

## Competent Crew Basic Course

### Shore-Based Course

**Requirements at start date:** None.

**Course Content:**

ISPA Competent Crew workbook completed by either: classroom course, or correspondence course, or home study.

**Seamanship Sail 1:**

Module Assessments 1(a) 1(b) 1(c) 1(d) 1(e) 1(f) 1(g) 1(h) 1(i).

**OR**

**Seamanship Power 1:**

Module Assessments 1(a) 1(b) 1(c) 1(d).

**In addition:**

**General Seamanship 1:**

Module Assessments 2(a) 2(b) 2(c) 2(d) 2(e) 2(f) 2(g).

**Emergency Procedures:**

Module Assessment 3(a).

**Minimum Duration:** 20 hours.

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## Competent Crew Practical Course

**Requirements at start date:** Competent Crew Shore-Based Course.

**Course Content:**

Competent Crew Practical standard as follows:

**Seamanship Sail 1.** Practical

**OR**

**Seamanship Power 1.** Practical

**In addition:**

**General Seamanship 1.** Practical

**Emergency Procedures 1.** Practical

**On the water course duration:**

**Minimum:** 20 hours on the water, if Competent Crew Shore-Based Course has been completed.

**Minimum:** 40 hours on the water, to complete both Shore-Based Course and "On the Water Practical" course.

**On the Water Practical "Sail Only"**

**Seamanship Sail 1 Practical**

Instructor's Name: \_\_\_\_\_ # \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To complete the Seamanship Sail 1 Practical, the candidate is required to:**

1. Complete Competent Crew Workbook:  
 Modules 1(a) 1(b) 1(c) 1(d) 1(e) 1(f) 1(g) 1(h) 1(i).
2. Wear the correct clothing and safety equipment required for the conditions
3. Demonstrate a working knowledge of:
  - Parts of a sailboat
  - Standing rigging, including gooseneck and boom
  - Running rigging
  - Cleats and blocks used to control the running rigging
  - Halyards, shackles used for halyards
  - Use of standard and self-tailing winches, using safe winching techniques, avoiding, over-riding turns and over-tensioning of halyards, sails, and sheets
4. **Mainsail.** Demonstrate a working knowledge of the mainsail system fitted:
  - Parts of the mainsail (including the reefing cringles on a standard mainsail)
  - Mainsail controls: the boom-vang, outhaul, traveler
  - Downhaul, cunningham, mainsail sheet system, topping lift
  - Mainsail flaking or lazy jack system if fitted
  - Removal and fitting the mainsail cover
  - Bending on, preparation of, the type of mainsail system fitted
  - Raising and lowering the mainsail correctly
5. With the type of mainsail fitted to the vessel used for instruction, and under the direction of the Skipper, demonstrate a working knowledge of:
  - Bending on, preparation
  - Raising, correct halyard tension
  - Lowering, stowing
  - Reefing, shaking the reef
6. **Foresail.** Demonstrate a working knowledge of the type of foresail fitted:
  - Parts of the foresail
  - Foresail sheet routing around the vessel
  - Bending on the foresail
  - Raising, correct halyard tension
  - Lowering the foresail
  - Changing the foresail, including proper bagging, storage
  - Correct positioning of the fairlead cars, for the different sizes of foresail
  - Use of a roller furling foresail system, if fitted
7. Demonstrate a working knowledge of the terms:
  - Ahead, astern, forward, aft, abeam and abaft
  - Port, starboard, windward, leeward
  - Heading up, bearing off, underway, no way, leeway
  - Port tack, starboard tack flogging, luffing
8. Under the direction of the Skipper, demonstrate:
  - Being able to hold a steady course on each point of sail
  - Heading up and bearing away, coming about, gybing, using the correct terminology
9. Using the main sheet and jib sheet, demonstrate basic sail trim for each point of sail
10. State the immediate action required to avoid accidental gybes
11. Demonstrate safe practices at all times, including a working knowledge of:
  - Safe and dangerous areas on a sailboat
  - General safety when moving around the sailboat
  - How to fit jack-lines
  - How to fit and use a safety harness
  - Purpose and limitations of pulpits and lifelines

- 12. Describe how to get the vessel out of irons
- 13. Demonstrate the ability to use the correct terminology and respond to the skippers commands:
  - When coming-about and gibing
  - To harden and ease the sheets
- 14. Demonstrate, while at the helm:
  - Ability to "heave to"
  - Upwind man overboard procedure
  - Downwind man overboard procedure
  - Ability to maintain an all round look out

On the Water Practical "Power Only"

Seamanship Power 1 Practical

Instructor's Name: \_\_\_\_\_ # \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To complete the Seamanship Power 1 Practical, the candidate is required to:

1. Complete Competent Crew Workbook:  
Modules 1(a) 1(b) 1(c) 1(d)
2. Wear the correct clothing and safety equipment  
required for the conditions
3. Demonstrate a working knowledge of the parts and  
controls of a powerboat
4. Be able to identify the following:
  - Bow and stern equipment
  - Davits
  - Outboard motor
  - Stern drive
  - Direct drive, inboard engine, gearbox and stuffing box
5. To avoid a collision, demonstrate, while at the helm,  
a working knowledge of the limitations of sailboat and  
other vessels maneuverability
6. Demonstrate a working knowledge of the following terms:
  - Port, starboard, astern, ahead, abeam, forward and aft
  - Windward, leeward, leeway heading up, bearing away
  - Underway, no way
7. Demonstrate the correct use of trim tabs (if fitted)  
to achieve, fore and aft and side to side, optimum attitude
8. Describe the use of trim tabs:
  - In a following sea
  - When maneuvering

**Personal Water Craft Only**

1. Demonstrate the ability to operate a PWC at both slow  
and high speed without jeopardizing the safety or  
comfort of others
2. Demonstrate the ability to turn the PWC effectively
3. Describe how to right and re-board a capsized PWC

**On the Water Practical "Sail and Power"**

**General Seamanship 1 Practical**

Instructor's Name: \_\_\_\_\_ # \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To complete the General Seamanship 1 Practical, the candidate is required to:**

1. Complete Competent Crew Workbook:  
 Modules 2(a) 2(b) 2(c) 2(d) 2(e) 2(f) 2(g)
2. Demonstrate cooperation with: The obligations and duties of crew under the command of a skipper
3. Be able to locate all safety equipment required for the vessel and crew
4. Demonstrate the ability to fit a lifejacket or PFD correctly
5. Demonstrate the action to be taken by the crew in a MOB emergency
6. Demonstrate the "Williamson turn" under power
7. Demonstrate the "Anderson turn" under power
8. Describe a method of assisting a MOB to get back on deck
9. Describe the operation of all safety equipment
10. Be able to locate and operate the vessel navigation lights
11. Demonstrate correct loading and trim of a dinghy
12. Demonstrate the safe handling of a dinghy
13. **Outboard engines** (if fitted) demonstrate:
  - How to perform outboard engine, daily engine and fuel checks
  - How to start, operate, and shut down the outboard engine
  - Correct propeller immersion and tilt angle
14. **Inboard engines** (if fitted) demonstrate:
  - How to perform daily engine and fuel checks
  - How to start, operate, and shut down the inboard engine
15. Demonstrate safe refueling procedures
16. Demonstrate good seamanship by:
  - Keeping the vessel clean and tidy
  - Conserving potable water, filling water tanks
  - Safe use of the stove and propane system
  - Conserving battery power, use of the main battery switch, and AC and DC switch panels
  - Safely connecting and disconnecting the shore power
  - Operating the head and shutting off the system correctly
  - Preventing any pollution
17. **Steering.** Demonstrate the following under power:
  - Hold a steady course using both terrestrial and compass
  - While going ahead and astern; the ability to judge way carried in neutral
  - Stopping and picking up a mooring buoy
  - Steering straight astern, taking prop walk into account
  - Safely turn in a figure of eight
  - The ability to hold the vessel in the same location by turning the vessel around its center using forward, reverse, and prop walk
  - Reducing speed to the point of preventing wash
18. Demonstrate:
  - Maintaining a safe lookout
  - Safe speed for different conditions
  - Correct succession for the responsibility between different types of vessels
  - Correct action required by a "stand on" vessel
  - Correct action required by a "give-way" vessel
19. Identify at all times, which vessel is the stand-on and which is the give-way vessel
20. Describe the prevention of collision rules for sailing vessels:
  - Two sailboats on opposite tacks
  - Two sailboats on the same tack
  - When the tack of one sailboat cannot be determined by another sailboat
21. Describe the prevention of collision rules for:
  - Overtaking
  - A head-on collision situation
  - A crossing situation
22. Identify the international diving flag (carried on a vessel) and the diver down flag
23. Tie and state the application of the following knots:

reef knot, clove hitch, rolling hitch, round turn and two half hitches, bowline, figure of eight, double overhand knot, cow hitch, double sheet bend

24. Demonstrate how to secure a line to a dock cleat and horizontal spar
25. Under the guidance of a skipper demonstrate the ability to assist in docking and leaving the dock using the single docking line technique, and center vessel tie
26. Under the guidance of a skipper, demonstrate the ability to assist in anchoring the vessel and weighing anchor
27. **Sail Only:** Demonstrate how to:
  - Flake and store halyards, sheets, and running rigging
  - Buck/sweat a halyard
  - Secure a working line to a cleat while under sail

On the Water Practical "Sail and Power"

Emergency Procedures 1 Practical

Instructor's Name: \_\_\_\_\_ # \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To complete the Emergency Procedures Practical, the candidate is required to:

1. Complete Competent Crew Workbook: Module 3(a)
2. State a minimum of 5 of the international distress signals
3. State the channel to use for a Mayday call and the information to be transmitted
4. Locate and be able to fit the emergency tiller
5. Be able to identify a lee shore and explain the plan of action to move away
6. **Sail only:** Describe the action to take, if a shroud breaks
7. State what sources of explosion exist on the vessel
8. State the 4 steps to take in a fire "plan of action"
9. Demonstrate the "PASS" technique for using fire extinguishers
10. State the action to take, if someone is found to be suffering from carbon monoxide poisoning
11. Be able to locate and operate all the sea cocks/through hull fittings onboard
12. Describe the use of soft wood plugs
13. State the immediate action to take, if water is seen to be accumulating in the vessel
14. Identify the stuffing box
15. Describe the immediate action to take, if a line is wrapped around the prop
16. Describe the action to take, if the vessel grounds at anchor
17. Describe the action to take, if the vessel is going to beach on its side
18. State the action to take, if abandoning ship into a life raft
19. Describe how to right a capsized life raft
20. Describe how to rig a towing bridle