

Volunteer Competency Log

Name of Volunteer _____

Date of Joining _____

Skill Set	Date of Competency		Assessor	
	CW	AW	CW	AW
Personal safety equipment Can correctly adjust a life jacket and knows when life jackets are required to be worn. Aware of the features of the lifejacket including the hood, whistle, light and AIS transmitter. Knows location of and use of safety lanyards and when they should be worn. Can put on and adjust safety harness				
Knowledge of sea terms and parts of a boat, rigging and sails Has sufficient knowledge to understand orders concerning the sailing of and day-to-day running of the boat				
Man overboard drill Understands responsibilities and effective actions to recover a man overboard, and all actions necessary to affect a successful outcome.	CW	AW	CW	AW
Emergency equipment Can locate and operate ALL items of safety equipment including but not limited to, bilge pumping systems, thermal protective aids, watertight doors, knows when and how to use the appropriate flares. Understands how to launch and board a liferaft	CW	AW	CW	AW
Fire precautions and fire-fighting Understands galley safety: not leaving kettles or pans unattended on a lit hob, turning off gas to hob and oven after use. Knows location and appropriate use of fire extinguishers, emergency fire pump, & fire blankets. Knows procedure in the event of fire below, especially engine fire.	CW	AW	CW	AW
Engine checks Knows how to undertake the engine checks including, engine isolation, the location of spare fluids and associated log book entries. Understands the requirements and actions to transfer fuel from main tanks to daily service tank and make log entry (CW only)				
Navigation Equipment and Radio Knows how to switch on Navigation appropriate lights and instruments. Understands how to change channels and volume on VHF radio				
Winch work Understands safe use of winches, can load and unload a winch for sheets, halyards, and mooring lines				
Ropework Can coil and stow ropes, make fast to cleats and bollards, tie and understand the use of: <ul style="list-style-type: none"> ○ bowline, ○ single and double sheet bend, ○ reef knot, ○ clove hitch, ○ round turn and two half hitches, ○ rolling hitch, ○ lightermans hitch, 				
Sail handling Can bend on sails and attach sheets, raise and lower sails, put in and take out reefs, headsail change especially changing down, set sails for best boat performance under instruction, flake and stow sails				
Mooring and unmooring Can rig and work head and stern ropes, can rig and work springs, can rig fenders. Understands the principles of "springing off" and the proper use of slip lines				
Helmanship and sailing Can steer a compass course under sail and power, understands helm orders. Understands basic principles of sailing and can trim sails and steer on all points of sailing Understands principles of tacking and gybing, knows and understands commands and crew actions during a tack or gybe. Understands purpose and importance of running backstays. Can move backstays in a safe and timely manner				
Rules of the road Can keep an effective lookout at sea by day or night				
Dinghies Understands importance of safe loading of dinghies and can handle a dinghy under oars.				
Meteorology Awareness of forecasting services and Beaufort scale				
Seasickness Susceptibility to seasickness and effect on duties (unaffected/partially affected/severely affected) [delete as appropriate]				
Manners and customs Understands use of burgees and ensigns, prevention of unnecessary noise and disturbance in harbour and courtesy to other moored craft. Is aware of responsibility of all users of the sea to protect the environment				
General duties Can safely light hob and oven, knows location and use of cleaning materials, can keep decks and below-decks clean and tidy. Knows importance of closing cupboard doors. Understands necessity to turn off unwanted lights to conserve battery power				
Challenge Wales Procedures and Policies Knows the location of the various Operational Manuals, has read them and signed the record sheet contained inside the front cover of each manual. Understands the need to keep up to date with the manuals and Operational Notices.				

Note: In order to qualify for the **RYA Competent Crew Certificate** you must comply with the sea time requirements of the RYA.



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Rev 3

Watch Leader

Additional requirements to qualify as Watch Leader

Skill Set	Date of Competency	Assessor
Preparation for sea Understands and is able to carry out the following duties: <i>Secure and stow all gear on deck and below</i> <i>Preparation of crew</i> <i>Engine, life saving and firefighting apparatus checks</i>		
Deck Work Can organise a watch to carry out the following duties: <i>Sail hoists and sail drops</i> <i>Reefing and shaking out reefs</i> <i>Prepare, drop and weigh anchor</i> <i>Prepare, send and retrieve warps while coming to or slipping alongside</i> <i>Mooring to and slipping from a buoy</i>		
Navigation Is proficient in the following navigational duties: <i>Can plot a fix using electronic means</i> <i>Knowledge of IALA buoyage</i> <i>Maintenance of navigational records</i> <i>Use of echo sounder</i>		
Pilotage <i>Understands the use of leading lines, clearing lies, transits and soundings</i>		
Meteorology <i>Knows sources of forecast information</i> <i>Can record weather forecasts from radio broadcast sources</i>		
Rules of the road Has a working knowledge of the application of IRPCS including: <i>Steering and sailing rules</i> <i>Lights and shapes</i>		
Maintenance and repair work <i>The importance of using protective equipment and safe procedures when carrying out maintenance</i> <i>Ability to carry out regular checks on all machinery & equipment as per manufacturer's specification</i> <i>How to change water and fuel filters, pump impeller and bleed fuel system on engine</i> <i>Understands correct procedures for control, handling and disposal of hazardous substances</i> <i>The use and properties of common synthetic rope and can identify chafe and wear and tear</i>		
Victualling <i>Understands how to victual with consideration to consumables such as water and gas</i>		
Tender <i>Understands loading rules, launch and recovery and can safely operate a tender under power</i>		
Emergency situations <i>Understands the correct action to take as watch leader during: fire, sinking or the recovery of a MOB</i> <i>Understands how to operate all life saving and firefighting appliances on board including: watertight doors, hatches and storm boards, life rafts, fire extinguishers and distress flares</i> <i>Understands helicopter rescue procedure</i> <i>Can send a distress message by VHF/DSC</i>		
General watch keeping Can carry out watch leading duties while at sea or in harbour with respect to: <i>Standing orders and watch bills</i> <i>Domestic duties</i> <i>The even apportion of work load</i> <i>Maintenance of personal standards</i>		

Notes and comments