



PERSONNEL QUALIFICATION STANDARD FOR

APPRENTICE LINE HANDLER

NAME (Rate/Rank) _____

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Although the words “he”, “him,” and “his” are used sparingly in this manual to enhance communication, they are not intended to be gender driven nor to affront or discriminate against anyone reading this material.

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ACKNOWLEDGEMENTS

The PQS Development Group gratefully acknowledges the assistance of the following personnel in writing this PQS:

BMCS (SW)
BMC (SW)

Kenneth Martinez
Russell Gregory

COMPHIBGRU THREE
CSCS Learning Site, Great Lakes, IL

PQS Development Group personnel who provided direct support for this PQS:

Mr.

Scott Russell

Production Analyst

The Model Manager for this PQS:

Center for Surface Combat Systems
5395 First St.
Dahlgren, VA 22448-5200

DSN: 234-1061

INTRODUCTION

PQS PROGRAM

This PQS program is a qualification system for officers and enlisted personnel where certification of a minimum level of competency is required prior to qualifying to perform specific duties. A PQS is a compilation of the minimum knowledge and skills that an individual must demonstrate in order to qualify to stand watches or perform other specific routine duties necessary for the safety, security or proper operation of a ship, aircraft or support system. The objective of PQS is to standardize and facilitate these qualifications.

APPLICABILITY

This PQS is applicable to all units with Apprentice Linehandlers.

MODEL MANAGER

The Model Manager Command manages a specific PQS manual. This includes overseeing the process of monitoring and updating assigned PQS manuals from the standpoint of technical content and relevance within the community.

TAILORING

To command tailor this package, first have it reviewed by one or more of your most qualified individuals. Delete any portions covering systems and equipment not installed on your ship, aircraft or unit. Next, add any line items, fundamentals, systems and watchstations/workstations that are unique to your command but not already covered in this package. Finally, the package should be reviewed by the cognizant department head and required changes approved by the Commanding Officer or his designated representative. Retain the approved master copy on file for use in tailoring individual packages.

QUALIFIER

The PQS Qualifier is designated in writing by the Commanding Officer to sign off individual watchstations. Qualifiers will normally be E-5 or above and, as a minimum, must have completed the PQS they are authorized to sign off. The names of designated Qualifiers should be made known to all members of the unit or department. The means of maintaining this listing is at the discretion of individual commands. For more information on the duties and responsibilities of PQS Qualifiers, see the PQS Unit Coordinator's Guide.

INTRODUCTION (CONT'D)

CONTENTS

PQS is divided into three sections. The 100 Section (Fundamentals) contains the fundamental knowledge from technical manuals and other texts necessary to satisfactorily understand the watchstation/workstation duties. The 200 Section (Systems) is designed to acquaint you with the systems you will be required to operate at your watchstation/workstation. The 300 Section (Watchstations) lists the tasks you will be required to satisfactorily perform in order to achieve final PQS qualification for a particular watchstation/workstation. All three sections may not apply to this PQS, but where applicable, detailed explanations are provided at the front of each section.

REFERENCES

The references used during the writing of this PQS package were the latest available to the workshop, however, the most current references available should be used when qualifying with this Standard.

NOTES

Classified references may be used in the development of PQS. If such references are used, do not make notes in this book as answers to questions in this Standard may be classified.

TRAINEE

Your supervisor will tell you which watchstations/workstations you are to complete and in what order. Before getting started, turn to the 300 Section first and find your watchstation/workstation. This will tell you what you should do before starting your watchstation/workstation tasks. You may be required to complete another PQS, a school, or other watchstations/workstations within this package. It will also tell you which fundamentals and/or systems from this package you must complete prior to qualification at your watchstation/workstation. If you have any questions or are unable to locate references, contact your supervisor or qualifier. Good luck!

PQS FEEDBACK REPORTS

This PQS was developed using information available at the time of writing. When equipment and requirements change, the PQS needs to be revised. The only way the PQS Development Group knows of these changes is by you, the user, telling us either in a letter or via the Feedback Report contained in the back of this book. You can tell us of new systems and requirements, or of errors you find.

SUMMARY OF CHANGES

CHANGES TO FUNDAMENTALS, SYSTEMS, AND WATCHSTATIONS:

Fundamental Title None	Action	Comment
System Title None	Action	Comment
Watchstation Title None	Action	Comment

WATCHSTATION REQUALIFICATION

Due to changes in policies, systems, or procedures, personnel dealing with the subject matter of this PQS may be required to requalify IAW NAVEDTRA 43100-1G, Ch. 5, PQS Unit Coordinator's Guide.

The following watchstations regardless of qualifications achieved in previous versions, shall be completed.

301 Apprentice Line Handler

ACRONYMS USED IN THIS PQS

Not all acronyms or abbreviations used in this PQS are defined here. The Subject Matter Experts from the Fleet who wrote this Standard determined the following acronyms or abbreviations may not be commonly known throughout their community and should be defined to avoid confusion. If there is a question concerning an acronym or abbreviation not spelled out on this page or anywhere else in the Standard, use the references listed on the line item containing the acronym or abbreviation in question.

ORM	Operational Risk Management
SWL	Safe Working Load

100 INTRODUCTION TO FUNDAMENTALS

100.1 INTRODUCTION

This PQS begins with a Fundamentals section covering the basic knowledge and principles needed to understand the equipment or duties to be studied. Normally, you would have acquired the knowledge required in the Fundamentals section during the school phase of your training. If you have not been to school or if you need a refresher, the references listed at the beginning of each fundamental will aid you in a self-study program. All references cited for study are selected according to their credibility and availability.

100.2 HOW TO COMPLETE

The fundamentals you will have to complete are listed in the watchstation (300 section) for each watchstation. You should complete all required fundamentals before starting the systems and watchstation portions of this PQS, since knowledge gained from fundamentals will aid you in understanding the systems and your watchstation tasks. When you feel you have a complete understanding of one fundamental or more, contact your Qualifier. If you are attempting initial qualification, your Qualifier will expect you to satisfactorily answer all line items in the fundamentals. If you are requalifying or have completed the appropriate schools, your Qualifier may require you to answer representative line items to determine if you have retained the necessary knowledge for your watchstation. If your command requires an oral board or written examination for final qualification, you may be asked any questions from the fundamentals required for your watchstation.

101 SAFETY FUNDAMENTALS

References:

- [a] OPNAVINST 3500.39A, Operational Risk Management
 - [b] OPNAVINST 5100.19D, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat
 - [c] NAVEDTRA 14067, Seaman
 - [d] NAVEDTRA 14343, Boatswain's Mate
 - [e] NSTM S9086-CL-STM-010/CH-077R3, Personnel Protection Equipment
 - [f] NSTM S9086-TV-STM-010/CH-581R3, Anchoring
 - [g] NWP 4-01.4, Underway Replenishment
-

101.1 Discuss the concept of ORM. [ref. a]

(Signature and Date)

.2 Explain the following as they apply to ORM: [ref. a]

- a. Identifying hazards
- b. Assessing hazards
- c. Making risk decisions
- d. Implementing controls
- e. Supervising

(Signature and Date)

.3 Describe the type of life jacket and life vest that must be worn for deck evolutions. [ref. b, vol I, B12]

(Signature and Date)

.4 State the colors of hard hats that must be worn by designated personnel during deck evolutions. [ref. c, ch. 4, ref. d, ch. 10]

(Signature and Date)

.5 Identify the items that must be attached to a life jacket and life vest. [ref. e, ch. 2]

(Signature and Date)

101 Safety Fundamentals (Cont'd)

101.6 State the type of shoes that must be worn by station personnel. [ref. b, vol I, B12]

(Signature and Date)

.7 State the minimum distance line handling personnel should remain clear of fairlead blocks, bitts, and chocks. [ref. d, ch. 3]

(Signature and Date)

.8 Discuss why line must never be made fast to a gypsy head/capstan. [ref. d, ch. 2]

(Signature and Date)

.9 Discuss the purpose of lifelines/safety lines and temporary life lines. [ref. d, ch. 3]

(Signature and Date)

.10 State the precautions that must be followed while in the vicinity of the anchor chain, and handling line. [ref. f, pp 13 thru 14]

(Signature and Date)

.11 Discuss the following as applied to personnel safety:

- a. Type of safety helmet/color coded [ref. g, ch. 2]
- b. Type of life jacket/equipment/PMS requirement [ref. e, ch. 2]
- c. Types of gloves/shoes required [ref. b, ch. C5]
- d. Requirements for having a knife [ref. g, ch. 2]
- e. Battle dress [ref. b, ch. C5]
- f. Safety brief/check-off list [ref. b, ch. C5]

(Signature and Date)

102 MARLINESPIKE SEAMANSHIP FUNDAMENTALS

References:

- [a] NAVEDTRA 14067, Seaman
 - [b] NAVEDTRA 14343, Boatswain's Mate
 - [c] NAVEDTRA 14325, Basic Military Requirements
 - [d] OPNAVINST 5100.19D, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat
 - [e] NSTM S9086-TW-STM-010/CH-582, Mooring and Towing
 - [f] NSTM S9086-UU-STM-010/CH-613, Wire and Fiber Rope and Rigging
-

102.1 Define the following terms as applied to marlinespike seamanship:

- a. Hawser [ref. b, app. AI]
- b. Line [ref. b, app. AI]
- c. Small stuff [ref. a, ch. 3]
- d. Marline [ref. b, app. AI]
- e. Bight [ref. a, app. AI]
- f. Bitter end [ref. a, app. AI]
- g. Eye [ref. a, ch. 3]
- h. Heaving line [ref. a, app. AI]
- i. Rattail/Chinese stopper [ref. a, app. AI]
- j. Bitts [ref. a, ch. 4]
- k. Chock [ref. a, ch. 4]
- l. Cleat [ref. a, ch. 4]
- m. Bull nose [ref. c, app. AI]
- n. Gypsy head [ref. b, app. AI]
- o. Capstan [ref. a, ch. 4]

(Signature and Date)

.2 Define the following terms related to mooring:

- a. Mooring line [ref. b, ch. 2]
- b. Breast line [ref. b, ch. 2]
- c. Forward spring line [ref. b, ch. 2]
- d. After spring line [ref. b, ch. 2]
- e. Bow/head line [ref. b, ch. 2]
- f. Stern line [ref. b, ch. 2]
- g. Tattletale line [ref. e, ch. 2]

102 Marlinespike Seamanship Fundamentals (Cont'd)

- 102.2
- h. Doubling up [ref. b, ch. 2]
 - i. Figure-eight turn [ref. f, ch. 2]
 - j. Dip-the-eye [ref. a, app. AI]
 - k. SWL [ref. b, ch. 8]
 - l. Frap [ref. b, ch. 2]
 - m. Rat guards [ref. b, ch. 2]
 - n. Chafing gear [ref. a, app. AI]

(Signature and Date)

- .3 Define the following terms related to deck equipment:

- a. Padeye [ref. a, ch. 4]
- b. Lifelines [ref. a, app. AI]
- c. Safety harness with dyna-brake [ref. d, ch. C8]

(Signature and Date)

- .4 Define the following standard line handling commands:

- a. Stand by your line [ref. a, ch. 4]
- b. Take a strain [ref. a, ch. 4]
- c. Slack (off) [ref. a, ch. 4]
- d. Ease [ref. a, ch. 4]
- e. Hold [ref. a, ch. 4]
- f. Check [ref. a, ch. 4]
- g. Heave around [ref. b, app. AI]
- h. Avast [ref. b, app. AI]
- i. Single up [ref. a, ch. 4]
- j. Take in (line number) all lines [ref. a, ch. 4]
- k. Cast off (line number) all lines [ref. a, ch. 4]
- l. Up behind [ref. b, app. AI]
- m. Double up and secure [ref. a, ch. 4]

(Signature and Date)

102 Marlinespike Seamanship Fundamentals (Cont'd)

102.5 Explain when the following knots, bends, and hitches are used:

- a. Square knot [ref. a, ch. 3]
- b. Bowline [ref. a, ch. 3]
- c. Clove hitch [ref. a, ch. 3]
- d. Rolling hitch [ref. a, ch. 3]
- e. Half hitch [ref. b, ch. 2]

(Signature and Date)

.6 Discuss the following as applied to synthetic, aramid/kevlar and natural fiber line:
[ref. b]

- a. Size determination [ch. 2]
- b. Proper care [ch. 2]
- c. Construction [ch. 2]

(Signature and Date)

.7 Discuss the difference between synthetic, aramid/kevlar and natural fiber lines with respect to the following: [ref. a, ch. 3]

- a. Stretching characteristics
- d. Breaking characteristics

(Signature and Date)

.8 Discuss the numbering sequence of standard mooring lines. [ref. a, ch. 4]

(Signature and Date)

300 INTRODUCTION TO WATCHSTATIONS

300.1 INTRODUCTION

The Watchstation section of your PQS is where you get a chance to demonstrate to your Qualifier that you can put the knowledge you have gained in the previous sections to use. It allows you to practice the tasks required for your watchstation and to handle abnormal conditions and emergencies. Before starting your assigned tasks, you must complete the prerequisites that pertain to the performance of that particular task. Satisfactory completion of all prerequisites is required prior to achievement of final watchstation qualification.

300.2 FORMAT

Each watchstation in this section contains:

- A FINAL QUALIFICATION PAGE, which is used to obtain the required signatures for approval and recording of Final Qualification.
- PREREQUISITES, which are items that must be certified completed before you can begin qualification for a particular watchstation. Prerequisites may include schools, watchstation qualifications from other PQS books, and fundamentals, systems, or watchstation qualifications from this book. Prior to signing off each prerequisite line item, the Qualifier must verify completion from existing records. Record the date of actual completion, not the sign-off date.
- WATCHSTATION Performance, which is the practical factors portion of your qualification. The performance is broken down as follows:

- Tasks (routine operating tasks that are performed frequently)
- Infrequent Tasks
- Abnormal Conditions
- Emergencies
- Training Watches

If there are multiple watchstations, a QUALIFICATION PROGRESS SUMMARY will appear at the end of the Standard.

300 INTRODUCTION TO WATCHSTATIONS (CONT'D)

300.3 OPERATING PROCEDURES

The PQS deliberately makes no attempt to specify the procedures to be used to complete a task or control or correct a casualty. The only proper sources of this information are the technical manuals, Engineering Operational Sequencing System (EOSS), Naval Air Training and Operating Procedures Standardization (NATOPS) or other policy-making documents prepared for a specific installation or a piece of equipment. Additionally, the level of accuracy required of a trainee may vary from school to school, ship to ship, and squadron to squadron based upon such factors as mission requirements. Thus, proficiency may be confirmed only through demonstrated performance at a level of competency sufficient to satisfy the Commanding Officer.

300.4 DISCUSSION ITEMS

Though actual performance of evolutions is always preferable to observation or discussion, some items listed in each watchstation may be too hazardous or time consuming to perform or simulate. Therefore, you may be required to discuss such items with your Qualifier.

300.5 NUMBERING

Each Final Qualification is assigned both a watchstation number and a NAVEDTRA Final Qualification number. The NAVEDTRA number is to be used for recording qualifications in service and training records.

300.6 HOW TO COMPLETE

After completing the required prerequisites applicable to a particular task, you may perform the task under the supervision of a qualified watchstander. If you satisfactorily perform the task and can explain each step, your Qualifier will sign you off for that task. You may then be required to stand a watch or a number of watches to earn qualification. There are two levels of supervision for this:

- Under Instruction: You will perform the duties and tasks of the watchstation under the direct supervision of a qualified watchstander or supervisor. This is intended to be a one-on-one training situation.
- Under qualified supervision: You will perform the duties and tasks of the watchstation with minor guidance from a qualified watchstander or supervisor. This is intended to allow you to develop proficiency in and operational environment with minimal oversight or have a supervisor close at hand if needed.

After all line items have been completed, your Qualifier will verify Final Qualification by signing and dating the Final Qualification pages.

FINAL QUALIFICATION

NAVEDTRA 43126

301 APPRENTICE LINE HANDLER

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors give away their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual's training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified APPRENTICE LINE HANDLER (NAVEDTRA 43126).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

301 APPRENTICE LINE HANDLER

Estimated completion time: 4 weeks.

301.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

301.1.1 SCHOOLS:

Surface Common Core (A-500-0022) (RECOMMENDED)

Completed _____
(Qualifier and Date)

.2 FUNDAMENTALS FROM THIS PQS:

101 Safety

Completed _____ 10% of Watchstation
(Qualifier and Date)

102 Marlinespike Seamanship

Completed _____ 15% of Watchstation
(Qualifier and Date)

301.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What safety precautions must be observed?
- F. What parameters/operating limits must be monitored?
- G. Satisfactorily perform this task.

301.2.1 Break out/lay out/inspect mooring line

Questions
A B E F G

(Signature and Date)

301 APPRENTICE LINE HANDLER (CONT'D)

		<u>Questions</u> A B E F G
301.2.2	Make heaving line ready for passing _____ (Signature and Date)	
.3	Pass heaving line to the pier _____ (Signature and Date)	A B C D E F G
.4	Pass/tend mooring line (2 times) _____ (Signature and Date) _____ (Signature and Date)	A B C D E F G
.5	Double up mooring line (2 times) _____ (Signature and Date) _____ (Signature and Date)	A B C D E F G
.6	Tend mooring line on capstan/gypsy head (2 times) _____ (Signature and Date) _____ (Signature and Date)	A B C D E F G
.7	Pass stopper (2 times) _____ (Signature and Date) _____ (Signature and Date)	A B C D E F G

301 APPRENTICE LINE HANDLER (CONT'D)

301.2.8 Transfer mooring line from capstan/gypsy head to bitts (2 times) **Questions**
A B C D E F G

(Signature and Date)

(Signature and Date)

.9 Bird nest mooring line A B F G

(Signature and Date)

.10 Rig/unrig rat guard A B C E F G

(Signature and Date)

.11 Single up/take in mooring line (2 times) A B C D E F G

(Signature and Date)

(Signature and Date)

.12 Inspect/restow mooring line and associated equipment A B F G

(Signature and Date)

COMPLETED .2 AREA COMPRISES 25% OF WATCHSTATION.

301 APPRENTICE LINE HANDLER (CONT'D)

301.3 INFREQUENT TASKS – None to be discussed.

301.4 ABNORMAL CONDITIONS

For the abnormal conditions listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. What are the probable causes?
- D. What operating limitations are imposed?
- E. Satisfactorily perform or simulate the corrective/immediate action for this abnormal condition.

		<u>Questions</u>
		A B C D E
301.4.1	Fouled mooring line	

	(Signature and Date)	
.2	Riding turns on capstan/gypsy head	A B C D E

	(Signature and Date)	
.3	Cockle/kink in mooring line	A B C D E

	(Signature and Date)	
.4	Locking turns on bitts/cleats	A B C D E

	(Signature and Date)	

COMPLETED .4 AREA COMPRISES 25% OF WATCHSTATION.

301.5 EMERGENCIES

For the emergencies listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. What are the probable causes?
- D. What operating limitations are imposed?
- E. Satisfactorily perform or simulate the immediate action for this emergency.

301 APPRENTICE LINE HANDLER (CONT'D)

301.5.1 Parted line Questions
A B C D E

(Signature and Date)

.2 Personnel injury A B C D E

(Signature and Date)

COMPLETED .5 AREA COMPRISES 25% OF WATCHSTATION.

301.6 WATCHES – None.

301.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

301.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

LIST OF REFERENCES USED IN THIS PQS

NAVEDTRA 14067, Seaman
NAVEDTRA 14325, Basic Military Requirements
NAVEDTRA 14343, Boatswain's Mate
NSTM S9086-CL-STM-010/CH-077R3, Personnel Protection Equipment
NSTM S9086-TV-STM-010/CH-581R3, Anchoring
NSTM S9086-TW-STM-010/CH-582, Mooring and Towing
NSTM S9086-UU-STM-010/CH-613, Wire and Fiber Rope and Rigging
NWP 4-01.4, Underway Replenishment
OPNAVINST 3500.39A, Operational Risk Management
OPNAVINST 5100.19D, Navy Occupational Safety and Health (NAVOSH) Program Manual for
Forces Afloat

PERSONNEL QUALIFICATION STANDARD
Feedback Form for NAVEDTRA 43126

From _____ Date _____

Via _____ Date _____
Department Head

Activity _____

Mailing Address _____

Email Address _____ DSN _____

PQS Title _____ NAVEDTRA _____

Section Affected _____

Page Number(s) _____

For faster response, you may email your feedback to the Commanding Officer, CSCS, Dahlgren, VA at: scott.d.russell1@navy.mil or thomas.malley@navy.mil. Please include the above information so that we may better serve you.

Remarks/Recommendations (Use additional sheets if necessary):

(FOLD HERE)

DEPARTMENT OF THE NAVY

OFFICIAL BUSINESS

COMMANDING OFFICER
Center for Surface Combat Systems
5395 First St
Dahlgren, VA 22448-5200

(FOLD HERE)