



# International Sail Endorsement Scheme

Certification Scheme

[www.nautinst.org/ISES](http://www.nautinst.org/ISES)

# International Sail Endorsement Scheme

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Feedback from students and instructors is encouraged and will be used towards improvements in the course.





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## Introduction

The International Sail Endorsement Scheme is an industry initiative established to promote high standards of knowledge, qualification and proficiency amongst those who sail in tall ships. It is a scheme established for the tall ship community and overseen by two international not-for-profit maritime organisations detailed below.

The Nautical Institute is a non-governmental organisation (NGO) with consultative status at the International Maritime Organization (IMO). Our aim is to promote professionalism, best practice and safety throughout the maritime industry and to represent the interests of our members. Our mission is to inspire maritime professionals, to work together and share ideas and best practices; thereby enabling better decision-making through the process of professional development and contributing to a safer, environmentally sound, and sustainable maritime industry.

Explore some of the areas which The Nautical Institute work in by visiting [www.nautinst.org](http://www.nautinst.org)

Sail Training International is a not-for-profit organisation that works closely with the world's sail training Tall Ships, national sail training organisations and host ports, to help young people benefit from the sail training experience. It is the world's leading provider of races & events, conferences & seminars, publications, research and other services for the international sail training community.

Visit <http://www.sailtraininginternational.org>

## How to use this handbook

This handbook provides you with:

- An overview of your programme.
- Contact information for key staff in your programme, subject, and academic School.
- Details of support and resources available to you.

Take time to look through the information provided, but also use it for reference if you are unsure of anything, want to contact someone, or want to find out more about any aspect of your studies.

This Handbook is not just for your first week, or to be read once and discarded, you will find it useful to refer to its contents in the coming weeks and months. If you can't find the information you are looking for, please contact us at [courses@nautinst.org](mailto:courses@nautinst.org).

All information is correct at the time the Handbook was produced.

## Key contact information

To get in touch with us at The Nautical Institute Academy please use one of the below options:

- Email us on [ISES@nautinst.org](mailto:ISES@nautinst.org)
- Visit us at [www.nautinst.org](http://www.nautinst.org) and use the 'get in touch' form.
- Call us on 0207 9281351.

## **Academic conduct**

Candidates are required to undertake the course fairly and honestly. They must not seek to gain unfair advantage for themselves, or other candidates, by collusion, deceit, plagiarism or cheating in assignments, essay, or on-line interview. See also the Terms of Use.

### **Collusion**

Candidates are not permitted to collaborate in assignments and final project without the prior approval of assessors or an authorised member of NIHQ staff. If one candidate is found to have copied another candidate's work, both may be deemed not to have demonstrated they have met the required learning outcomes due to collusion.

### **Plagiarism**

A candidate must not use other people's material, whether words or images, as if it were their own – i.e., without attributing it (see section 13).

### **Cheating**

Candidates must not try to gain unfair advantage in assignments, final project, or the oral interview, nor must they help other candidates to do so. No unauthorised copying or collusion is permitted. Candidates must not impersonate other candidates or try to gain unauthorised access to the assessor's papers.

## **Scheme description**

The Nautical Institute and Sail Training International recognise that tall ship sailors require specialist skills and knowledge to operate their vessels safely and efficiently. The scheme ensures tall ship sailors are able meet a professional standard of proficiency and is designed to be a self-driven professional development programme. Completed by candidates engaged in tall ship sailing in any capacity in the deck department and involves both practical tasks and the acquiring of the underpinning theory and knowledge.

The International Sail Endorsement is to be used in conjunction with an appropriate and valid deck certificate of competency (CoC). Normally, a CoC shows the capacity or limit to which the holder is entitled to operate. The International Sail Endorsement does not alter this privilege, rather it recognises the subject specialism and proficiency that the CoC holder has gained in tall ships.

The content of our programmes and courses is reviewed annually to make sure it is up-to-date and relevant. Individual courses are occasionally updated or withdrawn. This is in response to discoveries through our world-leading research; funding changes; professional accreditation requirements; student or employer feedback; outcomes of reviews; and staff or student numbers of variations. In the event of changes, the Academy will consult and inform students promptly and will take reasonable steps to minimise disruption.

The ISES has two routes to certification, a new candidate route and an experienced candidate route.

## **New candidates**

New candidates are required to complete a programme of self-study and practical tasks at sea under the supervision of a competent person<sup>1</sup>. With accumulated sea service and completion of the outlined tasks, new candidates will be eligible to take the two-tier examination in which their knowledge and proficiency to safely operate tall ships, from the perspective of a deck officer, will be tested. Any sea-time accrued must have been recorded/signed off not more than five years prior to sitting their ISES part one examination.

New candidates wishing to be endorsed for 'square rig' operations will be required to complete the additional square rig module of the syllabus, complete all parts of the task book and have their ability to safely operate a multi masted square rig vessel tested through an oral examination. Questions related to fore-and-aft rig vessels will be asked of all candidates during the oral examination.

New Candidates will automatically qualify for free Nautical Institute Student Membership which allows a discount on Scheme fees and, also, access to The Nautical Institute Academy. A provisional endorsement can be issued to a New Candidate who has passed the appropriate written ISES examination before completing the sea time requirement.

A full Sail Endorsement will be issued on successful completion of sea time and the oral test.

## **Experience candidates**

ISES also enables existing tall ship sailors, with extensive prior knowledge and experience of tall ship sailing, to attend a verification interview, which may lead directly to the award of an International Sail Endorsement. Experienced candidates, meeting the ISES requirements detailed in the 'Experienced Candidate Pathway Diagram', will not be required to complete the practical tasks or undertake the two-tier examination.

## **Revalidation**

The ISES also provides a revalidation procedure for all its certified sea personnel. Candidates should follow the revalidation pathway detailed in "Revalidation Pathway" diagram. When submitting an application for revalidation, you will need to submit evidence of at least 60 days sea service on a sail vessel >24m length overall and/or 80gt, accrued in the last three years.

## **Vessels**

The sail endorsement issued by The Nautical Institute and Sail Training International will be marked according to the rig type a candidate has experience in, namely 'Fore-and-Aft only' or 'Fore-and-Aft and Square Rig'.

## **Validity**

The International Sail Endorsement certificate is valid for a period of 5 years.

The endorsement is intended to be used in conjunction with an appropriate and valid deck certificate of competency (CoC), and such remains valid for only so long as the holder's deck certificate of competency is valid. The endorsement is not in itself a substitute for such a certificate.

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<sup>1</sup> A competent person is a person who holds a certificate of competency and possesses the knowledge or experience necessary to supervise the safe and efficient execution of tasks in accordance with standards expected in the workplace.

Subject to continuing service on tall ships, this may be revalidated by following the revalidation process.

## Qualifying requirements

Candidates wanting to gain the International Sail Endorsement must:

- hold an appropriate and valid deck certificate of competency, issued by a recognised authority and be at least 18 years old,
- have accrued a minimum period of sea service on tall ships satisfying the conditions noted in this section,
- have accrued sea service on vessels not less than 24 metres length overall or 80 gross tons and whose primary source of motive power is derived from sail.
  - Service accrued prior to ISES enrolment may be counted, subject to the conditions in this section being met. Sea service acquired prior to ISES enrolment must be recorded in an appropriate logbook where entries are signed and stamped by the Master of the vessel. New candidates acquiring sea service after ISES enrolment will log such service in the Task Record Book provided to candidates (See Annex III) or other approved logbook. Self-declared sea service will not be accepted, and sea service accrued under the age of 16 will not be counted.

## Examination

The ISES examination is divided into two parts, new candidates will need to complete both parts to gain the Sail Endorsement Certificate.

‘Part one’ - A written examination administered by The Nautical Institute or approved examination centre, which covers the subjects noted in the ISES syllabus and suggested reading list.

‘Part two’ - An oral examination conducted by an approved ISES examiner who will judge the ability of the candidate to safely handle and operate a sailing vessel from the perspective of a deck officer

New candidates must achieve a pass in the written examination in order to proceed to complete the oral examination. Oral exams must be applied for within 12 months of successfully completing the written examination.

The content, conduct and outcome of written and oral examinations is overseen by the Sail Endorsement Training Executive Group (SETEG). This group comprises representatives of The Nautical Institute, Sail Training International, the ISES Chief Examiner, and other approved representatives.

## Outcome

Upon completion of ‘part two’ (the oral examination), candidates will be informed of the outcome at the conclusion of the interview. Candidates can receive one of three outcomes – detailed below.

**Pass** – The candidate’s knowledge and proficiency are in the opinion of the examiner, consistent with that of a tall ship deck officer required by the sail endorsement scheme and reflects good seamanship practice.



**Conditional Pass** – The candidate’s knowledge and proficiency are in the opinion of the examiner, *mostly* consistent with that of a tall ship deck officer required by the sail endorsement scheme and *mostly* reflects good seamanship practice. However, to be awarded an endorsement, the candidate must first address the weaknesses/knowledge gaps identified to the satisfaction of the examiner. A re-sit date should be agreed for which no additional fee will be payable by the candidate.

**Deferred** – The candidate’s knowledge and proficiency are, in the opinion of the examiner, not yet to the standard required of a tall ship deck officer recognised in the sail endorsement scheme. The candidate is recommended to address the knowledge/proficiency gaps identified and is required to re-sit the oral exam before a different examiner for which a re-sit fee will be payable.

## Fees

First Time Applicant		
Pathway	Fees:	What's included/specific requirements:
New Candidates	Non-member – £250.00	Enrolment, written examination (3 attempts), oral examination (1 attempt), verification of sea service, certification, and administrative support.
	Nautical Institute Member - £200.00	
Experienced Candidates	Non-member - £175.00	Enrolment, formal Interview (1 attempt), verification of sea service, certification, and administrative support.
	Nautical Institute Member - £140.00	
Revalidation		
Existing Candidates	Non-member – £150.00	Enrolment, verification of sea service, certification, and administrative support.
	Nautical Institute Member - £120.00	
Re-sit		
Oral Examination	Non-member/member rate - £125.00 per exam	If a candidate was to defer on their first attempt at the oral examination, a fee applies.
Written Examination		If a candidate was to defer on their first attempt at the written examination, a fee applies

## Application and certification

To apply for your endorsement using one of the pathways detailed above please click on the relevant link.

New candidate pathway application: [New candidate application form](#)

Experienced candidate pathway application: [Experience candidate application form](#)

Revalidation application: [Revalidation application form](#)

## Syllabus

All candidates for the issue of an International Sail Endorsement, will have a knowledge and understanding of the subjects detailed in this syllabus. Items marked with asterisks denote essential knowledge and understanding.

A suggested reading list is provided to candidates at the end of this syllabus which provides useful study material for candidates preparing for ISES examinations or interview.

## Section A

Module	Unit	Outcome
Module 01 – Vessel design and construction	Unit 001 Sailing vessels and rig types	Recognise different types of tall ship.  Discuss the advantages and disadvantages of different types of rig and their handling characteristics
	Unit 002 Construction	Compare and contrast steel and wooden hull construction and discuss the advantages and disadvantages of each.  Describe hull fastenings – types, use and determining the condition of  Identify and name parts of the hull.  Describe the purpose and function of deck fittings, securing and lifting points.  Identify and summarise applicable Rules and Recommendations governing the construction, subdivision, operation and watertight integrity of tall ships.  Identify typical deck equipment and fittings.  Explain the function, operation, care and maintenance of: <ul style="list-style-type: none"> <li>• watertight and weathertight doors</li> <li>• hatches</li> <li>• deck openings</li> <li>• freeing/wash ports</li> <li>• side scuttles and other down flooding locations</li> <li>• rig related machinery and equipment on deck.</li> <li>• capstans, deck and brace winches</li> </ul>
	Unit 003 Hull Maintenance	Describe and contrast galvanic and electrolytic action.  Describe and explain methods of dealing with corrosion.  Discuss the causes and symptoms of dry and wet rot and protective measures to avoid their onset.
Module 02 – Care and Maintenance of the Rig	Unit 001 Standing and running rigging	Identify parts terminology.  Describe spar construction and their various material properties.  Identify the uses of steel wire, rigging screws and shackles.  Explain the purpose and function of deadeyes and lanyards.

		<p>Identify and explain the purpose and differences of wire terminals, splices, seizing's and swaged sleeves.</p> <p>Explain the importance of planned maintenance, inspections, schedules and record keeping.</p> <p>Explain the function, purpose and maintenance of footropes and ratlines.</p> <p>Describe the process of conducting emergency repairs to the rig including jury rigs and selecting securing points for jury rig loads.</p> <p>Explain the purpose and function of chain, rope, blocks and tackle.</p> <p>Interpret pin rail diagrams, deck plans and layout plans.</p> <p>Discuss the maintenance of wire, chain and fibre rope (synthetic and natural) standing and running rigging.</p> <p>Identify Chafe precautions.</p> <p>Outline Corrosion protection</p> <p>Explain the care of ropes</p>
	<p>Unit 002</p> <p>Setting up standard and running rigging</p>	<p>Describe the process of setting up the rig sympathetically to the age and usage of the vessel.</p> <p>Distinguish between synthetic versus natural fibre ropes and their uses.</p> <p>Explain the dangers of overloading the rig with synthetic fibres.</p> <p>Describe the proper dimensioning of all parts fixed or moving.</p> <p>Identify mast partners and describe how the loads are transferred to avoid distortion of the hull. (Basic sketching required)</p> <p>Identify and explain the purpose of timber and steel tops and crosstrees, bowsprit bed and knightheads. Yards, booms, gaffs and their mast fittings. (Basic sketching required)</p> <p>Describe the process for:</p> <ul style="list-style-type: none"> <li>• Reeving of running rigging - leads of braces, clew garnets, downhauls, clew lines, buntlines, brails, halyards, reefing gear, sheets.</li> <li>• Rigging square sails, yards and their gear (basic understanding only)</li> <li>• Stepping and un-stepping a mast.</li> <li>• Setting up &amp; tensioning standing rigging with deadeyes or screws</li> </ul>

	Unit 003 Sails	<p>Identify parts terminology.</p> <p>Discuss different sail cloth types.</p> <p>Describe the process of sail making – seams, roping, cringles, clews, eyelets and protecting sails from wear.</p> <p>Compare and contrast sewn vs. glued repairs to natural and synthetic fibre sails.</p> <p>Describe the process for effecting running repairs following material failure.</p> <p>Summarise day to day care and maintenance of sails.</p> <p>Relate day to day maintenance to planned maintenance of sails.</p> <p>Identify the factors affecting the design and construction of sails including size, shape, purpose, position and material</p>
	Unit 004 Sail handling	<p>Describe, with appropriate examples, the process of bending and unbending, setting, striking and stowing:</p> <ul style="list-style-type: none"> <li>jibs and stay sails, gaff sails, loose footed gaff sails, brailing gaff sails, Bermudan sails, gaff topsails.</li> </ul> <p>Explain the purpose, operation and function of roller furling gear.</p> <p>Describe the process for reefing gaff sails</p>
Module 03 Tall Ship Stability	Unit 001 Intact and Damage stability	<p>Identify stability terminology.</p> <p>Explain the principles of tall ship stability and use of cross-curves for safe conduct of sailing vessels.</p> <p>Interpret curves of heeling and righting arms (GZ),</p> <p>Distinguish between statical and dynamic stability.</p> <p>Explain the effects of sea state, wind direction and internal loading on tall ship stability giving examples as appropriate.</p> <p>Describe inclining experiments for tall ships and when and who conducts them.</p> <p>Explain free surface effects and the significance of water/ice on deck.</p> <p>Explain damage stability requirements giving examples as appropriate.</p> <p>Relate centre of effort to centre of lateral resistance with respect to the angle of steady heel giving examples as appropriate.</p> <p>Calculate the righting arm of a vessel at various angles of heel.</p> <p>Explain the effects on stability of heavy mast spars and rigging replacements.</p>

		<p>Interpret curves of steady heel (squall curves)</p> <p>Explain the importance of down flooding angles.</p> <p>Describe with confidence the stability characteristics of last vessel</p>
	<p>Unit 002</p> <p>Effect of vessel stability</p>	<p>Describe the effects of reducing/Increasing sail area.</p> <p>Discuss the effects of sending personnel aloft.</p> <p>Distinguish between heeling and listing.</p> <p>Describe the effects of discharging ballast and other liquid loads.</p> <p>Describe the effects of loading stores, fuel, water and other consumables.</p> <p>Summarise the effect on stability of vessel modifications.</p> <p>Describe the effect on stability of a changing waterplane area in a quartering sea.</p> <p>Describe the effect of a squall when returning to the upright from a roll.</p> <p>Identify the telltale signs for assessing actual stability condition (such as roll period)</p> <p>Explain the effects of down flooding</p>
	<p>Unit 003</p> <p>Sea keeping</p>	<p>Describe the process for securing the vessel for sea.</p> <p>Describe the process for preparing the vessel for heavy weather.</p> <p>Explain the purpose and outcome of ballasting/de-ballasting to improve seakeeping ability.</p> <p>Explain the effects of wave action, periods of encounter and action to be taken to improve seakeeping ability</p>
<p>Module 04</p> <p>Manoeuvring under sail</p>	<p>Explain the significance of the pivot point.</p> <p>Distinguish between true and apparent wind.</p> <p>Discuss the possible angle to windward, trim, ship's speed and leeway Issued:</p> <p>Describe how Centre of Effort and Centre of Lateral Resistance can affect the manoeuvrability of a vessel.</p> <p>Discuss sail balance and the importance of being able to bear away or luff up.</p> <p>Distinguish between trim, balance and heel and explain how to optimise each.</p> <p>Identify sails that lift the bow.</p> <p>Explain the purpose of trimming sails.</p> <p>Describe the process of heaving to, including for man overboard.</p> <p>Explain with appropriate sketches basic aerodynamics of a sail.</p> <p>Distinguish between lee and weather helm and explain how this may be controlled.</p> <p>Explain the use of preventers, reefing systems and storm sails.</p>	

	<p>Describe the options, hazards and limitations of motor sailing and identify the strain it may place on the rig and hull.</p> <p>Discuss the manoeuvring characteristics of different types of sailing vessels using examples as appropriate.</p> <p>Discuss the distribution of hands.</p> <p><b>The candidate should be able to describe the process of:</b></p> <p>Tacking</p> <p>Wearing / Gybing / Box Hauling</p> <p>Anchoring under sail</p> <p>Weighing anchor under sail</p> <p>Being Caught Aback and recovery</p> <p>Preparing for squally or heavy weather</p> <p>Scudding and Heaving to in extreme weather and Seas 23. Handling the vessel and sail in rough weather</p> <p>Getting out of irons</p> <p>Docking – under power and/or sail. Approach patterns. Bail out plans. Braking. Manpower for sail and line handling.</p> <p>Berthing – Coming alongside, wind and/or tide rode.</p> <p>Broaching to Approaching and leaving a lee shore</p> <p>Navigating in restricted visibility – precautions, manning, signalling</p> <p>Housing and rigging jib booms and bowsprits</p> <p>Reefing of running rigging - leads of braces, clew garnets, downhauls, clew lines, buntlines, brails, halyards, reefing gear, sheets.</p> <p>Responding to knockdown</p> <p>Managing the vessel in heavy weather – preparations, onset, contingency planning</p>
<p>Module 05</p> <p>Passage Planning and Meteorology</p>	<p>Describe the process of planning an ocean or coastwise tall ship passage.</p> <p>Identify pertinent information sources relevant to the size and type of vessel.</p> <p>Interpret meteorological information and optimise plans to take account of present and forecast conditions.</p> <p>Distinguish between local, small scale and climatic meteorological phenomena.</p> <p>Explain the onset and action to avoid squalls, microbursts, hurricanes and ice.</p> <p>Outline the dangers of embayment</p>
<p>Module 06</p> <p>Collision Avoidance</p>	<p>The candidate should be able to interpret and apply The International Regulations for preventing Collisions at Sea from the perspective of a deck officer. Particular attention is drawn to:</p> <ol style="list-style-type: none"> <li>1. Rules 9, 10, 12, 13 and 18.</li> <li>2. Use of “Not under command” signals</li> <li>3. Implications of rule 10 and 17 for a vessel under sail</li> </ol>
<p>Module 07</p> <p>Seamanship</p>	<p>Explain the purpose and use of common:</p> <ul style="list-style-type: none"> <li>• knots, bends and hitches</li> <li>• Splices and seizing’s</li> <li>• whippings</li> </ul>

	<ul style="list-style-type: none"> <li>• marlinspike seamanship</li> </ul> <p>Discuss the power of tackles.</p> <p>Explain the correct process for launching/recovering ship's boats (not suspended in davits) and the significance of SWL restrictions.</p> <p>Describe the process of lowering boats underway and the safeguards to put in place.</p> <p>Discuss the use of yards/gaffs etc. for handling heavy loads</p>	
Module 08 Ships Business and Resource Management	Unit 001 Personnel and manning	<p>Explain the importance of working language onboard and reporting structure.</p> <p>Describe the typical duties and qualification requirements of personnel onboard including crewmembers, instructors, volunteers and trainees.</p> <p>Describe the necessary familiarisation training for new joiners.</p> <p>Discuss curriculum planning / Trainee training.</p> <p>Describe the process for assigning groups and individuals to tasks.</p> <p>Discuss bridge resource management giving examples of policy and procedures as appropriate.</p> <p>Identify safety management documentation.</p> <p>Discuss MLC requirements and restrictions</p>
	Unit 002 Welfare and wellbeing	<p>Common wellbeing issues onboard including seasickness, sunburn, Hypo and hyperthermia, fatigue, stress and anxiety.</p> <p>Unrest onboard</p> <p>Special requirements of those onboard (mental, physical and social)</p>
Module 09 Safety and survival at sea	<p>Evacuations by boat and helicopter</p> <p>Man overboard (under sail, power and when motor sailing)</p> <p>Steering gear failure</p> <p>Auxiliary power failure</p> <p>Crew injury (including aloft)</p> <p>Damage and flooding scenarios</p> <p>Dealing with fire onboard</p> <p>Mustering crew in the event of an emergency</p> <p>Preparation of survival craft</p> <p>Abandonment</p> <p>Entanglement of evacuees in the rigging</p> <p>Launching rescue boats</p> <p>Vessels in distress</p> <p>Watch bills and complications for emergency parties when climbers are aloft.</p> <p>Rapid sail reduction</p> <p>Lines parting/rig dangers</p>	

	Hurricane manoeuvring
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## Section B

Module	Unit outcome
Module 01 Square Rig Operation	<p>Candidates experienced on vessels carrying square sails will have a knowledge and understanding of the subjects detailed below.</p> <p>The candidate should be able to describe the process for:</p> <ul style="list-style-type: none"> <li>• Sending yards up and down.</li> <li>• Lowering and sending up fitted topgallant and topmasts.</li> <li>• Setting, reefing, taking in and furling square sails.</li> <li>• Rigging of topmasts and topgallant masts</li> <li>• Fanning the yards (the how and why)</li> <li>• Bracing the yards</li> <li>• Cockbilling the yards, fixed and adjustable yard Lifts</li> </ul>

## Suggested Reading List

Candidates are recommended to study specialist texts and other learning material to prepare for their ISES examination. The following publications may assist candidates in consolidating their knowledge. This list is in no particular order and should not be considered exhaustive.

1. Auxiliary Sail Vessel Operations, G. Andy Chase, Cornell Maritime Press, 1997, ISBN 0-87033-493-X.
2. Seamanship in the Age of Sail, John H. Harland, Conway Maritime Press Ltd, 1984, ISBN 978-0851771793.
3. Tall Ships Down, Daniel S. Parrott, McGraw-Hill Contemporary, ISBN 978-0071435451.
4. The Sailmakers Apprentice, Emiliano Marino, International Marine, ISBN 0-07-157980-X.
5. Essentials of Sea Survival, Frank Golden & Mike Tipton, Human Kinetics, ISBN 0-7360-0215-4.
6. Masting and Rigging: Clipper Ship and Ocean carrier, H. Underhill, Brown, Son & Ferguson Ltd, 1979, ISBN 978-0851741734.
7. The Naval Handbook for Sailmakers, The Nautical Institute, 2008, ISBN 978-1870077897.
8. Eagle Seamanship, C. Nolan and E. Jones, Naval Institute Press, 2011, 978-1591146315.
9. Metal Corrosion in Boats, N. Warren, Adlard Coles Nautical, 2006, 978- 0713678178.
10. Bridge Resource Management for Small Ships, Daniel S. Parrott, McGrawHill, ISBN 978-0-07-1550079.
11. Hand, Reef and Steer, Tom Cunliffe, Adlard Coles Nautical, ISBN 978-0-7136- 7224-4.
12. The Art of Rigging, George Biddlecombe, Dover Publications Inc, ISBN 978-0- 486-26343-4.
13. Formal Enquiry Reports including those of the:
  - Concordia
  - Marques
  - Asgard II



- Maria Asumpta
- Pride of Baltimore

14. LY3 The Large Commercial Yacht Code (Available at: [www.mcga.gov.uk](http://www.mcga.gov.uk)).

## Task Record Book

### Purpose of the Task Record Book

This task record book is for use by 'New Candidates' working towards an International Sail Endorsement.

The record book will ensure that candidates systematically gain experience by completing the practical tasks and carrying out the duties and responsibilities required of a deck officer under supervision of a competent person. The record book is designed to provide evidence that a task has been properly completed to a satisfactory level and witnessed by a competent person.

As with any planning of tasks, candidates should ensure that appropriate periods are set aside during time at sea, within the normal operational requirements of the vessel, to address the tasks.

Candidates should complete all tasks that are relevant to the type of rig they are experienced with. It is the responsibility of the candidate to ensure that the record book is fully and properly completed before submission to The Nautical Institute.

All tasks should be supervised by a competent person. The nominated person will be responsible when managing and supervising the candidate in their undertaking of practical tasks on board a vessel.

In circumstances where candidates have been unable to complete a small number of practical tasks, their working knowledge may be tested in lieu.

### Guidance - 'New Candidates'

The TRB is an important document that is required to be completed in order for you to become eligible to undertake the ISES examinations.

- You are responsible for the upkeep and safekeeping of your TRB. Upon receipt, you should complete the 'Candidate Contact Details' page.
- Upon joining ship you should seek to discuss and arrange, with the Master and/or other experienced persons, a schedule that will enable you to acquire and practise skills and to demonstrate your proficiency in the tasks listed in the TRB.
- You should enter the details of those competent persons onboard ship who have overseen your undertaking of practical tasks noted in the TRB and who have signed these off as being properly and satisfactorily completed.
- If you have difficulty completing any of the tasks in your TRB you should contact the Master, Company Training Officer or other appropriate person for advice and guidance at an early stage.
- Section B should be used to record your qualifying sea service and practical tasks that you have undertaken.

### Guidance - Masters, Officers and other Competent Persons signing the TRB

Any competent person with supervisory responsibility for the candidate when they are carrying out TRB tasks are eligible to sign the tasks to say that the candidate is either making progress or is deemed to be proficient in the task.

All such persons should first complete the specimen signature page in the TRB, which is required by The Nautical Institute to ensure that evidence of task completion can be verified.

Masters, Officers and other Competent Persons supervising the training and development of candidates enrolled in this scheme are asked to:

- Give candidates detailed information and guidance as to what is expected of them and how their schedule onboard can be organised to allow for completion of the tasks in the TRB.
- Check and review the candidates progress and help to organise their duties and responsibilities in order to develop the candidates experience and complete the tasks within the vessel's operational requirements.
- Provide all possible assistance to candidates to enable them to make sufficient progress with their TRB and an ensure efficient use of time onboard.

Masters, Company Training Officers or other authorised officials ONLY are asked to:

- Complete, sign and stamp the candidate's Sea Service Log, as a true and accurate record of the candidates sea service on the vessel.

## Candidate Task Record Book

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### Contact details:

Name:	
Address:	
Contact Number:	
Email Address:	
Date of Birth:	
Nationality:	

### Confirming your identity:

Document type:	
Document number:	
Date of issue:	
Issuing authority:	

### Declaration:

I declare that the data contained in this Task Record Book is, to the best of my knowledge, true and complete.

I declare that any documents I submit to support my application for an International Sail Endorsement are authentic and any details appearing in them genuine.

I consent to any processing of the data contained in this application by The Nautical Institute including any processing necessary to establish the authenticity and validity of the documents submitted.

**Candidate  
signature:**

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## Sea Service Log and Task Record for the International Sail Endorsement

### Signatures of (competent) persons signing off tasks in the this record book.

This section of the book is for recording signatures of the persons signing off your completed tasks. Signatures can be obtained either electronically or by printing and signing physically.

Date	Vessel Name	Full Name	Rank/Role	Certificate grade	Number	Expiry	Issuing Country	Signature	Contact email

Date	Vessel Name	Full Name	Rank/Role	Certificate grade	Number	Expiry	Issuing Country	Signature	Contact email

## Sea Service Log

This table is for recording sea service on tall ships (refer to the below notes before making entries).

<sup>1</sup> The *main* source from which motive power is derived. Use the codes: SQR = Square Rig, F&A = Fore and Aft Rig.

<sup>2</sup> The area in which the vessel voyaged whilst you were onboard. Use the codes: U = Unlimited, NC = Near Coastal, NU = Not Underway

<sup>3</sup> Enter the date on which you embarked the vessel and, where applicable, signed onto articles. (DD/MM/YY)

<sup>4</sup> Enter the date on which you disembarked the vessel and, where applicable, signed off articles. (DD/MM/YY)

<sup>5</sup> Enter the number of days that you spent in wet dock or dry dock whilst onboard the vessel. Dates entering and leaving dock are not counted.

<sup>6</sup> Enter the number of days that the vessel spent underway\*. One day is not less than 8 hours in any 24-hour period underway.

Vessel and voyage details							Dates		Sea service duration (days)			Masters Signature
Vessel Name	Flag	Gross Tonnage	Length Overall	Type <sup>1</sup>	Voyage <sup>2</sup>	Rank/ Position	From <sup>3</sup>	To <sup>4</sup>	Actual	Yard <sup>5</sup>	Sea <sup>6</sup>	
Totals for page:												

Vessel and voyage details							Dates		Sea service duration (days)			Masters Signature
Vessel Name	Flag	Gross Tonnage	Length Overall	Type <sup>1</sup>	Voyage <sup>2</sup>	Rank/ Position	From <sup>3</sup>	To <sup>4</sup>	Actual	Yard <sup>5</sup>	Sea <sup>6</sup>	
Totals for page:												



Vessel and voyage details							Dates		Sea service duration (days)			Masters Signature
Vessel Name	Flag	Gross Tonnage	Length Overall	Type <sup>1</sup>	Voyage <sup>2</sup>	Rank/ Position	From <sup>3</sup>	To <sup>4</sup>	Actual	Yard <sup>5</sup>	Sea <sup>6</sup>	
Totals for page:												

Vessel and voyage details							Dates		Sea service duration (days)			Masters Signature
Vessel Name	Flag	Gross Tonnage	Length Overall	Type <sup>1</sup>	Voyage <sup>2</sup>	Rank/ Position	From <sup>3</sup>	To <sup>4</sup>	Actual	Yard <sup>5</sup>	Sea <sup>6</sup>	
Totals for page:												

## Task records

Task	Progressing			Proficient		
	Signature	Date	Vessel	Signature	Date	Vessel
<b>Maintenance of the Vessel</b>						
Read and implement the maintenance system, including lubrication schedule						
Inspect and maintain freeing ports						
Maintain wooden decks						
Inspect and maintain cat-heads and bumpkins						
Inspect and maintain sheet, halyard and brace winches						
<b>Care and Maintenance of Standing Rigging</b>						
Locate 'Rigging Schedule'						
Worm, parcel and serve wire or cordage rigging						
Apply preservative dressing compounds						
Overhaul rigging screws and terminals						
Apply wire locks/mousing to shackles and rigging screws						
Overhaul/renew anti-chafe arrangements						

Running Rigging						
Reeve off buntlines,clewlines, down-hauls, brails, reefing gear etc.						
Apply dressing/lubricants to wire ropes.						
Open, inspect and treat purchase and lead blocks.						
Inspect and maintain bullseyes, pinrails, belaying pins and cleats.						
Inspect and write a condition report on running and standing rigging (including bowsprit). Checklist format acceptable.						
Make an inventory of spare rigging, cordage and fittings						
Masts and Spars						
Assist in stepping/striking lower masts.						
Assist in sending up/housing/striking topmasts.						
Assist with sending up/striking yards.						
Assist with inspection and maintenance of masts, yards and fittings, yard cranes, collars, tracks, trusses, slings, cheek blocks, etc.						

Sails						
Assist with bending sail						
Assist with un-bending sail						
Prepare and store sail onboard or ashore						
Make basic repairs to chafe damage, holes, tears and roping.						
Make up a simple sail cloth cover, bag or bucket.						
Setting Up Rigging						
Assist in setting up a rig using rigging screws or deadeyes and lanyards.						
Make routine adjustments to the standing rig.						
Replace individual rig elements as necessary.						
Specific Rig Operations						
Assist in rigging-in bowsprit/jib boom						
Assist in rigging-out bowsprit/jib boom.						
Assist in cock-billing yards.						
Stability						
Secure for sea with respect to water-tight integrity						

Prepare for heavy weather with respect reducing KG.						
Use down-flooding (Squall) curves to determine vulnerability in prevailing weather conditions.						
<b>Tall Ship Passage Planning</b>						
Plan and prepare a passage including pilotage and berthing						
Under supervision conduct a pilotage plan						
<b>Sail Handling (<i>Take charge of setting/handing</i>)</b>						
Hoisting gaff sails						
Brailing gaff sails						
Jibs						
Stay sails						
Bermudan sails						
Square sails						
<b>Sail Handling (<i>Take charge of reefing and shaking out</i>)</b>						
Square sails						
Fore and aft sails						
Furl and stow sail for sea and/or harbour						

Rigging and striking preventers						
<b>Anchor Work</b>						
Prepare and let go anchor						
Weigh, cat, fish and stow anchor.						
<b>Manoeuvre Under Sail (<i>Under supervision take charge of</i>)</b>						
Tacking						
Wearing						
Box-hauling						
Anchoring and getting underway						
Manoverboard manoeuvring and recovery						
Berthing and unberthing						
<b>Safety and Emergency Preparedness</b>						
Read and apply ship's SMS						
<b>Safety and Emergency Preparedness (<i>Take part in the following drills</i>)</b>						
Helicopter evacuation						
Man overboard recovery						
Emergency steering						

Auxiliary power failure						
Rescue from aloft						
Boat lowering/launching						
Abandonment						
Inspect and maintain climbing harnesses and update records						
<b>Seamanship (<i>can demonstrate</i>)</b>						
Common knots, splices, whippings and seizings						
Fit 'bulldog' grips to wire rope						
Secure rigging lines to cleats and belaying pins						
Common knots, splices, whippings and seizings						



## **International Sail Endorsement Scheme (ISES) – Examinations**

To be awarded the International Sail Endorsement certificate candidates must achieve a pass in both the oral and written examination.

New candidates enrolled onto the ISE scheme are required to complete the syllabus, task record book and both part one and part two of the examination process.

Both 'part one' and 'part two' of the examination process must be completed in English.

Copies of both 'part one' and 'part two' of the examination process, documents and recordings will be retained by The Nautical Institute and Sail Train International. No personal information or details will be shared outside of the stated organisations.

### **'Part One' - The Written Examination**

#### **Overview**

New candidates enrolled in ISES will be required to sit and pass a written examination, the exam usually takes approximately two hours. This is 'part one' of the ISES examination.

The examination is established to test the candidates knowledge and understanding of the ISES syllabus topics. Candidates must achieve a pass in the written examination to be eligible to sit 'part two' of the examination process – the oral exam.

The written examination should be completed online. In exceptional circumstances candidates are permitted to attend an approved training centre to complete the written examination.

The ISES enrolment fee covers administration of the written examination for a maximum of three attempts. One attempt is allowed per examination sitting.

Requests to complete the written examination need to be made directly to The Nautical Institute Academy.

Candidates must undertake the written examination within five years of enrolment onto the ISES scheme, if the five years has lapsed, candidates will need to re-enrol onto the scheme.

Candidates will be bound by the instructions and procedures of The Nautical Institute when sitting the written examinations online. An outline of these procedures is provided below.

#### **The online written exam**

Candidates are encouraged to complete the written examination online.

Candidates opting to complete the written examination remotely will be required to:

- Notify The Nautical Institute of their intention to sit the written examination remotely.
- Be available on the day of the examination, at the time instructed by The Nautical Institute
- Have access to a computer workstation with reliable internet access for the duration of the examination.
- Complete their examination in privacy and silence.
- Declare that the answers given are their own and were provided without outside assistance or influence.
- Allow for time before and after the examination to complete examination formalities in accordance with instructions provided by The Nautical Institute.

Candidates will be required to submit their written examination to The Nautical Institute in accordance with instructions provided and within the time period allowed. Submissions received after this period will not be accepted and the examination attempt will not be counted.

Candidates whose submissions were not received, or received outside the time period allowed, will be invited to re sit the examination at a future date.

Candidates will be notified within 60 days of the result of their written examination. A breakdown of marks will not normally be provided.

Candidates unsuccessful in the written examination will be informed of the broad subject areas in which their answers were incorrect.

Candidates may familiarise themselves with the style and format of the written examination by referring to specimen paper provided below:

### Sample – written examination

#### Written examination questions

Question		Written Answer	Mark
1	Identify in the diagram provided and explain the function of the adjacent.	Brails:	/15
		Clew outhaul:	
		Sheets:	
		Reef band:	
		Reef cringles:	
2	Explain how free surface liquid in a tank affects the stability of a tall ship and under what circumstances would free surface liquid prove dangerous.		/10
3	Explain the effect on the range of stability of the adjacent.	Freeboard:	/12
		Beam:	
		Deckhouse:	
		Bulwarks:	
4	What do you consider are the main vulnerable		

	points of a sail training vessel at sea in severe and squally weather with regard to the vessel and the crew?		/10
5	Describe how you would hoist a jib boom		/5
6	What is 'broaching to' and what action should be taken to regain control of a vessel 'broached to'?		/10
7	Explain the meaning of the terms 'centre of effort' and 'centre of lateral resistance' and discuss how they apply to sail balance		/8
8	A vessel under sail in open water is on a collision course with a fishing vessel making way. Explain what action should be taken by the sailing vessel and why?		/5
9	In what circumstance can the Inshore Traffic Zone be used by a sailing vessel?		/5
10	What would you consider are <u>essential</u> items on a pre departure checklist with respect to the vessel's rig?		/6

## 'Part Two' - The Oral Examination

### Overview

New candidates enrolled on the ISE scheme are required to sit and pass an oral examination, the duration of the exam is between 60 – 90 minutes. This is 'part two' of the ISES examination.

The oral examination is established to test the candidate's ability to safely manage and operate tall ships. Questions asked by examiners are formed from the syllabus subjects.

Experienced candidates need to attend a verification interview. The verification interview usually takes 20 – 40 minutes and is used to verify that the candidate reflects the skills and proficiency needed to safely manage and operate tall ships.

The oral examination may be sat remotely (online) or locally (in person) with an approved examiner.

The enrolment fee, payable to The Nautical Institute covers the first oral examination attempt or verification interview. A resit fee is payable for subsequent interviews or examination attempts.

Normally a candidate who receives a '*deferred*' outcome in their first attempt at the oral examination, the second and subsequent attempts will be undertaken with a different oral examiner.

Examiners reserve the right to cancel an oral examination or interview if, in their opinion, the proper conduct of the examination or interview is compromised by any wilful act or omission of a candidate. In such circumstances the candidate will defer by default.

A candidate not appearing for an oral examination or interview at the time instructed and agreed may defer by default unless reasonable proof can be provided that the failure to attend was unavoidable.

If a candidate receives a '*deferred*' result in the oral examination, they will receive verbal feedback from the examiner, indicating the function(s) or topic(s) in which the candidate was deemed to lack knowledge or proficiency.

A candidate receiving a '*deferred*' outcome in the oral examination through serious weakness may, on the examiner's recommendation, be required to gain further practical experience before becoming eligible to re-sit the examination.

Oral examinations are generally conducted online, however where possible can be conducted face to face. Times for examinations are available throughout the year by approved examiners worldwide. The examinations are arranged through The Nautical Institute. To book your oral examination, please contact us on [ISES@nautinst.org](mailto:ISES@nautinst.org)

Candidates will be bound by the instructions and procedures of The Nautical Institute when sitting the oral examinations remotely online.

### **The online oral examination**

Candidates are encouraged to complete the oral examination online using zoom, teams or another communication platform.

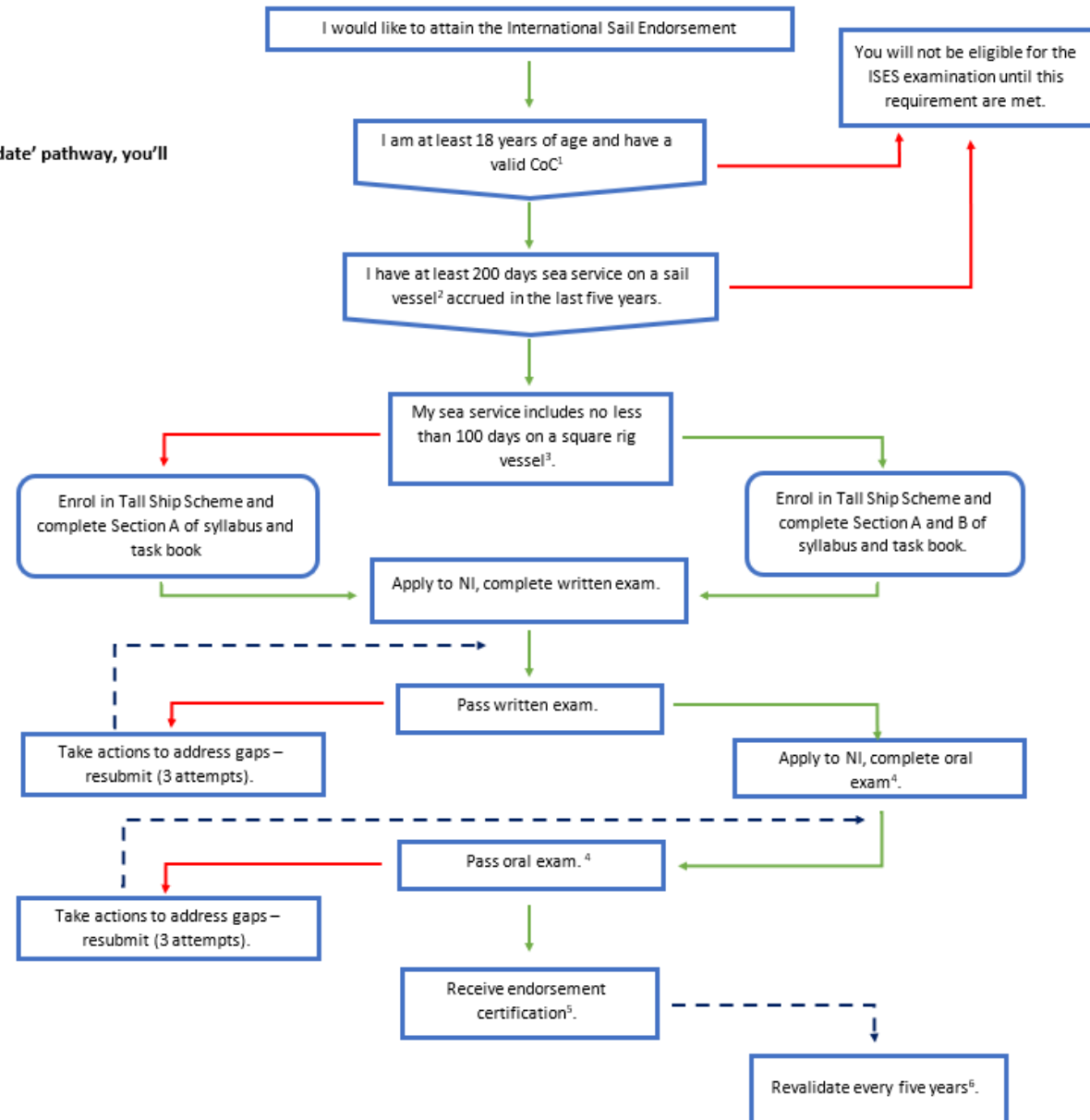
Candidates opting to complete the oral examination online will be required to:

- Notify The Nautical Institute of their intention to sit the oral examination remotely.
- Be available on the day of the examination, at the time instructed by The Nautical Institute
- Have access to a computer workstation with reliable internet access for the duration of the examination.
- Complete their oral interview in privacy.
- Allow for time before and after the examination to complete examination formalities in accordance with instructions provided by The Nautical Institute.

Upon completion of your oral examination, the examiner will inform the candidate of the outcome of the examination and provide immediate verbal feedback.

## New candidate pathway

If you've identified yourself as needing to go through the 'New Candidate' pathway, you'll need to follow the adjacent flowchart to attain the Sail Endorsement.



<sup>1</sup> The International Maritime Organization's (IMO) website holds a list of national authorities maintaining registers of certificates and endorsement. The list can be found [here](#). The IMO website further allows you to verify your Certificate of Competency (CoC), you can do this using this [link](#).

<sup>2</sup> A day of service means a period of not less than 8 hours in any 24 hour period engaged in duties pertinent to the operation of a vessel underway. A vessel underway is a vessel not made fast to the shore, at anchor or aground. Sea service accrued to obtain a Certificate of Competency may be counted.

<sup>3</sup> A square rig vessel is one that appears as such on her certificate of registry or any sailing vessel whose source of motive power is derived mainly from square sail(s).

<sup>4</sup> The oral examination must be completed within 1 year of passing the written examination. Oral examinations are conducted face-to-face either online or in person before an approved examiner.

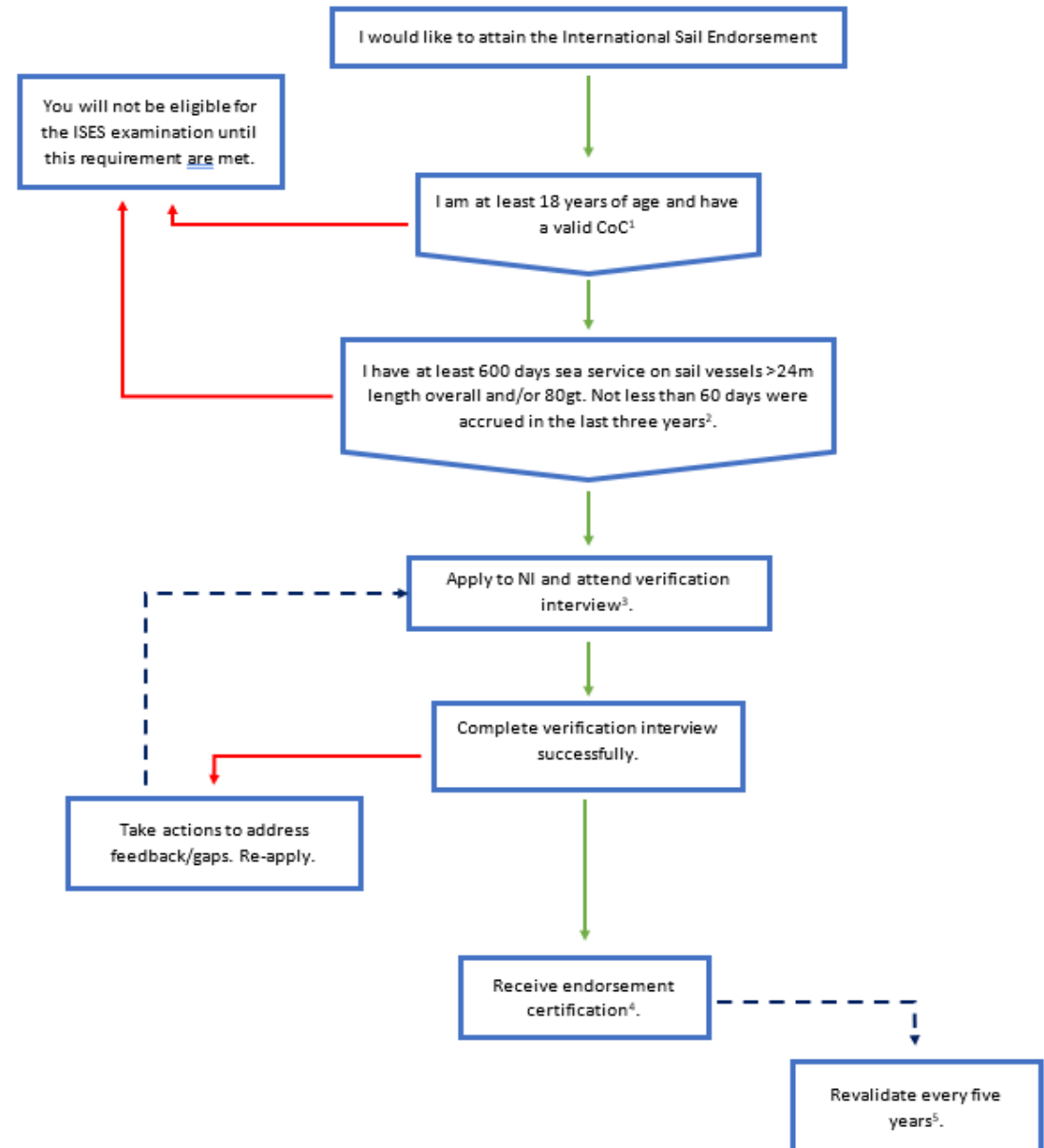
<sup>5</sup> The International Sail Endorsement is appended to a Certificate of Competency and remains valid only for so long as the candidate's Certificate of Competency is valid.

<sup>6</sup> The International Sail endorsement is revalidated every five years subject to a minimum of 60 days service (see note 2) in the deck department on sail vessels not less than 24m length overall or 80gt.

## Experienced candidate pathway

If you've identified yourself as an 'Experienced Candidate', you'll need to follow the adjacent flowchart to attain the Sail Endorsement.

Fees for the Interview and Certification are detailed in the fees section of the handbook.



<sup>1</sup> The International Maritime Organization's (IMO) website holds a list of national authorities maintaining registers of certificates and endorsement. The list can be found [here](#). The IMO website further allows you to verify your Certificate of Competency (COC), you can do this using this [link](#).

<sup>2</sup> A [day](#) of service means a period of not less than 8 hours in any [24 hour](#) period engaged in duties pertinent to the operation of a vessel underway. A vessel underway is a vessel not made fast to the shore, at anchor or aground. Sea service accrued to obtain a certificate of competency may be counted.

<sup>3</sup> The interview will be conducted either face-to-face or via Zoom. Where possible the interview will be facilitated by The Nautical Institute.

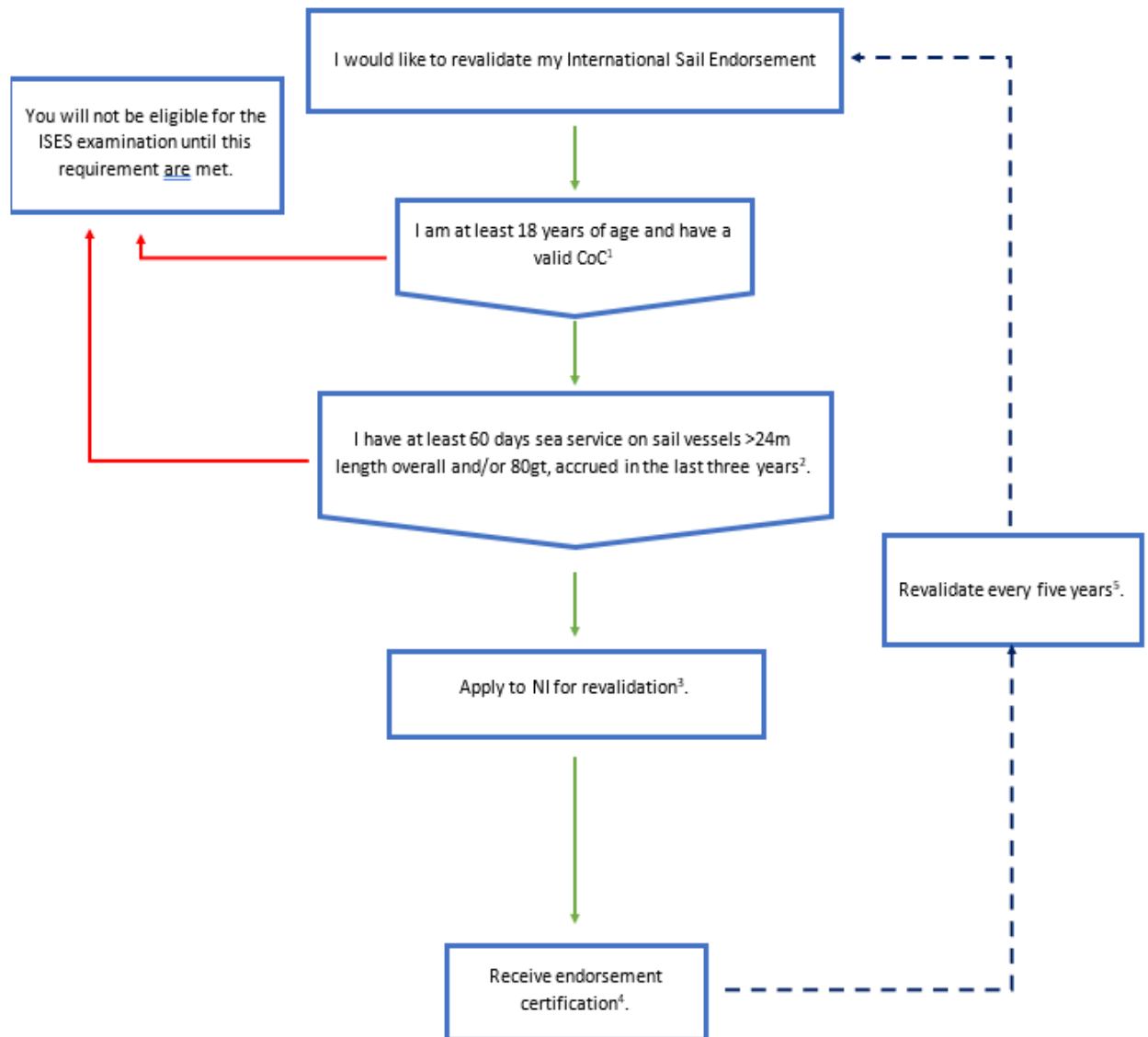
<sup>4</sup> The International Sail Endorsement is appended to a certificate of competency and remains valid only for so long as the certificate of competency is valid.

<sup>5</sup> The International Sail endorsement is revalidated every five years subject to a minimum of 60 days service (see note 2) in the deck department on sail vessels not less than 24m length overall or 80gt.

# Revalidation pathway

If your International Sail Endorsement is due for renewal you will need to follow the adjacent flowchart to revalidate your Sail Endorsement.

Fees for verification of sea service and certification are detailed in the 'fees' section of the handbook.



<sup>1</sup> The International Maritime Organization's (IMO) website holds a list of national authorities maintaining registers of certificates and endorsement. The list can be found [here](#).

The IMO website further allows you to verify your Certificate of Competency (COC), you can do this using this [link](#).

<sup>2</sup> A day of service means a period of not less than 8 hours in any 24 hour period engaged in duties pertinent to the operation of a vessel underway. A vessel underway is a vessel not made fast to the shore, at anchor or aground. Sea service accrued to obtain a certificate of competency may be counted.

<sup>3</sup> When [submitting an application](#) for revalidation, you will need to submit evidence of at least 60 days sea service on a sail vessel >24m length overall and/or 80gt, accrued in the last three years.

<sup>4</sup> The International Sail Endorsement is appended to a certificate of competency and remains valid only for so long as the certificate of competency is valid.

<sup>5</sup> The International Sail endorsement is revalidated every five years, when wanting to revalidate you will need to go ahead and follow the Revalidation Pathway.