

Assessment Checklist for Offshore Sailing



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Introduction

This is an assessment checklist to use in assessing an Applicant to gain a permit to lead Offshore Sailing. More details on the permit scheme, assessing, technical skills and Offshore Sailing can be found in resources listed in [FS120084 Scout Led Activities Index](#).

Using This Checklist

This checklist is the syllabus that an Applicant should be assessed against for the Technical section of gaining a permit. All skills must be assessed for the highest class of water a permit is recommended for.

Once an assessment is complete the Approved Assessor should fill in the back page and give it to the Applicant to take to their responsible Commissioner.

Equivalent Qualifications

If an Applicant has gained the:

- Coastal Skipper (Sail) for up to B3 waters
- Yachtmaster (Offshore) for A waters

of the RYA, or equivalent or higher within the last five years, or if any of these awards were gained more than five years ago but logged experience shows them to have been active within the last five years, then no practical assessment is required.

Technical Publication

If you require any more technical information on any of the elements in the checklist, these can be found in the official technical manuals, which are:

Day Skipper Practical Course Notes by Andy Thompson, Penny Haire & Simon Jinks ISBN 1-905104-13-8

The Complete Yachtmaster by Tom Cunliffe ISBN 0713664150

Offshore Sailing

Core Skill	Done / Comments
<p>Responsibilities</p> <ul style="list-style-type: none"> ▪ Choose objectives appropriate to the group. ▪ Plan effectively in advance. ▪ Knowledge of rules / regulations which govern the use of water. ▪ Aware of the Small Commercial Vessel and Pilot Boat Code of Practice. ▪ Be familiar with the International Rules for Preventing Collisions at Sea (IRPCS). 	
<p>Group Management</p> <ul style="list-style-type: none"> ▪ Manage and communicate with a group effectively including safety briefings. ▪ Ensure the group is adequately briefed before the activity. 	
<p>Risk Assessment</p> <ul style="list-style-type: none"> ▪ Know how to complete a Risk Assessment. ▪ Able to effectively identify the hazards and risks and know how to reduce or remove them, during Offshore Sailing. ▪ Able to prepare 'safe haven' information should the initial plan need to be changed. 	
<p>Weather</p> <ul style="list-style-type: none"> ▪ Knowledge of where to gain weather information. ▪ Knowledge of how weather conditions can affect Offshore Sailing. ▪ Ability to interpret weather forecasts. ▪ Knowledge of the Beaufort Wind Scale. 	
<p>Technical</p> <ul style="list-style-type: none"> ▪ Ability to handle craft in confined and open water. ▪ Ability to navigate to the standards required for the RYA: Coastal Skipper (Sail) – up to B3 water, Yachtmaster (Offshore) – A water. ▪ Know how to maintain accurate logs. ▪ Ability to prepare suitable passage plans. ▪ Ability to control the craft's speed and direction using both sail and engine. ▪ Demonstrate the use of suitable knots. ▪ Ability to come alongside, berth and moor. ▪ Ability to effectively use the anchor. ▪ Ability to run residential experiences afloat. 	
<p>Emergency Procedures</p> <ul style="list-style-type: none"> ▪ Knowledge of relevant procedures in the event of an accident. ▪ Correct use of distress signals. ▪ Knowledge of the lifesaving equipment carried and how to use it. ▪ Ability to re-float after grounding. ▪ Ability to demonstrate man overboard recovery. 	
<p>Equipment</p> <ul style="list-style-type: none"> ▪ Knowledge of personal and group equipment required and how it is used. ▪ Understanding of additional equipment required by the leader. ▪ Knowledge of how to care for, operate and maintain engines. 	

Offshore Sailing Permit Assessment

The Applicant should keep this form once it has been completed by the Approved Assessor and take it to their responsible Commissioner.

Applicant's Name				Permit Applied For			
1. TECHNICAL COMPETENCE						Done	<input type="checkbox"/>
Description: Technical assessment based on the holding of an appropriate NGB award, renewal of an existing permit with up to date experience, or a practical assessment of the Assessment Checklist.							
To Be Completed By: Either an appointed County Assessor or an External Assessor with the appropriate NGB award.							
Restrictions based on Technical Assessment:							
						Date	
Assessor:	Signature			Name			
	County (if SA Assessor)			Phone			
2. SCOUT ASSOCIATION RULES						Done	<input type="checkbox"/>
Description: Check of the Applicant's knowledge of the appropriate Scout Association rules for running the activity. Appropriate Rules can be found in FS120084 Scout Led Activities Index .							
To Be Completed By: Either an appointed County Assessor, responsible Commissioner or appropriate nominee of the responsible Commissioner.							
Restrictions based on knowledge of The Scout Association Rules:							
						Date	
Signature			Name			Role	
3. CHILD PROTECTION						Done	<input type="checkbox"/>
Description: Check Applicant has undertaken the necessary Personal Enquiry checks and received the appropriate child protection training.							
To Be Completed By: Responsible Commissioner or appropriate nominee of the Commissioner.							
Restrictions based on Child Protection:							
						Date	
Signature			Name			Role	
4. PERSONAL SUITABILITY						Done	<input type="checkbox"/>
Description: Check the Applicant is suitable (attitude etc) based on the demands of the activity.							
To Be Completed By: Responsible Commissioner or appropriate nominee of the Commissioner.							
Restrictions based on Personal Suitability:							
						Date	
Signature			Name			Role	
5. PERMIT GRANTED						Done	<input type="checkbox"/>
Restrictions:							
						Expiry Date	
Commissioner Signature						Date	