



CADET FORCES

TRAINING AFLOAT

REGULATIONS AND SAFETY

2014 EDITION

(Short Title TARS 14)

LAYOUT, SUGGESTIONS AND AMENDMENTS

LAYOUT OF TARS

1. Within each Chapter, differentiation is made between the regulations themselves and supporting fact and amplifying guidance. The regulations are sequentially numbered with three-digit numbers, the initial number being the chapter number. Supporting information and guidance is in the form of Notes, in italic script and sequentially lettered within each Chapter.
2. A list of definitions of terms used in TARS is at Annex A to this Chapter.
3. For ease of reference all Annexes are at the rear of the document.
4. Where these regulations require written permissions an authorised email will suffice.

AMENDMENT

5. In order to keep this publication up to date, it is important that errors and omissions are corrected as soon as practicable, and that changes to the regulations are incorporated in the book without delay. Anyone discovering errors, or wishing to propose amendments to TARS is to pass proposed new text in the following format, through their National CF HQ, either by post to:

Principle Boats Officer
FORF Youth & Cadets
Room 3, Bldg 1/80
Jago Road
Via PP35A
HM Naval Base
Portsmouth
PO1 3LU

or, preferably, by email to: navycadets-boatsso2@mod.uk

From:	
Email:	
Contact Number:	
Section:	
Para No:	
Issue:	
Suggested Amendment:	

DISTRIBUTION

2. This document will be published via WESTMINSTER and will be available for printing from this and the Sea Cadet Corps Web Site. Users are to be aware that printed copies are unsupported and that amendments will be promulgated via WESTMINSTER.

REFERENCES

- A. Marine Guidance Note 280 Small Vessels in Commercial Use for Sport or Pleasure.
- B. Marine Guidance Note for Large Yachts No 3.
- C. Inland Waters Small Passenger Boat Code.
- D. Safety of Life at Sea for Small Vessels (SOLAS V).
- E. Royal Yachting Association Recognition Guidance Notes (Issued annually).
- F. British Canoe Union Terms of Reference for Coaches and Leaders.
- G. Sea Cadet Rowing Scheme.
- H. JSP 535 – Cadet Training Safety.
- I. JSP 814 – MoD Policy on Cadet Forces.
- J. JSP 834 – MoD Policy on Safeguarding Children.
- K. JSP 419 – Joint Service Adventurous Training Scheme.

FOREWORD

1. These regulations are mandatory, and apply to all boat training conducted afloat by all MoD recognised Cadet Forces (CF) including those sponsored by RN, Army and RAF.
2. These regulations are concerned with **safety afloat**; they embody mandatory rules to prevent accident or injury, and guidance in the application of these rules.
3. I, as the Operating Authority Duty Holder, responsible for instruction and guidance to all Cadet Forces, require all personnel who are engaged in CF training afloat to read and be thoroughly conversant with these regulations and comply with the relevant Safety Management Systems (SMS). All are to apply these regulations rigorously when conducting any activity afloat and are to be aware that safety equipment is only of any value if worn correctly.
4. It is impossible to cover every eventuality in any regulations but where doubt exists, the overriding considerations of any supervisor must be the practice of good seamanship and the safety of all those in his/her charge at all times.



C G WELBORN
Captain Royal Navy
Chief of Staff (Youth & Cadets) to
Flag Officer Regional Forces

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CHAPTER 1

INTRODUCTION

101. These regulations concern the safety of Cadet Forces (CF) when training afloat. The cadet forces that are to apply these regulations may be found in article 106 below. All adults involved in any capacity with CF afloat training are to be familiar with and apply these regulations rigorously to all aspects of CF afloat training.

DUTY OF CARE

102. The **safety of cadets** involved in CF events is **the prime responsibility** of all connected with these activities.

103. It is required that all personnel taking part in Cadet activities act toward others and the public with the same watchfulness, attention, caution and prudence that a reasonable person in those circumstances would. The fact that cadet activities involve inexperienced Cadets and or adults, dictates that further caution may need to be exercised. If a person's actions do not meet this standard of care, then the acts may be considered negligent.

MOD INDEMNITY

104. The MOD accepts liability for all CF afloat training provided it is conducted in accordance with Training Afloat Regulations & Safety (TARS), whether conducted in MoD or in privately owned boats. For MoD to accept liability, activities are to meet the following requirements:

- a. The activity must be properly authorised.
- b. The activity is to be subject to a suitable risk assessment which is to be recorded.
- c. Conducted In accordance with NGB Guidelines where applicable.
- d. Controlled by suitably qualified and experienced adults.
- e. Using safe equipment and processes appropriate to the activity.
- f. Where used, private boats are maintained and insured as detailed in this document.

ORGANISATION

105. Afloat training in the CF takes place under the overall authority of the Chief of Staff (Youth) to the Flag Officer Regional Forces (FORF COS (Youth & Cadets)).

THE CADET FORCES

106. The MoD CF who must apply these rules are as follows:

- a. The Combined Cadet Force (CCF).
- b. The Sea Cadets Corps. (SCC)
- c. Volunteer Cadet Corps. VCC)
- d. RN Recognised Sea Scouts (when taking part in MOD organised events).
- e. The Army Cadet Force (ACF).
- f. The Air Training Corps. (ATC)

CADET FORCE AUTHORITIES

107. Afloat training within each Cadet Force is managed by its CF authority, in accordance with each service's organisational structure. FORF CoS (Youth & Cadets) is the lead authority on all CF Afloat training and may be consulted on all training and safety concerns. CF authorities are to ensure that all under their command apply these regulations rigorously. CF authorities include the following which are generically referred to as National Headquarters where this applies in the remainder of this document:

112. The duties of a Fleet Manager are:

- a. Maintenance of accurate location database of all craft on loan to units.
- b. Providing a single point of contact for boat defect reports.
- c. Arranging for replacement or repair as required within budget.
- d. Arranging for disposal of unserviceable or surplus boats as necessary.
- e. Allocation of boats to units within his area of responsibility.
- f. Liaison HQ NCF on matters related to boating.

NATIONAL GOVERNING BODIES (NGBs) AND AGENCIES

113. These regulations are based on the policies and practices of the following agencies and NGBs.

- a. The Maritime and Coastguard Agency (MCA) – Codes of Practice.
- b. The Royal Yachting Association (RYA) – Sailing, windsurfing, powerboating.
- c. The British Canoe Union (BCU) – Paddlesports
- d. The British Rowing (BR) – Rowing.
- e. The Sea Cadet Rowing Scheme – Fixed seat rowing

APPLICATION

114. The regulations in this publication apply to all afloat training organised by the CF regardless of whether the boats used for the activity are the property of MoD, of the Unit or are privately owned. They apply equally to all personnel taking part in CF organised boating activity. They apply in cases when a National or Area HQ, or unit enters into an agreement with a Sailing Club, Sea School or other such organisation to provide the types of authorised boat training as part of the cadet training syllabus.

115. When embarking CF personnel in vessels other than those owned by the CF or MoD, the HQ organising the event is to satisfy itself that the vessel's owner or operator has an effective safety regime in place, including insurance cover, to allow the organiser to discharge his Duty of Care to the CF personnel involved.

116. Single Service HQs may issue their own qualifications for disciplines outside the remit of or additional to those of the NGB. Examples of such qualifications are the Sea Cadets' Rowing qualifications and Paddlesport Coach awards. Regulations for these qualifications are in publications issued by the single Service Cadet Force authority concerned.

117. These regulations are authoritative where they conflict with any other Single Service Cadet Force regulation.

118. These regulations do not apply to:

- a. CF Sub-Aqua Diving - JSP 917 Refers
- b. CF Military Training Exercises - JSP 535 or AGAI Vol1 Ch 18 Refers

REVIEW

119. This document will be subject to a biennial reviewed by all stakeholders which will be managed by HQ NCF. Points for the review are to be forwarded to this HQ in the suggested amendment format at page iii.

Annex:

A. Definitions

CHAPTER 2

BOAT OPERATIONS POLICY AND SAFETY SYSTEMS

GENERAL

201. The Cadet Forces operate a wide variety of sail and powered craft in offshore, inshore and inland waters world-wide. These craft must be compliant with the current legislation dictating the levels of manning, use, inspection and maintenance of these craft for their specific areas of operation. This chapter provides general guidance on managing and operating CF Boats in support of youth water based activities. More specific guidance may be found in the relevant chapter covering the individual disciplines.

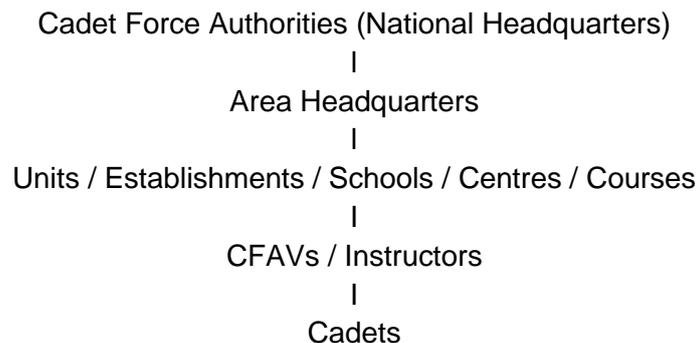
GUIDING PRINCIPLES

202. The CF will implement the following guiding principles in the operation of its fleet(s):

- a. Adopt National Governing Body (NGB) guidelines and identified best practice where applicable whilst ensuring that the requirements of References A – K are met where they apply.
- b. Craft are to be surveyed and equipped for the highest category of water, as defined at MSN 827(N), that they would expect to operate in notwithstanding that they may operate in less demanding categories of water for much of the time.
- c. The requirement for qualified crew will be dictated by the activity undertaken and not the coding of the vessel.
- d. Craft will be manned appropriately for the activity undertaken, considering the composition of the crew, their competence, the sea area to be used and the conditions anticipated.
- e. Policies are to be reviewed on a regular basis to ensure the systems, managers, craft, equipment and users remain compliant.

ORGANISATION

203. Cadet Forces will normally operate via a formal chain of command as shown below however this may not be true of all MoD Recognised youth organisations who may need to adopt the responsibilities of several levels of command:



SAFETY RESPONSIBILITIES

CADET FORCE AUTHORITIES

204. CF Authorities as defined at article 107 are responsible for the following safety duties. Some of these duties may be delegated to Area HQs or Departments however the CF Authorities remain responsible for safe training afloat within their organisation:

- a. Authorisation of Normal Area(s) of Operation (NAO).
- b. Authorisation of Extended Area(s) of Operation (EAO).
- c. Authorisation of out of season or night boating.
- d. Authorisation for the use and control of offshore vessels.
- e. Ensuring that offshore vessels are correctly manned and maintained and have a current Certificate of Compliance.
- f. Approving requested departures from TARS, (Consulting HQ NCF if necessary).
- g. Periodic inspection of CF Units including boats, safety equipment, training records and maintenance procedures.

CF UNITS

205. Units are the prime deliverers of safety afloat within the CF. All CF Afloat training must be authorised in the first instance by the Unit who are to satisfy themselves that the following criteria are met. Units must consult their chain of command should they wish to operate outside their normal training parameters:

- a. The supervisory staff are suitably qualified and experienced and have the personal qualities to direct and guide safe afloat training.
- b. The safe and seaworthy condition of the boats and equipment in use.
- c. Ensuring that all boats and equipment are in date for surveys and inspections.
- d. That suitable and sufficient Water Safety Equipment (WSE) is provided.
- e. Assessing the safety of the activity in the forecasted and actual weather conditions.
- f. That a valid risk assessment has been made, checked and promulgated.

SAFETY SYSTEMS

206. **Safe Systems of Training (SST).** All planned activity must conform to the SST which encompasses the following elements:

- a. **Safe Persons.** That all participants have received correct briefing and training for an activity and are supervised by suitably qualified, current, competent adults who are fit to undertake the training.
- b. **Safe Equipment.** That the correct type of equipment is used and that it has been correctly maintained. All maintenance is to be recorded and records retained.

c. **Safe Practice.** Use of the correct drills and procedures as laid down in service instructions in accordance with this document or NGB guidelines.

d. **Safe Place.** An area for which a site specific Risk Assessment has been carried out and any necessary control measures have been implemented.

207. **Safety Management Systems (SMS).** Safety management systems are used to demonstrate and to provide evidence of effective policies and instructions, risk control measures and performance. Each Cadet national HQ is responsible for ensuring they have effective organisational systems for Centres, Units, Contingents, courses and coded vessels. These must be communicated to and followed by all CFAV's and Directing Staff. The NCF HQ SMS and these regulations has been developed to ensure compliance with legislation, statutory duties, MOD mandatory items and to continually develop health and safety standards for the protection of the Cadet Forces. A comprehensive SMS may include the following although this list is not exhaustive.

- a. Higher authority policy documents.
- b. Organisation and safety responsibilities.
- c. Terms of reference for personalities with safety responsibilities.
- d. Staff competence profiles.
- e. Training Plans or Safe Operating Procedures.
- f. Hazard Surveys.
- g. Risk Assessments.
- h. Emergency Action Plan(s).
- i. Equipment and maintenance procedures.
- j. Audit and review.
- k. Accident reporting and investigation procedures.

208. **Safe Operating Procedures (SOPs).** Vessels coded for offshore operations are to have their own SMS. This is to detail the safe operation of the vessel and its ancillary equipment and should to include the mandated training and maintenance manuals for safety equipment required by the code. SOPs for smaller craft used by units and sailing schools for the purpose of NGB courses or recreational sailing are to be included within that unit's SMS.

209. **Risk Assessments.** All CF Boating activity must be subject to a thorough risk assessment which is to be conducted by a competent person. The risk assessment must identify the relevant hazards and detail the control measures required to mitigate them. The assessment is to be written and may be based on a generic assessment of the activity which must be amended to reflect the conditions on site. Before the activity the OIC and all instructors are to read the risk assessment. Risks and control measures will usually be communicated to the participants in the form of a safety brief. Risk assessments are to be formally reviewed at least annually and amendments recorded. Examples of generic boating risk assessments may be found in the references section of WESTMINSTER. If used these must be amended to suit local conditions and signed by the assessor.

210. **Dynamic Risk Assessment.** A dynamic assessment is to be conducted by the OIC of the activity on the day to ensure that there are no additional risks and that weather conditions remain within limits. This assessment is to be recorded.

211. **Review.** All safety systems are to be reviewed on a regular basis or after a significant change in the equipment, legislation or an increase in unwanted incidents. Reviews should be recorded and relevant changes actioned and promulgated as soon as possible.

212. **Discipline.** All instructors, skippers and OICs of events that involve afloat activities are to rigorously apply these regulations. Individuals failing to do so may face internal disciplinary action, which could lead to dismissal and in cases of gross negligence may also face criminal prosecution by the HSE / MCA.

213. **Incident and Accident Reporting.** All incidents, accidents or near-misses that occur during activities are to be reported via the unit's single service reporting chain to the MOD Incident Notification Centre (INC). These reports are to be copied by the relevant CF National HQ to SO1 H&S at NCF HQ via email to navycadets-hss01@mod.uk . Unsafe acts may also be reported in confidence to the same email address.

214. **Incident Investigation.** All incidents, accidents or near-misses that occur during boat work are to be investigated. It is expected that serious incidents may be subject to a "Ships Investigation" or "a Board of Officers" who would report their findings to the single service HQ for further action. The aim of any investigation is to ascertain the causes and avoid repetition. Investigations should be conducted by an independent person or agency with investigation reports copied by the controlling national HQ to SO1 HS at NCF HQ via email to navycadets-hss01@mod.uk . Advice on accident investigation may also be sought from NCF HQ.

DOCUMENTATION

215. Safe afloat training requires a certain amount of supporting paperwork. This paperwork will act as a reminder to units that maintenance or re-qualification is due; or allow them to allocate the correct instructors and boats to the right students. Some of these records are required by law or may be needed to support subsequent investigations following an incident. This paperwork will be reviewed by Supervisory HQs and NGBs during routine inspections and, if completed correctly is an indicator of good management. All records should be kept for 7-years after which they may be archived.

216. Outlined below is a list of documentation that may be required in each unit and which are covered in more detail later in this document. This information may be held electronically or in hard copy however OICs should be aware that some may be subject to the Data Protection Act and should be appropriately protected. Where possible , boat documents should be uploaded to WESTMINSTER, held against that individual boat as an attachment :

- a. Sea Survival Equipment Log (SSEL).
- b. Boat Register (May be on WESTMINSTER).
- c. Boat Receipt / Transfer / Disposal Certificates.
- d. Boat Annual Inspection Certificates.
- e. Boat Defect / Maintenance Logs.

- f. Boat Defect Reports.
- g. Staff Qualification Matrix. (May be on WESTMINSTER).
- h. NOA / EOA Register showing training area limits.
- i. Training Plans and Programmes showing afloat activity.
- j. Hazard Surveys and Risk Assessments.
- k. Written dispensations and authorities.
- l. Permission slips and NoK contact details.
- m. Insurance documentation.
- n. Reference documents ie TARS, NGB Guidelines.

MANNING

217. **Qualified Crew.** It is incumbent on the relevant Units, HQs and fleet managers to ensure that all CF craft are safely manned to provide for a safe navigational watch at all times. The minimum requirements for the safe manning of a vessel will be dependent on the following factors:

- a. The type of craft.
- b. The area of operation.
- c. The activity to be conducted.
- d. The experience of the crew.
- e. The weather conditions expected.

218. The MCA and NGBs provide guidance on the minimum manning requirements nevertheless further consideration must be given to the relevant training and experience of selected crew in conjunction with the additional risks involved with working with inexperienced young adults. Commercial endorsements may be required for crew qualifications should the activity be deemed commercial as outlined below. Where conflict exists between TARS and NGB manning ratios the more stringent is to be adopted.

219. Offshore craft are to have a minimum manning matrix produced as part of the vessel's Safety Management System (SMS) detailing the requirements for skipper and mate for each area of operation and activity. This may exceed the requirements of the relevant code due to the additional and particular requirements of operating within a youth organisation.

220. **Trainees in Offshore Vessels.** Cadets aged 12-18, under instruction on a CF Vessel are categorised as trainees within the meaning defined by Reference A and agreed with the MCA. As such, although they will be instructed in safe navigation, seamanship and emergency procedures, they are not to be allocated any safety critical duties. Additionally, under current legislation, no person under the age of 18 may be appointed as the skipper or mate of a CF Offshore Vessel when operating in offshore waters.

221. **Working Hours.** Due to current working hours regulations skippers may only work for a maximum of 14hrs in any 24hrs before taking the mandated 10hrs rest. Therefore both Skipper's and Mates employed on long passages over 14hrs should hold the required qualification and competency to safely navigate the craft in that area of operation. Working hours may be aggregated over a period of 7-days and further details may be found at Ref A. Working hours of skippers, crew and instructors are to be overseen by the controlling HQ.

222. **Single Handed Operations (Offshore Vessels)** . Single handed operations in offshore vessels are not recommended although, this may be necessary to move craft short distances to maintenance facilities or alternative pick up points. Skippers undertaking single handed operations are to comply with the following rules:

- a. The area of operation is restricted to Cat 6 in conditions of favourable weather.
- b. The duration of the voyage should not exceed 4 hours.
- c. Vessels are not to be operated single handed in restricted visibility.
- d. An acceptable lifejacket is worn at all times by the skipper.
- e. No over-side working takes place.
- f. A working maritime VHF radio is to be carried.
- g. Details of the ETD, route, ETA are left with a suitable person ashore and that person is notified of the safe arrival on completion of each voyage.

223. **Single Handed Operations (Inland / Inshore Craft)**. Local rules for instructors and safety supervisors to operate craft single handed within the NAO or EAO must be included within the centres SOPs. The following rules are to be adhered to:

- a. A suitable personal floatation device is to be worn.
- b. For powered boats except in the case of heavy displacement powered boats, kill cords of an appropriate length must be fitted, be fully functional and used at all times when underway.
- c. A working, maritime VHF radio is to be carried. This may be hand-held.

SUPERVISION

224. **Supervision is the most important single element of the CF boating safety system.** CF afloat training may only be authorised if proper supervision is exercised. As part of the planning and authorisation process, the OIC activity, course or school is to appoint a Safety Supervisor for each activity as detailed below. RYA RTCs will have appointed Chief Instructors in this role.

225. **Planning.** To achieve a proper level of safety, all boating is to be planned. In essence this process involves no more than deciding Who / What / Where / When and with What equipment. From these factors the risk of the activity may be assessed, and appropriate control measures employed. When planning an activity the OIC must consider the Safe System of Training, as outlined above in place before training starts. Units and OICs of activities should be aware that other permissions may be required from higher command or external agencies dependant on the activity or location before training may begin.

226. **Briefing.** All staff and participants concerned are to be briefed before the start of each day's activity on the relevant safety and administrative issues. Safety briefings will vary considerably due to the activity, location, craft and participants. Standard briefing formats may be included within the SMS for the Unit or craft and should cover the following generic areas as a minimum:

- a. The aim and desired outcome of the training or activity.
- b. Activity location and duration including administrative details.
- c. Weather conditions expected.
- d. WSE Fitting and use.
- e. Familiarisation with equipment and boats
- f. Emergency equipment location and use.
- g. Communication methods.
- h. Actions on an emergency.

LEVELS OF SAFETY SUPERVISION

227. The level of safety supervision required will be dependent on the type and complexity of training taking place and the safety assurance required by supervisory HQs and NGBs. In general the 3 Levels of safety supervision are as follows:

- a. **Level 1 Supervision** - For single activities covered by NGB guidelines and within stated instructor student / boat ratios, the qualified and competent instructor / skipper teaching that activity is the first line safety supervisor. RYA RTCs must follow their Centre SOPs in all respects with the Principal being personally responsible for safety management.
- b. **Level 2 Supervision** - Where multiple, boating activities are taking place in the same area the OIC should consider appointing a Lead Safety Officer (LSO) who's task is to co-ordinate and oversee all safety issues linked to the planned activities. This may be an additional Safety Officer or one of the more experienced activity instructors. Ideally he/she will be qualified in all the activities taking place however, if this is not possible the appointed person must understand the principles of safety afloat, know the relevant regulations, and have the maturity and judgement to ensure safe training. Within an RYA RTC this may be the Chief Instructor or Principal.
- c. **Level 3 Supervision** - During more complex camps, courses, or expeditions National or Area HQs may appoint a dedicated safety officer to produce and manage the Safety Management System for that event. He/she may be a professional safety practitioner or senior competent person who will co-ordinate all aspects of safety, brief and oversee the activity instructors; and monitor safety performance during the event. He will brief the OIC on any safety shortfalls and advise on remedial action if necessary. If this training is undertaken entirely within an RYA RTC this may be the Principal.

APPOINTMENT OF SAFETY SUPERVISORS

228. Where doubt exists as to the suitability of a qualified person to safely supervise activities, units should consult their Chain of Command or relevant NGB. OICs must consider the individuals experience and competence alongside qualifications when appointing safety supervisors. National or Area HQs may impose more stringent requirements for safety supervision where unusual hazards exist.

229. The appointment of safety supervisors should be recorded within the SMS or SOP for that unit, course, craft or event. Appointments are only valid for the area(s), activities and dates stated with long term appointments being left open ended or linked to a post as required.

230. Units are to investigate and report all accidents as required by Ref F. Should a safety supervisor's judgement be called into question a Unit CO or OIC of the event may refer the individual to Area HQ who can if necessary remove the individual's supervisory appointment. Should this be the case then the individual may be reinstated to safety duties following a suitable period of remedial training and following consultation with the relevant controlling HQ.

231. The Safety Supervisor (Instructor) may only supervise up to the maximum stated Student / Instructor ratio in an area that can be controlled effectively. Larger groups or areas where control may be difficult will require additional supervisors. Where there are 2 or more Safety Supervisors operating in the same area an LSO may be appointed to co-ordinate training safety.

DUTIES OF SAFETY SUPERVISOR

232. The sole responsibility of the Safety Supervisor is for the safety of those afloat and in their charge. The Safety Supervisor is to ensure that all those afloat comply with the instructions laid down in this document and with the principles of good seamanship. He or she is not to hesitate to stop afloat training activity if circumstances change, if any safety assumption proves invalid or if for any other reason proper safety standards cannot be maintained. A safety supervisor is to ensure that:

- a. A written risk assessment for the activity has been published, signed and read by all instructors.
- b. Dynamic risk assessments are conducted on site prior to and during training.
- c. All control measures required by these assessments and local SOPs are in place.
- d. That weather forecast(s) for the duration of the activity have been sourced.
- e. Training only takes place within the defined safe weather limitations for that activity.
- f. The craft are correctly rigged, equipped and not overloaded.
- g. Crews are sufficiently trained and experienced for the activity to be undertaken.
- h. Where required, a correctly manned and equipped safety boat is on the water..
- i. An in date first aid qualified person is nominated for the activity.
- j. A fully stocked and in date 1st aid kit is available to the first aider.
- k. A safety briefing has been given to all participants.
- l. Records and updates lists of all those afloat and checks that all have returned.
- m. Staff are aware of any physical or medical requirements of the participants.
- n. All participants are wearing the correct WSE and know how to use it.
- o. All are wearing suitable clothing for the conditions and are protected from the sun.
- p. Keep all craft in sight during the training session.
- q. Have a means of communication and control ie whistle or radio.

WEATHER LIMITS

233. Acceptable wind, temperature, visibility and sea states for afloat training will vary according to the type of water, boats, and the skill and experience of supervisors, instructors and trainees. Guidelines to weather limits for each activity may be found in the relevant sections of this document. Weather by its very nature is changeable and safety supervisors must continually assess its effect on the training being conducted. Safety supervisors must not hesitate to stop any activity or change location if the actual conditions deteriorate beyond safe limits.

CONTINUAL ASSESSMENT

234. The Safety Supervisors, Instructors, coxswains, helmsmen, and skippers are to be continuously aware of all factors affecting the safety of afloat training under their charge. In particular the following are to be kept under review:

- a. Weather.
- b. Sea state.
- c. Tidal stream or current.
- d. Other local activity.
- e. Effects of wind-chill, seasickness or fatigue.
- f. Condition of the students or crew.

PARTICIPATION

235. **Swimming Ability.** The ability to swim unaided will enhance personal safety on the water and is to be encouraged. However, inability to swim does not debar people from participating in boating, provided proper control measures are applied.

236. **Swimming and Water Safety Tests.** The tests outlined below will enable units to determine if a cadet or adult may take part in afloat activities. As a minimum requirement individuals must pass the Cadet Force Water Safety Test before taking to the water. Individuals who fail the water safety test are not to take part in afloat activities. Full details of each test may be found at Annex B:

- a. CF Swimming Test. - Swim 40m, tread water for 3 min and get out unaided.
- b. CF Water Safety Test. - Wearing a BA, Jump in, Swim 25m, tread water for 1 min get out with assistance if necessary.

237. **Participation by the Disabled.** Participation in boating by cadets and adults with disabilities is encouraged. However, ***the safety of all concerned is to remain the overriding requirement.*** Units are to discuss individual cadets' needs with their parents or guardians, and agree any necessary extra provisions, suitable arrangements, precautions and activity limits. A balance is to be struck between providing adequate opportunity for the disabled and offering a full range of activity and supervision to the able bodied whilst maintaining safety standards. Additional control measures required are to be noted in the risk assessment.

238. **Participation by Authorised Civilian Instructors (CI).** Civilians authorised as CIs by the Area Brigade HQ, who are recorded on WESTMINSTER may take part in CF afloat activities in accordance with these regulations but are not covered by MoD Indemnity. These individuals must have their own or school Personal Injury and Personal Liability insurance which is to be checked by the OIC of the activity before they go afloat. This regulation does not apply to Sea Cadet Corps CIs are covered as standard under the MoU between the MoD and MSSC for all authorised activities.

239. **Participation by Civilians.** Civilians who are not members of the CF or MoD may exceptionally go afloat in CF, MoD or privately owned boats for specific events. In the case of or Adventurous Training, this may only be where the event would not proceed without their expert help ie an Instructor or skipper. Units are to request permission from their area HQs prior to the event and ensure participants are fully briefed on the activity and WSE to be used. Additional insurance will be required and supervising HQs are to give direction and guidance on the levels necessary. The following administrative paperwork is to be completed and retained by the unit the next periodic inspection:

- a. Under 18s:
 - (1) A signed parental consent form including NoK details.
 - (2) A signed briefing acknowledgement form.
- b. Over 18s:
 - (1) Next of kin details.
 - (2) A signed briefing acknowledgement form.

240. Units should be aware that additional liability insurance may be required dependant on the activity undertaken, the craft used or the participants. These requirements will be detailed by Area HQs within their authorising document.

AREAS OF OPERATION

241. **Generic Sea Area Categories.** The areas of operation for CF Craft may be broadly split into 2 generic types as shown in the table below. Some craft may be capable of working in a combination of areas but should be certified, inspected and maintained in accordance with the higher requirements dependant on the likely use of the vessel. It should be noted that some offshore areas around Britain may carry inshore inland categories at certain times of year. Further information may be found within MSN 1776:

Table 2.1 – MCA Offshore Sea Area Categories (MGN 280).

Category	Description
6	Within 3 miles from a nominated departure point(s) and never more than 3 miles from land, in favourable weather and daylight
5	Within 20 miles from a nominated departure point named in the certificate in favourable weather and daylight
4	Up to 20 miles from a safe haven, in favourable weather and in daylight
3	Up to 20 miles from a safe haven
2	Up to 60 miles from a safe haven
1	Up to 150 miles from a safe haven
0	Unrestricted service

Table 2.2 – MCA Inshore / Inland Area Categories (MSN 1776).

Category	Description
A	Narrow Rivers and canals where the depth of water is generally less than 1.5 metres
B	Wider rivers and canals where the depth of water is generally 1.5 metres or more and where the significant wave height could not be expected to exceed 0.6 metres at any time
C	Tidal rivers and estuaries and large, deep lakes and lochs where the significant wave height could not be expected to exceed 1.2 metres at any time
D	Tidal rivers and estuaries where the significant wave height could not be expected to exceed 2.0 metres at any time

CADET FORCE OPERATING AREAS

242. **Normal Area of Operations (NAO).** Each CF Unit, School or Boat Station that operates CF or MoD craft during the normal course of their authorised training are to register these areas as a NAO with their National or Area HQ using the proforma at Annex C. Units may have multiples of NAOs dependant on the type of craft, activity, weather conditions or time of use. Each area should have a distinctive name or designation and be registered separately. Multiple units may use individual or groups of NAOs as long as the NAO in question is registered with the chain of command.

243. NAOs are to be within 3 Nautical Miles of the Nominated Point of Departure (NPD) with the area limits defined by prominent marks easily identifiable from a small boat. The limits of an NAO may be adjusted by the unit when necessary by submitting an amended Annex C to the authorising HQ.

244. **Extended Area of Operations (EAO).** Units may apply to the authorising HQ for permission to extend their NAO or apply to train out of season or at night for specific courses, expeditions or events. This must be done before the event using a suitably amended Annex C. Vessels coded for offshore use will only be limited in their area of operation by the vessels code certificate and need not be subject to NAO / EAO restrictions. Single Service regulations pertinent to the conduct of Adventurous Training and Expeditions may also apply and should be considered by the organising unit.

245. **Visiting Units.** CF Units may use another unit's NAO or EAOs, boats and equipment to conduct their afloat training. The host units remain responsible for all aspects of safety at the site even though the visiting unit may be providing all the instructors and safety supervisors. Visiting units are to be briefed on the area and abide by all local safety instructions. Visiting instructors are to be familiar with the risk assessments relevant to the area and activity and ensure that all local control measures are in place prior to training. The host unit may stop visiting units training at any point if training is deemed to be unsafe.

OPERATING SEASON

246. CF Units may undertake afloat training, which includes kayaking and canoeing, from 1 March to 31 October each year during the hours of daylight. Requests to conduct afloat activities outside these parameters are to be processed via Area Headquarters using the proforma at Annex C **before** the event. Requests for operating afloat training during the hours of darkness will only be approved where the boats are appropriately coded and where the training is delivered under NGB recognition or in accordance with Chapter 10 - Offshore Training of this document. Winter and / or night training may only be conducted by Units who have received written authority to do so. The letter of authority or email should be printed and lodged within the SMS for that activity, course or boat as proof of authority.

247. Courses or modules that require night training as part of the syllabus ie RYA Yachtmaster may have a permanent authority to train lodged within the course or vessel SMS; this should be reviewed annually or after a significant change.

248. Risk assessments submitted with any application for out of season or night time training should consider the additional risks and control measures required to counter cold water and poor visibility. Authorising HQs may impose further limitations within their written authority.

ADVENTUROUS TRAINING

249. Unit conducting longer expeditions and adventurous training are to comply with the regulations set out within JSP 419. Expeditions of less than 48 Hrs duration may be authorised by the Unit CO however longer exercise must be subject to the full JSATFA process. Advice may be sought on AT Expeds from the AT Officer at HQ NCF.

OPERATING ABROAD

250. Certain camps, expeditions or offshore sailing exercises may take place in or visit other countries where the regulations vary from those set out by the MoD and UK Government. This may range from the crew qualifications required by the host nation to the type of fuel permitted in a vessel. There may also be Customs and Excise or Diplomatic clearance required when moving from country to country. Officers in charge are to ensure that skippers are aware on any additional responsibilities imposed by the host nation and that vessels and crew are compliant. "Adventurous training expeditions visiting foreign countries are to be planned and authorised using the JSATFA process which is to be staffed via the unit's controlling HQ."

THIRD PARTY PROVIDERS

251. CF Units may "contract out" their afloat training to a commercial club or sailing school either on payment of a fee or by mutual agreement. Whether or not a fee is paid, the Unit retains a Duty of Care to their cadets and is to be satisfied that the "Contractor's" facilities, equipment, staff and safety policies are at least equivalent to those laid down in this document.

252. Waivers from any regulation in TARS to cover the inability of a contractor to meet these standards are to be agreed in writing, in advance, by the CF Area or National HQ. The Unit is to be satisfied the "contractor" is insured for liability against any accident or injury occurring as a result of CF using their facilities.

253. Contracted staff must be CRB checked or the Unit is to provide adequate supervision by cleared CFAVs for the type of activity. This may mean that CFAVs are required afloat to ensure adequate supervision ratios.

CLASSIFICATION OF ACTIVITIES

254. All waterborne activities are to comply with the list of approved activities for Cadets and any applicable NGB Guidelines. The three generic areas of activity are outlined below and are governed by different regulations. The qualification requirements for skippers / instructors engaged in these activities may be found within the relevant sections of this document.

255. **Commercial Offshore Operations.** For offshore operations, where individuals pay a fee for a course or an event that is in excess of that required to recoup running costs, or where a professional, full time, paid skipper is employed, or where the skipper is instructing an RYA offshore course, the event will be deemed to fall under the rules for commercial activity and the craft will need to be Coded in accordance with current regulations. The skipper will also need to hold a valid commercial endorsement for his qualification. (*This does not apply to volunteers who receive remuneration for time given to the Cadet Forces unless they trigger one of the above caveats*).

256. **National Governing Body (NGB) Courses.** NGB Courses of instruction are to be conducted in accordance with the guidelines and approved codes of practice issued by that organisation. Craft and equipment used are to be certified, inspected and maintained according to these guidelines. Some courses, especially those conducted offshore, will require Commercially Endorsed instructors, skippers and examiners as described above. The vessels used for such courses may attract a higher level of coding and certification for both craft and crew dependant on the area of operation.

257. **Continuation Training.** In order to gain experience and increase their competence, Cadets and CFAVs may conduct continuation training in the craft and sea areas for which they are qualified. Continuation training conducted at or from a National Governing Body (NGB) approved training centre is to conform to that Centres' Safe Operating Procedures. Where continuation training is conducted at other locations, these regulations remain extant and a qualified instructor or leader for that type of activity is to be on site to control the activity. Further details may be found in the relevant activity sections of this document.

259. **Competitions.** The use of competitions can help sustain interest and further refine the techniques and skills learnt during formal courses. Local competitions organised by CF Units are to comply with these regulations. Entry into external competitions is to be authorised by the Unit's Area or National HQ. Where competition regulations vary from TARS then the most stringent rules are to be adopted.

260. **Expeditions and Voyages.** Expeditions and voyages may be conducted as part the DofE Award Scheme, to gain a qualification or to gain extended experience in a given activity. Offshore expeditions and voyages will need to comply with MCA regulations and may require commercially endorsed crew as defined above. Expeditions of less than 48hr duration may be authorised by the unit CO however, longer expeditions are to be organised in accordance with JSP 419 and subject to the full JSATFA planning process. Advice on planning afloat expeditions may be sought from the AT Offr at HQ NCF.

VESSELS AND EQUIPMENT

261. **Inspection and Maintenance.** All craft and their ancillary equipment used by the CF are to be surveyed, inspected and maintained in accordance with Chap 4 and the requirements of the relevant code. Craft coded for a higher category of water may be used in less demanding waters however; craft are not to exceed their certified limits and must be re-coded if it is intended to extend its area of operation.

262. Every effort is to be made to maintain boats to the highest reasonable standard. Basic maintenance routines are detailed in the relevant chapters of these regulations. All maintenance must be recorded and records retained for 7-years.

263. **Vessel Daily Safety Checks.** Before leaving the jetty or mooring, the OIC/Skipper/Coxswain of each vessel is to check that all safety equipment is in place and serviceable. They are also to carry out a functional check on all mechanical, electrical or other equipment and ensure that it is working correctly. Any shortcoming in the boat or its equipment is to be brought to the attention of the OIC or Safety Supervisor and resolved before taking the boat away.

264. **Vessel Equipment.** Craft are to be equipped as per the extant regulations or NGB code of practice applicable to the activity and sea area in which they are engaged. Equipment is to be inspected and maintained in accordance with current regulations or manufacturers guidelines and records kept for a minimum of 7-years.

265. **Boat Carrying Capacities.** The standard carrying capacities for boats operated by CF are governed as follows. The carrying capacities of common CF craft are set out in the relative chapters of this document. If there is any doubt users must contact the fleet manager. Carrying capacities are not to be exceeded:

- a. CF Boats - By the CE Plate if fitted or Code / inspection documentation.
- b. MoD Boats - By CSS Boats usually shown on a plate within the vessel.
- c. Private Boats - Recreational Class Directive Survey or Code document.

266. These limits apply in fair weather and for normal CF operations only. If boats are operated in adverse weather or for non-standard operations, carrying capacities are to be reduced accordingly and this control measure noted on the risk assessment.

267. **Safety Equipment.** Units are to ensure that their boats are properly equipped for their activity and Area of Operation in accordance with the relevant guidance or code of practice. Further guidance pertinent to each type of vessel may be found in subsequent chapters.

268. **Communications.** Power boats, keelboats, and Rowing boats operating without a dedicated safety boat are to be equipped with effective means of communicating with the shore. In coastal waters this is to be by means of a Marine Band VHF radio. When operating inland commercially available hand held radios may be used although some inland areas allow the use of correctly registered Marine Band radios. These radios are to be properly licensed and used by trained and certified operators. Mobile phones are not to be used as the primary means of communication. Portable communications equipment is to be in waterproof covers to protect against accidental loss overboard if not already immersion-proof and buoyant.

269. **Pyrotechnics.** Pyrotechnics used for attracting attention or indicating distress must comply with MED regulations or MSN 1676. The following table details the type and quantity of flares to be carried in each category of water. Electronic Visual Distress Signals (EVDS) or “Laser Flares” are not yet cleared for CF use as an alternative to pyrotechnics:

Table 2.3 – Pyrotechnics Required by Sea Area.

Area Category	C,D & 6	5	4	3	2	1	0
Distance	<3nm	<20nm from NDP by day	<20nm By day in fine weather	<20nm Day or night	20-60nm	60-150nm	>150nm
Parachute Flare	0	0	0	4	4	6	12
Red Hand Flare	2	2	2	6	6	6	6
Orange Smoke	2	2	2	2	2	2	2

270. Maritime distress pyrotechnics may be procured via the MoD through the normal supply chain and must be controlled and accounted for as per extant MoD Regulations. These pyrotechnics may be stored securely on board the vessel or in a licenced MoD explosive storage facility. Units may apply for an explosive storage licence from the appropriate single service authority should they have the suitable infrastructure.

271. Pyrotechnics purchased for private vessels are to be procured at the owner’s or unit’s expense. Pyrotechnics may also be purchased from commercial sources where none are available from the MoD but must comply with the manufacturing standards shown above.

272. Whatever the source, units are to note the expiry date of all pyrotechnics held and dispose of them in the following manner. Replacements must be ordered or purchased in good time to ensure that craft always have in-date pyrotechnics; out of date pyrotechnics are not to be used under any circumstances:

- a. MOD Pyrotechnics - Back-loaded via the MoD stores chain for destruction.
- b. Private Pyrotechnics - Follow the guidance given in the MCA leaflet “**Flares and the Law**” which may be found at:

www.dft.gov.uk/mca/new_web_version_1.doc

273. **First aid kits.** First aid kits are to be carried and stocked as per the Code of Practice covering the craft and or activity. The medical equipment to be carried offshore will depend on the area of operation and is regulated by MSN 1768. First aid kits for inland / inshore NGB courses are to be stocked in accordance with the current edition of the NGB Guidance Notes and carried by the nominated first aider. Additional medical qualifications and equipment may be required if the vessel is to travel over 60nm from safe haven. Operators should consult MGN 280 on the qualifications and equipment required.

WATER SAFETY EQUIPMENT

274. Water Safety Equipment (WSE) appropriate to the activity is to be worn by **all** when afloat. This may include pontoons, slipways and jetties without guardrails if it is assessed by the skipper / instructor that there is a greater risk of falling overboard due to the state of repair, location or weather conditions. Boat stations and sailing centres are to publish their WSE Policy for specific areas within their Safety Management System (SMS). The activity safety supervisor is responsible for ensuring that appropriate WSE is worn and used correctly by all.

275. WSE may be divided into the following generic types:

- a. Buoyancy Aid (BA) - Usually non inflatable, foam filled jackets providing varying levels of buoyancy and used as an aid to floatation.
- b. Lifejackets (LJ) - Usually a compact stole inflated by air or gas when required to provide greater buoyancy than a BA and keep the casualties airway clear of the water.
- c. Miscellaneous WSE - This category includes life-rafts, life-buoys, throw-lines, Dan-buoys and other ancillary safety equipment usually found on larger craft.

276. **Selection and Use of WSE.** Annex D to this chapter details the types of WSE available and provides guidance on their use. It is vital that the correct equipment is used taking into consideration the activity, location, likely conditions, size of participant and their swimming ability. OICs of activity should also be aware that the MoD use a number of water safety equipment items that are designed for combat operations which are not suitable for cadets or small adults. If in doubt consult the chain of command.

277. **Care and Maintenance of WSE.** WSE is to be maintained and inspected in accordance with the current instructions contained within Sea Survival Equipment Log (SSEL) for that type. WSE is not to be used for any other purpose than for which it was designed.

278. The fabric of the buoyancy chambers and webbing on WSE is not to be marked or written on. If it is necessary to identify a particular item of WSE, this is to be done by means of a waterproof label or fibre disc attached to a buckle or part of the webbing. High power water jet washers damage the fabric of WSE and are not to be used to clean them.

279. **Qualified Maintainers.** Individuals may qualify as Sea Survival Equipment Maintainers (SSEM) by attending the CF SSEM (Limited) maintainers' course at HMS Sultan. Fully qualified and in date maintainers may maintain the WSE for which they are qualified as per instructions set out within the SSEL. Supervising HQs are to ensure that they have sufficient qualified WSE Maintainers and Supervisors for their area.

280. **Authorised Maintainers.** Qualified SSEMs may train and authorise unit staff to inspect and maintain unit **buoyancy aids only**, as per the instructions within the SSEL. Authorised Maintainers must have their details logged within the SSEL and are not to maintain any other form of WSE.

281. Unit maintenance of buoyancy aids must be completed by 1 x Maintainer and 1 x Supervisor. The maintainer and supervisor may be either authorised or qualified with the Supervisor being of SNCO Rank or higher. The maintainer and supervisor will be responsible for conducting and recording maintenance on their unit buoyancy aids. Maintenance procedures and condition of the WSE is to be checked annually by relevant area safety staff during periodic inspections.

282. All other types of WSE such as life jackets or rafts etc must either maintained by fully qualified and in date maintainers or returned to an approved maintenance facility for inspection and / or exchange.

CLOTHING

283. Clothing and footwear appropriate to the activity, prevalent conditions and time to be spent on the water is to be worn by all afloat. Supervisors, instructors and boat coxswains are to ensure that all afloat are suitably dressed or have suitable clothing with them should conditions change.

284. When boating in waters colder than 10° Centigrade or outside the normal boating season, units, instructors and skippers are to be particularly vigilant that all involved are properly clothed. Layered clothing to provide insulation, wind-proofing and water resistance is the minimum and the use of dry-suits may be required. Appropriate weather-proof, warm headgear and gloves may also be necessary.

CHILD PROTECTION (SAFEGUARDING)

285. Units are to follow MoD Policy and CF (National) HQ Guidelines on safeguarding issues when conducting afloat activities. Particular attention must be paid to changing areas and female cover on expeditions or overnight offshore passages. Further Guidance may be found at References H & J.

MARINE POLLUTION REGULATIONS (MARPOL)

286. MARPOL is the International Convention for the Prevention of Pollution from Ships and, regulates the prevention of pollution from larger vessels. Whilst not directly applicable to the smaller vessels operated by CF, skippers are to make suitable arrangements for the disposal of sewage, rubbish and oil based products. These arrangements will be dictated by their area of operation and the type of waste and should be listed within the vessel's SMS. Large fines are imposed on skippers contravening these regulations.

TOWING AND ROAD TRAILERS

287. Units moving their craft on public highways are to ensure that both the trailer and vehicle are suitable for the task and conform to current road traffic regulations, the driver must also hold the appropriate licence for the vehicle and trailer. Were required annual inspections are to be arranged by the unit and any certification retained in the relevant files. As always the driver is responsible for the load and is to ensure that the vessel is secure before departure; periodic checks should be made on the load at intervals during long journeys and make adjustments as required.

EMERGENCY ASSISTANCE TO THOSE IN DISTRESS

288. Under the United Nations Convention on the Law of the Sea It is the duty of seafarers to help save life at sea to provide aid to other seafarers in distress **if it is safe to do so**. There may also be occasions when CF craft and personnel would be of assistance to the civil powers in times of flood. In such cases, the regulations contained within this document may need to be waived and this may be done by the skipper on the spot in an emergency. The skipper must mitigate any additional risks as far as is practicable and return to normal safe operating procedures as soon they reasonably can.

289. Before agreeing to offer any humanitarian or lifesaving assistance, the OIC / skipper is to assess the risks and is to apply the principle that **the safety of his crew is paramount**. Crew safety is to take precedence over the rescue of any third party or property. Units or skippers who are involved in lifesaving or humanitarian assistance are to inform their National or Area HQ at the first opportunity.

Annex:

- B. Cadet Force Swimming Tests.
- C. Operating Area Registration Proforma.
- D. Water Safety Equipment.

CHAPTER 3

MANAGEMENT OF CADET FORCE BOATS

GENERAL

301. Whilst the vast majority of CF Boats will be owned and administered by Naval Cadet Forces (NCF) it is conceivable that Cadets and CFAVs may conduct afloat training on CF, MoD or private boats during the course of authorised training. This chapter deals with the management of CF boats in detail and will outline the requirements to be in place should cadets use MoD or private boats.

ALLOCATING CONDITIONS

302. When any CF boat is allocated to a Unit, the Unit is to complete the vessel transfer certificate, a copy of which may be found at Annex E, and return it to the Fleet Manager. By doing so the OIC of that unit undertakes to carry out the routine maintenance described later in this document at Unit expense.

PROCEDURE BY A UNIT ALLOCATED A CF BOAT

303. Once a CF boat has been allocated the Unit is to use the following procedures:

- a. On delivery, the boat is to be inspected for defects, taken on charge and the completed transfer certificate returned to the fleet manager. (Any major defects found on delivery are to be reported as set out at Sub Para d below).
- b. The boat and its ancillary equipment are to be accounted for on WESTMINSTER and mustered at least annually.
- c. The boat is to be operated in accordance with TARS.
- d. Routine maintenance and inspections are to be conducted in accordance with chapter 4 of these regulations and resulting documents uploaded to WESTMINSTER where applicable.
- e. Any defect, which is beyond the scope of the routine maintenance detailed in the relevant chapter of this document is to be reported to the Fleet Manager using the defect report format at Chapter 4, giving all relevant details for referral to the relevant repair organisation.

SURVEYS AND INSPECTIONS

304. Boat survey and inspection requirements are described in Chapter 4 and will vary dependant on type of craft and area of use.

ROUTINE MAINTENANCE

305. Commanding Officers of units holding CF boats are responsible to their National and Area HQs for the appropriate routine maintenance as detailed in Chapter 4. Boats on loan to units must be maintained in a safe operating condition at all times.

306. Each boat is to have a defect / maintenance log within which all maintenance must be recorded. The format for a boat maintenance log may be found at Annex F. This log is to be inspected annually by CF Area or National Authorities.

307. Larger vessels may require a Pre-Planned Maintenance System (PPMS) drawn up to ensure that all equipments and systems remain correctly serviced and in date. Details of the PPMS should be published within the SMS for that vessel.

FAILURE TO MAINTAIN MOD BOATS

308. Units which are unable to meet their responsibilities towards the cost or carrying out routine boat maintenance and repairs are to report the fact to their Fleet Manager who may arrange the boat's reallocation or disposal. Under no circumstance are boats to be used if they are out of date for routine servicing or inspection.

ACTION TO BE TAKEN IN THE EVENT OF ACCIDENT, DAMAGE, LOSS OR THEFT-

309. Following an accident, damage, loss or theft occurring to any CF vessel the OIC Unit is to react as follows:

a. Immediate Actions:

- (1) Recover boat, equipment and crew.
- (2) Report any injury as required by single service instructions to CNC.
- (3) Inform the Police of any theft or criminal damage.
- (4) Gather information for further reporting requirements.

b. Within 7 Days – To the Fleet Manager via email or phone.

- (1) Brief outline of incident.
- (2) Brief description of damage with photos if possible.
- (3) Outline of any injuries sustained.
- (4) Details on any third parties involved.

c. Within 30 Days – To the fleet manager hard copy or email.

- (1) Loss or damage report with photos.
- (2) Crime or incident number if police involved.
- (3) Witness statements.
- (4) Completed incident or injury report.

CLAIMS BY THIRD PARTIES AGAINST CF OR MoD

310. When Third Parties are involved in any incident involving a CF boat, the supervising HQ is to be informed immediately, and the accident report form forwarded as soon as practicable with the name and address of the third party or his representative. No liability may on any account be admitted, nor any promise of payment given. All correspondence from Third Parties is to be forwarded to via the chain of command to the relevant HQ who will forward them as appropriate to MoD Claims or appropriate insurance companies.

LOAN OF CF BOATS TO CIVILIAN ORGANISATIONS

311. CF or MoD boats may only be loaned to or used by civilian organisations with the specific written permission from their National HQ. Permission is to be sought via the chain of command as far in advance of the event as possible. Additional insurance may be required by the fleet manager who will detail the level of cover required.

LOAN OF CF BOATS TO MOD UNITS

312. The relevant Fleet Manager may give permission for CF Boats to be loaned to MoD Service Units should there be spare capacity. MoD Skippers, instructors and crew must hold the required qualifications for the planned activity and operate the craft within the limitations of its Safety Management System (SMS) and extant MoD sporting or adventurous activity regulations. Full formal handover / takeovers are to be recorded on receipt and return of the craft. Separate insurance cover may be a requirement of the loan stipulated by the fleet manager.

MOORINGS AND STORAGE

313. The Unit is responsible for ensuring that satisfactory moorings are provided and maintained at Unit expense. The Unit is to ensure that all vessels are properly secured when not in use, and is to take all practical steps to prevent unauthorised use, theft or damage by the weather or vandalism. Swinging and trot moorings, if used, are to be inspected annually

LOCAL LICENCES, REGULATIONS AND BYELAWS

314. Where permits from local authorities are required to operate a CF boat, the custodian Unit is to obtain the necessary permits. Local waterways regulations and bye laws are always to be observed. The cost of permits, licences, mooring fees etc is to be borne by the custodian Unit.

BOATS AWAITING REALLOCATION AND DISPOSAL

315. When a boat or vessel is awaiting reallocation or disposal, responsibility for it remains with the Unit to which it was last issued. This remains the case until a transfer certificate is completed by the new custodian Unit, or the Fleet Manager formally resumes responsibility for its reallocation or disposal. Where the condition of the boat or vessel is due to neglect, the Unit will be held responsible for all charges until the date of final disposal approved by the CF Authority.

SURRENDER OF BOATS

316. No CF Unit is permitted to dispose of a CF or MoD owned boats or vessels on loan without prior written approval. No action is to be taken to remove any boat from charge without written authority from the Fleet Manager on behalf the relevant HQ in the form of a transfer or disposal instructions.

DISPOSAL OF CF BOATS

317. The procedure for disposal of CF boats and ancillaries is as follows:

- a. The unit is to request back-loading or disposal instructions from the Fleet Manager.
- b. If the vessel is fit, the Fleet Manager will issue transfer instructions to both the losing and gaining units and a transfer certificate is completed and returned to the Fleet Manager.
- c. If the vessel is Beyond Economic Repair (BER) the Fleet manager will issue disposal instructions and a disposal certificate is to be completed and countersigned by the unit and returned to the Fleet Manager.
- d. The Fleet Manager will adjust unit holdings as necessary on receipt of the relevant paperwork.

USE OF MoD BOATS

318. Cadets and CFAVs may use MoD boats when visiting regular units or taking part in MoD sponsored courses or training. Where other MoD regulations conflict with this document, the more stringent safety regulation is to be adopted.

DISPOSAL OF MOD BOATS

319. Units wishing to dispose of legacy MoD boats and related equipment are to contact the Fleet Manager who will consult DE&S CSS Boats. Surplus boats are not to be sold, transferred or scrapped without the permission of the written fleet manager.

USE OF PRIVATE VESSELS

320. Private vessels ie those vessels owned by schools, local authorities, sailing schools or individuals may be used for authorised CF activities, provided they are operated in accordance with these regulations. Private vessels must be equipped, surveyed and coded correctly for the activity taking place and area of operation as detailed within these and supporting regulations.

INSURANCE OF PRIVATE VESSELS

321. Private vessels used for CCF activities are to be insured by their owner for third party liability in all cases up to the current maximum required by the MoD. The insurer is to be made aware that the boat is to be used by CFs and the planned activities.

SURVEY, INSPECTION & PRE-USE CHECKS ON PRIVATE VESSELS

322. Privately owned boats are to be subject to the same survey and inspection regime as CF owned boats as detailed in Chapter 4, except that where a survey is required, the survey is to be arranged and paid for by the boat's owner. Private boats are to be coded, equipped and inspected for the type of water that it is to be operated on.

DUTY OF CARE

323. Where CF Units wish to use private boats for CF activities the OIC of the Unit must conduct an assurance check to ensure that all the above caveats are in place **before** training starts. Where there is doubt the private vessel must not be used. Units should inform their chain of command if they intend to use private facilities or third party providers employing the processes set out within their single service instructions.

Annex:

- E. Boat Transfer / Disposal Instructions.
- F. Boat Defect / Maintenance Log.

CHAPTER 4

MAINTENANCE OF CADET FORCE BOATS

GENERAL

401. Craft and their ancillary equipment are to be maintained, inspected and where necessary certified for the highest classification of water that they are likely to operate in. All maintenance and inspections operations are to be recorded and records retained for at least 7-years. Craft coded for a higher category of water may be used in less demanding waters however; craft are not to exceed their certified limits and must be re-coded if it is intended to extend its area of operation.

SURVEYS AND INSPECTIONS

402. Boat survey and inspection requirements are described in Annexes G - J and will vary dependant on type of craft, area of use and code of practice adopted.

ROUTINE MAINTENANCE

403. Commanding Officers of units holding CF boats are responsible to the Fleet Manager for the appropriate routine maintenance and periodic inspection as detailed below. Boats on loan to units must be maintained in a safe operating condition at all times.

404. Each boat is to have a maintenance log within which all maintenance must be recorded. This log may be inspected annually by CF Area or National Staff. The suggested format for a Defect / Maintenance log may be found at Annex F. All maintenance records are to be uploaded to WESTMINSTER unless the unit has no access in which case, hard copies are to be maintained at the unit.

405. Larger vessels due to their complexity may require a Pre-Planned Maintenance System (PPMS) drawn up to ensure that all equipments and systems remain correctly serviced and in date. Details of the PPMS should be published within the SMS for that vessel and may include details of Life Raft, fire fighting equipment or machinery servicing schedules.

FAILURE TO MAINTAIN MOD BOATS

406. Units which are unable to meet their responsibilities towards the cost or carrying out routine boat maintenance and repairs are to report the fact to their Area HQ or CF Authority, who may arrange the boat's reallocation or disposal. **Under no circumstance are boats to be used if they are out of date for servicing or inspection.**

Annexes:

- G. Maintenance of Dinghies and Keelboats.
- H. Maintenance of Power Boats.
- I. Maintenance of Offshore Vessels.
- J. Maintenance of Windsurfers, Kayaks and Canoes.

CHAPTER 5

DINGHY AND KEELBOAT SAILING - INSHORE AND INLAND

GENERAL

501. **Application.** Dinghy and keelboat sailing are approved Cadet Force (CF) activities that take place at units and sailing schools world-wide. These activities are to be conducted in accordance with the guidelines set out below or RYA SOPs dependant on the activity. All CF dinghy and keelboat sailing may be subdivided into the following areas of activity:

a. **RYA Courses of Instruction.** RYA Dinghy and Keelboat Courses may only be conducted by units or schools operating as a RYA Recognised Training Centre (RTC), using correctly qualified instructors, at an approved site and following the centre's extant Safe Operating Procedures (SOPs).

b. **Continuation Training.** In order to gain experience and increase their competence, cadets and CFAVs may conduct continuation training in the craft and waters areas for which they are qualified. Continuation training conducted at or from an RYA RTC is to follow that Centre's extant RYA Safe Operating Procedures. Where continuation training is conducted at other locations, these regulations remain extant and a qualified Dinghy Instructor (DI) is to be on site to control the activity. The DI may be a cadet if a CFAV is in overall charge of the training. The DI should be in a position to view the training and offer assistance and coaching advice where necessary this may be ashore or afloat dependant on the location, activity and the skill level of the participants. The requirement for safety boats within the correct ratios as shown below remains the same.

c. **Competitions.** This activity must be conducted with qualified helms. Internal, unit competitions are to adhere to these regulations. Entry into external competitions must be authorised by area or national HQs. Where event regulations conflict with TARs the most stringent are to be adopted.

d. **Expeditions.** Dinghy sailing expeditions will usually be organised as a qualifying element of a Duke of Edinburgh's Award or as an adventurous training event. In both cases they should be conducted in accordance with these regulations. For further information consult Chapter 2.

OPERATING PARAMETERS

502. **Sailing Areas.** Unit training is to be conducted within a NOA / EOA or alternately an approved Third Party Provider (TPP) site. Details of registering an NOA / EAO or clearing a TPP may be found in Chap 2.

503. **Weather Conditions.** The maximum wind force and sea state that sailing may take place in will depend on the area, craft and experience of the crew as well as the prevailing weather conditions. Units, schools and RTCs are to ensure that limiting weather conditions are listed within their SMS / SOPs for each activity giving clear instruction as to when the activity is to be stopped or re-located. Where no specific local instructions are in place, the wind force limits shown at Para 509 are to be adhered to. Instructors / Supervisors are to source up to date weather forecasts covering the duration of training before the activity.

504. **Sailing Season.** CF Sailing will normally take place between 1 Mar – 30 Oct each year in fair weather and in daylight. Dispensation to operate outside these parameters must be sought from the CF National or Area HQ in writing before any such training takes place. Any written dispensation must be lodged with the activity risk assessment.

505. **Safe Operating Procedures and Management Systems.** Units, schools and courses are to have comprehensive SOPs or SMSs including risk assessments, that detail the component parts of each activity and the safe systems employed to avoid accident or injury.

506. **Planning, Supervision and Briefing.** All sailing activities are to be planned in accordance with the Safe System of Training detailed at Chap 2. This includes the provision of competent instructors, safety supervisors and safety crew. All participants must receive a safety brief before the activity starts the minimum contents of which will be dictated by the Unit, School or course SMS / SOPs.

507. **Instructor and Helm Qualifications.** The requirements for instructors, supervisors, qualified helmsmen and safety boats will vary dependant on the activity and are detailed below. OICs of sailing activities must physically check the qualification(s) held by his team to ensure they are suitable and in date before the activity starts.

508. **RYA Courses.** The following table outlines the instructor qualifications required to teach RYA dinghy courses. It should be noted that Units with RYA RTC status must have a minimum of a Dinghy (SI) as the Chief Instructor (CI) to oversee dinghy training:

Table 5.1 – RYA Instructor Requirements.

Instructor / Coach	Youth Sailing Scheme (YSS)	National Sailing Scheme (NSS)	Max Instr / Student /Boat Ratios
Dinghy Instructor	Stages 1- 4	Levels 1 - 3, Seamanship Skills, Day Sailing, Sailing with Spinnakers ¹	Instr / Novice Student 1:3 (Instr in boat) Instr / Student 1:9 Instr / boat 1:6
Keelboat Instructor	Stages 1- 4 (In keelboats)	Levels 1 - 3, Seamanship Skills, Day Sailing, Sailing with Spinnakers ¹ (In keelboats)	As Above
Multihull Instructor	Stages 1- 4 (In Multihulls)	Levels 1 - 3, Seamanship Skills, Day Sailing, Sailing with Spinnakers ¹ (In Multihulls)	As Above
Advanced Instructor		As DI above plus Sailing with Spinnakers Performance Sailing	As Above
Racing Instructor ²	AS DI above plus Start Racing Intermediate Racing Advanced Racing	AS DI above plus Start Racing Intermediate Racing Advanced Racing	As Above
Racing Coach Level 2	AS DI above plus Start Racing Intermediate Racing Advanced Racing	AS DI above plus Start Racing Intermediate Racing Advanced Racing	As Above
Racing Coach Level 3	AS DI above plus Start Racing Intermediate Racing Advanced Racing	AS DI above plus Start Racing Intermediate Racing Advanced Racing	As Above

Notes :

1. To teach spinnakers the instructor must be familiar with the type and endorsed by his CI.
2. An instructor who is suitably experienced and approved by Principle or CI.
3. All RYA tuition must be supervised by a qualified SI.

509. **Continuation Training.** The following table outlines the helm and crew qualifications required when conducting continuation training in dinghies or keelboats. Continuation training is to be conducted in familiar waters, usually an NAO or EAO, and within the weather limits detailed below. CF continuation training must be overseen by a qualified DI and safety boats provided as shown below.

Table 5.2 – Continuation Training Limits.

Group Supervision	Helm / Skipper	Crew	Limits
Dinghies:			
RYA DI or above (Max ratio 1:6 boats)	YSS 2 or NSS 1	YSS 2 or NSS 1	Winds up to 12kts
	YSS 3 or NSS 2	YSS 2 or NSS 1	Winds up to 12kts not gusting more than 15kts
	YSS Stage 3 + Any Adv Module YSS Stage 4 NSS Level 2 + Any Adv Module	Novice.	Winds up to 16kts not gusting more than 24kts
Day or Keelboats:			
RYA SI RYA Keelboat Instr RYA YM Instr RYA YM Cruising Instr	RYA DI or above RYA Day skipper or above	Novice	Within craft safety limits as detailed by the vessel's SMS / SOP

Note:

1. *An RYA SI or above may practically assess the ability of a non-qualified cadet who, if deemed competent, may helm a dinghy in average winds up to 10kts not gusting more than 15kts. The assessment must be recorded by the SI along with any limitations imposed and this information lodged with the activity risk assessment. A direct assessment of the Cadet's ability at an RYA RTC is to be encouraged at the earliest opportunity.*

SAFETY BOATS

510. Correctly equipped and crewed safety boats are to be provided at a ratio of 1 safety boat per 6 training craft. Further details on crewing and equipment required for safety boats may be found in Chap 7:

Note: A safety boat is not required for keelboats which are able to recover from swamping, operating within a designated NAO / EAO if a working Maritime VHF radio is carried; or the boat is sailing in company with a craft that has an operational VHF radio.

BOATS & EQUIPMENT

511. Dinghies and keelboats are to be operated as designed and built. Where safety equipment such as guardrails or washboards are fitted, they are to be carried on board and used as required. Buoyancy tank bungs are to be inserted and tank lids shut before launching.

512. **Carrying Capacity.** The following table shows the carrying capacity of common CF boats. The carrying capacity of MoD or privately owned boats, if not shown below, will be detailed on the CE Plate attached to the boat. Where boats do not hold CE plates, the capacity is to be established from the boats manufacturer or designer. Carrying capacities are to be recorded on the annual inspection certificate and are not to be exceeded:

Table 5.3 – Maximum Carrying Capacities.

Type	Min Crew	Max Crew (Sailing)	Total Carrying Capacity (Sheltered Waters)
Drascombe Gig	1	7	10
Laser 2000	1	3	3
16½' ASC	1	6	8
14' Bosun Dinghy	1	4	4
Laser, Topper, Pico	1	2	2

513. **Boat Safety Equipment.** The safety equipment required for a day or keelboat is to be set out with the SOP / SMS for that craft. The equipment to be carried in a dinghy will be limited and dependant on type and area of operation and is to be in accordance with the RYA Dinghy Checklist. Instructors should consider the need for mast head flotation devices, especially when training novices to reduce the chance of dinghies inverting. The requirement is to be determined by, and noted in the risk assessment.

514. **First Aid Kit.** The first aid kit(s) should be located in an easily accessible and clearly marked position. The contents should be regularly checked and restocked. A first aid kit should normally be carried in each safety boat.

515. **Water Safety Equipment.** All taking part are to wear suitable WSE as dictated by Chap 2. Instructors are to check for correct size and fit before the participants venture afloat.

516. **Clothing.** Instructors and safety supervisors should ensure that participants have suitable clothing and footwear for the expected weather conditions in order to guard against both the heat and cold. With water temperatures of less than 10°C, dinghy sailors are to wear either a wetsuit or a dry suit, and warm headwear to prevent the onset of hypothermia.

517. **Helmets.** The requirement for helmets is to be established by risk assessment. Helmets if used are to be CE marked, fit for purpose and physically checked by the instructor for correct fitting prior to the beginning of training.

DAY AND KEELBOATS OPERATING OFFSHORE

518. Day and keelboats operating **outside** of their NOA / EAO and in Cat 6 waters are to abide by the MCA Operating Guidelines for offshore sailing with regard to the safety equipment required. Further information may be found in Section 10.

CHAPTER 6

WINDSURFING

GENERAL

601. **Application.** Windsurfing is an approved Cadet Force (CF) activity that is conducted at units and sailing schools world-wide. These activities are to be conducted in accordance with the guidelines set out below or RYA SOPs dependant on the activity. All CF windsurfing may be subdivided into the following areas of activity:

- a. **RYA Courses of Instruction.** RYA Courses may only be conducted by units or schools with RYA Recognised Training Centre (RTC) status, using correctly qualified instructors, at an approved site and following the centre's extant RYA Safe Operating Procedures (SOPs).
- b. **Continuation Training.** In order to gain experience and increase their competence, cadets and CFAVs may conduct continuation training on the boards and sea areas for which they are qualified. Continuation training conducted at or from an RYA RTC is to follow that Centre's extant RYA Safe Operating Procedures. Where continuation training is conducted at other locations, these regulations remain extant and a qualified Windsurfing Instructor (WI) is to be on site. The WI may be a cadet if a CFAV is in overall charge of the training. The WI should be in a position to view the training and offer assistance and coaching advice where necessary this may be ashore or afloat dependant on the location, activity and skill level of the participants. The requirement for safety boats within the correct ratios as shown below remains the same.
- c. **Competitions.** This activity must be conducted with qualified board sailors. Internal, unit competitions are to adhere to these regulations. Entry into external competitions must be authorised by area or national HQs. Where event regulations conflict with TARs the most stringent rules are to be adopted.

OPERATING PARAMETERS

602. **Windsurfing Areas.** Windsurfing is to be conducted within a NOA / EOA or alternately an approved Third Party Provider (TPP) site. Details of registering an NOA / EAO or clearing a TPP may be found in Chap 2.

603. **Weather Conditions.** The maximum wind force and sea state in which that windsurfing may take place will depend on the area, craft and experience of the participants as well as the prevailing weather conditions. Units, schools and RTCs are to ensure that limiting weather conditions are listed within their SMS / SOPs for each activity giving clear instruction as to when the activity is to be stopped or re-located. Officers organising windsurfing activities are to bear in mind the relatively high wind speeds are required for the more advanced board qualifications. Instructors / Supervisors are to source up to date weather forecasts covering the duration of training before the activity starts.

604. **Sailing Season.** Windsurfing will normally take place between 1 Mar – 30 Oct each year in fair weather and in daylight. Dispensation to operate outside these parameters must be sought from the National or Area HQs in writing before any such training takes place. Any written dispensation must be lodged with the activity risk assessment.

605. **Safe Operating Procedures and Management Systems.** Units, schools and courses are to have comprehensive SOPs or SMSs including risk assessments, that detail the component parts of each activity and the safe systems employed to avoid accident or injury.

606. **Planning, Supervision and Briefing.** All windsurfing activities are to be planned in accordance with the Safe System of Training detailed at Chap 2. This includes the provision of competent instructors, safety supervisors and safety crew. All participants must receive a safety brief before the activity starts the minimum contents of which will be dictated by the Unit, School or course SMS / SOPs.

607. **Instructor Qualifications.** The requirements for instructors, supervisors, and qualified helmsmen in safety boats will vary dependant on the activity and are detailed below. OICs of windsurfing activities must physically check the qualification(s) held by their team to ensure they are suitable and in date before the activity starts.

608. **RYA Courses.** The following table outlines the instructor qualifications required to teach RYA Windsurfing courses. It should be noted that Units with RYA RTC status must operate in accordance with RYA Recognition Guidance notes and their extant RYA SOPs this should include having a minimum of a Windsurfing (SI) as CI windsurfing to oversee training:

Table 6.1 – RYA Instructor Requirement.

Instructor / Coach	Youth Windsurfing Scheme (YWS)	National Windsurfing Scheme (NSS)	Max Instr / Student Ratio
Start windsurfing Instr	Stage 1 & 2	Start Windsurfing	1:6
Intermediate Instructor (Non Planing)	Stage 1 - 3	Intermediate (Non-Planing)	1:6
Intermediate Instructor (Planing)	Stage 1 - 4	Intermediate (Planing)	1:6
Advanced Instructor	Stage 1 - 4	Advanced	1:6
Start Trainer	Stage 1 - 4	Start windsurfing Instr Senior Windsurfing Instr	1:8
Intermediate Trainer	Stage 1 - 4	Start windsurfing Instr Intermediate Instr Senior Windsurfing Instr	1:8
Advanced Trainer	Stage 1 - 4	Start windsurfing Instr Intermediate Instr Advanced Instr Senior Windsurfing Instr	1:8

Note :

1. For racing instructor qualifications consult the RYA website.

609. **Continuation Training.** Continuation training by qualified board sailors is to be conducted in familiar waters, usually an NAO /EAO, and within the weather limits detailed by the Unit or Centre SOPs for type of rig / board and qualification. Continuation training is to be overseen by a WI qualified for the type of training taking place and within the ratios stated above.

SAFETY BOATS

610. Correctly equipped and crewed safety boats are to be provided at a ratio of 1 safety boat per 6 training craft. Further details on crewing and equipment required for safety boats may be found in Chap 7:

BOARDS & EQUIPMENT

611. Windsurfing boards and Rigs are to be operated as designed and built. Boards and associated equipment are to be maintained and inspected as per the directions given in Chap 3 and all maintenance records retained for inspection.

612. **First Aid Kit.** The first aid kit(s) should be located in an easily accessible and clearly marked position. The contents should be regularly checked and restocked. A first aid kit should normally be carried in each safety boat.

613. **Water Safety Equipment.** All taking part are to wear suitable WSE as dictated by Chap 2. Instructors are to check for correct size and fit before the participants venture afloat.

614. **Clothing.** All participants who are on a windsurfer are to wear suitable wet clothing / wetsuit and footwear. With water temperatures of less than 10^oc, windsurfers are to wear either a winter wetsuit or a dry suit with consideration given to the use of hoods and gloves. Instructors and safety boat crew are to be dressed appropriately for the prevailing weather conditions.

CHAPTER 7

POWER BOAT OPERATIONS - INSHORE AND INLAND

GENERAL

701. **Application.** Powerboating is used within the CF for delivery of formal courses, continuation training or the provision of safety boats to other water based activities. CF Powerboating takes place at units or sailing schools world-wide. These activities are to be conducted in accordance with the guidelines set out below or RYA SOPs dependant on the activity. All CF powerboating may be subdivided into the following areas of activity:

- a. **RYA Courses of Instruction.** RYA Courses may only be conducted by units or schools with RYA Recognised Training Centre (RTC) status, using correctly qualified instructors, at an approved site and following the extant RYA Safe Operating Procedures (SOPs).
- b. **Continuation Training.** In order to gain experience and increase their competence, cadets and CFAVs may conduct continuation training in the craft and sea areas for which they are qualified. Continuation training conducted at or from an RYA RTC is to follow that Centre's extant RYA Safe Operating Procedures. Where continuation training is conducted at other locations, these regulations remain extant and a qualified Powerboat Instructor (PBI) is to be on site. The PBI may be a cadet if a CFAV is in overall charge of the training. The PBI should be in a position to view the training and offer assistance and coaching advice where necessary this may be ashore or afloat dependant on the location, activity and the skill level of the participants.
- c. **Competitions.** This activity must be conducted with qualified crews. Internal, unit competitions are to adhere to these regulations. Entry into external competitions must be authorised by area or national HQs. Where event regulations conflict with TARs the most stringent are to be adopted
- d. **Provision of Safety Boats.** Boats employed as safety craft which, are to be manned and equipped as per these regulations.

OPERATING PARAMETERS

702. **Operating Areas.** Unit training is to be conducted within a NOA / EOA or alternately an approved Third Party Provider (TPP) site. EOAs may include Cat D / 6 waters if required for inshore training in which case safety boats must be equipped and coded for these waters. Details of registering an NOA / EAO or clearing a TPP may be found in Chap 2.

703. **Weather Conditions.** The maximum wind force and sea state that powerboating may take place in will depend on the area, craft and experience of the crew as well as the prevailing weather conditions. Units, schools and RTCs are to ensure that limiting weather conditions are listed within their SMS / SOPs for each activity / boat type giving clear direction as to when the activity is to be stopped or re-located. Weather limits for common CF Powerboats may be found below. Instructors / Supervisors are to source up to date weather forecasts covering the duration of training before the activity starts.

704. **Powerboating Season.** CF Powerboating will normally take place between 1 Mar – 30 Oct each year in fair weather and during daylight hours. Night training will be required when conducting RYA Advanced and Advanced instructor courses. Night operations are to be conducted following the guidelines and parameters set out for that particular course. If night training is the norm then on-going authority may be approved within the SMS for that course. Dispensation to operate outside these parameters must be sought from the Unit's National or Area HQ in writing before any such training takes place. Any written dispensation must be attached to the activity risk assessment.

705. **Safe Operating Procedures and Management Systems.** Units, schools and courses are to have comprehensive SOPs or SMSs including risk assessments, that detail the component parts of each powerboating activity and the safe systems employed to avoid accident or injury.

706. **Planning, Supervision and Briefing.** All powerboat activities are to be planned in accordance with the Safe System of Training detailed at Chap 2. This includes the provision of competent instructors, safety supervisors and safety crew. All participants must receive a safety brief before the activity starts the minimum contents of which will be dictated by the Unit, School or course SMS / SOPs.

707. **Instructor and Helm Qualifications.** The requirements for instructors, supervisors, qualified helmsmen and safety boats will vary dependant on the activity and are detailed below. It should be noted that RYA Powerboat Level 2 Helmsmen are not qualified to instruct or supervise novices on the helm of a powered craft. RYA Powerboat Level 2 Helmsmen may however supervise RYA Powerboat Level 1 Helmsmen when operating familiar powered craft within the caveats of any extant endorsements; however no further instruction shall take place. OICs of powerboat activities must have physically checked the qualification(s) held by all participants before the activity starts. It should be noted that RYA Instructor qualifications are valid for five years when supported by a RYA accepted First Aid certificate.

708. **Minimum Crew.** The minimum crew for a powerboat is a qualified helm + 1 although dispensation is granted to powerboat, dinghy and windsurfing instructors to operate craft on their own in order to coach students whilst delivering an RYA Course. This dispensation should be noted in the Centre's SOPs

709. **Age Limits.** The table below shows the age limits applied to each course and the endorsements required on their certificates. On reaching the age of 16 cadets may apply to their RTC for a replacement certificate without the endorsements:

Table 7.1 – RYA Powerboat Course Minimum Age Limits.

Course	Age Limits	Endorsement
Level 1	10 – 16 yrs	The holder may only use Powered Craft under the supervision of a responsible adult qualified as a PB L2 or above who is on board the craft
Level 2	12 – 16 yrs	The holder may only use Powered Craft under the supervision of a responsible adult
Safety Boat	16 +	N/A
Intermediate	16 +	N/A
Advanced	17 +	N/A

710. **RYA Courses.** Units holding RYA RTC Status must operate in accordance with RYA Recognition Guidelines and their extant RYA SOPs. The following table outlines the instructor qualifications required to teach RYA Powerboat courses. It should be noted that Units with RYA RTC status must have a minimum of a Powerboat Instructor(SI) as the Chief Instructor (CI) to oversee all powerboat training:

Table 7.2 – RYA Instructor Requirements.

Instructor / Trainer	RYA Powerboat Scheme	Max Instr / Student Ratio
Powerboat Instructor ¹	Level 1 & 2	1:3
	Safety Boat	1:6
Advanced Powerboat Instructor	All above and - Intermediate Powerboat Advanced Powerboat	1:3
Powerboat Trainer	Powerboat Instructor ²	1:6
	Advanced Powerboat Instructor ²	1:3

Notes :

1. The powerboat instructor must have a safety boat qualification to teach on a safety boat course.
2. All instructor courses must be moderated.

SAFETY BOATS FOR POWERBOAT ACTIVITIES.

711. Additional safety boats are not usually required during courses involving multiple boats, as boats within the group will be mutually supporting. The following general rules apply to single boat operations according to area of operation:

- a. **Inland.** The boat is to be equipped as per RYA guidelines and any relevant national regulations or local byelaws pertinent to that area of water. The boat is to have a reliable means of communication with the shore.
- b. **Inshore.** Under normal circumstances single powerboat operations are to be limited to within the unit NOAs (ie No more than 3nm from nominated departure point and never more than 3nm from shore) where the boat has proven and immediate VHF radio contact with a shore station.
- c. **Offshore.** When operating further afield boats are to be coded for their area of operation and consideration should be given to operating in mutually supporting pairs or under the control of a mother vessel which may provide assistance in an emergency.

BOATS & EQUIPMENT

712. Powerboats are to be operated within their stated limitations and maintained as set out in Chap 3. Where specific items of safety equipment are fitted, they are to be carried on board and used as designed.

713. **Carrying Capacity.** The following table shows the carrying capacity of common CF powerboats as stipulated by the MOD. The carrying capacity of privately owned boats will be detailed on the CE Plate attached to the boat or survey documentation. Where boats do not have CE plates, the capacity is to be established from the manufacturer or a boat survey. Carrying capacities are to be recorded on the annual inspection certificate and are not to be exceeded.

714. **Seating.** For RIBs, appropriate seating must be provided for all on board if the vessel is to exceed 15kts. Boats used for RYA Intermediate and Advanced powerboat courses must have forward facing seats with back rests for all participants including the instructor; these seat must be behind the console. Passengers are not permitted to sit on the gunwale or sponsons if the boat is to exceed 15kts. The OIC of powerboat activities is to consider appropriate seating on powered craft within the activities risk assessment when planing forms part of the training. Helmsmen are to ensure that the crew / passengers are correctly seated and brief them on the correct use of handholds, toe straps and seating before departure

Table 7.3 – Common CF Boat Carrying Capacities.

Type	Area of Operation	Max Wind Force	Max Sea State	Max No of Pers
4m Dory	A & B	5	2	5
4m Dory	C,D & 6	5	2	3
Viking SMB	A & B	5	3	6
Viking SMB	C	5	3	5
Viking SMB	D & 6	5	3	4
5.5m Champ	A & B	5	3	8
5.5m Champ	C & D	5	3	6
5.5m Champ	6	5	3	4
27' Motor Whaler	A,B & C	5	3	4
10m FML	A – D & 6	<i>Limits set by DE&S Boats/ MoD and will be found within the boat's documentation</i>		9
11m Workboat	A – D & 6			12 + No Stores
11m Workboat	A – D & 6			3 + 0.9t of stores ¹

Note:

- 1. Stores are to be properly secured with no adverse effect on the craft's trim or stability.

715. **Engines.** Engines and propellers are not to exceed the power rating for that craft and are to be maintained as per Chap 3. Changes of engine type are to be authorised by the fleet manager in advance of any works. The helm or skipper is to conduct a thorough engine check prior to starting and ensure that the engine functions correctly prior to leaving the side.

716. **Boat Safety Equipment.** The safety equipment required for a powerboat is to be set out within the Unit SOP or SMS taking into consideration the type of craft, the activity to be conducted and the area of operation. Units are to ensure that craft are correctly equipped before the activity starts. A suggested equipment list for both powerboats and safety boats may be found at Annex K.

717. **Communications.** Boat to boat and boat to shore communications in navigable waters should be via maritime VHF using either fixed or hand-held radios. These may also be used on some inland waterways if correctly licensed. Mobile phones, whilst a useful backup, are prone to loss of signal and should not be used as the primary means of communication. Users of Maritime VHF should be SRC / DSC qualified.

718. **Firefighting Equipment.** Every powerboat is to carry at least 1 x 2 Kg fire extinguisher. On larger vessels an extinguisher is required per compartment and where crew may position themselves fore and aft of the engine compartment an extinguisher is to be positioned fore and aft of the engine. Firefighting equipment is to be maintained in accordance with Chap 3 and the manufacturer's guidelines.

719. **Pyrotechnics.** Distress flares are only required when operating in coastal waters where powerboats must carry the following pyrotechnics:

- a. 2 x Red Flares.
- b. 2 x Orange smoke.

720. **Prop-Guards.** All OBMs of 20hp and over are to be fitted with a propeller guard.

*Note: **Under exception circumstances,** Units may apply to national HQs for dispensation to remove propeller guards for specific courses or event, ie Intermediate or Advanced Powerboat courses or to use TPP vessels without prop-guards. Applications must define the reasons for removing the prop guard and list mitigating control measures to be employed to reduce the risk of injury to people in the water. If authorised these control measures must be noted in the risk assessment for that activity and the briefed to the crew.*

721. **Kill Cords.** For powered boats except in the case of heavy displacement craft, kill cords of an appropriate length must be fitted, fully functional and used at all times when underway. The cord is not to be extended and must be correctly fitted to the boat and helmsman before the engine is started. A spare kill cord is to be carried in order that the boat can be moved if the helmsman falls overboard. Where possible, kill cords should be removed from the switch and handed to the oncoming helm during crew rotations.

722. **Navigation Lights.** Boats are to be fitted with working navigation lights if operated at night. If removable they are to be stored carefully and checked for serviceability during the annual boat inspection / survey. The helm or skipper is to check the navigation lights before any night training starts and must not proceed to sea unless all are operating correctly.

723. **First Aid Kit.** Each powerboat is to have a first aid kit. The first aid kit(s) should be located in an easily accessible and clearly marked position. The contents should be regularly checked and restocked.

724. **Water Safety Equipment.** All taking part are to wear suitable WSE as detailed below. Instructors / Helmsmen are to check for correct size and fit before the participants venture afloat. Larger vessels over 4.5m are to carry a lifebuoy and throw line:

- | | | | | |
|---------------------|---|----------------|---|-----------------------|
| a. Less than 15 kts | - | Cat A – C | - | 50 / 80N Buoyancy Aid |
| b. Less than 15 kts | - | Cat D or 6 | - | 150N Lifejacket |
| c. Over 15 kts | - | Cat A – D or 6 | - | 150N Lifejacket |

725. **Clothing.** Instructors and safety supervisors should ensure that participants have suitable clothing and footwear for the expected weather conditions in order to guard against both the heat and cold. With water temperatures of less than 10°C, those participating in open boats should consider using dry suits in addition to suitable hats and gloves in order to remain warm and dry.

POWERBOATS OPERATING OFFSHORE

726. Powerboats operating in Cat 5 and above offshore waters are to abide by the offshore vessels regulations which may be found at Chap 10.

SMALL POWERED BOATS USED AS TENDERS

727. Provided the outboard used is less than 5hp the following rules apply:

- a. The boat is to be inspected and maintained in accordance with Chap 3.
- b. The OBM size is not to exceed safe limits stated on the CE Plate.
- c. Loads of passengers and /or equipment are not to exceed CE Plate limitations.
- d. The helm must hold one of the following qualifications and be supervised as required by any endorsement as set out in Table 7.1 or the RYA Powerboat Logbook:
 - (1) RYA PB Level 2 or above.
 - (2) RYA Competent Crew or above.
- e. All on board a tender **MUST** wear appropriate WSE.

PROVISION OF SAFETY BOATS

728. Most water based activities conducted by CFs will require safety boats at the ratio of 1:6. OICs of activity are to consider the suitability and type of craft to be used against the activity being conducted and the area of operation. Whilst Dory's and RIBs are ideal for most activities, any powered boat including slower displacement boats may be used as long as they may reach a boat in distress and effectively recover the crew and equipment. Any special requirements for safety boats are to be listed within the course or activity SOP / SMS.

729. **Qualifications.** A safety boat is to be crewed as follows. The safety boat helm may also be the activity instructor, safety supervisor and nominated first aider:

- a. Helm - RYA Safety Boat Certificate.
- b. Crewman - Ideally RYA L2 but may be a fully briefed and locally trained novice.

730. **Equipment.** Safety Boats are to be equipped as per Annex K which, is to include a serviceable prop-guard. The helmsman is to check the serviceability of all equipment and report any deficiencies to the instructor / safety supervisor before the activity starts. Crewmen are to have access to a sharp knife. ("J" or rescue knives are best suited to this task).

731. **WSE.** Whilst the provision of Article 725 above remains extant, crewmen are to wear approved buoyancy aids where there is a likelihood that they will need to enter the water to conduct a rescue. OICs and instructors are to give clear direction on when crewman may enter the water which, should only be under exceptional circumstances.

732. **Safety Boat Operations.** The safety boat is to be under way before the activity starts and is to remain so until all the participants are off the water. The OIC of the activity or nominated safety officer is responsible for the most efficient positioning of the safety boat which should remain within sight of all boats or boards in the group. If this is not possible then consideration should be given to restricting the training area or increasing the number of safety boats.

733. When attending a boat / dinghy in distress the safety boat crew must take an immediate action to prevent an inversion of the boat. In any event a headcount must be taken to ensure none of the crew are trapped under water.

CHAPTER 8

PADDLESPORT

GENERAL

801. **Application.** Kayaking and Canoeing are approved Cadet Force (CF) activities that take place at units and sailing schools world-wide. These activities are to be conducted in accordance with BCU or Service Adventurous Training Guidelines. All CF Paddlesports may be subdivided into the following areas of activity:

- a. **BCU Courses of Instruction.** BCU Courses may be conducted by qualified coaches on the correct type of water for the course, at an approved site, following the extant BCU Safe Operating Procedures (SOPs).
- b. **Continuation Training.** In order to gain experience and increase their competence, cadets and CFAVs may conduct continuation training in the paddle craft and water areas for which they are qualified. All continuation training is to be conducted in accordance with these regulations and overseen by a leader or coach qualified for that particular activity in accordance with BCU guidelines. The coach or leader may be a qualified cadet only if a CFAV is in overall charge of the training.
- c. **Competitions.** This activity must be conducted with qualified paddlers. Training for competitions is to be overseen by a qualified coach within the appropriate ratios following BCU guidelines. Additionally, for competitive events, appropriate ratios of qualified safety paddlers are to be used to ensure full safety coverage of the competition area. Internal, unit competitions are to adhere to these regulations. Entry into non-cadet force competitions must be authorised by area or national HQs. Where event regulations conflict with TARs the most stringent rules are to be adopted
- d. **Journeys and Expeditions.** Journeys are day or part-day events that may be part of a qualifying course whilst, expeditions will normally be longer in duration for continuation training, adventurous training or DoE Award. Routes may well be outside of units NOA or EOAs but must be subject to thorough planning and risk assessment by the leader in charge. In all cases they should be conducted in accordance with BCU Guidelines and these regulations.

OPERATING PARAMETERS

802. **BCU Environmental Definitions.** For the purposes of defining water categories, water-type is split into 'Inland Waters' and 'Tidal Waters' with further subdivisions in each type. The precise definition of each type is contained within the latest issue of the BCU Terms of Reference for Coaches and Leaders. As a summary the following terms are used throughout this chapter.

- a. Very Sheltered Water.
- b. Sheltered Inland Water.
- c. Sheltered Tidal Water/Sea.
- d. Moderate Inland Water.
- e. Moderate White Water.
- f. Moderate Tidal Water/Sea.
- g. Moderate Surf.
- h. Advanced Inland Water.
- i. Advanced White Water.
- j. Advanced Tidal Water/Sea.
- k. Advanced Surf.

803. **Paddling Areas.** Paddling is to be conducted on water types appropriate to the coaching award, the experience of the group and the prevailing conditions. Unit training will normally take place within a NOA / EOA or alternately an approved Third Party Provider (TPP) site. Details of registering an NOA / EAO or clearing a TPP may be found in Chap 2. Where training requires multiple sites to allow for changing conditions or student progression; or where long stretches of water are to be used during an expedition, leaders and coaches are to fully risk assess the area(s) including entry and exit points before training starts.

804. **Pollution.** Coaches and Leaders should be aware of the possibility of water pollution and include this within their risk assessment. Advice may be sought from the Environment Agency. If in doubt an area of poor water quality should be avoided. Coaches are to reinforce the message of washing before eating or drinking, showering after immersion in the water and the covering of open wounds to reduce the risk of infection.

805. **Weather Conditions.** Coaches and Leaders are to gain an up to date weather forecast which covers their area of operation for the duration of the event. Coaches and Leaders are to ensure that the expected conditions are within the capabilities and experience of the group. Coaches and Leaders are to continually assess the prevailing conditions against the students' ability and be prepared to stop or relocate training should the conditions warrant it.

806. **Paddlesport Season.** CF Paddlesports will normally take place between the 1 Mar – 30 Oct each year in appropriate weather for the specific activity and in daylight. Training activities within a swimming pool may continue year round. Dispensation to operate outside these parameters must be sought from the CF Area or National HQs in writing before any such training takes place. Any written dispensation must be attached to the activity risk assessment.

807. **Safe Operating Procedures and Management Systems.** Units, schools and training centres are to have comprehensive SOPs or SMSs including risk assessments, that detail the component parts of each activity and the safe systems employed to avoid accident or injury. Prior to using a site the Coach / Leader is to complete a risk assessment for the activity which assesses the suitability of that location. Leaders and Coaches are to continually assess the conditions against the ability of their group and must stop training if conditions deteriorate beyond the stated limits.

808. **Planning, Supervision and Briefing.** All Paddlesport activities are to be planned in accordance with the Safe System of Training detailed at Chap 2. This includes the provision of competent Coaches and leaders. All participants must receive a safety brief before the activity starts the minimum contents of which will be dictated by the Unit, School or training centre SMS / SOPs.

809. **Coach and Leader Qualifications.** All CF Paddlesport activities must be run by qualified and in date Coaches or Leaders. Terms of reference for Coaches, Leaders and lifeguards may be found on the BCU web-site. Coaches are only in-date if they hold current membership of the NGB, have received safeguarding training plus a coaching update within the last 3 years. Coaches in charge of Paddlesport activities must in addition, have current First Aid Certification. OICs of Paddlesport activities must physically check the qualification(s) held by their team to ensure they are suitable and in-date before the activity starts. If in doubt training should be suspended until clarification from the NGB is received.

810. **Leader Paddling.** Qualified leaders may only lead groups on journeys or expeditions on the types of water for which they are qualified. They are not coaches and are not to instruct Paddlesports at any level. Members of the led group are to hold the qualifications identified below in Table 8.1. Cadet leaders who are under 18 years old are to be supervised by an adult Paddlesport coach or leader, qualified to oversee the activity.

Table 8.1 – Leader Qualification and Group Ratios.

Leader	Minimum Group Quals	Area	Ratio
Kayak:			
BCU 4 Star Leader	2 Star + or Paddle Power Discover	Sheltered Waters	1:8
BCU 4 Star Leader+	3 Star (in appropriate discipline)	Moderate Waters	1:4
BCU 5 Star Leader	4 Star (in appropriate discipline)	Advanced Waters	1:4
Open Canoe:			Solo / Tandem
BCU 4 Star Leader	2 Star + or Paddle Power Discover	Sheltered Waters	1:6 / 1:12
BCU 4 Star Leader+	3 Star (in appropriate discipline)	Moderate Waters	1:4 / 1:6
BCU 5 Star Leader	4 Star (in appropriate discipline)	Advanced Waters	1:4 / 1:4

811. **BCU Courses.** The following tables summarise the coach qualifications, permissible water types and teaching ratios for Paddlesport instruction. Paddling and coaching awards are water type specific ie Inland / Sea / White Water / Surf etc. More detail may be found within the latest version of “[BCU Terms of Reference for Coaches and Leaders](#)” which is the authoritative document.

Table 8.2 – Coaching Requirements.

Coach	BCU Course	Water Area
Level 1 Coach	1 Star – Start Canoeing	Very Sheltered Water
Level 2 Coach	2 Star - Foundation	Sheltered Water
Level 3 Coach	3 Star - Intermediate	Dependant on award type
Level 3 Coach	4 Star - Sheltered Water Leader	Dependant on award type
Level 3 Coach	5 Star - Advanced Water Leader	Dependant on award type
Level 3 Coach	Level 1 Coach	Very Sheltered Water
Level 3 Coach	Level 2 Coach	Sheltered Water

Table 8.3: Paddlesport Coach to Student Ratios

Water Type	Maximum Number of Students per Coach	
	Open Canoe	Kayak
Very Sheltered Water	6 (solo) 12 (tandem)	8
Sheltered Water	6 (solo) 12 (tandem)	8
Moderate Water	5 (solo) 10 (tandem)	6
Advanced Water	4 (solo or tandem)	4

812. **Site Specific Training** Level 1 coaches are to work under the direct supervision of Level 2 (or higher) coaches. However if a level 1 coach is given Site Specific Training (SST) by a suitably qualified coach, appointed by the Area HQ, then they may instruct alone in very sheltered waters within documented limits. SST must include awareness of local dangers, site risk assessments and local operating procedures and limitations. The training and assessment are to be documented and copies held by the unit and L1 coach.

813. **Bank-Based Coaching.** Coaches training paddlers whilst standing on the bank or shore require the following additional controls if they are unable to perform a boat based rescue themselves in good time:

- a. **Coaching Novice Paddlers** At least one qualified safety paddler must be present with the group. Safety paddlers must be the first afloat and last ashore and are responsible for carrying out rescues under the direction of the coach leading the session. Safety paddlers must hold an in-date BCU rescue or lifeguard qualification. (ie FRST) The coach should also be capable and equipped to carryout rescues from the bank and dressed appropriately to do so.

b. **Coaching Intermediate Paddlers** The coach leading the session has primary responsibility for conducting or controlling rescues and should be capable, suitably dressed and equipped to carryout rescues from the bank or by going afloat. All members of the group must understand the methods to be employed in the event of an emergency. The area of operation, its extent and the environmental conditions must be considered carefully to provide a suitable and safe environment for coaching.

814. **Cadet Leaders and Coaches.** Cadets under 18 years of age with coaching or leader qualifications may coach or lead activities appropriate to their qualification under the direct supervision of a correctly qualified adult Coach or Leader. The adult is responsible for the group and is to be in close proximity to the activity at all times.

815. **Training in Swimming Pools.** Adult BCU Coaches may run Paddlesport training in swimming pools, after the completion of a risk assessment agreed between the unit and pool operator.

816. **Training near Weirs.** Training near weirs must be led by a Level 3 Coach or a Level 2 Coach with a Moderate Water Endorsement (MWE).

817. **Expeditions & Endurance Events.** Expeditions will usually fall into the following categories:

a. **Unit Expeditions.** These expeditions are to follow the regulations set out within JSP 419 which covers Joint Service Adventurous Training – see chapter 2.

b. **Duke of Edinburgh's Award Scheme (DofE).** Paddle expeditions as part of a DofE Award are to follow the DofE Guidelines for expeditions which may include remote supervision as well as the following rules:

- (1) Expeditions must be approved via the unit's supervising HQ.
- (2) Up to Silver award participants must be BCU 2 Star / Paddlepower Discover or above.
- (3) For the Gold award participants must be BCU 3 Star or above in the discipline in which they are taking part.
- (4) Each individual member of the expedition must be assessed and passed suitable by an appropriately qualified coach following suitable training.
- (5) Appropriately qualified Leaders aged over 16 may lead groups without direct adult supervision in sheltered waters that have no obvious dangers as outlined below.
- (6) Adult supervision must be arranged at suitable intervals during the expedition with the route plan including specific meeting points at suitable intervals
- (7) Obvious dangers such as locks and weirs etc should be avoided by careful route planning or portage around areas of danger. If this is not possible dangerous sections are to be negotiated under direct adult coach supervision, with coaches appropriately qualified and in sufficient numbers for the size of the group
- (8) Paddling Ratios set out within the BCU terms of reference are to be adhered to.

(9) One paddler in each group must hold BCU Rescue or lifeguard qualification appropriate to the conditions expected. (ie FSRT).

(10) A minimum of 3 boats are required for an expedition.

c. **Endurance Events.** CF Units may enter endurance paddlesport events such as the Devizes – Westminster or Descent Races as long as the following rules are complied with:

(1) All race entries are to be approved by the Unit's supervising HQ.

(2) Participants are to hold the required BCU Qualification for the event and are to have their ability to compete assessed by a suitably qualified and experienced coach.

(3) A training plan is to be introduced to enable participants to compete. This is to include self-rescue and injury prevention.

(4) Each boat is to have a dedicated support team of at least 2 Adults with a vehicle and a support plan is to be briefed detailing meeting points, timings and actions on an emergency.

818. **Powered Support Craft.** Powered safety boats are not normally required as safety cover for paddlesports and can, if not operated carefully around paddle craft, be a danger to the paddlers causing swamping and capsize. Powered boats should keep clear of paddlers unless specifically requested to assist by the Leader or Coach. Powered safety boats may be required to support expeditions or competitions in which case they are to be manned and equipped as per Chap 7 of this document. The addition of a powered support craft does not allow any increase in the stated coach or leader / student ratios.

819. **Participants.** All participants are to have passed the CF Water Safety Test as a minimum requirement before taking part in paddlesports. Cadets and adults who have failed the WST are not to participate.

BOATS & EQUIPMENT

820. The current BCU awards are designed to cater for different paddling disciplines. These paddling disciplines are based around three main types of craft, with further sub-divisions among them. The following definitions are provided for ease of reference when comparing BCU awards with craft type:

a. **Closed Cockpit Kayak** - Kayaks designed for use on flat water, white water, sea or surf. The paddler is seated with the feet in front with a large measure of the control of the kayak gained by use of the lower body through the knees and thighs gripping firmly within the boat. The craft is propelled with a double bladed paddle.

b. **Open Canoe** - An open boat derived from the traditional craft of the indigenous peoples of North America with the paddler sitting or kneeling; the craft is propelled with a single bladed paddle and can also be poled or sailed. Open Canoes are also (incorrectly) termed Canadians.

c. **Open Cockpit Kayak** - Kayaks designed for touring or racing which have large cockpits, where the knees are not engaged under the deck. In the event of capsize the occupant falls freely out. These craft are also known as Placid Water Kayaks.

d. **Sit-on-tops Kayak (SOT)** – Kayaks designed for touring or general purpose. These have no cockpit at all and the paddler sits on, rather than in the craft. Seats and footrests are fitted to the top surface and further paddler control can be provided via knee straps. In the event of a capsize the paddler falls freely off rather than out. These craft are often referred to in publications as SOTs.

e. **Stand Up Paddle Boards (SUP)** – A board similar in size and shape to a windsurfer or surf board on which the paddler stands and uses a single bladed paddle. The SUP may be used on flat water, the sea or surf.

821. **Maintenance and Inspection.** All paddlecraft are to be CE marked where applicable and conform to the requirements of the activity. Boats are to be inspected and maintained as per the directions given in Chap 3 and must be checked by the Coach or leader before use. Additional buoyancy bags should be employed if the activity risk assessment requires them. These checks must be completed on all CF, MoD or private paddlecraft.

822. **First Aid Kit.** The principal Leader of Coach is to have a suitable first aid kit and must be an in date first aider.

823. **Water Safety Equipment.** All participants are to wear suitable WSE as dictated by the coach or leader that is compliant with ISO12402-4 or 5 and is CE marked. This requirement may be relaxed when conducting training in a swimming pool subject to risk assessment. Instructors are to check for correct size and fit before the participants venture afloat. The use and maintenance of all WSE is to comply with Annex D to TARs.

824. **Clothing.** Coaches and Leaders should ensure that participants suitably dressed for the activity with sufficient spare clothing for the expected weather conditions in order to guard against both the heat and / or cold. With water temperatures of less than 10°C, leaders are to consider the additional measures required to prevent hypothermia. Suitable foot protection must be worn at all times to prevent cuts due to hazards such as glass, shells or flints, or due to contact hazards on the craft.

825. **Helmets.** The requirement for helmets is to be established by risk assessment. Helmets, if used are to be CE marked, fit for purpose and checked by the Coach or Leader for correct fit before the activity starts. The wearing of helmets is mandatory for the following activities:

- a. Where stipulated by unit / centre SOPs or competition rules.
- b. Students carrying out repetitive rescue work during a formal training.
- c. Moderate inland water, paddling near weirs or in surf.
- d. Open Canoe Poling.

CHAPTER 9

ROWING

GENERAL

901. **Application.** Rowing is an approved Cadet Force (CF) activity conducted at units and rowing clubs world-wide. These activities are to be conducted in accordance with the guidelines set out below or British Rowing Association (BRA) guidelines dependant on the activity. This section covers all rowing or sculling events using fixed or sliding seats, conducted by CF which may be subdivided into the following areas of activity:

- a. **Formal Courses of Instruction.** Formal rowing courses for the CFs are to follow the Sea Cadet Rowing Scheme (SCRS) which is aligned to BR course syllabus. Courses are to be conducted within the safe system of training set out within the SCRS. Courses provided by a third party are to conform to BR rules.
- b. **Continuation Training.** In order to gain experience and increase their competence, cadets and CFAVs may conduct continuation training in the rowing craft and water areas for which they are qualified. All continuation training is to be conducted in accordance with these regulations and overseen by an adult Rowing Coxwain. Further details on ratios and weather limits may be found below.
- c. **Competitions.** This activity must be conducted with qualified helms. Internal, unit competitions are to adhere to these regulations. Entry into external competitions must be authorised by area or national HQs. Where event regulations conflict with TARs the most stringent are to be adopted.
- d. **Expeditions.** CF Rowing expeditions will usually be organised as a qualifying element of a Duke of Edinburgh's Award or as an adventurous training event. In both cases they should be conducted in accordance with these regulations.

902. **Rowing Areas.** Unit sponsored training courses or continuation training is to be conducted within a NOA / EOA or alternately an approved Third Party Provider (TPP) site. Details of registering an NOA / EAO or clearing a TPP may be found in Chap 2.

903. **Weather Conditions.** Rowing is not to take place in winds of over 16 kts and / or wave height in excess of 0.3m. Units, schools and course officers are to ensure that limiting weather conditions are listed within their SMS / SOPs for each activity giving clear instruction as to when the activity is to be stopped or re-located. Instructors / Supervisors are to source up to date weather forecasts covering the duration of training before the activity starts and monitor throughout.

904. **Rowing Season.** Rowing will normally take place 1 Mar – 30 Oct each year in fair weather and in daylight. Dispensation to operate outside these parameters must be sought from the CF Area or National HQ in writing before any training takes place. Any such dispensation must be lodged with the activity risk assessment.

905. **Safe Operating Procedures and Management Systems.** Units, schools and courses are to have comprehensive SOPs or SMSs including risk assessments, that detail the component parts of each rowing activity and the safe systems employed to avoid accident or injury.

906. **Planning, Supervision and Briefing.** All activities are to be planned in accordance with the Safe System of Training detailed at Chap 2. This includes the provision of competent instructors, safety supervisors and safety crew. All participants must receive a safety brief before the activity starts the minimum contents of which will be dictated by the Unit, School or course SMS / SOPs.

907. **Instructor and Coxswain Qualifications.** The requirements for instructors and qualified coxswains will vary dependant on the activity and are detailed below. OICs of these activities must physically check the qualification(s) held by their team to ensure they are suitable and in date before the activity starts.

908. **Supervision.** The following tables outlines the instructor qualifications required for qualifying courses and continuation training.:

Table 9.1 – Instructor Requirements for Rowing Courses.

Instructor / Coach	Sea Cadet Rowing Scheme (SCRS)	BR/Explore Rowing Scheme	Max Instructor / Student Ratio
Rowing Instructor (RI) ¹	Competent Crew Coxswain	Stages 1 - 2 Go Row 1 - 3	1:6
Rowing Coach (RC)	As RI plus Assistant Rowing Instructor Rowing Instructor Sliding Seat Endorsement ²	Stages 1 - 2 Go Row 1 - 3	1:6
National Rowing Coach (NRC)	As Rowing Coach	Stages 1 - 2 Go Row 1 - 3	1:6
UKCC Level 2 Rowing Coach (Sliding)	Sliding Seat Adv Modules	Stages 1 - 2 Go Row 1 - 3 (Sliding Seat) Sliding Seat Adv Modules	1:6
BR Coach Educator	As above	As directed / approved by BR	1:12

Notes

1. A sliding seat endorsement is required to allow instructors to teach on sliding seat boats.
2. RC's that hold UKCC Level 2 (Sliding) may deliver the RI Sliding Seat endorsement with ASO approval

Table 9.2 – Supervisory Requirements for Continuation Training.

Supervision	Helm (min)	Crew (min)	Max Craft	Max Wind
Rowing Coxswain	Rowing Coxswain	Competent Crew	2	10kts
Rowing Instructor	Supervised Coxswain	Competent Crew	3	16kts 0.3m waves
Rowing Instructor (with sliding seat endorsement)	Novice	Novice	4	16kts
UKCC Level 2 Rowing Coach (Sliding)	Novice	Novice	6	16kts

Table 9.3 - Expeditions

Supervision	Helms Minimum Qualifications	Max Craft	Max Wind
Rowing Instructor	Supervised Coxswain	Max 2 Craft	16kts
Rowing Instructor	Rowing Coxswain	Max 3 Craft	16kts
Rowing Coach	Rowing Coxswain	Max 6 Craft	16kts

909. **Safety Boats.** Safety boats are required as follows and are to be manned and equipped as per Chap 7:

Table 9.4 – Safety Boat Requirements for Rowing.

Type of Boat	Mode of Operation	Max Ratio	Remarks
Stable fixed seat	Single Boat	1:1	
Stable sliding seat	Single Boat	1:1	
Stable fixed seat	Multiple Boats	1.6	If operated in pairs or above one rowing craft may be nominated as safety boat when operating in sheltered water.
Stable sliding seat	Multiple Boats	1:6	If in pairs or above one rowing craft may be nominated as safety when operating within easy access to pontoons or in waist deep water. If operating away from pontoons in deeper water, powered safety craft is required.

BOATS & EQUIPMENT

910. Boats and associated equipment are to be maintained and inspected as per the directions given in Chap 3 and all maintenance records retained for inspection. Unit SOPs / SMS are to detail the minimum equipment required to be carried in rowing boats.

911. **Carrying Capacity.** The following table shows the carrying capacity of common CF rowing boats. The carrying capacity of MoD or privately owned boats will be detailed on the CE Plate attached to the boat or survey documentation. Where boats do not have CE plates, the capacity is to be established from the manufacturer or a boat survey. Carrying capacities are to be recorded on the annual inspection certificate and are not to be exceeded:

Table 9.4 – Rowing Boat Carrying Capacities.

Boat	Min Crew	Max Crew	Total Carrying Capacity (Sheltered Waters)
16½' ASC	1	7	8
Trinity 500	1	7	10
Yole	1	2	2

912. **First Aid Kit.** A suitable first aid kit is to be available to the instructor or supervisor who must be an in date first aider. This kit may be with the instructor or on the safety boat as the situation dictates.

913. **Communications.** Boats should have a proven method of communication with other boats and the shore. In enclosed areas this may be by voice, whistle or hand signals. In coastal waters or where there is other maritime traffic communications should be via maritime VHF using hand-held radios with a minimum of 1 radio per safety boat or pair of rowing boats. Mobile phones, whilst a useful backup, are prone to loss of signal and should not be used as the primary means of communication. Users of Maritime VHF should be SRC qualified.

914. **Water Safety Equipment.** All taking part are to wear suitable WSE as dictated by Chap 2. Instructors / Coxswains are to check for correct size and fit before the participants venture afloat.

915. **Clothing.** Instructors and safety supervisors should ensure that participants have suitable clothing and footwear for the expected weather conditions in order to guard against both the heat and cold. In water temperatures of less than 10 degrees Celsius, crews are to wear warm under layers and a wind and spray proof top layer, with warm headwear. Suitable foot protection must be worn at all times to prevent cuts due to hazards such as glass, shells or flints on launching, or due to contact hazards on the craft.

CHAPTER 10

OFFSHORE OPERATIONS

GENERAL

1001. **Application.** Offshore operations in both yachts and motor vessels are conducted as authorised CF activity in Cat 6 – 0 waters world-wide. These activities are to be conducted in accordance with the guidelines set out below or RYA SOPs dependant on the activity. All CF offshore operations may be subdivided into the following areas of activity:

- a. **RYA Courses of Instruction.** RYA Courses may only be conducted by units or schools with RYA Recognised Training Centre (RTC) status, using correctly qualified instructors, within the sea areas for which the craft is coded and following the extant RYA Safe Operating Procedures (SOPs).
- b. **Power or Sail Cruising.** This term covers any offshore operation not classified as a course or organised offshore race. Cruising may be conducted for pleasure or to improve their skills and consolidate on previous training and includes unit or Joint service expeditions. This activity is to be conducted with qualified skippers and crew in accordance with these regulations.
- c. **Yacht Racing.** On occasions CF Yachts may be entered into service or civilian offshore races where special racing rules may take precedence. Guidance on yacht racing may be found at para 1016 below.

OPERATING PARAMETERS

1002. **Legal Requirements.** Authorised CF Offshore Training is to be conducted according with the extant, relevant MCA Code of Practice (COP). This is currently MGN 280 and its affiliated Regulations. All CF, MoD or privately owned power and sailing vessels used for offshore training must hold a valid Certificate of Compliance with the appropriate MCA Code of Practice. Without a valid certificate the MoD will not accept liability for any accident arising from the use of the vessel. Vessels are to be code for the maximum area they will be expected to operate in.

1003. **Vessels Chartered or Operated Outside UK Waters.** Where units arrange the charter of vessels outside the UK and its territorial waters for authorised CF training, they must ensure that the vessels have either a MCA Certificate of Compliance, or an equivalent issued by the national authorities of the country concerned. Approval for the use of foreign-chartered vessels must be obtained from the CF National or Area HQ. Skippers and fleet managers are to be aware that UK Vessels operated in foreign waters may be subject to local regulations.

1004. **Operating Areas.** The area in which the vessel operates will determine the standards of construction, stability, manning and equipment that are required. The maximum operating area for any vessel will be noted on its certificate of compliance and is not to be exceeded. The MCA offshore operating areas are as follows:

Table 10.1 – MCA Sea Area Categories

Cat	Description
6	Within 3 miles from a nominated departure point(s) and never more than 3 miles from land, in favourable weather and daylight
5	Within 20 miles from a nominated departure point named in the certificate in favourable weather and daylight
4	Up to 20 miles from a safe haven, in favourable weather and in daylight
3	Up to 20 miles from a safe haven
2	Up to 60 miles from a safe haven
1	Up to 150 miles from a safe haven
0	Unrestricted service

1005. **Safety Management Systems (SMS).** Offshore vessels are to have a comprehensive written SMS including risk assessments and SOPs, which detail the component parts of each activity and the safe systems employed to avoid accident or injury. This SMS is also to include comprehensive terms of reference for the skipper and crew. Each SMS is to be reviewed on an annual basis or following an incident or near miss. The Vessel's SMS is to include the training and maintenance manuals mandated by the MCA.

1006. **Safety Supervision.** The skipper is responsible for the safety of the vessel and crew at all times. Terms of reference for the Skipper, mate and other qualified crew are to be published within the vessel's SMS.

1007. **Weather Conditions.** The maximum wind force and sea state in which offshore operations may take place will depend on the area, craft and experience of the crew. All vessels are to have the maximum operating conditions published within the vessel's Safety Management System (SMS) which should not be exceeded. Skippers are to source up to date weather forecasts covering the duration of training before the activity starts and continually monitor.

1008. **Sailing Season.** Offshore sailing and motor cruising may take place year-round, day and night. Dispensation is not required for offshore vessels to operate in the winter months or at night however, the vessel's operating limits must be published within its SMS.

1009. **Planning, Supervision and Briefing.** All offshore activities are to be planned in accordance with the Safe System of Training detailed at Chap 2. This includes the provision of qualified and competent crew, safe vessels and equipment and safe systems of operation. All participants must receive a safety brief before the activity starts and a daily update when on long passages. The minimum contents of the safety brief will be outlined within the vessel's SMS.

1010. **Instructor and Crew Qualifications.** The MCA and RYA provide guidance on the minimum manning / instructor requirements nevertheless, further consideration must be given to the relevant training and experience of selected crew in conjunction with the additional risks involved with working with inexperienced young adults. A guide to instructor and crewing requirements may be found at Annex L which, are the minimum requirements stipulated by the MCA and may be increase by Area or National HQs if risks are deemed to be higher. A minimum crewing matrix is to be published in the vessel's SMS which may exceed the requirements of the relevant code due to the requirements of operating within a youth organisation.

1011. **Qualification Checks.** Supervising Officers overseeing offshore activities must physically check the qualification(s) held by crews to ensure they are suitable and in date before the activity starts. A record of qualifications is to be maintained and regularly reviewed.

1012. **Requirement for Commercial Endorsement.** Skippers and qualified crew may require commercial endorsement of their certificates under the following circumstances:

- a. If a full time employee of a Cadet Force.
- b. If teaching or examining on RYA Courses.
- c. If crew contributions exceed the running costs of the vessel for that activity.
- d. If the skipper or crewman is contracted in from a civilian company.

1013. **Age Limits.** The minimum age for Power Cruising is 12 and for offshore sailing 13 ½. Although cadets may qualify as an RYA Day Skipper from the age of 16, No cadet under the age of 18 may be appointed as skipper or qualified crew of a CF offshore vessel. (It should be noted that this regulation does not apply to qualified cadets skippering day or keelboats in Cat D inshore waters).

1014. **RYA Qualifying Courses.** RYA courses are to be conducted in accordance with the current RYA guidelines and SOPs. Courses may only be conducted by units with RYA RTC status using the correctly qualified instructors. The following table outlines the instructor qualifications required to teach RYA Offshore courses. It should be noted that Units with RYA RTC status must have a minimum of a Yachtmaster Instructor as their Chief Instructor (CI) to oversee all offshore training:

Table 10.2 – RYA Instructor Requirements for Offshore Courses.

Instructor / Examiner	Course or Examination	Remarks
Cruising Instructor or above	Competent Crew	
Cruising Instructor or above	Day Skipper	
Yachtmaster Instructor or above	Yachtmaster Coastal Prep	
Yachtmaster Instructor or above	Yachtmaster Offshore Prep	
Yachtmaster Examiner	Yachtmaster Coastal Exam	
Yachtmaster Examiner	Yachtmaster Offshore Exam	
Yachtmaster Ocean Examiner	Yachtmaster Ocean	
Cruising Instructor Trainer	Cruising Instructor	Moderated
Instructor Selected by RYA	Yachtmaster Instructor	
Instructor Selected by RYA	Yachtmaster Examiner	No Course Req'd

Note: Instructors and examiners must be appropriately qualified in motor or sailing schemes which are both similarly structured.

1015. **Offshore Cruising.** Offshore cruising may be conducted for pleasure or to consolidate on previous training and is to be conducted in accordance with these regulations. Crewing arrangements for cruising activities are to be outlined within each vessels SMS. Offshore sailing conducted as a Service Expedition is to follow the regulations set out in JSP419 Joint Service Adventurous Training Scheme.

1016. **Offshore Racing.** Permission to enter CF yachts into offshore races must be sought from the Fleet Manager. CF Yachts involved in organised offshore racing are to comply with the rules for the race as published. Where these conflict with TARS the more stringent regulations are to be adopted and all on board are to wear life jackets as detailed at Section 2. Skippers and Fleet managers are to be aware that additional insurance is required for racing which is not covered by MoD Indemnity. A vessel is involved in offshore racing is to have the rules and limits for racing published within its SMS.

VESSELS & EQUIPMENT

1017. Offshore vessels are to be operated within their stated limitations and maintained as set out in Chap 3. The skipper is to carry out a functional check on all mechanical, electrical or other equipment and ensure that it is working correctly prior to departure.

1018. **Carrying Capacity.** The carrying capacity of CF, MoD or privately owned offshore craft will be detailed on the vessel's Certificate of Compliance and is not to be exceeded. The maximum carrying capacity is to be listed in the vessel's SMS.

1019. **Safety Equipment.** The safety equipment required for an offshore craft will be detailed within the MCA guidance notes for that type of vessel, and will be dependent on its operating area. A list of the required equipment is to be published within the SMS along with instructions for their use and maintenance as required by the code. Listed below are the generic types of safety equipment that may be required. Skippers are to ensure that the vessel is correctly equipped before getting under way.:

- a. Lifejackets.
- b. Liferafts, Lifebuoys and other MoB recovery equipment.
- c. Firefighting equipment.

- d. Thermal Protective Aids.
- e. Communications systems including Radio / SART / EPIRB / PLBs.
- f. Navigation systems ie GPS / Plotter / AIS.
- g. Flares.
- h. First Aid Kit(s)

1020. **Lifejackets.** All taking part in offshore activities must be provided with a 275N Lifejacket which must be worn when at sea and on deck. Instructions on how to fit them and when they are to be worn are to be listed within the SMS. Wearing of lifejackets may be relaxed on larger vessels when below decks however this is to be clearly stated in the SMS and briefed to the crew before departure. Skippers are to check for correct size and fit before the vessel gets under way.

1021. **Liferafts.** In date and serviceable Liferafts are to be carried as detailed within the vessel's Certificate of Compliance. Offshore vessels are not to put to sea with defective or out of date Liferafts. Liferafts are to be maintained by a competent servicing agency which will be stipulated by the Fleet Manager.

1022. **Firefighting Equipment.** The firefighting equipment required will be dependent on the type of craft and area of operation as detailed within the relevant code of practice. The crew are to be briefed on its use if appropriate and the equipment is to be maintained as per manufacturer's instructions. All portable firefighting equipment is to be replaced at 4-yearly intervals.

1023. **Communications.** Offshore vessels are to be equipped with fixed maritime VHF / DSC Radios for ship to ship and ship to shore communications. Handheld VHF Radios may be required as a backup or use by the tender. Mobile phones are not to be used as a primary means of communication on offshore vessels. A card giving a clear summary of the radio distress, urgency and safety procedures should be displayed in full view of the radio operating position. Users of Maritime VHF should be SRC/DSC qualified.

1024. **Electronic Location Aids.** Location aids such as SART, EPIRB and PLBs may be installed on a vessel as the risk assessment requires. If used they are to be correctly registered with the MCA and maintained as per manufacturer's instructions.

1025. **Pyrotechnics.** Pyrotechnics used for attracting attention or indicating distress must comply with MED regulations or MSN 1676. The following table details the type and quantity of flares to be carried in each category of water. It should be noted that Electronic Visual Distress Signals (EVDS) or "Laser Flares" are not yet cleared for CF use as an alternative to pyrotechnics:

Table 10.2 – Requirement for Flares.

Area Category	6	5	4	3	2	1	0
Distance	<3nm	<20nm from NDP by day	<20nm By day in fine weather	<20nm Day or night	20-60nm	60- 150nm	>150nm
Parachute Flare	0	0	0	4	4	6	12
Red Hand Flare	2	2	2	6	6	6	6
Orange Smoke	2	2	2	2	2	2	2

1026. **First Aid Kits.** The requirement for first aid kit(s) will depend on the area of operation as detailed by the relevant code of practice (MSN 1768 M + F). The contents of first aid kits are to be checked regularly and items used replaced. First aid kits are to be replaced as required by their stated expiry dates. All qualified crew are to be first aid trained.

1027. **Clothing.** Skippers should ensure that participants have suitable clothing for the expected weather conditions in order to guard against both the heat and cold.

1028. **Tenders.** Provided the outboard used is less than 5hp the following rules apply:

- a. The boat is to be inspected and maintained in accordance with Chap 3.
- b. The OBM size is not to exceed safe limits stated on the CE Plate.
- c. Loads of personnel and equipment are not to exceed CE Plate limitations.
- d. The helm must be over 16 and hold one of the following qualifications or higher:
 - (1) PB Level 2 or above.
 - (2) Competent Crew or above.
- e. All on board the tender **MUST** wear a lifejacket.

OPERATIONAL CONTROL

1029. Operational control (OPCON) of CF Offshore vessels will be delegated from the Service Operational Duty Holder (ODH) to the Fleet Manager or relevant department who will oversee day to day operations on the ODH's behalf. Vessels may be booked via the fleet manager as detailed in single service instructions.

1030. **Movement Control.** The person responsible for the OPCON of the vessel or delegated duty staff are to be informed of the following details before the vessel sets sail. Skippers are to inform the controlling HQ or duty staff of any change in plans as soon as possible. The receipt of messages and updates may be delegated to duty staff where necessary although responsibility for the safe operation of the craft remains with the ODH. A suggested format for collating and reporting this information may be found at Annex M:

- a. Proposed routes and itinerary including possible safe havens.
- b. Planned departure and arrival times.
- c. Crew Lists including NoK details.
- d. Communications plan including contact numbers.

1031. **Actions in the Event of an Emergency.** Skippers are ultimately responsible for the safety of the vessel and crew and are to follow the vessel SOPs and the principles of good seamanship when dealing with an emergency. The OPCON HQ is to keep track of the vessel's whereabouts, via the duty staff if employed, and should alert the coastguard if the vessel is overdue. Skippers are to agree a "bogie time" for their next contact with the OPCON HQ after which that HQ will alert the emergency services. This time will be dependant of the length of passage and prevailing conditions.

1032. **Registration of Vessel Details.** All CF Offshore vessels are to be registered with the Coastguard Voluntary Safety Identification Scheme which may be completed online using form CG66. A copy of this form is to be held by the OPCON HQ and is to be updated annually.

1033. **Marine Pollution Regulations (MARPOL).** MARPOL is the International Convention for the Prevention of Pollution from Ships and, regulates the prevention of pollution from larger vessels. Whilst not directly applicable to the smaller vessels operated by CF, skippers are to make suitable arrangements for the disposal of sewage, rubbish and oil based products. These arrangements will be dictated by their area of operation and the type of waste and should be listed within the vessel's SMS. Large fines are imposed on skippers contravening these regulations.

1034. **Foreign Visits.** Providing the vessels are operating in the standard continental cruising ground from the Elbe to Brest, there is no requirement for any form of clearance to be obtained for foreign visits. Offshore sailing further afield may be subject to the requirement for diplomatic clearance and units should contact their Area or National HQs for advice. For Service Expeditions, diplomatic clearance will be dealt with under the normal JSATFA process. For training not classified as an expedition CF National HQs are responsible for ensuring that the relevant clearances have been obtained. Skippers are to be aware of local rules and regulations that may be applicable to their vessel and of any customs and excise reporting regulations.

Annex:

- L. Minimum Manning for Offshore Craft.
- M. NAVMOVE Proforma.

DEFINITIONS

Army Cadet Organisation (ACO)	MOD Cadet Forces sponsored by the MOD (Army), consisting of the Army sections of the Combined Cadet Forces (CCF) and the Army Cadet Force (ACF)
Assisted Swimmer	An individual who cannot pass a CF Swimming Test but has passed the CF Water Safety Test with the assistance of a buoyancy aid is deemed an Assisted Swimmer. An assisted swimmer may take part in CF afloat activity
Buoyancy Aid (BA)	An authorised means of assisting flotation, usually foam filled and not inflatable
Canoe	Open canoe propelled by paddles (ie Canadian)
Cadet Forces (CF)	MOD Cadet forces sponsored by MOD. They are listed in Chap 1
Cadet Force Boat	Any small craft usually under 24m owned in whole by a cadet force. (The definition includes canoes, kayaks, inflatables, windsurfers and Personal Water Craft)
Cadet Force Area Headquarters	Area or activity HQs subordinate to CF Authorities who oversee CF activities with their AoR
Cadet Force Authority	The heads of each MoD Cadet force as listed at Chap 1. (Referred to as National Headquarters)
Commanding Officer (CO)	The person appointed in charge of a Unit. In TARS the Commanding Officer is also termed the Local Cadet Authority
Continuation Training	All afloat activity that is not part of a formal course, competition or expedition is deemed to be continuation training.
Coxswain / Skipper	The person in charge of a vessel, appointed by the CF Authority or Local Cadet Authority
CSS Boats	Part of Defence Equipment & Support (DE&S) within the Ministry of Defence (MOD). BASS is the ultimate MOD authority for all aspects of MoD Small craft procurement and repair. Address: Head of Boat Section CSS Boats Ash 2a, #3203 MOD Abbey Wood Bristol BS34 8JH
Daylight	From Sunrise to Sunset as described in the nautical almanac for the particular day
Fleet Manager	RN - for CCF is NCF Boats Officer - for SCC (Inshore) is RYA Trg Offr - for SCC (Offshore) is Offshore Commander Army - County Quartermaster RAF - Area Supply Officer
Helmsman	The person operating the boat. The helmsman may also be the skipper or may be under command of the skipper
Kayak	Closed cockpit 'canoe' propelled by paddles that may or may not be fitted with a spray-deck

Lifejacket (LJ)	An authorised means of flotation, with at least 100 Newton buoyancy, which is capable of holding the head of an unconscious person above water. Lifejackets may be either permanent buoyancy, oral inflation, or gas operated types
Liferaft	An authorised multi-person flotation aid
MoD Boat	A MOD Boat is defined as any vessel typically under 24m included on the MOD Boat Register, owned by MOD, that is not permanently manned (The definition includes canoes, kayaks, inflatables and Personal Water Craft)
MOD Cadet Forces	CCF (all sections), the Sea Cadets, MOD - Sponsored Sea Scouts, Army Cadet Force, Air Training Corps, Volunteer Cadet Corps, Army Cadet Organisation
MoD Personnel	Members of the regular and reserve armed forces, MOD Civil Servants, and adult and cadet members of the MOD Cadet Forces
National Governing Body (NGB)	These are associations that set out the standards, codes of practice and qualifications required to instruct various boating activities safely eg: RYA – Sailing and powerboating BCU – Paddle-sports BRA – Rowing CF are to follow NGB Guidelines when teaching related activities.
Naval Cadet Forces (NCF)	MOD Cadet forces sponsored by MOD (Navy)
Naval Cadet Force Authority	The heads of each Naval Cadet force as shown in Chapter 1
Non-Swimmer	A person who is unable to pass a swimming test approved by the CF Authority.
Non-Assisted Swimmer	A person who is unable to pass the CF Water Safety Test is non-assisted swimmer and as such may not take part in afloat activity.
Non-Assisted Swimmer	A person who is unable to pass the CF water Safety Test. These personnel are not to take part in afloat training
Officer in Charge (OIC)	The officer, SNCO or instructor in charge of an event or activity
Personal Floatation Device (PFD)	A device to assist an individual to stay afloat in water. The term includes Lifejackets (LJ) and Buoyancy Aids (BA)
Power Boat	Any boat, which has an engine as the primary means of propulsion. This definition does not include small tenders, sailing or pulling boats which may be fitted with outboard motors, provided the motor is less than 5 horsepower

Private Boat	Any boat other than a MOD or CF boat. This includes boats owned by a private individual, school, sailing club or contractor / third party provider
Rowing Boat	Any boat which has oars or sculls as the primary means of propulsion
Safety Supervisor	The appropriately qualified and experienced adult nominated by the Local Cadet Authority to supervise CF activities afloat. See Ch2
Sailing Boat	Any boat which has sails as the primary means of propulsion
Swimmer	A person who has passed a swimming test approved by the CF Authority
Unit	CCF units, CCF service sections, ACF Countries, ACF Companies, ACF Detachments, Sea Cadet Units and Boat Stations, individual VCCs and MoD recognised Sea Scout troops. Subordinate to National and Area HQs
Water Safety Equipment (WSE)	All equipment designed to increase safety at sea in the event of accident or emergency. The term includes Personal Flotation Devices (PFD), lifejackets (LJ), life-rafts and other safety devices

CADET FORCE SWIMMING AND WATER SAFETY TESTS

CF SWIMMING TEST

1. The following test should be conducted in a swimming pool with participants wearing swimming trunks or costumes. This test may be administered by a CFAV however a qualified Life Saver (RLSS Bronze Medallion or Pool Bronze holder) is to be in attendance when the swimming test is carried out:

- a. Enter the water in a safe manner.
- b. Swim 40 metres.
- c. Stay afloat for a period of three minutes with no aid to flotation.
- d. Climb out of the water, unaided, from the deep end.

2. Failure of this test does not debar individuals from attempting the CF Water Safety Test shown below. Those struggling with this assessment should be strongly advised to take up swimming lessons. Those passing this test are designated as “**Swimmers**” those who do not are “**Non-Swimmers**”

CF WATER SAFETY TEST

3. The aim of this test is to ensure that cadets do not panic and remain able to accept assistance offered on finding themselves in the water whilst wearing the WSE they would use for boating.

4. The test may be conducted in a pool or sheltered waters and consists of the following evolutions. The individual should wear normal boating clothing and Personal Flotation Device (PFD) normally a 50/80N BA. A safety boat may be required should the risk assessment require it:

- a. Enter deep water by stepping off the side.
- b. Swim 25m.
- c. Tread water/float for 1 minute.
- d. Exit water with assistance if required.

5. The test is Unit based, and may be administered by any CFAV holding one of the following qualifications however a qualified Life Saver (RLSS Bronze Medallion or Pool Bronze holder) is to be in attendance when this test is carried out within a swimming pool:

- a. RYA Dinghy Instructor
- b. RYA Powerboat Instructor
- c. RYA Windsurfing Instructor
- d. SCC Rowing Instructor.
- e. BCU Coach.

6. Those personnel failing the Water Safety Test are designated “**Non-Assisted Swimmers**” and may **NOT** take part in CF water based activities. Further training may be required before the individual is re-tested. Those passing this test are designated as “**Assisted Swimmers**”

7. Results of either test should be recorded on Westminster or in the individual’s RoS Book if used.

OPERATING AREA REGISTRATION PROFORMA

This proforma is submitted to the relevant National or Area HQ in order to:

Register a Normal Area of Operation (NAO)*

Adjust the parameters of an existing NAO*

Define an Extended Area of Operation (EAO)*

Register a Third Party Provider Site as a (TPP)*

Apply for out of season or night boating*

Ser	Data Required	Information on NAO / EAO
Unit:		
1	Unit Name	
2	Address	
3	POC	
4	Contact Phone Number	
5	Contact Email address	
Adjustment or Extension of Training Parameters:		
6	Reason for adjustments or extension	
7	Requirement for out of season boating	
8	Requirement for training at night	
9	Further information	
Description of Area:		
10	Area Name	
11	Grid or Lat Long of NPD	
12	Description of NPD	
13	MCA Categorisation of water	
14	Boundary Description 1 (Adjusted to)*	
15	Boundary Description 2 (Adjusted to)*	
16	Boundary Description 3 (Adjusted to)*	
17	Boundary Description 4 (Adjusted to)*	
18	Further boundary info if required	
19	Major Hazards within the AO	
Description of Activities Including Frequency:		
20	Dinghy Sailing	
21	Keelboat Sailing	
22	Windsurfing	
23	Powerboating	
24	Rafting	
25	Paddle sport	
26	Pulling or rowing	
27	CF Swim tests	
28	Power Cruising	
29	Sail Cruising	
30	Other (s)	
Third Party Provider Details:		
31	School or Club name	
32	RYA Principle	
33	Contact Phone	
34	Contact Email	

Local Emergency Services:		
34	Location of nearest A&E	
35	Distance to A&E by road	
36	Emergency services access to site via	
37	Further information	
Method(s) of Communications:		
38	Between craft	
39	To shore	
40	To emergency services	
41	Other Methods	
Additional Control Measures Required for Night Time / Winter Boatwork:		
42	Bad Weather	
43	Poor Visibility	
44	Working at night	
45	Routes & Safe havens	
46	Further Information	
Unit Authority:		
47	Name of OIC or CI	
48	Date	
49	Signature (May be electronic)	

Area or CF Authority:		
50	Authorising HQ	
51	Authorisation	The above unit is / is not* authorised to use to use the above area as described for the types of afloat training listed. <i>Training is authorised subject to the additional control measures listed below being implemented*</i>
52	Further information requested	The following additional information is required before authority may be granted:
53	Additional control measures required	
54	Name of Authorising Offr	
55	Date	
56	Signature (May be electronic)	

*Delete as necessary.

Notes:

1. Serials may be left blank or deleted if not required.
2. Applying units should include:
 - a. A copy of the relevant map or chart showing the NAO / EAO marked.
 - b. A copy of relevant risk assessment(s).
3. Applications may be submitted to the relevant authority and returned by email if necessary.

WATER SAFETY EQUIPMENT (WSE)

GENERAL

1. This Annex summarises all current MoD instructions on WSE applicable to the CF. It supersedes all instructions on WSE in earlier editions of TARS and previously issued by letter, temporary memorandum or other means. These instructions are not pertinent to aircrew or diving equipment.
2. MoD supplied WSE will normally be used for CF water based activities. The WSE to be used depends on the area of operation and the activity to be undertaken. Types of WSE and their suitability for cadet activities are shown at the end of this Annex. Users may also consult the current DIN on "Water Safety Equipment Management".
3. Private or corporately owned WSE may be used by cadet forces when using private vessels or third party provider's facilities such as sailing schools or activity centres. Individuals may also use their own buoyancy aids provided that the following actions have been completed. If any doubt exists as to the suitability or serviceability of non-service issued WSE then OICs must either cancel the training or arrange for service WSE to be used:
 - a. The OIC of the unit or event must ensure that they are CE marked, compliant to the regulations for that activity and have been inspected and maintained in accordance with the manufacturer's guidelines.
 - b. The OIC notes the use of Private or personal WSE in the risk assessment.
 - c. Users are to conduct a thorough "before use" inspection and report any faults if found which must be rectified before use.
4. Non-Assisted Swimmers, defined as those cadets and adults who cannot pass the Cadet Water Safety test detailed at Annex C may **NOT** take part in water based activities.
5. Where current service issued WSE is insufficient for the task due to new activities or changes in the guidance and regulations, units are to staff the full details of the requirement to the Sea Survival Project Manager at DE&S via their single service chain of command.
7. **Demands for MoD issued WSE.** Demands for lifejackets and buoyancy aids for CF Units are to be processed as per the Unit's single service logistic instructions. Naval Cadet Forces are to bid for WSE via Area HQs to Sea Cadet Stores and not through the normal Naval Stores system.

MAINTENANCE

8. **Qualified Maintainers.** Individuals may qualify as Sea Survival Equipment Maintainers (SSEM) by attending the CF SSEM (Limited) maintainers' course at HMS Sultan. Fully qualified and in date maintainers may maintain the WSE for which they are qualified as per instructions set out within the SSEL. Supervising HQs are to ensure that they have sufficient qualified WSE Maintainers and Supervisors for their area.
9. **Authorised Maintainers.** Qualified SSEMs may train and authorise CFAVs to inspect and maintain unit **buoyancy aids only**, as per the instructions within the SSEL. Authorised Maintainers must have their details logged within the SSEL and are not to maintain any other form of WSE.

10. **Maintenance of Lifejackets (LJ) and Miscellaneous WSE.** All other types of WSE such as life jackets or rafts require special servicing equipment and must be maintained as shown below. Units are to retain a copy of all external maintenance documentation within SSEL:
- a. In Unit by fully qualified and in date maintainers using the correct tools, spares and workshop facilities.
 - b. Returned to an approved MoD maintenance facility for inspection and maintenance.
 - c. Returned via the single service supply chain to be exchanged for in date WSE. (This is best completed out of season).
11. Any WSE that is out of date for inspection and maintenance or which has failed an inspection is **not** to be used. Any such equipment must be segregated and clearly marked as U/S to prevent accidental use prior to return or repair.
12. **Marking WSE.** The fabric of the buoyancy chambers and webbing on WSE is not to be marked or written on with pen as a means of identification. If it is necessary to identify a particular item of WSE, this is to be done by means of a waterproof label or fibre disc attached to a buckle or part of the webbing. High power water jet washers damage the fabric of WSE and are not to be used to clean them.
13. **Unit On-Receipt Procedures.** BAs are to be receipted and brought onto effective maintenance charge as per the SSEL. However, unless CF units have fully qualified and in-date maintainers, LJs are only to be subjected to external visual inspection as per M Op 3 before being brought to charge and put in service; **no other M Ops are to be attempted by unqualified maintainers.**
14. **Return of Defective Equipment.** WSE that has been found to be defective on receipt or during a routine inspection is to be returned to stores via the single service logistic chain with the relevant defect report.
15. **WSE Involved in and Accident or Near Miss.** WSE that was in use at the time of an accident or near miss may be required during any subsequent investigation. The equipment is to be clearly labelled and secured "As is" without adjustment, repacking or maintenance until the investigating authority has finished with it. If possible, digital photographs should be taken of the equipment as it was recovered and forwarded to the investigating authority for their use. Accidents or near misses are to be reported as per single service direction.

SELECTION AND USE

16. The following table provides guidance on the suitability of current service WSE for a given activity. Units should be aware that many MoD lifejackets are designed for combat operations and do not comply with SOLAS regulations and as a result are not suitable for CF use. Also adult life jackets are unsuitable for children under 40kg or 1.5m and child sizes should be sourced. Where any doubt exists units are to consult their chain of command:

Table D.1 – Selection and use of MoD WSE

Activity	Category	WSE to be used	Conditions
Bridge Building	M	50 / 80 N Buoyancy Aid	
Canyoning	C	50 / 80 N Buoyancy Aid	
Coasteering	C	50 / 80 N Buoyancy Aid	
Dayboat sailing	S	50 / 80 N Buoyancy Aid – Cat A to C 150N Lifejacket – Cat D or 6	
Keelboat Sailing	S	50 / 80 N Buoyancy Aid – Cat A to C 150N Lifejacket – Cat D or 6	
Dinghy Sailing	S	50 / 80 N Buoyancy Aid	
Ferrying	M	50 / 80 N Buoyancy Aid	
Jet Ski	C	50 / 80 N Buoyancy Aid	Safety helmets worn if required by risk assessment.
Kayaking	AT	Yak Type 50 / 80 N Buoyancy Aid – No crotch strap	Safety Helmets required (On flat water if required by risk assessment.)
Motor Cruising (Offshore)	AT	275 N Lifejacket	Incorporates safety harness, spray-hood and light
Open Canoes	AT	Yak Type 50 / 80 N Buoyancy Aid – No crotch strap	Safety Helmets required (if required by risk assessment.)
Power Boating <15 knots	S	50 / 80 N Buoyancy Aid – Cat A to C 150N Lifejacket – Cat D or 6	Safety helmets to be worn if required by risk assessment.
Power Boating >15 knots	S	150 N Lifejacket	Safety helmets to be worn if required by risk assessment.
Pulling	S	50 / 80 N Buoyancy Aid	
Rafting	M	50 / 80 N Buoyancy Aid	
Safety Boat	S	50 / 80 N Buoyancy Aid	While providing dedicated safety boat cover for dinghy sailing, windsurfing or rowing
Square Rigger Sailing	AT	275 N Lifejacket	Incorporates safety harness
Surf Skis	C	50 / 80 N Buoyancy Aid	Safety Helmets required
Surfboarding	C	50 / 80 N Buoyancy Aid	Safety Helmets required
Water Skiing	C	Specialist Buoyancy Aid	Safety Helmet required if carrying out jumps
White Water Rafting	C	50 / 80 N Buoyancy Aid	Safety helmets required
Windsurfing	S	50 / 80 N Buoyancy Aid	Safety helmets to be worn if required by risk assessment.
Yacht Sailing (Offshore)	AT	275 N Lifejacket	Incorporates safety harness

Key: Military (M), Syllabus (S), Adventurous Training (AT), Challenge Pursuit (C)

BOAT TRANSFER / DISPOSAL INSTRUCTIONS

This proforma is submitted to the Unit or Fleet Manager as:

Boat Transfer Instructions***Unit Request for Boat Transfer or Disposal*****Disposal Instructions*****Defect Report***

(Delete as required)

Ser	Information Required	Details
Current Holding Unit Details:		
1	Unit Name	
2	Address	
3	POC	
4	Contact Phone Number	
5	Contact Email address	
Boat or Craft Details:		
6	Boat Type	
7	Boat Location (Post Code)	
8	Name or Ser No	
9	Engine Type (If applicable)	
10	Engine Ser No	
11	Ancillary Equipment or Accessories: (List as required)	
12	Condition	Good* / Serviceable* / Unserviceable*
13	Date of last annual inspection	
14	Description of Defects <i>(Details of condition, repairs required and equipment to be replaced. Attach an inspection report if necessary)</i>	
Receiving Unit Details:		
15	Unit Name	
16	Address	
17	POC	
18	Contact Phone Number	
19	Contact Email address	

Disposal Instructions:		
20	The above mentioned craft in to be disposed of in the following manner	
Timelines:		
21	The above mentioned craft is to be transferred / disposed of no later than	
Transfer / Disposal* Certificate:		
22	The above mentioned craft was received / disposed* of as instructed on (Date)	
23	The following certificates, receipts or proof of destruction are attached	
24	Remarks	
25	Unit	
26	Name	
27	Rank	
28	Signature	
29	Date	

Notes:

1. These instructions will be disseminated by email as the norm.
2. Boats are to be transferred with all relevant documentation.
3. Units should note that no boat may be sold, disposed of or destroyed unless a disposal instruction is issued by the fleet manager.
4. The fleet manager is to be informed of any problems with transfer or disposal as soon as they are identified.
5. Receiving units are to process the receipt certificate and return it to the fleet manager as soon as possible.

DINGHY AND KEELBOAT MAINTENANCE FOR INSHORE AND INLAND USE

GENERAL

1. All small sailing boats used for Cadet afloat activities are to be maintained in a safe condition and may not be used if out of date for inspection or maintenance. Inspection and maintenance procedures may follow the manufacturer's guidelines or the procedures outlined below; however records of all inspection and maintenance must be retained by the custodian unit for at least 7 years.

INSPECTION REGIME

2. Dinghies and keelboats operated inshore and /or inland within MCA Categorized waters A – D are to be inspected as follows:

- a. Annually.
- b. Before Use.

ANNUAL INSPECTIONS

3. All boats are to be inspected before they are 1 year old and then annually by a competent person, ideally independent of the custodian Unit. However if this is not possible then a competent person within the unit may conduct annual inspections. Adults with the following qualifications are authorised to conduct these inspections:

- a. Dinghy Instructors.
- b. Powerboat instructors.
- c. Yachtmasters.
- d. An individual who has completed a local Small Craft Inspection Course.
- e. A professionally qualified boat maintainer / shipwright / surveyor.

4. The inspection checklist and certificate at Appendix 1 may be used to record annual inspections. Boats may only be used if they have a valid Inspection Certificate which are valid for 1 year.

BEFORE USE INSPECTION

5. The qualified helm or RYA instructor is to ensure that the craft is sound, correctly rigged and that all functional checks have been carried out before the craft leaves the side. Any faults identified are to be reported and rectified before use. All remedial / reactive maintenance should be recorded in the maintenance log for that boat.

MAINTENANCE REGIME

6. Boats are to be maintained in accordance with CF or manufacturer's instructions which will vary dependent on the type of craft. Units may apply for funding via their chain of command for major repairs although, minor maintenance and repair is to be funded by the unit. The two main types of maintenance will be as follows:

- a. Pre-Planned Preventative Maintenance (PPM).
- b. Reactive Maintenance (RM).

PRE-PLANNED PREVENTATIVE MAINTENANCE (PPM)

7. PPM may be limited on the smaller craft to minor maintenance procedures that can be conducted during the annual inspection. If more in-depth PPM is required a forecast of maintenance procedures must be drafted which should be accompanied by a set of instructions or references which will enable these processes to be conducted safely; some procedures may require a dedicated risk assessment. A suggested PPM for dinghies may be found at Appendix 2. All PPM is to be recorded in the boat's defect / maintenance log.

REACTIVE MAINTENANCE (RM)

8. Reactive maintenance will be carried out as items fail or excessive wear has been identified during an inspection. All RM is to be recorded in the boat's maintenance log.

9. Units may "Contract out" the routine inspection, maintenance and repair to another independent company, sailing school or agency. Funding for this service remains the responsibility of the unit who are to obtain all external inspection and maintenance records and archive them with that boat's file.

REPAIRS

10. Repairs are to be completed by a competent person or agency usually at Unit expense. Major defects are to be reported to the Fleet Manager using the Defect Report at Annex E. The Fleet Manager will then organise repair or disposal of the boat. All major repairs are to be recorded in the Boat Defect / Maintenance Log.

Appendix:

1. Dinghy / Keelboat Annual Inspection Checklist and Certificate
2. Dinghy / Keelboat Pre-Planned Preventative Maintenance.

DINGHY OR KEELBOAT ANNUAL INSPECTION CHECKLIST & CERTIFICATE

Ser	Information Required	Details		
Unit & Boat Details:				
1	Unit Name			
2	Boat Type			
3	Name or Ser No			
4	Last Annual Inspection Date			
5	Owner (if not unit)*			
6	Contact Number*			
7	Email*			
8	Insurance Company*			
9	Policy Number*			
10	Policy renewal date*			
Inspection		Finding		
	Item	Good	Sat	Defect¹
11	Visual Damage to hull			
12	Visual Damage to deck			
13	Buoyancy ²			
14	Drain plug(s)			
15	Centreboard and casing			
16	Wooden fittings			
17	Standing rigging			
18	Running Rigging			
19	Mast			
20	Sails and sheets			
21	Gooseneck			
22	Gaff Jaws (ASC Only)			
23	Tiller and Rudder			
24	Pintles and Gudgeons			
25	Oars or paddles			
26	Trailer			
Inspector:				
27	Name			
28	Rank			
29	Signed			
30	Date			
31	Sentence	Seaworthy / Unseaworthy*		
32	Operating restrictions (If any)			

* Delete as necessary

Note:

- All defects listed to be transferred to the boat's defect / maintenance log for action.*
- All dinghies are to have their buoyancy tested as part of the inspection process. The boat is to be capsized under control for 10 minutes each side. This should result in the ingress of no more than 5 litres of water into any of the buoyancy tanks. The craft should remain floating in a condition from which it could be recovered by the crew. Larger boats are to have buoyancy spaces inspected for leaks where practicable.*

DINGHY OR KEELBOAT PRE-PLANNED PREVENTATIVE MAINTENANCE

1. Below is a suggested list of maintenance procedures for dinghies and keelboats which should be conducted by a competent person as described in Chap 4:

No	Task	Interval/Remarks
1	Visually Examine hull for damage	After grounding or collision
2	Check pintles for damage	After grounding or collision
3	Visually examine deck for damage	After grounding or collision
4	Visually examine centre board & casing or keel bolts for damage	After grounding or collision
5	Carry out functional check for steering gear by moving rudder through full range of travel	Before Departure
6	Bail water out through bilges and investigate if leakage is excessive	Before departure and return from afloat training, weekly when not in use
7	Check safety equipment is onboard and in-date	Prior to use
8	Ensure that anchor and chain/warp is onboard	Prior to use
9	Ensure mooring ropes are onboard	Prior to use
10	Ensure whistle is onboard and in working order	Prior to use
11	Inspect standing rigging	Prior to use
12	Inspect running rigging	Prior to use
13	Inspect mast	Prior to use
14	Inspect sails & sheets	Prior to use
15	Inspect gooseneck	Prior to use
16	Inspect oars/paddles	Prior to use
17	Inspect wooden fittings	Monthly in Season
18	Inspect centreboard or keel & keel bolts	3 Monthly in Season
19	Visually examine non slip surfaces for signs of wear	3 Monthly in Season
20	Wash hull and inspect for damage	3 Monthly in Season
21	Visually inspect condition of rudder blade	Prior to and at the end of boating season
22	Visually inspect condition of rudder pintles	Prior to and at the end of boating season
23	Monitor condition of antifouling on hull if used	Prior to and at the end of boating season
24	Visually inspect anchor and warp for signs of corrosion, abrasion and degradation	Prior to and at the end of boating season
25	Visually inspect anchor securing cleat and securing bolts for signs of corrosion, tightness and degradation	Prior to and at the end of boating season
26	Visually inspect mooring bollard or securing cleat for signs of corrosion, tightness and degradation	Prior to and at the end of boating season
27	Monitor condition of internal and external paintwork for signs of degradation and paint as necessary	Prior to and at the end of boating season
27	Monitor condition of varnished woodwork for signs of degradation. Re-varnish as necessary	Prior to and at the end of boating season
29	Visually inspect GRP gel coat for signs of dirt, wash & polish as necessary	Prior to and at the end of boating season
30	Spare...	
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		

POWERBOAT MAINTENANCE

GENERAL

1. All powerboats used for CF activities are to be maintained in a safe condition and may not be used if out of date for inspection or maintenance. Inspection and maintenance procedures to be followed are outlined below; however records of all inspection and maintenance must be retained by the custodian unit for at least 7 years and sent with the boat if transferred to another unit.

SURVEY AND INSPECTION REGIME

2. MoD or CF Powerboats operated inshore and /or inland within MCA Categorised waters A – D are to be inspected in accordance with the following 5-year plan to BSS / RYA standards. At the end of each 5-year period each craft is to be subject to a survey by a competent and qualified small craft surveyor who is to produce a full condition report. This cycle is to be repeated until the craft is withdrawn from service:

- | | | | | |
|------------------|---|------------------------|---|----------------------|
| a. End of Year 1 | - | Annual Unit inspection | - | By competent person. |
| b. End of Year 2 | - | Annual Unit inspection | - | By competent person. |
| c. End of Year 3 | - | Annual Unit inspection | - | By competent person. |
| d. End of Year 4 | - | Annual Unit inspection | - | By competent person. |
| e. End of Year 5 | - | External Survey | - | By surveyor. |

ANNUAL UNIT INSPECTIONS

3. All powerboats are to be inspected before they are 1 year old by a competent person, ideally independent of the custodian Unit. However if this is not possible then a competent person within the unit may conduct annual inspections. Adults with the following qualifications are authorised to conduct these inspections:

- a. RYA Power Boat Instructor or above.
- b. An individual who has completed a local Small Craft Inspection Course.
- c. A professionally qualified boat maintainer / shipwright / surveyor.

4. The inspection checklist and certificate at Appendix 1 may be used to record annual inspections. This type of inspection may also be carried out as a pre-check prior to the professional survey to identify any remedial action required. HQ safety staff will require sight of these documents during periodic inspections.

EXTERNAL SURVEY

5. MoD or CF Powerboats are to be professionally surveyed at the end of each 5-year period as per the inspection cycle detailed above. Surveys may be organised by the unit or Fleet Manager but will usually be paid for by the unit. A unit representative is to be at the survey who should present all past documentation and ancillary equipment for inspection. The surveyor will issue a Full Condition Report inspection report or Document of Compliance (DoC) for the craft. Copies of all survey and inspection reports are to be held with the boat documents.

SURVEY AND INSPECTION OF PRIVATE VESSELS

6. Private vessels owned by units, schools or individuals that are to be used for CF activities are to follow a similar inspection regime as detailed above. However, private vessels must have an in-date and valid DoC for the area in which it is to operate before any use by CF. A copy of this document should be held by the user unit.

SURVEYORS

7. The surveyor must be suitably qualified and experienced who carries Professional Indemnity (PI) Insurance. The full condition reports is to state the following as a minimum and may be in SVC2 format:

- a. That the vessel and its equipment are structurally, mechanically and electrically sound.
- b. The total number of persons permitted to be carried.
- c. The operational weather limits.
- d. The maximum engine power (OBM fitted boats only).

INLAND WATERWAYS BOAT SAFETY SCHEME CERTIFICATES

8. In addition to the DoC or Survey report, powered boats used on some Inland Waterways are required by the water authority to hold a British Waterways Boat Safety Scheme Certificates (BSSC) which are valid for 4 years. The survey for the BSSC where required is to be paid for by the custodian Unit.

9. The Ministry of Defence will not accept liability for any accident involving MoD, CF or private boats used during authorised cadet activity that do not have valid inspection or survey documentation. **Boats without a valid DoC and / or annual inspection certificate are not to be used.**

BEFORE USE INSPECTION

10. The qualified helm or RYA instructor is to ensure that the craft is sound, correctly equipped and that all functional checks have been carried out before the craft leaves the side. It is important that the correct pre-check and start up procedure is used for OBMs or IBMs to prevent damage and excessive wear. Any faults identified are to be reported and rectified before use. All remedial / reactive maintenance should be recorded in the maintenance log for that boat.

MAINTENANCE REGIME

11. Boats are to be maintained in accordance with MoD, CF or manufacturer's instructions which will vary dependent on the type of craft. Units may apply for funding via their chain of command for major repairs although, minor maintenance and repair is to be funded by the holding unit. The two main types of maintenance will be as follows:

- a. Pre-Planned Preventative Maintenance (PPM).
- b. Reactive Maintenance (RM).

PRE-PLANNED PREVENTATIVE MAINTENANCE (PPM)

12. It is especially important that PPM is conducted on powered vessels to prevent wear and or damage to engines and prolong their service life. If more in-depth PPM is required a forecast of maintenance procedures must be drafted which should be accompanied by a set of instructions or references which will enable these processes to be conducted safely; some procedures may require a dedicated risk assessment. A suggested PPM for powerboats dinghies may be found at Appendix 2. All PPM is to be recorded in the boat's defect / maintenance log.

REACTIVE MAINTENANCE (RM)

13. Reactive maintenance will be carried out as items fail or excessive wear has been identified during an inspection. All RM is to be recorded in the boat's maintenance log.

14. Units may "Contract out" the routine inspection, maintenance and repair to another independent company, sailing school or agency. Funding for this service remains the responsibility of the unit who are to obtain all external inspection and maintenance records and archive them within that boat's file.

REPAIRS

15. Minor repairs are to be completed by a qualified competent person or agency usually at Unit expense. Major defects are to be reported to the Fleet Manager using the Defect Report at Annex E. The Fleet Manager will then organise repair or disposal of the boat. All repairs are to be recorded in the Boat Defect / Maintenance Log.

16. The following repairs are not to be attempted by units unless they are deemed competent by their HQ and are authorised in writing to do so by the fleet manager:

- a. Engine, gearbox or prop-shaft.
- b. Boat electrical systems.
- c. IBM fuel systems (Less filters and pumps).
- d. Boat controls and steering systems.
- e. GRP repairs that puncture the hull, affect the strength of the boat or surface damage over 5 cm in diameter.

PROPELLER GUARDS

17. **Prop-Guards.** **All powerboats with OBMs of 20hp or above are to be fitted with a propeller guard.**

Note: Under exceptional circumstances dispensation may be sought for removal of prop guards as detailed in chapter 2.

Appendix:

1. Powerboat Annual Inspection Checklist and Certificate
2. Powerboat Pre-Planned Preventative Maintenance.

POWERBOAT ANNUAL INSPECTION CHECKLIST & CERTIFICATE

Ser	Information Required	Details		
Unit & Boat Details:				
1	Unit Name			
2	Boat Type	Planning / Displacement*		
3	Name or Ser No			
4	Engine type and Ser No			
5	Last Annual Inspection Date			
6	Owner (if not unit)*			
7	Contact Number			
8	Email*			
9	Insurance Company*			
10	Policy Number*			
11	Policy renewal date*			
Inspection		Finding		
	Item	Good	Sat	Defect¹
12	Hull			
13	Sponsons / Buoyancy			
14	Deck			
15	Bilge			
16	Manual Bilge Pump*			
17	Auto Bilge Pump / Drain			
18	Engine Clamps / Security			
19	Engine Tilt*			
20	Oil(s)			
21	Coolant			
22	Fuel System			
23	Stern Gland*			
24	Battery			
25	Engine start / stop / Throttle			
26	Prop Guard ²			
27	Kill Cord*			
28	Steering			
29	Instruments			
30	Nav Lights			
31	Fire Extinguisher(s)			
32	Radar Reflector			
33	Anchor			
34	Lifebuoy & throw line			
35	Radio			
36	Warps, Fenders & Lines			
37	Trailer			
Inspector:				
38	Name			
39	Rank			
40	Signed			
41	Date			
42	Sentence	Seaworthy / Unseaworthy*		
43	Operating restrictions (If any)			

* Delete as necessary

1. All defects listed to be transferred to the boat's defect / maintenance log for action.
2. Prop guards are to be fitted to all MoD OBMs over 20hp.

POWERBOAT PRE-PLANNED PREVENTATIVE MAINTENANCE

1. Below is a suggested list of maintenance procedures for planning or displacement powerboats which should be conducted by a competent person as described in Chap 4:

No	Task	Interval/Remarks
1	Check bilges pump out as Reqd – check for leaks if Reqd	Prior to use
2	Check engine and prop guard if fitted are secure	Prior to use
3	Test steering by moving rudder/ OBM through full range	Prior to use
4	Check engine & gearbox oil levels	Prior to use
5	Ensure Engine cooling water is circulating (if water cooled)	Prior to use
6	Ensure vessel has sufficient fuel for passage	Prior to use
7	Check fuel filters and pipework for leaks	Prior to use
8	Check safety equipment is on-board and in-date	Prior to use
9	Ensure that anchor and chain/warp is on-board and tied in	Prior to use
10	Ensure mooring ropes are on-board	Prior to use
11	Carry out functional checks of navigation lights	Prior to use
12	Carry out functional check of Radio (if fitted)	Prior to use
13	Ensure whistle is on-board and in working order	Prior to use
14	Carry out functional check of engine/gearbox controls	Prior to use
15	Monitor engine performance	During boat operation
16	Monitor engine temperature (if gauge/light fitted)	During boat operation
17	Pump water out of bilge & investigate if excessive	Weekly if not in regular use
18	Lubricate propeller shaft seal (if applicable)	Weekly & after use
19	Lubricate steering cable using waterproof grease	Weekly
20	Check condition of alternator drive belt	Monthly
21	Check level of Battery Electrolyte & top up as necessary	Monthly
22	Operate hull valves through full extent of travel	Monthly
23	Check level of engine / gearbox oil - top up if required	Monthly
24	Ensure portable fire extinguishers are "in date"	Monthly
25	Ensure fire extinguisher port operates (if fitted)	Monthly
26	Charge battery if boat not used for more than 3 months	3 Monthly
27	Check tightness of battery terminals	3 Monthly
28	Coat battery terminals with petroleum jelly	3 Monthly
29	Check fuel line filters for debris and water	3 Monthly
30	Visually examine non slip surfaces for signs of wear	3 Monthly
31	Check all electrical connections for corrosion and tightness	3 Monthly
32	Wash hull and inspect for damage	3 Monthly
33	Change engine oil and oil filter	Yearly or at 100 hrs run
34	Visually inspect condition of rudder blade & pintles	Yearly
35	Visually inspect fuel tank & pipe work connections for leaks	Yearly
36	Monitor condition of antifouling on hull and <i>re-apply if Reqd</i>	Yearly
37	Visually inspect anchor and warp for signs of corrosion & wear	Yearly
38	Visually inspect anchor securing cleat signs of corrosion & wear	Yearly
39	Visually inspect mooring bollard or cleats for security and wear	Yearly
40	Monitor all paintwork & varnish for degradation & repaint as Reqd	Yearly
41	Remove all dirt and marine growth from hull	Yearly
42	Visually examine engine cooling system for signs of degradation	Yearly
43	Check paperwork, documentation and insurance if necessary	Yearly
44	Visually examine hull for damage	After grounding or collision
45	Check OBM pintles for damage	After grounding or collision

Notes

1. Some serials above may not be required and may be deleted dependant on the type of boat.
2. Manufacturer's guidelines should be followed when inspecting and maintaining engines.
3. All inspections and maintenance must be entered in the boats Defect / Maint Log.

OFFSHORE CRAFT MAINTENANCE

GENERAL

1. All offshore sailing and motor vessels operated in Cat 6 - 0 waters as defined by the MCA and up to 24m in length are regulated by Marine Guidance Note 280 (MGN 280). This reference provides detailed guidance on the construction standards, equipment, manning maintenance and inspection of small commercial vessels used for sport, pleasure or as workboats. Offshore craft are to be maintained in a safe condition and are not to be used if out of date for inspection or maintenance. Inspection and maintenance procedures to be followed are outlined below and are in line with MGN 280. Records of all inspection and maintenance must be retained for reference.

SURVEY AND INSPECTION REGIME

2. Offshore craft operated by CF or privately owned and used by the CF are to be inspected in accordance with the following 5-year plan. The cycle is to be repeated until the craft is withdrawn from service:

- | | | | | |
|------------------|---|---|---|----------------------|
| a. Before use | - | Certifying Authority Survey | - | Appointed Person. |
| b. End of year 1 | - | Annual Unit inspection | - | By competent person. |
| c. End of year 2 | - | Annual Unit inspection | - | By competent person. |
| d. During year 3 | - | Certifying Authority Survey | - | Appointed Person. |
| e. End of year 4 | - | Annual Unit inspection | - | By competent person. |
| f. End of year 5 | - | Certifying Authority Survey
(New Certificate required) | - | Appointed Person. |

CERTIFYING AUTHORITY SURVEYS

3. Fleet Managers are to apply to the relevant Certifying Authority for an initial survey using Form SCV1 (Available online). The appointed person will conduct a thorough survey of the vessel and complete Form SCV2 which will detail his / her findings and any remedial works required. The requirement for the vessel to be in or out of the water for the inspection should be checked with the appointed person before the survey. Copies of the SCV2 will be held on the vessel, by the fleet manager and by the certifying authority. An Pre-inspection guide may be found at Appendix 1.

4. Although the SCV2 Certificate is valid for 5 Years the Certifying Authority must confirm that the craft remains fit for purpose by completing and intermediate inspection of the vessel at not more than 3-years from the certificate's date of issue. A unit representative is to be present at any survey and should present all past documentation and ancillary and safety equipment for inspection.

ANNUAL UNIT INSPECTIONS

5. During the years between formal surveys, offshore vessels are to inspected annually by a competent person who should ideally be independent of the custodian Unit. If this is not possible then a competent person within the unit may conduct annual inspections. The SCV2 Certificate is to be used as the inspection guide and the competent person is to sign the SCV2 within the Record of Periodic Inspections section of the form. The Certifying Authority is to be informed of the date and result of all re-validation inspections. RYA Yachtmasters is the lowest formal qualification required to conduct unit annual inspections.

6. Unit inspectors are not to sign the SCV2 if the vessel or ancillary equipment are faulty and must re-inspect the vessel after remedial action before certifying that the vessel is fit for purpose. **Vessels without a valid and in-date SCV2 are not to be used.**

BEFORE USE INSPECTION

7. The nominated skipper is to ensure that the vessel is sound, correctly equipped and that all functional checks have been carried out before the craft leaves the side in accordance with the vessel's Safety Management System and SOPs. Any critical faults identified are to be reported and rectified before use. All remedial / reactive maintenance should be recorded in the maintenance log for that vessel.

MAINTENANCE REGIME

8. Boats are to be maintained in accordance with CF or manufacturer's instructions which will vary dependent on the type of craft. The two main types of maintenance will be as follows:

- a. Pre-Planned Preventative Maintenance (PPM).
- b. Reactive Maintenance (RM).

PRE-PLANNED PREVENTATIVE MAINTENANCE (PPM)

9. Offshore vessels by their very nature will require careful management of all maintenance procedures. Fleet Managers are to draft a bespoke PPM forecast for each vessel and its ancillary equipment. This may be part of the vessel's SMS and may be accompanied by a set of instructions or references which will enable these processes to be conducted safely; some procedures may require a dedicated risk assessment. A spread sheet format is suggested and an example may be found at Appendix 2. All PPM is to be recorded in the boat's defect / maintenance log, a format for which may be found at Appendix 3.

REACTIVE MAINTENANCE (RM)

10. Reactive maintenance will be carried out as items fail or excessive wear has been identified during an inspection. RM may be conducted by competent persons appointed by the Fleet Manager or contracted out to a private company or agency. All RM is to be recorded in the vessel's maintenance log.

REPAIRS

11. Minor repairs are to be completed by a competent person or appointed agency. Major defects are to be reported to the Fleet Manager using the Defect Report at Annex A to Ch 3. The Fleet Manager will then organise repair of the boat either immediately or as part of a larger refit. All repairs and refits are to be recorded in the Boat Defect / Maintenance Log.

LARGE VESSELS

12. Offshore vessels operated by the CF that are in excess of 24m in length carrying 12 or less passengers are to comply with Marine Guidance Note for Large Yachts No 3 (LY3). Vessels over 24m in length and carrying more than 12 passengers are to comply with extant MCA Passenger Ship regulations.

EMERGENCY EQUIPMENT

13. Inspection, maintenance and repair of a vessel's emergency equipment is to be in accordance with the relevant Code of Practice and manufacturers guidelines and should be included within the vessels PPM check list and SMS. Equipment encompassed by this category may include:

- a. Lifejackets.
- b. Life rafts.
- c. Flares.
- d. Radios, EPIRBs and PLBs
- e. Grab-bags and associated equipment.
- f. Lifebuoys and throw lines.
- g. Dan and Jon Buoys.
- h. Thermal Protective Aids
- i. First aid kit and medical equipment.
- j. Tender(s).
- k. Anchor & Warp.
- l. Storm sails and heavy weather equipment.

TENDERS

14. Boats tenders are to be subject to their own inspection and maintenance regime as applicable to the type of craft used and are to have their own annual inspection certificate and maintenance log which should be kept with the mother vessel's documents.

OFFSHORE VESSELS CHARTERED OUTSIDE THE UK

15. Where units arrange the charter of vessels outside the UK and its territorial waters for CF approved training, they must ensure that the vessel(s) have either a MCA Document of Compliance, or an equivalent issued by the national authorities of the country concerned. Approval for the use of foreign-chartered vessels must be obtained from the CF authority using the JSATFA process.

Appendix:

1. Small Commercial Vessel 2 Pre-Inspection Check List.
2. Offshore Vessel Pre-Planned Preventative Maintenance Example.

SCV2 PRE-CHECKLIST FOR OFFSHORE VESSELS

Ser	Information Required	Details		
Unit & Boat Details:				
1	Unit Name			
2	Boat Type			
3	Name or Ser No			
Inspection		Finding		
	Item	Good	Sat	Defect¹
4	Hull & deck			
5	Bulkheads & doors			
6	Hatches, windows & portlights			
7	Engine ventilation & exhaust			
8	Inlets, Outlets & skin fittings			
9	Water freeing arrangements			
10	Engine & generator(s)			
11	Petrol & gas stowage			
12	Batteries & electrics			
13	Steering & emergency steering			
14	Bilge pumps & alarms			
15	Stability (Documentation)			
16	Gas appliances			
17	Fire fighting equipment			
18	Smoke / fire detectors			
19	Means of escape			
20	Radio(s)			
21	Nav lights & day shapes			
22	Sound Signal			
23	GPS / Plotter / AIS / Radar			
24	Compass, main and hand held			
25	Depth sounder & log			
26	Anchor, chain & warp			
27	Fresh water storage & supply			
28	Heads & pump arrangements			
29	Safety rail & stanchions			
30	Jackstay & Hardpoints			
31	Keel & attachment			
32	Rudder & attachment			
33	Prop, shaft, gland & anode(s)			
34	Mast & standing rigging			
35	Fuel tank & connections			
36	Lifejackets & harnesses			
37	Life-raft(s)			
38	Lifebuoys & lights			
38	First aid kit(s)			
40	Radar reflector			
41	Flares			
42	SOLAS No2 Chart			
43	Thermal Protective Aids			
44	Ships Docs and Trg manual			
45	Charts & Publications			
46	Signal Lamp			
47	Wire cutting device			
48	Barometer			
49	Tender			
50	Storm Sails			
Inspector:				
51	Name			
52	Signed			
53	Date			
54	Sentence	Seaworthy / Unseaworthy*		

EXAMPLE OFFSHORE VESSEL INSPECTION AND MAINTENANCE SCHEDULE

Inspection and Maintenance Schedule for: **STC Buccaneer**

Ser	Equipment	Ser No	In Service Date	Life	End of Life	Service / Inspection Type	By	Interval	Last Inspection	Next Inspection	Remarks
1	Hull	GBR 1234	01-Mar-98	On Condition	N/A	Annual SCV2	Unit / RYA	12 months	01-Dec-12	01-Dec-13	Next by RYA
2	Engine	YM9826435	01-Mar-98	On Condition	N/A	Annual service	HP Marine	12 months	02-Apr-12	02-Apr-13	
3	OBM	987436	08-May-09	10 yr	08-May-19	Annual service	HP Marine	12 months	01-May-12	01-May-13	
4	Tender	23457-3	10-Jan-10	On Condition	N/A	Annual Inspection	Unit	12 months	01-Dec-12	01-Dec-13	TARs inspection proforma
5	Gas cooker & alarm	BCU23456	01-Mar-98	On Condition	N/A	Annual gas safety check	Inter Gas	12 months	11-Oct-12	11-Oct-13	
6	Fire Ext x 4	Various	10-Jan-10	5 yr	10-Jan-15	Annual	Blaze Fire Ltd	12 months	11-Oct-12	11-Oct-13	
7	Life Jackets x 8	Various	02-Nov-11	On Condition	N/A	6-monthly	SSEM	6 months	19-Sep-12	19-Mar-13	As per SSEL
8	Life Raft	123456789	20-Nov-11	10 yr	20-Nov-21	Annual	Ocean safety	12 months	25-Oct-12	25-Oct-13	
9	Smoke detectors	Various	16-Feb-10	10 yr	16-Feb-20	Annual	Unit	12 months	01-Dec-12	01-Dec-13	
10	Radio(s)	icom159875	08-May-09	On Condition	N/A	Revalidation of Licence	OFCOM	10 Years	08-May-09	08-May-19	Forms online
11	EPIRB	ND 129873	21-Mar-13	On Condition	N/A	Battery replacement	McMurdo	5 Years	21-Mar-13	21-Mar-18	Registered with MCA
12	Flares	Various	08-Mar-12	4 yr	08-Mar-17	Annual	Unit	12 months	08-Mar-12	08-Mar-13	Dispose of via MCA site
13	AHD (Heart-start)	9876	01-Mar-13	On Condition	N/A	Battery replacement	AHD.co.uk	5 Years	01-Mar-13	01-Mar-18	
14											
15											
16											
17											
18											
19											
20											

Note: All inspections and maintenance procedures are to be noted on the vessel Defect / Maintenance Log.

MISCELLANEOUS SMALL BOAT MAINTENANCE

GENERAL

1. This section is intended to cover small craft such as tenders, pulling boats, canoes, kayaks and sail boards which must all be maintained in a safe condition and may not be used if out of date for inspection or maintenance. Inspection and maintenance procedures may follow the manufacturer's guidelines or the procedures outlined below; however records of all inspection and maintenance must be retained by the custodian unit for at least 7 years.

INSPECTION REGIME

2. Small boats operated by the CF in sheltered waters are to be inspected as follows:
- a. Annually.
 - b. Before Use.

ANNUAL INSPECTIONS

3. All boats are to be inspected before they are 1 year old and then annually by a competent person, ideally independent of the custodian Unit. However if this is not possible then a competent person within the unit may conduct annual inspections. Adults with the following qualifications are authorised to conduct these inspections:

- a. Dinghy Instructors.
 - b. Powerboat instructors.
 - c. Windsurfing Instructors (Windsurfing equipment only).
 - d. BCU Coaches (Paddlesport equipment only).
 - e. SCC or BR Rowing Instructor (Rowing equipment only).
 - f. An individual who has completed a local Small Craft Inspection Course.
 - g. A professionally qualified boat maintainer / shipwright / surveyor.
4. The inspection checklist and certificate at Appendix 1 may be used to record annual inspections. Boats may only be used if they have a valid Inspection Certificate which will be valid for 1 year.

BEFORE USE INSPECTION

5. The qualified user or RYA / BCU instructor is to ensure that all boats / boards are sound, correctly rigged and that all functional checks have been carried out before the craft leaves the side. Any faults identified are to be reported and rectified before use. All remedial / reactive maintenance should be recorded in the maintenance log for that boat.

MAINTENANCE REGIME

6. Boats are to be maintained in accordance with CF or manufacturer's instructions which will vary dependent on the type of craft. Maintenance on these small craft is liable to be reactive, rectifying faults found during before use or annual inspections. Small craft issued as part of a larger vessels inventory should be entered on the mother vessel's PPM Schedule. Minor maintenance and repair of small craft and boards is to be funded by the unit. Serious defect or damage is to be reported to the Fleet Manager who will decide on the viability of repairs.

REACTIVE MAINTENANCE (RM)

7. Reactive maintenance will be carried out as items fail or excessive wear has been identified during an inspection. All RM is to be recorded in the boat or fleet maintenance log.

8. Units may "Contract out" the routine inspection, maintenance and repair to another independent company, sailing school or agency. Funding for this service remains the responsibility of the unit who are to obtain all external inspection and maintenance records and archive them with that boat's file.

REPAIRS

9. Repairs are to be completed by a competent person or agency who have been authorised in writing to complete repairs by a controlling HQ or the Fleet Manager. These repairs will usually be at Unit expense. Major defects are to be reported to the Fleet Manager using the Defect Report at Annex A to Ch 3. The Fleet Manager will then organise repair or disposal of the boat / board. All repairs are to be recorded in the Boat Defect / Maintenance Log.

Appendix:

1. Pulling Boat or Tender Inspection Checklist & Certificate.
2. Canoe or Kayak Inspection Checklist & Certificate.
3. Windsurfer Inspection Checklist & Certificate.

**ROWING BOAT OR TENDER
ANNUAL INSPECTION CHECKLIST & CERTIFICATE**

Ser	Information Required	Details		
Unit & Boat Details:				
1	Unit Name			
2	Boat Type	(fixed / sliding seat)*		
3	Name or Ser No			
4	Last Annual Inspection Date			
5	Owner (if not unit)*			
6	Contact Number / Email*			
Inspection		Finding		
	Item	Good	Sat	Defect¹
7	Visual Damage to hull			
8	Visual Damage to deck			
9	Buoyancy			
10	Drain plug(s)			
11	Thwart/Seat			
12	Wooden fittings			
13	Tiller and Rudder			
14	Pintles and Gudgeons			
15	Stretchers or Footplates			
16	Crutch/Rowlock/Oarlock System (Including all fittings)			
17	Oars			
18	Sliding Seat System (If Applicable) Including Rails, Fittings & Rollers)			
19	Trailer			
Inspector:				
20	Name			
21	Rank			
22	Signed			
23	Date			
24	Sentence	Seaworthy / Unseaworthy*		
25	Operating restrictions (If any)			

* Delete as necessary

Note:

1. All defects listed to be transferred to the boat's defect / maintenance log for action.

CANOE OR KAYAK ANNUAL INSPECTION CHECKLIST & CERTIFICATE

Ser	Information Required	Details			
Unit & Boat Details:					
1	Unit Name				
2	Canoe Type				
3	Ser or Fleet No				
4	Date taken on charge				
5	Owner (if not unit)*				
6	Contact Number / Email*				
Inspection		Finding			
	Item	Good	Sat	Defect / Maint Req'd	
7	Hull				
8	End loops				
9	Seat and backrest				
10	Thigh braces				
11	Foam buoyancy*				
12	Buoyancy bag & lacing*				
13	Footrests				
14	Yoke*				
15	Paddle				
16	Splash deck				
17	Rudder*				
18	Spare.....				
19					
20					
21					
22					
23					
24					
25					
Inspectors		Name	Date	Initials	Serv or U/S
26	1 st Annual check				
27	2 nd Annual check				
28	3 rd Annual check				
29	4 th Annual check				
30	5 th Annual check				
31	6 th Annual check				
32	7 th Annual check				
33	8 th Annual check				
34	9 th Annual check				
35	10 th Annual check				

Note

This certificate may be used for 1 boat over a period of 10 years.

WINDSURFER ANNUAL INSPECTION CHECKLIST & CERTIFICATE

Ser	Information Required	Details			
Unit & Boat Details:					
1	Unit Name				
2	Board Type				
3	Ser or Fleet No				
4	Date taken on charge				
5	Owner (if not unit)*				
6	Contact Number / Email*				
Inspection		Finding			
	Item	Good	Sat	Defect / Maint Reqd	
7	Board				
8	Skeg				
9	Dagger board				
10	Universal Joint				
11	Mast & extension(s)				
12	Foot straps				
13	Sail (s)				
14	Boom				
15	Harness				
16	Accessories				
17	Anti-slip surface or pads				
18	Spare...				
19					
20					
21					
22					
23					
24					
25					
Inspectors		Name	Date	Initials	Serv or U/S
26	1 st Annual check				
27	2 nd Annual check				
28	3 rd Annual check				
29	4 th Annual check				
30	5 th Annual check				
31	6 th Annual check				
32	7 th Annual check				
33	8 th Annual check				
34	9 th Annual check				
35	10 th Annual check				

Note

This certificate may be used for 1 boat over a period of 10 years.

POWERBOAT EQUIPMENT

1. The following table outlines the suggested equipment list for powerboats involved in Cadet Force training. RYA RTCs are to follow current RYA guidelines on the equipment required and all units are to include their minimum boat equipment lists as part of their SOP / SMS:

Ser	Equipment	Inland	Inshore	S/Boat	Remarks
1	Bailer or bailing system*	✓	✓	✓	
2	Fenders	✓	✓	✓	Dependant on type of craft
3	Warps*	✓	✓	✓	
4	Painter*	✓	✓	✓	Should not reach the prop
5	Kill Cord (x2)*	✓	✓	✓	Mandatory where fitted
6	Spare Fuel*	✓	✓	✓	
7	Throw Line*	✓	✓	✓	
8	Oars / Paddles*	✓	✓	✓	Or alternate means of propulsion
9	Lifebuoy	✓	✓	✓	All vessels over 4.5m
10	Fire Extinguisher*	✓	✓	✓	
11	Boarding ladder	✓	✓	✓	Boats with high freeboard
12	Anchor & Warp*		✓	✓	
13	VHF Radio*		✓	✓	
14	Radio Procedure Card*		✓	✓	
15	First Aid Kit*		✓	✓	
16	Sound Signal*		✓	✓	If fog expected
17	Serrated sharp knife*		✓	✓	May be helmsman's knife
18	Survival Bag / TPA*		✓	✓	
19	Torch		✓	✓	If operating at night
20	Tool Kit*		✓	✓	
21	Engine spares		✓	✓	Including spare starting cord if used
22	Tow Line & Bridle*		✓	✓	
23	Wire Cutters			✓	Where risk of entrapment is high
24	Prop Guard			✓	Mandatory for all safety boats
25	Flares*		✓		
26	Navigation Lights*		✓		If operating at night
27	Compass*		✓		
28	Binoculars		✓		
29	Charts and plotting Eqpt*		✓		May not be Reqd if chart plotter used
30	GPS or Chart Plotter*		✓		
31	Tide Tables*		✓		May be electronic
32	Nav Publications*		✓		May be electronic
33	Echo sounder*		✓		
34	Radar Reflector*		✓		
35	Spare.....:				Local Requirements
36					
37					
38					
39					
40					

Notes:

1. *Safety boats operating in coastal waters should also carry the coastal waters equipment.*
2. *Those items marked with * are required by the RYA dependant on course and area of operation.*

SAILING VESSEL OR YACHT CREWING REQUIREMENTS

CREW	QUALIFICATION	EXPERIENCE REQUIRED	OTHER QUALIFICATIONS
CATEGORY 6 - Within 3 miles from a nominated departure point(s) and never more than 3 miles from land, in favourable weather and daylight.			
CATEGORY 5 - Up to 20 miles from a nominated departure point in favourable weather in daylight.			
Skipper	Day Skipper	Has sailed as Skipper or Mate of comparable yacht this or previous season	VHF, FAID
Mate	Able bodied adult		
CATEGORY 4 - Up to 20 miles from a safe haven in favourable weather and daylight:			
Skipper	CS(S)	Has sailed as Skipper or Mate of comparable yacht this or previous season	VHF, FAID
Mate	Able bodied adult		
CATEGORY 3 - Up to 20 miles from a safe haven. <i>(Note – in CF Vessels where night sailing or more challenging weather may be expected) :</i>			
Skipper	YM(S)	Has sailed as Skipper or Mate of comparable yacht this or previous season	VHF, SURV, FAID, MED
Mate	Adult CC(S)	Has sailed this or previous season	
OR:			
Skipper	CS(S)	Has sailed as Skipper or Mate of comparable yacht this or previous season	VHF, SURV, FAID, MED
Mate	DS(S)	Has sailed this or previous season	
CATEGORY 2 - Area Category 2 - Up to 60 miles from a safe haven:			
Skipper	YM(S)	Has sailed as Skipper or Mate of comparable yacht this or previous season	VHF, SURV, FAID, MED, ENG
Mate	DS(S)	Has sailed this or previous season	
CATEGORY 1 - Up to 150 miles from a safe haven Day or Night:			
Skipper	YM(S)	Has sailed as Skipper or Mate of comparable yacht on Category 0,1 or 2 voyage this or previous season.	VHF, SURV, FAID*, MED, ENG, DOT MED
Mate	CS(S)	Has sailed on Category 0, 1 or 2 voyage this or previous season.	
CATEGORY 0 – Unrestricted Service:			
Skipper	YMO(S)	Has sailed as Skipper of comparable yacht on Category 0, 1 or 2 voyage this or previous season.	VHF, SURV, FAID*, MED, ENG, DOT MED
Mate	YM(S)	Has sailed as Skipper on Category 0, 1 or 2 voyage this or previous season.	VHF, SURV, FAID

MOTOR VESSEL CREW REQUIREMENTS

CREW	QUALIFICATION	EXPERIENCE REQUIRED	OTHER QUALIFICATIONS
CATEGORY 6 - Within 3 miles from a nominated departure point(s) and never more than 3 miles from land, in favourable weather and daylight.			
Skipper	CS(M) RYA PB Adv	Has sailed as Skipper or Mate of comparable vessel or previous season	VHF, SURV, FAID, MED
Mate	Able bodied adult		
CATEGORY 5 - Up to 20 miles from a nominated departure point in favourable weather in daylight.			
CATEGORY 4 - Up to 20 miles from a safe haven in favourable weather and daylight:			
Skipper	CS(M)	Has sailed as Skipper or Mate of comparable vessel this or previous season	VHF, SURV, FAID, MED
Mate	Able bodied adult		
CATEGORY 3 - Up to 20 miles from a safe haven. <i>(Note – in CF Vessels where night sailing or more challenging weather may be expected) :</i>			
Skipper	YM(M)	Has sailed as Skipper or Mate of comparable yacht this or previous season	VHF, SURV, FAID, MED
Mate	Adult HC(M) or CC(S)	Has sailed this or previous season	
OR			
Skipper	CS(M)	Has sailed as Skipper or Mate of comparable yacht this or previous season	VHF, SURV, FAID, MED
Mate	DS(M) or DS(S)	Has sailed this or previous season	
CATEGORY 2 - Area Category 2 - Up to 60 miles from a safe haven:			
Skipper	YM(M)	Has sailed as Skipper or Mate of comparable yacht this or previous season	VHF, SURV, FAID, MED, ENG
Mate	DS(M) or DS(S)	Has sailed this or previous season	
CATEGORY 1 - Up to 150 miles from a safe haven Day or Night:			
Skipper	YM(M)	Has sailed as Skipper or Mate of comparable yacht on Category 0,1 or 2 voyage this or previous season.	VHF, SURV, FAID*, MED, ENG, DOT MED
Mate	CS(M)	Has sailed on Category 0, 1 or 2 voyage this or previous season.	
CATEGORY 0 – Unrestricted Service:			
Skipper	YMO(M)	Has sailed as Skipper of comparable yacht on Category 0, 1 or 2 voyage this or previous season.	VHF, SURV, FAID*, MED, ENG, DOT MED
Mate	YM(M)	Has sailed as Skipper on Category 0, 1 or 2 voyage this or previous season.	VHF, SURV, FAID

KEY TO ABBREVIATIONS

Abbreviations	Definition
(S)	Sail Cruising Qualification
(M)	Motor Cruising Qualification
YMO(S)	RYA Certificate of Competency as Yachtmaster Ocean (Sail) endorsed as 'Valid for Pleasure Vessels up to 24 metres in length used for Commercial purposes'
YM(S)	RYA Certificate of Competency as Yachtmaster (Sail) endorsed as 'Valid for Pleasure Vessels up to 24 metres in length used for Commercial purposes'
CS(S)	RYA Certificate of Competency as Coastal Skipper (Sail) endorsed as 'Valid for Pleasure Vessels up to 24 metres in length used for Commercial purposes'
DS(S)	Holds RYA Day Skipper Practical (Sail) course completion certificate
CC(S)	Holds RYA Competent Crew (Sail) course completion certificate
PB Adv	Holds RYA Powerboat Advanced qualification or above
FAID	First Aid Course Certificate – An in-date course completion certificate issued by the Armed Forces, RYA or recognised voluntary body see RYA List of accepted qualifications
SURV	Sea Survival Course Certificate – An in-date Sea Safety or Sea Survival course completion certificate issued by a DOT approved training establishment/school
VHF	VHF Certificate
MED	Medical Certificate – see Medical Certificate List in Directory
ENG	RYA Engine Course Certificate
DOT MED	In addition the skipper must hold a DOR Ships Captains Medical Training Certificate or equivalent

CADET FORCES VESSEL NAVMOVE FORM

Ser	Information	Data	Remarks
Vessel & Crew:			
1	Name of vessel		
2	Unit using vessel		
3	Name of skipper & Qual		N ^o
4	Name of Mate & Qual		N ^o
5	Name of engineer*		N ^o
6	Controlling HQ / Duty Pers*		N ^o
7	Reporting / Return* Time(s)		
8	Reporting Method		
9	Activate Overdue Procedure at		Hrs overdue
10	Number of adults aboard		
11	Number of cadets aboard		
12	Total souls on board		
Next of Kin (All on Board):			
	Name	NoK	Contact Number
13	1.		
14	2.		
15	3.		
16	4.		
17	5.		
18	6.		
19	7.		
20	8.		
21	9.		
22	10.		
23	11.		
24	12.		
Proposed Route:			
	Date	From	To
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			

The above crew have received the mandatory safety brief for the vessel before sailing:

Date: Rank: Name: Sig:

Note: This proforma is to be completed and copied to the OPCON HQ or relevant duty staff prior to the vessel departing. Changes to crew or itinerary are to be communicated to the OPCON HQ or duty staff as soon as practicably possible. On longer passages local arrangements are to be made to confirm the vessels location with the OPCON HQ or duty staff at least once per day or on arrival at the stated destination.