Australian Government
Australian Maritime Safety Authority

MASTER < 100m NC EXAMINATION CHECKLIST (AIDE MEMOIRE)

Questions should be framed managing the ship as a whole.

Seafarer ID		Exam location	
Name		Examiner	
Duration		Result	
Date and Time		Attempt	

Management and shipmaster's business		
Limits to near coastal certificates and area of operation	A	☐
Class societies, flag state	B	☐
Load-line rules, conditions of assignment	B	☐
International conventions relevant to domestic vessels e.g. MARPOL and SOLAS	B	☐
Navigation Act, marine orders and the national law	B	☐
Safety management systems, master's authority, standard and emergency operating procedures, drills, maintenance and document review, safe access	A	☐
OHS/ WHS legislation, notices, duty of care, safe access, psychological wellbeing of personnel	A	☐
Log book entries	B	☐
Responsibilities and duties	A	☐
Approved stability information	B	☐
Statutory certificates, validity	A	☐
Taking over command, joining a vessel	A	☐
Types of survey, preparation	B	☐
Reporting of incidents, near misses and deficiencies	A	☐

Standards of watchkeeping		
Fitness for duty, fatigue, drugs and alcohol	B	☐
Maintaining a proper lookout	A	☐
Maintaining an anchor watch	A	☐
Navigation in restricted visibility	A	☐
Navigation in congested waters	A	☐
Navigation with pilot on board	A	☐
Performing a watch, position fixing	A	☐
Taking over, handing over a watch	A	☐
Voyage planning	A	☐
Watchkeeping records, night orders	A	☐

Bridge equipment		
Use of S band, 10cm, and X band, 3cm, radars	B	☐
AIS precautions	B	☐
ARPA, use of, and precautions	B	☐
ECDIS, chart plotters and various bridge equipment	A	☐
Radar set up, testing, precautions	B	☐

Navigational charts and publications		
Chart corrections, symbols and abbreviations	A	☐
Gyro, magnetic compass, errors variation, deviation	A	☐
Interpretation, use of information contained on charts	A	☐
Marine notices, Notices to Mariners	A	☐
Navigation warnings, EGC,MSI, radio-watch, meteorological warnings	B	☐
Ship reporting systems, VTIS	B	☐
Large, small scale charts	B	☐
Tidal calculations, chart datum	A	☐
Methods of obtaining compass errors	A	☐
Methods of obtaining position lines	B	☐

Stress and stability		
Effect of density on draft	A	☐
Basic principles of flotation	A	☐
Free surface effect, angle of loll	A	☐
Draw and interpret a GZ curve, stability definitions (e.g.) angle of deck immersion, angle of downflooding	A	☐
Knowledge of different types of shipboard stresses and stability information	A	☐
Cargo shift and listing	A	☐
Load line marks and draft reading	A	☐
Seasonal zones	A	☐
Ship structure, design features, and loading practices to reduce stresses	B	☐

Cargo work		
IMSBC code and carriage of bulk cargoes (basic understanding)	A	☐
Cargo securing	A	☐
Statutory requirements, testing and inspection of equipment, and records	B	☐
Case studies – cargo related	B	☐
Heavy lift precautions	B	☐
IMDG code, documentation, segregation and marking	B	☐
Bridge visibility	B	☐
Loading / discharging precautions	B	☐
Maintain cargo watch, records	B	☐
Ship shore safety checklist	B	☐
Ballasting / de-ballasting	B	☐

Marine engineering systems		
Engineering systems e.g. steering gear	B	☐
Engine room alarms and failures	B	☐

Ship handling		
Effect of wave impact on vessels structure	B	☐
Effects of UKC on vessel manoeuvrability	B	☐
Embarking and disembarking pilot	A	☐
Launching rescue craft / liferaft in adverse weather	A	☐
Mooring, unmooring, dredging, anchor	A	☐
Preparations for anchoring, choosing anchorage, anchoring in adverse weather, dragging anchor	A	☐
Fixed blade and CPP propellers, bow thrusters	B	☐
Vessel and tug interaction, tug safety	A	☐
Factors affecting squat, bank effect and interaction	A	☐
Turn vessel short round, transverse thrust, use of anchor for manoeuvring	B	☐

Prevention of pollution		
Action to be taken in the event of a pollution incident	A	☐
Action taken to prevent pollution	A	☐
Garbage management plan record book	A	☐
Precautions while bunkering	B	☐
SOPEP, MARPOL and annexes	B	☐

Emergency situations, response and equipment		
Case studies	B	☐
Action in the event of blackout / steering failure	A	☐
Action in the event of grounding	A	☐
Action in the event of collision	A	☐
Action in the event of water ingress	A	☐
Confined space entry	A	☐
Distress, urgency and safety messages	A	☐
Towing, taken in tow	B	☐
MOB, rescue of persons in water	B	☐
Master's obligation to render assistance	A	☐
Means of controlling flooding when fighting a fire on board ship	B	☐
Onset of heavy weather, weather forecasting	A	☐
TRS, avoidance of TRS	A	☐
Principles of damage control	B	☐
Response to emergency in port	B	☐
Preparations for heavy weather	B	☐

Dry docking		
Preparations for docking, stability	A	☐
Procedures prior to leaving dock	B	☐
Types of docks	C	☐

Search and rescue		
Communications	B	☐
SAR procedures	B	☐
Use and testing of EPIRB	B	☐

Essential shipboard equipment and machinery		
Routine maintenance, deck machinery, watertight bulkheads	A	☐
Anchors, cables, pilot ladders	C	☐
Maintenance of bilges, ballast tanks	C	☐
Maintenance records, planned maintenance	B	☐
Practical knowledge of safety aspects, and precautions, related to operating equipment	B	☐
Practical operation & maintenance of various types of shipboard firefighting and lifesaving equipment	B	☐
Types of fire detection systems, use of SCBA, emergency fire pumps and emergency shutoffs	B	☐

Collision regulations		
Buoyage region A	A	☐
Rules 1,2,3 and annexes	A	☐
Rules 4-18	A	☐
Rules 20-31	A	☐
Rules 32-35	A	☐
Rule 19	A	☐
Use of radar (in determining risk of collision, other vessels movement, action to be taken to avoid collision, excluding ARPA)	B	☐