

Appendix 1 : Annual Review & Pre- Exam Assessment

Vessel Name:	Reviewed Master:		Arr / Dep	Date:
Weather Conditions:	Reviewer:		Wind:	Berth:
Tide -	Time	Ht	Night/Day	Drafts
Discussion of passage plan with reviewer				Comments
Explain intended track – is the plan workable?			yes/no	
Explain berthing/unberthing manoeuvre – is the manoeuvre workable?			yes/no	
During master/reviewer exchange did the master				Comments
Brief the bridge team on current local conditions e.g. traffic, weather, visibility, currents, ETA of tugs and tug movements, etc?			yes/no	
Establish an environment inviting questions/challenges?			yes/no	
Present a passage plan?			yes/no	
Explain navigational intentions, i.e. courses, speeds, wheel over positions, UKC, squat, maximum draft, depth in channel and alongside berth?			yes/no	
Discuss emergency/contingency plans/limits?			yes/no	
Advise vessel mooring/unmooring arrangements, including first/last lines?			yes/no	
During the transit did the master				Comments
Follow the passage plan?			yes/no	
If not, were deviations communicated satisfactorily to the bridge team?				
Respond satisfactorily when challenged or questioned?			yes/no	
Use "closed loop" orders & appropriate communications?			yes/no	
Communicate with other vessels in the harbour clearly and concisely?			yes/no	
Watch the indicators closely?			yes/no	
Use appropriate speed in the channel?			yes/no	
Maintain a satisfactory positioning through the channel?			yes/no	
During berthing or unberthing did the master				Comments
Ensure the berth was clear?			yes/no	
Frequently monitor the helm and engine indicators?			yes/no	
Display full situational awareness?			yes/no	
Respond satisfactorily when challenged or questioned?			yes/no	
Display a calm and confident manner?			yes/no	
During the overall operation did the master				Comments
Display a good sense of positioning throughout the manoeuvre?			yes/no	
Conduct a satisfactory and successful manoeuvre?			yes/no	
Feedback from Master		Feedback from Peer Reviewer / Snr Pilot		
Document Title: HM-029 Exempt Masters Peer Review			Authorised by: DHM	
Revision No.: 008	Revision Date: 25-02-2020		Issue date: 31-01-2014	