



# DECLARATION

**Coxswain Grade 3 NC – with a licence to operate a recreational vessel**

The observer must complete the checklist as having witnessed the applicant completing the practical on water tasks to an industry standard. The observer must hold at least a Coxswain Grade 2 certificate or a higher commercial dual or deck certificate (*Excluding when limited to working only in a marina or mooring area without an AMSA issued Certificate of Competency – see guidelines AMSA1883*).

## A. Applicant details

Title (Mr, Mrs, Ms, etc.)	Surname	Given name/s		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Street name and number		Town / suburb	State	Postcode
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	Mobile	Email		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Date of Birth	Signature			
<input type="text"/>	<input type="text"/>			

## B. Observer's details

Witnessed date/s	Full name
<input type="text"/>	<input type="text"/>
Contact phone/mobile	Qualification held and certificate number
<input type="text"/>	<input type="text"/>
Location/s	Applicant is known to me or photo identification checked: <input type="checkbox"/> Yes <input type="checkbox"/> No A suitable vessel for Coxswain 3 was used: <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	

Criteria	Practical on water tasks required	Completed ✓* Observer's Notes
<b>1. Vessel, crew and passenger preparation</b>	Pre-departure checks: <ul style="list-style-type: none"> <li>Vessel seaworthiness - maintained well</li> <li>Oil, cooling, fuel, batteries, steering, radio check, ropes/lines</li> <li>Tools and spares</li> <li>All safety and firefighting equipment – life jackets, EPIRB</li> <li>Check maintenance log book</li> <li>Check number of passengers allowed – total load, stability</li> </ul>	
	Safe working practice awareness in relation to: <ul style="list-style-type: none"> <li>Situational awareness</li> <li>Safety Management Systems and domestic vessel legislation</li> <li>Fuelling – quantity for the voyage, safe re-fuelling</li> <li>Pollution prevention – noise, wake, wash, waste, bilge water</li> </ul>	
	Ability to communicate: <ul style="list-style-type: none"> <li>Instructions to crew and passengers</li> <li>Operational intentions to employer/relevant persons ashore</li> </ul>	
<b>2. Weather and tides</b>	Check weather forecast, sea conditions, current tides and plan voyage and operations accordingly	
<b>3. Navigation</b>	Compliance with: <ul style="list-style-type: none"> <li>Navigational aids – marks, buoys, signage and shapes</li> <li>Collision regulations and avoidance techniques               <ul style="list-style-type: none"> <li>Maintain a proper lookout at all times</li> <li>Safe speed</li> <li>Overtaking</li> <li>Head-on situation</li> </ul> </li> </ul>	

Criteria	Practical on water tasks required	Completed ✓* Observer's Notes
	<ul style="list-style-type: none"> <li>- Crossing situation</li> <li>- Action by give-way vessel</li> <li>- Action by stand-on vessel</li> <li>- Responsibilities between vessels</li> <li>- Risk of collision and action to avoid collision</li> <li>- Restricted visibility</li> <li>- Sound signals: port, starboard, astern, unsure of intentions</li> <li>• Local regulations: speed limits, restrictions etc.</li> </ul>	
	Safely use any on-board navigational equipment	
<b>4. Manoeuvring</b>	Safely manoeuvre the vessel: <ul style="list-style-type: none"> <li>• Ahead, astern, port, starboard, figure of 8</li> <li>• At varying speeds</li> <li>• On and off the plane (if applicable)</li> <li>• Control the trim and tilt of the engine (if applicable)</li> <li>• Berthing and un-berthing</li> <li>• Controlling speed</li> <li>• Utilising wind/tidal stream/current</li> <li>• To anchor and retrieve anchor</li> <li>• To pick up and release a mooring</li> <li>• Performing an emergency stop</li> </ul>	
<b>5. Rope work</b>	Check lines and ropes and stowing correctly	
	Handle lines/ropes safely and correctly	
	Ability to tie and use basic knots	
<b>6. Emergencies</b>	Identify potential hazards on board	
	Identify the local rescue services, contacts, access points and timing	
	Identify actions for - fire, collision, grounding, flooding, person overboard	
	For emergencies: <ul style="list-style-type: none"> <li>• Ability to use firefighting equipment</li> <li>• Ability to communicate with passengers and crew</li> <li>• Vessel abandonment procedures</li> <li>• Don a life jacket and check</li> </ul>	
<b>7. General</b>	Emergency contact details Informed someone prior to departure and on arrival	
	Know the operational limits of a Coxswain Grade 3 NC	

Observer's comments:

The declaration is completed only for working in a marina or mooring area (see guidelines):

Yes  No

The declaration is completed for a standard Coxswain Grade 3 NC certificate:

Yes  No

**Note:** The applicant is limited to a marina or mooring area if they do not have a current first aid certificate or if the observer does not hold a Coxswain Grade 2 (or higher) certificate. Otherwise, the applicant is eligible for a standard Coxswain Grade 3 NC certificate.

**I declare completing the practical on water tasks in the presence of the observer and I am competent**

Signature applicant

Date

**I declare witnessing the applicant completing the practical on water tasks to an industry standard**

Signature observer

Date

## Where to Lodge

---

This document should be lodged with your AMSA 426 application form.  
If you need to send it separately please send by email to [Nearcoastal.applications@amsa.gov.au](mailto:Nearcoastal.applications@amsa.gov.au)  
or by mail to: Australian Maritime Safety Authority, Attention: Seafarer Certification Service, GPO Box 2181,  
Canberra ACT 2601, Australia

---

### Privacy Statement

The collection of information requested in this form is required or authorised by *Schedule 1 of the Marine Safety (Domestic Commercial Vessel) National Law Act 2012* (the Act). It will be used for purposes related to the Act and may be provided to Commonwealth or State / Territory government agencies and accredited marine surveyors for the purposes of marine safety. Failure to provide the information may result in the transaction not being processed. To contact us, or for more information on how to access or correct your personal information, how to make a privacy complaint, or how your information may be used or disclosed for purposes beyond those described in this statement, visit [www.amsa.gov.au/privacy/](http://www.amsa.gov.au/privacy/)