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TO MOCO MDs, Training & Crew Managers  
CC MOTO MDs and Crew Managers  
FROM Andy Cook, Global Crew Operations Director  
DATE 28<sup>th</sup> September 2016  
SUBJECT Assessment of Seafarer Knowledge (ASK) – For New Hires  
NUMBER DIV/CRW/2016/014

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This Work Instruction DIV/CRW/2016/014 supersedes DIV/CRW/2016/006 .

## Introduction

This Work Instruction is applicable to seafarers joining fully managed vessels. For seafarers joining crew managed vessels, the client will specify their requirements. All new hire officers who have not sailed on a V.Ships vessel during the previous 24-months are subject to testing as per this procedure.

ASK is hosted on the Marlins Test Platform ([www.marlinstests.com](http://www.marlinstests.com)) and license codes are required. This Work Instruction introduces the changes to the ASK test; removal of the status of mandatory questions, introduction of weighted questions and changes to re-testing.

It is important to appreciate that the Company does not determine whether to employ a candidate solely on the basis of a positive ASK assessment score. These tests are intended as tools to support the recruiting and interviewing processes. It is essential that this point is fully understood by all involved in these processes and that all are capable of explaining this to candidates when required.

Any questions on the contents of this Work Instruction should be addressed to Andy Cook, Global Crew Operations Director, at [andy.cook@vships.com](mailto:andy.cook@vships.com)

## Assessment Administration

### General

The MOCO Fleet Crew Manager or Crew Supply Manager shall provide the candidate with prior notice of the ASK (including, for Deck Officers, Practical Chartwork) assessment. Ideally this will be seven days but circumstances may reduce this. At this point, in order to familiarise the candidate with the style, structure and layout of the ASK test, a preview test is to be made available for review at home before attending the test centre. This preview test is not recorded and has no effect on the application. The questions in the preview test are not repeated in the formal ASK assessment. Separately, as part of the introduction to the ASK assessment, the seafarer shall be informed that similar assessments are now becoming industry practice for the benefit of all. In addition all candidates shall be thoroughly briefed to ensure all questions are carefully studied and answers considered before decisions are taken.

The ASK assessment shall only be undertaken in an authorized centre (MOCO or MOTO) under the supervision of an 'ASK Interviewer'. A controlled list of ASK Interviewers is maintained by the Global Crewing Operations Director. For officers living far from a MOCO it is recommended that a pre-assessment is undertaken on the telephone by the ASK Interviewer before the officer visits the MOCO/MOTO or any other approved test centre.

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The candidate should be provided with sufficient information, equipment and a suitable location in order to take the entire ASK assessment. Assistance from any other party is not allowed.

**Mobile telephones and all other electronic devices which could be used for recording and/or transmitting data (cameras, smart watches, Google Glass etc.) must not be used and are strictly prohibited at the assessment area/booth. Any such equipment is to be submitted to the ASK Interviewer for the duration of the test process.**

The assessment process for **deck officers/masters** is now as follows:

## **Section 1) Practical Chartwork Assessment**

The practical chartwork assessment is for **Junior Deck Officer Applicants only**. This assessment provides a means for potential junior deck officer candidates to demonstrate their proficiency in this critical area.

This assessment is designed to examine critical areas of basic competence in Chartwork.

Practical Chartwork assessment examines simple, fundamental elements which bridge watchkeepers are expected to repeat reliably and accurately during every watch. There is an expectation of a very high standard and candidates must achieve 100% correct answers. The answer is correct, if within the specified tolerances.

## **Section 2) Online ASK Test**

A computer based test with 64 questions (selected from a larger pool of questions) is to be taken only at an approved test centre. All 64 questions are to be answered by all applicants. Some questions have a weighted mark associated with them to reflect their greater importance.

The applicant passes the test if a score of 80% or greater is achieved. If the applicant achieves below 80% one re-test if permitted. This can be taken the next working day at the earliest. This is a minimum and the applicant may take as long as he/she wishes before attempting the re-test.

If the applicant fails after the second attempt, ShipSure is to be updated to reflect this. The applicant may not re-apply until completing 4 months sea service. At this point they are treated as a new applicant and shall re-start at the beginning of the application process.

On completing the ASK assessment, the certificate is to be printed. This comprises the following:

- 1) Page 1: Certificate page is the only document to be uploaded into Shipsure as evidence for the Fleet team of the overall ASK Assessment results.
- 2) Page 2 (onwards) shall be attached to CRW16 and forms part of the Interview. Page 2 shall NOT be submitted to any external party.

Seafarers who pass the ASK Assessment, will be further interviewed by the ASK Interviewer in order to establish the Seafarer's knowledge before deciding on the candidates' suitability for employment. In all cases, the Interview following the ASK Assessment must be recorded on Form CRW16. The results of the ASK Assessment (including, for junior deck officers, the ASK Practical Chartwork assessment) and incorrectly answered questions must be attached to the CRW16 form. The interviewer must interrogate the applicant over every incorrectly answered question and confirm in writing that he/she is fully satisfied with the applicant's knowledge with regard to the correct answer to the question. This will be automatically generated on Page 2 of ASK assessment which is attached to CRW16 and will only require a signature next to each question as confirmation:

- 1) I am fully satisfied with [Applicant's Name] knowledge and understanding of [Question/Topic], [Signature]
  - 2) I am fully satisfied with [Applicant's Name] knowledge and understanding of [Question/Topic], [Signature]
  - 3) I am fully satisfied with [Applicant's Name] knowledge and understanding of [Question/Topic], [Signature]
- etc.

There may be circumstances in which the crewing department considers it appropriate to exempt candidates from this test. These cases must be approved **in advance** of any mobilisation by the Global Crew Operations Director in consultation with the Head of Seafarer Training and Compliance Director (Marine Operations).

### **Periodic ASK Assessment review**

A periodic review of the overall question bank will be undertaken every 6 months by the Head of Seafarer Training. The review input will include feedback from all Marine Operations ASK test centers and of frequently incorrectly answered questions.