

**RATING
FORMING
PART
OF A
NAVIGATION
WATCH**

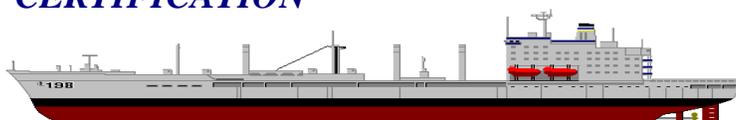
***WORK &
RECORD
BOOK***

REV – SEP 2010

**CANDIDATE'S
NAME**



- ***USCG POLICY***
- ***STCW CODES***
- ***MSC PROGRAM***
- ***CANDIDATE'S
WORKSHEETS***
- ***ASSESSOR'S
MANUAL***
- ***ASSESSMENTS***
- ***SEA TIME
VERIFICATION***
- ***STCW
CERTIFICATION***



CANDIDATE / VESSEL INFORMATION

Candidate's Name _____

SSN _____

Vessel Data:

Name: _____

Type: _____

Length Overall (LOA): _____

Gross Tons: _____

If aboard more than one vessel during sea time accruelement or assessments:

Vessel Data:

Name: _____

Type: _____

Length Overall (LOA): _____

Gross Tons: _____

RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – CANDIDATE / VESSEL INFO

Vessel Data:

Name: _____

Type: _____

Length Overall (LOA): _____

Gross Tons: _____

Vessel Data:

Name: _____

Type: _____

Length Overall (LOA): _____

Gross Tons: _____

Vessel Data:

Name: _____

Type: _____

Length Overall (LOA): _____

Gross Tons: _____



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RATING FORMING PART OF A NAVIGATION WATCH

WORK & RECORD BOOK

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USCG POLICY - NMC Policy Letter 14-02

U.S. Department
of Transportation
United States
Coast Guard



Commanding Officer
United States Coast Guard
National Maritime Center

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16721
NMC Policy Letter 14-02
24 JUL, 2002

From: Commanding Officer, U. S. Coast Guard National Maritime Center
To: Distribution

Subj: QUALIFICATIONS FOR DECK AND ENGINEERING RATINGS

Ref: (a) Regulations II/4 and III/4 of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (STCW)
(b) Title 46, Code of Federal Regulations (46 CFR), Part 12
(c) COMDTINST M16000.8B Marine Safety Manual, Volume III

1. PURPOSE. This policy letter clarifies the requirements of references (a) and (b) as they apply to an applicant for a rating as able seaman, or as a watchstanding qualified member of the engine department (QMED) and either an STCW certification as a rating forming part of a navigational watch (RFPNW) or an engineering watch (RFPEW).
2. ACTION.
 - a. RECs processing applicants for these STCW qualifications should be guided by the enclosures to this policy letter concerning the information required to be submitted as part of the application packages. The files of applicants for RFPNW or RFPEW certifications should include completed records of practical demonstrations of practical skills. These may consist of copies of the enclosures or similar records containing the same information; and
 - b. Commanding officers of units with marine safety responsibilities should bring this policy letter to the attention of the maritime industry with interests in marine personnel issues and to institutions that offer U. S. Coast Guard approved training. This policy letter will be distributed by electronic means only. It is available on the World Wide Web at <http://www.uscg.mil/STCW/m-policy.htm>.
3. DIRECTIVES AFFECTED. Enclosure (2) to Policy letter 24-98 and Policy Letter 4-01, both issued by the U. S. Coast Guard National Maritime Center, are superseded and cancelled.



USCG POLICY - NMC Policy Letter 14-02

4. BACKGROUND.

- a. Reference (a) contains the requirements for a deck rating to be issued an STCW certificate as a rating forming part of a navigational watch (RFPNW). Similarly, an engine rating can become qualified as a rating forming part of an engineering watch (RFPEW).
- b. Reference (b) contains the requirements for an entry level mariner in the deck department to qualify as an able seaman (unlimited, limited, or special). For entry level mariners in the engine department, the regulations provide guidance for them to advance to a rating as a qualified member of the engine department (QMED). While there are numerous QMED ratings, this policy letter only refers to the watchstanding ratings: oiler, fireman/watertender, and junior engineer. There are two additional engineering watchstanding endorsements, deck engine mechanic and engineman; however, a prerequisite to qualify for either of those ratings includes qualification for one of the first three engineering ratings. Therefore, the latter two ratings will not be addressed.

5. DISCUSSION.

- a. The nature of the duties and responsibilities performed by ratings issued under our domestic scheme are similar to the ratings issued under the STCW scheme. Because of differing requirements to qualify for the domestic ratings as compared to the STCW ratings, it may penalize mariners who require only the domestic qualifications to require them to also meet the STCW's requirements.
- b. Applicants for certification as able seaman must only meet the requirements of references (b) and (c) to be certificated under the domestic scheme and issued a merchant mariner's document (MMD). A mariner holding an MMD endorsed as able seaman (unlimited, limited, or special) may not serve in that capacity on a vessel to which the full impact of the STCW applies unless the able seaman also holds an STCW certificate endorsed as an RFPNW as set forth in enclosure (1) and as proficient in survival craft. For information about proficiency in survival craft, consult policy letters 5-01 and 8-01 at <http://www.uscg.mil/STCW/m-policy.htm>.
- c. An ordinary seaman assigned to either the deck department or the maintenance department who either stands navigational watches, or may be assigned to stand navigational watches, must also be qualified as a RFPNW.
- d. Applicants for certification as a watchstanding QMED must only meet the requirements of references (b) and (c) to be certificated under the domestic scheme. An applicant holding an MMD endorsed as QMED may not serve in that capacity on a vessel to which the full impact of the STCW applies unless the QMED also holds an STCW certificate endorsed as an RFPEW as set forth in enclosure (2). The requirements of enclosure (2) apply also to a wiper who is standing engine room watches, or may be assigned to stand watches as a regular member of the watch.

USCG POLICY - NMC Policy Letter 14-02

- e. A rating qualifying for certification under domestic regulations alone, will only be issued an MMD with appropriate endorsements as QMED or able seaman. They will not be issued an STCW certificate.
- f. Applicants holding an MMD with a qualified rating, either as able seaman or as a watchstanding QMED, but who do not qualify for an STCW certificate may later request an STCW-95 certificate claiming that the original has been lost. The REC to which the application is made must carefully review the mariner's records to determine whether or not an STCW certificate had actually been issued to an applicant. It will be impossible to determine that fact from only examining of the MMD, because the endorsements for the qualified endorsements are the same. An REC receiving such an application should consider action under the suspension and revocation proceedings for fraudulent application.
- g. If the mariner holds a MMD endorsed with a qualified rating, either as able seaman or as a watchstanding QMED, but has never qualified for the equivalent STCW certification, he or she must meet the requirements of enclosure (1) or (2) as appropriate to qualify for STCW certification.

E.J. FINK

Encl: (1) Requirements for qualification as an RFPNW
(2) Requirements for qualification as an RFPEW

Dist: Commandant (G-MOC), (G-MSO)
Area Commanders (Am)
All District Commanders (m)
All COs, MSOs
All Activity Commanders
All RECs



NOTES

REQUIREMENTS FOR QUALIFICATION AS AN RFPNW

Ref: (a) International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (STCW), Regulation II/4.

1. This enclosure provides guidance for a mariner to qualify for STCW certification as an RFPNW. It applies to any mariner who must qualify as an RFPNW for service on vessels subject to the full effects of the STCW.
2. Reference (a) requires all ratings forming part of a navigational watch on a seagoing ship of 500 gross tonnage (GT) or more to be duly certified to perform such duties. This includes entry level ratings standing navigational watches, such as lookout watches. It also includes entry level personnel serving in a maintenance department when those persons are required by the Certificate of Inspection to be qualified to augment the navigational watch. This requirement for certification does not apply to a mariner standing navigational watches in a supervised training status or to one whose duties are of an unskilled nature.
3. Applicants for the STCW certification must provide evidence of:
 - a. Either six months of approved, seagoing service that includes training and experience associated with navigational watchkeeping functions and involves duties carried out under the direct supervision of the master, officer in charge of the navigational watch or qualified ratings; or
 - b. Satisfactory completion of a course approved or accepted as “special training” required by the STCW plus a period of approved seagoing service. The length of the period of approved seagoing service will be specified as part of the course's approval and will not be less than two months; and
 - c. Evidence that the applicant meets the standards of 46 CFR 12.05-5 as regards to eyesight, color vision, and hearing.
4. A day of approved seagoing service for qualification as a RFPNW is an eight-hour day under training carrying out duties associated with navigational watchkeeping functions under the direct supervision of the master, the officer in charge of a navigational watch, or a qualified rating (STCW Regulation II/4). A qualified rating for training purposes is an able seaman holding an STCW certificate. The applicant must provide a record showing each day, or four-hour period, when service under training was completed. The record of sea service must include the name of the vessel, the date(s) of the training, indicate whether it was a ocean or near coastal voyage, and be signed by the master, chief mate, or an officer in charge of the watch who holds a license of second mate or higher.

The signing officer should include his license number. At least 50% of the service must be performed on a seagoing vessel of at least 200 gross register tons (GRT) (equal to 500 GT). The other 50% may be performed on seagoing vessels that meet the requirements of reference (b) for qualification as an able seaman. All steering and helm assessments must be completed on a vessel of at least 100 GRT. See Table 1 of this enclosure for specific equipment requirements.

5. In addition to the seagoing service in paragraph 3.a. or 3.b., an applicant must be assessed as meeting the competencies listed in the STCW Code, Table A-II/4. Attachment A is a listing of every task in which a mariner must be assessed. It may be used as a checklist to ensure that every practical demonstration has been completed. Attachment B includes a specification/check of sheet for each practical demonstration required to be completed by the mariner. When the mariner has successfully completed a practical demonstration, the designated examiner or shipboard assessor should complete the information on the bottom of the individual assessment specification. The signing officer attests that he or she has witnessed the mariner's satisfactory performance in the listed area(s) based on the performance criteria. The applicant must present this signed copy of each specification as part of the application package.
6. Each candidate must demonstrate the competence to (1) steer the ship and comply with helm orders; (2) keep a proper look out; and (3) contribute to a safe watch. Each must perform every required demonstration using actual equipment or an approved full mission simulator. All steering and helm assessments must occur on a vessel of at least 100 GRT or a full mission ship simulator programmed to realistically simulate the hydrodynamic properties of vessels of at least 200 GRT (500 GT), equipped with a rudder order indicator, a rudder angle indicator, gyrocompass, magnetic compass, and a steering stand which permits the steering to be switched from hand to gyro. The assessment of the ability to contribute to monitoring and controlling a safe watch must occur aboard a ship at sea.
7. To serve as a shipboard assessor for assessment of an applicant's practical demonstrations of skill, a mariner must read the publication *CONDUCTING MARINER ASSESSMENTS: A Practical Manual for Assessors*. This 13-page document is available on the World Wide Web at <http://www.uscg.mil/hq/g-m/marpers/pag/assessors.pdf>. A shipboard assessor who witnesses a practical assessment must sign the appropriate Assessments of Competence form (Enclosure (1), attachment (B)) and indicate that he or she has read and followed the guidance in the manual. A shipboard assessor who has read this document and uses the Assessments of Competence forms will ensure fair, standardized assessments of an applicant's ability to competently perform the assessed tasks. The prospective shipboard assessor must be employed on the vessel serving as the platform for the demonstrations. The assessor must be a licensed deck officer holding an unlimited second mate or higher level license, and appropriate STCW-95 certificate or master holding a limited license and STCW-95 certificate at the management level (master).

USCG POLICY – Enclosure 1 of NMC Policy Letter 14-02

8. Provided that completion of a training course is approved as such, a mariner who completes the course may be issued an interim STCW certification endorsed "Rating forming part of a navigational watch - lookout duties only." This interim rating will be valid for one year from their date of issue and may not be renewed. Mariners holding this certification may perform lookout duties while completing sea service required for the final rating.
9. This STCW certification may be issued to any mariner who provides proof of one year of sea service in a relevant capacity within the deck department between 1 October 1986 and 30 September 1991 without requiring completion of the assessments of skills. Completion of basic safety training is required.

Note: This is a clarification of item 9 (above)

"Active duty personnel and veterans having successfully completed the Navy PQS training as BOTH helmsman and lookout have been determined to have met the STCW requirements for demonstration of skills for Rating Forming Part of Navigational Watch. Personnel who have completed the Navy PQS training and show documentation on a Navy DD214, Page 4, USCG Page 7, or "SMART" transcript have met the STCW standard for RFPNW. The documentation must include the reference to the Ship Control and Navigation Common (NAVEDTRA 43492-2C) Watchstanding number 302 (Lookout) AND number 305 (Helmsman). STCW certificates or endorsements will be issued only when the candidate provides evidence of at least one year of sea going service for every five years since completing the PQS. Documentation of sea duty can be found on the Enlisted Summary Record (ESR) and Performance Summary Record (PSR). "

NOTES

STCW – 95 CODE

Section A-II/4

Mandatory minimum requirements for certification of rating forming part of a navigation watch

Standard of competence

1. Every rating forming part of a navigation watch on a seagoing ship of 500 gross tonnage or more shall be required to demonstrate the competence to perform the navigation function at the support level, specified in column 1 of table A-II/4.
2. The minimum knowledge, understanding and proficiency required of ratings forming part of a navigation watch on a seagoing ship of 500 gross tonnage or more is listed in column 2 of table A-II/4.
3. Every candidate for certification shall be required to provide evidence of having achieved the standard of competence in accordance with the methods for demonstrating competence and criteria for evaluating competence specified in column 3 may include approved shore based training in which students undergo practical testing.
4. Where there is no tables of competence for support level in respect to certain functions, it remains the responsibility of the administration to determine the appropriate training, assessment and certification requirements to be applied to personnel designated to perform those functions at the support level.

TABLE A-II/4

Specification of minimum standard of competence for ratings forming part of a navigation watch

Function: Navigation at the support level

RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – STCW CODE

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding & proficiency	Methods for demonstrating competence	Criteria for evaluating competence
Steer the ship and comply with helm orders in the English language	Use of magnetic and gyro-compass Helm orders Change over from automatic pilot to hand steering and vice versa	Assessment of evidence obtained from: .1 practical test, or .2 approved in-service experience or approved training ship experience	A steady course is steered within acceptable limits having regard to the area of navigation and prevailing sea state. Alterations of course are smooth and controlled Communications are clear and concise at all times and orders are acknowledge in a seamanlike manner
Keep a proper look-out by sight and hearing	Responsibilities of a lookout, including reporting the approximate bearing of a sound signal, light, or other object in degrees or points	Assessments of evidence obtained from: .1 practical test, or .2 approved in-service experience or approved training ship experience	Sound signals, lights and other objects are promptly detected and their appropriate bearing in degrees or points is reported to the officer of the watch

RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – STCW CODE

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding & proficiency	Methods for demonstrating competence	Criteria for evaluating competence
Continue to monitoring and controlling a safe watch	<p>Shipboard terms and definitions</p> <p>Use of appropriate internal communication and alarm systems</p> <p>Ability to understand orders and to communicate with the officer of the watch in matters relevant to watch keeping duties</p> <p>Procedures for the relief, maintenance and handover of a watch</p> <p>Basic environmental protection procedures</p>	Assessment of evidence obtained from approved in-service experience or approved training ship experience	<p>Communications are clear and concise and advice/clarification is sought from the officer on watch where watch information or instructions are not clearly understood</p> <p>Maintenance, handover and relief of the watch is in conformity with accepted practices and procedures</p>
Operate emergency equipment and apply emergency procedures	<p>Knowledge of emergency duties and alarm signals</p> <p>Knowledge of pyrotechnic distress signals, satellite EPIRBs and SARTS</p> <p>Avoidance of false distress alerts and action to be taken in event of accidental activation</p>	Assessment of evidence obtained from approved in-service experience or approved training ship experience	<p>Initial action on becoming aware of an emergency or abnormal situation is in conformity with established practices and procedures</p> <p>Communications are clear and concise at all times and orders are acknowledged in a seaman like manner</p> <p>The integrity of emergency and distress alerting systems is maintained at all times</p>

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MSFSC

*S7CW Rating Forming Part of a
Navigational Watch*

TRAINING

INFO BULLETIN 1-01

REVISION 2 – SEPTEMBER 2008



MSC POLICY & PROCEDURES FOR RFPNW

INTRODUCTION

The Standards of Training, Certification and Watchkeeping (STCW) 1995 requires that mariners who are part of a navigational watch be trained and assessed in their competencies to perform their duties and that they hold an STCW form endorsed as a Rating Forming Part of a Navigational Watch (RFPNW). Until the mariner is in possession of the STCW endorsement, he or she may not be assigned navigational watchstanding duties except in an observer or supervised training status (i.e., an extra member of the watch). One exception to this rule is if the mariner completes a special training program, then he/she may be used as a lookout without additional supervision, but would still require supervision at the helm.

For the mariners, this means additional training and time accounting requirements.

APPLICATION

The regulation applies to mariners serving on seagoing vessels of 200 or more gross registered tons (GRT - domestic tonnage), 500 International Tonnage Convention gross tons (ITC GT). It has been determined that the responsibilities of an able bodied seaman (AB) are such that the STCW's standards apply to them. In addition, ordinary seamen who stand navigational watches as part of a navigational watch, such as a lookout, must also meet the STCW's standards for certification.

It is MSC policy that all OS and AB crew (day worker or watch) have the RFPNW endorsement to allow for assignment to any OS or AB position.

METHODS TO ACQUIRE THE RFPNW ENDORSEMENT

There are two methods to get a STCW Rating Forming Part of a Navigational Watch endorsement.

The first requires:

- Six months of approved (by the United States Coast Guard (USCG)) sea going service that includes training and experience; and
- the candidate must meet the standard of competence in Table A-II/4.

The second is:

- Two months of approved sea going service that includes training and experience; and
- the candidate must meet the standard of competence in Table A-II/4; and,
- special training, either pre-sea or on board ship, which must be approved by the USCG.

The most important element of the first bullet in each section above is that for the purposes of this endorsement, the USCG is counting days as “...an eight-hour day under training carrying out the duties associated with navigational watchkeeping functions...”. This means that days in port or days not assigned watch (e.g., doing day work), sea going service credit will not be received for those days

The second bullet in both methods requires the candidate to meet the standard of competence by successfully demonstrating their skills to a ship’s officer who is an approved assessor. The candidate must submit evidence that says he or she has passed the practical demonstration of skill in the competencies of the table.

The main requirement of an approved program that requires the shortest amount of experience and shipboard training is the mariner’s attendance at an approved pre-sea or onboard special training course. The program must have a minimum of two months of approved sea going service that describes the training, assessment and the performance of watchstanding duties under supervision.

As previously noted, navigational watchstanding mariners are required to be RFPNW endorsed. In the two or six month periods of experience and shipboard training, the candidate is an “extra” member of the watch. It is MSC’s desire to minimize the numbers of extra personnel and to have them qualify for the endorsement as soon as feasible. This calls for a special training program.

MSC has an approved RFPNW special training program covering the skills required by STCW Table A-II/4, Rating Forming Part of a Navigational Watch. The course includes 8 hours of formal instruction followed by a minimum of sixty days of shipboard instruction and assessment. The instructors must be USCG approved and will originate from the ranks of the Training Center (TC) and Afloat Training Team (ATT) Damage Control Officers (DCO).

Once a mariner has completed the course, the USCG may issue to the mariner an interim STCW certification endorsed as “Rating Forming Part of a Navigational Watch – lookout duties only.” This interim rating will be valid for one year from the date of issue and may not be renewed. Mariners who hold this rating may serve as lookouts independently, but must be under supervision while completing other sea service requirements and training on watch.

The following knowledge- or understanding-based competencies are assessed through a written multiple-choice examination as part of the special training program. The candidate must achieve a minimum passing grade of 70% in each area of knowledge or understanding within the competency.

- Shipboard terms and definitions related to lookout (reporting sounds, lights and objects);
- Information requirements that contribute to a safe watch;
- Basic environmental procedures that contribute to a safe watch;
- Knowledge of duties and signals needed to operate emergency equipment and apply emergency procedures;

- Knowledge of pyrotechnic distress signals , EPIRBs and SARTs needed to operate emergency equipment and apply emergency procedures, including false alarms and accidental activation.

This practical assessment aboard ship will allow the assessor to evaluate the mariner's competency or lack of competency. The mariner will be required to demonstrate proficiency in:

- Steering the ship and complying with helm orders;
- keeping a proper look out; and
- contributing to a safe watch.

Each candidate will be issued MSC's approved *Rating Forming Part of a Navigation Watch - Work & Record Book*. This book will include the following:

- USCG Policy
- STCW-95 requirements
- MSC's Program outline
- Assessor's Manual
- Candidate's worksheet guides
- Shipboard Practical Assessment Worksheet
- Watchstanding logs
- Master's certification
- Completion instructions

SEA TIME REQUIREMENT

The USCG defines sea time as "eight-hour day under training carrying out the duties associated with navigational watchkeeping functions". A simple sea service letter as done in the past will not meet this requirement. Contained in the *Rating forming part of a navigation watch - Work & Record Book* is the Watchstanding logs. The second mate (as required by USCG) will have to sign off on each watch a candidate stands.

If the candidate has taken the approved course then only the one-hundred and twenty (120) watches contained in the *Watchstanding Log Book* need to be signed off.

If the candidate has not taken the approved course then the following must be completed:

- The one-hundred and twenty (120) watches contained in the *Work & Record Book*, and
- Two-hundred and forty (240) watches contained in a Sea Time Watchstanding supplemental log book (provided by MSC).

This represents a total of 360 watches (equivalent to 6 months of watches; two watches per day).

PHYSICAL/MEDICAL REQUIREMENTS

A candidate in this program must be in current compliance with MSC physical schedules and must be in compliance with 46CFR Subpart 12.05 as regards to eyesight, color vision, and hearing.

SHIPBOARD INSTRUCTORS & ASSESSORS

1. Instructors for shipboard on-the-job training : No special training requirements. The personnel serving in these functions are the ships' officers.
2. Assessors for shipboard practical assessments: Ships' officers - MSC will utilize ships' officers to conduct the shipboard assessment and they are required to have guidance. The guidance consists of how to conduct an assessment, conditions under which the assessment can be conducted, how to explain to the candidate what is expected of him or her, and how to use the assessment criteria in evaluating the practical demonstration. This is in the form of written directions to the ship's officers (a manual is provided in the *Rating Forming Part of a Navigation Watch - Work & Record Book*).

For MSC, the assessor will:

- Be a licensed deck officer holding a license and serving as the ship's second mate or higher; and
- have received the required approved guidance in conducting assessments

SHIPBOARD PRACTICAL ASSESSMENTS

Practical shipboard assessments are required regardless of whether the mariner completed the special training program. The mariner will complete either a minimum of two or six months at sea as an observer/trainee, with the "final" exam being the assessment by a shipboard assessor. Assessments will be conducted over a period of time as the candidate becomes competent in the various tasks.

All the information needed by the candidate and the assessor is located in the *Rating Forming Part of a Navigation Watch - Work & Record Book*. All italicized items listed below are contained in the *Work & Record Book*.

A typical shipboard assessment sequence is:

- a. The candidate would prepare for the assessment by using the *Candidate's Worksheet Guides*.
- b. The assessor (ship's officer; 2/M or higher) would prepare for the assessment by reviewing the *Assessor's Manual* and the *Shipboard Practical Assessment Worksheet*
- c. The Assessor would provide instructions to the candidate
- d. The assessment would be conducted and the assessor observes the candidate's performance
- e. The ship's officer would debrief the candidate and sign off the *Shipboard Practical Assessment*. By signing, the assessing officer attests that he/she has witnessed the actual demonstration(s) of the competency by the mariner and that the mariner has adequately demonstrated the competency. If the mariner did not satisfactorily complete all elements of the assessment, the assessor will discuss with the mariner those areas where improvement is needed and develop a plan leading toward reassessment.

COMPLETION REQUIREMENTS

The following information in the *Rating Forming Part of a Navigation Watch - Work & Record Book* needs to be complete:

- Certified copy of a Rating Forming Part of a Navigation Watch Course Certificate
- Two months (120 watches) of bridge watch time as recorded in the *Watchstanding Log Book*
- All twenty-one (21) *Shipboard Practical Assessment Worksheets* completed and signed
- The Master's certification (this states the *Rating Forming Part of a Navigation Watch - Work & Record Book* is complete and ready to be turned in for approval to MSFSC)
- Application for Merchant Mariner Document (MMD), License, or Certificate of Registry (Form CG-719B)
- Two passport sized photos
- Certified copies of STCW Basic Safety Training course certificates
- Copy (front and back) of mariner's MMD
- Authorization to release information

The ship and mariner will send the *Rating Forming Part of a Navigation Watch - Work & Record Book* along with any additional required documentation to the Training Division of MSFSC. Instructions on additional documentation will be provided in the *Work & Record book*. It is recommended that a certified copy of the *Shipboard Practical Assessment Worksheets* and the *Watchstanding Log Book* be retained by the mariner in the event the originals get lost.

If the candidate did not complete the one day approved class, then in addition to the *Rating Forming Part of a Navigation Watch - Work & Record Book*, proof of four additional months (240 watches) of sea time is required . This will be contained in the *Supplemental Sea Time Watchstanding Log Book* and must be submitted to MSFSC as well.

MSFSC will issue a certificate of completion of the required training and sea service for the RFPNW endorsement to the mariner and send a certified copy along with the additional documentation to the USCG REC requesting the RFPNW endorsement on the STCW 95 certificate. The original certificate will be sent to the individual mariner.

If all is in order, the USCG REC will issue the STCW Certificate containing the RFPNW endorsement.

NOTES

INSERT
TAB

CANDIDATE'S
WORKSHEETS

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CANDIDATE'S WORKSHEET GUIDES



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CANDIDATE’S WORKSHEET GUIDES INSTRUCTIONS



SCOPE



This practical assessment will allow the assessor to evaluate your competency or lack of competency in the skills required by STCW Table A-II/4, Rating Forming Part of a Navigational Watch. In it you will be required to demonstrate proficiency in:

1. Steering the ship and complying with helm orders;
2. keeping a proper look out; and
3. contributing to a safe watch.

PROCEDURES



The assessment must occur aboard a ship at sea with each candidate performing every required demonstration using actual equipment.

All steering and helm assessments must occur on a vessel of at least 500 gross tons equipped with a rudder order indicator, a rudder angle indicator, gyrocompass, magnetic compass, and a steering stand which permits the steering to be switched from hand to gyro. All commands will be in the English language.

SAFETY

At all times the safety of the ship and crew will be paramount. The assessment will cease immediately if safety is jeopardized.



ASKING QUESTIONS

During the assessment, it is permissible to ask questions although the assessor will neither discuss the candidate’s progress nor coach the candidate. The assessor will usually question you regarding your knowledge and rules and procedures regarding the duties under assessment.

WHEN, WHERE & HOW



You will be provided advance notice of and briefed before the assessment. The assessor will discuss your prior experience, training and qualifications. At this time you will also indicate your willingness to undertake the assessment.

You should have already had the opportunity to both observe and participate in the tasks that will be assessed.

You will not observe assessments of other mariners on these tasks while in a training status.

If you do not feel ready to be assessed, you should inform the assessor and request additional on-the-job training.

You should also set a date for the next review of your qualifications and readiness to be assessed.

You should discuss with the assessor any questions or concerns you have as to the objectives of the assessment, the operational conditions under which the assessment will occur, the performance standards, and what is expected of you.

STANDARDS



Each item will have it’s own standard and you should refer to the *Shipboard Practical Assessment Worksheet* for the specific criteria. In general, the following standards apply:

- (1) Steering the ship and complying with helm orders - The seafarer steers a steady course within acceptable limits having regard for the area of navigation and prevailing sea state. Responds to basic helm orders with proper actions. Alterations of course must be smooth and controlled. Acknowledges helm orders clearly and concisely in a seamanlike manner. Changeover from/to automatic steering is performed correctly.

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- (2) Keeping a proper look out - Seafarer demonstrates knowledge of the duties of lookout watch including what to report and method(s) of making reports. Clothing worn during lookout watch protects from elements without restricting ability to see or hear. Promptly reports all contacts. Contact reports include the nature and characteristics of the object, the approximate bearing, and elevation if pertinent.
- (3) Contributing to a safe watch - The seafarer communicates clearly and concisely using commonly accepted terminology. Carries out assigned watchstanding duties efficiently and conscientiously. Promptly seeks advice and/or clarification from the officer of the watch where watch information or instructions are not clearly understood. During change of watch, neither relinquishes watch nor assumes new watch until all pertinent information is exchanged and understood. Demonstrates methods of operating and appropriate time for use of emergency signals and internal communications system.

OUTCOME

The assessor will use the guidelines established to assess your proficiency. The assessor will debrief you on your performance. The worksheet will be marked and a summary evaluation of “Pass” or “Fail” will be made.

Fail - If all the competencies have not been satisfactorily met, you should discuss with the assessor any area which you need to show improvement and develop a plan leading toward reassessment.

Pass - Congratulations! You then should start preparing for you next assessment.

PURPOSE OF TABLES

The candidate should use the following tables as a study guide for the practical assessments. These can be copied, or removed for the candidate to review before the actual assessment.

The candidate cannot use these during the actual assessment.

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THE TABLE

The following is a brief explanation of the table

Column 2

Is the command/order or proficiency the candidate will receive

Knowledge, understanding and proficiency
Use of magnetic and gyro-compasses
Steady on a new course

Column 3

Are the conditions such as weather that the assessment should occur in

Performance Condition(s)
At full sea speed, while on a northeasterly heading, when hearing the command in English, “Steer 342*”
*The assessor may select any course desired as long as it is more than 30° from the original heading. At least one assessment should include a turn to the right from the ordered course.

Column 4

Are what the final results should be

Performance Behavior
the candidate will turn the helm to bring the vessel to the new course and steady on the course of 342°.

Column 5

Are steps the candidate should use to get the final results

Performance Standard
1. Repeat order
2. Turn the helm in the direction of the fewest degrees to the ordered course using no more than 15° of rudder.
3. Reduce the rudder angle as the vessel approaches the course
4. Steady on the course of 342° with less than 5° of overshoot.
5. State: she’s steady on three four two



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STCW Competence	Knowledge, understanding and proficiency	Performance Condition(s)	Performance Behavior	Performance Standard
Steer the ship and comply with helm orders in the English	Use of magnetic and gyro-compasses Steady on a new course	At full sea speed, while on a northeasterly heading, when hearing the command in English, “Steer 342*” *The assessor may select any course desired as long as it is more than 30° from the original heading. At least one assessment should include a turn to the right from the ordered course.	the candidate will turn the helm to bring the vessel to the new course and steady on the course of 342°.	<ol style="list-style-type: none"> 1. Repeat order 2. Turn the helm in the direction of the fewest degrees to the ordered course using no more than 15° of rudder. 3. Reduce the rudder angle as the vessel approaches the course 4. Steady on the course of 342° with less than 5° of overshoot. 5. State: she’s steady on three four two
Steer the ship and comply with helm orders in the English	Use of magnetic and gyro-compasses Steer a course by Magnetic compass	In a sea state of 4 or less, when hearing the command in English, “Steer 342,” Note: Any course may be given	the candidate will use the magnetic compass to steer the course of 342°.	<ol style="list-style-type: none"> 1. Repeat order 2. When steady on course state: steering three four two 2. Steer the course ordered within $\pm 3^\circ$ (open ocean), and $\pm 2^\circ$ (near coastal) for 15 minutes



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STCW Competence	Knowledge, understanding and proficiency	Performance Condition(s)	Performance Behavior	Performance Standard
Steer the ship and comply with helm orders in the English	Use of magnetic and gyro-compasses Steer a course by gyro compass	In a sea state of 4 or less, when hearing the command in English, “Steer 342,” Note: Any course may be given	the candidate will use the gyrocompass to steer the course of 342°.	1. Repeat order 2. When steady on course state: steering three four two 2. Steer the course ordered within $\pm 3^\circ$ (open ocean), and $\pm 2^\circ$ (near coastal) for 15 minutes
Steer the ship and comply with helm orders in the English	Helm order Right (Starboard) 10	When hearing the command in English, “Right (Starboard) 10,”	the candidate will turn the helm until the rudder is right (starboard) 10°.	1. Repeat order 2. Immediately turn helm to right (starboard). 3. Stop turning the helm when the rudder angle indicator reads right (starboard) 10°. 4. State: the rudder is right (starboard) 10, or she’s right (starboard) 10°



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STCW Competence	Knowledge, understanding and proficiency	Performance Condition(s)	Performance Behavior	Performance Standard
Steer the ship and comply with helm orders in the English	Helm order Left (Port) 20	When hearing the command in English, “Left (Port) 20,”	the candidate will turn the helm left (port) until the rudder angle indicator shows the rudder is at left (port) 20°.	<ol style="list-style-type: none"> 1. Repeat order 2. Immediately turn helm to left (port). 3. Stop turning the helm when the rudder angle indicator reads left (port) 20° 3. State: the rudder is left (port) 20, or she’s left (port) 20°
Steer the ship and comply with helm orders in the English	Helm order Hard Right (Starboard)	When hearing the command in English, “Hard Right” (Starboard),	the candidate will turn the helm to the right (starboard) until the rudder is at maximum right (starboard) rudder.	<ol style="list-style-type: none"> 1. Repeat order 2. Immediately turn helm to right (starboard). 3. Stop turning the helm when the rudder angle indicator reads the rudder is at maximum right (starboard) rudder. 4. The rudder is not jammed against the stops. 5. State: the rudder is hard right (starboard), or she’s hard right (starboard).



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STCW Competence	Knowledge, understanding and proficiency	Performance Condition(s)	Performance Behavior	Performance Standard
Steer the ship and comply with helm orders in the English	Helm order Ease to 5	When the rudder is more than 5° right (starboard) or left (port), when hearing the command in English, “Ease to 5,	the candidate will turn the helm to reduce the angle of the rudder until the indicator shows the rudder angle is right (starboard) or left (port) 5°.	<ol style="list-style-type: none"> 1. Repeat order 2. Immediately turn helm to reduce the rudder angle 3. Stop turning the helm when the rudder angle indicator shows the rudder angle is right (starboard) or left (port) 5°. 4. State: the rudder is right (starboard) or left (port) 5°.
Steer the ship and comply with helm orders in the English	Helm order Midships; or, midships the wheel	When hearing the command in English, “Midships,”	the candidate will turn the helm to reduce the angle of the rudder until the rudder angle indicator shows the rudder angle is zero.	<ol style="list-style-type: none"> 1. Repeat order 2. Immediately turn helm to reduce the rudder angle 3. Stop turning the helm when the rudder angle indicator shows the rudder angle is zero 5. State: the rudder is midships



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STCW Competence	Knowledge, understanding and proficiency	Performance Condition(s)	Performance Behavior	Performance Standard
Steer the ship and comply with helm orders in the English	Helm order Shift your rudder	With the rudder at 15° right (starboard) rudder, when hearing the command in English, “Shift your Rudder,”	the candidate will turn the helm to the left (port) until the indicator shows the rudder angle is left (port) 15°.	<ol style="list-style-type: none"> 1. Repeat order 2. Immediately turn helm to the left (port). 3. Stop turning the helm when the rudder angle indicator shows the rudder angle is left (port) 15°. 4. State: the rudder is left (port) 15°
Steer the ship and comply with helm orders in the English	Helm order Meet her; or, check her	During a turn, when hearing the command in English, “Meet Her,” or “Check Her,”	the candidate will turn the helm to reduce the angle of the rudder and apply counter rudder until the vessel stops turning.	<ol style="list-style-type: none"> 1. Repeat order. 2. Immediately turn helm to reduce the rudder angle. 3. Apply counter rudder until the vessel stops turning. 4. Ease the wheel to midships. 5. State: the vessel’s heading is



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STCW Competence	Knowledge, understanding and proficiency	Performance Condition(s)	Performance Behavior	Performance Standard
Steer the ship and comply with helm orders in the English	Helm order Steady as she Goes	When hearing the command in English, “Steady as She Goes,”	the candidate will note the heading of the vessel, stop any swing of the ship, and steer in the direction noted when the command was given.	<ol style="list-style-type: none"> 1. Repeat order 2. Note the heading when the command was given 3. Immediately apply rudder to stop any swing of the ship 3. Steer in the direction noted 4. State: she’s steady as she goes
Steer the ship and comply with helm orders in the English	Helm order Nothing to the right (Starboard)* *Nothing to the left (port) may also be used	When hearing the command in English, “Nothing to the right (Starboard),”	The candidate will keep the vessel from swinging to the right (starboard) and the vessel’s heading from increasing.	<ol style="list-style-type: none"> 1. The vessel does not swing to the right (starboard). 2. The vessel’s heading does not increase for 5 minutes.
Steer the ship and comply with helm orders in the English	Helm order Steer on the range	When hearing the command in English, “Steer on the range,”	the candidate will keep the vessel’s heading the same as the direction of the range.	<ol style="list-style-type: none"> 1. Repeat order 2. Use the upper and lower range to keep the vessel’s heading within 1° of the charted direction of the range for 5 minutes when the upper and lower ranges are aligned one over the other.



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STCW Competence	Knowledge, understanding and proficiency	Performance Condition(s)	Performance Behavior	Performance Standard
Steer the ship and comply with helm orders in the English	Change over from automatic pilot to hand steering	At sea speed, when hearing the command to put the steering into hand steering,	the candidate will change the steering mode from auto pilot to hand steering.	<ol style="list-style-type: none"> 1. Repeat order. 2. Switch the steering mode from autopilot to hand. 3. Test that the new steering mode is responding. 4. State, “She’s in hand steering.”
Steer the ship and comply with helm orders in the English	Change over from hand steering to automatic pilot	At sea speed, when hearing the command to put the steering into auto pilot,	the candidate will change the steering mode from hand steering to autopilot.	<ol style="list-style-type: none"> 1. Repeat order. 2. Put wheel amidships. 3. Verify the course dialed into the auto pilot is the same as the course to be steered. 4. Switch the steering mode from hand to auto pilot. 5. Verify that the autopilot is responding properly. 6. State, “She’s in auto pilot.



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STCW Competence	Knowledge, understanding and proficiency	Performance Condition(s)	Performance Behavior	Performance Standard
Keep a proper look out by sight and hearing	Responsibilities of lookout, including reporting the approximate bearing of a sound signal, light or other object in degrees or points.	On a ship or full mission ship simulator, given a condition in daylight of unlimited visibility through a field of view from right ahead to 22.5 degrees abaft the beam on each side of the vessel and a sea state of four or less, and a large and small vessel and a buoy in sight,	the candidate will detect and report all three objects.	<ol style="list-style-type: none"> 1. Reports the large vessel before it is within ten miles of own ship. 2. Reports the small vessel before it is within 2 miles of own ship. 3. Reports the buoy before it is within 2 miles of own ship. 4. Report the direction to all objects in degrees or points within ± 1 point or $\pm 11.25^\circ$.
Keep a proper look out by sight and hearing	Responsibilities of lookout, including reporting the approximate bearing of a sound signal, light or other object in degrees or points.	On a ship or full mission ship simulator, given a condition at night of unlimited visibility through a field of view from right ahead to 22.5 degrees abaft the beam on each side of the vessel and a sea state of four or less, and a large and small vessel and a buoy in sight,	the candidate will detect and report all three objects.	<ol style="list-style-type: none"> 1. Reports the lights the large vessel before it is within ten miles of own ship. 2. Reports the lights of the small vessel before it is within 2 miles of own ship. 3. Reports the light of the buoy before it is within 2 miles of own ship. 4. Report the direction to all objects in degrees or points within ± 1 point or $\pm 11.25^\circ$.



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STCW Competence	Knowledge, understanding and proficiency	Performance Condition(s)	Performance Behavior	Performance Standard
Keep a proper look out by sight and hearing	Responsibilities of lookout, including reporting the approximate bearing of a sound signal, light or other object in degrees or points.	On a ship or full mission ship simulator, in any condition of visibility, when a sound is generated by any sound appliance listed in the International Navigation Rules,	the candidate will detect and report the direction of the sound.	1. Report the direction of the sound in degrees or points within ± 1 point or $\pm 11.25^\circ$.
Contribute to monitoring and controlling a safe watch	Procedures for the relief, maintenance and hand over of a watch	On a ship at sea, given traffic that has been reported to the officer of the watch, when the lookout relief reports to relieve the watch,	the candidate will hand over the watch in accordance with the ordinary practice of good seamanship.	<ol style="list-style-type: none"> 1. Tell the relief of: <ol style="list-style-type: none"> a. all objects sighted and reported; b. objects sighted and not yet reported; c. past and present weather; d. any special instructions to be followed during the watch; and e. the status of the running lights. 2. The candidate allowed the lookout relief to acquire his or her night vision. 3. Report “ the lookout is relieved.”



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STCW Competence	Knowledge, understanding and proficiency	Performance Condition(s)	Performance Behavior	Performance Standard
Contribute to monitoring and controlling a safe watch	Procedures for the relief, maintenance and hand over of a helm watch	On a ship at sea, when being relieved at the helm,	the candidate will hand over the helm in accordance with the ordinary practice of good seamanship.	<ol style="list-style-type: none"> 1. Tell the relief: <ol style="list-style-type: none"> a. both the gyro and magnetic course or helm position. b. the steering mode c. the steering unit in use. d. the amount and direction of rudder needed to hold course. 2. The candidate does not turn over the helm while executing a helm order (the candidate waits until the order is completed). 3. The helmsman states, “the wheel (or helm) is relieved.”



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STCW Competence	Knowledge, understanding and proficiency	Performance Condition(s)	Performance Behavior	Performance Standard
Contribute to monitoring and controlling a safe watch	Use of appropriate internal communications and alarm systems	On a ship at sea,	<p>the candidate will notify the officer of the watch when hearing the following alarms:</p> <ol style="list-style-type: none"> 1. The ARPA guard ring intrusion alarm; 2. The gyro-compass failure alarm; 3. Smoke and/or heat detector alarms; 4. Running Light panel alarms; 5. The steering motor failure alarm; and, 6. The steering pump failure alarm. 	<ol style="list-style-type: none"> 1. Immediately report each alarm to the Officer in Charge of the Watch. 2. In the case of steering failures, immediately after notifying the Officer in Charge of the Watch: <ol style="list-style-type: none"> a. if not in hand steering, switch the steering to hand; b. midship the wheel; c. switch the motor or pump; d. test the steering response; and, e. when ordered by the watch officer, switch the steering to autopilot.



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A PRACTICAL MANUAL FOR ASSESSORS

Introduction

The STCW Challenge

Recent enactment of the *Standards of Training, Certification and Watchkeeping (STCW) for Seafarers Code* by the *International Maritime Organization (IMO)* has led to new requirements in conducting assessments of mariner proficiency. The STCW Code identifies a broad set of proficiency areas comprised of skills, knowledge, and abilities. It further directs maritime industries in its member nations to assess mariner proficiency in selected areas on the basis of practical demonstration. Assessors will be responsible for administering assessments to mariners and ensuring that valid and reliable results are obtained.

The Role of the Assessor

As an assessor, you will be responsible for assessing the ability of candidates to perform a task, duty, or responsibility properly. You will use established criteria and your professional judgment to determine whether the candidate has demonstrated an acceptable level of proficiency. You will use assessment procedures that have been carefully developed, reviewed, and approved prior to the assessment. You should personally observe the mariner's performance and determine the outcome of the assessment.

An assessor should hold the level of license, endorsement, or professional credential required for the proficiency being assessed. In addition, the assessor should review the assessment materials and receive a basic introduction to techniques and issues associated with assessing mariner proficiency through practical demonstration.

Purpose of Manual

The purpose of this manual is to provide assessors with guidelines for conducting valid and reliable mariner assessments based on practical demonstration. This manual is not intended to provide comprehensive instruction in the full range of assessment issues. Rather, it is intended as a focused introduction and reference to selected factors that affect validity (job criticality) and reliability (consistency) while conducting such assessments.

The process and guidance presented in this manual conform to intentional standards and domestic regulations, especially the IMO's STCW Code and the U.S. Coast Guard's Navigation and Vessel Inspection Circulars (NVICs) that address implementation of the STCW Code within the United States. The reference section of this manual lists specific STCW documents, applicable NVICs, and other source documents that can be referred to for more detailed guidance in developing and conducting mariner assessments based on practical demonstration.

Components of an Assessment Procedure

Any assessment procedure that is designed to meet IMO and U.S. Coast Guard requirements for practical demonstration of mariner proficiency will typically be comprised of several common components: ***Competencies*** or ***assessment objectives, performance condition or assessment condition, performance behavior*** or ***performance measures, performance standards***, and ***scoring procedures***. As an assessor, you should familiarize yourself with these components, referring to the specific assessment procedures you will be using.

When conducting an assessment, you will evaluate a candidate's ability to meet pre-defined *competencies*. These competencies or objectives can be derived from the STCW Code and U.S. regulations, as well as technical manuals, job instructions, textbooks, and task analyses. Each assessment objective consists of one or more separate ***actions***. These actions are listed in STCW Tables as ***knowledge, understanding and proficiency***. An example *competency or assessment objective* from a Lookout assessment is "describe lookout duties and responsibilities." As part of this objective, the candidate must demonstrate knowledge of the procedures for reporting sightings, including identifying and describing the procedure and reporting all relevant information. An example *competency or objective* from a Prepare Main Engine for Operation assessment is "perform engine auxiliaries pre-start checks." To meet this objective, one action the candidate must perform is to determine the status of the main engine controls and ensure that they are appropriate for starting the main engine.

The candidate's performance on the stated assessment objectives will be evaluated under various *performance or assessment conditions*. Conditions for the Lookout assessment, for example, include the presence of appropriate targets to be sighted, clear visibility during daylight and at night, and restricted visibility. The performance conditions will be explicitly defined in the assessment procedures.

Each assessment objective will have one or more corresponding sets of performance behavior or measures and performance standards. ***Performance behavior or measures*** include observation and recording of specific mariner actions, or the outcome of those actions. Table I below provides a sample of mariner actions, performance behavior or measures, performance standards, and a scoring checklist from a Helmsman assessment procedure. It shows three of the five actions or *knowledge, understanding and proficiency* for the competency or assessment objective "Demonstrates use of magnetic and gyro compasses in open water." The first *performance behavior* in this table is "Report of compass comparison," which is measured when assessing the action "Compare and report course by gyro and magnetic compass after a course change." Here, the assessor is required to record the mariner's report of the compass comparison, then apply the corresponding performance standard.

Performance standards specify the level of performance that is considered an acceptable or target level. Continuing with the example in the first row of Table 1, there are two performance standards that are to be applied in scoring the corresponding performance measure. In this case, the mariner is required to both (1) make a report after the course change and (2) provide a reported magnetic reading that is +/- 2 degrees of actual.

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Scoring procedures are used in scoring individual actions, as well as sets of scores to determine the outcome of performance assessments. Both of these types of scoring procedures should be explicitly defined in the assessment procedures. Pass/fail is the most common scoring procedure for individual actions. In this case, a candidate obtains a passing score for an action by passing all performance standards corresponding to that action. Scoring procedures applied to sets of multiple scores will most commonly be based on some range of acceptable scores. However, assessments often involve critical objectives that must be passed or the candidate fails the entire assessment.

For example, a candidate undertaking an assessment of his ability to start the main engine must be able to correctly place the emergency stop valve in the run position. This action is essential to safe job performance, so a candidate must be able to perform it to pass the assessment.

Table 1. Example of Actions, Performance Measures, and Performance Standards from the Helmsman Assessment

Knowledge, understanding and proficiency	Performance Behavior	Performance Standard	Score
Action	Performance Measure	Performance Standard	Score
Compare and report course by gyro and magnetic compass after a course change	Report of compass comparison	Performance meets all standards: <input type="checkbox"/> Report after course change <input type="checkbox"/> Report magnetic reading to be +/- 2 degrees of actual	Pass Fail N/A
Compare and report course by gyro and magnetic compass periodically	Report of compass comparison	Performance meets all standards: <input type="checkbox"/> Report at the time interval specified in the standing orders or company policy <input type="checkbox"/> Comparison of gyro and magnetic compass to be unprompted by assessor/watch officer if consistent with company procedures <input type="checkbox"/> Reported magnetic reading to be +/- 2 degrees of actual.	Pass Fail N/A
Steer by magnetic compass in moderate weather.	Maintain a steady course	<input type="checkbox"/> Course to be maintained at +/- 5 degrees of ordered course for 30 minutes, relying solely upon the magnetic compass In adverse winds or current, allowance can be made for a less stringent standard	Pass Fail N/A

Overview of the Assessment Process

You should follow the same basic series of five steps in conducting an assessment, even if you are conducting assessments of a number of mariner proficiencies. The **first step** is to prepare for the assessment by reviewing and ensuring the required assessment conditions and scheduling the assessment at an appropriate time (e.g., at night for certain Lookout objectives). The **second step** is to brief the candidate before the assessment. This involves verifying the candidate's readiness to undertake the assessment and then briefing the candidate on the assessment objectives, measures, standards, and scoring. The **third step** involves observing the candidate's performance during the assessment and recording the results. For the **fourth step**, the assessment outcome is determined by scoring each performance measure and tallying the scores across objectives. The **fifth and final step** is to debrief the candidate following the assessment. Figure 1 depicts the steps involved in conducting an assessment.

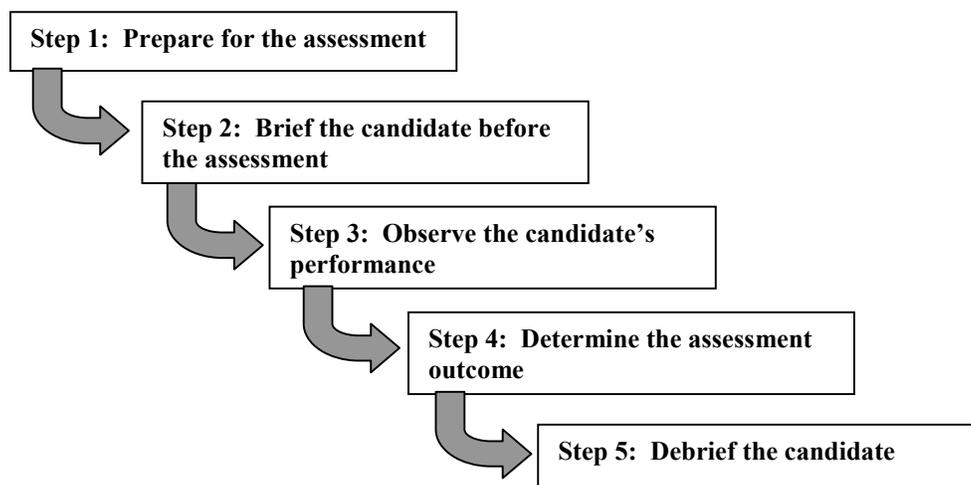


Figure 1. Steps involved in conducting mariner assessments based on practical demonstration.

The remainder of this manual consists of guidelines for conducting mariner assessments. The guidelines are organized around the five steps involved in conducting mariner assessments. At each step, guidance is provided regarding factors to consider in preparing for and conducting assessments, followed by a general checklist of issues *to* consider.

Guidelines for Conducting Mariner Assessments

As an assessor, you should always strive to conduct valid and reliable assessments. An assessment is *valid* when it accurately measures the job-critical knowledge, skills, and abilities required for proficient job performance. An assessment is *reliable* when it consistently obtains the same results across mariners with comparable skills.

How do you know if you are prepared to conduct a valid assessment that will accurately measure the job-critical knowledge, skills, and abilities required for proficient job performance?

Your assessment will be valid if the conditions of assessment reasonably reflect a representative range of working conditions and requirements. Some questions you should consider in determining whether you are prepared to conduct a valid assessment are listed below.

- Will the assessment be conducted under realistic working conditions that adequately assess the mariner's abilities to perform his or her duties on the job?
- Will the mariner be required to demonstrate the skills and knowledge that are identified in the assessment as critical to proficiency?
- Will the mariner be required to rely on his or her own skills and knowledge?

How do you know if you are prepared to conduct a reliable assessment that will consistently obtain the same results across mariners with comparable skills?

Your assessment will be reliable if you carefully follow prescribed assessment procedures that are designed to ensure consistent results from one assessment to the next. Some questions you should consider in determining whether you are prepared to conduct a reliable assessment are listed below.

- Have you reviewed the instructions in the assessment package to ensure that you are prepared to carefully follow prescribed assessment procedures?
- Will you provide the candidate with the information he or she needs and answer any appropriate questions that he or she may have?
- Are you prepared to accurately observe and record all mariner performance, as instructed in the assessment package?

Step 1: Prepare for the Assessment

Ideally, you should begin preparing for an assessment several days before it is scheduled. The first activity is to coordinate the assessment with the candidate(s) to ensure that they are properly prepared and qualified to take part in the assessment. Each assessment procedure should specify candidate prerequisites for assessment, in terms of prior training, experience, licenses, and successful completion of other related assessments. If these are absent, they should be discussed and established by those responsible for assessment in your organization. You should verify that a candidate meets all prerequisites for an assessment. In addition, you should determine that a candidate is scheduled to be onboard for an adequate period of time to complete the assessment, which will range from an hour to days or weeks, depending upon the specific assessment procedures.

The second activity involved in preparing for the assessment is to consider and plan for the required conditions. Carefully read the assessment conditions listed in the assessment procedures. Prior to conducting an onboard assessment, check your passage plan to determine when the required conditions might be present. Plan to schedule your assessment to match the availability of these conditions, if possible. Common conditions that can often be planned for in advance are being underway at sea, maneuvering in restricted waters, or being moored. Other conditions, such as restricted visibility or heavy seas, cannot be planned for in advance and can only be taken advantage of when the conditions arise. When you have prepared a schedule, inform the candidate(s), the relevant watch officer(s), and other personnel of the date and time(s) of the assessment so that they can plan their activities accordingly.

The third preparatory activity is to check all equipment required for the assessment and ensure that it is operational and available. The assessment procedures should specify the equipment required to assess a particular proficiency. If an engineering assessment involves checking equipment status, make sure you know the normal range for each variable and record this information so that you can refer to it during the assessment. As part of your check of equipment, you should also review all applicable safety precautions and procedures to ensure full adherence to them.



General Checklist for Assessment Preparation

- ❑ Gather and review all assessment materials.
- ❑ Verify that the candidate meets the assessment prerequisites.
- ❑ Check the candidate's duty schedule.
- ❑ Ensure that the appropriate conditions will be present for the assessment
- ❑ Schedule the assessment and inform all affected personnel.
- ❑ Prepare the assessment area(s).
- ❑ Prepare and arrange the necessary equipment, and ensure that it is operational.
- ❑ Determine the necessary safety precautions.

Step 2: Brief the Candidate before the Assessment

The pre-assessment briefing should take place at least one day prior to the assessment (earlier if at all possible). This will help both you and the candidate to be well prepared for the assessment. During this briefing, you should provide the candidate with a copy of the *Candidate worksheet guides*. The *Candidate worksheet guides* are prepared especially for the candidate, focusing on the issues that will be of concern to that individual. The *Shipboard Practical Assessment Worksheet* summarizes the assessment objectives and all of the actions required for each objective. It is also the document on which you will record the candidate's final scores for each objective.

Begin the briefing with a discussion of the candidate's prior experience, training, and qualifications. At this time, you should verify that this candidate is both qualified and willing to undertake the assessment. If you both agree the candidate is ready for the assessment, then continue with the assessment process. If not, arrange for additional on-the job or simulator training and set a date for another review of the candidate's qualifications.

Review the conditions of the assessment with the candidate. Specifically, discuss the different operational conditions under which assessment will occur. You should also discuss the period of assessment. ***Some assessments can be completed in a single, relatively brief period of time. Other assessments require repeated observation, taking advantage of available conditions, such as restricted visibility, as they occur.***

Safety is of paramount concern during the assessment. Because of this, you should remind the candidate that it is permissible to ask questions during the assessment. This can help to reduce the risk of an unsafe act during the course of the assessment. For all assessments, ensure that the candidate has the proper equipment to carry out the assessment. Inform the candidate that an assessment will be stopped at any time if you, the assessor, judge that safety conditions are being violated for any reason.

General Checklist for briefing the Candidate before the Assessment

- ❑ The candidate should review prior to the planned assessment his or her worksheet guides
- ❑ Discuss the candidate's readiness for the assessment.
- ❑ Review the assessment procedures with the candidate and answer any questions.
- ❑ Discuss the desired outcome(s) and consequences of failing to perform part or all of the assessment.
- ❑ Advise the candidate of the conditions and schedule of the assessment.
- ❑ Review the circumstances under which the assessment will be terminated, due to safety concerns.

Step 3: Observe the Candidate's Performance

The third step in the assessment process is to observe the candidate's performance during the assessment. Remember that you must continuously observe the candidate. Throughout the assessment, require the candidate to adhere to standard procedures, except when assessment procedures require demonstration of knowledge or skills different from those standard procedures. For example, a company may use points to report sightings, but a candidate may also be asked to demonstrate knowledge of the relative bearing system as part of the Lookout assessment.

Specific assessment objectives, performance measures, performance standards, and scoring procedures will be included in each assessment. Your consistent application of these procedures will ensure that you conduct a valid and reliable assessment. However, adherence to these procedures may require some flexibility on your part. Specifically, in some cases you may be required to remember the performance of the candidate for some time before you are able to record and score his or her performance. In addition, there may be times during the assessment when you will need to ask the candidate what he or she is doing. You should try to limit your questions during the candidate's performance, so that you minimize the amount of coaching the candidate receives from you.

Typically, an assessment will include a number of questions regarding the candidate's knowledge of rules and procedures pertaining to the duties under assessment. In addition, there will commonly be a number of questions regarding the candidate's performance that must be asked for clarification. Generally, a good time to ask all of these questions is following the candidate's demonstration of practical skills. At this point, you can ask specific questions you have about the performance you observed and use these questions as introductions, when appropriate, to more general questions about knowledge and rules included as part of the assessment.

Remember that, in order to maintain assessment validity and reliability, candidates should be assessed on their ability to perform their job tasks and duties and to demonstrate their knowledge of job procedures and rules.

Avoid training candidates to successfully complete an assessment rather than proficiently perform their job. Also avoid allowing candidates to observe assessments of other mariners when this will provide them with an unfair advantage during subsequent assessment.

Finally, it is important to remain constantly vigilant regarding operational effectiveness and safety. Assessments should be conducted only where they do not adversely affect the normal operation of the ship. In addition, assessments must be terminated whenever safety conditions are being violated.

General Checklist for Observing the Candidate's Performance

- ❑ If a safety violation occurs, terminate the assessment immediately.
- ❑ Ensure that the candidate can concentrate on the task at hand.
- ❑ Do not allow other crewmembers to interfere with the assessment.
- ❑ Ensure realistic assessment conditions with a normal working environment.
- ❑ Continuously observe the candidate during the assessment. Record the observed performance and apply the performance standards as soon as practical during the assessment.
- ❑ Require that standard procedures be adhered to, except when assessment procedures require demonstration of knowledge or skill different from these procedures.
- ❑ Avoid asking leading questions. Try to keep your questions fair but general in nature.
- ❑ Avoid giving the candidate unsolicited assistance, but respond to appropriate questions and provide appropriate equipment when required.
- ❑ Remain objective and maintain positive control of the operation at all times.

Step 4: Record Results and Determine Assessment Outcome

The fourth step in the assessment process is to determine the assessment outcome. To do this, record the candidate’s performance on each *Shipboard Practical Assessment Worksheet* and then apply the scoring procedures specified in the assessment procedures. ***Remember that if the candidate incorrectly performs any of the critical, required actions, he or she automatically fails the entire assessment.*** Finally, determine and document the outcome of the assessment, transferring the final results to appropriate block on the *Shipboard Practical Assessment Worksheet* located in the *Work & Record book*.

The *Shipboard Practical Assessment Worksheets* enclosed in the *Work & Record book* will be sent to MSFSC when all assessments and sea time requirements are met. A copy of the assessments & watchstanding log should be provided to the mariner. The assessor should also retain information on whom he or she has assessed and the results.

General Checklist for Determining Assessment Outcome

- ❑ Record performance on the appropriate *Shipboard Practical Assessment Worksheet*
- ❑ Strictly adhere to the prescribed performance standards and scoring procedure(s).
- ❑ Sign off the appropriate block on the appropriate page of the *Shipboard Practical Assessment Worksheet & Record*.

Step 5: Debrief the Candidate

The fifth and final step in the assessment process is to debrief the candidate as soon as possible after the assessment. During this debriefing, you should restate the assessment objectives and discuss the candidate's performance on each objective. A good strategy for beginning a debriefing is to review the candidate's positive accomplishments. The candidate will then likely be in a better frame of mind to hear any comments regarding areas needing improvement

If the candidate failed to demonstrate proficiency, you may work together with him or her to develop an improvement plan to prepare for reassessment. Conditions for conducting reassessments should be specified in the assessment procedure. If these are absent, they should be discussed and established by those responsible for assessment in your organization. Specific issues to consider are: (1) the period between initial assessment and reassessment, and (2) any changes in the performance standards and scoring procedures that are adopted for reassessment.

General Checklist for Debriefing the Candidate

- ❑ Debrief the candidate as soon as possible after the assessment.
- ❑ Restate the assessment objective(s).
- ❑ Focus on positive accomplishments first.
- ❑ Identify areas needing improvement.
- ❑ If the candidate failed to demonstrate proficiency, jointly develop an improvement plan to prepare for reassessment.

GLOSSARY

Assessor Anyone who conducts an assessment or evaluation of an individual's proficiency. The term *assessor* is used in many discussions of STCW requirements, including the STCW Code and NVIC 4-97 on company roles and responsibilities. The term *designated examiner* is used for *examiner* in the United States implementing regulations.

Assessment The process of evaluating whether an individual's performance meets established *proficiency criteria*. The terminology used for this process in the United States implementing regulations includes *examination* for knowledge, and an *assessment* based on *practical demonstration*, as witnessed by a *designated examiner*.

Performance or Assessment Conditions The *performance* or *assessment conditions* define the setting, tools, references, aids, and safety precautions that are required for an assessment of a candidate's proficiency.

Competencies or Assessment Objectives The goals for the performance-based assessment of proficiency based on the knowledge, skills, and abilities required by the job. A complete *Competency* or *assessment objective* description includes the required mariner performance, the conditions of assessment, and the standards of performance for successful accomplishment of the objective.

Assessment Procedures The activities that are conducted in administering the assessment of a candidate's proficiency. The term *assessment procedure* can describe either the actions taken or the written instructions and activity descriptions that are used in conducting an assessment.

Designated Examiner A person who has been trained or instructed in techniques of training or *assessment* and is otherwise qualified to administer performance assessment procedures. In practice, the *designated examiner* evaluates whether the candidate's performance meets *established proficiency criteria* to earn credit toward the license, document, or endorsement. Further details on the qualifications of *designated examiner* can be found in NVIC 6-97.

Duty An ongoing responsibility within a job that usually requires the performance of multiple tasks (e.g., *Officer in Charge of the Engineering Watch, Lookout, and Helmsman*).

Evaluation Criteria The *evaluation* criteria comprise the general *standards of competence*. In practice, the *evaluation criteria* are further defined on the basis of *performance measures, performance standards*, and proficiency criteria.

Job An employment post consisting of a cluster of related work responsibilities and duties (e.g., *Chief Engineer, Third Mate, Able-bodied Seaman*). In the STCW Code, a job is further defined on the basis of licensure level (e.g., Officer in charge of a navigational watch on ships of 500 gross tonnage or more).

Knowledge The learned concepts, cues, facts, rules, and procedures that are necessary for proficient performance of a task (e.g., *knowledge of algebra, knowledge of the Navigation Rules, knowledge of procedures for starting the main engine*).

Objective Measure A measure that relies primarily upon measurement apparatus that can be calibrated to yield highly consistent and accurate measurement results.

Performance Behavior or Measure The procedures used for observing and recording mariner actions, or the outcome of those actions. *Performance behavior* or *measures* record either the process of performance or the product of performance.

Performance Standard The standard established for *individual performance measures*. *Performance measures* and *performance standards* are combined on the basis of *scoring procedures* to establish proficiency criteria for an assessment objective.

Proficiency An individual's demonstrated ability to meet job performance requirements, as established on the basis of *performance measures*, *performance standards*, and *proficiency criteria*.

Proficiency Criteria The scoring procedures and standards applied in determining the proficiency level of a candidate on the basis of *performance behavior/measures* and *performance standards*.

Qualified Instructor According to the United States implementing regulations: “The person who has been trained or instructed in instructional techniques and is otherwise qualified to provide required training to candidates for licenses, documents, or endorsements.” Further details on the qualifications of *qualified instructors* can be found in NVIC 6-97.

Reliability The *consistency* of a measurement procedure. In the context of assessment, *reliability* can be generally defined as the consistency of the assessment outcome when applied under comparable conditions. Reliable assessments have well-defined assessment conditions, administration procedures, performance measures, performance standards, scoring procedures, and proficiency criteria. The reliability of an assessment establishes the maximum level of assessment *validity* possible. That is, an assessment can not be any more valid than it is reliable.

Scoring Procedures The defined procedures for combining individual *performance measures* and *performance standards* that are conducted in the application of *proficiency criteria*.

Skills and Abilities The behaviors that must be applied in successful performance (e.g., *typing skills*, *equipment fault-finding skills*, *navigation skills*, *shiphandling skills*). Measurable and observable skills are those of interest in proficiency assessment.

Subjective Measure A measure that relies primarily upon an assessor's direct observation and interpretation of mariner performance to determine the assessment outcome.

Task A single, observable work assignment that is independent of other actions and supports successful job performance. A task must be observable, be a complete work assignment, have a specific beginning and end, and be measurable by its intended product or outcome.

RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – ASSESSOR’S MANUAL

Validity The extent to which a measure represents what was intended to be measured. In the context of assessment, *validity* can be defined as the degree to which successful completion of an assessment accurately predicts successful performance on the job. The maximum validity of an assessment is established on the basis of its *reliability*. That is, an assessment cannot be any more valid than it is reliable.

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SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS



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SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS INSTRUCTIONS



ASSESSOR'S MANUAL

The assessor must have read and understood the manual provided in this workbook. If need be the assessor should review the manual prior to each assessment.

LICENSE REQUIREMENT

Aboard MSC ships the assessor must be the second mate or above.

COMPLETION TABLES

The follow is guidance for properly filling tables provided in this section

This table (PERFORMANCE STANDARD) is to be used as scoring for the assessment. The candidate must pass all parts of the PERFORMANCE STANDARD table in order to pass the assessment.

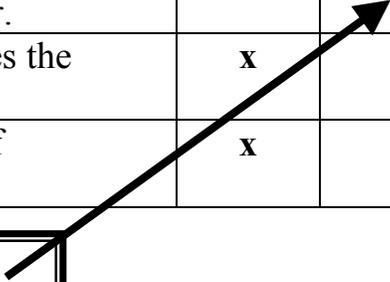
PERFORMANCE STANDARD	PASS	FAIL
1. Repeat order.	X	
2. Turn the helm in the direction of the fewest degrees to the ordered course using no more than 15° of rudder.	X	
3. Reduce the rudder angle as the vessel approaches the course.	X	
4. Steady on the course of 342° with less than 5° of overshoot.	X	

CANDIDATE PASSES
ASSESSMENT

**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

PERFORMANCE STANDARD	PASS	FAIL
1. Repeat order.	x	
2. Turn the helm in the direction of the fewest degrees to the ordered course using no more than 15° of rudder.		X
3. Reduce the rudder angle as the vessel approaches the course.	x	
4. Steady on the course of 342° with less than 5° of overshoot.	x	

CANDIDATE FAILS
ASSESSMENT



THE FOLLOWING TABLE IS ONLY TO BE FILLED OUT AND “SIGNED” OFF IF THE CANDIDATE SUCCESSFULLY PASSES ALL PARTS OF THE PERFORMANCE STANDARD. THIS CERTIFIES THAT THE CANDIDATE PASSES THIS PROFICIENCY.

DATE	
SHIPS NAME	
ASSESSOR – PRINT NAME	SIGNATURE
LICENSE	LICENSE NUMBER



**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

ASSESSMENT NO. RFPNW-1-1A (1-21)
FUNCTION Navigation at the Support Level
COMPETENCE Steer the ship and comply with helm orders in the English language

KNOWLEDGE, UNDERSTANDING & PROFICIENCY

Use of magnetic and gyro-compasses.



TASK Steady on a new course

PERFORMANCE CONDITION At full sea speed, while on a northeasterly heading, when hearing the command in English, “Steer 342” (the assessor may select any course desired as long as it is more than 30° from the original heading).

PERFORMANCE BEHAVIOR Turn the helm to bring the vessel to the new course and steady on the course of 342°.

PERFORMANCE STANDARD	PASS	FAIL
1. Repeat order.		
2. Turn the helm in the direction of the fewest degrees to the ordered course using no more than 15° of rudder.		
3. Reduce the rudder angle as the vessel approaches the course.		
4. Steady on the course of 342° with less than 5° of overshoot.		
5. State: she’s steady on three four two.		

DATE	
SHIPS NAME	
ASSESSOR – PRINT NAME	SIGNATURE
LICENSE	LICENSE NUMBER

**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

ASSESSMENT NO. RFPNW-1-1B (2-21)

FUNCTION Navigation at the Support Level

COMPETENCE Steer the ship and comply with helm orders in the English language

KNOWLEDGE, UNDERSTANDING & PROFICIENCY *Use of magnetic and gyro-compasses.*



TASK Steer a course by gyrocompass

PERFORMANCE CONDITION In a sea state of 4 or less, when hearing the command in English, “Steer 342.” (any course heading may be given)

PERFORMANCE BEHAVIOR Use the gyrocompass to steer the course of 342°.

PERFORMANCE STANDARD	PASS	FAIL
1. Repeat order.		
2. When steady on course state: “steering three four two.”		
3. Steer the course ordered within $\pm 3^\circ$ (open ocean), and $\pm 2^\circ$ (near coastal) for 15 minutes.		

DATE	
SHIP’S NAME	
ASSESSOR – PRINT NAME	SIGNATURE
LICENSE	LICENSE NUMBER

**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

ASSESSMENT NO. RFPNW-1-1C (3-21)
FUNCTION Navigation at the Support Level
COMPETENCE Steer the ship and comply with helm orders in the English language

**KNOWLEDGE,
UNDERSTANDING &
PROFICIENCY**

Use of magnetic and gyro-compasses.



TASK

Steer a course by magnetic compass

**PERFORMANCE
CONDITION**

In a sea state of 4 or less, when hearing the command in English, “Steer 342.”

**PERFORMANCE
BEHAVIOR**

Use the magnetic compass to steer the course of 342°.

PERFORMANCE STANDARD	PASS	FAIL
1. Repeat order.		
2. When steady on course state: “steering three four two.”		
3. Steer the course ordered within $\pm 5^\circ$ (open ocean), and $\pm 3^\circ$ (near coastal) for 15 minutes.		

DATE	
SHIP'S NAME	
ASSESSOR – PRINT NAME	SIGNATURE
LICENSE	LICENSE NUMBER

**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

ASSESSMENT NO. RFPNW-1-2A (4-21)

FUNCTION Navigation at the Support Level

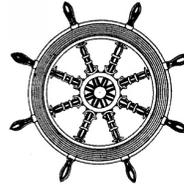
COMPETENCE Steer the ship and comply with helm orders in the English language

KNOWLEDGE, UNDERSTANDING & PROFICIENCY *Helm Orders*

TASK Right (Starboard) 10

PERFORMANCE CONDITION When hearing the command in English, “Right (Starboard) 10.”

PERFORMANCE BEHAVIOR Turn the helm until the rudder is right (starboard) 10°.



PERFORMANCE STANDARD	PASS	FAIL
1. Repeat order.		
2. Immediately turn helm to right (starboard).		
3. Stop turning the helm when the rudder angle indicator reads right (starboard) 10°.		
4. State: “the rudder is right (starboard) 10”, or “she’s right (starboard) 10°.”		

DATE	
SHIP’S NAME	
ASSESSOR – PRINT NAME	SIGNATURE
LICENSE	LICENSE NUMBER



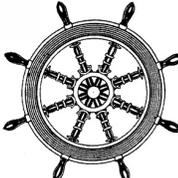
**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

ASSESSMENT NO. RFPNW-1-2B (5-21)

FUNCTION Navigation at the Support Level

COMPETENCE Steer the ship and comply with helm orders in the English language

KNOWLEDGE, UNDERSTANDING & PROFICIENCY *Helm Orders*



TASK Left (Port) 20

PERFORMANCE CONDITION When hearing the command in English, “Left (Port) 20.”

PERFORMANCE BEHAVIOR Turn the helm until the rudder is left (port) 20°.

PERFORMANCE STANDARD	PASS	FAIL
1. Repeat order.		
2. Immediately turn helm to left (port).		
3. Stop turning the helm when the rudder angle indicator reads left (port) 20°.		
4. State: “the rudder is left (port) 20”, or “she’s left (port) 20°.”		

DATE	
SHIP’S NAME	
ASSESSOR – PRINT NAME	SIGNATURE
LICENSE	LICENSE NUMBER

**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

ASSESSMENT NO. RFPNW-1-2C (6-21)

FUNCTION Navigation at the Support Level

COMPETENCE Steer the ship and comply with helm orders in the English language

KNOWLEDGE, UNDERSTANDING & PROFICIENCY *Helm Orders*



TASK Hard right (Starboard)

PERFORMANCE CONDITION When hearing the command in English, “Hard right (Starboard).”

PERFORMANCE BEHAVIOR Turn the helm to the right (starboard) until the rudder is at maximum right (starboard) rudder.

PERFORMANCE STANDARD	PASS	FAIL
1. Repeat order.		
2. Immediately turn helm to right (starboard).		
3. Stop turning the helm when the rudder angle indicator reads the rudder is at maximum right (starboard) rudder.		
4. The rudder is not jammed against the stops.		
5. State: “the rudder is hard right (starboard)”, or she’s hard right (starboard).”		

DATE	
SHIP’S NAME	
ASSESSOR – PRINT NAME	SIGNATURE
LICENSE	LICENSE NUMBER



**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

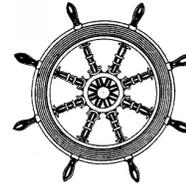
ASSESSMENT NO. RFPNW-1-2D (7-21)

FUNCTION Navigation at the Support Level

COMPETENCE Steer the ship and comply with helm orders in the English language

**KNOWLEDGE,
UNDERSTANDING &
PROFICIENCY**

Helm Orders



TASK Ease to 5

PERFORMANCE CONDITION When the rudder is more than 5° right (starboard) or left (port), when hearing the command in English, “Ease to 5.”

PERFORMANCE BEHAVIOR Turn the helm to reduce the angle of the rudder until the indicator shows the rudder angle is right (starboard) or left (port) 5°.

PERFORMANCE STANDARD The following are the performance standards to be used:

PERFORMANCE STANDARD	PASS	FAIL
1. Repeat order.		
2. Immediately turn helm to reduce the rudder angle.		
3. Stop turning the helm when the rudder angle indicator shows the rudder angle is right (starboard) or left (port) 5°.		
4. State: “the rudder is right (starboard) or left (port) 5°.”		

DATE	
SHIP’S NAME	
ASSESSOR – PRINT NAME	SIGNATURE
LICENSE	LICENSE NUMBER

**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

ASSESSMENT NO. RFPNW-1-2E (8-21)

FUNCTION Navigation at the Support Level

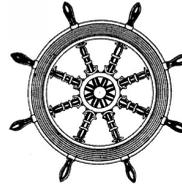
COMPETENCE Steer the ship and comply with helm orders in the English language

KNOWLEDGE, UNDERSTANDING & PROFICIENCY *Helm Orders*

TASK Midships; or, midships the wheel

PERFORMANCE CONDITION When hearing the command in English, “Midships.”

PERFORMANCE BEHAVIOR Turn the helm to reduce the angle of the rudder until the rudder angle indicator shows the rudder angle is zero.



PERFORMANCE STANDARD	PASS	FAIL
1. Repeat order.		
2. Immediately turn helm to reduce the rudder angle.		
3. Stop turning the helm when the rudder angle indicator shows the rudder angle is zero.		
4. State: “the rudder is midships.”		

DATE	
SHIP'S NAME	
ASSESSOR – PRINT NAME	SIGNATURE
LICENSE	LICENSE NUMBER

**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

ASSESSMENT NO. RFPNW-1-2F (9-21)

FUNCTION Navigation at the Support Level

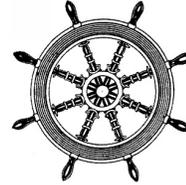
COMPETENCE Steer the ship and comply with helm orders in the English language

KNOWLEDGE, UNDERSTANDING & PROFICIENCY *Helm Orders*

TASK Shift your rudder

PERFORMANCE CONDITION With the rudder at 15° right (starboard) rudder, when hearing the command in English, “Shift your Rudder.”

PERFORMANCE BEHAVIOR Turn the helm to the left (port) until the indicator shows the rudder angle is left (port) 15°.



PERFORMANCE STANDARD	PASS	FAIL
1. Repeat order.		
2. Immediately turn helm to the left (port).		
3. Stop turning the helm when the rudder angle indicator shows the rudder angle is left (port). 15°.		
4. State: “the rudder is left (port) 15°.”		

DATE	
SHIP'S NAME	
ASSESSOR – PRINT NAME	SIGNATURE
LICENSE	LICENSE NUMBER

**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

ASSESSMENT NO. RFPNW-1-2G (10-21)

FUNCTION Navigation at the Support Level

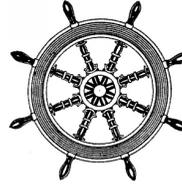
COMPETENCE Steer the ship and comply with helm orders in the English language

KNOWLEDGE, UNDERSTANDING & PROFICIENCY *Helm Orders*

TASK Meet her or, check her

PERFORMANCE CONDITION During a turn, when hearing the command in English, “Meet Her,” or “Check Her.”

PERFORMANCE BEHAVIOR Turn the helm to reduce the angle of the rudder and apply counter rudder until the vessel stops turning.



PERFORMANCE STANDARD	PASS	FAIL
1. Repeat order.		
2. Immediately turn helm to reduce the rudder angle.		
3. Apply counter rudder until the vessel stops turning.		
4. Ease the wheel to midships.		
5. State: “the vessel’s heading is ____.”		

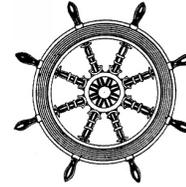
DATE	
SHIP’S NAME	
ASSESSOR – PRINT NAME	SIGNATURE
LICENSE	LICENSE NUMBER

**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

ASSESSMENT NO. RFPNW-1-2H (11-21)
FUNCTION Navigation at the Support Level
COMPETENCE Steer the ship and comply with helm orders in the English language

**KNOWLEDGE,
UNDERSTANDING &
PROFICIENCY**

Helm Orders



TASK Steady as she goes

**PERFORMANCE
CONDITION** When hearing the command in English, “Steady as She Goes.”

**PERFORMANCE
BEHAVIOR** Note the heading of the vessel, stop any swing of the ship, and steer in the direction noted when the command was given.

PERFORMANCE STANDARD	PASS	FAIL
1. Repeat order.		
2. Note the heading when the command was given.		
3. Immediately apply rudder to stop any swing of the ship.		
4. Steer in the direction noted.		
5. State: she’s steady as she goes.		

DATE	
SHIP’S NAME	
ASSESSOR – PRINT NAME	SIGNATURE
LICENSE	LICENSE NUMBER

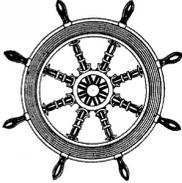
**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

ASSESSMENT NO. RFPNW-1-2I (12-21)

FUNCTION Navigation at the Support Level

COMPETENCE Steer the ship and comply with helm orders in the English language

KNOWLEDGE, UNDERSTANDING & PROFICIENCY *Helm Orders*



TASK Steer on the range

PERFORMANCE CONDITION When hearing the command in English, “Steer on the range.”

PERFORMANCE BEHAVIOR Keep the vessel’s heading the same as the direction of the range.

PERFORMANCE STANDARD	PASS	FAIL
1. Repeat order.		
2. Use the upper and lower range to keep the vessel’s heading within 1° of the charted direction of the range for 5 minutes when the upper and lower ranges are aligned one over the other.		

DATE	
SHIP’S NAME	
ASSESSOR – PRINT NAME	SIGNATURE
LICENSE	LICENSE NUMBER

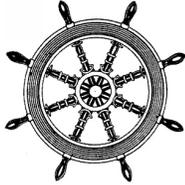
**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

ASSESSMENT NO. RFPNW-1-2J (13-21)

FUNCTION Navigation at the Support Level

COMPETENCE Steer the ship and comply with helm orders in the English language

KNOWLEDGE, UNDERSTANDING & PROFICIENCY *Helm Orders*



TASK Nothing to the right (Starboard)

PERFORMANCE CONDITION When hearing the command in English, “Nothing to the right (Starboard)” [nothing to the left (port) may also be used].

PERFORMANCE BEHAVIOR Keep the vessel from swinging to the right (starboard) and the vessel’s heading from increasing (or decreasing).

PERFORMANCE STANDARD	PASS	FAIL
1. The vessel does not swing to the right (starboard).		
2. The vessel’s heading does not increase for 5 minutes.		

DATE	
SHIP’S NAME	
ASSESSOR – PRINT NAME	SIGNATURE
LICENSE	LICENSE NUMBER

**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

ASSESSMENT NO. RFPNW-1-3A (14-21)

FUNCTION Navigation at the Support Level

COMPETENCE: Steer the ship and comply with helm orders in the English language

KNOWLEDGE UNDERSTANDING & PROFICIENCY *Change over from automatic pilot to hand steering and vice versa.*

TASK Change from auto pilot to hand steering

PERFORMANCE CONDITION At sea speed, when hearing the command to put the steering into hand steering.

PERFORMANCE BEHAVIOR Change the steering mode from auto pilot to hand steering.



PERFORMANCE STANDARD	PASS	FAIL
1. Repeat order.		
2. Switch the steering mode from auto pilot to hand.		
3. Test that the new steering mode is responding.		
4. State, “She’s in hand steering.”		

DATE	
SHIP’S NAME	
ASSESSOR – PRINT NAME	SIGNATURE
LICENSE	LICENSE NUMBER

**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

ASSESSMENT NO. RFPNW-1-3B (15-21)

FUNCTION Navigation at the Support Level

COMPETENCE: Steer the ship and comply with helm orders in the English language

KNOWLEDGE UNDERSTANDING & PROFICIENCY *Change over from automatic pilot to hand steering and vice versa.*

TASK Change from hand steering to auto pilot

PERFORMANCE CONDITION At sea speed, when hearing the command to put the steering into auto pilot.

PERFORMANCE BEHAVIOR Change the steering mode from hand steering to auto pilot.



PERFORMANCE STANDARD	PASS	FAIL
1. Repeat order.		
2. Put wheel amidships.		
3. Verify the course dialed into the auto pilot is the same as the course to be steered.		
4. Switch the steering mode from hand to auto pilot.		
5. Verify that the auto pilot is responding properly.		
6. State, "She's in auto pilot."		

DATE	
SHIP'S NAME	
ASSESSOR – PRINT NAME	SIGNATURE
LICENSE	LICENSE NUMBER

**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

ASSESSMENT NO. RFPNW-2-1A (16-21)
FUNCTION Navigation at the Support Level
COMPETENCE Keep a proper look out by sight and hearing

KNOWLEDGE UNDERSTANDING & PROFICIENCY *Responsibilities of lookout, including reporting the approximate bearing of a sound signal, light or other object in degrees or points.*



TASK Detect and report objects in daylight

PERFORMANCE CONDITION On a ship or full mission ship simulator, given a condition in daylight of unlimited visibility through a field of view from right ahead to 22.5 degrees abaft the beam on each side of the vessel and a sea state of four or less, and a large and small vessel and a buoy in sight.

PERFORMANCE BEHAVIOR Detect and report all three objects.

PERFORMANCE STANDARD	PASS	FAIL
1. Reports the large vessel before it is within ten miles of own ship.		
2. Reports the small vessel before it is within 2 miles of own ship.		
3. Reports the buoy before it is within 2 miles of own ship.		
4. Report the direction to all objects in degrees or points within ± 1 point or $\pm 11.25^\circ$.		

DATE	
SHIP'S NAME	
ASSESSOR – PRINT NAME	SIGNATURE
LICENSE	LICENSE NUMBER



**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

ASSESSMENT NO. RFPNW-2-1B (17-21)

FUNCTION Navigation at the Support Level

COMPETENCE Keep a proper look out by sight and hearing

KNOWLEDGE UNDERSTANDING & PROFICIENCY *Responsibilities of lookout, including reporting the approximate bearing of a sound signal, light or other object in degrees or points.*



TASK Detect and report objects at night.

PERFORMANCE CONDITION On a ship or full mission ship simulator, given a condition at night of unlimited visibility through a field of view from right ahead to 22.5 degrees abaft the beam on each side of the vessel and a sea state of four or less, and a large and small vessel and a buoy in sight.

PERFORMANCE BEHAVIOR Detect and report all three objects.

PERFORMANCE STANDARD	PASS	FAIL
1. Reports the lights the large vessel before it is within ten miles of own ship.		
2. Reports the lights of the small vessel before it is within 2 miles of own ship.		
3. Reports the light of the buoy before it is within 2 miles of own ship.		
4. Report the direction to all objects in degrees or points within ± 1 point or $\pm 11.25^\circ$.		

DATE	
SHIP'S NAME	
ASSESSOR – PRINT NAME	SIGNATURE
LICENSE	LICENSE NUMBER

**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

ASSESSMENT NO. RFPNW-2-2A (18-21)
FUNCTION Navigation at the Support Level
COMPETENCE Keep a proper look out by sight and hearing

KNOWLEDGE UNDERSTANDING & PROFICIENCY *Responsibilities of lookout, including reporting the approximate bearing of a sound signal, light or other object in degrees or points.*



TASK Detect and report sounds

PERFORMANCE CONDITION: On a ship or full mission ship simulator, in any condition of visibility, when a sound is generated by any sound appliance listed in the International Navigation Rules.

PERFORMANCE BEHAVIOR Detect and report the direction of the sound.

PERFORMANCE STANDARD	PASS	FAIL
1. Report the direction of the sound in degrees or points within ± 1 point or $\pm 11.25^\circ$.		

DATE	
SHIP'S NAME	
ASSESSOR – PRINT NAME	SIGNATURE
LICENSE	LICENSE NUMBER



**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

ASSESSMENT NO. RFPNW-3-1A (19-21)

FUNCTION Navigation at the Support Level

COMPETENCE Contribute to monitoring and controlling a safe watch

KNOWLEDGE, UNDERSTANDING & PROFICIENCY: *Procedures for the relief, maintenance and hand over of a watch.*

TASK Hand over a lookout watch

PERFORMANCE CONDITION On a ship at sea, given traffic that has been reported to the officer of the watch, when the lookout relief reports to relieve the watch.

PERFORMANCE BEHAVIOR Hand over the watch in accordance with the ordinary practice of good seamanship.



PERFORMANCE STANDARD	PASS	FAIL
1. Tell the relief of: a. all objects sighted and reported; b. objects sighted and not yet reported; c. past and present weather; d. any special instructions to be followed during the watch; and e. the status of the running lights.		
2. The candidate allowed the lookout relief to acquire his or her night vision.		
3. Report “ the lookout is relieved.”		

DATE	
SHIP'S NAME	
ASSESSOR – PRINT NAME	SIGNATURE
LICENSE	LICENSE NUMBER

**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

ASSESSMENT NO. RFPNW-3-1B (20-21)

FUNCTION Navigation at the Support Level

COMPETENCE Contribute to monitoring and controlling a safe watch

KNOWLEDGE, UNDERSTANDING & PROFICIENCY *Procedures for the relief, maintenance and hand over of a watch.*



TASK Hand over a helm watch

PERFORMANCE CONDITION On a ship at sea, when being relieved at the helm.

PERFORMANCE BEHAVIOR Hand over the helm in accordance with the ordinary practice of good seamanship.

PERFORMANCE STANDARD	PASS	FAIL
1. Tell the relief: a. both the gyro and magnetic course or helm position. b. the steering mode c. the steering unit in use. d. the amount and direction of rudder needed to hold course.		
2. The candidate does turn over the helm while executing a helm order (the candidate waits until the order is completed).		
3. The helmsman states, “the wheel (or helm) is relieved.”		

DATE	
SHIP'S NAME	
ASSESSOR – PRINT NAME	SIGNATURE
LICENSE	LICENSE NUMBER



**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

ASSESSMENT NO. RFPNW-3-2A (21-21)

FUNCTION Navigation at the Support Level

COMPETENCE Contribute to monitoring and controlling a safe watch

KNOWLEDGE, UNDERSTANDING & PROFICIENCY *Use of appropriate internal communications and alarm systems.*

TASK Report alarms

PERFORMANCE CONDITION On a ship at sea.

PERFORMANCE BEHAVIOR Notify the officer of the watch when hearing the following alarms:

1. The ARPA guard ring intrusion alarm;
2. The gyro-compass failure alarm;
3. Smoke and/or heat detector alarms;
4. Running Light panel alarms;
5. The steering motor failure alarm; and,
6. The steering pump failure alarm.



PERFORMANCE STANDARD	PASS	FAIL
1. Immediately report each alarm to the Officer in Charge of the Watch.		
2. In the case of steering failures, immediately after notifying the Officer in Charge of the Watch: a. if not in hand steering, switch the steering to hand; b. midship the wheel; c. switch the motor or pump; d. test the steering response; and, e. when ordered by the watch officer, switch the steering to autopilot.		

DATE	
SHIP'S NAME	
ASSESSOR – PRINT NAME	SIGNATURE
LICENSE	LICENSE NUMBER

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TIME

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WATCHSTANDING LOG INSTRUCTIONS



SEA TIME REQUIREMENT



The USCG defines sea time as “eight-hour day under training carrying out the duties associated with navigational watchkeeping functions”. A simple sea service letter as done in the past will not meet this requirement. Contained in this section are the Watchstanding logs as proof of approved sea time.

If the candidate has taken the approved course then only the one-hundred & twenty (120) watches contained in the Watchstanding logs in this book need to be signed off.

If the candidate has not taken the approved course than the following must be completed:

- The one-hundred & twenty (120) watches contained in this section
- Two-hundred and forty (240) watches contained in a Sea Time Watchkeeping supplemental log book (provided by MSC). This represents a total of 360 watches (equivalent to 6 months of watches; two watches per day).

SECOND MATE

The second mate (as required by USCG) will have to sign off on each watch a candidate stands.

WATCHSTANDING LOG

Instructions on how to properly fill out log is on the following page.

**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – WATCHSTANDING LOG**

WATCH #	SHIP'S NAME	WATCH	DATE MM/DD/YR	SIGNATURE PRINT NAME	LICENSE NUMBER
1		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16 <input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20 <input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24	12/25/01	X	
2		<input type="checkbox"/> 00-04 <input checked="" type="checkbox"/> 12-16 <input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20 <input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24	/ /	X JOE COOL	

EXAMPLE: ALWAYS **USNS SAIL**

FILL IN DATE WATCH STOOD

WRITE IN YOUR LICENSE NUMBER

CHECK OFF PROPER WATCH

SIGNATURE HERE

PRINT NAME

QUESTION: Do you have to write the ships name each time?

ANSWER: No, you may use ditto marks “ ” as long as the sea time continues to be aboard the same ship. *At the start of a new page, please write in ships name again.*

NOTE: The same rules apply for *print name*, and *license number*.

Any change in any of the fields (name, ship, license number) would require all fields to be filled in.



**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – WATCHSTANDING LOG**

WATCH #	SHIP'S NAME	WATCH	DATE MM/DD/YR	SIGNATURE PRINT NAME	LICENSE NUMBER
1		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
2		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
3		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
4		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
5		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
6		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
7		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
8		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
9		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
10		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
11		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
12		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			



**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – WATCHSTANDING LOG**

WATCH #	SHIP'S NAME	WATCH	DATE MM/DD/YR	SIGNATURE PRINT NAME	LICENSE NUMBER
13		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
14		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
15		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
16		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
17		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
18		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
19		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
20		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
21		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
22		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
23		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
24		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			



**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – WATCHSTANDING LOG**

WATCH #	SHIP'S NAME	WATCH	DATE MM/DD/YR	SIGNATURE PRINT NAME	LICENSE NUMBER
25		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
26		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
27		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
28		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
29		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
30		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
31		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
32		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
33		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
34		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
35		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
36		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			



**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – WATCHSTANDING LOG**

WATCH #	SHIP'S NAME	WATCH	DATE MM/DD/YR	SIGNATURE PRINT NAME	LICENSE NUMBER
37		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
38		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
39		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
40		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
41		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
42		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
43		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
44		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
45		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
46		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
47		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
48		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			



**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – WATCHSTANDING LOG**

WATCH #	SHIP'S NAME	WATCH	DATE MM/DD/YR	SIGNATURE PRINT NAME	LICENSE NUMBER
49		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
50		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
51		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
52		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
53		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
54		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
55		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
56		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
57		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
58		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
59		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
60		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			



**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – WATCHSTANDING LOG**

WATCH #	SHIP'S NAME	WATCH	DATE MM/DD/YR	SIGNATURE PRINT NAME	LICENSE NUMBER
61		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16 <input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20 <input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24	/ /	X	
62		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16 <input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20 <input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24	/ /	X	
63		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16 <input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20 <input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24	/ /	X	
64		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16 <input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20 <input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24	/ /	X	
65		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16 <input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20 <input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24	/ /	X	
66		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16 <input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20 <input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24	/ /	X	
67		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16 <input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20 <input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24	/ /	X	
68		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16 <input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20 <input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24	/ /	X	
69		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16 <input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20 <input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24	/ /	X	
70		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16 <input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20 <input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24	/ /	X	
71		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16 <input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20 <input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24	/ /	X	
72		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16 <input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20 <input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24	/ /	X	



**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – WATCHSTANDING LOG**

WATCH #	SHIP'S NAME	WATCH	DATE MM/DD/YR	SIGNATURE PRINT NAME	LICENSE NUMBER
73		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
74		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
75		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
76		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
77		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
78		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
79		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
80		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
81		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
82		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
83		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
84		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			



**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – WATCHSTANDING LOG**

WATCH #	SHIP'S NAME	WATCH	DATE MM/DD/YR	SIGNATURE PRINT NAME	LICENSE NUMBER
85		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
86		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
87		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
88		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
89		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
90		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
91		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
92		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
93		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
94		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
95		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
96		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			



**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – WATCHSTANDING LOG**

WATCH #	SHIP'S NAME	WATCH	DATE MM/DD/YR	SIGNATURE PRINT NAME	LICENSE NUMBER
97		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
98		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
99		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
100		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
101		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
102		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
103		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
104		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
105		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
106		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
107		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
108		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			



**RATING FORMING PART OF A NAVIGATION WATCH
RFPNW – WATCHSTANDING LOG**

WATCH #	SHIP'S NAME	WATCH	DATE MM/DD/YR	SIGNATURE PRINT NAME	LICENSE NUMBER
109		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
110		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
111		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
112		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
113		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
114		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
115		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
116		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
117		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
118		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
119		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			
120		<input type="checkbox"/> 00-04 <input type="checkbox"/> 12-16	/ /	X	
		<input type="checkbox"/> 04-08 <input type="checkbox"/> 16-20			
		<input type="checkbox"/> 08-12 <input type="checkbox"/> 20-24			



INSERT
TAB

CERTIFICATION

INSERT
TAB

INSERT
TAB

CERTIFICATION

INSERT
TAB

STCW CERTIFICATION

This section is the final step for the ship and candidate to complete in order to begin the final process for receiving a STCW-95 certificate endorsed as *Rating Forming Part of A Navigation Watch*.

The mariner must sign the permission to work on his/her behalf statement on the next page

This sections includes:

- Master's certification letter
- Instructions for USCG Form CG-719B (Rev 03/04)
- USCG Form CG-719B (Rev 03/04)

Along with sending this book to the MSFSC Training Division N16, the following additional information must be provided:

- Master's certification letter (***must be filled out in Book***)
- Special RFPNW Course completion certificate ***or*** Sea Time Watchstanding supplemental log book
- Application for License as an Officer, Staff Officer, or Operator and for Merchant Mariner's Document {Form CG-719B (Rev 03/04)}
 - Make copy of application from *Work & Record Book*
 - Complete application form (from copy made), do not fill out application in book
- Certified copy of Basic Safety Training course completion certificate(s)
- Copy of front and back of mariner's current USCG MMD
- Two passport photos

Everything should be mailed to:

**MSFSC
Attn: Training N16
463 East C Street Bldg. SP-64
Norfolk, VA 23511**

MSFSC Training Division N16 will verify with the ship that it has received the package and if the package is complete. Once the package is complete the Training Division will mail a copy of Rating Forming Part of a Navigation Watch program completion certificate to the candidate/mariner.

The Training Division will also send application, photos, and training certificates to the USCG REC to process the STCW Certificate.

Permission to work on his/her behalf

I _____ give MSFSC Training
(PRINT NAME)

Division permission to work on my behalf with the USCG in order to receive the STCW 95 Certificate endorsed with *Rating Forming Part of a Navigation Watch*.

Signature

Date

Master's Certification Letter

Date

From: Master, USNS _____

To: MSFSC Training Division (N16)

Subj: RATINGS FORMING PART OF A NAVIGATIONAL WORK & RECORD BOOK
COMPLETION

Ref: (a) MSC Training Information Bulletin 1-01 (Rev 1 - Feb 03)

Encl: (1) Rating Forming Part of a Navigation Watch – Work & Record Book (completed)
(2) Special RFPNW Course completion certificate **OR** Sea Time Watchstanding
supplemental log book
(3) Application for License as an Officer, Staff Officer, and for Merchant Mariner
Document (MMD), {Form CG-719B (Rev 03/04)}
(4) Certified copy of Basic Safety Training course completion certificate(s)
(5) Copy of front and back of mariner's current USCG MMD
(6) Two passport photos

1. In accordance with reference (a), enclosures (1) through (6) are forwarded certifying that

(Mariner's Name) _____ (SSN) _____

has completed the requirements for issuance of the RFPNW endorsement.

2. The candidate received instruction in all aspects of the approved training program for the Standards of Training, Certification and Watchkeeping (STCW) Ratings Forming Part of a Navigational Watch (RFPNW).
3. All required competencies and skills listed in STCW Table A-II/4 have been assessed and have been satisfactorily demonstrated in accordance with the USCG approved assessment criteria. Some of the required competencies may have been satisfied by successful completion of the special training and is evidenced by a course certificate (if taken). The performance of these shipboard duties was carried out under the direct supervision of the Master or officer in charge of the navigational watch.

Signature//Master

USCG FORM CG-719B (REV 03/04)

Completing the Application Form

Read all instructions on the application form carefully. If the application form is not completed properly it could be returned to you for corrections causing a significant delay. Print or type all information on the form, except sign your initials or signature. Enter all information in full; do not use abbreviations. If a block of information does not apply to you, place an "N/A" in it.

Don't be afraid to ask one of the ship's deck officer's for assistance in filling out this application. The goal is to get it right the first time!

Application for License as an Officer, Staff Officer, or Operator and for Merchant Mariner's Document

Section I - Personal Data	(For CG Use Only) Date Application Received
----------------------------------	---

Name (Last, First, Middle) (Maiden Name if applicable)		Social Security Number
Date of Birth (Month, Day, Year) ____/____/____	Place of Birth (City, State, Country)	Country of Citizenship
Color of Eyes	Color of Hair	Height _____ft_____in Weight _____lbs
Mailing Address, City, State, Zip Code (PO Boxes are acceptable)		Phone Number () -
		FAX Number () -
		E-mail Address
Next of Kin's Name and Mailing Address, City, State, Zip Code		Relationship
		Next of Kin's Phone Number () -
		Next of Kin's E-mail Address

Parental or Guardian's Consent

I am under 18 years old and a notarized statement of parental/guardian consent is attached.

Section II - Type of Transaction

Transaction	Original	Renewal	Raise in Grade	Endorsement	Duplicate*
<input type="checkbox"/> License	<input type="checkbox"/>				
<input type="checkbox"/> Merchant Mariner's Document (MMD)	<input type="checkbox"/>				
<input type="checkbox"/> STCW Certificate	<input type="checkbox"/>				
<input type="checkbox"/> Certificates of Registry	<input type="checkbox"/>				
<input type="checkbox"/> Certificate of Discharge Sea Service					
<p>*If requesting a duplicate for a lost or stolen License/MMD attach a signed statement explaining how, when and where your credentials were lost or stolen and your efforts to recover them.</p>					

Applying for:

Grade of License (include tonnage, waters, propulsion mode, horsepower, etc.); or MMD rating (Able Seaman, QMED-Oiler, etc.)

State Current or Previous License/Merchant Mariner's Document

Description of License/Merchant Mariner's Document	Place of Issue	Date of Issue

Application for License as an Officer, Staff Officer, or Operator and for Merchant Mariner's Document

Section III - Narcotics, DWI/DUI, and Conviction Record Conviction means found guilty by judgment or by plea and includes cases of deferred adjudication (no contest, adjudication withheld, etc.) or where the court required you to attend classes, make contribution of time or money, receive treatment, submit to any manner of probation or supervision, or forgo appeal of a trial court finding. Expunged convictions must be reported unless the expungement was based upon a showing that the court's earlier conviction was in error.

Yes (X)	No (X)	Indicate your answers to the following questions; sign and date at the bottom of this section.
		Have you ever been convicted of violating a dangerous drug law of the United States, District of Columbia, or any state, or territory of the United States? (This includes marijuana.) <i>(If yes, attach statement)</i>
		Have you ever been a user of/or addicted to a dangerous drug, including marijuana? <i>(If yes, attach statement)</i>
		Have you ever been convicted by any court - including military court - for an offense other than a minor traffic violation? <i>(If yes, attach statement)</i>
		Have you ever been convicted of a traffic violation arising in connection with a fatal traffic accident, reckless driving or racing on the highway or operating a motor vehicle while under the influence of, or impaired by, alcohol or a controlled substance? <i>(If yes, attach statement)</i>
		Have you ever had your driver's license revoked or suspended for refusing to submit to an alcohol or drug test? <i>(If yes, attach statement)</i>
		Have you ever been given a Coast Guard Letter of Warning or been assessed a civil penalty for violation of maritime or environmental regulations? <i>(If yes, attach statement)</i>
		Have you ever had any Coast Guard license or document held by you revoked, suspended or voluntarily surrendered? <i>(If yes, attach statement)</i>

I have attached a statement of explanation for all areas marked "yes" above. I signed this section with full understanding that a false statement is grounds for denial of the application as well as criminal prosecution and financial penalty. I understand that failure to answer every question will delay my application.

X Signature of Applicant agreeing to the above statement	Date
---	------

Section IV - Character References (For Original License Applicants Only)

I am an Original License Applicant and have attached three letters of written recommendation.

Section V - Mariner's Consent

National Driver Registry (NDR) (Mandatory): I authorize the National Driver Registry to furnish the U.S. Coast Guard (USCG) information pertaining to my driving record. This consent constitutes authorization for a single access to the information contained in the NDR to verify information provided in this application. I understand the USCG will make the information received from the NDR available to me for review and written comment prior to taking any action against my License or Merchant Mariner's Document. Authority: 46 U. S. C. 7101(g) and 46 U. S. C. 7302(c).

X Signature of Applicant

Date

Mariner's Tracking System (Optional): I consent to voluntary participation in the Mariner's Tracking System to be used by the Maritime Administration (MARAD) in the event of a national emergency or sealift crisis. In such an emergency, MARAD would disseminate my contact information to an appropriate maritime employment office to determine my availability for possible employment on a sealift vessel. Once consent is given, it remains effective until revoked in writing. Send signed notice of revocation to the USCG National Maritime Center (NMC-4A), 4200 Wilson Blvd., Suite 630, Arlington, VA 22203-1804

X Signature of Applicant

Date

**Application for License as an Officer, Staff Officer, or
Operator and for Merchant Mariner's Document**

Section VI - Certification and Oath

Certification (Mandatory)

Whoever, in any manner within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, violates the U. S. Criminal Code at Title 18 U. S. C. 1001 which subjects the violator to Federal prosecution and possible incarceration, fine or both.

I certify that the information on this application is true and correct and that I have not submitted any application of any type to the Officer-in-Charge, Marine Inspection in any port and been rejected or denied within 12 months of this application.

X Signature of Applicant agreeing to the above statement

Date

Oath (For originals only. Coast Guard official must witness applicant signature.)

I do solemnly swear or affirm that I will faithfully and honestly, according to my best skill and judgment, and without concealment and reservation, perform all the duties required of me by the laws of the United States. I will faithfully and honestly carry out the lawful orders of my superior officers aboard a vessel.

X Signature of Applicant

Date

Signature of Coast Guard Official

Date

U.S. Coast Guard Use Only

Section VII - REC Application Approval

Signature of Approving Official

REC

(Application has been approved on this date)

Date

Section VIII - REC Citizenship Verification & Credential Issuance

Indicate Proof of Citizenship below (For non U.S. also include I.N.S. Alien Registration #)

License Endorsement(s) Issued

Document Rating(s) Issued

Issue Number

License Serial Number

MMD Serial Number

Expiration Date

Expiration Date

Check box if corresponding STCW certificate was issued.

Signature of Issuing Official

REC

Date

Section IX - NMC Verification of Duplicate Transactions

Ratings/Endorsements Authorized

Signature of Approving NMC Official: _____ Date: _____

Application for License as an Officer, Staff Officer, or Operator and for Merchant Mariner's Document

PRIVACY ACT STATEMENT

In accordance with 5 U. S. C. 552a(e)(3), THE FOLLOWING INFORMATION IS PROVIDED TO YOU WHEN SUPPLYING PERSONAL INFORMATION TO THE U.S. COAST GUARD.

1. AUTHORITY WHICH AUTHORIZED THE SOLICITATION OF INFORMATION
 - A. 46 U. S. C. 7302, 7305, 7314, 7316, 7319, AND 7502
 - B. SEE 46 CFR PARTS 10 AND 12.
2. PRINCIPLE PURPOSES FOR WHICH INFORMATION IS INTENDED TO BE USED.
 - A. TO ESTABLISH ELIGIBILITY FOR A MERCHANT MARINER'S DOCUMENT, DUPLICATE DOCUMENTS, OR ADDITIONAL ENDORSEMENTS ISSUED BY THE COAST GUARD.
 - B. TO ESTABLISH AND MAINTAIN A CONTINUOUS RECORD OF THE PERSONS DOCUMENTATION TRANSACTIONS.
 - C. PART OF THE INFORMATION IS TRANSFERRED TO A FILE MANAGEMENT COMPUTER SYSTEM FOR A PERMANENT RECORD.
3. THE ROUTINE USES WHICH MAY BE MADE OF THE INFORMATION:
 - A. TO MAINTAIN RECORDS REQUIRED BY 46 U. S. C. 7319 AND 7502.
 - B. TO ENABLE ELIGIBLE PARTIES (*i.e. the mariner's heirs or properly designated representative*) TO OBTAIN INFORMATION.
 - C. TO PROVIDE INFORMATION TO THE U.S. MARITIME ADMINISTRATION FOR USE IN DEVELOPING MANPOWER STUDIES AND TRAINING BUDGET NEEDS.
 - D. TO DEVELOP INFORMATION AT THE REQUEST OF COMMITTEES OF CONGRESS.
 - E. TO PROJECT BILLET ASSIGNMENTS AT COAST GUARD MARINE INSPECTION/SAFETY OFFICES.
 - F. TO PROVIDE INFORMATION TO LAW ENFORCEMENT AGENCIES FOR CRIMINAL OR CIVIL LAW ENFORCEMENT PURPOSES.
 - G. TO ASSIST U.S. COAST GUARD INVESTIGATING OFFICERS AND ADMINISTRATIVE LAW JUDGES IN DETERMINING MISCONDUCT, CAUSES OF CASUALTIES, AND APPROPRIATE SUSPENSION AND REVOCATION ACTIONS.
4. WHETHER OR NOT DISCLOSURE OF SUCH INFORMATION IS MANDATORY OR VOLUNTARY (Required by law or optional) AND THE EFFECTS ON THE INDIVIDUAL, IF ANY, OF NOT PROVIDING ALL OR PART OF THE REQUESTED INFORMATION IS VOLUNTARY, DISCLOSURE OF THIS INFORMATION IS VOLUNTARY, BUT FAILURE TO PROVIDE MAY RESULT IN NON-ISSUANCE OF THE REQUESTED DOCUMENT(S).

"An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number."

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