

Student Name:	Test Date:		
Instructor Name:	Pass or POI:		
**Indicates required skill that must be performed to minimum standard in order to pass.			
Candidate may miss up to three (3) non-starred skills.			
Skill	MAX	MIN	POI
Presail:			
Demonstrate the ability to recognize and forecast prevailing local weather conditions.**			
Inspect running rigging, standing rigging, and the hull.			
Check the inventory, location, and operation of required safety equipment			
> Horn, Flashlight, Throwable, PFDs			
> Manual Bilge Pump Handle, Emergency Tiller			
Check the auxiliary power system - location and operations of engine controls, engine mechanical and fluids check			
Check the electrical system: main battery switch, electrical control panel and battery terminals			
Check the bilge and pump: operation of manual and electric pumps			
Check the head(s): location of controls, proper setting of valves, holding tanks.			
Check the freshwater system: location of controls, proper setting of valves, holding tanks.			
Check the anchoring system: anchors, shackles, rodes, chafing equipment			
Knots and Line Handling			
Clove Hitch			
Demonstrate how to heave a line			
Demonstrate winch operation and the proper procedure for clearing a fouled winch			
Demonstrate the use of sail controls: halyards, sheets, traveler, cunningham, outhaul, adjustable backstay (if applicable), boom vang, leech lines, jib fairleads, and boom topping lift			
Communication			
Demonstrate the operation of a VHF radio, including channel usage (16, 13, 2, etc), hailing procedure**			
VHF radio: simulate an emergency call			
Demonstrate a comprehensive crew briefing and plan of responsibilities			
Throughout the checkout, display proper crew communication skills**			
Engine Use			
Demonstrate proper procedure for starting the engine. (Battery selection, glow plugs, check seacock, check exhaust) **			
Detail what to do if engine does not start properly**			
Discuss proper procedure for running the engine - switching gears, how to know if it is overheating, what to do if smoke**			
Leaving the Dock			
Demonstrate appropriate helmsperson and crew coordination and skills for departure under power suitable to the conditions: line handling, casting off, fending off, and boat handling**			
Demonstrate the use of dock lines, including spring lines, for boat control while departing**			
Demonstrate stowing of dock lines and fenders			
At the T Head, demonstrate use of aft and forward spring lines and describe when to use each			
Boat Control Under Power, in Confined Waters			
Demonstrate speed and momentum control**			
Demonstrate backing up for 2-3 boat lengths in a straight line, accounting for windage and prop walk			
Demonstrate a pivot turn, away from obstacles. **			
> When successful, demonstrate maneuvering in close quarters with obstacles.			
Detail a recovery plan for an engine failure in a crowded and busy harbor.			
Demonstrate good traffic awareness skills			
Boat Control in Open Water:			
Demonstrate ability to steer a compass course to a given destination.			
Demonstrate helm and boat control, discuss control in different wind and sea conditions**			
Describe procedures for determining Right of Way while under engine power**			
> When in a crossing, head-on, or approach from behind situation with a powerboat			

> When encountering a sailboat, container ship, or towboat towing a barge			
Sailing			
Demonstrate raising sails, including proper crew communications **			
> Describe how to choose a spot to raise the sails and how to orient boat relative to the wind			
> Display proper engine shut-down procedures and battery choices**			
Demonstrate ability to steer in a narrow channel, executing short tacks and controlled jibes			
Heavy Weather Sailing & Safety/Emergency Procedures			
Demonstrate proper reefing techniques: determining when to reef, roller furling or changing headsails, reefing the mainsail, dropping sails, shaking out a reef, and re-hoisting underway.**			
Demonstrate helm and boat control while sailing under shortened sail			
Simulate failure of steering system, and demonstrate steering and boat control with sails.			
Demonstrate use of the Emergency Tiller underway			
Properly demonstrate the Quick-Stop Overboard Rescue Method **			
> Maintain constant visual contact with the person in the water			
> Good crew communications throughout			
> Detail procedure for getting the person back onboard the boat			
Describe procedure and precautions for a POB recovery under power.			
End of Sail			
Demonstrate procedure for leading crew in dousing sails, including			
> Planning location to douse sails and starting the engine			
> Furling or dousing jib, as appropriate and dousing the main			
Anchoring Techniques			
(Dockside) Given a chart and prevailing wind conditions, select a proper anchorage for overnight			
Demonstrate appropriate helmsperson and crew coordination and skills for properly anchoring with a single anchor under power.**			
Demonstrate appropriate helmsperson and crew coordination and skills for retrieving anchor under power.**			
Returning to the Dock			
Dock at a prescribed space #1 (i.e. the T Head), using spring lines as appropriate**			
Demonstrate correct use, terminology, and deployment of dock lines.			
Depart from space #1			
Dock in slip**			
Both docking demonstrations must include::			
> Proper use of dock lines			
> Good boat control: proper speed on approach, consideration for traffic, and accounting for windage			
> Excellent crew communication and clarity in assigning roles**			
> Proper use of fenders			
> May not hit the dock with any part of the hull, bowsprit, etc**			
Securing the Boat			
Demonstrate stowing of sails, rigging, and equipment.**			
Clean the boat and install any covers and dock power equipment			
Check the electrical system for dock operation			
Check the bilge system for dock operation			
Enter a sailing log in the logbook			
Describe how to report maintenance issues**			
Check the locks on companionway, lockers, and hatches. Make a final check of docklines, spring lines, and fender placement			