



Australian Government
Australian Maritime Safety Authority

TRAINING AND ASSESSMENT CRITERIA

Final Practical Assessment

(AMSA508)

Exemption 38 (Low complexity duties)

April 2017

Overview

This Training and Assessment Criteria (TAC) is for the trainer assessor to use when conducting the training and practical assessment for *Exemption 38 Marine Safety (Low complexity duties) Exemption 2016 (No.2)*. It may also be used by the participant as a study guide. This document provides the details of the skills and knowledge required of the participant, and is to be used in conjunction with Final Practical Assessment Record (AMSA536).

To operate under Exemption 38 (Low complexity duties), a person must:

- i. successfully complete the following units from the MAR Maritime Training Package:
 - a. MARI001 Comply with regulations to ensure safe operation of a vessel up to 12 metres;
 - b. MARK001 Handle a vessel up to 12 metres;
 - c. MARN002 Apply seamanship skills aboard a vessel up to 12 metres; and
- ii. hold an AMSA 536 Final Practical Assessment Record completed by a trainer assessor determined by AMSA

Alternatively:

- i. a person may complete an AMSA approved course listed at www.amsa.gov.au/domestic/domestic-quals/approved-training-organisations/;
- ii. hold an AMSA 536 Final Practical Assessment Record completed by a trainer assessor determined by AMSA.

Please note that as of June 2016, AMSA will only approve Registered Training Organisations under Marine Order 506 for Exemption 38 (Low complexity duties).

Notes:

- Refer to Advisory Note DCV-A-008 for the requirements to operate under this exemption
- Registered training organisations (RTO's) can become AMSA approved course providers for Exemption 38 (Low complexity duties) by applying and submitting a course that covers all the Exemption 38 (Low complexity duties) Training and Assessment Criteria. Refer to Advisory Note DCV-A-014 for the criteria to be met to be an AMSA approved course provider.
- Existing approved course providers can apply to be AMSA approved trainer assessors for Exemption 38 (Low complexity duties). A list of Exemption 38 (Low complexity duties) course providers can be located at: www.amsa.gov.au/domestic/domestic-quals/approved-training-organisations/. Refer to Advisory Note DCV-A-014 for the conditions to be met to be an AMSA approved trainer assessor.
- AMSA may contact course providers, trainer assessors and participants to obtain feedback on training and practical assessment for continuous improvement
- AMSA may audit an approved course provider and trainer assessor at any time, and suspend or revoke approval as it sees fit. RTOs are also subject to audit by the Australian Skills Quality Authority (ASQA), Training and Accreditation Council (TAC), Western Australian and Victorian Registration and Qualifications Authority (VRAQ).

Trainer assessor requirements

To be an AMSA approved trainer assessor, you should:

- work for an AMSA Approved Training Organisation under MO506 delivering Maritime Training Package qualifications.

OR

- hold the current Certificate IV in Training and Assessment;
- hold at least a Coxswains Grade 1 NC Certificate of Competency, or an equivalent approved by AMSA;
- provide a statement of qualifications and/or experience in workplace training and assessment;
- provide details of a professional referee.

AND

- be a fit and proper person, and
- submit a signed Application for Approved Trainer Assessor (AMSA735).

Conditions of an approved trainer assessor

AMSA approved trainer assessors should:

- Deliver training and assessment in accordance with all the detailed criteria specified in this document (AMSA508), and use it in conjunction with the Final Practical Assessment Record (AMSA536).
- Ensure they are fully aware of the operational limits of Exemption 38 (Low complexity duties).
- Ensure holders of Exemption 38 (Low complexity duties) are fully aware of the operational limits.
- Provide details of successful participants to the AMSA Holders of Exemption 38 Database (NRIP00078) every 30 days or at completion of assessment.

Assessment requirements

When planning and conducting the assessment, it is recommended that the trainer assessor:

- check photo identification (e.g. passport, licence) for each participant
- make the assessment documents (AMSA508 and AMSA536) available to the applicant prior to the organised assessment date;
- conduct the assessment in compliance with the Training and Assessment Criteria (AMSA508) and the MAR Training Package;

- perform the practical assessment on board a vessel in an operational environment (on water), or in a simulated environment (only where indicated);
- cater for a single participant or group of participants, as indicated on Final Practical Assessment Record (AMSA536);
- allocate for each participant a minimum of 20 minutes* at the helm plus 30 minutes for other tasks;
- allocate 20 minutes at the helm per person plus 20 minutes per individual for other tasks for groups of greater than 2 participants. Note that some tasks can be performed in a group; and
- support demonstration of tasks with questioning.

* The minimum time requirement is calculated based on the number of tasks to be performed, and is to ensure that participants are given enough time to feel confident and be competent at the helm.

Note:

The Exemption 38 course provides basic seamanship knowledge and skills. Persons operating under Exemption 38 are required to acquire job specific training and skills in accordance with their organisation’s Safety Management Systems (SMS).

Meaning of terms used below:	Suggested learning resources:
<p>Identify – to recognise; determine</p> <p>Knowledge – familiar with; aware of; understanding in context</p> <p>Demonstrate – to physically show the operation or use of something; show by example</p> <p>Discuss – describe the operation or use of something: verbally/diagrammatically</p> <p>Ensure – to make certain that something occurs</p> <p>Check – to verify; inspect condition or test performance</p> <p>Consider – pay attention to; think carefully about, especially in order to make a decision</p> <p>Monitor – watch closely; observe</p> <p>Outline – to provide the essential features or main aspects of something under discussion</p> <p>By simulation – acting out or mimicking an actual or probable real life event or situation of assumed circumstances or factors</p> <p>Inspect - to look carefully at or over; view closely and critically</p> <p>Comply - to be in accordance with demands, requirements, conditions</p>	<ul style="list-style-type: none"> • <i>BoatSafe Workbook: A practical guide to obtaining a recreational marine driver licence</i>, Maritime Safety Queensland • Boating safety handbooks from State/ Territory marine safety agencies • <i>Chapman Practical Boat Handling: For Every Situation</i>, Gregory O. Jones & Dave Kelley, 2006 • <i>Seamanship</i>, John Kelsey, 2011 • Training and Assessment Criteria (AMSA508)

Criteria 1: Vessel, Crew and Passenger Preparation

Skills and knowledge required. Participants must be able to demonstrate the following:

1.1 Vessel seaworthiness and maintenance

Pre-departure checks:

- Identify types, location and operation of mechanical and electrical equipment relevant to the vessel (including trailer if applicable)
- Inspect the vessel to make sure it is maintained and in good condition:
 - Check hull integrity (look for obvious signs of corrosion, hull damage or decay)
 - Check for watertightness (for example bungs are secure)
- Check tools and spares on board and that they are safely stowed (for example spark plugs, spanner, spare battery and whatever is appropriate to the vessel)
- Check equipment including fuel system, engine, lubrication and cooling system, battery condition, hatches and radio
- Locate and check all safety equipment, ensuring all is in date and operational. Must include:
 - Life jackets
 - Life buoys
 - Distress signals
 - Communication systems
 - On board alarm systems
 - First aid kit
 - Emergency lighting
 - Pumping/baling equipment- EPIRB
 - Fire extinguishers
 - V sheet
 - Other equipment
 - Navigational lights
- Ensure enough fuel for the intended voyage is calculated and carried (allowing for emergencies / unforeseen circumstances)
- Consider hazards of the operation to be undertaken and identify associated risks. Must include:
 - Local traffic movement
 - Depth of water
 - Navigational hazards (shoreline, rocks, reef)
 - Local buoyage
 - Risks associated with particular vessel operations

Criteria 1: Vessel, Crew and Passenger Preparation (cont)

Skills and knowledge required. Participants must be able to demonstrate the following:

<p>1.1 Vessel seaworthiness and maintenance (cont.)</p>	<p>Maintenance:</p> <ul style="list-style-type: none"> • Know and monitor the hazards associated with mechanical and electrical equipment (for example fuel leaks, electrical shorts, battery damage, possible sources of ignition) • Determine that engine and other equipment are serviced and maintained in accordance with manufacturer's instructions (check maintenance log book)
<p>1.2 Legal obligations</p>	<ul style="list-style-type: none"> • Interpret Certificate of Operation and Certificate of Survey • Ensure the required manuals, documents and records are available at all reasonable times. Must include completed Final Practical Assessment Record (AMSA536) and Statement of Attainment/Participation. • Know and be able to use the required safety equipment for the size and type of vessel and intended area of operation in accordance with National Standard for Commercial Vessels Part C, 7. • Ensure the vessel is equipped with the required firefighting equipment and is in-date and serviceable • Knowledge of safe practices, in relation to: <ul style="list-style-type: none"> - Safety Management Systems (SMS) - Fatigue management - Dangerous substances - Confined spaces - Emergency planning - Situational awareness - Fuelling operations - Spill prevention - Workplace Health Safety - Alcohol/drugs - Care of passengers - Fire risk minimisation • Knowledge of maritime regulations that relate to Exemption 38 (Low complexity duties): <ul style="list-style-type: none"> - IALA Maritime Buoyage System 'A' and other pilotage aids (<i>refer to 3.1 for more detail</i>); - International Regulations for Preventing Collisions at Sea (IRPCS or ColRegs) (<i>refer to 3.2 for more detail</i>); - Marine Safety (Domestic Commercial Vessel) National Law Act 2012 and regulations, including Part 3, Division 1, S12 Duties of owners and Division 7, S27 General provisions; and - National Standard for Commercial Vessels (NSCV), including Part E Chapter 2 Standards and Chapter 3 Schedule 2 Operation requirements; and - Any local waterways management

Criteria 1: Vessel, Crew and Passenger Preparation (cont)

Skills and knowledge required. Participants must be able to demonstrate the following:

<p>1.2 Legal obligations (cont)</p>	<ul style="list-style-type: none"> • Knowledge of Safety Management Systems (SMS). Must include: <ul style="list-style-type: none"> - An obligation to be familiar with and follow organisation's SMS - Requirement to contribute to updates of SMS - Identifying risks and treatment of risks associated with particular vessel operations such as fishing, workboats, transferring and carrying passengers, lifting gear arrangements and stability, launching and recovering tenders and auxiliaries at sea - Owner/employer obligation to provide induction and training for master and crew specific to vessel and vessel operations and safety training.
<p>1.3 Communication</p>	<ul style="list-style-type: none"> • Use correct maritime terminology for parts of a vessel as appropriate to vessel type (for example bow, stern, port, starboard, helm, tiller, cleat) • Give clear instructions to passengers and crew when required. Must include: <ul style="list-style-type: none"> - Crew induction - Change of conditions - Emergency lighting - Emergencies • Advise someone (such as employer, designated person ashore) of intended area of operation and planned time of return • Use of marine radio in an emergency (if applicable) <p>Note: <i>if operating radio equipment is on board the vessel, person must hold at least a Marine Radio Operators VHF Certificate of Proficiency issued by the Australian Communications and Media Authority or an equivalent qualification approved by the National Regulator.</i></p>

Criteria 2: Weather and Tides

Skills and knowledge required. Participants must be able to demonstrate the following:

<p>2.1 Weather information and conditions</p>	<ul style="list-style-type: none"> • Access and apply weather and wind information (sources can include Bureau of Meteorology website, radio, television, VHF marine radio services) • Identify risks in the area of intended operation (for example wind strength, wave height) • Knowledge of local weather conditions (for example cyclones, mist, fog, rain, southerly busters, squalls) • Assess conditions on the water. Must include: <ul style="list-style-type: none"> - Effect of wind - Effect of tidal flow - Effect of current - Wash from other vessels - Sea conditions • Anticipate impact on passenger safety and take appropriate action: <ul style="list-style-type: none"> - Avoid heavy weather conditions (for example change of plans/destination, lee shore, safe harbours) - Monitor weather conditions and maintain situation awareness at all times (for example visible wind indicators)
<p>2.2 Tide tables</p>	<ul style="list-style-type: none"> • Correctly interpret tide tables • Knowledge of tides, tidal range, depth of water at any given time, tidal streams and currents in area of operation • Passage planning relating to tides

Criteria 3: Navigation

Skills and knowledge required. Participants must be able to demonstrate the following:

<p>3.1 IALA Buoyage system 'A' and other navigational aids</p>	<ul style="list-style-type: none"> • Knowledge of: <ul style="list-style-type: none"> - Lateral marks - Safe water marks - Isolated danger - Cardinal marks - Special marks - Other safety signals - Lights and flags likely to be encountered in the area of operation - Local waterways signage • Knowledge of advisory signs in area of operation (for example speed restrictions, prohibited areas, local restrictions) • Knowledge of navigational risks in the area of intended operation (for example reefs, sandbars, rocks, coastal bars) • Knowledge of Notice to Mariners • Ability to use on-board navigational equipment while maintaining situational awareness (such as compass, GPS, depth sounder, charts)
<p>3.2 Navigate safely</p>	<ul style="list-style-type: none"> • Assess risks associated with operating close to shore (include coastal structures, density of traffic, depth of water) • Comply with International Regulations for Preventing Collisions at Sea (IRPCS/ ColRegs), in relation to: <ul style="list-style-type: none"> - Proper lookout - Safe speed - Risk of collision and Action to avoid collision - Narrow channels - Restricted visibility - Day shapes - Sound signals: port, starboard, astern, unsure of intentions - Vessels in sight of one another <ul style="list-style-type: none"> • Overtaking • Head-on situation • Crossing situation • Action by give-way vessel • Action by stand-on vessel • Responsibilities between vessels

Criteria 3: Navigation (cont)

Skills and knowledge required. Participants must be able to demonstrate the following:

3.2 Navigate safely (cont.)	<ul style="list-style-type: none"> • Knowledge of operational areas and limitations of Exemption 38 (Low complexity duties) • Understand what a 'marine incident' is and how to report it (for example near miss, beaching, grounding, collision, disabling of vessel, person overboard, injuries) • Monitor seaworthiness of vessel during operations, including bilges, gauges and on-board equipment
3.3 Pollution	<ul style="list-style-type: none"> • Knowledge of the requirements for sewage, grey water and oil discharge; draining of bilge; garbage disposal • Understand what a reportable pollution incident is (for example oil spills, sewage discharges), and how to report it • Consider noise, sub-marine habitats (when anchoring) and marine life • Knowledge of environmental zoning charts related to area of operation

Criteria 4: Manoeuvring

Skills and knowledge required. Participants must be able to demonstrate the following:

4.1 Manoeuvre a vessel underway	<ul style="list-style-type: none"> • Recognise features of the vessel that relate to its handling characteristics. Must include: <ul style="list-style-type: none"> - Displacement and planing hulls - Outboard and inboard propulsion units - Rudders and propellers • Basic understanding of stability, trim and displacement as it relates to manoeuvring a vessel • Safely manoeuvre a vessel in normal conditions within operational limits. Must include: <ul style="list-style-type: none"> - Carry out ahead and astern manoeuvres at varying speeds with consideration of other vessels - Navigational aids and hazards - Execute turns and 'figure of 8' • Techniques for manoeuvring and controlling a vessel in adverse conditions. Examples are: <ul style="list-style-type: none"> - Approach boat ramp with other vessels in vicinity - Cross the wash of another vessel - Drive into a headwind - Handle in a following or quartering sea • Safe approach to a floating object/pontoon
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Criteria 4: Manoeuvring (cont)

Skills and knowledge required. Participants must be able to demonstrate the following:

4.1 Manoeuvre a vessel underway (cont)	<ul style="list-style-type: none"> • Ability to safely retrieve a person overboard • Knowledge of local rules and conditions (for example speed limits, bar crossings) • Knowledge of towing procedures (consider preparation of both vessels, safe towing practices and communication required)
4.2 Leave and return to launching facility or berth	<ul style="list-style-type: none"> • Safely launch and recover the vessel. Consider stability of the vessel and whether the ramp/jetty/pontoon is slippery and equipment is stowed correctly. • Safely embark and disembark passengers. Ensure passengers are seated with hands inboard. • Control of the vessel while departing and berthing. Must include: <ul style="list-style-type: none"> - Maintaining sufficient speed for control - Regard for tide, wind and sea state - Throwing, securing and casting off lines - Use of forward, backward and sideways force of propeller
4.3 Moor and anchor a vessel	<ul style="list-style-type: none"> • Safely moor and release a vessel, considering: <ul style="list-style-type: none"> - Other vessels - Downwind approach - Boat hook handling - Tidal flow - Approach speed - Motor to reduce strain on line - Mooring line and fouling of propeller - Use of deck equipment <ul style="list-style-type: none"> • Windlass • Bollards • Winches • Cleats • Bow rollers • Safely set and retrieve anchor, considering: <ul style="list-style-type: none"> - Anchor type - Length of chain/line necessary - Effects of wind and tide - Position of other vessels - How anchor is lowered and set - Anchor drift - Engine power - Use of deck equipment

Criteria 5: Rope Work

Skills and knowledge required. Participants must be able to demonstrate the following:

5.1 Knots	<ul style="list-style-type: none"> • Correctly tie the following knots: <ul style="list-style-type: none"> - Bowline - Round turn and two half hitches - Reef - Clove hitch
5.2 Rope care	<ul style="list-style-type: none"> • Check ropes and lines for deterioration and wear, and take appropriate action • Correctly coil and stow ropes and lines

Criteria 6: Emergencies

Skills and knowledge required. Employees must be able to demonstrate the following:

6.1 Assess risk and prepare for emergencies	<ul style="list-style-type: none"> • Identify potential hazards which may lead to an emergency. Examples are: <ul style="list-style-type: none"> - No safety equipment or it's out of date - Weather conditions - Smoking - Faulty equipment - Medical issues - Dangerous goods - Engine spark - Loose lines • Discuss action for the following potential emergencies: <ul style="list-style-type: none"> - Fire - Collision - Grounding - Person overboard - Disabled vessel - Heavy weather • Take action in accordance with vessel's Safety Management System • Brief all crew/passengers on safety equipment and emergency procedures prior to departure, and on change of conditions • Situation awareness is maintained at all times. Must include: <ul style="list-style-type: none"> - A proper lookout is maintained at all times - Weather conditions are monitored - ColRegs are followed - Operations altered to adapt to changing conditions • Ensure passenger and own safety at all times (for example seated for stability, wearing of life jackets, dealing with seasickness) • Knowledge of local rescue services in operational area, including access and timings for rescue
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Criteria 6: Emergencies (cont)

Skills and knowledge required. Employees must be able to demonstrate the following:

6.2 Manage emergencies	<ul style="list-style-type: none"> • Knowledge of all safety equipment and how to use it. (Must include life jackets) • Ability to fight a fire with regard to: (simulated fire and response) <ul style="list-style-type: none"> - Location and class of fire identified - Alarm raised - Appropriate PPE - Fire is attacked using appropriate method/equipment/extinguisher - Communication - Prevent further outbreak • Apply basic survival skills appropriate to the operational vessel in the event of vessel abandonment. This can include: <ul style="list-style-type: none"> 1. Preparing for rescue techniques 2. Follow vessel abandonment 3. In water survival <ul style="list-style-type: none"> - Respond to muster and abandon ship signals - Assist others - Stay with vessel if partially afloat - Organise survival equipment - Muster passengers and crew - Stay together in a group - Operate EPIRB - Don life jacket and check - Maintain morale and communication - Radio distress calls - Lookout maintained for rescue craft - Participate in drills - Follow rescue instructions <p>Note: <i>If carrying passengers, person must hold a first aid certificate of at least HLT Health Training Package unit of competency 'Provide first aid' or an equivalent certificate approved by AMSA</i> <i>If participating as part of an emergency response team on board a vessel or passenger vessel, it is recommended on board training is supported by formal Emergency Response training, such as Elements of Shipboard Safety</i></p>
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