

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 must 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.

Scoring Key:

- 4 -- Superior Performance* -- Better than par for current level of Training
- 3 -- Satisfactory Performance -- On par with current level of Training
- 2 -- Unsatisfactory Performance* -- Subpar; corrected errors slowly or not at all
- 1 -- Failure* -- Intervention required by supervising pilot

*Indicates that comment must be made for this score

1. PREPARATION: 1-4 or N/A

- ___ Made suitable arrangements with Senior Pilot
- ___ Timely arrival and professional 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: 1-4 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: 1-4 or N/A

- ___ Balanced use of radar and visual input

- ___ Use of radar (recognition of 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(s) to Mariners

Comments:

4. GENERAL SHIPHANDLING: 1-4 or N/A

- ___ Use of vessel's power and rudder (knowledge of 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 and drift, advance and transfer, meeting and overtaking, etc)
- ___ 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: 1-4 or N/A

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

Comments:

6. SPECIAL CIRCUMSTANCE: 1-4 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. SUMMARY: 1-4 or N/A

- Timing - anticipation of and response to predictable events
- Situational awareness
- Appropriate response to unusual, unexpected circumstances

Comments:

8. CONCLUDING REMARKS:

Characterize the degree of difficulty of this trip relative to the trainee's current license:

EASY MODERATE DIFFICULT VERY DIFFICULT

Based on this trip, is the Trainee ready to advance?

Yes No

Comments:

SUPERVISORY PILOT'S SIGNATURE: _____ **DATE:** _____