## On Board Navigational Procedures Audit Form (Part C2) - Individual Review

## CHIEF OFFICER/ TRAINEE MASTER

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vessel: |  |  | Name of Auditor/ Master: |  |
| Review Start Date: |  |  | Review End Date: |  |
| Voyage From: |  |  | Voyage To: |  |

\*\* This form will be completed by Master conducting internal navigation audit, Company representative conducting static or dynamic navigation audit, external navigation auditor \*\*

| **Code** | **Activity** | **Response** | **Comment** | **Reference** |
| --- | --- | --- | --- | --- |
| **3** | **Individual Review** | | | |
| **3.2** | **Chief Officer/Tr. Master\* - Name:**       \*delete as appropriate | | | |
| 3.2.1 | Awareness of roles, responsibilities and authority as defined within company SMS. | Select |  | Including but not limited to Safe Navigation Policy, Master Responsibilities and Authorities, Navigation Procedures as per SMS, Squat Effect on Draft, Charts and Publications, Determining Best Speed for Voyage Legs, Navigation Audit Procedure etc. |
| 3.2.2 | Knowledge and awareness of the ship’s emergency procedures. | Select |  | The Company should establish procedures to identify describe and respond to potential emergency situations. |
| 3.2.3 | Knowledge and understanding of interaction, squat, bank effect and recognisable signs, how it can affect ship handling, and actions required to reduce the effect. | Select |  |  |
| 3.2.4 | Knowledge and understanding of the Company UKC Policy. | Select |  |  |
| 3.2.5 | Understanding of Bridge Team Management, and the Master/ OOW/ Pilot relationship including key aspects to promote an effective team/ relationship. | Select |  |  |
| 3.2.6 | Knowledge and understanding of company requirements for Bridge Manning Levels. | Select |  |  |
| 3.2.7 | Discussion about Chief Officer deputising for the Master during Extended Pilotage and lengthy periods for increased bridge manning and hazardous transits. | Select |  |  |
| 3.2.8 | Knowledge of the Master’s Standing Orders. | Select |  |  |
| 3.2.9 | Knowledge and Limitations associated with bridge equipment. | Select |  |  |
| 3.2.10 | Is the Chief Officer aware of the dangers of using VHF and or AIS for collision avoidance action? | Select |  |  |
| 3.2.11 | Knowledge and awareness of the Charter Party, Charterer’s Instructions and Commercial Requirements. | Select |  |  |
| 3.2.12 | Actions to be taken in the event of encountering Heavy Weather. | Select |  |  |
| 3.2.13 | Knowledge and understanding of Passage Planning requirements including responsibilities of the Master with regard to Passage Planning. | Select |  |  |
| 3.2.14 | Knowledge and understanding of the roles and responsibilities of the Master. | Select |  |  |
| 3.2.15 | Actions that would be required in the event that the Chief Officer had to assume Command of the vessel. | Select |  |  |
| 3.2.16 | COLREGS | Select |  |  |
| 3.2.17 | Buoyage | Select |  |  |
| 3.2.18 | Ship handling: does the Chief Officer get opportunity to practice ship handling (e.g. taking the vessel to anchor) | Select |  |  |
| 3.2.19 | Does the Chief Mate undertake regular Bridge Watches? In case if additional deck officer is provided, chief mate undertakes minimum 3 full watches per week. | Select |  |  |
| 3.2.20 | Understanding & proficiency in use of ECDIS to its full potential. | Select |  |  |
| 3.2.21 | Any additional training needs, whether this be specific to an individual or the vessel, or fleet wide needed. | Select |  |  |
| 3.2.22 | Is Chief officer providing adequate supervision of Junior Officers and training of cadets during critical passages. | Select |  |  |
| 3.2.23 | Knowledge about the Anchor & Mooring equipment’s and their capacities. | Select |  |  |
| 3.2.24 | Knowledge and understanding of interaction, squat, bank effect and recognizable signs, how it can affect ship handling, and actions required to reduce the effect. | Select |  |  |