

# TRAINEE EVALUATION REPORT OR DAILY TRIP LONG FORM

To be used for all evaluation trips but may also be used in-lieu of the  
Daily Trip Short Form to provide more detailed feedback.

Trainee \_\_\_\_\_ Date \_\_\_\_\_ Trip # \_\_\_\_\_  
 Vessel \_\_\_\_\_ LOA \_\_\_\_\_ Draft \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_ % Darkness \_\_\_\_\_  
 Pilot \_\_\_\_\_ License # \_\_\_\_\_ % Res. Visibility \_\_\_\_\_

This form is to be used in the evaluation phase of the training program. The trainee will perform the pilotage for the entire trip, including all necessary preparation work. The supervising pilot is present as an evaluator, not as an instructor, and no performance feedback, advice, or guidance will be given. Once begun, an evaluation trip will be treated as an evaluation trip unless the supervising pilot determines that external circumstances have arisen beyond the reasonable expectation for the trainee's ability to respond. Absent extraordinary circumstances, any intervention by the supervising pilot that changes the trainee's performance or shifts control to the supervising pilot shall be counted as a strike and terminates the evaluation. Comments are required for strikes, and otherwise encouraged.

**Scoring Key:**

- 10 -- Perfect Performance\* --- it can't be performed any better. Happens very rarely
- 9 -- Superior Performance\* --- Better than the typical performance of a Senior Pilot
- 8 -- Very Satisfactory Performance --- Equal to the typical performance of a Senior Pilot
- 7 -- Satisfactory Performance Plus --- Performance exceeds Training Program level
- 6 -- Satisfactory Performance --- Performance on par with current level of Training
- 5 -- Marginal Performance --- Kept the ship safe, but should have done better
- 4 -- Unsatisfactory Performance\* --- Corrected errors slowly or not at all
- 3 -- Very Unsatisfactory Performance\* --- Ship's safety compromised by poor piloting
- 2 -- Accident Waiting to Happen\* --- Senior Pilot was forced to intervene
- 1 -- Accident or Incident Did Happen\*

\*Indicates that comment must be made for this score

**1. PREPARATION**

Satisfactory      Unsatisfactory

_____	_____	Made suitable arrangements with Senior Pilot
_____	_____	Timely arrival and appearance
_____	_____	Pre-boarding preparation and knowledge (tugs, tides, weather forecasts, traffic, congestion)
_____	_____	Observations upon boarding (ship and crew condition, etc.)
_____	_____	Introductions/Impressions provided to crew and Bridge Team.

Comments:

## **2. MASTER/PILOT/BRIDGE TEAM INTERFACE: 1-10 or N/A**

- \_\_\_ Master/Pilot information exchange (loadmax, traffic, keel clearance, speeds, etc.)
- \_\_\_ Atmosphere created and communications with Master and Bridge Team
- \_\_\_ Rudder and engine orders properly given, understood and confirmed
- \_\_\_ Relaying passing arrangements to Master and Bridge Team
- \_\_\_ Knowledge of mooring arrangements (number/position of lines, sequence, dock position, hatches to be loaded)
- \_\_\_ Knowledge of anchoring location and arrangements (anchor selection, scope, holding ground, proximity of other ships/obstructions, swing arc, tide and wind predictions, proper anchoring MPX)

Comments:

## **3. NAVIGATION ON THE ROUTE: 1-10 or N/A**

- \_\_\_ Balanced use of radar and visual input
- \_\_\_ Use of radar (recognition if type and mode, tuning and filters, use of VRMs, EBLs, range rings and other features)
- \_\_\_ VHF radio communications (suitable location broadcasts, meeting arrangements, length and precision of transmissions, courtesy to other traffic, etc.)
- \_\_\_ Kept vessel on appropriate trackline (if you expect centerline, best water, or other specific placement; inform the Trainee what you are expecting)
- \_\_\_ Awareness of and reaction to traffic (small boats, tugs, cruise vessels, etc.)
- \_\_\_ Awareness of probable meeting/overtaking locations.  
Circle One: (With TV32) (Without TV32)
- \_\_\_ Awareness and reaction to danger to people and vessels/objects along the shore
- \_\_\_ Knowledge of the effects of squat, shoaling, humps, bank affects, tides, cross currents, weather, etc. on the transit.
- \_\_\_ Correct application of federal, state and local rules and regulations
- \_\_\_ Timely notification to Bridge Team of speed changes, switching to/from light oil ETAs to dock, anchorage and tugs
- \_\_\_ Knowledge of current status of aids to navigation and relevant Notice to Mariners

Comments:

#### **4. GENERAL SHIPHANDLING: 1-10 or N/A**

- \_\_\_ Use of vessel's power and rudder (understanding characteristics and limitations of propulsion and rudder configurations)
- \_\_\_ Speed management (main channel, harbor, populated/restricted areas, dock approaches)
- \_\_\_ Headings and turns in main channel (rudder control, rate of turn, awareness of set a drift, advance and transfer, meeting and overtaking, arid maneuvering)
- \_\_\_ Use of transverse thrusters (knowledge of power restrictions, speed inefficiencies, lines and debris concerns, etc.)
  
- \_\_\_ Knowledge and use of special rudder systems. Describe system: \_\_\_\_\_
- \_\_\_ Use and knowledge of specific tug (care for crew and tug safety, number and placement, performance limitations, proper commands)
  
- \_\_\_ Heading control in narrow channels, bridges, approaches to berth
- \_\_\_ Quality of approach (speed, angle, management of current, tide and wind)
- \_\_\_ Berthing/unberthing maneuver (care for dock structure, fenders, safe use of lines, etc.)

Comments:

#### **5. ANCHORING: 1-10 or N/A**

- \_\_\_ Communication with Bridge Team (preparation, location, use of brake/windlass)
- \_\_\_ Approach heading and speed
- \_\_\_ Compensation for wind and current
- \_\_\_ Letting go, laying out and setting of anchor

Comments:

#### **6. SPECIAL CIRCUMSTANCE: 1-10 or N/A**

- \_\_\_ Appropriate close quarters and collision avoidance assessments
- \_\_\_ Whistle usage (danger, fog signals, emergency tug contact, etc.)
- \_\_\_ Actions in Restricted Visibility (proper speed, proper lookout, start fog whistle, make VHF announcements, etc.)
- \_\_\_ Contingency plans (extra portable radio, emergency anchor plans, plan "B" ?)

Comments:

**7. TRAINING TRIP SUMMARY: 1-10 or N/A**

- Timing - anticipation of and response to predictable events
- Situational awareness
- Appropriate response to unusual, unexpected circumstances
- Level of coaching needed (1 = continuous / 10 = none)

Comments:

How would you characterize the degree of difficulty of this training trip relative to the trainee's experience level/current license?

EASY       MODERATE       DIFFICULT       VERY DIFFICULT

Is Trainee ready to advance?

Yes       No

Comments:

**SUPERVISORY PILOT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_