

# Onboard Assessor - Exercises & Checklist

## Procedure for completion of the Onboard Assessor course

### The Objective

This training course is designed to provide necessary knowledge for the completion of an in-service Onboard Assessment in accordance with the requirements of the IMO onboard assessment model course 1.30, 2017 and STCW Regulations I/4 and I/6.

Upon successful completion Documentary Evidence for Onboard Assessor training will be issued.

### Activities

1. Complete the e-learning module Onboard Assessor with a test score of at least 70%.
2. Complete all parts of the Onboard Assessor - Exercise and Checklist.
  - The Onboard Assessor candidate completes a competence assessment of a seafarer in accordance with STCW Regulations I/4 and I/6
  - The Onboard Assessor candidate will assess this seafarer, using appropriate assessment methods for the competencies required.
3. The Onboard Assessor candidate will be supervised by an Evaluator which may be a qualified Assessor, the Master / Chief Engineer, or Rig Manager. The Evaluator must verify and evaluate the performance of the Onboard Assessor candidate's Exercise and Checklist and supervise the Onboard Assessor candidate's assessment process. The evaluator will consider such things as preparation, communication skills, questioning techniques and feedback techniques.
4. The Onboard Assessor – Exercise Checklist has been completed and an Assessor, the Master /Chief Engineer, or Training Manager has verified the results of Onboard Assessor – Exercise Checklist and its activities and signed all required documents further endorsed with the ship's stamp where required.

### All completed documentation must be sent to:

Please send via email all the documentation as one PDF attachment to [stcw@mintra.com](mailto:stcw@mintra.com). The subject line of the email must include "Onboard Assessor training" and the "*Candidate's name*".

Upon receipt of training documentation, a Document of evidence validating the completion of the Onboard Assessor training" will be sent to the company.

**Candidate Information – Onboard Assessor**

**Please enter (print clearly) all Candidate information:**

**Company:**

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**Candidate Name:**

*First – Middle – Last*

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**Position:**

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**Date of birth:**

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**Nationality:**

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**Note: Please provide the following for Norwegian seafarers and any seafarers working on Norwegian flagged vessels:**

Norwegian D-  
number / Norwegian  
Social  
Security Number

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**The candidate must complete all items on this Exercise and Checklist list and be reviewed by the Evaluator to complete this Onboard Assessor course.**

| <b>Description</b>   |  | <b>Completed Satisfactory (Yes / No)</b> | <b>Evaluator (initials)</b> |
|--|--|--|-----------------------------|
| <b>Onboard Assessment</b>  |  |  |                             |
| Candidate shall prepare a complete trainee (seafarer) competence assessment in accordance with company competence standards and in accordance with STCW Regulations, |  |  |                             |
| <b>Completed assessment includes the following (as a minimum):</b>   |  |  |                             |
|  | <ul style="list-style-type: none"> <li>- conducted a pre-assessment briefing with the trainee; explain the purpose of the assessment, define the criteria and time limits</li> </ul>                           |  |                             |
|  | <ul style="list-style-type: none"> <li>- evaluated the process and determine the assessment outcome</li> </ul>   |  |                             |
|  | <ul style="list-style-type: none"> <li>- conducted an assessment debrief</li> </ul>  |  |                             |
|  | <ul style="list-style-type: none"> <li>- observe the trainee's performance and record the results during the assessment</li> </ul>   |  |                             |
| Gathering of materials   | <ul style="list-style-type: none"> <li>- identify appropriate materials for items to be assessed</li> <li>- procured the necessary materials</li> </ul>  |  |                             |
| Prepare the staging area for the assessment  | <ul style="list-style-type: none"> <li>- ensured a safe working environment</li> <li>- ensured availability of appropriate safety appliances</li> <li>- ascertained the need for appropriate attire</li> </ul> |  |                             |

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| Preparing and arranging equipment   | <ul style="list-style-type: none"> <li>– identified equipment to be used</li> <li>– ensured equipment is in good working condition</li> <li>– ascertained that assessment can be conducted without disrupting normal function of ship</li> </ul>  |  |  |
| Conducting any necessary safety checks  | <ul style="list-style-type: none"> <li>– ensured that there are adequate safety measures in place and that positive control of the operation is possible at all times</li> <li>– determined the standard safety checklist for items to be assessed</li> <li>– involved the person(s) to be assessed in the preparation of safety checks concerning the assessment on board</li> <li>– took into account of the weather condition during period of assessment</li> <li>– obtained permit to carry out assessment from master or responsible officer</li> </ul> |  |  |
| Informing relevant personnel  | <ul style="list-style-type: none"> <li>– informed trainee and other affected personnel in advance</li> <li>– determined that assessment will not interfere with shipboard routine operations</li> <li>– notified relevant watchkeeper(s)</li> <li>– confirmed that the trainee was ready for the assessment</li> </ul>  |  |  |
|   | Can explain the preparation process for an assessment   |  |  |
| <b>Conduct pre-assessment briefing</b>  |   |  |  |
| Conducted a pre-assessment briefing with the trainee which addressed the following: |   |  |  |
| Scope (what and how much)   | <ul style="list-style-type: none"> <li>– competencies to be assessed</li> <li>– method of assessment</li> <li>– purpose of the assessment</li> </ul>  |  |  |

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| Procedures (rules)   | <ul style="list-style-type: none"> <li>– circumstances that may require the assessment to be postponed</li> <li>– the time-frame of the assessment</li> <li>– permissible and non-permissible activities during the assessment</li> <li>– Guidelines for appeals and a request for a reassessment</li> </ul>  |  |  |
| Standards and criteria (goal to be met)                      | <ul style="list-style-type: none"> <li>– Has acceptable level of knowledge and understanding and proficiency, as per the STCW competence tables</li> </ul>  |  |  |
| Outcome and consequences of the assessment                   | <ul style="list-style-type: none"> <li>– Understands the best manner by which the outcome will be made known to trainee</li> <li>– Understands the need to agree on the trainee’s strengths and weaknesses</li> <li>– Determine the consequences of the outcome (for example, the need for the trainee to be re-assessed or sent for further training)</li> <li>– Has an understanding of the documents involved in recording the outcome (for example, the Training and Assessment Record Book)</li> </ul> |  |  |
|  | Knows how to conduct a pre-assessment briefing and what is involved.  |  |  |
| <b>Observe trainee’s performance and record the results</b>  |   |  |  |
| Throughout the assessment, the following should be followed: | <ul style="list-style-type: none"> <li>– knows to avoiding coaching</li> <li>– refrains from giving guidance/hints/tips to trainee</li> <li>– ensures that performance is trainee’s own effort</li> </ul>   |  |  |
| Remaining objective  | <ul style="list-style-type: none"> <li>– kept within the scope and guidelines of assessment</li> <li>– avoided personal opinions that are subjective</li> </ul>   |  |  |

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|   | <ul style="list-style-type: none"> <li>– took account of conditions beyond the control of the trainee which may affect his/her performance</li> <li>– exercised impartiality</li> <li>– is specific and clear in instructions</li> <li>– maintained direct observation of trainee’s performances rather than on trainee himself/herself</li> <li>– avoids being influenced by trainee’s behavior such as arguing and pleading</li> </ul> |  |  |
| Maintaining positive control of the situation during assessment             | <ul style="list-style-type: none"> <li>– keeps out unwarranted interference</li> <li>– maintain a conducive environment for assessment</li> <li>– ensure timely intervention when potentially hazardous situations arise</li> <li>– stick to allocated time-frame</li> </ul>   |  |  |
| Ensures realistic assessment conditions and provide appropriate information | <ul style="list-style-type: none"> <li>– create scenarios that are as realistic as possible when actual conditions are not present, e.g. responding to emergencies etc.</li> <li>– disseminates relevant information to ensure that trainee is not put at a disadvantage</li> </ul>  |  |  |
| Avoiding unnecessary interference   | <ul style="list-style-type: none"> <li>– allowed trainee to complete the task uninterrupted</li> <li>– abided by the time-frame for each task to prevent disruption on subsequent tasks</li> </ul>   |  |  |
| Maintain records in accordance with the assessment guidelines               | <ul style="list-style-type: none"> <li>– recorded the assessment in the approved Training and Assessment Record Book</li> <li>– recorded the assessment in the trainee’s training record book where appropriate</li> </ul>   |  |  |
|   | Observed and assessed a trainee’s performance taking the behavioral competencies also into consideration   |  |  |

| <b>Evaluate the process and determined the assessment outcome</b>  |   |  |  |
|--|---|--|--|
| During observation of the trainee, the performance was evaluated, and the assessment outcome was determined, covering the following steps: |   |  |  |
|  | <ul style="list-style-type: none"> <li>– recorded the performance for each individual performance step, including taking note of areas to be improved</li> </ul>  |  |  |
|  | <ul style="list-style-type: none"> <li>– applied the evaluation instructions as stipulated in the competence tables of the STCW Code, paying attention to the required criteria for evaluating competence</li> </ul>  |  |  |
|  | <ul style="list-style-type: none"> <li>– determined the outcomes and immediately documenting the results</li> </ul>   |  |  |
|  | Understands the factors that contribute to a successful assessment.   |  |  |
| <b>Assessment debrief</b>  |   |  |  |
| The assessment debrief should be conducted with the trainee as soon as possible, taking into account the following guidelines:             |   |  |  |
| focus on positive outcome first  | <ul style="list-style-type: none"> <li>– outlined trainee’s satisfactory performances</li> <li>– avoided making statements/comments that could demoralize the trainee</li> </ul>  |  |  |
| identify areas needing improvement   | <ul style="list-style-type: none"> <li>– makes references to areas where performances were not up to required criteria, based on factual observation</li> <li>– discuss ways in which trainee can improve on the performances in order to satisfy the competence requirement</li> </ul> |  |  |

|   |   |  |  |
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| specify the assessment results                                      | <ul style="list-style-type: none"> <li>– informed trainee of the assessment result (i.e. whether he/ she has been assessed as PASS or FAIL)</li> </ul>  |  |  |
|   | <ul style="list-style-type: none"> <li>– closed assessment with a recommendation</li> </ul>   |  |  |
| recommended necessary action for the trainee to improve, including: | <ul style="list-style-type: none"> <li>– more exposure to a particular task</li> <li>– further or refresher training</li> <li>– reference to material to gain knowledge</li> <li>– need for closer supervision or coaching</li> <li>– if appropriate, specify minimum period before the next assessment of the failed task</li> </ul> |  |  |
|   | <ul style="list-style-type: none"> <li>– Understands the process of handling unsuccessful or unacceptable performance</li> </ul>  |  |  |
|   | <ul style="list-style-type: none"> <li>– Can explain how cultural differences can affect trainee's views on assessment and perception of feedback</li> </ul>  |  |  |
|   | <ul style="list-style-type: none"> <li>– Can explain the methods of giving positive and negative criticism in a constructive way</li> </ul>   |  |  |
|   | <ul style="list-style-type: none"> <li>– Can explain the purpose of developing performance improvement plan</li> </ul>  |  |  |
|   | <ul style="list-style-type: none"> <li>– Can conduct a post-assessment debriefing</li> </ul>  |  |  |
|   | <ul style="list-style-type: none"> <li>– Conducted a post-assessment debriefing</li> </ul>  |  |  |
|   | <ul style="list-style-type: none"> <li>– Assessment of trainees' competence to meet training requirements</li> </ul>  |  |  |

## Onboard Assessor – Certification

***We request that the documentation for completed training is issued to:***

By signing this document, I can confirm that the following items have been done and verified:

- That the participant's ID and personal details are correct.
- That the e-learning Onboard Assessor course is completed and achieved an assessment score of at least 70%.
- The Onboard Assessor training is individual and unaided work.

***Position: Master / Chief Engineer / Offshore Installation Manager / Assessor / Training Manager***

*Signature*

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*Name*

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*Position*

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*Insert Ship or Installation  
Stamp here*

### **IMPORTANT:**

- 1) Send an electronic photo (passport style for placement on the certificate) and include a scanned copy of the candidate's signature.
- 2) Send a scanned copy of this completed and signed "Onboard Exercise and Checklist to **stcw@mintra.com**
- 3) Copy of these documents to be retained by the candidate.