completed, along with the associated evidence as appropriate.

Completion of tasks

MNZ requires the candidate to complete all of the tasks listed in this training record book for ADH-F. The training record book documents an evidenced-based training programme. Successful completion depends on the availability of satisfactory evidence to support completion of tasks. This evidence can be in the form of photos, drawings, diagrams and copies of log book entries. Some tasks are required to be done more than once to gain adequate experience.

All tasks required by this training record book must be satisfactorily completed and signed off before a candidate is eligible to undertake an MNZ safety oral examination. The signatory must verify that the trainee has personally completed the task, has completed it satisfactorily, has followed best practice and is competent to repeat the task.

SAFETY FIRST – IF YOU HAVE ANY DOUBT ABOUT THE SAFETY OF ANY ACTIVITY WITH WHICH YOU ARE INVOLVED:

SEEK GUIDANCE IMMEDIATELY – NEVER TAKE RISKS!

This task book is an integral part of your training and certification process. It allows you to build on skills and knowledge gained during time spent in the workplace and provides a solid foundation to perform your onboard duties and for attainment of higher certificates.

Table 2 – Information about signatories

Signatory's name*	Certificate held	Date of issue	Number of certificate	Telephone contact / email address	Postal address	Signature

*A signatory must either the skipper of the vessel, another crew member holding a maritime certificate of competency, or a maritime lecturer from a training provider.

The signatories who have supervised the required tasks in this book hereby certify that the information in this book is, to the best of their knowledge, true and accurate in all respects. Under section 406 of the Maritime Transport Act 1994, knowingly providing false information or withholding relevant information may constitute an offence. Conviction of an offence under this section may result in fines, imprisonment, and may have consequences for any maritime documents held currently or applied for in the future.

Signing off tasks

The tasks in the training record book have been carefully selected to ensure that candidates get effective practical experience in a variety of fields under different conditions, and demonstrate a satisfactory level of achievement and ability in performing those tasks. There must be evidence, where required, of completion of tasks. MNZ requires that all tasks be signed off as they are completed. The examples below explain how these tasks are to be signed off. If tasks are unable to be done on the vessel, it should be noted. These must be completed on the training course and signed by a maritime qualified person.

Self-declaration (S)

Some of the tasks contained in this training record book are quite simple and can be done by someone with limited experience. Completion of these tasks **does not require assistance** from someone with extensive maritime experience or a certificate. For example, one task might require you to list the location of the lifejackets on board. Such tasks require a self-declaration. When you complete such tasks, marked (S), you must initial/sign the box opposite that task in the table. An example is shown below:

You are to complete the tasks below and sign and date in the corresponding columns				
STABILITY AND ASSOCIATED SEAWORTHINESS (S)				
No.	Task	Signatory's comment	Name of signatory	Date
13.1	Describe the purpose of watertight and weather-tight doors in relation to the vessel's stability and associated seaworthiness		XXXXXXXXXX	12 March 2015

Confirmation (C)

Some tasks will **require some assistance** from experienced crew members. In these cases, you will need to get them to confirm that you have completed the tasks marked with (C).

In the example below, the skipper or another certificated crew member has confirmed that the applicant has satisfactorily carried out the assigned task.

You are to complete the tasks below and have them signed off by your supervisor. If you have documentary evidence of task completion, keep it with your training record book				
PURCHASES (C)				
	Task	Signatory's comment	Name of signatory	Date
5.1	Rig the following purchases: (purchases should be rigged to both advantage and disadvantage) <ul style="list-style-type: none"> • gun tackle • handy billy • 2-fold purchase • 3-fold purchase 		xxxxxxxxxxxxx	30 July 2015

Guidance (G)

The third type of task involves **assistance and guidance** from a crew member who holds a maritime certificate and has good knowledge and expertise in the task that you are required to complete. The person providing assistance and guidance is required to sign off on tasks marked **(G)**, once you have completed those under their supervision and guidance.

Under the supervision of the skipper or another maritime qualified person, the tasks listed below are to be completed and signed off in the corresponding columns. If you have documentary evidence of task completion, keep it with your training record book				
FISHING VESSEL CONSTRUCTION, DECK EQUIPMENT AND GEAR (G)				
No.	Task	Signatory's comment	Name of signatory	Date
2.1	Identify the main compartments, strength members, structure and equipment on a fishing vessel and explain the functions of these parts (parts may be identified on a vessel or from a diagram)			

In the example above, the person who provided guidance and assistance and signed off the tasks will have his/her name and certificates entered in table 2 above (Information about signatories). MNZ may contact the signatories and make queries about the tasks you completed under their guidance and supervision.

Task summary chart

To assist you in the management of training record book tasks, a task summary chart is included below.

Task	Date	Task	Date	Task	Date	Task	Date	Task	Date	
Function 1		3.7		5.4		7.14		9.6		11.5
1.1		3.8		Function 6		7.15		9.7		11.6
1.2		3.9		6.1		7.16		9.8		11.7
1.3		3.10		Function 7		Function 8		Function 10		11.8
Function 2		Function 4		7.1		8.1		10.1		11.9
2.1		4.1		7.2		8.2		10.2		11.10
2.2		4.2		7.3		8.3		10.3		11.11
2.3		4.3		7.4		8.4		10.4		11.12
2.4		4.4		7.5		8.5		10.5		11.13
2.5		4.5		7.6		8.6		10.6		11.14
Function 3		4.6		7.7		8.7		10.7		Function 12
3.1		4.7		7.8		Function 9		10.8		12.1
3.2		4.8		7.9		9.1		Function 11		12.2
3.3		Function 5		7.10		9.2		11.1		12.3
3.4		5.1		7.11		9.3		11.2		12.4
3.5		5.2		7.12		9.4		11.3		12.5
3.6		5.3		7.13		9.5		11.4		12.6

Task	Date	Task	Date	Task	Date
Function 12		14.8		15.4	
12.7		14.9		15.5	
12.8		14.10			
12.9		14.11			
Function 13		14.12			
13.1		14.13			
13.2		14.14			
13.3		14.15			
13.4		14.16			
Function 14		14.17			
14.1		14.18			
14.2		14.19			
14.3		14.20			
14.4		Function 15			
14.5		15.1			
14.6		15.2			
14.7		15.3			

Training tasks for Advanced Deckhand – Fishing (ADH-F)

Function: Nautical knowledge

You are to complete the tasks below and sign and date in the corresponding columns				
NAUTICAL KNOWLEDGE (S)				
No.	Task	Signatory's comment	Name of signatory	Date
1.1	Identify common parts of a vessel in terms of their location, name and function (identification may be made orally (Q&A), through labelling diagrams (GA) or on the vessel itself): <ul style="list-style-type: none"> • bow • stern • water line • bilge • port • freeboard • starboard • collision bulkheads • hull • scuppers • centre line • port and starboard bow • port and starboard quarter • amidships 			

	<ul style="list-style-type: none"> • bulwarks • draught • beam • ventilators • bitts • cleats 			
1.2	<p>Identify fittings and equipment in terms of their intended use on a vessel:</p> <ul style="list-style-type: none"> • compass (gyro/magnetic) • depth sounder • chart plotter • single side-band radio • VHF radio • EPIRB • pyrotechnics • radar • auto pilot • rudder indicator • GPS • navigation lights • fire appliances • watertight doors 			

	<ul style="list-style-type: none"> • watertight hatches • hatch covers • anchor • windlass • vessel plans • lifejackets • life buoys 			
1.3	<p>Identify the function and location of the following operational areas on a vessel:</p> <ul style="list-style-type: none"> • crew accommodation area • cold storage • holds • engine room • galley • steering flat • bridge/wheelhouse • decks • muster station 			

Function: Fishing vessel construction, deck equipment and gear

Under the supervision of the skipper or another maritime qualified person, the tasks listed below are to be completed and signed off in the corresponding columns. If you have documentary evidence of task completion, keep it with your training record book

FISHING VESSEL CONSTRUCTION, DECK EQUIPMENT AND GEAR (G)				
No.	Task	Signatory's comment	Name of signatory	Date
2.1	Identify the main compartments, strength members, structure and equipment on a fishing vessel and explain the functions of these parts (parts may be identified on a vessel or from a diagram)			
	Identify the following parts of the hull: <ul style="list-style-type: none"> • keel • frames • floors • stringers • hull plating • brackets • deck frame • deck plating • bulkhead • rubbing strake 			

No.	Task	Signatory's comment	Name of signatory	Date
2.2	Identify the main components and explain the function of the following types of fishing gear (explanation may be made orally or shown on a diagram – labelled or drawn): <ul style="list-style-type: none"> • trawl net • purse seine net • set net • long line • dredge • fish pot 			
2.3	Identify and describe the safe operation and maintenance of deck equipment. The description should relate to the method of fishing the deckhand is familiar with and show an understanding of the construction, application and purpose of each piece of equipment: <ul style="list-style-type: none"> • trawl gallows and trawl doors • gantries • bitts • blocks (including power blocks) • booms and derricks • winches • net drums and side rollers 			

No.	Task	Signatory's comment	Name of signatory	Date
	<ul style="list-style-type: none"> • surface long-line reels • bottom long-line and pot haulers • windlasses • surge drums and capstans • scuppers/freeing ports • sea anchors • hydraulic cranes 			
2.4	<p>Explain the precautions, where applicable, to be taken when operating each piece of deck equipment.</p> <p>Explanations should make reference to:</p> <ul style="list-style-type: none"> • personal protective clothing • machinery controls • safe/unsafe areas • communications • operating limits 			
2.5	<p>Describe the maintenance schedule and processes required to maintain each piece of deck equipment.</p> <p>Explanation should refer to vessel/company policies and procedures</p>			

Function: Fibre ropes, wire ropes and chains

You are to complete the tasks below and sign and date in the corresponding columns				
FIBRE ROPES, WIRE ROPES, CHAINS AND RELATED FITTINGS (S)				
No.	Task	Signatory's comment	Name of signatory	Date
	Fibre ropes			
3.1	Identify the following types of fibre rope and describe their main characteristics and uses: <ul style="list-style-type: none"> • natural fibre eg manila • polypropylene • polyethylene • polyester eg terylene • nylon • high-density polyethylene eg dyneema, spectra Ropes are to be described in terms of: <ul style="list-style-type: none"> • construction • laid • braided • multi-plait • properties 			

	<ul style="list-style-type: none"> • stretch • UV resistance • melting point • buoyancy • breaking strength/safe working load • resistance to abrasion • uses • mooring lines • general purpose • fishing gear • lifting 			
3.2	<p>Handle fibre ropes eg coil, uncoil and flake out, according to type</p> <p>Describe how to stow and maintain ropes to ensure maximum working life. The description should refer to:</p> <ul style="list-style-type: none"> • heat • UV light • chemicals • water • abrasion 			

3.3	<p>Explain fibre rope safety and safe working practices with rope, including mooring lines and nylon rope.</p> <p>The explanation should describe signs of damage indicating potential failure eg chafing, broken strands, UV fade</p>			
Wire ropes				
3.4	<p>Identify the following kinds of wire rope commonly found on fishing vessels:</p> <ul style="list-style-type: none"> • six-strand • three-strand • right-hand lay • left-hand lay • The description should explain: • how the construction of the wire rope affects its durability and flexibility • the various uses eg warp wires, standing/running rigging, lifting, anchoring 			
3.5	<p>Describe the treatment of wire rope to maximise its working life. The description should include:</p> <ul style="list-style-type: none"> • signs of wear or potential failure: • flattened filaments • broken filaments (sprags) • rust 			

	<ul style="list-style-type: none"> • core failure and loss of lubrication • kinking and distortion • crushing, especially around hammerlocks and shackles (eye splices) 			
3.6	<p>Describe the precautions to take when working with wire rope. The description should include:</p> <ul style="list-style-type: none"> • use of PPE eg hi-viz, gloves, helmet, boots • handle 'hand over hand' • do not straddle the wire • stay out of the direct line of tension • do not stand in the bight of the rope 			
3.7	<p>Describe the precautions to take when working with mooring lines. The description should include:</p> <ul style="list-style-type: none"> • use of PPE as above • use of fairleads and rollers to get the most efficient and safest lead to capstans/surge drums/bitts • identify 'snap back zones' • establish means of communication with bridge 			

No.	Task	Signatory's comment	Name of signatory	Date
Chains and related fittings				
3.8	Identify commonly used chains and related fittings and describe their main characteristics and uses. The description should include: <ul style="list-style-type: none"> • lifting and non-lifting chains • hi-tensile chain • long/short chain • stud link (anchor) chain • trawl chain • shackles • hammerlocks • swivels • lifting slings • safety hooks 			
3.9	Describe the maintenance of chains and related fittings to maximise working life. The description should include regular inspection for signs of: <ul style="list-style-type: none"> • cracks • distortion/elongation • rust 			

No.	Task	Signatory's comment	Name of signatory	Date
	<ul style="list-style-type: none"> • seizing up • flattening out • wear • loose pins • missing locking devices 			
3.10	<p>Describe how to work safely with chains and related fittings.</p> <p>The description should include:</p> <ul style="list-style-type: none"> • identifying twists in chain • regular inspection of chain (see above) and related fittings • washing anchor chain 			

Function: Knots and splices¹

Under the supervision of the skipper or another maritime qualified person, the tasks listed below are to be completed and signed off in the corresponding columns. If you have documentary evidence of task completion, keep it with your training record book

KNOTS, SPLICES, WHIPPINGS AND STOPPERS (G)				
No.	Task	Signatory's comment	Name of signatory	Date
4.1	Tie knots, bends and hitches. The correct knot for the job should be selected and tied: <ul style="list-style-type: none"> • reef knot • fisherman's knot • round turn and two half hitches • bowline • bowline on the bight • rolling hitch • sheet bend (double and single) • anchor bend • sheepshank 			
4.2	Describe uses for knots, bends and hitches (the uses for the above knots, bends and hitches are explained and strengths/weaknesses for each understood)			

¹ Reference: Owen, P *Adlard Coles Book of Knots*, London: Adlard Cole Nautical, 2006. ISBN 0713681527.

4.3	<p>Make splices in synthetic rope (correct number of tucks are used in each splice and tucks should be tight and even):</p> <ul style="list-style-type: none"> • eye splice in 3-strand synthetic rope (5 tucks) • back splice in 3-strand synthetic rope (3 tucks) • short splice in 3-strand synthetic rope (4 tucks) • cut splice in 3-strand synthetic rope (4 tucks) • eye splice in 8-strand multi-plait rope (4 tucks) 			
4.4	<p>Make eye splice in 6-strand flexible wire rope under supervision (the splicing method chosen should be fit for the intended purpose and incorporate 5 full tucks and a locking tuck)</p>			
4.5	<p>Describe the purpose of applying a whipping to the end of a rope</p>			
4.6	<p>Apply an effective whipping to a rope. Choice of whipping can include:</p> <ul style="list-style-type: none"> • sailmakers' whipping • common whipping 			
4.7	<p>Apply a rope stopper to a fibre rope (method must be in accordance with industry practice or the above reference)</p>			
4.8	<p>Apply a chain stopper to a wire rope (method must be in accordance with industry practice or the above reference)</p>			

Function: Purchases

You are to complete the tasks below and have them signed off by your supervisor. If you have documentary evidence of task completion, keep it with your training record book

PURCHASES (C)				
	Task	Signatory's comment	Name of signatory	Date
5.1	Rig the following purchases (purchases should be rigged to both advantage and disadvantage): <ul style="list-style-type: none"> • gun tackle • handy billy • 2-fold purchase • 3-fold purchase 			
5.2	Understand the purpose of using purchases, describe the mechanical advantage gained when using each type of tackle and identify whether the purchase has been rigged to advantage or disadvantage			
5.3	Name parts of the tackle and choose correct rope size for each			
5.4	Demonstrate an understanding of the terms 'tumbling' and 'non-tumbling' in relation to the rigging of tacksles			

Function: Prepare a fishing vessel

You are to complete the tasks below and have them signed off by your supervisor. If you have documentary evidence of task completion, keep it with your training record book

PREPARE A FISHING VESSEL FOR SEA (C)

	Task	Signatory's comment	Name of signatory	Date
6.1	<p>Prepare the fishing vessel for sea. Tasks will vary, depending on the vessel size, fishing method and duration of the trip. Tasks might include (but are not limited to):</p> <ul style="list-style-type: none"> • arrive on time and ready to sail • load containers and packaging material • load spare fishing gear and equipment • load ice if required • load and stow fresh and frozen store and dry goods • ensure water tanks are full • prepare freezer to receive fish • check supplies of PPE and deck stores • check that all life-saving appliances that are required to be on board are secured and operable • check all hull openings eg hatch covers, portholes, sea doors, watertight doors, vents and freeing ports • secure moveable items if heavy weather is expected 			

Function: Lookout and associated duties

Under the supervision of the skipper or another maritime qualified person, the tasks listed below are to be completed and signed off in the corresponding columns, If you have documentary evidence of task completion, keep it with your training record book

LOOKOUT AND ASSOCIATED DUTIES (G)

No.	Task	Signatory's comments	Name of signatory	Date
7.1	<p>Explain the procedure for keeping a proper lookout in order to maintain a margin of safety between own vessel and other traffic. The candidate must be able to identify risk of collision using:</p> <ul style="list-style-type: none"> • compass bearings • visual means • radar 			
7.2	<p>Identify risk of collision between own boat and land using radar, sounder and GPS. The candidate must be able to demonstrate that a boat may be too close to land by interpreting the position of the vessel:</p> <ul style="list-style-type: none"> • using actual range of land relative to range rings set on the radar by the skipper as the minimum distance allowable • using actual depth shown on the sounder relative to the depth indicated by the skipper as the minimum allowable • from a GPS lat/long read out against the parameters set by the skipper 			

7.3	<p>Identify and describe the dangers of the incorrect use of guidance equipment eg:</p> <ul style="list-style-type: none"> • relying on radar instead of a visual lookout • attempting to interpret radar displays without proper training • operating radar without proper training • operating GPS without proper training <p>Candidate should gain a familiarity with radar, sounder and GPS through practice under supervision on the vessel or through time spent on a simulator in a classroom</p>			
7.4	<p>Demonstrate an understanding of anchoring, weighing anchor and monitoring the position of a vessel at anchor:</p> <ul style="list-style-type: none"> • describe the process for anchoring the vessel • describe the process for weighing anchor • describe the signs that the anchor is dragging <p>Descriptions should relate to the size of vessel that the candidate is familiar with. Candidate needs to know:</p> <ul style="list-style-type: none"> • names of parts of the windlass and anchor • orders and commands that apply to anchoring • use of the anchor when entering/leaving port • use of GPS alarms, sounder and transit bearings to monitor the position of the vessel at anchor 			
7.5	<p>Explain the meanings of commonly used orders, terms and commands that apply to berthing/mooring operations.</p>			

	<p>Explanations should relate to the size of vessel and type of operation that the candidate is familiar with and might include berthing/mooring for the purpose of:</p> <ul style="list-style-type: none"> • unloading • bunkering • transshipping • rafting up alongside another vessel 			
7.6	Describe an understanding and knowledge of berthing/mooring operations (see above)			
7.7	<p>Describe the safe use and correct handling of berthing/mooring lines.</p> <p>Explanation should refer to use of:</p> <ul style="list-style-type: none"> • PPE • communications and hand signals • use of fenders, cleats, bitts, capstans and surge drums • safe/unsafe areas to stand 			
7.8	<p>Describe the procedures that apply to towing operations.</p> <p>The description should refer to the commonly used terms, orders and commands that apply to towing operations</p>			
7.9	Demonstrate the ability to steer the vessel on a compass course and maintain this course satisfactorily.			

	<p>Candidates should practice steering by:</p> <ul style="list-style-type: none"> • compass by day and by night • by sight (without the aid of compass eg on harbour leads) • steering while entering and leaving port if company policy permits 			
7.10	<p>Demonstrate knowledge of commonly used steering commands.</p> <p>Orders may be given as a course alteration or as a small alteration to the rudder angle indicator</p>			
7.11	<p>Describe how to switch from hand steering back to the automatic pilot</p>			
7.12	<p>Describe how to hand over the wheel and lookout duty while the vessel is underway.</p> <p>The current lookout should ensure the new lookout is rested and fit for duty. The new lookout should be made aware of the following:</p> <ul style="list-style-type: none"> • course, speed and present position • other vessels nearby – visual or radar targets • weather and navigational concerns • radio traffic • fire/safety patrol status • standing orders • any matters of concern 			

7.13	<p>Describe safe engine watchkeeping practices eg</p> <ul style="list-style-type: none"> • engine checks • engine room inspection <p>Engine checks should refer to practices on the candidate's vessel</p>			
7.14	<p>Describe safe watchkeeping practices.</p> <p>Safe watchkeeping practices should relate to the candidate's vessel and area of operation:</p> <ul style="list-style-type: none"> • avoid fatigue and ensure rest between watches • regularly plot the position of the vessel • hand steer occasionally • move around and keep bridge well ventilated • keep an active visual lookout • practice using the radar • increase watchkeepers at critical times • 'if in doubt, give a shout' 			
7.15	<p>Explain international collision regulations by correctly identifying:</p> <ul style="list-style-type: none"> • navigation lights (including arc of visibility) • day shapes <p>Navigation lights should describe the vessel type and the type of activity the vessel is engaged in</p>			

7.16	<p>Demonstrate the correct actions to take to avoid collision when vessels are:</p> <ul style="list-style-type: none"> • approaching from ahead • approaching forward of 22.5deg abaft the beam • overtaking <p>Candidates must know how to use range and bearing (compass bearings, relative bearings, radar bearings) to assess likelihood of collision</p>			
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Function: Navigation equipment

Under the supervision of the skipper or another maritime qualified person, the tasks listed below are to be completed and signed off in the corresponding columns. If you have documentary evidence of task completion, keep it with your training record book

NAVIGATION EQUIPMENT (G)				
No.	Task	Signatory's comment	Name of signatory	Date
8.1	Demonstrate the use of the marine compass to take bearings and state the bearings relative to compass north and the ship's head			
8.2	Describe the precautions required with regard to ferromagnetic materials when using a magnetic compass (candidate may demonstrate effect with use of magnets and reference to manufacturer's instructions regarding recommended distance between electronic equipment and the magnetic compass)			
8.3	Identify the difference between gyro and magnetic compass bearings and headings			
8.4	Demonstrate how to check the accuracy of the gyro compass with reference to the magnetic compass			
8.5	Describe the consequences of relying on the automatic pilot with regard to fatigue			
8.6	Describe the consequences of relying on the automatic pilot with regard to accuracy of the course			
8.7	Describe the circumstances under which an automatic pilot should not be used			

Function: Catch handling and stowage

You are to complete the tasks below and have them signed off by your supervisor. If you have documentary evidence of task completion, keep it with your training record book

CATCH HANDLING AND STOWAGE (C)

No.	Task	Signatory's comments	Name of signatory	Date
9.1	Describe hygienic operating practices used to ensure that fish spoilage is minimised where possible (description should refer to personal hygiene, fish reception area (deck, pounds, bunkers), fish hold or stowage area)			
9.2	Describe the importance of rapid handling and the effects of temperature abuse			
9.3	Describe the preparation of the catch for stowage or processing (description could refer to the sorting of bycatch/discards, bleeding, washing, chilling)			
9.4	Describe the advantages and disadvantages of various stowage systems including bulk, cases, RSW, frozen product hold			
9.5	Describe special preparations taken for the stowage and freezing of crustacean			
9.6	Describe precautions taken to avoid the damage arising from poorly handled frozen product			
9.7	Describe the dangers to seafood product quality from viruses, bacteria, biotoxins, parasites, biogenic amines and chemicals			

9.8	Identify the application of a quality assurance programme on the vessel eg HACCP, ISO 9000, risk management plan			
9.9	Demonstrate an understanding of the factors leading to and avoidance of fish spoilage (evidence would include recognition of spoilage and correct use of ice and other methods of cooling and catch preservation)			
9.10	Describe the effect on a fishing vessel's stability when the catch is landed, handled on deck and stowed. The description must make reference to free-surface effect, changes in the centre of gravity when lifting or when the catch shifts on deck, the danger of the catch moving once stowed and the need to keep freeing ports open			

Function: Fire prevention and fire-fighting techniques

Under the supervision of the skipper or another maritime qualified person, the tasks listed below are to be completed and signed off in the corresponding columns. If you have documentary evidence of task completion, keep it with your training record book

FIRE PREVENTION AND FIRE-FIGHTING TECHNIQUES (G)				
No.	Task	Signatory's comment	Name of signatory	Date
10.1	Describe three sites where a fire could occur on board and the possible causes in each case			
10.2	Identify the principles of the fire triangle in relation to the initiation and spread of a fire and explosion			
10.3	Describe methods of extinguishing a fire in terms of the removal of fire factors from the fire triangle			
10.4	Describe the appropriate action to take on finding a fire on board			
10.5	Carry out the appropriate actions required of a crew member when the fire emergency signal is activated in accordance with the vessel's emergency plan			

No.	Task	Signatory's comment	Name of signatory	Date
10.6	Describe the location and function during an emergency of the vessel's fire and emergency stations, signals and equipment			
10.7	Select the correct extinguisher to use on each type of fire			
10.8	Demonstrate the correct use of extinguishers and other portable and fixed fire-fighting equipment on small, controlled fires			

Function: Safety and health

You are to complete the tasks below and have them signed off by your supervisor. If you have documentary evidence of task completion, keep it with your training record book

SAFETY AND HEALTH (C)				
No.	Task	Signatory's comments	Name of signatory	Date
	Personal safety			
11.1	Demonstrate the use of protective clothing and the circumstances in which it should be worn			
11.2	Describe the location of the vessel's emergency plan			
11.3	Describe the appropriate response to the following emergency situations: <ul style="list-style-type: none"> • man overboard • fire • collision • abandon ship 			
11.4	Demonstrate the ability to follow emergency procedures as laid out in the vessel's emergency plan			
11.5	Perform vessel safe working procedures according to instructions from senior crew			
11.6	Carry out duties efficiently, punctually and with consideration for others			

11.7	Identify the hazards of refrigerant gases and the precautions to take			
11.8	Identify the hazardous areas on deck and the precautions that should be taken when working in those areas			
11.9	Describe the impact of adverse living conditions on board a fishing vessel and how these may be overcome: <ul style="list-style-type: none"> • fatigue • shift work • diet • isolation • discomfort • 			
11.10	Demonstrate basic first aid procedures			
Vessel safety				
11.11	Describe the dangers caused by the vessel's movement and accelerations and the precautions that can be applied in differing situations: <ul style="list-style-type: none"> • slips • falls • lifting • heights 			

11.12	Describe some of the dangers associated with fishing operations: <ul style="list-style-type: none"> • shooting fishing gear • hauling fishing gear • landing the catch on board 			
11.13	Describe the duties of a deckhand when a fishing vessel is being prepared for heavy weather			
Cleanliness				
11.14	Describe how personal and vessel hygiene is maintained while working on a vessel			

Function: Prevention of pollution

You are to complete the tasks below and have them signed off by your supervisor. If you have documentary evidence of task completion, keep it with your training record book

PREVENTION OF POLLUTION (C)

No.	Task	Signatory's comment	Name of signatory	Date
12.1	Identify local, national and international obligations on vessels to prevent pollution of the waterways			
12.2	Describe how seafood waste is disposed of at sea and in port that so pollution is prevented. Vessel waste includes but is not limited to: <ul style="list-style-type: none"> • solid waste (including plastics) • solvents • cleaning chemicals • oil • fuel • sewage • contaminated water 			
12.3	Describe the procedure to follow to prevent and contain waste spillages			

No.	Task	Signatory's comment	Name of signatory	Date
12.4	Describe the actions that must be taken if there is an incidence of waste spillage entering a waterway			
12.5	Describe the equipment checks that must be made before re-fuelling takes place			
12.6	Describe the checks that need to be made on the equipment used for spill clean-up			
12.7	Describe the actions to be taken in the event of a fuel spill during refuelling			
12.8	Describe the hazards of free refrigerant gases to vessel personnel and the marine environment			

No.	Task	Signatory's comment	Name of signatory	Date
12.9	Describe the emergency procedures to be followed in the event of an escape of refrigerant gases			

Function: Stability and associated seaworthiness

You are to complete the tasks below and sign and date in the corresponding columns				
STABILITY AND ASSOCIATED SEAWORTHINESS (S)				
No.	Task	Signatory's comment	Name of signatory	Date
13.1	Describe the purpose of watertight and weather-tight doors in relation to the vessel's stability and associated seaworthiness			
13.2	Describe the operation of watertight doors and other openings relevant to watertight and weather-tight integrity of a fishing vessel: <ul style="list-style-type: none"> • freeing ports • scuppers • hatches • sea doors • vents • breathers • port holes • spurling pipe 			
No.	Task	Signatory's comment	Name of	Date

			signatory	
13.3	Describe the influence of 'free-surface effect' on the stability of a vessel			
13.4	Describe how the following factors might influence the stability of a fishing vessel: <ul style="list-style-type: none"> • shifting product below deck • lifting weight on deck • shifting weight of fish on deck 			

Function: Personal survival techniques

Under the supervision of the skipper or another maritime qualified person, the tasks listed below are to be completed and signed off in the corresponding columns You are to complete the tasks below and sign and date in the corresponding columns				
PERSONAL SURVIVAL TECHNIQUES (G)				
No.	Task	Signatory's comment	Name of signatory	Date
Response procedure				
14.1	Describe the signal given and the procedures to be taken in response to each of the following emergencies: <ul style="list-style-type: none"> • abandon ship • man overboard • fire • collision • flooding • stranding • escape of refrigerant gas 			
14.2	Select correct frequencies and demonstrate how to operate an SSB or VHF radio transmitter in order to send a distress signal and message			

No.	Task	Signatory's comment	Name of signatory	Date
14.3	Describe the emergency signal(s) used to call crew to muster stations and the associated duties			
14.4	Identify all the means of signalling distress available to the crew of a fishing vessel			
14.5	Describe the procedures for personal survival and the care of survivors			
Emergency equipment				
14.6	Describe and identify the location of lifesaving appliances normally carried on vessels			
14.7	Describe the care and maintenance of lifejackets, life buoys and survival suits			
14.8	Demonstrate how to don the lifejacket and survival suit and enter the water correctly			
Use of pyrotechnics				
14.9	Describe the use and maintenance of hand flares, buoyant orange smoke devices and parachute rockets and the situations where it is appropriate to use them			

No.	Task	Signatory's comment	Name of signatory	Date
14.10	Demonstrate the use of hand flares, buoyant orange smoke and parachute rockets			
Use of life rafts				
14.11	Describe the use of life rafts and the situations where it is appropriate to use them			
14.12	Identify the equipment found in the various classes of life raft and explain in terms of intended function			
14.13	Demonstrate how to prepare for launch and launch the life raft			
14.14	Demonstrate how to right an up-turned life raft while wearing a lifejacket			
14.15	Demonstrate how to board the life raft and assist others (conscious and unconscious) to board the life raft			
14.16	Demonstrate how to move the life raft to assist survivors and adjust to suit weather conditions			

No.	Task	Signatory's comment	Name of signatory	Date
14.17	Describe how to maintain morale in the life raft and prepare for helicopter rescue or rescue by another vessel			
Use of emergency position-indicating radio beacons (EPIRBs)				
14.18	Describe the use of EPIRBs and the situations where it is appropriate to use them			
14.19	Demonstrate how to use and maintain an EPIRB			
Symptoms and treatment of hypothermia				
14.20	Describe the symptoms and treatment of hypothermia			

Function: Codes of conduct for responsible fisheries

You are to complete the tasks below and sign and date in the corresponding columns				
CODE OF CONDUCT FOR RESPONSIBLE FISHERIES (S)				
No.	Task	Signatory's comments	Name of signatory	Date
Code of conduct				
15.1	Describe the principles and guidelines of the FAO code of conduct for responsible fisheries			
Responsible harvesting				
15.2	Describe responsible fishing practices under the following headings: <ul style="list-style-type: none"> • sustainability • biodiversity • by-catch and discards • lost/discarded fishing gear • habitat damage • marine reserves • protected species/reporting • mitigation devices • gear selectivity 			
No.	Task	Signatory's comments	Name of	Date

			signatory	
Energy optimisation				
15.2	Describe the various factors that can optimise energy use in the fishing industry			
Duties of all states				
15.3	Describe the fisheries responsibilities of the Ministry for Primary Industries			
15.4	Describe the duties and responsibilities of New Zealand as a flag state			
15.5	Describe the actions that can be taken by New Zealand as a port state			

NOTES

