

PYA GUEST® INTERIOR TRAINING RECORD BOOK

Guidelines for Excellence in Service Training

REV 16 2016



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2. INTRODUCTION

Every candidate wishing to enter the PYA Interior training and certification programme will need to complete this Training Record Book including Seamanship part one, Operational level part two and Management level part three.

This Training Record Book is structured to assist the candidate to achieve the necessary standard of competence.

This PYA training programme is based on a combination of shore-based education & training and onboard training & service.

This Training Record Book should be completed during periods of onboard service and is an integral part of learning how to become a Professional Yacht Interior crew member. It enables the necessary competencies to be demonstrated and assessed whilst maintaining a comprehensive record of shorebased training and onboard service.

The PYA requires that a fully completed, approved Training Record Book be presented to the PYA, along with the required modules and Sea Service when the candidate applies for an Advanced Certificate of Competency (CoC) and for the Management Certificate of Competency.

The book must be fully completed, with the Chief Steward/Stewardess or Captain verifying that the various ASSIGNMENTS and TASKS are completed by signing the appropriate sections. Guidance for the Master and Officers regarding the verification procedures is detailed in Section 5.

3. GUIDANCE ON HOW TO COMPLETE THIS TRAINING RECORD BOOK

In order to complete this Interior Training Record Book

1. You are personally responsible for the upkeep and safe keeping of this Training Record Book. Fill in your **Personal Details** on the previous page and write your name on each sheet.
2. As soon as possible after joining each vessel, complete the priority and **Familiarisation Training Tasks** in the sheets provided.
3. A range of ASSIGNMENTS, TASKS and DUTIES have been set out in this Training Record Book to augment your shore based training and to give direction to your onboard service. Complete the ASSIGNMENTS, TASKS and DUTIES as appropriate under the direction of the Chief Steward Stewardess or Captain or other Officer(s) that the Master may designate/authorise.
4. Your performance in each of the ASSIGNMENTS and TASKS should be initialled by the Master or an authorised officer when, in the opinion of the officer concerned, you have achieved a satisfactory standard of proficiency. It is important for you to appreciate that you may need to demonstrate this ability on several occasions before the officer is confident that you have achieved this standard.
5. Present this Training Record Book to the Chief Steward/Stewardess or Captain for inspection and endorsement:-
 - on joining the vessel
 - once a task has been assessed at regular intervals
 - on leaving the vessel
6. Prior to leaving any vessel, obtain a **Sea Service Testimonial** from the Captain attesting to the time served on board, to include both 'Yacht Service' and 'Guest Service' days. Both of these are needed for career progression under the 'Guidelines for Interior training'. This should be in the format as per Section 9a in this book, or from the PYA website/approved Training provider.
7. You will be required to present documentary evidence of your onboard service to the PYA when applying for your Certificate of Competency. Such evidence should be recorded in the form of a testimonial and backed up in a Logbook in the form of any of the following:-
 - **Professional Yachting Association Service Record Book**
 - Flag states Seaman's Discharge Book (Guest days must be noted along with sea service)
 - Similar PYA approved service record book
 - Certificate of Discharge (See Section 9b.)

4. LIST OF REQUIREMENTS Note ¹ Insert type of training or qualification, training centre, date of training and number of the certificate.

| | | |
|--|---|--|
| Proof of identity, and minimum age 18 years old. | Produce passport or other id. | |
| A fully completed approved PYA Interior Training Record Book for Advanced and Management level | To hold a valid seaman's medical fitness certificate (ENG1 or equivalent) | |
| FOR ADVANCED LEVEL Minimum of 12 months yacht service (over the age of 16) and 60 days of guest service | Completed log book & testimonials from the Captain, Owner or Representative supporting qualifying time. | |
| FOR MANAGEMENT LEVEL Minimum of 12 months yacht service (over the age of 16) and 60 days of guest service whilst holding the Operational level CoC | Completed log book & testimonials from the Captain, Owner or Representative supporting qualifying time. | |
| Hold the 4 element STCW95 Basic Safety Training Course Certificates issued by an MCA recognised Training Provider or from a Flag State acceptable to the MCA: | | |
| REQUIREMENT FOR ADVANCED LEVEL | HOW TO MEET REQUIREMENT | RECORD OF TRAINING AND QUALIFICATIONS OBTAINED ¹ |
| Personal Survival Techniques (STCW Code A-VI/1-1) or RYA Basic Sea Survival. | Produce Certificate. | |
| Fire Prevention and Fire Fighting (STCW Code A-VI/1-2). | Produce Certificate. | |
| Elementary First Aid (STCW Code A-VI/1-3). | Produce Certificate. | |
| Personal Safety and Social Responsibilities (STCW Code A-VI/1-4). | Produce Certificate. | |
| Food Safety level 2 or equivalent | Produce Certificate. | |
| PYA GUEST Yacht Interior Introduction module. | Produce Certificate. | |
| PYA GUEST Yacht Interior Basic Food Service module | Produce Certificate. | |
| PYA GUEST Wine and Bartending & Mixology Introduction module | Produce Certificate. | |
| REQUIREMENT FOR MANAGEMENT LEVEL | HOW TO MEET REQUIREMENT | RECORD OF TRAINING AND QUALIFICATIONS OBTAINED ¹ |
| PYA GUEST Yacht Interior Administration and HR | Produce Certificate. | |
| PYA GUEST Yacht interior Advanced Service Module 1 | Produce Certificate. | |
| PYA GUEST Yacht interior Advanced Service Module 2 | Produce Certificate. | |
| PYA GUEST Yacht interior Advanced Housekeeping and Valet Services | Produce Certificate. | |
| PYA GUEST Yacht interior Advanced Laundry Service | Produce Certificate. | |
| PYA GUEST Floristry & Plant Maintenance Module | Produce Certificate. | |
| PYA GUEST Yacht Barista and Hot Beverages | Produce Certificate. | |
| PYA GUEST Yacht interior Advanced Wine Appreciation Module 1 | Produce Certificate. | |
| PYA GUEST Yacht interior Advanced Wine Appreciation Module 2 | Produce Certificate. | |
| PYA GUEST Yacht interior Advanced Bartending & Mixology Module 1 | Produce Certificate. | |
| PYA GUEST Yacht interior Advanced Bartending & Mixology Module 2 | Produce Certificate. | |
| Powerboat level 2 / Tender Driver Licence | Produce Certificate. | |
| STCW 95 Medical First Aid at Sea Course STCW 95 Reg VI/4 | Produce Certificate. | |

5. GUIDANCE FOR THE CHIEF STEWARD / STEWARDESS AND CAPTAIN.

- 1) When a candidate first joins the vessel, he/she should be given an induction briefing, including information and guidance on how their onboard training is to be integrated into the working schedule of the vessel. This induction should emphasise the importance and relevance of the various ASSIGNMENTS and TASKS that they will be required to undertake particularly with regard to safe working practices and protection of the marine environment. (in accordance with ISM guidelines)
- 2) Such ASSIGNMENTS, TASKS and duties relate to:
 - Emergency procedures, shipboard operations and safe working practice, marine environment.
 - General department familiarization
 - Personal Presentation & Etiquette
 - Administration
 - Housekeeping
 - Food & Beverage Service
 - Flower Maintenance
 - Management
 - Human Resources
- 3) The performance of the candidate in each of the ASSIGNMENTS, TASKS and duties itemised in this Training Record Book should be initialled by an authorised officer when, in the opinion of that officer, the candidate has achieved the necessary standard of proficiency. It may be necessary for the candidate to complete an ASSIGNMENT or TASK a number of times before he/she is considered proficient.
- 4) The Master, Chief Officer or Chief Steward/Stewardess should take necessary steps to ensure that the candidate (and any other seafarer) receives thorough **familiarisation training** on first joining the vessel, including:-
 - a. Providing the opportunity for all newly arrived seafarers to:-
 - Visit the areas in which their primary duties will be performed
 - Acquaint themselves with the location and features of any equipment they will be operating or using
 - When possible, activate the equipment and perform the various functions using the equipment controls
 - Observe and ask questions of someone who is already familiar with the equipment, procedures and other arrangements
 - b. Providing for a suitable period of supervision where the seafarer is unfamiliar with the equipment, functions and operating procedures or any other arrangements needed for the proper performance of his/her duties.
 - c. Ensuring that the seafarer receives approved familiarisation training in personal survival techniques or receives sufficient information and instruction to enable him/her to:-
 - Communicate with other persons on board on elementary safety matters and understand safety information symbols, signs and alarm signals
 - Know what to do in the event of:-
 - a person falling overboard
 - fire or smoke being detected
 - Sounding of the fire or abandon yacht alarm.
 - Identify muster and embarkation stations and emergency escape routes
 - Locate and don a lifejacket
 - Raise the alarm and have a basic knowledge of the use of portable fire extinguishers
 - Take immediate action upon encountering an accident or medical emergency
 - Close and open internal fire, weather tight and watertight doors as fitted in the particular vessel (other than those for hull openings)
- 5) The Training Record Book contains checklists, for the candidate to complete, that focus attention on this familiarisation training.
- 6) It is the responsibility of the crew member to present this Training Record Book to the Master or Chief Steward/Stewardess on joining a vessel, and thereafter at regular intervals and when leaving the vessel.

7. YACHT & GUEST SERVICE RECORD

| | | |
|--|---|---|
| Name of Yacht: Flag: Official No Type of Yacht: | Length (metres) Gross Tonnage: Number of crew Number of cabins | Date Signed on Date Signed off: Number of Guest days Signature of Master: |
| Name of Yacht: Flag: Official No Type of Yacht: | Length (metres) Gross Tonnage: Number of crew Number of cabins | Date Signed on Date Signed off: Number of Guest days Signature of Master: |
| Name of Yacht: Flag: Official No Type of Yacht: | Length (metres) Gross Tonnage: Number of crew Number of cabins | Date Signed on Date Signed off: Number of Guest days Signature of Master: |
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| Name of Yacht: Flag: Official No Type of Yacht: | Length (metres) Gross Tonnage: Number of crew Number of cabins | Date Signed on Date Signed off: Number of Guest days Signature of Master: |

8. CAPTAIN/CHIEF STEWARDESS/STEWARD INSPECTION of this Training Record Book

The Captain / Chief Stewardess / Steward should sign the entries in this section at regular intervals and upon the candidate leaving the vessel. Comments recorded in this section should aim to both encourage the candidate and identify areas where skills or abilities could be improved. The comments should not refer to character.

| | | | |
|---------------------|-------------|-----------------|----------------------------|
| Name of Ship | Date | Comments | Name of Master: |
| | | | Master's Signature: |
| Name of Ship | Date | Comments | Name of Master: |
| | | | Master's Signature: |
| Name of Ship | Date | Comments | Name of Master: |
| | | | Master's Signature: |
| Name of Ship | Date | Comments | Name of Master: |
| | | | Master's Signature: |

9a. TESTIMONIAL This form should be used when a candidate leaves a ship and should be submitted with any application for a PYA Certificate of Competency

| Yacht Interior Crew TESTIMONIAL - COMMERCIAL AND PRIVATELY OPERATED YACHTS | | | |
|--|---|---|-------------------|
| Part 1. | <i>This is to certify that this seafarer has served in capacity of: (Please circle)</i> | | |
| Service: | Junior Steward/ess | Senior Steward/ess | Chief Steward/ess |
| Dual Role Deck/Steward/ess | | | |
| Full Name of Seafarer | | | |
| Date of Birth: / / | | National I.D. number: | |
| Motor or Sail * <i>Delete as appropriate</i> | | Name of vessel: | |
| IMO/Official Number:- | | Length (m):- | Gross Tons (gt):- |
| FLAG: | No of Crew..... | Number of Cabins / Guests | |
| Yacht Service (Employment dates) | | = Total Yacht Servicemthsdays | |
| From/...../..... To...../...../..... | | | |
| Guest Service: Actual Days with guests onboard =days | | | |
| Duties and tasks carried out: | List tasks: | | |
| Leave of absence was granted as follows: | | From.....to..... | |
| Part 2 Testimonial | My report on the service of the above named during the period stated is as follows: | | |
| | Conduct: | | |
| | Ability: | | |
| Part 3 Official endorsement* | Name of Captain / Owner / Manager / Responsible person: <i>(Please print name)</i> | | |
| If Captain then CoC No.: | | Issuing Administration: | |
| Contact Details: | | Position in company: | |
| Yacht / Company Stamp: | Sign: | | |
| | Date: | | |
| * ANY FALSE INFORMATION SUBMITTED COULD LEAD TO THE WITHDRAWAL OF THE SIGNING OFFICER'S CoC | | | |

9b. Certificate of Discharge**MARITIME AND COASTGUARD AGENCY (MCA)****YACHT CERTIFICATE OF DISCHARGE**

Surname (Block Capitals)

Other Names (In Full)

Passport or Discharge Book Number

Date and Place of Birth

Name of Yacht Port of Registry

Official or IMO Number Gross Tonnage

Capacity Grade and Number of any CoC

Date and Place of Joining

Date and Place of Leaving

Description of Voyage

Total Time Onboard Total Days at Sea

Signature of Master

Name (Print)

CoC No Issuing Administration

Yacht/ Company Stamp

10. YACHT FAMILIARISATION TRAINING - MUSTER STATIONS

Insert YOUR Muster Stations and other details in the appropriate space for each vessel in which you serve.

| NAME OF SHIP | MUSTER STATION ON HEARING THE FIRE ALARM | MUSTER STATION ON HEARING THE GENERAL ALARM | OFFICER'S INITIALS & DATE |
|--------------|--|---|---------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

11. ASSIGNMENTS – A summary

The three sections of ASSIGNMENTS are divided into three Parts each and are carried out either by giving an oral report or by a practical demonstration, to the satisfaction of the assessing officer.

**12 Part one: Tasks and Assessments Shipboard Familiarisation -
 Yacht familiarisation
 Seamanship, Terminology and Safety on Deck.**

**12 Part two Tasks and Assessments based on Introduction level leading to Advanced level -
 General department familiarisation
 Personal Presentation & Etiquette
 Administration
 Housekeeping (surfaces /chemicals / hazards)
 Food & Beverage Service
 Flower & Plant Maintenance**

**12 Part three Tasks and Assessments based on Advanced Level leading to Management level -
 General department familiarisation
 Administration
 Management
 Human Resources
 Financial planning
 Housekeeping
 Food & Beverage Service
 Flower & Plant Maintenance / Arranging**

12. YACHT FAMILIARISATION TRAINING - PART ONE

Before being assigned to onboard duties, all candidates (and newly arrived joining seafarers) should receive familiarisation training.

General:

- Visit the areas in which your primary duties will be performed
- Get acquainted with the location, controls and display features of equipment you will be operating or using
- Under supervision - activate the equipment where possible and perform functions using the controls on the equipment
- If in doubt ask questions of someone who is already familiar with the equipment, procedures and other arrangements

Safety and emergency procedures:

- Read and demonstrate an understanding of the company's Fire and Safety Regulations.
- Demonstrate recognition of the alarm signals for: FIRE, EMERGENCY, MAN OVERBOARD and ABANDON YACHT.
- Locate medical and first aid equipment.
- Locate fire-fighting equipment: including alarm activating points, alarm bells, extinguishers, hydrants, hoses, breathing apparatus and fireman's outfits, fixed fire-extinguishing systems and learn their operation.
- Locate life-saving appliances: including liferafts, lifebuoys, line throwing apparatus, distress rockets, flares and other pyrotechnics, EPIRBs, SARTs, emergency radios, survival suits and thermal protective aids.
- Locate and learn how to operate emergency stop mechanism for main engines, engine room ventilation and emergency fuel shut-off valves.
- Locate and learn how to operate the emergency pumps (e.g. fire and bilges).

Environmental protection:

- Be acquainted with the procedure for handling and segregation of garbage, rubbish and other wastes, and the use of a garbage compactor or other equipment, as appropriate.

| Ship's Name: | | | |
|---|--------------------------------------|--------------------------------------|--------------------------------------|
| Task/Duty | Officer's Initials & Date | Officer's Initials & Date | Officer's Initials & Date |
| Be able to:- i. Communicate with other persons on board on elementary safety matters ii. Understand safety information symbols, signs and alarm signals | | | |
| Know what to do if: i. A person falls overboard ii. Fire or smoke is detected iii. The fire or General alarm is sounded or Abandon Ship command issued | | | |
| Be able to: i. Identify muster and embarkation stations and emergency escape routes ii. Locate and don life jackets. iii. Raise the alarm and have a basic knowledge of the use of portable fire extinguishers iv. Take immediate action upon encountering an accident or other medical emergency before seeking further medical assistance on board v. Close and open the fire, weathertight and watertight doors fitted in the particular ship, other than those for hull openings. | | | |

YACHT RATING: (optional)

(apply for Yacht Rating Certificate with the PYA)

Eligibility Requirements

To qualify as a Yacht Rating a candidate must:

- be at least 16 years of age;
- demonstrate at least 6 months yacht service including 2 months sea service, all of which must be on vessels 15 metres and over in load line length;
- complete the four elements of approved STCW basic training:
 - Personal Survival Techniques (STCW Code Ref A-VI/1-1), or RYA Basic Sea Survival;
 - Fire Prevention and Fire Fighting (STCW Code Ref A-VI/1-2);
 - Elementary First Aid (STCW Code Ref A-VI/1-3);
 - Personal Safety & Social Responsibility (STCW Code Ref AVI/ 1-4);
- complete the Yacht Rating Training Record Book below.

Holders of the following certificates recognised by the MCA will not need to complete the Yacht Rating Training Record Book and the 6 months yacht service requirement may be reduced to 2 months sea service on vessels 15 metres and over in load line length. Holders will, however, need to meet the other requirements detailed above and apply for an MCA Yacht Rating Certificate:

- *Watchleader Certificate together with a Competent Crew Certificate; or*
- *Day Skipper Certificate together with a Competent Crew Certificate; or*
- *Yacht Rating Course Completion Certificate*

Medical Standards

All candidates must hold a valid medical fitness certificate. The standard UK medical fitness certificate for those who work at sea is the ENG1. Which is valid for a maximum of 2 years.

For those who work on a vessel operating under MCA Codes of Practice and no more than 60 miles to sea, the ML5 certificate is also acceptable as evidence of medical fitness.

Guide to completing the Yacht Rating Training Record Book

Sections 1 to 6 detail the various tasks and knowledge that a candidate must demonstrate to show the level of competency required. Each area should be signed off, by the Master, when they are satisfy that the competency has been demonstrated.

Sections 7 and 8 should be completed with details of the STCW basic training and yacht service / sea service respectively.

Section 9 The qualifications of the Master together with a specimen signature should be entered.

Section 10. The training period may be spread across a number of vessels. However, it remains the responsibility of the Master of the final vessel to establish that the required standard of competency has been met. **Note: Some tasks will overlap with other sections in this TRB.**

Applications for a Yacht Rating Certificate

An application should be made on form MSF 4340 which is available for download from the Agency website, from Marine Offices www.mcga.gov.uk. **You can apply to the PYA to process your YR certificate.**

All applicants must send:

- The completed application form;
- Birth certificate or passport;
- Evidence of service;
- Sea Service Testimonials;
- Valid Medical Certificate (ENG1) or equivalent
- STCW basic training certificates;
- The appropriate fee.

Applicants with no exemption must also send the completed Yacht Training Record Book (or the relevant part of the Officer of the Watch (Yacht) Record Training Book). They should ensure that they have at least 6 months yacht service, including 2 months sea service, all on vessels of 15 metres 4 and over in load line length with the supporting evidence / testimonials.

Applicants with exemption from completing the Yacht Training Record Book, and the reduction from 6 months yacht service to 2 months sea service, must send one of the certificates detailed at paragraph 3.2. They should also ensure that they have 2 months sea service on vessels 15 metres and over in load line length with the supporting evidence / testimonials.

Evidence of service should be in the form of logbook or discharge book entries supported by testimonials from the Master. ***A specimen testimonial is below.***

| YACHT RATING TESTIMONIAL | | | | |
|---|---|--------------|--|-------------|
| This is to certify that : | | | | |
| (Full name) | | | | |
| Date of birth: | | | Male / Female: | |
| As service on the Yacht Vessel: | | | | |
| (Name of Vessel) | | | | |
| Motor (delete) | / | Sail | GT | Meters: |
| | | | Flag: | IMO number: |
| Date of Yacht Service: | | | During this period the above named has serves as a Rating for: | |
| From: | | | Months: | |
| To: | | | Days: | |
| The above Service includes: Months: | | days: | at sea | |
| Signed | | Name (print) | | date |
| Position on Yacht or in owning company: | | | | |
| Name of Owning / Management Company | | | Yacht / Company Stamp | |

YACHT RATING TRAINING RECORD BOOK

NAME OF SEAFARER _____

DATE OF BIRTH ___/___/___

Discharge Book No or Other I.D. _____

SECTION 1 - Navigational Watch Duties

| Task | Verification | Name/Rank | Date |
|---|--------------|-----------|------|
| Steering & Helm Orders: | | | |
| Demonstrate knowledge of the compass card in 360° notation | | | |
| Demonstrate ability to steer using magnetic and gyro-compass in open waters (minimum 5 hours) | | | |
| Demonstrate ability to steer using magnetic and gyro-compass in pilotage waters (minimum 5 hrs) | | | |
| Understand and respond to helm orders (for both pilotage and open water situations) | | | |
| Demonstrate change over procedures from helm to auto steering and vice-versa | | | |
| Keeping a Proper Lookout & Lookout Duties: | | | |
| Demonstrate ability to report bearings in degrees and points | | | |
| Demonstrate ability to report ships, lights, navigation marks and other floating and fixed objects | | | |
| Demonstrate ability to report sound signals | | | |
| Contribute to Monitoring and Controlling a Safe Watch | | | |
| Demonstrate a knowledge of shipboard terms and definitions | | | |
| Demonstrate use of appropriate internal communications equipment and alarms | | | |
| Demonstrate the ability to understand common orders and commands from the COV in matters relevant to watch keeping duties | | | |
| Demonstrate the ability to respond to orders and commands, and communicate with the COV in a clear and concise fashion | | | |
| Demonstrate knowledge of the procedures for the relief and handover of the navigational watch in accordance with accepted principles and procedures | | | |
| Demonstrate knowledge of the information required to maintain a safe navigation watch | | | |

SECTION 2 - Life Saving and Fire Fighting Equipment

| Task | Verification | Name/Rank | Date |
|---|--------------|-----------|------|
| Understand the importance of musters and drills and know what action to take on hearing an alarm signal | | | |
| Demonstrate a knowledge of assigned shipboard emergency duties | | | |
| Understand alarm systems and demonstrate the ability to distinguish between the various alarm signals | | | |
| Demonstrate a familiarity with type, use and location of fire fighting appliances including fixed fire fighting equipment such as in engine room, galley and petrol storage lockers | | | |
| Understand the importance and operation of fire doors and fire dampers/closure | | | |
| Demonstrate a familiarity with type, use and location of life saving appliances and life saving equipment. | | | |
| Understand the correct operation, precautions and the dangers of launching and recovery of rescue and survival craft | | | |

SECTION 3 - Seamanship

| Task | Verification | Name/Rank | Date |
|--|--------------|-----------|------|
| Demonstrate common knots , bends and hitches <ul style="list-style-type: none"> • Reef knot • Clove hitch • Bowline • Bowline on the bight • Sheet bend • Double sheet bend • Rolling hitch • Round turn and two half hitches • Figure of eight | | | |
| Demonstrate: <ul style="list-style-type: none"> • Handling of mooring ropes and wires • Use of rope stoppers • Care, use and storage of ropes and wires • Safe operation of mooring winches, windlass and capstan • Correct fitting of wire grips • Slings a stage and bosun chair • Rigging pilot ladder, gangways and accommodation ladders • Rigging of hydrostatic releases • Securing the deck for heavy weather • Opening and closing of hatches and watertight doors including, stern, side and other shell openings • Securing of anchors for sea | | | |
| Understand the importance and safe operation of watertight doors, hatches and hull openings | | | |

SECTION 4 – Code of safe Working Practices

| Task | Verification | Name/Rank | Date |
|---|--------------|-----------|------|
| Code of Safe Working Practices (COSWP) | | | |
| Have working knowledge of the following COSWP relevant to a seaman's duties: <ul style="list-style-type: none"> • Personal protective equipment • Safety signs • Safety induction • Fire precautions • Emergency procedures • Security on board • Safe movement onboard ship • Safe systems of work including work aloft, outboard and in machinery spaces • Entry into enclosed or confined spaces • Boarding arrangements • Manual lifting and carrying • Use of work equipment • Lifting plant • Anchoring, mooring and towing operations • Stowage and safe handling of oils and chemicals | | | |

SECTION 5 - Engine Watch Keeping Duties

| Task | Verification | Name/Rank | Date |
|---|--------------|-----------|------|
| Watch Keeping: | | | |
| Demonstrate knowledge of the information required to maintain a safe engineering watch | | | |
| Understand terms used in machinery space and the names of machinery and equipment. | | | |
| Understand engine room watchkeeping procedures. | | | |
| Understand bilge pumping arrangements | | | |
| Understand safe working practices as related to engine room operations. | | | |
| Understand the requirement for record and log keeping | | | |
| Demonstrate how to hand over and relieve an engine room watch in accordance with accepted principles and procedures | | | |
| Demonstrate clear and concise communications and acknowledgement of machinery space orders | | | |
| Demonstrate a knowledge of machinery space emergency escape routes | | | |
| Demonstrate opening and closing of engine room opening and accesses incl. water tight doors (if fitted) | | | |

SECTION 6 – Pollution Prevention

| Task | Verification | Name/Rank | Date |
|---|--------------|-----------|------|
| Prevention of Pollution | | | |
| Understand bunkering and refuelling procedures with regards to protection of the marine environment | | | |
| Demonstrate knowledge of basic environmental protection procedures | | | |
| Understand requirements and prohibitions for discharge of oils, sewage and residues overseas. | | | |
| Understand requirements and prohibitions for disposal and/or discharge of garbage | | | |
| Knowledge of the location and use of anti-pollution equipment | | | |

SECTION 7 –Completion of STCW 95 Basic Training

| Title | Cert No | Date Issue | Issued By | Verification |
|---|---------|------------|-----------|--------------|
| Personnel Survival Techniques (STCW A-VI/1-1) | | | | |
| Fire Prevention & Fire Fighting (STCW A-VI/1-2) | | | | |
| Elementary First Aid (STCW A-VI/1-3) | | | | |
| Personal Safety & Social Responsibility (STCW A-VI/1-4) | | | | |

SECTION 8 – Yacht Service and Sea Service Records

| Name, Type and Length of Yacht | Date of Joining | Date of Leaving | Days at Sea | Mileage | Total Time on Board |
|--------------------------------|-----------------|-----------------|-------------|---------|---------------------|
| | | | | | |
| | | | | | |
| | | | | | |

SECTION 9 – Verification of Signatures

| Name | Rank | Qualification Details | | | | Specimen Signature |
|------|------|-----------------------|--------|-----------------|---------------|--------------------|
| | | Certificate Title | Number | Issue Authority | Date of Issue | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

SECTION 10 – Statement by Master of final vessel

I confirm that I am satisfied that this candidate meets all of the required standards of competency to be issued with a MCA Yacht Rating Certificate.

Signature _____ Name _____ Date _____



Name of Candidate _____



| 12. Part one: Seamanship, terminology and safety on deck | satisfactory completion of TASK witnessed |
|--|--|
| Can demonstrate a full working knowledge of the phonetic alphabet and understands its application; i.e. phone conversations, talking over a radio. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrate understanding of appropriate internal communications equipment and alarms. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrate the ability to respond to orders and commands, and communicate with the OOW/Captain in a clear and concise fashion. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understand the importance of musters and drills and knows what action to take on hearing an alarm signal. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrate knowledge of assigned shipboard emergency duties in event of a fire, emergency or Man Overboard both in port and at sea. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part one: Seamanship, terminology and safety on deck | satisfactory completion of TASK witnessed |
|--|--|
| Understand alarm systems and demonstrate the ability to distinguish between the various alarm signals including fire, emergency and Man Overboard alarms, and other operational alarms (as applicable). | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Pollution Prevention: Demonstrate knowledge of basic environmental protection procedures. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understand requirements and prohibitions for disposal and/or discharge of garbage; as per the regulations for the Prevention of pollution by garbage from ships in Annex V of MARPOL. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understanding of : <ul style="list-style-type: none"> ■ applicable ship's standing orders and instructions ■ safety and operational procedures to be followed, the lines of responsibility and to whom you report. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrate a familiarity with type, use and location of fire-fighting appliances including fixed fire-fighting equipment, such as in all guest areas, general crew areas and galley. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part one: Seamanship, terminology and safety on deck | satisfactory completion of TASK witnessed |
|--|--|
| Demonstrate a familiarity with type, use and location of life-saving appliances and life-saving equipment. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understand the importance and safe operation of watertight doors, hatches and hull openings. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understand the correct operation, precautions and the dangers of launching and recovery of rescue and survival craft. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| <ul style="list-style-type: none"> ■ Understands and can demonstrate the correct use of fenders, and basic mooring operations. ■ Is aware of potential dangers to self and others during fender operations ■ Understands the importance of a professional appearance when performing deck duties. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrate common knots , bends and hitches: <ul style="list-style-type: none"> ■ Reef knot. ■ Clove hitch. ■ Bowline. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part one: Seamanship, terminology and safety on deck | satisfactory completion of TASK witnessed |
|--|--|
| Know the various muster stations (including emergency and support parties, crew and guest muster points). | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Locate and don your life jacket, and immersion suit (if applicable). <ul style="list-style-type: none"> ■ Is familiar with the equipment associated with the lifejacket and immersion suit. ■ Knows when you <u>may</u> wear the jacket, and when you <u>must</u> wear it. ■ Can describe the difference between a lifejacket and a buoyancy aid. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Identify the safety information symbols and signs including those for muster stations, various emergency equipment, emergency escape routes and emergency exits. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understand the risk to persons and action to be taken in event of: <ul style="list-style-type: none"> • falling overboard, which may result in drowning, injury or hypothermia; • physical injury, such as falling, crushed limbs, trapped fingers cuts, or burns; • illness, which may result from lack of attention to personal hygiene or food preparation; • discomfort, which may result from cold, or heat, or sea sickness, | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrate an understanding of use of foul-weather gear for crew and trainees (including use of safety harnesses where appropriate) and of the importance of keeping personnel protected from cold and wet. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part one: Seamanship, terminology and safety on deck | satisfactory completion of TASK witnessed |
|--|--|
| Locate the medical stores (medical locker) and first aid kits. Identify the person responsible for medical care on board and the procedure for obtaining medical attention both when the person is on board or when absent. Understand under which circumstances you may administer your own first aid without referral. Understand the reporting procedures and record-keeping after administering first aid. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Locate and understand the operation of ship-board fire-fighting equipment including alarm activating points, alarm bells, extinguishers, hydrants, hoses, breathing apparatus and fireman's outfits. Understand the maintenance and service requirements for this equipment. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Locate and understand the operation of life saving appliances carried on board including liferafts, lifebuoys, line throwing apparatus, distress rockets, flares and other pyrotechnics, EPIRBs, SARTs, emergency radios, survival suits, thermal protective aids. Understand the maintenance and service requirements for this equipment. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understand the advantages of the early use of immersion suits and thermal protective aids (TPAs) and the circumstances in which they should be worn. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Describe the action to be taken in discovering smoke or fire: <ul style="list-style-type: none"> <input type="checkbox"/> In port <input type="checkbox"/> At sea <input type="checkbox"/> From another vessel | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part one: Seamanship, terminology and safety on deck | satisfactory completion of TASK witnessed |
|--|--|
| Participate in a fire drill. Describe the procedures to be followed and the correct and appropriate equipment to be used in various scenarios. Understand the most likely cause of fire for various areas including accommodation, galley, engine room, storerooms etc. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Participate in an emergency drill. Describe the procedures to be followed for mustering and accounting for guests and crew, donning of lifesaving equipment, abandonment of the ship and boarding of survival craft. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Describe the action to be taken in event of a Man Overboard: <ul style="list-style-type: none"> <input type="checkbox"/> In port <input type="checkbox"/> At sea <input type="checkbox"/> From another vessel | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Participate in a medical casualty drill. Describe the immediate action to be taken upon encountering an accident or other medical emergency, means of rescue and evacuation (including from an enclosed space) and means of obtaining further medical assistance on board. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands: Onboard Security - In port/at sea/in shipyard. Stowaway procedures and obligations. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part two Tasks and Assessments based on Yacht Interior Introduction level leading to Advanced level – General department familiarisation | satisfactory completion of TASK witnessed |
|--|--|
| Understands the different onboard departments and positions of each crew member, including the different roles and the chain of command. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrates awareness of interior department routines and rotas. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrates awareness of the location and correct stowage of all equipment, glasses, crockery, cutlery, linens, cleaning materials and other equipment as appropriate for each Interior area. | Ship..... Name of Officer..... Date..... Signature..... |
| Importance of maintenance procedures and scheduling in Interior department. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Correct use of all electronic and electrical equipment used in housekeeping department , Service department, Laundry Department, Guest areas and Crew areas. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part two Tasks and Assessments based on Yacht Interior Introduction level leading to Advanced level – General department familiarisation | satisfactory completion of TASK witnessed |
|--|--|
| Shows an awareness and ability to fill in a default sheet for the engineering department i.e. light bulbs, faulty taps, toilet seats, doors etc. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands the importance of environmental issues and the effect that using and mixing chemicals have on the environment and our health. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Aware of the need to try and use more natural and eco products, for both environmental reasons and personal health. <i>Note on average a crew member might service a cabin 3-4 times a day and each time use some form of cleaner.</i> | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands and can show how to correctly meet and greet guests/say goodbye, the correct handshake, introductions, clear and polite voice, professional warm manner. How to look guests in the eye and be sincere, make them feel comfortable. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part two Tasks and Assessments based on Yacht Interior Introduction level leading to Advanced level – Personal Presentation & Etiquette | satisfactory completion of TASK witnessed |
|---|--|
| <ul style="list-style-type: none"> ■ Maintains the required level of personal presentation and hygiene. ■ Personal responsibility for regular health and dental checks. ■ Vaccination requirements of countries to be visited. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands the need for and is able to demonstrate, correct deportment and courtesy with guests. Understands terms of address. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrates awareness of the cultural differences between nationalities and the consequent changes in conduct that these may require. For Owners / Guests. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands and respects other crew members nationalities, religions and dietary preferences. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands and demonstrates the importance of punctuality. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part two Tasks and Assessments based on Yacht Interior Introduction level leading to Advanced level – Personal Presentation & Etiquette | satisfactory completion of TASK witnessed |
|--|--|
| Understands & demonstrates personal cleanliness in own cabin and all crew areas. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Is able to explain the application of rosters for cleaning and protocols & duty rosters and duty tasks. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands and respects the crew uniform & what it represents to the individual, fellow crew members, Owner and yacht. Understands the importance of a professional appearance and how to stand on deck when Guests are onboard and when coming in or departing from port. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands good manners and how to behave around guests and during service. Shows a good personable manner with guests. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part two Tasks and Assessments based on Yacht Interior Introduction level leading to Advanced level – Administration | satisfactory completion of TASK witnessed |
|---|--|
| Can identify and demonstrate the requirement of inventories to be taken for the department and is able effectively to take an inventory. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Can describe and understand job specification and description, and can describe and understands the various rosters for the department. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Can identify and demonstrates understanding of department procedure and guidelines. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Can understand and demonstrate basic accounting & book keeping procedures. Can understand and demonstrate computer skills (ie XL spreadsheets for inventories etc) | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Can describe and understand terms of contract. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part two Tasks and Assessments based on Yacht Interior Introduction level leading to Advanced level – Housekeeping - Laundry | satisfactory completion of TASK witnessed |
|---|--|
| Understands the laundry record keeping system used for crew and guests. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands and demonstrates the importance of the cleanliness & organisation of the laundry area. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrates an ability to read and understand washing & drying labels. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrates and understands the principles of correct laundry procedures for different fabrics. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands the safe and correct operation of laundry machinery. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part two Tasks and Assessments based on Yacht Interior Introduction level leading to Advanced level – Housekeeping - Laundry | satisfactory completion of TASK witnessed |
|--|--|
| Is able to operate and maintain the washing and drying machines onboard,- i.e. cleaning filters, empty water tank... | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Is able to use the appropriate products kept onboard; including stain removers for different types of fabrics , washing products & understands what bleach is and how to use it. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Liaise with Engineers re products allowed / anti bacterial products. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Is able to operate and maintain the irons onboard – i.e. Flat, Steam, Roller.... | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Is able to regulate the iron temperature according to the type of fabric. Is able to iron and fold any type of clothing Is able to present guest laundry Understands when and how to use starch | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part two Tasks and Assessments based on Yacht Interior Introduction level leading to Advanced level – Housekeeping – Surfaces / Cleaning | satisfactory completion of TASK witnessed |
|---|--|
| Demonstrates and understands the use of a cleaning caddy and its organisation, including the importance of colour coding cloths for specific jobs. The need for washing cloths regularly. Can organise and keep a cleaning cupboard stocked. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands & demonstrates the importance of the protection and maintenance of any type of surfaces, & demonstrates the use of correct cleaning products for different surfaces including:- <ul style="list-style-type: none"> ■ Various wood finishes (bare, waxed, varnished, limed...) ■ Marble & granite ■ Windows/mirrors ■ Leather ■ Stainless steel / brushed steel ■ Gold plated and solid ■ Silver plated and solid ■ Carpets (Silk, woven, hand woven, machine made.) | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrates the knowledge and ability to clean the dining service silverware, with the correct products, to a high standard. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands the importance of disinfecting all remote controls / radios which harbour most bacteria. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part two Tasks and Assessments based on Yacht Interior Introduction level leading to Advanced level – Housekeeping – Surfaces / Cleaning | satisfactory completion of TASK witnessed |
|---|--|
| Understands & demonstrates the different protocols needed for cleaning & detailing a guest cabin and bathroom to the required standard, including: <ul style="list-style-type: none"> ■ Guest On - detail cleaning ■ Change Over (airing of bedding, vacuuming of mattresses/ curtains etc) Washing of all protectors and the deep clean needed. ■ Protocols for maintenance with guests off / Maintenance cleaning; running of taps and flushing of toilets dusting and airing of rooms regularly. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands and can demonstrate how to detail a guest bathroom with the importance of hygiene, to include; <ul style="list-style-type: none"> ■ Showing a methodical approach to cleaning a toilet, the use of disinfectant and “anti bacterial wet wipes”, to avoid spreading germs ■ Disinfecting toothbrush cups/holders, toilet brushes and holders, all walls, extractors/vents, drains taps, handles and shower heads ■ How to detail a bathroom with guests onboard ■ How to detail and deep clean using changeover protocols for maintenance when no guests are onboard; running of taps and flushing of toilets, regular dusting and airing of rooms | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands & demonstrates the detailing of the Bridge Area, asking permission from an officer before cleaning, and taking care not to disturb fundamental equipment and paperwork. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands & demonstrates the detailing and disinfecting of communal areas; such as salon, gyms, cinemas, dining areas, corridors...etc. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part two Tasks and Assessments based on Yacht Interior Introduction level leading to Advanced level – Housekeeping - General | satisfactory completion of TASK witnessed |
|---|--|
| Understands the importance of clean windows. Can demonstrate how to clean interior windows without streaking and to include correct cloths and methods. To include the use of a chamois, blade and a dry non static cloth. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrate how to clean exterior windows with the same protocol. The need for speed and no water marks outside is important with regards to weather/sun. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| When cleaning a cabin, can follow a correct protocol, including how to enter the cabin and importance of knocking and waiting, leaving the door open whilst cleaning and discreetly leaving if the guests re enter. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Can demonstrate how to make a bed properly. With emphasis on sheets used and detail on displaying of covers and cushions. The need for protectors for mattresses, pillows and duvets. Important to change these after every guest depart, as part of the change over. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Can demonstrate the ability to carry out a “turn down” service. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part two Tasks and Assessments based on Yacht Interior Introduction level leading to Advanced level – Housekeeping – Valet | satisfactory completion of TASK witnessed |
|---|--|
| Understands and can demonstrate how to pack and unpack a suitcase. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands and can demonstrate folding clothes correctly; jackets trousers, skirts and shirts with the use of tissue paper. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands and can demonstrate how to handle personal items/accessories and store handbags, shoes and belts etc. With an appreciation of labels. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands and can demonstrate how to polish a pair of shoes, what to use and methods used. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands how to maintain the guests' clothes; steaming of jackets, trousers and other clothing; correct hanging of clothing. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part two Tasks and Assessments based on Yacht Interior Introduction level leading to Advanced level – Housekeeping – Chemicals & Hazards | satisfactory completion of TASK witnessed |
|--|--|
| Understands Material Safety Data Sheets and the information that they contain relating to the hazards and correct storage of chemical and cleaning products. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Can describe the procedures and routines onboard for the correct use and storage of chemical and cleaning products. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Recognises the label for: <ul style="list-style-type: none"> ■ flammable chemicals ■ skin irritating chemicals. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands the importance of wearing appropriate clothing and protection when using dangerous irritating chemicals; including: Gloves, mask.. etc | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands what to do in case of an emergency – who to call onboard (Medical Officer) & useful emergency numbers. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part two Tasks and Assessments based on Yacht Interior Introduction level leading to Advanced level – Food & Beverage Service | satisfactory completion of TASK witnessed |
|--|--|
| Demonstrates an understanding of the principles of safe food handling. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands the correct temperatures for fridges and freezers and record keeping. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands and can describe the importance of food separation. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Can understand, demonstrate and describe different styles of food service. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands and can demonstrate how to set a coffee/tea tray, including, tray liners and correct positioning of cups, spoons etc. When to use hot/cold milk. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part two Tasks and Assessments based on Yacht Interior Introduction level leading to Advanced level – Food & Beverage Service | satisfactory completion of TASK witnessed |
|---|--|
| Understands how to serve a drink and set a drinks tray, including: <ul style="list-style-type: none"> ■ Where and how to hold a glass. ■ How to polish glasses properly and correct stowage | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands the order and etiquette involved with service. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands and can demonstrate the order of setting a table (what to lay first and last) and the importance of “mise en place”. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrates practical ability in laying a formal table setting for breakfast. Is able to serve breakfast for 6 guests minimum on her/his own. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrates practical ability to lay a formal table setting for lunch & dinner. <ul style="list-style-type: none"> ■ Which cutlery to use for what food ■ How to correctly hold your cutlery ■ Etiquette involved with eating; how to eat bread and butter, soup etc. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part two Tasks and Assessments based on Yacht Interior Introduction level leading to Advanced level – Food & Beverage Service | satisfactory completion of TASK witnessed |
|--|--|
| Understands napkin etiquette & demonstrates a good variety of napkin folding & table decorations. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands & demonstrates the ability to use and maintain the coffee machines. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands & demonstrates the ability to use and maintain the bar equipment and utensils. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands & demonstrates the ability to use the appropriate glasses for different drinks. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands & demonstrates the ability to store and serve wine and Champagne in order to serve at optimum temperature and conditions. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part two Tasks and Assessments based on Yacht Interior Introduction level leading to Advanced level – Flower and Plant Maintenance | satisfactory completion of TASK witnessed |
|---|--|
| Research and understand some general knowledge about flowers, including: <ul style="list-style-type: none"> ■ What’s in season and when. Know what will be available at the time of year you need it. ■ Know which flowers can be displayed in direct sunshine (for exterior displays) ■ Know how to care for stems; what can or can not go in the fridge, re-cutting stems before going into water or foam, removing wilted petals, what can or can not be misted. ■ Know the importance of cleaning vases; bacteria is the main cause of premature dying ■ Know how to correctly measure flower food | Name of Ship..... Name of Officer..... Date..... Signature..... |
| When ordering flowers: <ul style="list-style-type: none"> ■ Be familiar with the colour schemes, placements, dimensions and number of displays required for your yacht. ■ Know what the yachts flower budget is ■ Know the number of flower stems required (if applicable), and stem life requirements | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Know how to prepare vase and foam arrangements , including <ul style="list-style-type: none"> ■ Conditioning ■ Cutting at angles ■ Removal of leaves below the water line ■ Wiring | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Research and understand the care and maintenance of plants; including bonsai and orchids. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Research and understand the principals of using foam, including: <ul style="list-style-type: none"> ■ Not being unable to re-soak after its dried out ■ Not to put new stems in an existing hole ■ How to soak the foam | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part three Tasks and Assessments based on Advanced level leading to Management level - General Interior department familiarisation | satisfactory completion of TASK witnessed |
|---|--|
| Can demonstrate the ability to organise a roster for the interior department. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Can demonstrates the ability to train other crew members in his/her department. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Can demonstrate the ability to temporarily step in for the head of department if required. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrate understanding of operational procedures used throughout the interior department. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Shows knowledge and can train other crew members on all aspects of a high level of service, including all types of service, etiquette involved and the importance of “an eye for detail”. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part three Tasks and Assessments based on Advanced level leading to Management level - General Interior department familiarisation | satisfactory completion of TASK witnessed |
|--|--|
| Can demonstrate an ability to organise service, working with the chef and being able to co- ordinate the dining room and galley with regard to timings and communication. Calling service etc. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Is able to carry out galley inspections and has knowledge of fridges/freezers and stock rotation. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands the importance and has the ability to carry out crew inspections and keep high standards amongst the crew. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part three Tasks and Assessments based on Advanced level leading to Management level - Administration and Finance | satisfactory completion of TASK witnessed |
|---|--|
| Can describe and demonstrates understanding of the purpose of the International Safety Management Code (ISM) and describe on board safety procedures relevant to the interior department. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrates an ability to run the account book or programme used on board. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrates the ability to organise routines & organise the interior rosters, including holiday rosters. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Can demonstrates familiarisation with the boat's computer system. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands and demonstrates the ability to respect and follow a given budget. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part three Tasks and Assessments based on Advanced level leading to Management level - Administration and Finance | satisfactory completion of TASK witnessed |
|--|--|
| Understands the requirements for stocking up for long crossings and pre-charter. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrates and shows the ability to deal with suppliers and yards, to obtain the best quotes/discounts and the organisation and admin involved. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrates and shows the ability to communicate with crew agencies and charter brokers and the admin involved. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands and demonstrates knowledge of guest preference sheets <ul style="list-style-type: none"> ■ How to organise and record stock pertaining to charter, using separate record sheets. ■ Have the ability to train the stewards and stewardesses to perform these procedures and to record the information. ■ Communicating and giving information to the chef/other departments; plus menu planning. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Shows the knowledge and the ability to choose and organise crew uniforms, sizing, maintaining stock and re- ordering. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part three Tasks and Assessments based on Advanced level leading to Management level - Management System | satisfactory completion of TASK witnessed |
|---|--|
| Understands and demonstrates the ability to write an interior procedure manual. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands and demonstrates the ability to prioritise and organise a job list. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands and demonstrates the ability to set up each section of the interior. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrates the ability to mentor and teach junior interior crew. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrates the ability to coordinate and communicate with other departments. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part three Tasks and Assessments based on Advanced level leading to Management level - Management System | satisfactory completion of TASK witnessed |
|---|--|
| Understands and demonstrates the ability to set up an "On Charter" roster and routines sheet. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrate the ability to create a daily, weekly & monthly maintenance schedule. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understand and have the ability to organise event planning <ul style="list-style-type: none"> ■ Special events and co ordinate drinks music/entertainment and any special requests. ■ Arrange excursions, transport, shopping trips etc | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Has the ability to anticipate guests' needs and to read their body language. Is able to teach interior members this art and what to look out for. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part three Tasks and Assessments based on Advanced level leading to Management level - Human Resources | satisfactory completion of TASK witnessed |
|--|--|
| Demonstrates the ability to: <ul style="list-style-type: none"> ■ lead by example ■ Be fair ■ Be patient and explicit | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrates the ability to: <ul style="list-style-type: none"> ■ Organise and motivate the interior team ■ Be a good coordinator ■ Give clear orders and delegate | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrates the ability to: <ul style="list-style-type: none"> ■ Resolve conflicts in his/her's department ■ Resolve conflicts between his/her's department and another department ■ Be able to forestall problems | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrates the ability to: <ul style="list-style-type: none"> ■ Select candidates for various interior positions ■ Interview candidates | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part three Tasks and Assessments based on Advanced level leading to Management level - Human Resources | satisfactory completion of TASK witnessed |
|---|--|
| Has demonstrated a personable manner and commands respect and confidence. Is confident with guests and crew alike. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Is able to deal with emergencies, medical or otherwise. Shows the ability to deal with difficult situations and guests alike. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Is able to explain to the interior crew the importance of being aware of personal space and the appropriate behavior expected; ie. When not to talk!! | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Is able to understand and explain the necessary skills needed in communicating with guests, including understanding the need for discretion and confidentiality with guests and crew. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Shows a high level of attention to detail, professionally and in personal appearance/deportment. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part three Tasks and Assessments based on Advanced level leading to Management level - Financial Planning | satisfactory completion of TASK witnessed |
|--|--|
| Can present detailed short term and long term budgets for interior department maintenance & replacements as necessary. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Can provide a cost benefit analysis for justifying interior purchases. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Can demonstrate an ability to obtain quotations for purchases. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Can effectively mediate with Captain/Management for wages for interior department, including salary increases & bonuses. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understands what Tax Free regulation is. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part three Tasks and Assessments based on Advanced level leading to Management level - Food and Beverage | satisfactory completion of TASK witnessed |
|---|--|
| <ul style="list-style-type: none"> ■ Is able to train all interior staff to a very high level ■ Is able to coordinate his/her department with the chef or chefs ■ Is able to equip the interior from scratch (plates, glasses, napkins) ■ Is able to equip a bar from scratch (blender, a selection of spirits, wine) | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrate the ability to compile a comprehensive wine and cocktail list. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrate a solid knowledge of special dietary requirements according to religious, health and personal preferences. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Understand allergies and their consequences. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrate a solid knowledge of luxury goods, including Caviar, Truffles, Foie gras, Champagne. | Name of Ship..... Name of Officer..... Date..... Signature..... |



Name of Candidate _____



| 12. Part three Tasks and Assessments based on Advanced level leading to Management level - Food and Beverage | satisfactory completion of TASK witnessed |
|--|--|
| Ability to write procedures for safe use of coffee machines, ice makers, microwave ovens, blenders etc. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrate an understanding of wine and how to pair wine with food. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Can describe and teach how and why to decant wine and how to pour wine. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Has a good knowledge of etiquette/service and can demonstrate and train interior crew to a high standard. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Knows how to store and serve cigars, including maintenance of a humidor. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part three Tasks and Assessments based on Advanced level leading to Management level - Housekeeping – Valet | satisfactory completion of TASK witnessed |
|--|--|
| Has a good knowledge of the requirements for having housekeeping procedures: <ul style="list-style-type: none"> ■ Is able to write housekeeping procedures ■ Is able to implement these procedures | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Has a good knowledge of and ability to train junior crew in the packing and unpacking of a suitcase. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Has a good knowledge of and ability to train junior crew on storing and maintenance of guest clothing. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Has a good knowledge of and ability to train junior crew in the correct storage and handling of guests belongings. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Has a good knowledge and ability to train junior crew on how to correctly fold clothes. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part three Tasks and Assessments based on Advanced level leading to Management level - Housekeeping – Valet | satisfactory completion of TASK witnessed |
|---|--|
| Is able to keep a housekeeping inventory, crew uniform inventory, write a protocol for all aspects of the interior cleaning needed. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Has a good knowledge and ability to train junior crew on all aspects of giving a five star service. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Can establish and oversee refurbishment of equipment and furnishings where necessary. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Has knowledge of new trends and products available; can research efficiency and be innovative in the department. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Shows good attention to detail, professionally and in personal appearance/department. | Name of Ship..... Name of Officer..... Date..... Signature..... |

| 12. Part three Tasks and Assessments based on Advanced level leading to Management level - Flower and Plant Maintenance and Arranging | satisfactory completion of TASK witnessed |
|--|--|
| Is able to create flower arrangements from cut flowers for the entire yacht, bearing in mind the colour schemes, placements, dimensions and number of displays required. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Is able to train junior stewards / stewardesses how to select flowers (tropical flowers do better in the sun than roses....) | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Is able to train junior stewards / stewardesses to make flower arrangements. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Is able to train junior stewards / stewardesses to maintain flower arrangements. | Name of Ship..... Name of Officer..... Date..... Signature..... |
| Demonstrate knowledge of care and maintenance of orchids and bonsai trees. | Name of Ship..... Name of Officer..... Date..... Signature..... |



Name of Candidate _____



NOTES: