

NAVY SAILING



COASTAL AND OFFSHORE PERSONNEL QUALIFICATION STANDARDS (PQS) FOR LARGE SAIL TRAINING CRAFT (STC)

UNITED STATES NAVAL ACADEMY
USNA Version (01-19)

United States Naval Academy
Coastal and Offshore Personnel Qualification Standard
for Large Sail Training Craft
Qualification Record Book

This is the official record of verified skills for Coastal and Offshore Personnel Qualification Standards (PQS) for Large Sail Training Craft (STC) as demonstrated by the following owner of this Qualification Record Book.

Name _____
 First Middle Initial Last

Address _____
 Street Address

City

State

Zip

Telephone _____

E-Mail _____

If found please return to the above named individual or to:

Director, Naval Academy Sailing
United States Naval Academy
Robert Crown Sailing Center
601 Brownson Road
Annapolis, MD 21402

Phone: (410) 293-5600

Fax: (410) 293-5233

E-mail: dnas@usna.edu

Website: www.navysailing.org

This qualification book, when properly completed, identifies you as having met all the requirements for a Navy Sailing qualification at the appropriate level in accordance with USNAINST 1500.4 series. It also serves as your "Navy Log of Sailing".

THE QUALIFICATION PROCESS

The qualification process examines your sailing knowledge and your performance as a sailor and leader. This Personnel Qualification Standard (PQS) manual outlines the scope of the requisite knowledge and performance. You must demonstrate to a qualified instructor that you can perform each task/skill to published standards underway. The instructor verifies your successful performance of each subsection by signature in this booklet. There are also minimum times underway and under sail for each qualification level. While you are in training we recommend that you attend the various Winter Training seminars and read the recommended study material in preparation for you to take and pass the online examinations (14 sections which may be taken in any order), and written navigation practical exam at any time during your training. Upon passing these examinations and having all the skill sets signed off on in this book along with a check-ride; your instructor's recommendation for Coastal Skipper (D-CS) will be forwarded through the appropriate channels for review and adjudication. The review and adjudication includes verification that your instructors are qualified and current and that your sailing time is properly documented and sufficient.

HOW TO USE THIS BOOK

1. **THE SKILLS YOU NEED:** This booklet is broken into the following sections: Senior Crew (SC), Watch Captain (WC), Coastal Skipper (D-CS), Offshore Skipper (D-OS), and Master Skipper (E-MS). Senior Crew, Watch Captain, Coastal Skipper, Offshore Skipper and Master Skipper are recognized Navy professional development qualification levels. To be recognized at any of the defined sailing levels by the Navy system, you must complete all the appropriate subsections.
2. **PREREQUISITES:** For optimum on-the-water training effectiveness, the winter training technical and leadership programs conducted from January to April each year at the Naval Academy should be completed prior to final Watch Captain (WC) qualification.
3. **QUALIFIED INSTRUCTORS.** Any person holding a current Navy Sailing Qualification (D-CS, D-OS, E-MS) approved by the Director of Naval Academy Sailing (DNAS) (referred hereafter as "Instructors") may observe and sign-off PQS knowledge and skill items at their qualification level and below (e.g., a Coastal Skipper (D-CS) may verify Senior Crew (SC), Watch Captain (WC) and Coastal Skipper (D-CS) knowledge and skill items). DNAS maintains a list of active program participants, and their qualifications. DNAS also maintains a specific list of qualified "Skipper Instructors". Skipper instructors are typically a

program's more senior skippers that have demonstrated an additional aptitude to be effective teachers both in the classroom and on-the-water. Skipper instructors are specially approved by DNAS in writing and are authorized to train and instruct Skippers in training.

4. **SKILL AND SAILING TIME VERIFICATION:** The verifying sailing instructor signs once in each PQS subsection to confirm that all the elements in that subsection have been satisfactorily accomplished. Present this booklet to your instructor and ask for sign-off of the completed skill requirements after each training period. Once all the components for a qualification level have been completed, you must ensure that an instructor signs all appropriate blocks (including the last page of this book) for the appropriate level.

5. **EVALUATIONS:** Each skill is separately evaluated on a simple pass/ fail basis. Proper performance of these skills will require you to master the underlying theory and knowledge. In lieu of actual skill performance onboard a sailing vessel or on-the-water, an evolution may be satisfactorily demonstrated in a classroom setting to an instructor. An instructor may evaluate your performance of applicable sections either by written or oral examination, or by observation of performance. Most of these skills are evaluated underway. The instructor will evaluate your performance and sign the skill if your performance is satisfactory. The evaluation need not cover every item; however, a sufficient number should be covered to insure that you would be successful on all items. There is no partial credit, and any skill may be re-evaluated as many times as necessary. No coaching or assistance of any kind is permissible during evaluation. The final recommendation is a subjective evaluation by the instructor. The instructor's final recommendation is a judgment of whether you have the maturity, judgment, and knowledge, in addition to the skills to serve at the level for which you are being considered. When the item evaluated refers to an optional piece of equipment (e.g., [RADAR ____]), the instructor will initial in the bracket if the skill was demonstrated successfully on that piece of equipment. When the skill demonstrated depends upon the wind strength (e.g., [Wind (kt) ____]), the instructor will write the highest estimated wind speed during which the skill was successfully demonstrated.

6. **CERTIFICATION:** The Director of Naval Academy Sailing is the final certification authority. This authority may be delegated to the Director, Offshore Sail Training Squadron or the Director, Varsity Offshore Sailing Team (Program Directors), as appropriate. PERS-4 will assign Active Duty Navy Officers the Additional Qualification Designator (AQD) Code 113 Offshore Skipper (D) for completing the D-OS

qualification, and AQD 114 (E) for completing the E-MS qualification.

7. HOW TO USE THE SAILING LOG: The sailing log documents your personal sailing history. Enter each underway period separately. Record day and night hours underway on watch, and day and night hours on watch under sail. Be sure to record sustained wind speed. Your sailing log will be checked at the time you request consideration for Senior Crew, Watch Captain, Coastal Skipper, or Offshore Skipper qualification. Accurate, complete entries will support your request. You may use a separate and/or “electronic” sail log to document your sailing time in lieu of the sailing log contained in this booklet. Same required data fields must be documented if using your own sailing log. Record total hours in the space provided at the bottom of each qualification level’s log section.

8. PROFICIENCY REQUIREMENTS: Your qualification proficiency is valid for a period of *one* (1) year from the date of your highest qualification, or the date of your most recent proficiency determination. In order to maintain your qualification proficiency on a year to year basis, or regain your proficiency status if lapsed, the following requirements must be achieved within the periodicity indicated:

- a. Successfully pass an annual “Rules of the Road” (COLREGS) examination with a score of 90% or better; and maintain that proficiency every three months within the sailing season by passing a refresher COLREGS exam with a score of 90% or better.
- b. Successfully pass a bi-annual (every 2 years) Navigation Practical Examination with a score of 70% or better;
- c. Maintain current cardiopulmonary resuscitation (CPR), and basic first aid certifications (Schools approved by US Sailing).
- d. Every three (3) years, complete and pass with a score of 70% or better the D-Skipper qualification proficiency examinations.
- e. Participate in a summer program cruise block, or portion thereof, as an Executive Officer (XO), Skipper, or Coach at least once in any three (3) year period.
- f. Attend a U.S. Sailing Safety at Sea Seminar within the past five (5) years

9. CHALLENGE PROCEDURES: You may petition to have any previous sail training and experience acquired recognized within Navy Sailing. For qualification levels Senior Crew (SC), Watch Captain (WC), Coastal Skipper (D-CS) and Offshore Skipper (D-OS) submit your sailing log and other documentation of sailing performance and training to DNAS, or specific Program Director as appropriate, for the level of certification or skill evaluation you seek. DNAS and the Program

Director may interview you, may have you demonstrate some skills ashore or on-the-water, or may ask you to complete one or more written exams or practical exercises to verify your skill level and proficiency. You may be asked for the names or contact information for individuals that can verify your skill performance. For the qualifications of Master Skipper (E-MS), you must petition DNAS to be considered. Once a determination of your sailing skills, experience and proficiency has been recognized, then the provisions of paragraphs 2 through 8 above apply.

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QUALIFICATIONS

NAME _____ RATE/RANK _____

This page documents the successful completion of the designated qualification approval sections of the Personnel Qualification Standards (PQS).

APPROVED AS SENIOR CREW (SC)

Signature _____ Date _____

[Printed Name] (Program Director)

APPROVED AS WATCH CAPTAIN (WC)

Signature _____ Date _____

[Printed Name] (Program Director)

APPROVED AS COASTAL SKIPPER (D-CS)

Signature _____ Date _____

[Printed Name] (Program Director)

APPROVED AS OFFSHORE SKIPPER (D-OS)

Signature _____ Date _____

[Printed Name] DNAS

APPROVED AS MASTER SKIPPER (E-MS)

Signature _____ Date _____

[Printed Name] DNAS

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SENIOR CREW (SC)

1. **QUALIFICATION SUMMARY:** Trained to crew an offshore capable, inboard auxiliary powered sailing vessel during continuous passages across unfamiliar waters day, night and reduced visibility in strong to heavy wind and sea conditions.
2. **PREREQUISITES:**
 - a. Possesses physical capabilities to perform duties under conditions presented.
 - b. Satisfactory completion of the Naval Academy Basic Sail Training (BST) Qualification (Navy 26 Skipper Qualification) or plebe summer BST training within the previous two years.
3. **STANDARDS SUMMARY:**
 - a. Completion of Senior Crew PQS.
 - b. A minimum of *thirty-three (33)* hours underway on watch of which at least *sixteen (16)* hours are under sail, aboard an offshore capable sailing vessel generally greater than 30-feet in length (preferably in the 44-foot range).
 - c. Demonstrating:
 - i. Practical knowledge of personal and boat safety;
 - ii. General organization, procedures, and nomenclature of a sailing vessel and its equipment
 - iii. Individual watch standing positions.
 - iv. Understanding and proper use of standard operating procedures (SOP), Boat Information Book (BIB), and applicable technical manuals.
4. **PERFORMANCE:**

Leadership

- a. Seeks responsibility.
- b. Displays initiative and self-motivation.
- c. Leads peers in area of expertise and assigned responsibility.
- d. Subordinates self to ship and shipmates.
- e. Communicates clearly.
- f. Strives for excellence in standards and execution.
- g. Exhibits an enthusiastic and supportive attitude.
- h. Views responsibilities from the perspective of supervisors.
- i. Follows appropriate checklists.

Instructor Name _____

Instructor Signature _____ Date _____

As Lookout

- a. Good understanding of the USCG Navigation Rules (i.e. "Rules of the Road", COLREGS).
- b. Maintains proper lookout in accordance with Rule 5 of COLREGS until relieved.
- c. Identifies and interprets contacts, objects, hazards, nav aids, and navigation lights, shapes, and visual signals and reports to helm in prescribed format (day and night, clear or low visibility).
- d. Observes and reports areas clear for planned evolution.
- e. Proper use of fog signals (hand fog horn and bell) when operating in restricted visibility.

Instructor Name _____

Instructor Signature _____ Date _____

As Helm

- a. Steers a directed course with attention to wind, sail trim, other vessels, shoal water and Navigation Aids. Understands apparent wind and points of sail.
- b. Controls the direction and speed of the boat under sail and power.
- c. Observes crew locations during sailing evolutions, precluding boat maneuvers that might create unsafe conditions.
- d. Understands and uses correct commands for sailing the vessel.
- e. Safely depart and return to Santee Basin or other docks.

Instructor Name _____

Instructor Signature _____ Date _____

As Navigation Plotter

- a. Selects appropriate chart(s).
- b. Properly folds and labels chart(s).
- c. Prepares charts identifying shoal water, nav aids, track and danger bearings.
- d. Identifies and labels landmarks for bearings.
- e. Identifies chart symbols and corresponding visual observations.
- f. Takes bearings with a hand bearing compass and records in Bearing Log.
- g. Calculates, plots and labels track, fix positions, DR positions, LOPs, and running fixes.
- h. Relates distance, speed and time to find one when other two known.

- i. Uses the 6-Rules of dead reckoning (DR).
- j. Recommends safe course to steer.
- k. Interacts with helm and lookout to give them a verbal picture of near- term nav aids, expected water depth, obstacles and shoal water distance and to ask for confirmation sightings of these objects. Maintains appropriate log with periodic entries of navigation and boat system data, and results of damage control checks.
- l. Monitors and operates VHF radio on proper frequencies, with correct pro-words and etiquette.
- m. Provides crew daily weather brief.
- n. Understands, interprets and applies Automated Ship Information (AIS) data.

Instructor Name _____

Instructor Signature _____ Date _____

As Sail Trimmer/ Line Handler

- a. Uses proper knots and hitches (bowline, figure 8, clove hitch, square (reef) knot, sheet bend, round turn and 2 half-hitches, cleat hitch, and rolling hitch). Must be able to tie a bowline knot within 15 seconds.
- b. Takes, eases, holds, throws, catches, cleats, coils, and stows line.
- c. Protects hands with gloves and stays out of bights.
- d. Sets and retrieves bow, spring, breast and stern lines; positions and retrieves fenders; places chafe protection to preclude chafe.
- e. Make a towing bridle, leads and attaches tow rope, breaks tow.
- f. Bags and correctly stores sails.
- g. Bends on, raises, douses and reefs sails. [Wind (kt) _____]
- h. Trims and eases sheets, halyards, boomvang, and other sail control gear such as lead and snatch blocks, cunningham, backstay tension and travelers to maintain proper sail trim including draft, draft location, twist, slot and angle of attack on all points of sail and during tacks and jibes. [Wind (kt) _____]

Instructor Name _____

Instructor Signature _____ Date _____

General

- a. Practices safety while aboard and during all evolutions by wearing appropriate clothing and equipment; observing danger zones; working lines with respect for winches & hand position; and maintaining position by hand grabs, harness, & balance; and following standard procedures while operating equipment.
- b. Brings proper personal gear.
- c. Uses correct names for boat parts, equipment and procedures.
- d. Locates correct boat gear for any evolution or procedure.
- e. Uses correct piece(s) of gear for each procedure or evolution.
- f. Arrives for watch on time, rested, fed and hydrated, in appropriate gear, acclimated to the light conditions, understanding the navigation situation and relative position of nearby vessels, shoal water, obstacles, and navigation aids.
- g. Performs face-to-face verbal watch turnover with individual being relieved to include course, speed, sail combination, rig tension, and gear/ sails on deck.
- h. Executes initial response to boat or crew casualties until relieved by the watch captain or skipper.
- i. Prepares and serves meals while maintaining galley hygiene and food safety standards to include proper operation and securing of the galley stove in accordance with approved procedures.

Instructor Name _____

Instructor Signature _____ Date _____

A minimum of *thirty-three (33)* hours underway on watch of which at least *sixteen (16)* hours are under sail, aboard an offshore capable sailing vessel generally greater than 30-feet in length (preferably in the 44-foot range). See sailing log.

Instructor Name _____

Instructor Signature _____ Date _____

Recommended to Proceed to Watch Captain

Signature _____ Date _____

[Printed Name] (Qualified D Skipper or Designated Representative)

WATCH CAPTAIN (WC)

1. **QUALIFICATION SUMMARY:** Supervises a watch section sailing an offshore-capable, inboard auxiliary-powered sailing vessel with a qualified skipper (Coastal Skipper (D-CS), Offshore Skipper (D-OS), or Master Skipper (E-MS)) aboard during continuous passages across unfamiliar waters day, night and reduced visibility in protected to moderate wind & sea conditions.
2. **PREREQUISITES:**
 - a. Qualified as Senior Crew.
 - b. Possesses physical capabilities to perform duties under conditions presented.
 - c. Satisfactorily pass the Navigation Practical and Rules of the Road examinations.
3. **STANDARDS SUMMARY:**
 - a. Completion of Watch Captain PQS.
 - b. After award of Senior Crew Qualification, a minimum of *thirty-two (32)* hours on watch of which at least *sixteen (16)* hours are under sail and a minimum of *four (4)* night hours on watch of which at least *two (2)* hours are under sail aboard an offshore capable sailing vessel generally greater than 30 feet in length (preferably in the 44-foot range).
 - c. Demonstrate practical knowledge to supervise operations aboard a sailing vessel.
 - d. Understanding and proper use of standard operating procedures (SOP), Boat Information Book (BIB), and applicable technical manuals.
4. **PERFORMANCE:**

Leadership Responsibilities

- a. Represents the skipper, and follows standing orders and night orders.
- b. Anticipates future situations in time to plan near-term training and tasks, describes and assigns tasks, and rehearses if necessary, prior to the need for any evolution.
- c. Requires high standards in execution.
- d. Recognizes the need for decision and appropriate action upon first thought -- puts nothing off.
- e. Demonstrates calm demeanor, rational decision-making process, clear direction, and effective response in crisis.
- f. Recognizes decision-making as an essential task.

Instructor Name _____

Instructor Signature _____ Date _____

Supervisory Responsibilities

a. Operations

- i. Organizes the watch.
- ii. Conducts safe watch operations.
- iii. Trains, instructs and supervises the watch section in their responsibilities.
- iv. Maintains efficient performance of the watch.
- v. Ensure required log keeping is done.
- vi. Initiates response to casualties and emergency situations.
- vii. Conducts operations & makes safe passage in accordance with all COLREGS.

Instructor Name _____

Instructor Signature _____ Date _____

b. Navigation

- i. Reviews the chart work, bearing book and offshore log entries for accuracy.
- ii. Provides complete navigational update to on-coming watch captain.
- iii. Monitors the performance of the navigation plotter.

Instructor Name _____

Instructor Signature _____ Date _____

Technical Responsibilities

a. Navigates the boat with safety and accuracy.

- i. Calculates appropriate vectors for true/apparent wind, CPA, set/ drift, and estimated positions.
- ii. Ensures best possible determination of position at all times underway
- iii. Ensures watch section communicates navigation data to include recommendations or changes in course or speed nav aids, obstacles or shoal water.
- iv. Performs portion of the day's work appropriate to watch.
- v. Remains attentive to changes in weather.
- vi. Prepares for and reacts to near-term weather.
- vii. Forecasts weather 6-12 hours ahead from personal observations.
- viii. Translates weather forecasts into expected winds & seas.
- ix. Identifies local storm cells and squall lines by sight, and radar available.

Instructor Name _____

Instructor Signature _____ Date _____

Sailing Responsibilities

a. Departure/ Return

- i. Demonstrates appropriate helmsman/ crew coordination and skills for departure under power in upwind, crosswind and downwind situations: line handling, casting off, fending off, and boat handling.

[Wind (kt) ____]

- ii. Develops an approach plan for the vessel and crew, and demonstrates appropriate helmsman/ crew coordination and skills for returning to the dock under power in upwind, crosswind and downwind conditions: boat handling, deploying fenders and spring lines, stopping, and tying up.

[Wind (kt) ____]

Instructor Name _____

Instructor Signature _____ Date _____

b. Control

- i. Demonstrates under power: speed and momentum control, windage and propwalk control, backing and filling, and command of the crew.

- ii. Demonstrates a recovery plan for an engine failure.

- iii. Avoids sailing "by the lee" and explains the inherent dangers involved.

- iv. Demonstrates leadership and navigation skills in unfamiliar waters at night and in reduced visibility.

- v. Demonstrates preparing, raising, changing, sails and running rigging to include storm sails. [Wind (kt) ____]

- vi. Demonstrates under sail: starting, stopping, speed control, tacking, jibing, steering control, sail luffing, the No-Go Zone, getting out of irons, backing the jib, proper boat heel, crew coordination, and communication.

[Wind (kt) ____]

- vii. Demonstrates proper sail trim with accurate sheet adjustment of the main and headsails. Makes use of the sail telltales and identifies points of sail.

[Wind (kt) ____]

- viii. Demonstrates heaving-to in a variety of sea states and wind conditions.

Instructor Name _____

Instructor Signature _____ Date _____

c. Heavy Weather Sailing

- i. Demonstrates proper reefing techniques: determining when to reef, or changing headsails, reefing the mainsail, dropping the sails, shaking out a reef, and re-hoisting underway.
- ii. Demonstrates helm and boat control while sailing under reduced sail.
- iii. Demonstrates the use of a boom preventer and explains overcoming its inherent dangers.
- iv. Demonstrates deck work performance using a safety harness and jacklines.
- v. Demonstrates boat control using storm sails.
- vi. Demonstrates rigging of a sea anchor and a drogue, if available.

[Sea Drogue _____] [Wind (kt) _____]

- vii. Understanding of heaving-to, lying a-hull, and running off the wind.

Instructor Name _____

Instructor Signature _____ Date _____

d. Overboard Recovery

- i. Demonstrates the Quick-Stop recovery method under sail, maintaining constant visual contact with the victim.
- ii. Performs overboard recovery upwind, reaching and downwind in both day, night and in adverse conditions.

[Wind (kt) _____]

Instructor Name _____

Instructor Signature _____ Date _____

e. Safety and Emergency Procedures

- i. Simulates the proper procedure for using approved visual distress signals.
- ii. Simulates procedure and operation of VHF radio for spoken emergency signals.
- iii. Simulates failure of steering system, and demonstrates steering and boat control with sails.

[Wind (kt) _____]

- iv. Demonstrates use of the emergency steering system.

[Wind (kt) _____]

v. Simulates a plan of action for a vessel in danger of sinking due to fire, water intake, dismasting, collision, or grounding. Demonstrates all safety considerations given the situation.

Instructor Name _____

Instructor Signature _____ Date _____

f. Anchoring/ Mooring

- i. Selects an anchorage, and demonstrates appropriate helm/ crew coordination and skills for properly anchoring. Demonstrates appropriate helm/ crew coordination and skills for retrieving an anchor under power.
- ii. Demonstrates ability to pick up a mooring buoy.
- iii. Demonstrates ability to join and depart from a nest or raft of boats.

Instructor Name _____

Instructor Signature _____ Date _____

After award of Senior Crew Qualification, a minimum of *thirty-two (32)* hours on watch of which at least *sixteen (16)* hours are under sail and a minimum of *four (4)* night hours on watch of which at least *two (2)* hours are under sail, aboard an offshore capable sailing vessel generally greater than 30 feet in length (preferably in the 44-foot range). See sailing log.

Instructor Name _____

Instructor Signature _____ Date _____

Recommended to Proceed to Coastal Skipper (D-CS)

Signature _____ Date _____

[Printed Name] (Qualified D-Skipper, or Designated Representative)

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COASTAL SKIPPER (D-CS)

1. **QUALIFICATION SUMMARY:** Commands an offshore-capable, inboard auxiliary-powered sailing vessel during short passages within designated inland and near-coastal waters day, night and reduced visibility in protected to moderate wind and sea conditions. Acts as Executive Officer during continuous offshore passages across unfamiliar waters day and night.
2. **PREREQUISITES:**
 - d. Qualified as Watch Captain.
 - e. Possesses physical capabilities to perform duties under conditions presented.
 - f. Valid CPR and Basic First Aid certificates.
3. **STANDARDS SUMMARY:**
 - a. Completion of Coastal Skipper (D-CS) PQS.
 - b. After award of Watch Captain, a minimum of *twenty-two (22)* daylight hours underway on watch of which at least *sixteen (16)* hours are under sail and a minimum of *fifteen (15)* night hours underway on watch of which at least *six (6)* hours are under sail, aboard an offshore- capable sailing vessel generally greater than 30 feet in length (preferably in the 44-foot range).
 - c. Demonstrate practical knowledge to command a sailing vessel through a safe passage in designated waters.
 - d. Understanding and proper use of standard operating procedures (SOP), Boat Information Book (BIB), and applicable technical manuals.
 - e. Successful completion of written examinations.
 - f. Have attended a U.S. Sailing Safety at Sea Seminar within the past five (5) years.

4. PERFORMANCE:

Command Responsibilities

- | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none">a. Commands the boat<ol style="list-style-type: none">i. Accepts responsibility and accountability for all actions, evolutions, and outcomes aboard the vessel.ii. Understands and implements Operational Risk Management (ORM) techniques for all evolutions. This includes risk assessment, risk decision making, and implementation of risk controls, which results in acceptance, mitigation, or avoidance of risk.iii. Interfaces between the boat/ crew and the external |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

environment of weather, seas, mission, resources, other friendly or hostile elements, and obstacles.

- iv. Anticipates future situations; develops a strategy for success; and resources, organizes, and trains the crew to implement that strategy.
- v. Exhibits a concurrent awareness across short, mid-term, and passage perspectives.
- vi. Assigns everything that is definable; remains free to find and react successfully to the abnormal or unexpected or undefined.
- vii. Sets and maintains standards.
- viii. Maintains personal and crew decorum ashore and afloat.

Instructor Name _____

Instructor Signature _____ Date _____

b. Leads the boat

- i. Aligns crew interests with planned underway events.
- ii. Demonstrates capability to transfer appropriate qualities, values, and skills to others in a non-confrontational manner.
- iii. Demonstrates the ability to coach a subordinate to operate in a leadership capacity.
- iv. Instills personal appearance & behavior in crew.
- v. Anticipates and encourages favorable outcomes, precludes unfavorable outcomes, and mitigates damage from unforeseen situations.
- vi. Instills confidence by personal demeanor, actions & words.

Instructor Name _____

Instructor Signature _____ Date _____

c. Sets the example

- i. Demonstrates qualities of responsibility; accountability; accomplishment; safety; forehandedness; stewardship; attention to detail; enthusiasm; compatibility; selflessness; mentoring; and conservative respect for the seas, wind and weather.
- ii. Demonstrates understanding of personal strength and limits.
- iii. Demonstrates appropriate personal appearance, behavior and etiquette.

Instructor Name _____

Instructor Signature _____ Date _____

d. Safety

- i. Maintains safety, safety, safety.
- ii. Creates a safety-focused climate by personal actions and strict adherence to safety standards and procedures that results in a safe passage of assigned crew, boat and equipment.
- iii. Instills within crew an attitude of safety first.
- iv. Emphasizes boom, winch and bight danger zones.
- v. Trains crew in danger areas of topside and main sheet partners.
- vi. Takes all reasonable precautions to preclude crew overboard.
- vii. Carries out periodic crew recovery drills, including in darkness.
- viii. Ensures each crew participates in abandon ship drill.
- ix. Takes appropriate precautions with fuel and propane.

Instructor Name _____

Instructor Signature _____ Date _____

e. Readiness

- i. Supervises readying boat for the intended voyage in designated waters.
- ii. Remains cognizant of status of all maintenance.

Instructor Name _____

Instructor Signature _____ Date _____

Supervisory Responsibilities

- a. Determines crew fitness to stand watch.
- b. Executes the boat's routine and general readiness.
- c. Maintains boat cleanliness and stowage.
- d. Supervises the performance of navigation, engineering, electrical, damage control, logistics and environment, rigging sail and deck gear, and medical.
- e. Supervises the preparation and execution of towing operations including being towed and towing another vessel.

- f. Maintains reliable, timely, short, clear communications.
- g. Ensures no sewage discharge in restricted waters.
- h. Precludes oil spills.
- i. Displays ensign and courtesy flags, as appropriate.
- j. Observes boat etiquette in nests and rafts.
- k. Maintains personal and crew decorum ashore and afloat.
- l. Controls the use of consumables.
- m. Creates and posts the Watch Quarter & Station Bill, Standing Orders, and Night Orders.

Instructor Name _____

Instructor Signature _____ Date _____

Technical Responsibilities

- a. Navigation
 - i. Procures, maintains and uses all charts, sailing directions, light lists, coast pilots and other publications needed underway.
 - ii. Creates route of waypoints.
 - iii. Completes the pre-sail navigation checks.
 - iv. Ensures all charts prepared.
 - v. Ensures accurate plot of position maintained by all available means.
 - vi. Remains apprised of current and forecast weather conditions and makes appropriate course and speed adjustments.
 - vii. Reviews and corrects offshore daily.

Instructor Name _____

Instructor Signature _____ Date _____

- b. Advanced Navigation Plotting
 - i. Uses set and drift to calculate course such that estimated position will lie along track.
 - ii. Calculates tides and currents at a specific time and substitution from tide and current tables.
 - iii. Using GPS, enters and edits waypoints in memory; creates, edits and activates routes; changes way points manually when required; determines SOA, distance, ETA and bearing to next way point (if available), [SOA/ETA/BTW ____]; and, determines position, SOG, COG and VMG [SOG/COG/VMG ____].

- iv. Confirms chartwork with electronic navigation equipment.
- v. Uses RADAR for radar navigation and contact avoidance when operating in restricted visibility.

Instructor Name _____

Instructor Signature _____ Date _____

c. Rigging, Sails & Deck Gear

- i. Inspects sails, running rigging, mooring lines, anchor, winches and related equipment.
- ii. Maintains preservation and cleanliness of boat exterior.
- iii. Inventories sails, running rigging, mooring/ docking lines, ground tackle, deck and towing gear and related equipment.
- iv. Maintains sail stowage plan.
- v. Operates ground tackle, mooring lines, towing gear and related equipment in a safe manner.
- vi. Completes deck, sail, standing and running rigging pre-underway checks.
- vii. Devises effective chafe protection.
- viii. Selects and ties appropriate knots in running rigging and mooring/ docking lines.
- ix. Demonstrates ability to send crew loft in safe manner.

Instructor Name _____

Instructor Signature _____ Date _____

d. Electronics

- i. Monitors and operates HF/SSB radio on proper frequencies, with correct pro-words and etiquette.
- ii. Uses the Chart Plotter (NavNet) for navigation and contact management to include use of Automatic Identification System (AIS).
- iii. Uses the RADAR to identify, track and plot contacts to preclude collision, and measures range and bearing to identifiable landmarks for use as lines of position.

Instructor Name _____

Instructor Signature _____ Date _____

e. Electrical

- i. Operates electrical system in a safe manner.
- ii. Conducts electrical pre-sail checks.
- iii. Monitors condition of all battery banks and recommends charging or maintaining.
- iv. Monitors electrical load.

Instructor Name _____

Instructor Signature _____ Date _____

f. Engineering

- i. Operates engine, steering gear and other auxiliary equipment in a safe manner.
- ii. Conducts pre-underway checks with appropriate entries in engine log.
- iii. Keeps inventory of all mechanical spares.
- iv. Checks engine for proper fluid levels and for leaks during operation.
- v. Supervises refueling operations.
- vi. Supervises the care, stowage and use of potable water.

Instructor Name _____

Instructor Signature _____ Date _____

g. Logistics and Environment (Supervises)

- i. Procures, receives, issues and accounts for all stores and equipment.
- ii. Maintains satisfactory crew living conditions aboard.
- iii. Maintains and posts the general load plan.
- iv. Maintains and post the non-food stowage plan.
- v. Organizes and stores food in reefer, pantry and other spaces; posts the food storage plan.
- vi. Maintains menu and develops an underway menu/ meal plan.
- vii. Discusses special food procedures with the meal preparer.
- viii. Controls use of propane and exchange of active bottle.
- ix. Trains crew in use of stove and galley hygiene.
- x. Monitors reefer temperature and cools the reefer if necessary.

xi. Controls plastics, waste management, and overboard discharge.

Instructor Name _____

Instructor Signature _____ Date _____

After award of Watch Captain, a minimum of *twenty-two (22)* daylight hours underway on watch of which at least *sixteen (16)* hours are under sail and a minimum of *fifteen (15)* night hours underway on watch of which at least *six (6)* hours are under sail, aboard an offshore- capable sailing vessel generally greater than 30 feet in length (preferably in the 44-foot range). See sailing log.

Instructor Name _____

Instructor Signature _____ Date _____

Successful completion of all D- Qual written examination(s) and Navigation Practical exam.

Instructor Name _____

Instructor Signature _____ Date _____

Verification of current Basic First Aid and CPR certificates.

Instructor Name _____

Instructor Signature _____ Date _____

Recommended For Coastal Skipper

Having observed satisfactory knowledge and performance, I recommend that the above-named individual be designated qualified **Coastal Skipper**.

Signature _____ Date _____

[Printed Name] (Qualified Offshore Skipper D-OS/Coach)

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OFFSHORE SKIPPER (D-OS)

1. **QUALIFICATION SUMMARY:** Commands an offshore- capable, inboard auxiliary-powered sailboat during continuous offshore passages across unfamiliar waters day, night and reduced visibility in strong to heavy wind and sea conditions.
2. **PREREQUISITES:**
 - a. Qualified as Coastal Skipper (D-CS).
 - b. Possesses physical capabilities to perform duties under conditions presented.
 - c. Valid Basic First Aid and CPR certificates.
 - d. Have attended a U.S. Sailing Safety at Sea Seminar within the past three (3) years.
3. **STANDARDS SUMMARY:**
 - a. Completion of Offshore Skipper PQS.
 - b. After award of Coastal Skipper (D-CS) Qualification, a minimum of *fifty six (56)* hours underway on watch more than 15 nm offshore of which at least *twenty (20)* hours are under sail, which includes a continuous passage of at least 200 nm more than 15 nm offshore, aboard an offshore-capable sailing vessel generally greater than 30 feet in length (preferably in the 44-foot range).
 - c. Understanding and proper use of standard operating procedures (SOP), Boat Information Book (BIB), and applicable technical manuals.
 - d. Demonstrate practical knowledge to command a sailing vessel through a safe offshore passage.
 - e. Serve as an Executive Officer (XO) on the above described offshore passage.

4. PERFORMANCE:

Command Responsibilities

- | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none">a. Commands the boat<ol style="list-style-type: none">i. Ensures boat meets all commitments.ii. Sets and maintains standards of excellence.iii. Understands and implements Operational Risk Management (ORM) techniques for all evolutions. This includes risk assessment, risk decision making, and implementation of risk controls, which results in acceptance, mitigation, or avoidance of risk. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- b. Leads the boat
 - i. Aligns crew interests with mission.
- c. Readiness
 - i. Supervises readying the boat for offshore operations.

Instructor Name _____

Instructor Signature _____ Date _____

Supervisory Responsibilities:

- a. Navigation
 - i. Ensures all charts prepared and tracks laid out.
 - ii. Trains and reviews performance of navigation plotters in principles and practice of dead reckoning and celestial navigation.

Instructor Name _____

Instructor Signature _____ Date _____

Sailing Responsibilities (VOST ONLY)

- a. Demonstrates preparing, raising, trimming, jibing, dousing and stowing the spinnaker and its running rigging.

[Wind (kt) ____]

Instructor Name _____

Instructor Signature _____ Date _____

Technical Responsibilities

- a. Administration & Training
 - i. Updates and publishes the watch, quarter and station bill.
 - ii. Prepares, maintains and supervises execution of watch bills.
 - iii. Prepares and executes a training plan to support program objectives.
 - iv. Develops and implements a regular schedule of training for periods underway.

- v. Supervises the training of navigation, engineering, electrical, damage control, logistics and environment, rigging sail and deck gear, and medical.
- vi. Evaluates individual and crew attitude and proficiency; briefs individuals evaluated.
- vii. Understands, trains and supervises each crew member in the performance of member's primary billet.
- viii. Ensures bills and stowage plans are posted.
- ix. Prepares night orders for signature.
- x. Ensures crew is briefed in navigation and weather.
- xi. Prepares Ready for Sea report.

Instructor Name _____

Instructor Signature _____ Date _____

b. Rigging, Sails & Deck Gear

- i. Inspects and maintains sails, running rigging, mooring lines, anchor, winches and related equipment.
- ii. Rig running rigging.
- iii. Understand how to adjust standing rigging (note: standing rigging is not to be adjusted except in emergency situations)
- iv. Troubleshoots and applies corrective actions to rigging, sails, towing gear and ground tackle.
- v. Accomplishes deck, sails and running rigging preventive maintenance.

Instructor Name _____

Instructor Signature _____ Date _____

c. Engineering

- i. Maintains engine, steering gear and other auxiliary equipment in a safe manner.
- ii. Troubleshoots and applies corrective actions to engine, propulsion, steering, mechanical refrigeration, head and stove casualties.
- iii. Demonstrates ability to accomplish all engineering and steering preventive maintenance.

Instructor Name _____

Instructor Signature _____ Date _____

d. Electrical

- I. Troubleshoots and applies corrective actions to electrical casualties.
- II. Accomplishes all electrical preventive maintenance.

Instructor Name _____

Instructor Signature _____ Date _____

e. Logistics and Environment

- i. Troubleshoots and applies corrective actions to all galley casualties.
- ii. Accomplishes all galley preventive maintenance.
- iii. Adhere to all overboard discharge procedures, policies, and laws.

Instructor Name _____

Instructor Signature _____ Date _____

f. Medical

- i. Maintains and inventories medical kit.
- ii. Ensures supply of seasick-friendly foods and drinks available.
- iii. Ensures personal, food handling, head and boat hygiene standards are maintained.
- iv. Supervises or provides application of basic first aid and CPR afloat.
- v. Supervises and records use of medicines.
- vi. Seeks external advice for and recommends disposition of ailing crew.
- vii. Maintains a copy of the crews' medical history for emergencies, and protects privacy of each individual.
- viii. Simulate a plan of action for a medical emergency.

Instructor Name _____

Instructor Signature _____ Date _____

g. Damage Control

- i. Inspects and restows damage control equipment.
- ii. Inspects all safety harnesses and inflatable life vests.
- iii. Inspects piping and valves.
- iv. Inspects spaces for fire hazards, cleanliness and watertight integrity.
- v. Insures all thru-hulls have soft wood plugs attached with lanyard and double-clamped hoses.
- vi. Operates manual and electrical bilge (and MSD pumps if equipped).

[MSD pump _____]

- vii. Identifies alternate dewatering methods.
- viii. Identifies emergency exit routes from cabin.
- ix. Opens and secures seacocks and overboard discharges.
- x. Aligns valves for head and holding tank discharge lines.
- xi. Prepares and, if necessary, implements response plans for weakened structural integrity, flooding, fire, collision, fuel leak, propane leak, and standing rigging failure.
- xii. Creates and posts General Emergency Station Bill.

Instructor Name _____

Instructor Signature _____ Date _____

After completion of Coastal Skipper (D-CS) time and performance requirements, completed a minimum of *fifty six (56)* hours underway on watch at least 15 nm offshore of which at least *twenty (20)* hours are under sail, including a continuous passage of at least 200 nm more than 15 nm from the shore, aboard an offshore-capable sailing vessel at least 30 feet in length (preferably in the 44-foot range), demonstrating practical knowledge to command a sailing vessel through a safe offshore passage. See sailing log.

Instructor Name _____

Instructor Signature _____ Date _____

Recommended for Offshore Skipper

Having observed satisfactory knowledge and performance, I recommend that the above-named individual be designated qualified **Offshore Skipper**.

Signature _____ Date _____

[Printed Name] (Qualified Offshore Skipper D-OS/Coach)

Recommended for Offshore Skipper

Signature _____ Date _____

[Printed Name] (Program Director/Coach)

MASTER SKIPPER (E-MS)

1. **QUALIFICATION SUMMARY:** Qualified to command, and race/or cruise a large sailing craft offshore under all conditions.
2. **PREREQUISITES:**
 - a. Qualified and past experience as an Offshore Skipper (D-OS).
 - b. Possesses physical capabilities to perform duties under conditions presented.
3. **STANDARDS SUMMARY:**
 - a. Completion of Master Skipper PQS.
 - b. After award of Offshore Skipper (D-OS) Qualification, a minimum of *one hundred* (100) hours underway on watch of which at least *fifty* (50) hours are under sail serving as an Offshore Skipper.
 - c. Demonstrate practical knowledge to command a sailing vessel through a safe offshore passage which includes at least *four* (4) continuous passages of at least *two hundred* (200) nm more than *fifteen* (15) miles offshore.
 - d. Candidate must have set storm sails/significant sail reef, and weathered a storm more than fifteen (15) miles offshore under greatly reduced canvas/sail.
 - e. Have a comprehensive knowledge of celestial navigation, global weather patterns, and long distance passage planning.
 - f. Successful completion of celestial navigation examination.
 - g. Recommended by at least two other Offshore Skippers (D-OS) that have sailed an offshore passage with the candidate.
 - h. Recommended by the Program Director.

a. **PERFORMANCE:**

- a. Demonstrated an aptitude to be an effective teacher and coach both in the classroom and on-the-water.
- b. Celestial Navigation. Prepares, shoots, reduces and plots: Sun line; Local apparent noon; and, Polaris or three-star fix.
- c. Demonstrate a thorough understanding of advanced weather forecasting: global weather patterns, high and low pressure systems, fronts, storms, squalls, gales, hurricanes, and various fog conditions.
- d. Demonstrate boat control in adverse conditions using storm sails, and heaving-to/running off. [Sea State ____] [Wind (kt) ____]

Instructor Name _____

Instructor Signature _____ Date _____

After completion of Offshore Skipper (D-OS) time and performance requirements, completed a minimum of *one hundred* (100) hours underway on watch of which at least *fifty* (50) hours are under sail serving as an Offshore Skipper. Also complete at least *four* (4) continuous passages of at least *two hundred* (200) nm more than *fifteen* (15) miles offshore as an Offshore Skipper.

Instructor Name _____

Instructor Signature _____ Date _____

Successful completion of Master Skipper (E-MS) written exam.

Instructor Name _____

Instructor Signature _____ Date _____

Recommend for Master Skipper

Having observed satisfactory knowledge and performance, I recommend that the above-named individual be designated **Master Skipper**.

Signature _____ Date _____

[Printed Name] (Qualified Offshore Skipper D-OS/Coach)

Recommended for Master Skipper

Having observed satisfactory knowledge and performance, I recommend that the above-named individual be designated **Master Skipper**.

Signature _____ Date _____

[Printed Name] (Qualified Offshore Skipper D-OS/Coach)

Recommended for Master Skipper

Signature _____ Date _____

[Printed Name] (Program Director)

