This Development Checklist forms part of the overall procedure for Staff Captain promotion to Master.

This Form is the responsibility of the Staff Captain.

All Staff Captains must carry out these tasks on as many vessels as possible, in order to be considered for promotion to Master. The Masters concerned will supervise and sign to indicate their entire satisfaction. The signatures of supervising Masters, together with the ship’s name and date will be required in the right hand columns. Where “Location” is requested, enter the name of port or sea area where the task took place. Upon satisfactory completion, the Staff Captain is to forward the Form to the Office.

The supervising officer should ensure that the safety of the vessel, crew or the protection of the environment is not compromised by carefully supervising all functions.

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| --- | --- |
| Officer’s Name | Ship’s Name: |

| **TASK** | **DETAIL** | **MASTERS SIGNATURE** |
| --- | --- | --- |
| Anchoring | Bring the vessel to an anchorage and anchor  Location 1…………… Location 2………………. |  |
| **Pilot** | Have thorough knowledge of the Masters’ responsibilities when a pilot is onboard  Take part in a complete Master/Pilot information exchange  Understand the importance of monitoring the pilots intentions/actions and overruling as required  Bring the vessel to a pilot station from the end of the passage and supervise the Pilot boarding  Take over the vessel from the Pilot and clear the pilot station up to Full Away  Location 1…………… Location 2………………. |  |
| **Bridge Team Management** | Demonstrate an ability to effectively apply Bridge Team Management procedures |  |
| **Berthing/ Unberthing** | Take charge of the vessel during mooring unmooring operations  Location 1…………… Location 2………………. |  |
| **Ship Handling** | As per VMS (Management System) procedure and form C651 Deck Officer Manoeuvring log |  |
| **Shore Officials** | Perform the Master's duties in relation to shore officials in port |  |
| **Passengers interaction** | Perform the Master's duties in relation to communication with passengers including but not limited to welcome and farewell, pax muster, greetings at gangway, hosting events |  |
| **Company Management Systems** | Demonstrate a thorough working knowledge of the Company’s Management Systems |  |
| **Meetings** | Chair the shipboard monthly Management meeting and monthly Safety Committee Meeting  Chair the annual OH&S/ EMS [as applicable] management review process |  |
| **Confined Water** | Be in charge of the vessel during the preparation for and transit of confined waters. Demonstrate a thorough knowledge of all necessary precautions, e.g. reduction in speed, posting lookouts  Location 1…………… Location 2………………. |  |
| Passage Planning | Demonstrate thorough knowledge of routing procedures and implement them correctly |  |
| **Blind Navigation (Fog Awareness)** | Handle the vessel without visual reference in arrival/congested situations. (Master to supervise at all times)  Location 1…………… Location 2………………. |  |
| **Communication** | Demonstrate effective and clear communication in normal operational situations and in emergency drills |  |
| **Guest relations** | Demonstrate good communication and social skills in his relations with guests and public onboard |  |
| **Emergency Drills** | Take charge of the vessel during Emergency Drills and Contingency Exercises |  |
| **Ship Security** | Demonstrate a thorough knowledge of shipboard security procedures |  |
| **Management skills** | Demonstrate effective management of the vessel’s officers and crew |  |
| **Regulations** | Demonstrate an understanding of international rules and regulations |  |
| **Appraisals** | Carry out an appraisal of officer and rating in accordance with the VMS (Management System) |  |
| **Commercial** | Demonstrate a satisfactory knowledge and understanding of standard charter parties and commonly used terms |  |
| **Accident/**  **Incident/NM Investigation** | Investigation leader for HazOccs, near misses, unsafe/acts/conditions etc. |  |

# Signed .......................................................

# Staff Captain

# Sighted ……………………………………………………

# Marine Manager

Date ………………………………

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| Observations |