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# ADMIRALTY FLEET ORDER

## EXAMINATIONS FOR WRITER, STORES, COOK AND STEWARD RATINGS

ADMIRALTY, S.W.1,  
23rd November, 1944.

The following Order having been approved by My Lords Commissioners of the Admiralty is hereby promulgated for information and guidance and necessary action

By Command of their Lordships,

*H. V. Markham*

*To all Commanders-in-Chief, Flag Officers, Senior Naval Officers, Captains and Commanding Officers of H.M. Ships, Vessels and C.O. Craft (see A.F.O. 3758/44), Superintendents or Officers in Charge of H.M. Naval Establishments, and Admiralty Overseers concerned.*

NOTE :—The scale of distribution is shown in the Admiralty Fleet Order Volume, 1941, Instructions, paragraph 10.

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## 6243.—Examinations for Writer, Stores, Cook and Steward Ratings

(N. 13432/44.—23 Nov. 1944.)

## SECTION IV

## EXAMINATIONS FOR WRITER AND STORES RATINGS

As announced in A.F.O. 2703/44, Their Lordships have approved revised regulations regarding examinations in the Supply and Secretariat Branch.

2. A.F.O. 2704/44 contains the new rules for officers' examinations as follows:—

- Section I ... Examination for the rank of Lieutenant-Commander (S).  
 Section II ... Examination for the rank of Sub-Lieutenant (S).  
 Section III ... Examinations for the ranks of Warrant Writer Officer, Warrant Stores Officer, Warrant Cookery Officer and Warrant Catering Officer.

3. This present order contains the new rules for ratings' examinations as follows:—

- Section IV ... Examinations for Writer and Stores ratings.  
 Section V ... Examinations for Cook (S) and Cook (O) ratings.  
 Section VI ... Examinations for Steward ratings.

4. The new rules for ratings' examinations replace all existing instructions in K.R. & A.I. and A.F.Os. dealing with this subject and are to come into force on 1st January, 1945.

## GENERAL

5. The Captain (S)-in-Charge, R.N. Supply and Secretariat School, Wetherby, Yorkshire, is the setting and marking authority for all written examinations.

## Circumstantial Report

6. When assessing results attained by candidates, to enable consideration to be given to the circumstances prevailing during the period of working-up for, and actually taking, written examinations, a report covering the points enumerated below, is to be compiled by a candidate's Supply Officer and attached to the worked papers. The report is to state briefly (but in sufficient detail to be of assistance to the marking authority) the following points:—

- (a) The opportunity the candidate has had of working-up for the examination.  
 (b) A summary of employment during the six months preceding the examination.  
 (c) The actual conditions under which the examination was conducted and the extent to which they may have affected the candidate's performance (e.g. climate, heavy weather and liability to seasickness, gunfire, bombing, aircraft flying in vicinity, and other interruptions).  
 (d) The Supply Officer's general opinion of the candidate's professional ability and the degree to which he compares professionally with an average rating of equal seniority.

## Conduct of Examinations

7. The necessary arrangements are to be made by the candidates' Commanding Officers for their attendance and for the appointment of responsible supervising officers. Candidates on foreign service leave are to attend for examination at the port division in which they are borne for pay.

8. The seals of the envelopes containing sets of question papers are to be broken by supervising officers in the examination room in the presence of candidates.

9. The examinations in each paper are on no account to be held before the date and time laid down. In exceptional circumstances if conditions on the date fixed for an examination are such as to cause candidates to suffer *serious* disability, Commanding Officers (or Senior Officers) may arrange for the examination to be held on some other suitable date. The examination will then be accepted, provided that the Commanding Officer furnishes a statement of the reasons for the postponement and certifies that there was no possibility of the candidate having become acquainted with the papers before the examination.

## Disposal of Worked Papers

10. Immediately on the conclusion of the examination in each subject the worked papers are to be enclosed in a sealed envelope.

11. On the conclusion of the examination all sealed envelopes are to be forwarded to the R.N. Supply and Secretariat School.

12. Such of the following peace-time rules as are modified in war time are indicated by underlining or are scored in the margin, and details of these modifications will be found in paragraphs 41 *et seq.*

## PEACE TIME

## New Entry Courses

13. On completion of the normal new entry disciplinary course, Probationary Writers and Probationary Stores Assistants will undergo the new entry technical course, which will be of three months' duration and held at the R.N. Supply and Secretariat School. On passing the examination, which concludes the technical course, they will be confirmed as Writers and Stores Assistants respectively. The results of the examination will determine the order of seniority on the roster for advancement to leading rate.

## Leading Rate

14. There will be no qualifying examination. Advancement will be made from depot rosters subject to recommendation (*see* paragraphs 32-34), and to a minimum period of one year's service in the confirmed rate of Writer or Stores Assistant.

## Petty Officer Rate

15. Before advancement to petty officer rate, ratings must have a minimum of one year's service in the leading rate *and* a minimum of six months' seagoing service in either the able seaman or leading rate.

16. The qualifying examination for petty officer rate, which will be written, will be held twice a year and will commence on the third Monday in May and November. Candidates are eligible for examination at any time after advancement to leading rate. Applications for examination papers are to be forwarded by the candidates' commanding officers to reach the Director-General, Supply and Secretariat Branch, six months before the examinations are due to be held. Owing to unavoidable delay in results of examinations reaching candidates, it is advisable that their applications for examination should be for *two sets of papers for successive half years* in case of failure at the first attempt.

## Syllabuses

17. The syllabus of the written examination for Petty Officer Writer is:—

|              | Maximum |       | Subject                   | No. of Questions to be attempted | Time Allowed |
|--------------|---------|-------|---------------------------|----------------------------------|--------------|
|              | Marks   | Paper |                           |                                  |              |
| Monday ...   | 250     | A     | Pay Office work ...       | 12 out of 15                     | 3 hours      |
|              | 100     | B     | Arithmetic ...            | —                                | 2 hours      |
| Thursday ... | 250     | C     | Captain's Office work ... | 12 out of 15                     | 3 hours      |
|              | 50      | D     | Typewriting ...           | —                                | 1 hour       |

(Shorthand is no longer a subject in the examination.)

18. To pass the examination a candidate must obtain an *aggregate* of 60 per cent. in the three professional subjects A, C and D, and 50 per cent. in *each* subject.

19. The syllabus of the written examination for Stores Petty Officer is:—

|              | Maximum |       | Subject                               | No. of Questions to be attempted | Time Allowed |
|--------------|---------|-------|---------------------------------------|----------------------------------|--------------|
|              | Marks   | Paper |                                       |                                  |              |
| Monday ...   | 250     | A     | Victualling, Clothing and Mess Traps. | 12 out of 15                     | 3 hours      |
|              | 100     | B     | Arithmetic ...                        | —                                | 2 hours      |
| Tuesday ...  | 250     | C     | Air Stores ...                        | 12 out of 15                     | 3 hours      |
| Thursday ... | 250     | D     | Naval Stores ...                      | 12 out of 15                     | 3 hours      |
|              | 50      | E     | Typewriting ...                       | —                                | 1 hour       |

20. Out of the three professional subjects A, C and D, the candidates will be permitted to undergo examination in two only. As all sets of question papers will include five papers (A to E), candidates must inform the supervising officer, *before the examination commences*, which two of the three professional papers (A, C, D) they desire to attempt. No alteration to this option is to be permitted once the examination has commenced.

21. To pass the examination, a candidate must obtain an *aggregate* of 60 per cent. in the three professional subjects which he takes (i.e. two of A, C or D, and E) and 50 per cent. in *each* subject.

22. It will be observed that ratings may pass for Stores Petty Officer and be advanced to that rate without demonstrating any knowledge of the one professional subject omitted from their examination. At a later date, of which due notice will be given, it will be compulsory to pass in all four professional subjects simultaneously, but this will not apply to any rating who has *passed* under the above rules.

23. For both examinations—

- (i) The R.N. Supply and Secretariat School will so weight the marks as to make it impossible for a candidate to pass any paper without displaying a comprehensive knowledge of the subjects.
- (ii) Each paper will show the time allowed, maximum marks, and the number of questions to be answered.
- (iii) Each paper will show in the margin the number of marks allotted to each question.
- (iv) No books will be allowed.

24. The syllabus and books to be studied for the examination for Petty Officer Writer will be found in Appendix I to this Order.

25. The syllabus and books to be studied for the examination for Stores Petty Officer will be found in Appendix II to this Order.

26. The memorization of the numbers of S. forms, etc., will not be required.

#### *Promulgation of Results*

27. The results of the examination will be forwarded by the R.N. Supply and Secretariat School to:—

The Director-General, Supply and Secretariat Branch.

Commanders-in-Chief ... } concerned.  
Administrative Authorities }  
Commodores of Depots }

Ships in which candidates were serving at the time of the examination, and, in the case of ships not carrying their own accounts, the accounting base or depot ship concerned. (If a candidate has been discharged since the examination, the results are to be forwarded to his new ship or accounting base.)

28. In addition, the names of successful candidates will be promulgated by deferred message to ships and establishments *abroad*.

#### *Passing Date*

29. In cases where owing to incidents of the Service—

- (a) applications for examination papers fail to reach the Director-General, Supply and Secretariat Branch, in time, or
- (b) the papers fail to reach the candidate in time, or
- (c) worked papers fail to reach the R.N. Supply and Secretariat School,

the Director-General, Supply and Secretariat Branch, has Their Lordships' authority to antedate the eventual date of passing. (As regards cases (a) and (b) spare sets of papers are supplied to all Commanders-in-Chief and Flag Officers of large Independent Commands abroad.) Applications for the exercise of this discretion are to be forwarded direct to the Director-General, Supply and Secretariat Branch, giving full particulars.

30. The fact of a candidate having passed or failed the examination for Petty Officer rate is to be noted on his History Sheet and the Ledger. The fact of his having passed the examination is also to be noted on his Service Certificate. The marks obtained are to be shown on the History Sheet.

#### *Failures*

31. Candidates who fail may be re-examined at any subsequent examination.

#### *Recommendation for Advancement*

32. It is constantly brought to notice that some ratings have evidently been advanced to higher rating solely by virtue of having passed professionally, sufficient regard not having been paid to their suitability. The fact of having passed a theoretical examination at an early stage is no criterion of a rating's suitability to undertake the practical duties of a higher rating at a later stage.

33. To ensure therefore that only competent ratings are advanced, no rating is to be *recommended* for advancement until a Supply Officer of the rank of Lieutenant-Commander (S) or above, is satisfied that the rating has maintained his theoretical knowledge and can apply it to good practical effect. Where a rating who is qualified to be recommended is serving in a ship not carrying a Lieutenant-Commander (S) or above, his Commanding Officer is to arrange for him to be sent to a ship or base where he can be interviewed and tested by a Supply Officer of or above that rank. The latter's report will guide the Commanding Officer in deciding on his recommendation. If in any particular case the application of this rule would be likely to delay advancement, representation may be made to the Administrative Authority for it to be waived.

34. Furthermore, before recommending a rating for advancement the Supply or other officer responsible for the recommendation *must* satisfy himself that the rating possesses the qualities of leadership, initiative, resource, tact and industry likely to make a good leading rate or petty officer.

#### *Employment of Writer and Stores Ratings*

35. Interchangeability between the different sides of their work is essential in both the writer and stores branches. Particular attention is to be given to ensure that in the earlier stages of their careers, Writer and Stores ratings obtain experience of all sides of their work. With this object in view, change of duties of Petty Officers and below is to be arranged within the ship or establishment.

36. As a normal rule the maximum time during which a Writer or Stores rating may be employed on one type of work is three years. Departure from this rule is permissible in the case of Chief Petty Officers provided the prior concurrence of the drafting authority has been obtained. Departure from the rule is not permitted in the case of Petty Officers and below, unless the prior approval of *both* the drafting authority and the Administrative Authority has been obtained.

#### *Advancement to Chief Petty Officer rate*

37. There is no qualifying examination. One year's service in the Petty Officer rate will be required for advancement to Chief Petty Officer Writer and Stores Chief Petty Officer.

#### *Chief Petty Officer Writer—Ledger Certificate*

38. Before advancement to Chief Petty Officer Writer, a rating must, as a Leading or Petty Officer Writer, obtain a certificate to the effect that he has kept a rough ledger or sections of a rough ledger containing both officers' and men's accounts for a minimum period of three months and has closed and abstracted a ledger, or sections of a ledger, at the end of a quarter. A certified copy of the ledger certificate issued to a rating should be forwarded to depot.

#### *Refresher Courses*

39. Opportunities should be taken, whenever possible, for ratings to undergo refresher courses at the R.N. Supply and Secretariat School. Application for these courses is to be made to the Captain(s)-in-Charge, R.N. Supply and Secretariat School.

40. Ratings should undergo a refresher course whenever possible before being drafted to small ships.

#### WAR-TIME MODIFICATIONS

41. The peace-time rules for the examination and advancement of Writer and Stores ratings apply in war time, with the following exceptions.

*New Entry Course*

42. On completion of a shortened disciplinary course, Probationary Writers and Probationary Stores Assistants undergo a new entry technical course at the R.N. Supply and Secretariat School, which is of nine weeks' duration. Subject to having passed the examination which concludes the course, probationary ratings are confirmed after a minimum period of three months' service.

*Oral Examinations*

43. In war time the written examination for petty officer rate is suspended and in lieu ratings are required to pass a written examination (of the same standard as expected for Petty Officer in peace time) before advancement to chief petty officer rate. This procedure has the effect of permitting the advancement to Petty Officer of a rating who has not qualified professionally by written examination. With a view to maintaining the high standard required of petty officers, oral examinations were introduced which ratings must pass before being advanced to leading rate and again before being advanced to petty officer rate.

44. In order to standardize these oral examinations, to ensure an adequate and comprehensive test, and to provide guidance for candidates as to the field of knowledge required, detailed syllabuses for each subject have been introduced and are printed in Appendices III and IV to this Order, with instructions for their use.

45. In lieu of passing the oral examination for Petty Officer, ratings may, if they so desire, qualify professionally for that rate by passing the written war-time examination for Chief Petty Officer.

*Examining Officers*

46. In all cases the examining officers for oral examinations shall be two Supply Officers, one of whom shall not be below the rank of Lieutenant-Commander (S), and the other a Lieutenant (S) (ex-Warrant rank), or Commissioned or Warrant Officer of the appropriate branch (Writer or Stores), whenever available; but if such latter officer be not available, another Supply Officer (not of Warrant or ex-Warrant rank).

47. Candidates are to be examined by Fleet or Base Boards which are to be established for the purpose and not by their own officers, but if the exigencies of the Service render this procedure impracticable, candidates are to be examined by Supply Officers as directed by the Senior Officer present.

*Subjects of Oral Examinations*

48. The subjects of the examinations are as follows:—

*Writer Ratings*

- (a) Pay Office Work.
- (b) Captain's Office Work.

*Stores Ratings*

- (a) Victualling, Clothing and Mess Traps.
- (b) Naval Stores.

*Stores Ratings (N.A.S.)*

- (a) Victualling, Clothing and Mess Traps.
- (b) Air Stores.

*Qualifying Professionally for Higher Rate*

49. To pass the oral examination a rating must obtain 60 per cent. in one side of his work and 50 per cent. in the other, based on the syllabuses given in the Appendices.

50. Ratings undergoing new entry training at the R.N. Supply and Secretariat School will, however, be regarded as having passed for leading rate if they obtain 70 per cent. or over in their final (written) examination. *Such ratings must not however be recommended for advancement until the Supply or other Officer responsible for the recommendation is fully satisfied that they have maintained their theoretical knowledge and can apply it with good practical effect and are otherwise suitable for advancement (vide paragraphs 32-34).*

51. Ratings who fail to obtain 70 per cent. at the R.N. Supply and Secretariat School will be required to pass the normal oral examination for leading rate which may be taken at any time after completion of nine months' service, including probationary time.

52. Ratings who are transferred to the writer or stores branch and who for service reasons have not undergone the course at the R.N. Supply and Secretariat School may take the oral examination for leading rate after six months' total service in the probationary and confirmed rate.

*Notations on Form S.442 and other documents*

53. The examining officers are to award marks for the oral examinations in accordance with Appendices III and IV.

54. The fact of a candidate having passed or failed an examination is to be noted on Form S.442, his History Sheet, and in the Ledger. The fact of his having passed an examination is also to be noted on his Service Certificate. The marks obtained are to be shown on Form S.442 and History Sheet in percentages and the notations "V.G.", "Good" and "Fair" are not to be used.

55. The date of passing an oral examination is to be the date of application for the examination.

*Failures*

56. Candidates who fail professionally for leading or petty officer rate may not be re-examined until three months after failing, but in the event of a second or subsequent failure this period may be extended to six months at the discretion of the examining officers and shall then be noted by them on Form S.442.

*Advancement to Leading Rate (Temporary)*

57. Advancement is on the authority of the Commanding Officer and *not* by depot roster.

58. The ratings mentioned in paragraph 52 may, subject to qualifying professionally *and to recommendation*, be advanced after a minimum of six months' service in the confirmed rate of Writer or Stores Assistant.

59. Ratings who qualified professionally at the R.N. Supply and Secretariat School may be advanced (subject to recommendation) as follows:—

| <i>Marks obtained</i>           | <i>Advanced to Leading Rate on attaining</i>               |
|---------------------------------|------------------------------------------------------------|
| 80 per cent. or over            | ... 6 months confirmed time as Writer or Stores Assistant. |
| 70 per cent. to 79 per cent.... | 8 months' confirmed time as Writer or Stores Assistant.    |

60. Ratings who passed through the R.N. Supply and Secretariat School but did not qualify professionally may, on subsequently passing, be advanced on attaining 9 months confirmed time as Writer or Stores Assistant.

*Advancement to Petty Officer Rate (Temporary)*

61. There is no service qualification for advancement to petty officer rate. Advancement to Petty Officer Writer is by depot roster; advancement to Stores Petty Officer is on the authority of the Commanding Officer.

*Chief Petty Officer Rate—Written Examination*

62. In war time the written examinations for petty officer rate are suspended but ratings are required to qualify professionally for chief petty officer rate by passing a written examination on the same syllabus, of the same standard and under the same conditions as are laid down for ratings passing for petty officer rate in peace time. Leading rates are allowed to take this examination in lieu of the oral examination for advancement to Petty Officer.

63. On receipt of the results of the written examinations for Chief Petty Officer Writer and Stores Chief Petty Officer (see paragraphs 27 and 28) supplementary Forms S.507 are to be rendered in respect of successful candidates. In cases of ships and establishments abroad, a deferred message giving the names of ratings recommended should also be despatched.

*Notes.*—(i) It is especially important in war time that opportunity should be given, whenever possible, for ratings to undergo the refresher courses at the R.N. Supply and Secretariat School referred to in paragraphs 39 and 40.

(ii) The provisions of paragraphs 35 and 36 (employment of writer and stores ratings) and paragraph 38 (Chief Petty Officer Writer-ledger certificate) do not apply in war time.

## SECTION V

## EXAMINATIONS FOR COOK (S) AND COOK (O) RATINGS

64. Such of the following peace-time rules as are modified in war time are indicated by underlining or are scored in the margin, and details of these modifications will be found in paragraphs 84 *et seq.*

## PEACE TIME

*New Entry Course*

65. On completion of the normal new-entry disciplinary course, Assistant Cooks will undergo the new entry course of thirteen weeks, technical training in their Depot Cookery School, concluding with an examination (*see* Appendix V, Section A). Ratings are on probation until they have passed this examination when they will be confirmed as Assistant Cook (S) or (O). The results of the examination will determine the order of seniority on the roster for advancement to leading rate.

66. Before, during or at the end of their thirteen weeks' course ratings are to be selected for Assistant Cook (S) or (O) according to (a) manning requirements, (b) suitability, and (c) individual preference. During the course elementary instruction in baking is given. The ratings selected for Assistant Cook (S) will, after completing the course and passing the examination, undergo a further two weeks' course in more advanced baking but without examination.

*Advancement to Cook*

67. To pass the examination which concludes the new entry course, a rating must obtain 70 per cent. of marks. The results obtained in this examination will have the following effect:—

| Marks gained                  | Advancement to Cook (S) or Cook (O)<br>at seniority as Assistant Cook of |
|-------------------------------|--------------------------------------------------------------------------|
| 70 per cent. to 79 per cent.  | ... 12 months                                                            |
| 80 per cent. to 89 per cent.  | ... 10 months                                                            |
| 90 per cent. to 100 per cent. | ... <u>8 months</u>                                                      |

68. The percentage of marks gained is to be noted on passing certificate (Form S.442) and History Sheet. The existing notations "Exceptional", "Superior" and otherwise are abolished.

*Failures*

69. If a rating fails in the examination and at the discretion of the Officer-in-Charge of the Cookery School is allowed further training he is to be rated Cook (S) or Cook (O) twelve months from the date of passing the examination.

*Leading Rate**Qualifications*

70. A minimum of one year's qualifying service as Cook (S) or Cook (O), with at least six months' sea-going service, is required. A rating must have passed professionally, and possess certificate for E.T.1 unless this latter requirement has been waived.

*Course*

71. Cooks (S) and Cooks (O) are, whenever possible, to be drafted to a Cookery School for a four weeks' course and will then undergo the qualifying examination for leading rate. Applications for ratings to undergo these courses and examinations are to be made to Commodores of depots. Ratings will not be entitled to a second course.

*Examination*

72. The examination may be taken at any time after being rated Cook (S) or (O), either at a cookery school or elsewhere, and will embrace the syllabus laid down in Appendix V, Section B.

*Failures*

73. Candidates who fail may not be re-examined until six months after failing.

*Petty Officer Rate**Qualifications*

74. A minimum of one year's qualifying service as Leading Cook (S) or (O), with at least six months' sea-going service, is required. A rating must have passed professionally, and possess certificate for E.T.1 unless this latter requirement has been waived.

*Course and Examination*

75. As soon as possible after advancement to leading rate Leading Cooks (S) and Leading Cooks (O) are to be drafted to a cookery school for a six weeks' course and will then undergo the qualifying examination for petty officer rate. The syllabus of the examination is laid down in Appendix V, Section C. Applications for ratings to undergo these courses and examinations are to be made to Commodores of depots. Ratings will not be entitled to a second course.

*Failures and re-Examination*

76. Candidates who fail may not be re-examined until six months after failing. Re-examination (without a course) is to be carried out at a cookery school; in such cases the efficiency marks (*see* Appendix V) are to be assessed in the ship in which the candidate is serving and a certificate forwarded to the Officer-in-Charge of the cookery school concerned.

*Notations on Form S.442 and other Documents*

77. The fact of a candidate having passed or failed an examination for leading or petty officer rate is to be noted on Form S.442, his History Sheet and in the Ledger. The fact of his having passed an examination is also to be noted on his Service Certificate. The marks obtained are to be shown on Form S.442 and History Sheet.

*Chief Petty Officer Rate*

78. There is no qualifying examination. Both Petty Officer Cooks (S) and (O) are required to have one year's sea-going service before advancement.

*Examining Officers*

79. In all cases, whether or not an examination is held in a cookery school, the examining officers shall be two Supply Officers, one of whom shall not be below the rank of Lieutenant-Commander (S), and the other a Lieutenant (S) (ex-Warrant Cookery Officer) or Commissioned or Warrant Cookery Officer, whenever available; but if such latter officer be not available, another Supply Officer (*not* of Warrant or ex-Warrant rank).

80. Unless at a cookery school candidates for leading rate are to be examined by Fleet or Base Boards which are to be established for the purpose, and not by their own officers, but if the exigencies of the Service render this procedure impracticable, candidates are to be examined by Supply Officers as directed by the Senior Officer present.

*Recommendations for Advancement**Cook (S) and Cook (O) ratings—Qualities required*

81. Before recommending a rating for advancement the Supply or other officer responsible for the recommendation *must* satisfy himself that the rating possesses the qualities of leadership, initiative, resource, tact and industry likely to make a good leading rating or petty officer.

*Cook (S) ratings—Ability to take Charge*

82. Before a Cook (S) rating can be recommended for advancement he must demonstrate his ability to take sole charge of galley and bakery afloat. The degree of ability required is as follows:—

| For the Rating of               |     | Ability to take Sole Charge in<br>Ship afloat with complement |
|---------------------------------|-----|---------------------------------------------------------------|
| Leading Cook ... ..             | ... | Up to 300                                                     |
| Petty Officer Cook ... ..       | ... | Above 300                                                     |
| Chief Petty Officer Cook ... .. | ... | Above 600                                                     |

Such ability may be assessed in a shore establishment.

*Cook (O) Ratings—Ability to Take Charge*

83. Before a Cook (O) rating can be recommended for advancement to leading or petty officer rate he must demonstrate his ability to take sole charge of an officer's galley afloat. Such ability may be assessed in a shore establishment.

## WAR-TIME MODIFICATIONS

84. The peace time rules above apply in war time with the exceptions referred to in the following paragraphs.

*New Entry Course*

85. If drafting conditions necessitate, the normal new-entry disciplinary course may be reduced to not less than five weeks and the two weeks course in more advanced baking to be undergone by ratings selected for Cooks (S) may be omitted.

*Advancement to Cook*

86. To pass the examination which concludes the new entry course a rating must obtain 70 per cent. of marks. The results obtained in this examination will have the following effect:—

| Marks gained                  | Advancement to Cook (S) or Cook (O)<br>at seniority as Assistant Cook of |
|-------------------------------|--------------------------------------------------------------------------|
| 70 per cent. to 79 per cent.  | ... 12 months                                                            |
| 80 per cent. to 89 per cent.  | ... 10 months                                                            |
| 90 per cent. to 100 per cent. | ... 5 to 8 months                                                        |

87. A rating obtaining 90 per cent. or over will be rated Cook (S) or Cook (O) at not more than eight months seniority or at such less seniority, with a minimum of five months, as the officer in charge of the Cookery School may decide having regard to the candidate's marks and aptitude.

88. The percentage of marks gained is to be noted on passing certificate (Form S.442) and History Sheet, and in addition, in the case of a rating who obtains 90 per cent. or over, a recommendation as to the seniority at which he is to be advanced. The existing notations "Exceptional", "Superior" and otherwise are abolished.

89. In cases where previous civilian qualifications appear to justify special accelerated advancement, an Assistant Cook (S) or (O) may be recommended to the Admiralty for advancement to Cook (S) or (O) at less than five months seniority.

*Leading Rate**Qualifications*

90. The minimum qualifying service required of Cooks (S) and (O) before advancement to leading rate is six months instead of one year none of which need be seagoing service. A certificate for E.T.1 is not required for temporary advancement.

*Accelerated Advancement—Special Cases*

91. In cases where previous civilian qualifications appear to justify accelerated advancement, Cooks (S) and (O) may be recommended to the Admiralty for special advancement to leading rate without being required to pass the normal professional examination.

*Petty Officer Rate**Qualifications*

92. For the temporary petty officer rate, six months' service only is required, and certificate for E.T.1 is not required. No seagoing service is required before advancement to temporary petty officer rate.

*Course and Examination*

93. No courses for advancement to petty officer rate are held at present, but the six weeks course will be reintroduced when circumstances permit. The examinations to qualify for advancement to petty officer rate may be held elsewhere than in a Cookery School and, if so, the provisions of paragraphs 79 and 80 are to apply.

*Syllabuses*

94. Until the six weeks course is reintroduced the syllabuses laid down in Appendix V, Section C, are modified as follows:—

*(i) Examination for Rating of Petty Officer Cook (S)*

|                                          | Maximum Marks |
|------------------------------------------|---------------|
| (a) Practical Cookery ... ..             | 75            |
| (b) Practical Breadmaking and Cakemaking | 40            |
| (c) Suspended ... ..                     | —             |
| (d) Suspended ... ..                     | —             |
| (e) Oral examination ... ..              | 40            |
| Total ... ..                             | 155           |

To be successful a candidate must obtain 60 per cent. of marks in subjects (a), (b) and (e) and an aggregate of 124 marks.

*(ii) Examination for rating of Petty Officer Cook (O)*

|                                  | Maximum Marks |
|----------------------------------|---------------|
| (a) Practical examination ... .. | 100           |
| (b) Oral examination ... ..      | 50            |
| (c) Suspended ... ..             | —             |
| Total ... ..                     | 150           |

To be successful a candidate must obtain 60 per cent. of marks in subjects (a) and (b) and an aggregate of 120 marks.

*Accelerated Advancement—Special Cases*

95. In cases where previous civilian qualifications appear to justify accelerated advancement, Leading Cooks (S) and (O) may be recommended to the Admiralty for special advancement to petty officer rate without being required to pass the normal professional examination.

*Failures in Examinations*

96. Candidates who fail professionally for leading or petty officer rate may not be re-examined until three months after failing, but in the event of a second or subsequent failure this period may be extended to six months at the discretion of the examining officers and shall then be noted by them on Form S.442.

*Date of Passing Oral Examinations*

97. The date of passing an oral examination is to be the date of application for the examination.

*Chief Petty Officer Rate*

98. The minimum qualifying service required of Petty Officer Cooks (S) and (O) before advancement to chief petty officer rate is one year, none of which need be sea-going service.

*Note.*—The provisions governing the eligibility of Chief Petty Officer and Petty Officer Cooks (O) for promotion to Warrant Catering Officer are given in A.F.O. 2704/44, paragraphs. 54 *et seq.* (as slightly amended by A.F.O. 5141/44).

## SECTION VI

## EXAMINATIONS FOR STEWARD RATINGS

99. The regulations regarding examinations have been revised and so framed as to ensure that Steward ratings, as they pass successively for higher rating, will gradually be prepared to undertake catering duties in officers' messes. (A.F.Os. 4356/44 and 2704/44.)

100. Such of the following peace-time rules as are modified in war time are indicated by underlining or are scored in the margin, and details of these modifications will be found in paragraphs 117 *et seq.*

## PEACE TIME

*New Entry Course*

101. On completion of the normal new-entry disciplinary course, Assistant Stewards will undergo the new entry course of fifteen weeks' technical training in their Depots, concluding with an examination (Appendix VI). Ratings are on probation until they have passed this examination when they will be confirmed as Assistant Steward. The results of the examination will determine the order of seniority on the roster for advancement to leading rate.

*Advancement to Steward*

102. To pass the examination which concludes the new entry course, a rating must obtain 60 per cent. of marks. The results obtained in this examination will have the following effect.

| Marks gained                     | Advancement to Steward at seniority as Assistant Steward of |
|----------------------------------|-------------------------------------------------------------|
| 60 per cent. to 69 per cent. ... | 12 months                                                   |
| 70 per cent. to 79 per cent. ... | 10 months                                                   |
| 80 per cent. to 100 per cent.    | 8 months                                                    |

103. The percentage of marks gained is to be noted on passing certificate (Form S.442) and History Sheet. The existing notations "Exceptional" "Superior" and otherwise are abolished.

*Failures*

104. If a rating fails in the examination and at the discretion of the Officer in charge of the new entry course is allowed further training, he is to be rated Steward twelve months from the date of passing the examination.

*Leading Rate**Qualifications*

105. A minimum of one year's qualifying service as Steward with at least six months' sea-going service is required. A rating must have passed professionally, and possess certificate for E.T.1 unless this latter requirement has been waived. He must show his ability to take charge in an Officer's Mess.

*Examination*

106. The examination may be taken at any time after being rated Steward and will embrace the syllabus laid down in Appendix VI.

*Failures*

107. Candidates who fail may not be re-examined until six months after failing.

*Petty Officer Rate**Qualifications*

108. A minimum of one year's qualifying service as Leading Steward with at least six months' sea-going service is required. A rating must have passed professionally, and possess certificate for E.T.1 unless this latter requirement has been waived. He must show his ability to take charge in an officers' mess.

*Examination*

109. The examination may be taken at any time after being rated Leading Steward and will embrace the syllabus laid down in Appendix VI.

110. A written Fleet examination will be introduced in due course on a date to be promulgated.

*Failures.*

111. Candidates who fail may not be re-examined until six months after failing.

*Notations on Form S.442 and other Documents*

112. The fact of a candidate having passed or failed an examination for leading or petty officer rate is to be noted on Form S.442, his History Sheet, and in the Ledger. The fact of his having passed an examination is also to be noted on his Service Certificate. The marks obtained are to be shown on Form S.442 and History Sheet in percentages.

*Chief Petty Officer Rate*

113. There is no qualifying examination. A Petty Officer Steward is required to have one year's sea-going service before advancement.

*Examining Officers*

114. In all cases the examining officers shall be two Supply Officers, one of whom shall not be below the rank of Lieutenant-Commander (S), and the other a Lieutenant (S) (ex-Warrant Catering Officer), or Commissioned or Warrant Catering Officer whenever available; but if such latter officer be not available, another Supply Officer (not of Warrant or ex-Warrant rank).

115. Candidates are to be examined by Fleet or Base Boards which are to be established for the purpose, and not by their own officers, but if the exigencies of the Service render this procedure impracticable, candidates are to be examined by Supply Officers, as directed by the Senior Officer present.

*Recommendations for Advancement*

116. Before recommending a rating for advancement, the Supply or other officer responsible for the recommendation must satisfy himself that the rating possesses the qualities of leadership, initiative, resource, tact and industry likely to make a good leading rating or petty officer.

## WAR-TIME MODIFICATIONS

117. The peace-time rules above apply in war time with the exceptions referred to in the following paragraphs.

*New Entry Course*

118. If drafting conditions necessitate, the normal new-entry disciplinary course may be reduced to not less than five weeks and the new-entry technical course to not less than eight weeks.

*Advancement to Steward*

119. To pass the examination which concludes the new-entry course, a rating must obtain 60 per cent. of marks. The results obtained in this examination will have the following effect:—

| Marks gained.                     | Advancement to Steward at seniority as Assistant Steward of |
|-----------------------------------|-------------------------------------------------------------|
| 60 per cent. to 69 per cent. ...  | 12 months                                                   |
| 70 per cent. to 79 per cent. ...  | 10 months                                                   |
| 80 per cent. to 100 per cent. ... | 5 to 8 months                                               |

120. A rating obtaining 80 per cent. and over will be rated Steward at not more than eight months' seniority or at such less seniority, with a minimum of five months, as the officer in charge of the new-entry course may decide, having regard to the candidates' marks and aptitude.

121. The percentage of marks gained is to be noted on passing certificate (Form S.442) and History Sheet, and in addition in the case of a rating who obtains 80 per cent. or over a recommendation as to the seniority at which he is to be advanced. The existing notations "Exceptional", "Superior" and otherwise are abolished.

122. In cases where previous civilian qualifications appear to justify special accelerated advancement, an Assistant Steward may be recommended to the Admiralty for advancement to Steward at less than five months' seniority.

*Leading Rate**Qualifications*

123. The minimum qualifying service required of Stewards before advancement to leading rate is six months instead of one year, none of which need be sea-going service. A certificate for E.T.1 is not required for temporary advancement.

*Accelerated Advancement—Special Cases*

124. In cases where previous civilian qualifications appear to justify accelerated advancement, Stewards may be recommended to the Admiralty for special advancement to leading rate without being required to pass the normal professional examination.

*Petty Officer Rate**Qualifications*

125. For the temporary petty officer rate six months' service only is required. No sea-going service is required before advancement to temporary petty officer rate.

*Accelerated Advancement—Special Cases*

126. In cases where previous civilian qualifications appear to justify accelerated advancement, Leading Stewards may be recommended to the Admiralty for special advancement to petty officer rate without being required to pass the normal professional examination.

*Failures in Examinations*

127. Candidates who fail professionally for leading or petty officer rate may not be re-examined until three months after failing; but in the event of a second or subsequent failure this period may be extended to six months at the discretion of the Examining Officers and shall then be noted by them on Form S.442.

*Date of Passing Oral Examinations*

128. The date of passing an oral examination is to be the date of application for the examination.

*Chief Petty Officer Rate*

129. The minimum qualifying service required of Petty Officer Stewards before advancement to Chief petty officer rate is one year, none of which need be sea-going service.

## APPENDIX I

## SYLLABUS AND BOOKS TO BE STUDIED

*Written Examination for Petty Officer Writer in Peace Time and for Chief Petty Officer Writer in War Time**(A) Pay Office Work*

A thorough knowledge of this subject will be required. Candidates will be expected to display a knowledge of the organization of a pay office and to answer questions on the practical application of the regulations. The memorization of rates of pay and allowances and the numbers of S. forms, etc., will not be required.

*Books* ... K.R. & A.I., Vols. I and II.  
Appendix to the Navy List.  
Current A.F.Os.

*(B) Arithmetic*

Arithmetic, including knowledge of weights and measures and of vulgar fractions and decimals.

*(C) Captain's Office Work*

A thorough knowledge of this subject will be required. In addition to a thorough knowledge of the books mentioned below, candidates will be expected to know where various regulations and/or instructions which may affect captain's office work are to be found (e.g., Drafting Regulations, R.F.R., R.N.R. and R.N.V.R. Regulations) but a detailed knowledge of such books will not be expected. The memorization of the numbers of S. forms, etc., will not be required.

*Books* ... K.R. & A.I. Vols. I and II.  
B.R. 49—Handbook of Organization of a Naval Secretariat.  
B.R. 1066—Advancement Regulations.  
Appendix to the Navy List.  
Current A.F.Os.

*(D) Typewriting*

- (i) A speed test of ten minutes duration; marks being awarded for accuracy and speed combined.
- (ii) Typing a tabulated statement.
- (iii) Typing a fair copy of a rough draft official letter; correcting spelling errors, inserting proper punctuation and complying with the regulations regarding correspondence.

## APPENDIX II

## SYLLABUS AND BOOKS TO BE STUDIED

*Written Examination for Stores Petty Officer in Peace Time and for Stores Chief Petty Officer in War Time**(A) Victualling, Clothing and Mess Traps*

A thorough knowledge of these subjects will be required. Candidates will be expected to display a knowledge of the victualling organization of ships and to answer questions on the practical application of the regulations. The memorization of the numbers of S. forms, etc., will not be required.

*Books* ... K.R. & A.I., Vols. I and II.  
B.R. 93—Manual of Victualling Vol. 1 (except Chapter VIII).  
B.R. 1025 (44)—Small Ships' Accountant Manual.  
Current A.F.Os.

*(B) Arithmetic*

Examination as for Petty Officer Writer.

*(C) Air Stores*

A thorough knowledge of this subject will be required. Candidates will be expected to display a knowledge of air stores organization. The memorization of the numbers of S. forms, etc., will not be required.

*Books* ... K.R. & A.I., Vols. I and II.  
Provisional Pamphlet on Naval Air Supply Duties (pending revision of B.R. 4, Part II—Naval Aircraft Instructions) (vide A.F.O. 4866/44).  
Current A.F.Os.

*(D) Naval Stores*

A thorough knowledge of this subject will be required. Candidates will be expected to display a knowledge of the stores organization of ships. The memorization of the numbers of S. forms, etc., will not be required.

*Books* ... K.R. & A.I., Vols. I and II.  
B.R. 4, Part I—Naval Storekeeping Manual.  
Current A.F.Os.

*(E) Typewriting*

Examination similar to that for Petty Officer Writer.

## APPENDICES III and IV

## SYLLABUSES FOR ORAL EXAMINATIONS FOR WRITER AND STORES RATINGS IN WAR TIME

*Instructions*

Syllabuses for oral examinations are given in the following Appendices:—

- III ... Leading Writer and Petty Officer Writer.
- IV ... Leading Stores Assistant and Stores Petty Officer.

2. Candidates in preparing for the examination should ensure that their studies cover the whole field set out in the syllabuses of the subjects to be taken as given in paragraph 3 below. For leading rate candidates will not be asked questions on the subjects marked \*.



3. *Examining Officers* in conducting the examinations should select practical tests and oral questions on each subject to be taken in accordance with the following table :—

|                                  | Practical test | Oral questions |
|----------------------------------|----------------|----------------|
| <i>Writer Ratings—</i>           |                |                |
| (a) Pay Office Work ... ..       | 1              | 10             |
| (b) Captain's Office Work ... .. | 1              | 10             |
| <i>Stores Ratings—</i>           |                |                |
| (a) Victualling } ... ..         | 1              | 5<br>3<br>2    |
| Clothing } ... ..                |                |                |
| Mess Traps } ... ..              |                |                |
| (b) Naval Stores ... ..          | 1              | 10             |
| <i>Stores Ratings (N.A.S.)—</i>  |                |                |
| (a) Victualling } ... ..         | 1              | 5<br>3<br>2    |
| Clothing } ... ..                |                |                |
| Mess Traps } ... ..              |                |                |
| (b) Air Stores ... ..            | 1              | 10             |

4. The examining officers should award marks up to a maximum of 50 for the practical test in each subject and up to a maximum of 10 for each oral question. Thus :—

|                                  | Practical Test, max. marks. | Oral Questions, max. marks.               | Total max. marks. |
|----------------------------------|-----------------------------|-------------------------------------------|-------------------|
| <i>Writer ratings—</i>           |                             |                                           |                   |
| (a) Pay Office work ... ..       | 50                          | 10 × 10 = 100                             | 150               |
| (b) Captain's Office work ... .. | 50                          | 10 × 10 = 100                             | 150               |
| <i>Stores ratings—</i>           |                             |                                           |                   |
| (a) Victualling ... ..           | 50                          | 5 × 10 = 50<br>3 × 10 = 30<br>2 × 10 = 20 | 150               |
| Clothing ... ..                  |                             |                                           |                   |
| Mess Traps ... ..                |                             |                                           |                   |
| (b) Naval Stores ... ..          | 50                          | 10 × 10 = 100                             | 150               |
| <i>Stores ratings (N.A.S.)—</i>  |                             |                                           |                   |
| (a) Victualling ... ..           | 50                          | 5 × 10 = 50<br>3 × 10 = 30<br>2 × 10 = 20 | 150               |
| Clothing ... ..                  |                             |                                           |                   |
| Mess Traps ... ..                |                             |                                           |                   |
| (b) Air Stores ... ..            | 50                          | 10 × 10 = 100                             | 150               |

5. *Petty Officer rate—higher standard required.* Since candidates for petty officer rate are expected to display a more comprehensive and detailed knowledge, examining officers should select the more difficult and complex subjects for questions (including those marked \*) and impose a higher marking standard.

6. *Passing marks—percentages required.* To pass the examinations candidates must obtain at least 60 per cent. in one subject (a) or (b), and 50 per cent. in the other.

### APPENDIX III

#### SYLLABUS FOR ORAL EXAMINATIONS FOR LEADING WRITER AND PETTY OFFICER WRITER IN WAR TIME

##### Pay Office Work

###### Practical

Entering an officer's (\*) or rating's account on the ledger, working out monthly or fortnightly rate. Further entries in the account such as victualling and checking, punishments or civil power penalties affecting pay; calculating and entering payments and quarterly settlement. Finally closing the account and discharging the person to another ship. Calculation of a provisional assessment of Income Tax.

#### Pay Office Work—contd.

##### Oral

Methods of checking ledger entries.  
Payments—general and miss-muster, tenders and officers—preparation and closing of.  
Leave advances.  
Casual payments.  
Extra pay and compensatory allowances.  
The allotment system.  
The remittance system.  
Marriage and children's allowances.  
Dependants' allowances.  
Warrant and other punishments affecting pay.  
Victualling and checking.  
State insurance and P.I.D.  
Hospital stoppages.

Sale of effects.  
Request and alteration book.  
Income Tax.  
Accounts of men in debt, prison, detention and civil custody.  
Accounts of men invalidated or marked "run."  
Pay tickets.  
Naval pay and identity book.  
Monthly and occasional returns.  
\*Officers' accounts, pay and allowances.  
\*Demands for stationery and "S" forms.  
\*War service grants.  
\*Post Office Savings Bank procedure.  
\*Travelling expenses.  
\*Cash Account.

##### Captain's Office Work

##### Practical

A Good Conduct Badge problem.  
Conduct sheet.  
Service certificate.

Punishment warrant and committal order.

##### Oral

Correspondence (general rules).  
Authorized abbreviations and explanation of terms.  
Office records and returns.  
Service certificates and conduct sheets.  
Character and efficiency assessments.  
Good conduct badges.  
Good conduct medal and gratuity  
Discipline—  
Powers of Commanding Officers—delegation of authority.  
Chief Petty Officers and Petty Officers.  
Articles of War.  
Naval custody.  
Warning to accused.  
Framing charges.  
Punishment warrant and committal order.  
Warrants requiring approval of Senior Officer.  
Punishment records.  
Warrants for arrest.  
Dismissal with or without disgrace.  
Detention, imprisonment and cells.  
Disrating  
Mulets.  
Class for conduct and leave.

##### Discipline—contd.

Deprivation of medal or badges.  
Minor punishments.  
Deserters and absentees.  
Courts Martial and Disciplinary Courts—application for.  
\*Logging of Officers.  
\*Subordinate Officers.  
\*Arrests by civil power.  
Advancement of ratings.  
Transfer in rating.  
Engagements and re-engagements.  
Reversion for unsuitability.  
Discharge—unsuitable and S.N.L.R.  
Complaints (K.R. & A.I., Arts. 9 and 10).  
Sick on shore.  
Invaliding.  
Compensation for clothing and effects.  
Casualties and next-of-kin.  
Weekly inspection of books by Captain.  
Trafficking and smuggling.  
Leave, travelling and railway warrants.  
Captain's ship's book.  
\*Promotion of Officers.  
\*Boards of Enquiry.  
\*Customs privileges.  
\*Defects and alterations and additions.

### APPENDIX IV

#### SYLLABUS FOR ORAL EXAMINATIONS FOR LEADING STORES ASSISTANTS AND STORES PETTY OFFICER IN WAR TIME

##### Victualling

##### Practical

Keeping of victualling accounts, including general messing (and modified general messing if in force in candidate's ship).

Preparation of forms relating to losses, surveys and condemnations.

## Victualling—contd.

## Oral

|                                                                                                                                     |                                               |
|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Sources of supply and demands.                                                                                                      | Repayment issues and monthly mess statements. |
| Receipt, custody, stowage and preservation.                                                                                         | Musters.                                      |
| Issues and Stocks.                                                                                                                  | Losses, surveys and condemnations.            |
| Victualling allowance, general messing—and if in force in candidate's ship—modified general messing systems, and relevant accounts. | Extra issues.                                 |
| Rum.                                                                                                                                | Refrigerators.                                |
|                                                                                                                                     | Rationing.                                    |
|                                                                                                                                     | *Organization of staff.                       |
|                                                                                                                                     | *Tenders—accounts and vouchers.               |

## Clothing

## Practical

|                                                           |                                                                     |
|-----------------------------------------------------------|---------------------------------------------------------------------|
| Preparation of forms for issue of cash and loan clothing. | Preparation of forms relating to losses, surveys and condemnations. |
|-----------------------------------------------------------|---------------------------------------------------------------------|

## Oral

|                                                                           |                                         |
|---------------------------------------------------------------------------|-----------------------------------------|
| Sources of supply and demands.                                            | Soap and tobacco.                       |
| Receipt custody stowage and preservation.                                 | Kitting-up and withdrawal on discharge. |
| Issues and stocks.                                                        | Royal Marines.                          |
| Clothing accounts and vouchers (including new system based on valuation). | Losses, surveys and condemnations.      |
| Gratuitous issues.                                                        | Loan clothing.                          |
|                                                                           | Rationing.                              |
|                                                                           | *Tenders—accounts and vouchers.         |

## Mess Traps

## Practical

Keeping of accounts.

## Oral

|                                             |                            |
|---------------------------------------------|----------------------------|
| Sources of supply and demands.              | Seamen's mess utensils.    |
| Receipt, custody, stowage and preservation. | Implements.                |
| Issues and stocks.                          | Accounts and vouchers.     |
| Officers' mess traps.                       | *Tenders—inventory system. |

## Naval Stores

## Practical

Preparation and use of the principal forms and accounts used in naval storekeeping.

## Oral

|                                                                    |                                                                                                        |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Sources of supply and demands.                                     | Stores not in the custody of the Supply Officer.                                                       |
| Receipt, custody, stowage and preservation.                        | Supplies to other ships.                                                                               |
| Issues and stocks.                                                 | Supplies to Allied war vessels and merchant ships.                                                     |
| Classification of stores ( <i>i.e.</i> , permanent or consumable). | Losses, surveys and condemnations.                                                                     |
| Ledgers.                                                           | Destoring.                                                                                             |
| Alphabetical list of consumable stores.                            | Accounting for permanent stores, including supplies to attached vessels.                               |
| Establishments of stores.                                          | Accounting for consumable stores.                                                                      |
| Lists of particulars.                                              | Frigates, corvettes, "Town" class destroyers and Combined Operations craft (procedure for accounting). |
| Equipment on first fitting-out.                                    | Accounting for O.U.s and B.R.s.                                                                        |
| Special stores.                                                    | *Organization of staff.                                                                                |
| Temporary loan.                                                    |                                                                                                        |
| Permanent loan.                                                    |                                                                                                        |
| Exchange transactions.                                             |                                                                                                        |

## Air Stores

## Practical

Preparation and use of the principal forms and accounts used in air storekeeping.

## Oral

|                                                                                                                         |                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Sources of supply and demands.                                                                                          | List of equipment fitted—Appendix "A".                                               |
| Delivery of new aircraft.                                                                                               | Standard and transfer checking lists.                                                |
| Aircraft categories ( <i>e.g.</i> , A.R., I.E., P.R., T.S.A., T.R.).                                                    | Definitions of scales of equipment (normal scale, training scale and special scale). |
| Issues to Naval and R.A.F. units.                                                                                       | Reports of outstanding demands.                                                      |
| Returns to R.N. store depots and R.A.F. units.                                                                          | Indications of priority.                                                             |
| Returns to contractors for repair, modification or overhaul.                                                            | Transfer of equipment between airframes.                                             |
| Stowage and preservation.                                                                                               | Procedure when equipment is removed from an airframe.                                |
| Ledgers.                                                                                                                | Equipment authorized to be written off.                                              |
| Stocktaking.                                                                                                            | Losses.                                                                              |
| Classification of R.A.F. stores for Naval purposes.                                                                     | Fuels and oils.                                                                      |
| Demarcation between air stores and other stores used in connection with aircraft.                                       | Tool kits.                                                                           |
| Establishments of air stores.                                                                                           | Flying clothing.                                                                     |
| R.A.F. vocabulary of equipment.                                                                                         | N.I.V. equipment.                                                                    |
| Definitions ( <i>e.g.</i> , of mobile equipment, articles-in-use equipment, workshop equipment and maintenance stores). | Accounting for O.U.s, B.R.s and A.P.s.                                               |
|                                                                                                                         | *Organization of staff.                                                              |

## APPENDIX V

## SYLLABUSES FOR EXAMINATIONS FOR COOK (S) AND COOK (O) RATINGS

## SECTION A

## Technical Course and Examination of Assistant Cooks

The technical course is to include instruction in the following:—

## (a) Cooking.

Names and use of kitchen utensils.  
 Cleaning galley and utensils.  
 Firehearth, laying fires, cleaning flues.  
 Objects of cooking.  
 Methods of cooking.  
 Vegetables.  
 Meats (descriptions of various meats, jointing, uses, preparation for cooking).  
 Fish (means of telling freshness and preparation for cooking).  
 Fowls, rabbits (uses, preparation).  
 Preserved foods.  
 Basic preparations (stocks, simple sauces, etc.).  
 Simple soups.  
 Boiling and frying fish.  
 Preparing and cooking vegetables.  
 Roasting, boiling, stewing and frying meat.  
 Making meat puddings and pies.  
 Cooked meat dishes.  
 Essences, flavourings.  
 Simple entrees.  
 Simple puddings and sweets.  
 Simple savouries.  
 Making fish and meat pastes.  
 Garnishing, serving and carving.  
 Field cookery.

## (b) General Mess Cookery.

Application of (a) to mass cookery.  
 Galley equipment.  
 Oil Fuel and electrical instruction.  
 Carving and dishing up.  
 Food distribution.

## (c) Bakery.

In accordance with Chapter VIII of the Manual of Naval Cookery.

## (d) Pastry and Cake making.

Flours for use in pastry and cake making.  
Raising agencies. (Yeast, baking powder).  
Fats and their uses.  
Temperatures.  
Cake methods (creaming and rubbing in).  
Pastries (suet, short, rough puff).  
Various simple cakes, buns.

Examination.—On completion of the technical course Assistant Cooks will be examined on the work undertaken during the course and will be awarded marks as under :—

| Subject (All simple dishes)                    | Marks      |
|------------------------------------------------|------------|
| Soup ... ..                                    | 5          |
| Fish ... ..                                    | 10         |
| Meat (joint or entree) ... ..                  | 15         |
| Potatoes ... ..                                | 5          |
| One other vegetable ... ..                     | 5          |
| Sweet ... ..                                   | 10         |
| Pastry ... ..                                  | 5          |
| Bakery and cake making (including oral) ... .. | 25         |
| Manual of Cookery (oral) ... ..                | 20         |
| <b>Total ... ..</b>                            | <b>100</b> |

Note.—Punctuality, neatness, cleanliness and economy to be taken into consideration when assessing marks for each dish.

To pass, candidates must obtain 70 per cent. of marks.

## SECTION B

## (i) Examination for Leading Cook (S)

The syllabus and marking for this examination will be as under :—

| Subject (all plain cooking)                                   | Maximum Marks |
|---------------------------------------------------------------|---------------|
| Soup ... ..                                                   | 10            |
| Fish and sauce ... ..                                         | 15            |
| Meat dish ... ..                                              | 25            |
| Potatoes ... ..                                               | 10            |
| One other vegetable ... ..                                    | 10            |
| Sweet ... ..                                                  | 15            |
| Sick cookery ... ..                                           | 5             |
| Breadmaking : Make a batch of bread unaided ... ..            | 20            |
| Oral examination on Chapter VIII Manual of Cookery ... ..     | 10            |
| Oral examination : Cooking, galley organization and equipment | 30            |
| <b>Total ... ..</b>                                           | <b>150</b>    |

Notes.—(a) Punctuality, cleanliness, neatness in dishing up, and economy in cooking to be taken into consideration in marking.

(b) A test for pastry making should be included.

To pass, candidates must obtain 50 per cent. of marks in each subject and an aggregate of 105 marks.

## (ii) Examination for Leading Cook (O)

The syllabus and marking for this examination will be as under :—

(a) Practical Examination.—The candidate will be required to cook a dinner for four officers as below. He is to be given the menu on the day previous to the examination. He should prepare a demand for the ingredients he requires and then do any necessary preparation, such as stockmaking, for the practical examination the following day.

| Subject.                                | Maximum Marks |
|-----------------------------------------|---------------|
| Clear soup ... ..                       | 15            |
| Fish and sauce ... ..                   | 15            |
| Entree or joint ... ..                  | 25            |
| Potatoes and one other vegetable ... .. | 15            |
| Sweet ... ..                            | 15            |
| Savoury ... ..                          | 10            |
| Coffee ... ..                           | 5             |
| <b>Total of Section (a) ... ..</b>      | <b>100</b>    |

Notes.—(i) Punctuality, cleanliness, neatness in dishing-up and economy in cooking are to be taken into consideration in the marking.

(ii) A test for pastry making should be included.

|                                                                                                       |            |
|-------------------------------------------------------------------------------------------------------|------------|
| (b) Oral Examination.—High class cookery, cake making, galley routine and preparation of menus ... .. | 50         |
| <b>Total ... ..</b>                                                                                   | <b>150</b> |

To pass, candidates must obtain 50 per cent. of marks in each subject and an aggregate of 105 marks.

## SECTION C

## (i) Technical Course and Examination for Petty Officer Cook (S)

Prior to examination for Petty Officer Cook (S), Leading Cooks (S) will undergo a six weeks' professional course consisting of :—

- Training in Cookery School (plain cookery).
- Training in General Mess Galley, during which time the candidate will be placed in charge of the various sections of the galley.
- Training in a Bakery, during which period the candidate will be required to make bread unaided, and write up the bread book.

Efficiency marks will be awarded for proficiency shown in each period.

Syllabus of examination :—

(a) Practical Cookery.—The candidate to cook a dinner comprising :—

| Subject                            | Maximum Marks |
|------------------------------------|---------------|
| Soup ... ..                        | 10            |
| Fish ... ..                        | 15            |
| Meat dish ... ..                   | 20            |
| Two vegetables ... ..              | 15            |
| Sweet ... ..                       | 10            |
| Sick cookery ... ..                | 5             |
| <b>Total of Section (a) ... ..</b> | <b>75</b>     |

- Practical breadmaking and cake making ... ..
- Efficiency marks—Awarded during course ... ..
- Written examination—General Mess menu compilation and general mess galley organization ... ..
- Oral examination—Manual of Cookery including Bakery, oil fired and electric galleys and galley equipment, instruction of junior ratings ... ..

**Total ... ..** 200

Notes.—(i) The practical examination should include a test of pastry making.

(ii) Punctuality, cleanliness, neatness in dishing-up, and economy in cooking are to be taken into consideration in the marking.

To pass candidates must obtain 60 per cent. of marks in each subject and an aggregate of 160 marks.

(ii) *Technical Course and Examination for Petty Officer Cook (O)*

Prior to examination for Petty Officer Cook (O), Leading Cooks (O) will undergo a six weeks' professional course consisting of:—

Preparation of all classes of stocks, soups and sauces; fish; entrees; roast joints; cold meat cookery; puddings and souffles, hot and cold; various sweets, jellies, creams, ices, fruit compotes, fancy pastry, savouries, hot and cold; breakfast dishes; cake making; how to compile menus and prepare dinners for a Flag Officer's table for six courses.

Efficiency marks will be awarded for general proficiency shown throughout the course.

Syllabus of examination:—

(a) Practical.—The candidate will be required to cook a dinner for four officers as below. He is to be given the menu on the day previous to the examination. He should prepare a demand for the ingredients he requires, and then do any necessary preparation, such as stockmaking, for the practical examination the following day.

The dinner to consist of:—

| Subject                                 | Maximum Marks |
|-----------------------------------------|---------------|
| Hors d'œuvres ... ..                    | 10            |
| Clear soup ... ..                       | 15            |
| Fish and sauce ... ..                   | 15            |
| Entree or joint ... ..                  | 15            |
| Potatoes and one other vegetable ... .. | 15            |
| Sweet ... ..                            | 15            |
| Savoury ... ..                          | 10            |
| Coffee ... ..                           | 5             |
| <hr/>                                   |               |
| Total of section (a) ... ..             | 100           |

Notes.—(i) The dishes for this menu are to be selected from the category of high class cookery required for a Flag Officer's table.

(ii) Punctuality, cleanliness, neatness in dishing-up, and economy in cooking are to be taken into consideration in the marking.

|                                                                                                             |     |
|-------------------------------------------------------------------------------------------------------------|-----|
| (b) Oral.—High class cookery, cake making, galley organization and routine, and preparation of menus ... .. | 50  |
| (c) Efficiency marks—Awarded during course... ..                                                            | 50  |
| <hr/>                                                                                                       |     |
| Total ... ..                                                                                                | 200 |

To pass, candidates must obtain 60 per cent. of marks in each subject and an aggregate of 160 marks.

## APPENDIX VI

## SYLLABUSES FOR EXAMINATIONS FOR STEWARD RATINGS

| Subjects                                                                      | New-entry course. | For Leading Steward. | For Petty Officer Steward. |
|-------------------------------------------------------------------------------|-------------------|----------------------|----------------------------|
| 1. Cleanliness and care of storerooms, pantries and domestic refrigerators... | 10 (O)            | 10 (W)               | 20 (O)                     |
| 2. Cleanliness and care of mess traps and utensils ... ..                     | 10 (O)            | 20 (O)               | 20 (O)                     |
| 3. Table attendance ... ..                                                    | 10 (O)            | 10 (O)               | —                          |
| 4. Valeting and care of cabins ... ..                                         | 10 (O)            | 30 (O)               | —                          |
| 5. Duties of Wine Steward ... ..                                              | 10 (O)            | 30 (O)               | 20 (O)                     |
| 6. Simple cooking ... ..                                                      | 10 (O)            | —                    | —                          |
| 7. Carving ... ..                                                             | 10 (O)            | 10 (O)               | 20 (O)                     |
| 8. Preservation of food ... ..                                                | 5 (W)             | 10 (W)               | 20 (W)                     |
| 9. System of catering and knowledge of books affecting officer's messes ...   | 5 (W)             | 20 (W)               | 40 (W)                     |
| 10. Stocks and stocktaking ... ..                                             | 5 (W)             | 10 (W)               | 20 (W)                     |
| 11. Marketing ... ..                                                          | 5 (W)             | 20 (W)               | 40 (W)                     |
| 12. Keeping of mess, wine and tobacco accounts ... ..                         | 5 (W)             | 10 (W)               | 40 (W)                     |
| 13. Mess routine and service custom ...                                       | 5 (O)             | 10 (O)               | 20 (O)                     |
| 14. Official and private entertaining ...                                     | —                 | 5 (W)                | 20 (W)                     |
| 15. Customs regulations ... ..                                                | —                 | 5 (O)                | 20 (O)                     |
| <hr/>                                                                         |                   | <hr/>                | <hr/>                      |
| Totals ... ..                                                                 | 100               | 200                  | 300                        |

Notes.

(a) (O)=Oral and/or practical examination; (W)=Written examination.

(b) In the examination which concludes the new-entry course, and in the examination for leading rate all subjects (other than carving) may be examined in writing at the discretion of the examining officers, if convenient.

(c) When, in accordance with paragraph 110, a written fleet examination for petty officer rate is introduced, all subjects will be tested by written examination except that carving will remain an oral examination.

(d) *Passing Standard*

(i) New Entry Course ... 60 per cent. of aggregate.

(ii) For Leading Steward ... 70 per cent. of aggregate and 50 per cent. in each subject.

(iii) For Petty Officer Steward 80 per cent. of aggregate and 60 per cent. in each subject.

K.R. & A.I. will be amended in due course.

Appendices I to III inclusive of B.R.5 (Manual of Naval Cookery) and Chapter I of B.R. 97 (Manual for Officers' Stewards) are cancelled.

(A.G.Ms. 420A, 446A, 161A and A881 are cancelled.)

(A.F.Os. 2703/44, 2704/44, 4356/44, 4866/44 and 5141/44.)

(A.F.Os. 7/40, 1198/40, 335/42, 4494/42, 687/43, 786/43, 1040/43, 2354/43, 2596/43, 4540/43 and 1482/44 are cancelled.)

REGULATIONS FOR EXAMINATIONS FOR BACHELOR'S DEGREE

1. The examinations for the Bachelor's Degree shall be held in the following manner:

| Sl. No. | Name of the Subject              | Theory | Practical | Total  |
|---------|----------------------------------|--------|-----------|--------|
| 1.      | Chemistry and use of instruments | 10 (O) | 10 (O)    | 20 (O) |
| 2.      | Physics and use of instruments   | 10 (O) | 10 (O)    | 20 (O) |
| 3.      | Mathematics                      | 10 (O) | 10 (O)    | 20 (O) |
| 4.      | History and civics               | 10 (O) | 10 (O)    | 20 (O) |
| 5.      | English                          | 10 (O) | 10 (O)    | 20 (O) |
| 6.      | Botany                           | 10 (O) | 10 (O)    | 20 (O) |
| 7.      | Zoology                          | 10 (O) | 10 (O)    | 20 (O) |
| 8.      | Geology                          | 10 (O) | 10 (O)    | 20 (O) |
| 9.      | Metallurgy                       | 10 (O) | 10 (O)    | 20 (O) |
| 10.     | Engineering                      | 10 (O) | 10 (O)    | 20 (O) |
| 11.     | Chemistry and physics            | 10 (O) | 10 (O)    | 20 (O) |
| 12.     | Chemistry and physics            | 10 (O) | 10 (O)    | 20 (O) |
| 13.     | Chemistry and physics            | 10 (O) | 10 (O)    | 20 (O) |
| 14.     | Chemistry and physics            | 10 (O) | 10 (O)    | 20 (O) |
| 15.     | Chemistry and physics            | 10 (O) | 10 (O)    | 20 (O) |
| 16.     | Chemistry and physics            | 10 (O) | 10 (O)    | 20 (O) |
| 17.     | Chemistry and physics            | 10 (O) | 10 (O)    | 20 (O) |
| 18.     | Chemistry and physics            | 10 (O) | 10 (O)    | 20 (O) |
| 19.     | Chemistry and physics            | 10 (O) | 10 (O)    | 20 (O) |
| 20.     | Chemistry and physics            | 10 (O) | 10 (O)    | 20 (O) |
| 21.     | Chemistry and physics            | 10 (O) | 10 (O)    | 20 (O) |
| 22.     | Chemistry and physics            | 10 (O) | 10 (O)    | 20 (O) |
| 23.     | Chemistry and physics            | 10 (O) | 10 (O)    | 20 (O) |
| 24.     | Chemistry and physics            | 10 (O) | 10 (O)    | 20 (O) |
| 25.     | Chemistry and physics            | 10 (O) | 10 (O)    | 20 (O) |
| 26.     | Chemistry and physics            | 10 (O) | 10 (O)    | 20 (O) |
| 27.     | Chemistry and physics            | 10 (O) | 10 (O)    | 20 (O) |
| 28.     | Chemistry and physics            | 10 (O) | 10 (O)    | 20 (O) |
| 29.     | Chemistry and physics            | 10 (O) | 10 (O)    | 20 (O) |
| 30.     | Chemistry and physics            | 10 (O) | 10 (O)    | 20 (O) |

Notes

(a) (O) - Oral and/or practical examination; (W) - Written examination.  
 (b) In the examination which involves the use of instruments and in the examination for testing the ability to use instruments, the candidates are to be examined in the laboratory.  
 (c) Where in accordance with paragraph 116, a written test examination for any subject is introduced, all questions will be tested for written examination and that carrying will remain an oral examination.

- (i) For each subject
- (ii) For each subject
- (iii) For each subject
- (iv) For each subject
- (v) For each subject
- (vi) For each subject
- (vii) For each subject
- (viii) For each subject
- (ix) For each subject
- (x) For each subject
- (xi) For each subject
- (xii) For each subject
- (xiii) For each subject
- (xiv) For each subject
- (xv) For each subject
- (xvi) For each subject
- (xvii) For each subject
- (xviii) For each subject
- (xix) For each subject
- (xx) For each subject
- (xxi) For each subject
- (xxii) For each subject
- (xxiii) For each subject
- (xxiv) For each subject
- (xxv) For each subject
- (xxvi) For each subject
- (xxvii) For each subject
- (xxviii) For each subject
- (xxix) For each subject
- (xxx) For each subject

2. The results of the examinations shall be published in the following manner:

- (a) For each subject
- (b) For each subject
- (c) For each subject
- (d) For each subject
- (e) For each subject
- (f) For each subject
- (g) For each subject
- (h) For each subject
- (i) For each subject
- (j) For each subject
- (k) For each subject
- (l) For each subject
- (m) For each subject
- (n) For each subject
- (o) For each subject
- (p) For each subject
- (q) For each subject
- (r) For each subject
- (s) For each subject
- (t) For each subject
- (u) For each subject
- (v) For each subject
- (w) For each subject
- (x) For each subject
- (y) For each subject
- (z) For each subject

3. The regulations for the examinations shall be as follows: