

SEAFARER TRAINING RECORD BOOK

FOR

QUALIFIED DECK CREW (QDC)

Certificate of proficiency

Contents

General overview

i-xii

Section 1: Tasks related to seamanship at the support level.....	1
1.1 Vessel parts, location, name and function.....	2
1.2 Vessel layout	3
1.3 Vessel fittings.....	3
1.4 Chain of command.....	3
1.5 Nautical terminology for berthing and letting go	4
1.6 Hand signals for berthing and letting go	4
1.7 Handling mooring lines	4
1.8 Providing assistance when berthing, letting go, mooring and anchoring.....	5
1.9 Personal protective equipment at mooring stations.....	5
1.10 Safe working practices for rigging gangways	5
1.11 Preparations for anchoring.....	5
1.12 Anchoring	5
1.13 Rope fibres	6
1.14 Care and safe usage of ropes.....	7
1.15 Splicing.....	7
1.16 Use of rope stoppers.....	7
1.17 Knots, bends and hitches.....	7
1.18 Tackles	7

Section 2: Tasks related to navigation at the support level	8
2.1 Collision prevention.....	9
2.2 Steering	9
2.3 Magnetic compass	9
2.4 Lookout.....	10
2.5 Buoyage	10
2.6 Wheelhouse watch principles.....	10
Section 3: Tasks related to safety at the support level	11
3.1 Vessel hierarchy and responsibilities	12
3.2 Assistance to passengers	12
3.3 Emergencies.....	12
3.4 Safe operation of the vessel.....	12
3.5 Maritime publications	13
3.6 Distress signals.....	13
3.7 Lifesaving appliances.....	13
Section 4: Tasks related to health and safety at the support level.....	14
4.1 Health and Safety in Employment Act.....	15
4.2 Hazard management – vessel specific systems.....	15
4.3 Hazard management	15
4.4 Hazard management – examples of hazards.....	15
4.5 Enclosed spaces.....	15
4.6 Cleaning chemicals and agents – handling	16
4.7 Cleaning chemicals and agents – spillage	16
4.8 Passengers – warning signs	16
4.9 Personal protective clothing – cleaning.....	16
4.10 Regulations and rules for environmental protection.....	17

4.12	Disposal of garbage, sewage and cleaning waste.....	17
4.13	Refuelling.....	17
4.14	Maritime Operator Safety Systems (MOSS).....	18
4.15	Accident reporting.....	19
4.16	Fatigue – effects	20
4.17	Fatigue – management	20
Notes	21

PERSONAL DETAILS

Family name

Attach passport photo

Given name(s).....

Date of birth.....

Place of birth.....

Home address.....

.....

Telephone.....Mobile.....

Email address.....

Signature.....

Date.....

The information recorded in this book is a true and correct account of the matters referred to. I understand that knowingly providing false information, or withholding relevant information, is an offence under section 406 of the Maritime Transport Act 1994 and a conviction may result in fines or imprisonment, and may have consequences for the maritime documents that I hold or apply for.

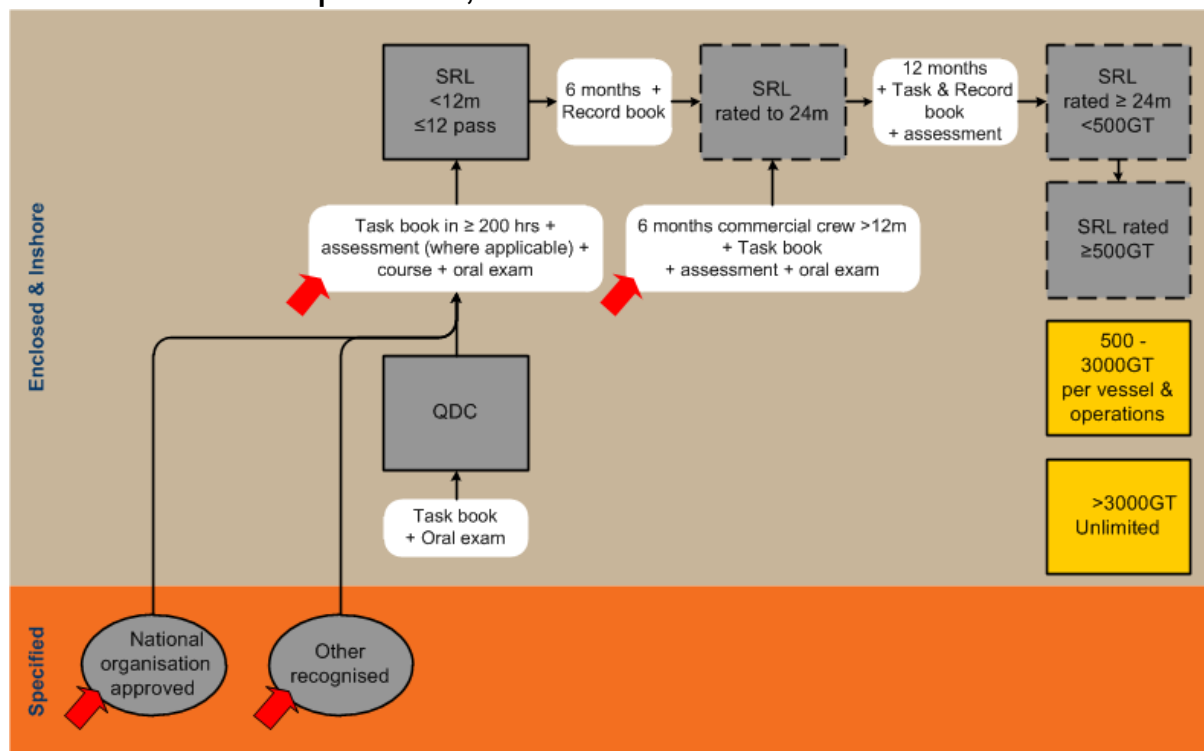
QUALIFIED DECK CREW (QDC) Certificate of proficiency

Short name	Qualified Deck Crew (QDC)
Replaces	Certificated Deck Hand (CDH) and Advanced Deck Hand (ADH)
Operational limit	<ul style="list-style-type: none"> Enclosed and inshore (restricted limits) Coastal limit and offshore (near-coastal limits) on vessels less than 24m
Privileges	Deck crew member fulfilling crewing requirements
Minimum age	16 years
Minimum service	No minimum sea service. Task book must be completed aboard a non-pleasure craft, eg a commercial vessel or a warship
Training and supplementary certificates	<ul style="list-style-type: none"> Completion of a Maritime New Zealand (MNZ) approved training record book Current first aid certificate Marine Restricted Radiotelephone Operator Certificate
Changes	This is a new certificate. Attendance at an approved training course is not required
Career progression	After a minimum of 200 hours' sea service while holding QDC, a person would, on completion of tasks in the Skipper Restricted Limits (SRL) training record book, and satisfactory completion of an approved course, be eligible for SRL

QDC within restricted limits (enclosed and inshore)

Where a deck crew member is required under crewing and watchkeeping rules, or minimum safe crewing assessments, to be aboard a passenger or non-passenger vessel, that position can be filled by the holder of a Qualified Deck Crew (QDC) certificate. On vessels carrying over 250 passengers in restricted or near-coastal limits, a crew member will be required to hold a passenger endorsement.

Certificates for specified, enclosed and inshore limits



See maritimenz.govt.nz for more information on career progression from QDC.

General overview

Introduction to this seafarer training record book

This training record book has been developed to assist candidates for a Qualified Deck Crew (QDC) certificate of proficiency to obtain practical skills and competencies in a workplace environment, prior to undertaking a Maritime New Zealand (MNZ) safety oral examination. The format is similar to that of the training record books for other MNZ certificates, such as Skipper Restricted Limits (SRL) and Marine Engineer Class 6 (MEC 6). It also closely follows the format of Australian STaRS books for equivalent certificates.

This book focuses on attaining and demonstrating the competencies required to be a QDC where required by maritime crewing and watchkeeping rules aboard passenger and non-passenger vessels of any size within restricted (enclosed and inshore) limits and vessels of less than 24 metres in coastal and offshore limits..

All of the competencies required for QDC can be attained through completion of the tasks in this training record book, which must be completed while serving aboard a non-pleasure craft, eg a commercial vessel or a warship. The completed book will be made available to an approved MNZ examiner for a final oral examination, which must be passed before a certificate of proficiency as QDC can be issued by MNZ.

Benefits of using a training record book

This training record book will:

- allow for the accrual of high-quality experience aboard commercial vessels or military ships
- provide for the delivery of competency-based training and assessment
- provide employers with qualified crew of high standards through a skills acquisition process
- provide the candidate with a greater exposure to a variety of tasks with flexibility in gaining experience
- allow candidates to gain hands-on experience, basic knowledge and confidence prior to undertaking their MNZ safety oral examination, obtaining the QDC certificate and gaining employment
- enable new entrants to the maritime industry to gain certification as a possible first step in their career progression

On receipt of the training record book

- familiarise yourself with the layout of the book
- read all the instructions and required competencies carefully
- fill out the personal details of the book
- establish a plan on how to complete the book in a timely manner.

Responsibility

The primary responsibility for completion of the tasks detailed in this book rests with the holder of the book. You should treat the training seriously and responsibly. You should take all opportunities to visit other vessels, boat yards and workshops, in order to gain as much knowledge and exposure to the maritime industry as possible, to enable you to complete all the tasks listed.

Please keep this book in a safe place. It is highly recommended that you keep a copy of the sections you have completed, along with the associated evidence as appropriate.

Completion of tasks

MNZ requires candidates to complete all of the tasks listed in this training record book for QDC. The training record book documents an evidenced- based training programme. Successful completion depends upon the availability of satisfactory evidence to support completion of tasks. This evidence can be in the form of photos, drawings, diagrams, copies of log book entries etc. Some tasks are required to be done more than once to gain adequate experience. These are indicated.

All tasks required by the training record book must be satisfactorily completed and signed off before a candidate is eligible to undertake an MNZ safety oral examination. The signatory must verify that the trainee has personally completed the task, has completed it satisfactorily, has followed best practice and is competent to repeat the task.

Pathway

This task book is an integral part of your training and certification process. It allows you to build on skills and knowledge gained during time spent in the workplace and provides a solid foundation to perform your on-board duties and for attainment of higher certificates.

SAFETY FIRST – IF YOU HAVE ANY DOUBT ABOUT THE SAFETY OF ANY ACTIVITY WITH WHICH YOU ARE INVOLVED:

SEEK GUIDANCE IMMEDIATELY – NEVER TAKE RISKS!

Table 1 – Information about the vessels on which you completed the training record book

Vessel's name	MSA/MNZ number	Type of vessel (passenger, non-passenger, fishing)	Area of operation* (Enclosed, inshore, near-coastal)	Length overall (m)	Engine power (kW)

* The terms enclosed, inshore and near-coastal have the same meaning as in Maritime Rule Part 20.

It is important that you complete tables accurately. MNZ may carry out random checks to verify the truth of the entries made in this book. Under section 406 of the Maritime Transport Act 1994 it is an offence to knowingly provide false information, or withhold relevant information. Conviction can result in imprisonment or fines for individuals, and fines of up to \$30,000 for corporations. There may also be consequences for the maritime documents held or applied for by those providing false information or withholding relevant information.

Table 2 – Information about signatories

Signatory's* full name	Certificate held	Date of issue	Number of certificate	Telephone contact and email address	Postal address	Signature

*A signatory must be the skipper of the vessel or another crew member holding a maritime certificate of competency or certificate of proficiency

The signatories who have supervised the required tasks in this book, hereby certify that the information in this book is to the best of their knowledge true and accurate in all respects. Under section 406 of the Maritime Transport Act 1994, knowingly providing false information or withholding relevant information may constitute an offence. Conviction of an offence under this section may result in fines, imprisonment, and may have consequences for any maritime documents held currently or applied for in the future.

Signing off tasks

The tasks in the training record book have been carefully selected to ensure that you get good practical experience in a variety of fields under different conditions, and achieve a satisfactory level of competence in those tasks. There must be good evidence, where required, of completion of tasks.

MNZ requires that all tasks be signed off as they are completed. The examples below explain how these tasks are to be signed off.

Self-declaration (S)

Some of the tasks contained in this training record book are quite simple and can be done by someone with limited experience. Completion of these tasks **does not require assistance** from someone with extensive maritime experience or a certificate. For example, one task might require you to list the location of the lifejackets on board. Such tasks require a self-declaration. When you complete such tasks, marked (S), you must initial/sign the box opposite that task in the table. An example is shown below.

You are to demonstrate competence through completion of the tasks below. Sign and date tasks in the corresponding columns. If you have documentary evidence of task completion, keep it with your training record book.				
OCCUPATIONAL HEALTH AND SAFETY (S)				
Task		Listing	Signature	Date
4.4	Identify four different types of hazards aboard your vessel	1. Unguarded belts on machinery 2. Burns from galley stove 3. Slipping on wet decks 4. Falling overboard	XXXXXXXXXX	12 August 2014

Confirmation (C)

Some tasks will **require some assistance** from experienced crew members. In these cases you will need to get them to confirm that you have completed the tasks marked with (C).

In the example below, the skipper or another certificated crew member has confirmed that the applicant has satisfactorily carried out the assigned task.

You are required to demonstrate the competencies listed below and have them signed off and dated by your supervisor. If you have documentary evidence of task completion, keep it with your training record book.						
SAFETY (C)						
Task		Name of signatory	Signature	Date	Evidence provided	
					Yes (list)	No
3.1	Emergency procedures are explained in terms of: <ul style="list-style-type: none"> vessel hierarchy roles of crew members muster station locations 	XXXXXXXXXX		15.06.12	A diagram showing vessel hierarchy, along with a description of the roles of crew members and a labeled diagram of muster station locations	

Providing evidence of completion

When all the tasks are completed and signed off, either by you or a signatory, you must keep all evidence of completion together with this training record book, which will be made available to the approved MNZ examiner before your safety oral examination.

Task summary chart

To assist you in the management of training record book tasks, a summary chart is included below.

Section 1	Date	Section 2	Date	Section 4	Date
1.1		2.1		4.1	
1.2		2.2		4.2	
1.3		2.3		4.3	
1.4		2.4		4.4	
1.5		2.5		4.5	
1.6		2.6		4.6	
1.7				4.7	
1.8				4.8	
1.9		Section 3		4.9	
1.10		3.1		4.10	
1.11		3.2		4.11	
1.12		3.3		4.12	
1.13		3.4		4.13	
1.14		3.5		4.14	
1.15		3.6		4.15	
1.16		3.7		4.16	
1.17					
1.18					

Section 1

Tasks related to seamanship at the support level

Competence: Contribute to the safe operation of the vessel

You are required to demonstrate the competencies listed below and have them signed off and dated by your supervisor. If you have documentary evidence of task completion, keep it with your training record book.

VESSEL PARTS AND EQUIPMENT (C)

Task		Name of signatory	Signature	Date	Evidence provided Yes (list) No	
1.1	Identify the common parts of a vessel, in terms of the part's location, name and function. List and describe them with the aid of drawings, including, at least, bow, stern, forward, aft, port, starboard, hull, centerline, midships, water line, bilge, freeboard, collision bulkhead, scupper, freeing ports, bollards, cleats and fairleads					

1.2	Identify the operational areas of a vessel. With the aid of drawings, describe them in terms of their function and location, including at least crew and/or passenger accommodation areas, decks, galley, holds, wheelhouse, cold storage, engine room and steering gear compartment					
1.3	Describe the following fittings and equipment in terms of their intended use on a vessel including (at least) anchor and windlass, hatch covers, watertight doors, watertight hatches and engines					

You are required to demonstrate the competencies listed below and have them signed off and dated by your supervisor. If you have documentary evidence of task completion, keep it with your training record book.

MOORING, BERTHING, LETTING GO AND ANCHORING (C)

Task		Name of signatory	Signature	Date	Evidence provided Yes (list) No	
1.4	Describe the chain of command aboard your vessel, and the role of a qualified deck hand in the berthing and letting go processes					
1.5	Describe nautical terms used, the use of equipment and the processes they refer to when berthing and letting go					
1.6	Demonstrate the hand signals for berthing and letting go					
1.7	Demonstrate the techniques used and precautions taken when handling lines, particularly when surging lines under load					

1.8	Demonstrate the tasks involved in providing assistance when berthing, letting go, or picking up/dropping a mooring					
1.9	Wear personal protective equipment at mooring stations					
1.10	Demonstrate safe working practices for rigging gangways (if fitted to the vessel)					
1.11	Demonstrate preparations required for anchoring a vessel					
1.12	Demonstrate procedures for dropping, setting and weighing an anchor and safe usage of all associated machinery and equipment					

You are required to demonstrate the competencies listed below and have them signed off and dated by your supervisor. If you have documentary evidence of task completion, keep it with your training record book.

ROPE WORK, BLOCKS AND TACKLES (C)

Task		Name of signatory	Signature	Date	Evidence provided Yes (list) No	
1.13	Describe the fibres (natural and synthetic) used in the manufacture of the different types of ropes used aboard a vessel in terms of their properties and uses					
1.14	Describe the care and usage of ropes aboard a vessel in terms of breaking, abrasion, comparative strengths and stowage and protection from heat and chemicals. Include information about monitoring ropes for signs of wear and processes to eliminate potential failure of ropes					

1.15	Demonstrate splicing of 3-strand hawser laid rope, back splice, eye splice, short splice, long splice, cut splice and multi-plait rope eye splice. Demonstrate a sailmaker's whipping and a common whipping					
1.16	Demonstrate the use of rope stoppers on fibre ropes					
1.17	Tie the following knots, bends and hitches and describe their appropriate use: <ul style="list-style-type: none"> • single sheet bend • double sheet bend • round turn and two half hitches • bowline • clove hitch • rolling hitch • figure of eight knot • reef knot 					
1.18	Describe tackles, their mechanical advantages, including reeving to advantage and disadvantage, and appropriate use including; <ul style="list-style-type: none"> • gun tackle • handy billy • 2 & 3 fold purchases 					

Section 2

Tasks related to navigation at the support level

Competence: Contribute to the safe navigation of the vessel

You are required to demonstrate the competencies listed below and have them signed off and dated by your supervisor. If you have documentary evidence of task completion, keep it with your training record book.

NAVIGATION (C)

Task		Name of signatory	Signature	Date	Evidence provided Yes (list) No	
2.1	Describe the give-way, stand on and overtaking collision prevention rules, and action to be taken					
2.2	Steer a steady compass course on at least five occasions within acceptable limits, with smooth and controlled alterations of course, having regard to the area of navigation and prevailing sea state					
2.3	Describe the care and maintenance of the magnetic compass					

2.4	Maintain a proper lookout on at least five occasions as demonstrated by promptly detecting vessels and objects and making correct reports to the skipper. Demonstrate the use of clear and concise communications and use of correct terminology					
2.5	Identify lateral and cardinal marks					
2.6	Demonstrate the principles of safe watchkeeping including: <ul style="list-style-type: none"> • clear instructions for taking over a navigational or anchor watch • monitoring vessel position and instruments • the need for maintenance of night vision 					

Section 3

Tasks related to safety at the support level

Competence: Contribute to the safety of the vessel in emergency situations

You are required to demonstrate the competencies listed below and have them signed off and dated by your supervisor. If you have documentary evidence of task completion, keep it with your training record book.						
SAFETY (C)						
Task		Name of signatory	Signature	Date	Evidence provided Yes (list) No	
3.1	Describe emergency procedures in terms of: <ul style="list-style-type: none"> vessel hierarchy roles of crew members muster station locations 					
3.2	Demonstrate suitable support for assistance to passengers, eg seasick passengers or those with disabilities					
3.3	Describe the fire and general emergency signals, duties and response					
3.4	Describe the precautions to minimise hazards posed by weather conditions, tides and navigational hazards					

3.5	Locate and describe the use of maritime publications containing relevant maritime safety information					
3.6	Describe the international radio distress messages and pyrotechnic distress signals in terms of <ul style="list-style-type: none"> • their use • their operation • currency • disposal 					
3.7	Describe the procedures for abandoning ship, and the range of available lifesaving equipment					

Section 4

Tasks related to health and safety at the support level

Competence: Contribute to the health and safety of all persons aboard the vessel

You are to demonstrate competence through completion of the tasks below. Sign and date tasks in the corresponding columns. If you have documentary evidence of task completion, keep it with your training record book.

OCCUPATIONAL HEALTH AND SAFETY (S)				
Task		Listing	Signature	Date
4.1	Describe the responsibilities of employers and employees under the Health and Safety in Employment (HSE) Act			
4.2	Describe the HSE systems (procedures) aboard your vessel for: <ul style="list-style-type: none"> • training in HSE • employee participation in HSE • incident and hazard reporting • hazard management 			
4.3	Describe examples for eliminating, isolating and minimising hazards providing two examples for each			
4.4	Describe four different types of hazards aboard your vessel			
4.5	Describe the dangers of entering confined spaces and the procedures aboard your vessel for control of entry for working in confined spaces			

You are to demonstrate competence through completion of the tasks listed below. Sign and date tasks in the corresponding columns. If you have documentary evidence of task completion, keep it with your training record book.

VESSEL CLEANLINESS AND HYGIENE (S)				
Task		Listing	Signature	Date
4.6	Describe the procedures aboard your vessel for handling, mixing, application and storage of cleaning chemicals and agents that avoid potential hazards, consistent with the manufacturer's instructions and the vessel's operation manual			
4.7	Describe your vessel's procedures for clean-up and reporting of spillages, on board and overboard, in accordance with the vessel's operating procedures			
4.8	Demonstrate the warning signs that are used in accordance with your vessel's operating procedures to protect passengers and crew from the dangers of cleaning			
4.9	Use personal protective equipment (PPE) during cleaning operations, in accordance with your vessel's operating procedures			

You are to demonstrate competence through completion of the tasks listed below. Sign and date tasks in the corresponding columns. If you have documentary evidence of task completion, keep it with your training record book.

ENVIRONMENTAL PROTECTION (S)				
Task		Listing	Signature	Date
4.10	Describe the regulations and marine protection rules for prevention of pollution of the marine environment			
4.11	Describe the procedures for storage and disposal of garbage, sewage and cleaning waste on board your vessel			
4.12	Describe the procedures for refuelling aboard your vessel			

You are to demonstrate competence through completion of the tasks listed below. Sign and date tasks in the corresponding columns. If you have documentary evidence of task completion, keep it with your training record book.				
MARITIME OPERATOR SAFETY SYSTEM (MOSS) (S)				
Task		Listing	Signature	Date
4.13	Describe the obligations of the vessel owner, operator and skipper under MOSS with respect to health and safety			

<p>You are to demonstrate competence through completion of the tasks below. Sign and date tasks in the corresponding columns. If you have documentary evidence of task completion, keep it with your training record book.</p>				
<p align="center">ACCIDENT REPORTING) (S)</p>				
Task		Listing	Signature	Date
4.14	Describe the requirements of maritime rules for reporting incidents and accidents			

You are to demonstrate competence through completion of the tasks below. Sign and date tasks in the corresponding columns. If you have documentary evidence of task completion, keep it with your training record book.

FATIGUE (S)

Task		Listing	Signature	Date
4.15	Describe the effects of fatigue on safe working practices			
4.16	Describe the fatigue management practices in place aboard your vessel			

NOTES

