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INTERNATIONAL
SAILING
ASSOCIATION

**ASA REGISTERED
BASIC KEELBOAT SAILING EXAMINATION**



IMPORTANT - READ PRIOR TO OPENING THIS BOOKLET

IF THIS EXAM IS BEING TAKEN OUTSIDE AN ASA AFFILIATED SAILING SCHOOL IT IS AUTOMATICALLY INVALID. CONTACT THE ASA IMMEDIATELY AT (310) 822-7171

One examination booklet is assigned each candidate. An *original numbered* examination booklet is required to obtain your certification. If this booklet is not an original or has been used, STOP and contact your instructor for a new booklet.

You MUST print your name below *and* complete contact information on the back cover of this exam so that your test can be processed - then *wait for your instructor to advise you before opening this booklet.*

NAME _____ DATE _____

NAME OF INSTRUCTIONAL FACILITY _____

NAME OF INSTRUCTOR _____

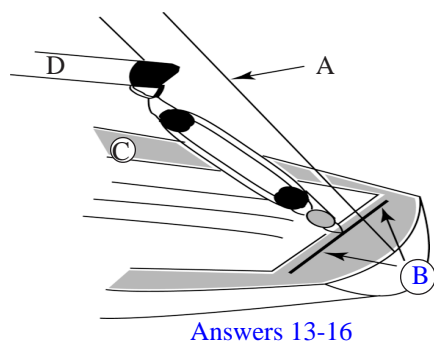
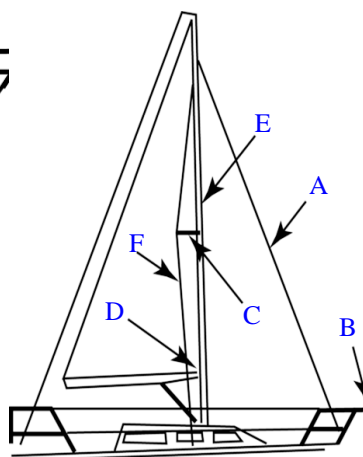
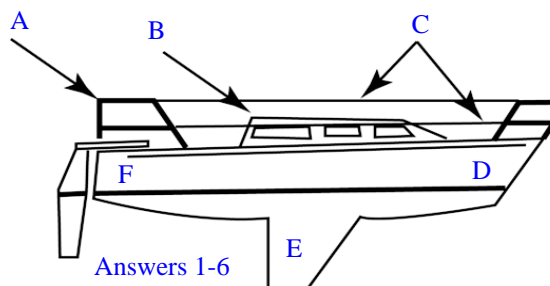
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INSTRUCTIONS FOR TAKING THIS EXAMINATION

1. This Examination is a prerequisite for Certification to the Basic Keelboat Sailing Standard which includes the National Safe Boating Certification. Your examination consists of two parts: Part A - Written Examination of Sailing Knowledge and Part B - Examination of on-the-water Sailing Skills. Both parts must be satisfactorily completed prior to awarding Certification. If there is a delay in completing one of the two parts, the remaining part must be fully completed within 12 months of the date the first part was completed.
2. Part A consists of 130 questions. Tear the back page from this test booklet, complete the information block and use the answer sheet to indicate your answer choice. Please fill in the circle completely and erase any changed answers. Read each question carefully, take your time and use your best judgement in marking the correct answer. A passing score of at least 80% is required.
3. Part B contains 62 items of boat handling skills for you to demonstrate to your ASA Instructor. Your instructor will place a checkmark in the appropriate box when you have satisfactorily performed the task required. To achieve Certification you must attain 100% on Part B.
4. To enhance your educational experience *you are entitled to review the questions and your answers with the Instructor*. If you choose to do so, inform your Instructor so that a mutually convenient time can be arranged.
5. Should you fail either or both parts of your examination, you may arrange for retesting. Consult your Instructor or school for details.

**Part A: Examination of Sailing Knowledge
(ASHORE KNOWLEDGE)**

Identify the following parts of a sailboat on the diagrams: (Questions 1-16)



Questions 1-6

1. Lifelines
2. Keel
3. Cabin
4. Bow
5. Stern Pulpit
6. Stern

Questions 7-12

7. Bow Pulpit
8. Shroud
9. Gooseneck
10. Mast
11. Headstay/Forestay
12. Spreader

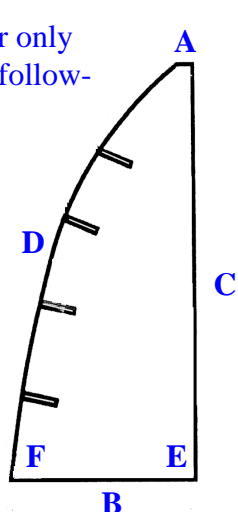
Questions 13-16

13. Deck
14. Traveler
15. Boom
16. Backstay

Using each answer only once, identify the following parts of the sail below:

Questions 17-22

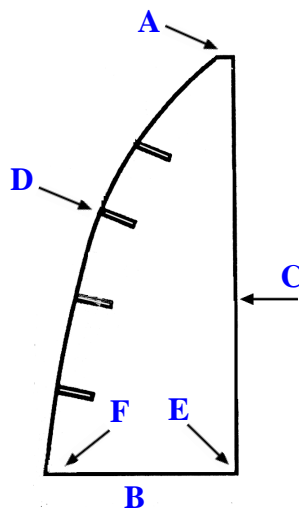
- 17. Clew
- 18. Tack
- 19. Head
- 20. Luff
- 21. Leach
- 22. Foot



Use the diagram to the left to indicate where each item below is attached or located: (you may use answers more than once)

Questions 23-26

- 23. Bolt Rope
- 24. Battens and batten pockets
- 25. Halyard
- 26. Outhaul



Using answers only once, match the following sail types with the most accurate definition below:

- | | |
|---------------|---|
| 27. Mainsail | A. A balloonlike sail used when running downwind |
| 28. Spinnaker | B. A large headsail that extends aft of the mast |
| 29. Jib | C. The primary source of sail power attached along the aft edge of the mast |
| 30. Genoa | D. The sail set near the bow that does not extend aft of the mast |

Definitions

Using the answers only once, match the following definitions with one of the terms listed below:

- | | |
|---------------|--|
| 31. Windward | A. The right side of the boat when facing the bow while aboard |
| 32. Port | B. The side of the boat further from the wind |
| 33. Starboard | C. The left side of the boat when facing the bow while aboard |
| 34. Leeward | D. The side of the boat closer to the wind |
| 35. Astern | E. The area at a right angle (90 degrees) to the boat's keel |
| 36. Abeam | F. The area behind the boat |

- | | |
|--------------------|---|
| 37. Heel | A. Wind comes over the port side of the boat |
| 38. Beam | B. Action of boat leaning caused by the wind |
| 39. Starboard tack | C. At or toward the stern |
| 40. Aft | D. Measurement of the greatest width of the boat |
| 41. Forward | E. At or toward the bow |
| 42. Port tack | F. Wind comes over the starboard side of the boat |

- | | |
|----------------------|--|
| 43. Helmsman | A. Cables that support the mast(s) |
| 44. Ahead | B. Assist in the operation of the boat |
| 45. Crew | C. Responsible for the safe operation of the boat |
| 46. Skipper | D. Area in front of the boat |
| 47. Running rigging | E. Sheets, halyards and other lines that control sails |
| 48. Standing rigging | F. Steers the boat |

- 49. Tacking/coming about A. Changing tacks so that the stern passes through the wind
- 50. Jibing B. Flapping of the sails
- 51. Sailing by the lee C. Turning the sailboat toward the direction of the wind
- 52. Heading up D. Changing tacks so that the bow crosses through the wind
- 53. Bearing away E. Sailing on a run, with the mainsail on the windward side of the boat
- 54. Luffing F. Turning the sailboat away from the direction of the wind

Functions

Using the answers in each group only once, match the following items on a sailboat with the appropriate functions below:

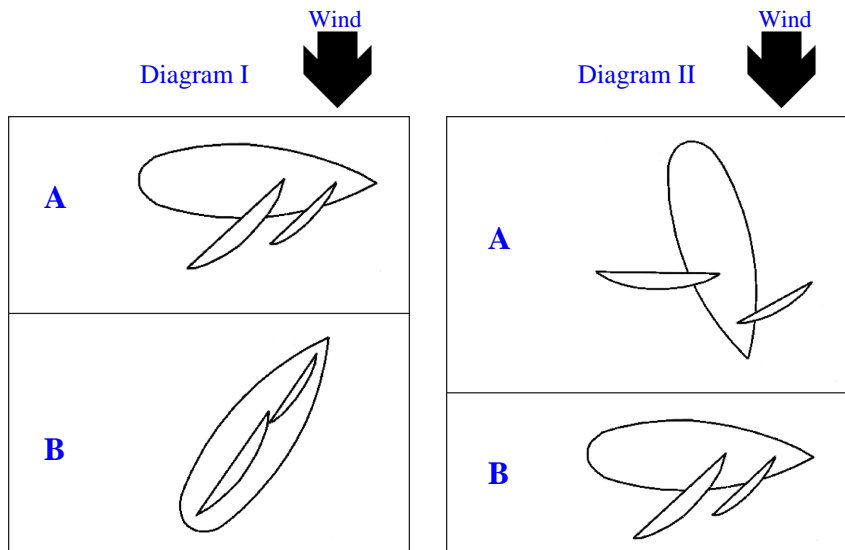
- 55. Tiller/wheel A. Provides mechanical advantage using a drum shaped device
- 56. Halyard(s) B. Controls the trim of the mainsail
- 57. Mainsheet C. Changes the direction of the boat when its position is changed in the water
- 58. Rudder D. Controls the angle of the rudder
- 59. Winch E. Raises the boom to a desired height when sail is lowered
- 60. Boom topping lift F. Raises (hoist) the sails

- 61. Jibsheet(s) A. Changes the angle of a line
- 62. Fairlead B. Adjusts the tension of the foot of the mainsail
- 63. Shackle C. Adjusts the tension of the luff of the mainsail
- 64. Block D. A nautical pulley
- 65. Outhaul E. Attaches halyard(s) to the sail
- 66. Downhaul/cunningham F. A line that controls the trim of the jib

- 67. Fenders A. Support the mast from the sides
- 68. Bow/stern lines B. Pulls the boom down and keeps it from lifting/controls sail twist
- 69. Stays C. Indicate the direction of the air flow over the sail
- 70. Boom vang D. Cushion and protect the hull
- 71. Telltales E. Secure a boat to a dock
- 72. Shrouds F. Support the mast fore and aft (bow and stern)

If the vessel in each diagram changes from point of sail "A" to point of sail "B", which best describes the boat's actions?

- 73. Diagram I
 - A. Heading up
 - B. Bearing away
- 74. Diagram II
 - A. Heading up
 - B. Bearing away



Determine which vessel is the windward vessel in each of the diagrams:

75. Diagram I 76. Diagram II

Determine the tack of the windward vessel for each of the diagrams:

77. Diagram I 78. Diagram II

- A. Starboard tack
- B. Port tack
- C. Lee tack
- D. Windward tack

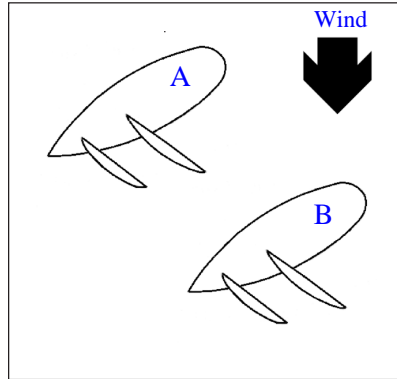


Diagram I

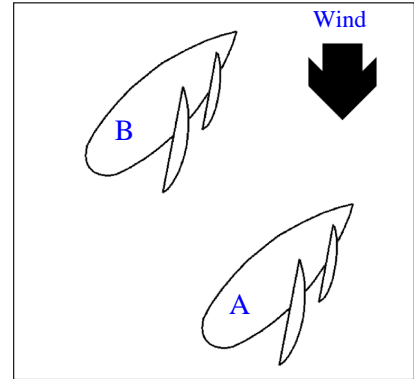
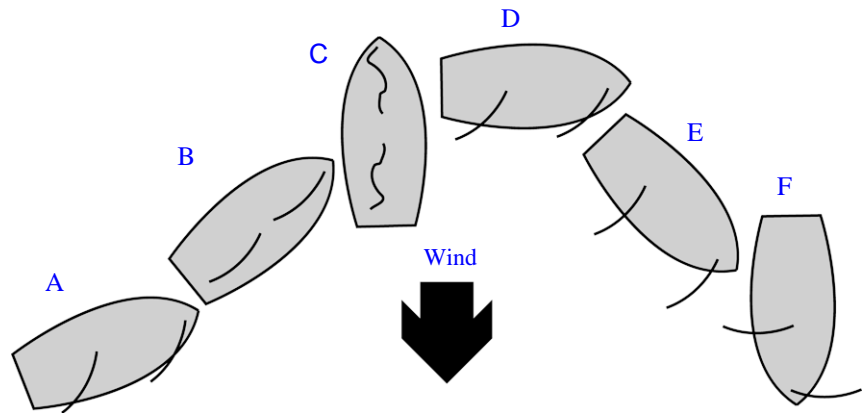


Diagram II

Match the letter of each boat with its point of sail.

- 79. Close hauled
- 80. Close reach
- 81. Beam reach
- 82. Head-to-wind
- 83. Running
- 84. Broad reach



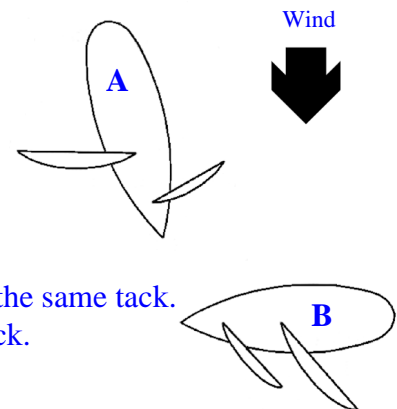
Using answers only once, match the knots below with their main functions.

- | | |
|------------------|---|
| 85. Square Knot | A. Used to secure a line to a dock fitting |
| 86. Bowline | B. Used to connect two lines of equal diameter |
| 87. Cleat Hitch | C. Used to secure the jib sheet to the sail and is relatively easy to untie |
| 88. Figure Eight | D. Used to prevent a line from slipping through a fairlead. |

NOTE: The Rule of Prudent Seamanship would have you avoid any collision. However, there are International (high seas and connecting navigable waters) and Inland Navigation Rules, which determine who should "stand-on" (keep her course and speed) and "give-way" (take early and substantial action to keep well clear). Answer the following questions according to those rules.

The diagrams below indicate the boats' points of sail, not their proximity. You are on vessel "A".

89. You are the :
- A. Stand-on boat
 - B. Give-way boat

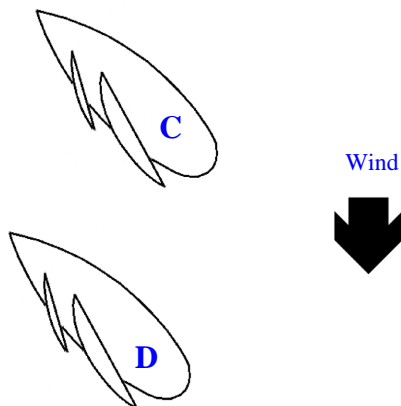


90. Which rule applies here?
- A. A boat to leeward shall give-way to a windward boat when on the same tack.
 - B. A boat on a port tack shall give-way to a boat on a starboard tack.
 - C. A boat that is overtaking another boat must give-way.
 - D. A boat on a port tack shall give-way to a boat to windward.

You are on vessel "C"

91. You are the :

- A. Stand-on boat
- B. Give-way boat



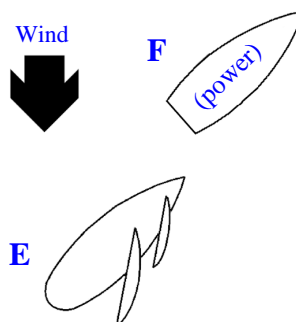
92. Which rule applies here?

- A. A boat to leeward shall give-way to a windward boat when on the same tack.
- B. A boat on a port tack shall give-way to a boat on a starboard tack.
- C. A boat to windward shall give-way to a leeward boat when on the same tack.
- D. A boat on a port tack shall give-way to a boat to windward.

You are on vessel "E" rapidly approaching vessel "F".

93. You are the :

- A. Stand-on boat
- B. Give-way boat



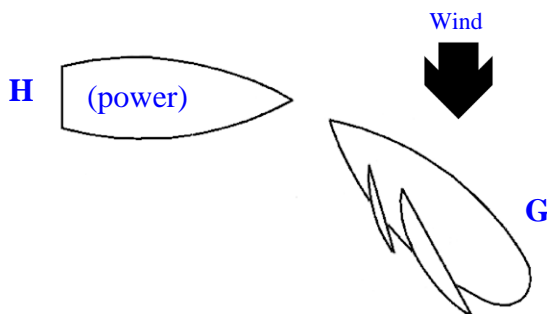
94. Which rule applies here?

- A. A boat to leeward shall give-way to a windward boat when on the same tack.
- B. A boat on a port tack shall give-way to a boat on a starboard tack.
- C. A boat that is overtaking another boat must give-way.
- D. A boat on a port tack shall give-way to a boat to windward.

You are on vessel "G"

95. You are the :

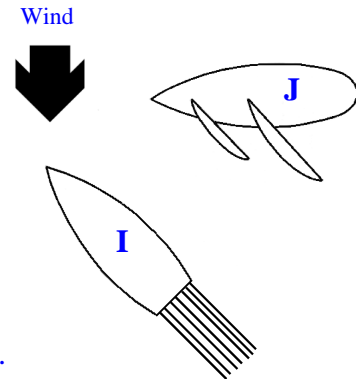
- A. Stand-on boat
- B. Give-way boat



96. Which rule applies here?

- A. A powerboat to windward must keep clear of a boat to leeward.
- B. A sailboat which has another on her own starboard side shall keep out of the way of the other.
- C. A sailboat, in general, has the right of way over a powerboat.
- D. A powerboat with the wind on the starboard side shall keep out of the way of a sailboat with the wind on the port side.

You are on vessel "J" approaching vessel "I" which is a commercial fishing vessel with nets out.



97. You are the :
- A. Stand-on boat
 - B. Give-way boat
98. Which rule applies here?
- A. A sailboat, in general, has the right of way over a power boat.
 - B. A sailboat must stay clear of a vessel engaged in commercial fishing with nets, lines, or trawls.
 - C. A vessel engaged in commercial fishing, with nets, lines or trawls, must stay clear of a sailboat.
 - D. A powerboat with the wind on the starboard side shall keep out of the way of a sailboat with the wind on the port side.

Indicate which of the hull types below best describes the characteristics listed.

- A. Displacement Hull
- B. Planing Hull

99. These boats move through the water and push it aside.
100. These vessels generally have flatter bottoms.

Indicate which of the following sail types best matches the descriptions below.

- A. Jib
- B. Mainsail

101. This sail should be hoisted before the other.
102. The tack of this sail is attached to the bow of the boat.

103. A float plan should be filed with _____ prior to departure.

- A. Harbor Master
- B. Friend or family member
- C. Sheriff or police
- D. Coast Guard

104. What vessel limitations are stamped on a manufacturer's capacity plate?

- A. Answers B, C and D below
- B. Maximum number of persons
- C. Maximum combined weight of crew, gear, and motors
- D. Maximum engine horsepower

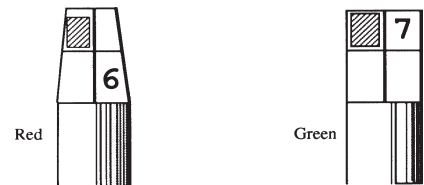
105. With regard to boating and the consumption of alcohol

- A. There are no defined regulations pertaining to alcohol consumption while boating
- B. Alcohol consumption increases the risk of damage, injury, and boating fatalities
- C. The U.S. Coast Guard is less concerned with alcohol consumption than illegal drug usage while boating
- D. Some alcohol should be available to aid victims of hypothermia

106. A formal report must be made within ____ days of accidents involving more than \$2,000 damage or complete loss of a vessel.
- A. 2
 - B. 5
 - C. 7
 - D. 10
107. Which of the following is the *least* reliable source of local navigation information?
- A. A local sailing school
 - B. Land maps that include coastal waters
 - C. Updated charts
 - D. Experienced local sailors
108. Which of the following is *not* true regarding personal floatation devices (PFDs)?
- A. You must carry one for each passenger on board
 - B. If no smaller PFDs are available, children may use adult-size PFDs
 - C. PFDs must be readily accessible
 - D. All passengers must know the location of PFDs

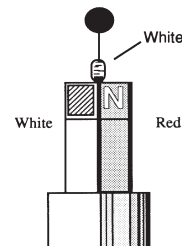
109. If you were passing between these buoys ahead you would be:

- A. traveling along a channel from open water
- B. traveling past a bend in a channel
- C. traveling past a restricted area
- D. traveling along a channel toward open water



110. If you see this buoy directly in front of your boat you are:

- A. either in mid-channel or in safe water
- B. on the southern side of the channel
- C. on the northern side of the channel
- D. approaching a danger area



111. If you see this buoy directly in front of your boat you are:

- A. in the middle of the channel
- B. on the southern side of the channel
- C. on the northern side of the channel
- D. in an area prohibited to boating

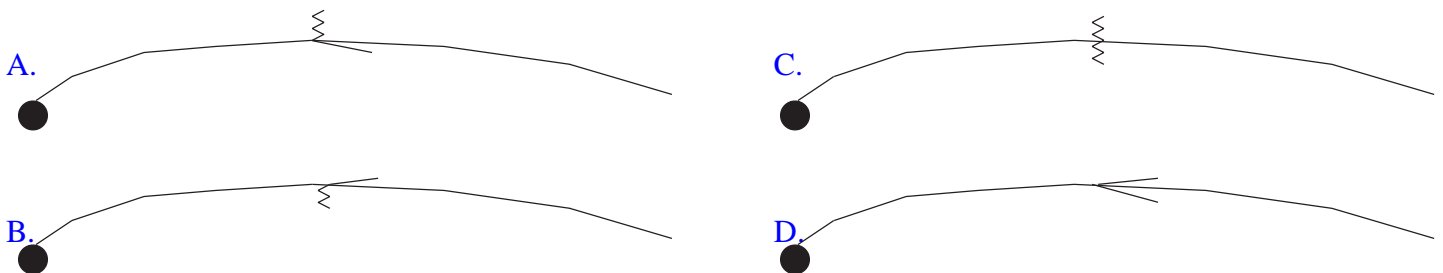


112. Which of the following items is required equipment on a 23 foot sailboat with auxiliary power?
- A. Safety harness
 - B. One B-I fire extinguisher
 - C. Plow anchor
 - D. Seasickness medication

113. Which of the following is true regarding disposal of trash in lakes and harbors in the U.S.?
- A. Limited dumping is allowed if you are within three miles of shore
 - B. You may discard small items that will sink to the bottom
 - C. It is illegal to dump any garbage in any U.S. lake, river, or harbor
 - D. You may only discard recyclable paper products
114. What is the recommended vessel speed when rendering assistance to a person overboard?
- A. More than 5 knots
 - B. 3 to 5 knots
 - C. 1 to 2 knots
 - D. Hull speed
115. Which is the best point of sail for a final approach to an overboard victim using the figure 8 method?
- A. Close Haul
 - B. Broad Reach
 - C. Beam Reach
 - D. Close Reach
116. Which of the following is *least* important when determining the maximum safe number of passengers for your sailboat?
- A. Number of seats on the boat
 - B. Number of PFDs onboard
 - C. Manufacturer's capacity plate
 - D. Weather conditions
117. Which sound signal indicates that a dangerous situation exists?
- A. Five short blasts
 - B. One continuous blast
 - C. Four short blasts
 - D. Two long blasts
118. Which of the following can be used in determining proper sail trim?
- A. Telltales
 - B. Luffing or "pinching" of the leading edge of the jib
 - C. Degree of boat heel
 - D. All of the above
119. Which of the following is not true regarding the figure 8 method of man overboard recovery?
- A. The figure 8 method requires jibing
 - B. The first action is to shout "Man overboard!"
 - C. The overboard person is approached on a close reach with the sails luffing
 - D. All of the above
120. Which of the following indicates a small craft advisory?
- A. A single red flag with a black square in the center
 - B. A single red pennant
 - C. Two red pennants, one above the other
 - D. Two red flags, each with a black square
121. Which vessel has the right of way over a sailboat?
- A. A tanker in a narrow channel
 - B. A personal watercraft
 - C. A power vessel in open water
 - D. A runabout
122. The Good Samaritan Rule of the Federal Boat Safety Act of 1971:
- A. Encourages mariners to assist each other
 - B. Describes what assistance mariners may or may not render
 - C. Protects mariners from liability when rendering assistance to other boats needing help
 - D. Describes which mariners may or may not render assistance

123. Which step should come first in a person overboard recovery?
- A. Carefully tack and let the jib luff
 - B. Turn onto a broad reach
 - C. Throw a buoyant object to the victim
 - D. Turn onto a beam reach
124. Which statement is correct regarding apparent wind?
- A. The apparent wind is in the opposite direction of the true wind
 - B. The apparent wind is always to the north
 - C. The apparent wind is forward of the true wind
 - D. The apparent wind is aft of the true wind
125. Which light must be displayed in addition to running lights for a 25 foot sailboat when under power at night?
- A. An all around white light
 - B. A white light that shines forward of the mast
 - C. A flashing amber light at the bow
 - D. A 360 degree white light at the top of the mast
126. With regard to sailing in the vicinity of commercial shipping, which statement below is true?
- A. Use five short blasts to identify yourself as a sailing vessel
 - B. Cross the shipping lane quickly, at a right angle
 - C. The Coast Guard rule "make way for tonnage" applies
 - D. Sailboats have right of way over all under power in all situations
127. Weather helm is :
- A. the tendency of a boat to round up into the wind.
 - B. the tendency of a boat to bear away from the wind.
 - C. the tendency of a boat to heel excessively
 - D. the tendency of the helm to move erratically

128. Which diagram shows the telltales on a sail that is eased too far?



129. Which is the primary danger of sailing by the lee?
- A. Falling overboard.
 - B. Scratching the hull.
 - C. Running aground.
 - D. Jibing accidentally.
130. On what point of sail is the boat at biggest risk of an accidental jibe?
- A. While tacking
 - B. While reaching
 - C. While running or sailing by the lee
 - D. When "in irons"

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CANDIDATE INFORMATION:
(PRINT CLEARLY)

Name: _____ / _____ / _____ (last) (first) (initial)

Address: _____ / _____ / _____ (street) (city) (state) (zip+4)

E-Mail: _____ Phone # _____

Examination #

REQUEST FOR OFFICIAL ASA CERTIFICATION

PLEASE COMPLETE FULLY AND PRINT CLEARLY
CANDIDATE PLEASE NOTE

To ensure that you become officially certified these steps must be taken:
1. Your Instructor must sign your Log Book in the appropriate section immediately after successfully completing this Examination.

2. Your Instructor must forward this Examination to ASA according to prescribed procedures.

3. Within 10 days of receiving your examination the ASA will mail your *Certification Seal* directly to you. If you do not receive your Certification Seal within a reasonable amount of time after completing this Examination, usually less than 30 days, contact your Instructor to determine if he or she has processed your documents.

A. TO BE COMPLETED BY CANDIDATE

I was previously certified to the ASA _____ no _____ If yes, name of facility _____

I am a current member of the ASA _____ yes, give member # _____ No _____

I request the following be sent to my address:
ASA membership information _____ Other _____

Signature _____ Date _____

B. TO BE COMPLETED BY AN ASA INSTRUCTOR

I certify that I have personally examined this Candidate in accordance with the ASA Basic Keelboat Sailing Standard and that he/she has been found fully proficient in both the Sailing Knowledge and Sailing Skills requirements having attained the following scores:

Knowledge _____ % (Pass 80%) Score from USCG Auxiliary Exam Skills _____ % (Pass 100%)

This Examination of sailing skills was performed aboard the following sailboat: Class/Type _____ Length _____ Type of rig _____

Furthermore, I have signed and dated his or her personal Log Book in the appropriate certification space.

ASA Instructor's Name _____
Current Highest Level of Instructor _____ Expiration Date _____
ASA Membership # _____

Name of Certification Facility _____ Date _____
Instructor's Signature _____

PART B: EXAMINATION OF SAILING SKILLS
BASIC KEELBOAT SAILING EXAMINATION

Each of the following items must be properly performed before this examination can be considered to be satisfactorily completed. A check mark in the corresponding box below signifies that the *ASA Instructor has witnessed* the Candidate's successful performance of the following sailing skills, minimally one time or continuously as specified. All sailing skills are to be performed in moderate wind and sea conditions, demonstrating proper safety precautions.

TO BE COMPLETED BY THE ASA INSTRUCTOR INDICATED TO THE RIGHT

- PRELIMINARIES**
- 1. Demonstrated the proper use of a PFD
 - 2. Selected proper clothing for sailing
- HOISTING SAILS**
- 3. Cleared halyards and sails
 - 4. Checked boom topping lift
 - 5. Hoisted and set sails
 - 6. Tensioned the luffs
 - 7. Coiled and hung halyards
 - 8. Checked stopper knots in sheets and halyards
- PARALLEL DOCKING AND MOORING**
- 9. Left dock/mooring completely prepared and in control
 - 10. Used correct approach on return
 - 11. Used slow speed and was under control
 - 12. Tied boat securely to dock/mooring
 - 13. Stopped correct distance from the dock/mooring without use of lines
- PROPER WINCH TECHNIQUES**
- 14. Safety - aware of high tension on halyards and sheets
 - 15. Proper wrapping techniques
 - 16. Removal of winch handle after use
- CLOSE HAULED-REACHING-RUNNING**
- 17. As helmsman - selected and maintained a given course
 - 18. As crew - set sails properly
- TACKING**
- 19. As helmsman - used proper commands
 - 20. As helmsman - selected then sailed a new heading (steady course)
 - 21. As helmsman - executed maneuver smartly
 - 22. As crew - gave proper responses, released sheets at proper time,
 - 23. As crew - retrimmed sheets correctly.
- JIBING**
- 24. As helmsman - used proper commands
 - 25. As helmsman - selected then sailed new heading (steady course)
 - 26. As helmsman - properly controlled mainsheet (mainsail)
 - 27. As helmsman - executed maneuver smartly
 - 28. As crew - released sheet with proper timing
 - 29. As crew - mainsheet control
 - 30. As crew - retrimmed sheets correctly
- HEADING UP**
- 31. As helmsman - sailed closer to wind
 - 32. As crew - trimmed sails correctly
- BEARING AWAY**
- 33. As helmsman - sailed further from wind
 - 34. As crew - eased and then trimmed sheets correctly
- LUFFING UP, STOPPING AND GETTING OUT OF "IRONS"**
- 35. As helmsman - brought boat to a close reach
 - 36. As crew - eased the sheets to stop the boat. (complete luff)
 - 37. As helmsman and crew - Placed the boat "in irons" (head to wind) and, using proper rudder control and backing of the sails, sailed off in a predetermined direction
 - 38. As crew - gave proper response, released jib sheet at proper time, properly controlled mainsheet (mainsail)
- STEERING (helmsman)**
- 39. Sailed by-the-lee for 100 yards
 - 40. Sailed backwards for 25 yards with sails aback
 - 41. As helmsman - demonstrated proper basic steering and sailing rules as both a give-way and stand-on boat (opposite tack, same tack, sail meeting power, and overtaking)
- MAN OVERBOARD (PFD) PERFORMED BY HELMSMAN**
- 42. Assigned spotter/Called MOB/Deployed a PFD
 - 43. Controlled the event with confidence
 - 44. Figure 8
 - 45. Quickly turned boat to a beam or broad reach
 - 46. Tacked under control
 - 47. Used proper approach (close reach) with reduced speed and controlled contact
 - 48. Stopped the boat next to "victim"
 - 49. Discussed bringing an exhausted person aboard over the transom or over the side
- LOWERING SAILS**
- 50. Brought boat near head to wind
 - 51. Lowered and secured jib and sheets
 - 52. Attended to topping lift
 - 53. Lowered and furled main neatly (with assistance)
 - 54. Folded and bagged jib and/or main (with assistance)
- KNOTS (tied without assistance)**
- 55. Secured and coiled halyards and other lines
 - 56. Bowline (20 seconds or less)
 - 57. Figure eight (15 seconds or less)
 - 58. Cleat hitch (15 seconds or less)
 - 59. Clove hitch (20 seconds or less)
 - 60. Square or reef knot (20 seconds or less)
 - 61. Round turn and two half hitches (20 seconds or less)