

INTERNATIONAL CERTIFICATE OF COMPETENCY

SAILOR SELF ASSESSMENT OF SKILLS



Please rate your depth of knowledge¹ for each element listed. Please bring the completed assessment to the school and share with your instructor prior to your ICC exam.

NAME: DATE:	Notes / comments	1. Unfamiliar	2. Introductory	3. Outline	4. Working	5. Complete
PERSONAL SAFETY EQUIPMENT – MODULE 2						
Is able to:						
<ul style="list-style-type: none"> Name the personal safety equipment required onboard 						
<ul style="list-style-type: none"> Properly don a lifejacket 						
<ul style="list-style-type: none"> Properly inflate an inflatable lifejacket 						
<ul style="list-style-type: none"> Clip a donned safety harness to a jackstay 						
Understands:						
<ul style="list-style-type: none"> How to care for personal safety equipment required onboard 						
<ul style="list-style-type: none"> The types of personal flotation devices and attributes of each 						

¹ See details on depth of knowledge at the end of this document.

Task / Duty / Competence	Notes / comments	#1	#2	#3	#4	#5
<ul style="list-style-type: none"> Horseshoe buoy, ring buoy and life slings and their uses 						
<ul style="list-style-type: none"> Person overboard pole and its use 						
<ul style="list-style-type: none"> EPIRB and SART and their uses 						
BOAT SAFETY EQUIPMENT – MODULE 3						
Is able to:						
<ul style="list-style-type: none"> Name the types of life rafts 						
<ul style="list-style-type: none"> Name the types of flares and which is best suited for various situations. 						
Is acquainted with:						
<ul style="list-style-type: none"> How to deploy a liferaft and when to deploy 						
<ul style="list-style-type: none"> A hydrostatic release device 						
<ul style="list-style-type: none"> Fire extinguishers and what type is appropriate for different types of fires 						
<ul style="list-style-type: none"> A basic first aid kit and the contents 						
<ul style="list-style-type: none"> The types of anchors and the seabed they are most suited for 						
<ul style="list-style-type: none"> All other boat safety equipment required onboard such as watertight flashlight, air horns, radar reflectors, vhf radio, etc. 						
<ul style="list-style-type: none"> Manual and electric bilge pumps and how they work 						
<ul style="list-style-type: none"> Sea anchors and drogues and their use 						
Understands:						
<ul style="list-style-type: none"> How to use a fire extinguisher and required maintenance 						
<ul style="list-style-type: none"> How to use a radar reflector 						
<ul style="list-style-type: none"> How a battery selector switch works 						
<ul style="list-style-type: none"> 						

Task / Duty / Competence	Notes / comments	#1	#2	#3	#4	#5
<ul style="list-style-type: none"> The contents and necessity of a “ditch bag” or “abandon ship bag” 						
VESSEL CHECKOUT-DOCUMENTATION, CHARTS, NAUTICAL PUBLICATIONS & FLAGS – EQUIPMENT & GENERAL – MODULE 4						
Understands the significance of:						
<ul style="list-style-type: none"> Registration/ships papers 						
<ul style="list-style-type: none"> Requirements for passports and visas and cruising papers 						
<ul style="list-style-type: none"> Insurance papers 						
<ul style="list-style-type: none"> Nautical qualifications 						
<ul style="list-style-type: none"> Crew lists and vessel logbooks 						
<ul style="list-style-type: none"> Equipment manuals 						
<ul style="list-style-type: none"> Nautical charts and publications 						
Understands:						
<ul style="list-style-type: none"> Tide tables 						
<ul style="list-style-type: none"> Symbols and abbreviations for nautical charts 						
<ul style="list-style-type: none"> List of lights 						
<ul style="list-style-type: none"> Collision regulations 						
<ul style="list-style-type: none"> Flags and flag etiquette, the registration flag, the courtesy flag, customs Q flag and diver down flags 						
Understands the significance of:						
<ul style="list-style-type: none"> Contents of tool kit 						
<ul style="list-style-type: none"> Engine spares 						
<ul style="list-style-type: none"> Fuel and ignition sources and the potential risks 						
<ul style="list-style-type: none"> A float plan 						

Task / Duty / Competence	Notes / comments	#1	#2	#3	#4	#5
Can demonstrate:						
• A hull check						
• An engine check						
• (for sail) rigging checks						
• How to check condition and operation of navigation lights & electronic equipment						
• A safety equipment check						
• Housekeeping items check (taps/faucets working, fresh water, propane supply stored in appropriate space, sewage holding tanks checked, heads flushing, ample food and water)						
• A dinghy check, if applicable						
• The procedure to depart a marina or dock (disconnect power and water lines, instructing passengers, etc. as outlined in course materials)						
BASIC HANDLING SKILLS – MODULE 5						
Understands the significance of:						
• Sail - How sails work						
• Sail - A sloop rig and sail plan						
• Sail - Points of sail and sailing terms						
• Sail - Shackles, Blocks and cleats: purpose of each						
• Sail - Types of sails						
Can demonstrate:						
• Sail – proper use of winches						
• Sail – sail a triangular course						

Task / Duty / Competence	Notes / comments	#1	#2	#3	#4	#5
• Sail – sail a compass course						
• Sail – proper anchoring techniques						
• Sail – picking up a mooring buoy						
• Power – proper use of bow thrusters (if vessel equipped)						
• Power - Proper use of trim tabs						
• Power – high and low speed turns						
• Power – turning in a restricted space						
• Power – crash stops						
• Power – Williamson turn						
• Power – proper anchoring techniques						
• Power – picking up a mooring buoy						
BASIC ROPEWORK – MODULE 6						
Can demonstrate:						
• A round turn and two half hitches						
• Tying a bowline						
• Tying a figure of eight						
• A rolling hitch						
• A sheet bend						
• A reef knot						
• A clove hitch						
• Securing to a cleat						
• Coiling a line						

Task / Duty / Competence	Notes / comments	#1	#2	#3	#4	#5
Understands:						
Whipping and splicing						
REFUELING – MODULE 7						
Can demonstrate:						
• Fueling a vessel						
• Fueling a PWC, if applicable						
Understands the significance of:						
• Planning fuel requirements						
MAN-OVERBOARD PROCEDURES – MODULE 8						
Can demonstrate:						
• All steps in sequence of the procedure for rescuing a person overboard using a buoyant heaving line.						
• All steps in sequence of the procedure for rescuing a person overboard using a life ring.						
Understands the significance of:						
• What to consider when deciding which procedure for man-overboard is best and why they should be taken into consideration.						
• The various types of cold-water survival gear and their uses.						
CAPSIZING, SWAMPING AND SINKING – MODULE 9						
Understands:						
• Capsizing and the causes.						
• Swamping and the causes.						
• Sinking and the causes.						

Task / Duty / Competence	Notes / comments	#1	#2	#3	#4	#5
<ul style="list-style-type: none"> Grounding and the causes. 						
<ul style="list-style-type: none"> The importance of getting a marine weather forecast before leaving shore. 						
ANCHORS, ANCHORING AND RUNNING AGROUND – MODULE 10						
Understands:						
<ul style="list-style-type: none"> Rode and what it can be comprised of 						
<ul style="list-style-type: none"> Scope and the required amount based on depth of water and whether chain or chain and rode. 						
<ul style="list-style-type: none"> The uses of anchors (breakdown, severe weather, non-emergencies) 						
<ul style="list-style-type: none"> Swing and who has the 'right of swing' 						
<ul style="list-style-type: none"> How to lay a second anchor and in what areas and for which vessels it may be appropriate. 						
<ul style="list-style-type: none"> Kedging 						
<ul style="list-style-type: none"> How to retrieve a fouled anchor 						
<ul style="list-style-type: none"> The problems associated with running aground and solutions. 						
Can demonstrate:						
<ul style="list-style-type: none"> All steps in sequence of the procedure for setting an anchor. 						
<ul style="list-style-type: none"> All steps in sequence of the procedure for beach anchoring. (if appropriate for vessel) 						
SMALL POWERBOATS & RIGID INFLATABLE BOATS (RIB)- MODULE 13						
Can describe:						
<ul style="list-style-type: none"> The advantages & disadvantages of different types of dinghies. 						
<ul style="list-style-type: none"> The different types of motors and generally how they work. 						

Task / Duty / Competence	Notes / comments	#1	#2	#3	#4	#5
• Ventilation, cavitation, steering and propellers.						
• The common reasons an outboard engine may not start.						
• A crane launch.						
• A halyard launch.						
• A stern launch.						
• How weather conditions, manpower and maneuverability of a boat will affect picking up a tow.						
• How to start and stop the engine.						
• Engine pre-start checks.						
• Beaching a dinghy.						
• Safety preparation prior to dinghy launch (bungs in place, trailer lights removed, etc.)						
Can demonstrate:						
• A trailer launch (where applicable)						
• A trailer recovery (where applicable)						
• A crash stop (<i>recognise this is dangerous but simulate as best as possible and ensure it is understood how</i>)						
• Picking up a tow						
Task / Duty / Competence	Candidate # or Initials / Comments Below	#1	#2	#3	#4	#5
BOAT HANDLING UNDER POWER – MODULE 14						
Can describe:						
• The effect of the propeller on a vessel's maneuvering ability.						
• The effects of wind, tide and current on a vessel's maneuvering ability.						

Task / Duty / Competence	Notes / comments	#1	#2	#3	#4	#5
• How to approach a dock with the wind toward the dock.						
• How to approach a dock with the wind off behind dock						
• How to depart from dock with crosswind.						
• How to depart from dock with wind blowing onto dock.						
• How to depart from dock with wind blowing off dock.						
• Multiple engines and their effect on the vessel.						
• What must be considered during heavy weather preparations.						
• How and why to use trim tabs.						
• How to drive a vessel in heavy weather – upwind, breaking beam seas and following seas.						
Can demonstrate:						
• Securing to a dock using bow and stern lines.						
• Securing to a dock using spring lines.						
• Coming alongside a wharf or dock and docking.						
• Departing a dock and clearing.						
• Getting the vessel on “the plane”.						
• A high speed turn.						
• Picking up a mooring buoy.						
BASIC SAILS AND SAIL HANDLING - SKIP IF POWER EXAM - MODULE 15						
Can name/identify:						
• The parts of a sail						
• The parts of a sloop rig						
Can describe:						

Task / Duty / Competence	Notes / comments	#1	#2	#3	#4	#5
<ul style="list-style-type: none"> Standing rigging and running rigging. 						
<ul style="list-style-type: none"> The 4 points of sails 						
<ul style="list-style-type: none"> The “no-go zone”, luffing, close reach, beam reach, running. 						
<ul style="list-style-type: none"> The functions of shackles, blocks, cam cleats, rope clutches and jam cleats. 						
<ul style="list-style-type: none"> The mainsheet traveller, boom topping lift and mainsheet and their functions. 						
<ul style="list-style-type: none"> At what wind speed to begin reducing sails. 						
<ul style="list-style-type: none"> The dangers associated with operating a winch. 						
Can demonstrate:						
<ul style="list-style-type: none"> Rigging sails. 						
<ul style="list-style-type: none"> Tacking the vessel (starboard and port) 						
<ul style="list-style-type: none"> Gybing the vessel. 						
<ul style="list-style-type: none"> Winching 						
BASIC METEOROLOGY – MODULE 16						
Can explain:						
<ul style="list-style-type: none"> The Coriolis Effect. 						
<ul style="list-style-type: none"> What happens when a front passes through 						
<ul style="list-style-type: none"> The Beaufort Wind Scale and how many ‘forces’ are on the scale. 						
<ul style="list-style-type: none"> Cloud types 						
SHORT PASSAGES – HEAVY WEATHER, RESTRICTED VISIBILITY & NEGOTIATING HARBOUR ENTRANCES – MODULE 17						
Can explain:						
<ul style="list-style-type: none"> Preparations that should be made for heavy weather. 						

Task / Duty / Competence	Notes / comments	#1	#2	#3	#4	#5
<ul style="list-style-type: none"> The preparations to be made in case of restricted visibility due to fog. 						
<ul style="list-style-type: none"> Steps to take when negotiating a harbour entrance. 						
Understands:						
<ul style="list-style-type: none"> That a leeshore can be hazardous in heavy weather and many times it is best to stay offshore. 						
<ul style="list-style-type: none"> The procedure for heavy weather tactics on sailboat (tack leaving foresail cleated, when it backs the helm is brought to leeward and secured. Adjusting the mainsails according to size of foresail... etc.) 						
<ul style="list-style-type: none"> Sea anchors, why to use and how they are deployed. 						
<ul style="list-style-type: none"> Drogues, why to use and how they are deployed. 						
<ul style="list-style-type: none"> What to consider when creating a passage plan. 						
COMPASSES AND MAGNETISM - MODULE 18						
Can explain:						
<ul style="list-style-type: none"> Compass error, variation and deviation. 						
<ul style="list-style-type: none"> The causes of deviation and when to check for it. 						
Can describe:						
<ul style="list-style-type: none"> That navigation has three compass bearings, true, magnetic, and compass. 						
<ul style="list-style-type: none"> The difference between True North and Magnetic North. 						
<ul style="list-style-type: none"> Applying variation. 						
CHARTS, CHARTWORK & BASIC NAVIGATION – NMODULE 19						
Can describe:						
<ul style="list-style-type: none"> The general layout of paper charts and the information they contain. 						
<ul style="list-style-type: none"> Small craft charts. 						

Task / Duty / Competence	Notes / comments	#1	#2	#3	#4	#5
<ul style="list-style-type: none"> That is imperative to have charts appropriate to the voyage you are to undertake and where to obtain them. 						
<ul style="list-style-type: none"> The importance of only using suitable pencils. 						
<ul style="list-style-type: none"> That all charts do not have the same 'scale' and great care must be taken when moving from one chart to another to avoid miscalculation. 						
<ul style="list-style-type: none"> How to determine the 'course to steer'. 						
<ul style="list-style-type: none"> Tides and currents. 						
<ul style="list-style-type: none"> How wind, tides and currents will affect steerage of vessel. 						
Can demonstrate:						
<ul style="list-style-type: none"> Taking a compass bearing and plot a position by bearing and distance from a known landmark. 						
<ul style="list-style-type: none"> Plotting a running fix. 						
<ul style="list-style-type: none"> Dead reckoning. 						
<ul style="list-style-type: none"> Estimated position 						
TIDES & CURRENTS – MODULE 20						
An understanding of:						
<ul style="list-style-type: none"> The causes of tides and currents. 						
<ul style="list-style-type: none"> Neap tides and spring tides. 						
<ul style="list-style-type: none"> Tidal height definitions. 						
<ul style="list-style-type: none"> Tidal current charts. 						
<ul style="list-style-type: none"> Tidal diamonds on British Admiralty Charts. 						
<ul style="list-style-type: none"> Neap and spring rates. 						
Can demonstrate:						
<ul style="list-style-type: none"> Calculating the required height of tide. 						

Task / Duty / Competence	Notes / comments	#1	#2	#3	#4	#5
Can describe:						
<ul style="list-style-type: none"> The rule of twelfths. 						
<ul style="list-style-type: none"> Flood stream, ebb stream and slack water. 						
BUOYAGE – MODULE 21						
Can describe:						
<ul style="list-style-type: none"> The cardinal buoyage system including the color, direction of triangle, light and flash for each mark (north, south, east and west) 						
<ul style="list-style-type: none"> The difference between IALA A and IALA B, regions and color/shape of marks. 						
Can identify:						
<ul style="list-style-type: none"> Isolated danger marks, safe water marks and special marks. 						
COLLISION REGULATIONS - MODULE 22						
Has demonstrated a knowledge of:						
<ul style="list-style-type: none"> General definitions for the purpose of the 'rules'. 						
<ul style="list-style-type: none"> To whom the 'colregs' apply and where appropriate authorities have the right to make special rules 						
<ul style="list-style-type: none"> Action to take to avoid collision. 						
<ul style="list-style-type: none"> The difference between a stand on and give way vessel. 						
<ul style="list-style-type: none"> What to do if two vessels meet head on. 						
<ul style="list-style-type: none"> The sound signal to give if moving to starboard, port, astern, overtaking and I do not understand your intentions. 						
Understands:						
<ul style="list-style-type: none"> There are different regulations for inland waterway, rivers, lakes and canals. 						

Task / Duty / Competence	Notes / comments	#1	#2	#3	#4	#5
• What a traffic separation scheme is and how you should cross it.						
• Conduct in restricted visibility.						
• The colors of starboard, port, stern, bow and masthead lights.						
• What shape a vessel would display at anchor.						
• What shape a vessel would display if not under command.						
• What shape a vessel would display if restricted in ability to maneuver.						
• What shape a vessel would display if aground.						
• What shape a vessel would display if constrained by draft.						
• The color and shape of the A flag and what it signifies.						
NAVIGATION LIGHTS – MODULE 23						
Understands:						
• When lights must be exhibited.						
• The three factors that require specific navigation lights (size, power or sail, underway or anchored).						
• The characteristics and arcs of visibility of masthead lights, sidelights, stern lights, towing lights, all-round white lights.						
Can state the lights required for:						
• Powerboats under 12M						
• Powerboats from 12M to under 50M						
• Sailboats under 7M						
• Sailboats from 7M to under 20M						

Task / Duty / Competence	Notes / comments	#1	#2	#3	#4	#5
<ul style="list-style-type: none"> Sailboats 20M and over 						
<ul style="list-style-type: none"> Human powered boats 						
<ul style="list-style-type: none"> Boats at anchor 						
BASIC FIRST AID – MODULE 24						
Can describe:						
<ul style="list-style-type: none"> Hypothermia and the cause. 						
<ul style="list-style-type: none"> What a basic first aid kit should be comprised of. 						
<ul style="list-style-type: none"> How to treat cuts, stings and burns. 						
<ul style="list-style-type: none"> How to control bleeding. 						
<ul style="list-style-type: none"> The signs of shock and the treatment 						
<ul style="list-style-type: none"> What a heart attack is and the possible signs 						
<ul style="list-style-type: none"> Signs of stroke and what you should do if suspected 						
<ul style="list-style-type: none"> Actions to take to aid drowning or choking victims 						
<ul style="list-style-type: none"> How to treat seasickness. 						
<ul style="list-style-type: none"> Carbon monoxide poisoning and how to treat it 						
RESPONSIBILITIES OF THE SKIPPER/CAPTAIN – MODULE 25						
Can describe:						
<ul style="list-style-type: none"> Elements of common courtesy 						
<ul style="list-style-type: none"> What the crew are responsible for 						
<ul style="list-style-type: none"> Components for 'duty of care' 						

Depth of Knowledge

1. Unfamiliar – no knowledge of this concept or element, unable to complete task.
2. Introductory – awareness, introductory level knowledge. When shown could carry out tasks in correct and safe way.
3. Outline – have some knowledge and could carry out task in a correct and safe way with some supervision.
4. Working – working knowledge and could carry out task without prompting in a correct and safe manner.
5. Complete – comprehensive, thorough and complete knowledge and could carry out task without prompting or hesitation in a safe and correct manner.

If you have any questions on the details for each element, please refer to your IYT ICC course notes.